

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

January 26, 2022 – 1:00 p.m.

Ryan Crean, Board President

Jay Kerr, Board Vice President

Matthew Stamey, Director, Don Parker, Director, Michelle Lee, Director

~MISSION STATEMENT~

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

Pursuant to Assembly Bill 361 and the Ralph M. Brown Act (Government Code section 54950 et seq.), this meeting may utilize teleconferencing. As a precaution to protect the health and safety of staff, officials, and the general public, participating Board Members will not be physically in attendance but will be available via video conference. Although there will be no physical location for members of the public to participate in the meeting, members of the public will have the opportunity to address the Board directly during the Public Comment period by participating in the meeting through Zoom or a call-in option. All votes shall be by roll call due to Board Members participating by teleconference.

HOW TO PARTICIPATE IN THE MEETING REMOTELY VIA ZOOM

Participate via Zoom by joining the webinar online at:

<https://srvfpd.zoomgov.com/j/1601124632?pwd=WjBXUXBWQXZFcUZzL1doUXRnVGhQUT09>

Meeting Details:

Webinar ID: 161 112 4632

Passcode: SRVF

When connected, **click the “Raise Your Hand” button** to request to speak during the Public Comment period. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will then be re-muted.

HOW TO PARTICIPATE IN THE MEETING REMOTELY BY PHONE

Listen or participate with an Audio Only connection by telephone, using the dial-in information below:

Meeting Details:

Phone Number: +1 (669) 254-5252

Webinar ID: 161 112 4632

When connected, enter ***9 on your telephone to “Raise Your Hand”** and request to speak during the Public Comment period. When it is your turn, you will be allowed to speak and prompted **to enter *6 on your phone to unmute yourself**. You will have up to 3 minutes to make your comment. After the allotted time, you will then be re-muted.

HOW TO SUBMIT WRITTEN PUBLIC COMMENT

Members of the public may submit written public comment via email to PublicComment@srvfire.ca.gov prior to

the end of the Public Comment period. Please include “Public Comment 1/26/22” in the subject line and the Agenda Item Number for which the comment is being submitted if the comment pertains to an Agenda Item. In the body of the email, please include your name. The District reserves the right to read comments received prior to the start of the meeting into the record or include the emailed comment in the next month’s Board packet, depending on the length of the email.

AGENDA

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**

4. **PUBLIC COMMENT**

Pursuant to the Brown Act, members of the public may comment on Agenda items and non-Agenda items related to any subject pertaining to District business during the Public Comment period. The time allotted for each speaker is determined by the Board President and may be up to a maximum of three (3) minutes.

5. **CONSENT CALENDAR**

Consent Calendar items are considered routine and are acted upon by the Board with a single action unless a Board member requests separate discussion and/or action.

- 5.1 Approve the demand register for the period December 10, 2021 through January 20, 2022 in the amount of \$6,194,839.78.
- 5.2 Approve the Board Minutes from the December 15, 2021 Regular Board Meeting.
- 5.3 Approve salary, payroll taxes and retirement contributions for the month of December 2021 in the amounts of \$5,041,354.05.
- 5.4 Adopt Resolution No. 2022-01 Re-ratifying the Proclamation of a State of Emergency by Governor Newsom March 4, 2020, and Re-authorizing Teleconference Meetings Under Assembly Bill 361 for a Period of Thirty Days.
- 5.5 Adopt Resolution No. 2022-02 Adopting a Records and Information Management Policy and Retention Schedule.
- 5.6 Authorize suspension of the medical premium cap for active employees for calendar year 2022, and continue to review on a year-to-year basis the financial impact of removing the cap.
- 5.7 **Personnel Actions:**

Promotions:

Approve staff recommendation to award the following promotion, effective, December 15, 2021:
Engineer Christopher Eberle, to Captain 28, step 4
Firefighter Daniel Davis, to Engineer 4, step 5

Step Increases:

Approve staff recommendation to award the following promotion, effective, February 1, 2022:
Firefighter Grant Dakin, to Firefighter 5, step 4

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Update on Public Safety Complex.

7. OLD BUSINESS

7.1 Recommendations for Surplus Disposition.

8. NEW BUSINESS

8.1 Adopt Resolution No. 2022-03 of the Board approving Equipment Lease Financing, to refinance outstanding lease obligations, and authorize execution and delivery of related agreements.

8.2 Approval of Agreement with Jeff Katz Architecture for Training Facility Project.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Letters of appreciation and support from the community.

10. MONTHLY ACTIVITY REPORTS

10.1 Operations and Training Division - Deputy Chief Jim Selover
Operations and Training Report of monthly activities.

10.2 EMS Division - Deputy Chief Jim Selover
EMS Report of monthly activities.

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

10.4 Fleet and Facilities Division – Deputy Chief Frank Drayton
Fleet and Facilities Report of monthly activities.

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

10.6 Human Resources Division – District Counsel, Stephanie Brendlen
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

11.1 Comments by Board of Directors.

11.2 Report on District Standing Committee Assignments for 2022.

12. UPCOMING CALENDAR OF EVENTS

- 12.1 Next Regular Board Meeting, February 23, 2022 at 1:00 p.m.
- 12.2 Town of Danville Council Meeting, February 15, 2022 at 5:00 p.m.
- 12.3 District Holiday – President’s Day, February 21, 2022.
- 12.4 CERT PAC Meeting, February 25, 2022 at 9:00 a.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): 1 potential case. Facts and circumstances that might result in litigation need not be disclosed.
- 13.2 REORGANIZATION UPDATE
Pursuant to California Government Code Section 54957(b)(1).

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 FEBRUARY 23, 2022 AT 1:00 P.M.

Prepared by:

DocuSigned by:

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Stephanie Brendlen, District Clerk

Agenda posted on January 21, 2022 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 12/10/2021 Through 1/20/2022

<u>Check Nu...</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
227626	12/16/2021	360 RESCUE LLC	3,651.24	Rope Rescue Technician Class (4)-11/8-11/12/21
227718	1/11/2022	932 LA GONDA LLC	373.00	Plan Review Fee Refund-IN7806952
01/11/22-01	1/11/2022	ACE AUTO REPAIR AND TIRE CENTER	121.00	Routine PM/Oil Change/Rotate Tire-Unit 358
12/16/21-01	12/16/2021	AIR EXCHANGE INC	312.55	Plymovent Repairs-Stn 35
01/11/22-02	1/11/2022	AIRGAS USA LLC	397.94	Oxygen Tank Cylinders
01/20/22-01	1/20/2022	AIRGAS USA LLC	439.55	Oxygen Tank Cylinders
01/20/22-02	1/20/2022	AIRGAS USA LLC	814.04	Oxygen Tank Cylinders
12/16/21-02	12/16/2021	AIRGAS USA LLC	605.99	Oxygen Tank Cylinders
12/16/21-03	12/16/2021	AIRGAS USA LLC	172.14	Oxygen Tank Cylinders
12/16/21-04	12/16/2021	AIRGAS USA LLC	605.99	Oxygen Tank Cylinders
12/16/21-05	12/16/2021	AIRGAS USA LLC	251.42	Oxygen Tank Cylinder Rental-Nov 2021
12/27/21-01	12/27/2021	AIRGAS USA LLC	350.63	Oxygen Tank Cylinders
12/27/21-02	12/27/2021	AIRGAS USA LLC	514.47	Oxygen Tank Cylinders
227719	1/11/2022	ALAMEDA COUNTY INDUSTRIES	401.82	Garbage Service 12/1/21-12/31/21-Stn 30
	1/11/2022	ALAMEDA COUNTY INDUSTRIES	725.45	Garbage Service 12/1/21-12/31/21-Stn 34
	1/11/2022	ALAMEDA COUNTY INDUSTRIES	975.51	Garbage Service 12/1/21-12/31/21-Stn 38
	1/11/2022	ALAMEDA COUNTY INDUSTRIES	401.82	Garbage Service 12/1/21-12/31/21-Stn 39
01/11/22-03	1/11/2022	ALL STAR FIRE EQUIPMENT INC	761.32	SCBA Repairs
01/11/22-04	1/11/2022	ALL STAR FIRE EQUIPMENT INC	450.00	Face Mask Fit Test (18)
01/11/22-05	1/11/2022	ALL STAR FIRE EQUIPMENT INC	400.00	Face Mask Fit Test (16)
01/11/22-06	1/11/2022	ALL STAR FIRE EQUIPMENT INC	639.23	Helmets (2)-New Academy
01/13/22-01	1/13/2022	ALL STAR FIRE EQUIPMENT INC	314.29	Station Boots-Thomas
01/20/22-03	1/20/2022	ALL STAR FIRE EQUIPMENT INC	842.81	Structure Helmet-Olson
12/27/21-03	12/27/2021	ALL STAR FIRE EQUIPMENT INC	3,121.13	Phenix Helmet-New Academy
227668	12/27/2021	AMAZON COM CREDIT SERVICES	373.13	Class C Safety Boots-2021 Academy
	12/27/2021	AMAZON COM CREDIT SERVICES	26.54	Fire Investigation Camera Memory Cards
	12/27/2021	AMAZON COM CREDIT SERVICES	72.81	Fire Investigator Reference Book
	12/27/2021	AMAZON COM CREDIT SERVICES	59.75	Rope Bag/Straps
	12/27/2021	AMAZON COM CREDIT SERVICES	974.40	Tactical Pants-2021 Academy
	12/27/2021	AMAZON COM CREDIT SERVICES	86.94	Turnout Hangers
227709	12/29/2021	AMAZON COM CREDIT SERVICES	1,108.65	Station Equipment Replacement
227764	1/13/2022	AMAZON COM CREDIT SERVICES	950.58	Lithium Batteries (18)
227710	12/29/2021	AMERICAN MESSAGING	161.26	Paging Service-1/22
227720	1/11/2022	AMERICAN VALLEY WASTE OIL INC	2,249.50	Non Hazardous Waste Removal-Stn 30
227721	1/11/2022	ANTHONY ROMERO	250.00	Paramedic Recertification
227669	12/27/2021	ATT	22.91	Phone Service 11/19/21-12/18/21
227670	12/27/2021	ATT	1,847.76	Phones/Data/Radio Circuit/Long Distance 11/20/21-12/19/21
227671	12/27/2021	ATT	555.06	Phone Service 11/20/21-12/19/21-Comm Center
227627	12/16/2021	ATT MOBILITY	45.81	Cell Phone/Mobile Data-11/1/21-11/30/21
227722	1/11/2022	ATT MOBILITY	400.09	Cell Phones/Mobile Data/iPads 11/27/21-12/26/21
227777	1/20/2022	ATT MOBILITY	16,018.47	Cell Phones/Mobile Data 10/1/21-10/31/21

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	1/20/2022	ATT MOBILITY	7,134.40	Cell Phones/Mobile Data 11/1/21-11/30/21
	1/20/2022	ATT MOBILITY	7,454.03	Cell Phones/Mobile Data/HazMat iPad 12/1/21-12/31/21
227778	1/20/2022	ATT MOBILITY	49.16	Cell Phone/Mobile Data-12/1/21-12/31/21
227672	12/27/2021	BAY AREA AIR QUALITY MANAGEMENT DISTRICT	378.00	Annual Permit Renewal 2/1/22-2/1/23-Stn 36
227628	12/16/2021	BAY AREA NEWS GROUP EAST BAY	61.20	Amended Ordinance 35 Publication of Board Adoption
01/11/22-07	1/11/2022	BAYSPORT PREVENTIVE MEDICAL GROUP	3,045.00	Pre-Employment Physicals-District Aide
01/11/22-08	1/11/2022	BAYSPORT PREVENTIVE MEDICAL GROUP	20,575.00	Annual Wellness Fitness Blood Draws/Testing
12/16/21-06	12/16/2021	BAYSPORT PREVENTIVE MEDICAL GROUP	7,105.00	Pre-Employment Physicals-FF/PM/District Aide
227629	12/16/2021	BENJAMIN A WYLIE	250.00	Paramedic Recertification
	12/16/2021	BENJAMIN A WYLIE	619.86	Station Furnishings-Stn 36
12/16/21-07	12/16/2021	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/15/21-Stn 30
12/16/21-08	12/16/2021	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/15/21-Stn 31
12/16/21-09	12/16/2021	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/15/21-Stn 32
12/16/21-10	12/16/2021	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/15/21-Stn 33
12/16/21-11	12/16/2021	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/15/21-Stn 34
12/16/21-12	12/16/2021	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/15/21-Stn 35
12/16/21-13	12/16/2021	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/15/21-Stn 36
12/16/21-14	12/16/2021	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/15/21-Stn 38
12/16/21-15	12/16/2021	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/15/21-Stn 39
227723	1/11/2022	BLUE CROSS OF CA	2,015.92	Ambulance Refund
227724	1/11/2022	BLUE CROSS OF CA	76.23	Ambulance Refund
01/11/22-09	1/11/2022	BOUNDTREE MEDICAL LLC	1,225.87	Pharmaceutical Supplies
01/11/22-10	1/11/2022	BOUNDTREE MEDICAL LLC	251.80	Medical Supplies
01/11/22-11	1/11/2022	BOUNDTREE MEDICAL LLC	111.58	Pharmaceutical Supplies
01/11/22-12	1/11/2022	BOUNDTREE MEDICAL LLC	1,199.70	Medical Supplies-COVID 19
01/11/22-13	1/11/2022	BOUNDTREE MEDICAL LLC	424.50	Medical Supplies-COVID 19
01/20/22-04	1/20/2022	BOUNDTREE MEDICAL LLC	3,253.47	Pharmaceutical Supplies
01/20/22-05	1/20/2022	BOUNDTREE MEDICAL LLC	6,768.93	Medical Supplies
01/20/22-06	1/20/2022	BOUNDTREE MEDICAL LLC	47.94	Medical Supplies
01/20/22-07	1/20/2022	BOUNDTREE MEDICAL LLC	1,771.13	Pharmaceutical Supplies
01/20/22-08	1/20/2022	BOUNDTREE MEDICAL LLC	1,259.94	Medical Supplies
01/20/22-09	1/20/2022	BOUNDTREE MEDICAL LLC	283.00	Medical Supplies
01/20/22-10	1/20/2022	BOUNDTREE MEDICAL LLC	175.00	Medical Supplies
01/20/22-11	1/20/2022	BOUNDTREE MEDICAL LLC	137.50	Pharmaceutical Supplies
01/20/22-12	1/20/2022	BOUNDTREE MEDICAL LLC	316.80	Medical Supplies
01/20/22-13	1/20/2022	BOUNDTREE MEDICAL LLC	299.50	Pharmaceutical Supplies
01/20/22-14	1/20/2022	BOUNDTREE MEDICAL LLC	498.50	Pharmaceutical Supplies
12/16/21-16	12/16/2021	BOUNDTREE MEDICAL LLC	1,139.10	Pharmaceutical Supplies
12/16/21-17	12/16/2021	BOUNDTREE MEDICAL LLC	947.20	Medical Supplies
12/16/21-18	12/16/2021	BOUNDTREE MEDICAL LLC	1,363.51	Pharmaceutical Supplies
12/16/21-19	12/16/2021	BOUNDTREE MEDICAL LLC	149.75	Medical Supplies

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12/16/21-20	12/16/2021	BOUNDTREE MEDICAL LLC	467.70	Pharmaceutical Supplies
12/16/21-21	12/16/2021	BOUNDTREE MEDICAL LLC	4,787.38	Medical Supplies
12/16/21-22	12/16/2021	BOUNDTREE MEDICAL LLC	223.20	Pharmaceutical Supplies
12/16/21-23	12/16/2021	BOUNDTREE MEDICAL LLC	532.47	Wipes/Towelettes/Coveralls-COVID 19
12/27/21-04	12/27/2021	BOUNDTREE MEDICAL LLC	109.98	Pharmaceutical Supplies
12/27/21-05	12/27/2021	BOUNDTREE MEDICAL LLC	299.70	Face Masks-COVID 19
12/27/21-06	12/27/2021	BOUNDTREE MEDICAL LLC	245.70	Pharmaceutical Supplies
12/27/21-07	12/27/2021	BOUNDTREE MEDICAL LLC	174.00	Medical Supplies
12/27/21-08	12/27/2021	BOUNDTREE MEDICAL LLC	4,508.42	Medical Supplies
227779	1/20/2022	BRIAN MEDLEY	150.00	DMV Physical-Commercial Driver License
227725	1/11/2022	BW PRINTWORKS	51.53	2022 Shift Calendars
227630	12/16/2021	CA MUNICIPAL STATISTICS INC	500.00	CAFR Statistics-6/30/21
227631	12/16/2021	CA STATE DEPARTMENT OF JUSTICE	343.00	Live Scan Pre-Employment
227780	1/20/2022	CA STATE DEPARTMENT OF JUSTICE	392.00	Live Scan Pre-Employment
EFT 01/10/...	1/10/2022	CALPERS	1,599.15	CalPERS Health-Admin Fees Jan 2022
	1/10/2022	CALPERS	369,113.22	CalPERS Health-Jan 2022
	1/10/2022	CALPERS	270,548.03	CalPERS Health-Retirees Jan 2022
Wire 12/28...	12/28/2021	CalPERS CERBT (OPEB)	500,000.00	FY 21/22 OPEB Contribution Prefunding-Dec 2021
227765	1/13/2022	CASEY R GOOD	250.00	Paramedic Recertification
227673	12/27/2021	CCC DEPT OF INFO TECH	607.50	Telecommunication Services/Radio Services-10/21
Wire 01/12...	1/12/2022	CCC EMPLOYEES RETIREMENT ASSOCIATION	476,943.11	Employee Retirement Contributions-12/21
227632	12/16/2021	CENTRAL CONTRA COSTA SANITARY DISTRICT	10,866.81	Annual Sewer Service Charge
227726	1/11/2022	CHRIS CONLEY	912.81	Educ Assist-Reg Fee-Rope Rescue Technician 11/8-11/12/21
227766	1/13/2022	CHRISTOPHER CUNNINGHAM	544.23	Lodging-Cunningham
227781	1/20/2022	CHRISTOPHER STEVENSON	250.00	Paramedic Recertification
227633	12/16/2021	CINTAS CORPORATION	38.79	Carpet Runner Exchange Service-Stn 32
227634	12/16/2021	CINTAS CORPORATION	35.00	Carpet Runners/Mechanics Coverall Cleaning Fee-Stn 30
227674	12/27/2021	CINTAS CORPORATION	81.22	Carpet Runners/Mechanics Coverall Cleaning Fee-Stn 30
227675	12/27/2021	CINTAS CORPORATION	59.33	Carpet Runner Exchange Service-Stn 32
227711	12/29/2021	CINTAS CORPORATION	35.00	Carpet Runners/Mechanics Coverall Cleaning Fee-Stn 30
227727	1/11/2022	CINTAS CORPORATION	81.22	Carpet Runners/Mechanics Coverall Cleaning Fee-Stn 30
227728	1/11/2022	CINTAS CORPORATION	59.33	Carpet Runner Exchange Service-Stn 32
227729	1/11/2022	CINTAS CORPORATION	35.00	Carpet Runners/Mechanics Coverall Cleaning Fee-Stn 30
227782	1/20/2022	CINTAS CORPORATION	81.22	Carpet Runners/Mechanics Coverall Cleaning Fee-Stn 30
227783	1/20/2022	CINTAS CORPORATION	59.33	Carpet Runner Exchange Service-Stn 32
01/13/22-02	1/13/2022	CLARK PEST CONTROL	123.00	Pest Control Service-Training Site
12/16/21-24	12/16/2021	CLARK PEST CONTROL	123.00	Pest Control Service-Training Site
227767	1/13/2022	CLIFFORD SCOTT BUXTON	1,935.00	CERT Instructor (64.5 hours) 4/7-11/10/21
227676	12/27/2021	COLTON FREDRICKSON	912.81	Educ Assist-Reg Fee-Rope Rescue Technician 11/8-11/12/21
227635	12/16/2021	COMCAST	1,735.66	Broadband Internet Service 11/1/21-11/30/21-All Stations
227636	12/16/2021	COMCAST	192.78	Cable Service 12/13/21-1/12/22 Stn 30

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227637	12/16/2021	COMCAST	182.44	Cable Service 12/4/21-1/3/22 Stn 32
227638	12/16/2021	COMCAST	97.24	Cable Service 12/8/21-1/7/22 Admin
227677	12/27/2021	COMCAST	148.86	Cable Service 1/1/22-1/31/22 Stn 33
227678	12/27/2021	COMCAST	161.48	Cable Service 1/1/22-1/31/22 Stn 39
227679	12/27/2021	COMCAST	217.85	Cable Service 12/17/21-1/16/22 Admin
227730	1/11/2022	COMCAST	229.03	Cable Service 12/26/21-1/25/22 Stn 31
227731	1/11/2022	COMCAST	138.73	Cable Service 12/27/21-1/26/22 Stn 35
227732	1/11/2022	COMCAST	61.79	Cable Service 12/26/21-1/25/22 Training Site
227733	1/11/2022	COMCAST	207.10	Cable Service 12/26/21-1/25/22 Stn 36
227734	1/11/2022	COMCAST	179.34	Cable Service 1/13/22-2/12/22 Stn 30
227735	1/11/2022	COMCAST	194.94	Cable Service 1/4/22-2/3/22 Stn 32
227736	1/11/2022	COMCAST	166.37	Cable Service 12/27/21-1/26/22 Stn 34
227737	1/11/2022	COMCAST	168.35	Cable Service 12/27/21-1/26/22 Stn 38
227738	1/11/2022	COMCAST	88.68	Cable Service 1/8/22-2/7/22 Admin
227784	1/20/2022	COMCAST	1,735.66	Broadband Internet Service 12/1/21-12/31/21-All Stations
227639	12/16/2021	CONCERN EAP	3,257.19	Employee Assistance Premium-12/21
227640	12/16/2021	CONCORD UNIFORMS	179.40	Class A Uniform Update-Falkenstrom
	12/16/2021	CONCORD UNIFORMS	74.58	Uniform Pants-Communication Reserve Nissen
227680	12/27/2021	CONCORD UNIFORMS	73.26	Class A Uniform Update-Mohun
	12/27/2021	CONCORD UNIFORMS	69.82	Class A Uniform Update-Parsons
	12/27/2021	CONCORD UNIFORMS	1,079.34	Class A Uniform-Vander Hyde
	12/27/2021	CONCORD UNIFORMS	74.58	Uniform Pants-Communication Reserve Buxton
227785	1/20/2022	CONCORD UNIFORMS	74.58	Uniform Pants-Communication Reserve Hogan
227712	12/29/2021	CONVERGE ONE INC	2,165.00	Meraki License/Support
01/13/22-03	1/13/2022	COOKE AND ASSOCIATES INC	1,865.00	Pre-Employment Background-FF/PM
01/20/22-15	1/20/2022	COOKE AND ASSOCIATES INC	1,994.50	Pre-Employment Background-FF/PM
01/20/22-16	1/20/2022	COOKE AND ASSOCIATES INC	1,865.00	Pre-Employment Background-Single Role PM
12/16/21-25	12/16/2021	COOKE AND ASSOCIATES INC	1,865.00	Pre-Employment Background-FF/PM
12/16/21-26	12/16/2021	COOKE AND ASSOCIATES INC	1,865.00	Pre-Employment Background-District Aide
227768	1/13/2022	COSCO FIRE PROTECTION INC	3,810.00	Annual Fire Sprinkler Inspection-All Stations 10/2021
227681	12/27/2021	COSTCO WHOLESALE MEMBERSHIP	180.00	Costco Membership Renewal Fee-FY2022
01/11/22-14	1/11/2022	DA PAGE LLC	450.00	Paging Software-1/22
227641	12/16/2021	DAVID SCAMPORRINO	250.00	Paramedic Recertification
12/27/21-09	12/27/2021	DEFINITIVE NETWORKS INC	102,976.30	Admin/Suppression/CQI/ePCR Support/MDCs/Comm Center-12/21
227682	12/27/2021	DEL CONTES LANDSCAPING INC	3,918.00	Landscape Maint 12/21-Admin/Stn 30/31/33/35/36/38
01/11/22-15	1/11/2022	DELTA DENTAL OF CALIFORNIA	5,783.00	Dental Claims-12/17/21-12/23/21
01/11/22-16	1/11/2022	DELTA DENTAL OF CALIFORNIA	9,974.00	Dental Claims-12/24/21-12/30/21
01/11/22-17	1/11/2022	DELTA DENTAL OF CALIFORNIA	10,103.75	Dental Claims-12/31/21-1/6/22
01/13/22-04	1/13/2022	DELTA DENTAL OF CALIFORNIA	5,488.00	Dental Insurance Administrative Fees-12/21
01/20/22-17	1/20/2022	DELTA DENTAL OF CALIFORNIA	18,710.60	Dental Claims-1/7/22-1/13/22
12/16/21-27	12/16/2021	DELTA DENTAL OF CALIFORNIA	10,698.40	Dental Claims-12/3/21-12/9/21

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12/27/21-10	12/27/2021	DELTA DENTAL OF CALIFORNIA	16,413.50	Dental Claims-12/10/21-12/16/21
227683	12/27/2021	DENALECT ALARM COMPANY INC	100.00	Alarm Switch Troubleshoot-Stn 31
GEM0122...	12/21/2021	DEPT OF HEALTH CARE SVC GEMT QAF	40,371.36	GEMT QAF Payment-FY2021/22 Q3
227684	12/27/2021	DEPT OF INDUSTRIAL RELATIONS	64,719.08	Workers' Comp OSIP Assessment-FY 2021/22
227642	12/16/2021	DEREK KIMBALL	36.00	Ambulance Refund
227713	12/29/2021	DEVIN J MONGEAU	250.00	Paramedic Recertification
227786	1/20/2022	DIABLO PRINTING AND COPYING	212.07	Business Cards-Bradley/Falkenstrom/Gilman
227685	12/27/2021	DIRECTV	74.99	Cable Service 12/12/21-1/11/22
227787	1/20/2022	DIRECTV	81.24	Cable Service 1/12/22-2/11/22
227686	12/27/2021	DUBLIN SAN RAMON SERVICES DISTRICT	400.27	Water Service 10/15/21-12/14/21 Stn 30
227643	12/16/2021	EBMUD	451.31	Water Service 10/6/21-12/6/21 Stn 33
227687	12/27/2021	EBMUD	451.16	Water Service 10/14/21-12/15/21 Stn 35
	12/27/2021	EBMUD	309.00	Water Service 10/14/21-12/15/21-Stn 35
	12/27/2021	EBMUD	3,669.84	Water Service 10/20/21-12/21/21-Stn 32
227739	1/11/2022	EBMUD	559.12	Water Service 10/20/21-12/21/21 Stn 32
	1/11/2022	EBMUD	1,033.42	Water Service 10/22/21-12/23/21 Stn 39
	1/11/2022	EBMUD	308.03	Water Service 10/22/21-12/23/21-Stn 39
227788	1/20/2022	ECS IMAGING INC	108.50	Livescan Processing Fees (5)-ECS Staff
12/27/21-11	12/27/2021	eFAX CORPORATE	33.90	eFax Usage-Nov 2021
227714	12/29/2021	EKC ENTERPRISES INC	58.94	Audio Visual Equipment Power Supply-Boardroom
227740	1/11/2022	ENTERPRISE FM TRUST	8,533.81	Monthly Fleet Lease Payment (16) 1/1/22-1/31/22
01/11/22-18	1/11/2022	ERGOMETRICS AND APPLIED PERSONNEL RESEARCH INC	160.94	Fire Team Test Materials
12/16/21-28	12/16/2021	ERGOMETRICS AND APPLIED PERSONNEL RESEARCH INC	160.94	Fire Team Test Rental-FF/PM
227688	12/27/2021	FEDERAL EXPRESS	53.61	Delivery Charge-Fire Team Test Return Postage
227741	1/11/2022	FIREFIGHTERS BURN INSTITUTE	250.00	Annual Dues-Youth Firesetter Program Membership
227689	12/27/2021	GALLS LLC	151.62	Academy Class C Pants-Davault
	12/27/2021	GALLS LLC	71.85	Uniform Belts (2)-2021 Academy
227742	1/11/2022	GALLS LLC	89.80	Class C Pants-2021 Academy
227789	1/20/2022	GALLS LLC	41.40	Uniform Belt (1)-Bauchou
	1/20/2022	GALLS LLC	71.85	Uniform Belts (2)-Davault/Gonzels
	1/20/2022	GALLS LLC	71.85	Uniform Belts (2)-Farmer/Webster
	1/20/2022	GALLS LLC	71.85	Uniform Belts (2)-Whitmore/Theodore
	1/20/2022	GALLS LLC	168.24	Uniform Pants (2)-Bauchou
	1/20/2022	GALLS LLC	168.24	Uniform Pants (2)-Gonzales
227790	1/20/2022	GEOCON CONSULTANTS INC	9,783.75	Public Safety Building-Testing/Inspection 10/2021
	1/20/2022	GEOCON CONSULTANTS INC	9,810.00	Public Safety Building-Testing/Inspection 11/2021
227690	12/27/2021	GOLDEN STATE EMERGENCY VEHICLE SERVICES	4,079.50	Annual Inspection/Service-Unit 508
	12/27/2021	GOLDEN STATE EMERGENCY VEHICLE SERVICES	3,456.62	Annual Inspection/Service-Unit 509
	12/27/2021	GOLDEN STATE EMERGENCY VEHICLE SERVICES	3,802.99	Annual Inspection/Service-Unit 523
	12/27/2021	GOLDEN STATE EMERGENCY VEHICLE SERVICES	65,777.13	Annual Inspection/Service-Unit 525
	12/27/2021	GOLDEN STATE EMERGENCY VEHICLE SERVICES	34,773.23	Annual Inspection/Service-Unit 527

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	12/27/2021	GOLDEN STATE EMERGENCY VEHICLE SERVICES	20,727.22	Annual Inspection/Service-Unit 606
	12/27/2021	GOLDEN STATE EMERGENCY VEHICLE SERVICES	6,851.84	Pump Control/Transmission Seal Leak Repairs-Unit 556
227644	12/16/2021	GRAINGER INC	3,709.42	Gas Monitoring Tubes-HazMat
227645	12/16/2021	GREAT AMERICA FINANCIAL SERVICES	180.92	Training Copier Maintenance Agreement-12/21
227769	1/13/2022	GREAT AMERICA FINANCIAL SERVICES	180.92	Training Copier Maintenance Agreement-1/22
227743	1/11/2022	GUARANTEED PLUMBING	1,017.00	Men's Restroom Repairs-Stn 39
01/11/22-19	1/11/2022	INDUSTRIAL SCIENTIFIC CORP	1,229.29	Monthly iNet Gas Monitoring Subscription-12/1/21-12/31/21
227744	1/11/2022	INNOVATIVE CLAIM SOLUTIONS	10,066.58	Workers' Comp Claim Admin Fees 1/1/22-1/31/22
227745	1/11/2022	INTELLI-TECH	830.00	Fire Alarm System Prev Maint Inspection 12/21-11/22-Stn 31
12/29/21-01	12/29/2021	INTERWEST CONSULTING GROUP INC	72.50	Fire Protection Engineering Services-11/21
12/16/21-29	12/16/2021	iPRINT TECHNOLOGIES	324.77	Printer Toners-Training/Stn 32
12/16/21-30	12/16/2021	iPRINT TECHNOLOGIES	175.26	Printer Toner-Stn 36
12/16/21-31	12/16/2021	iPRINT TECHNOLOGIES	576.39	Printer Toners-Stn 34
12/27/21-12	12/27/2021	iPRINT TECHNOLOGIES	267.48	Printer Toner-Finance
227715	12/29/2021	ISINGS CULLIGAN	52.45	Water Service 12/21-Admin
	12/29/2021	ISINGS CULLIGAN	83.73	Water Service 12/21-Stn 30
	12/29/2021	ISINGS CULLIGAN	59.51	Water Service 12/21-Stn 31
	12/29/2021	ISINGS CULLIGAN	29.00	Water Softener Salt 12/21-Stn 30
12/16/21-32	12/16/2021	JEFF KATZ ARCHITECTURAL CORPORATION	15,975.00	SR Public Safety Facility-Construction Admin/Parking Lot
12/16/21-33	12/16/2021	JEFF KATZ ARCHITECTURAL CORPORATION	1,500.00	Station 34 Renovation-Bidding
12/29/21-02	12/29/2021	JEFF KATZ ARCHITECTURAL CORPORATION	20,475.00	SR Public Sfty Facility-Construction Admin/Parking/PV Design
12/29/21-03	12/29/2021	JEFF KATZ ARCHITECTURAL CORPORATION	900.00	Station 34 Renovation-Construction Administration
227691	12/27/2021	JEFFREY BREASHER	900.00	2021 Medical Opt-Out Plan 10/21-12/21
227770	1/13/2022	JOHN ROBERTSON	660.00	CERT Instructor (22.0 hours) 2/22-8/21/21
227646	12/16/2021	KAISER FOUNDATION HEALTH PLAN	2,914.53	Ambulance Refund
227647	12/16/2021	KAIZEN INFOSOURCE LLC	5,000.00	Records Retention & Management System
227692	12/27/2021	KEN SCHWARTZ	200.00	Educ Assist-Reg Fee-Behavior Emergencies Cancer Aware 11/21
01/11/22-20	1/11/2022	KENNETH R CAMPO CPA	13,311.00	Finance Consulting Services-Dec 2021
227791	1/20/2022	KRIS AND ASSOCIATES	373.00	Plan Review Fee Refund-IN7809189
227746	1/11/2022	KRISTA SABIN	30.00	Ambulance Refund
01/11/22-21	1/11/2022	L N CURTIS AND SONS	362.12	Structure Boots (2)-2021 Academy
01/11/22-22	1/11/2022	L N CURTIS AND SONS	322.82	Firefighting Supplies-Stn 33 Stock
01/11/22-23	1/11/2022	L N CURTIS AND SONS	325.16	Wildland Pants-2021 Academy
01/11/22-24	1/11/2022	L N CURTIS AND SONS	470.89	Uniform Shirts-2021 Academy
01/11/22-25	1/11/2022	L N CURTIS AND SONS	2,037.06	Structure Boots/Wildland Boots-2021 Academy
01/11/22-26	1/11/2022	L N CURTIS AND SONS	216.41	Uniform Shirts-Olson
01/11/22-27	1/11/2022	L N CURTIS AND SONS	2,042.00	Firefighting Supplies-2021 Academy
01/11/22-28	1/11/2022	L N CURTIS AND SONS	451.86	Uniform Shirts-2021 Academy
01/11/22-29	1/11/2022	L N CURTIS AND SONS	1,032.04	Air Bag-Truck 31
01/11/22-30	1/11/2022	L N CURTIS AND SONS	366.97	Road Flares-Stn 33 Stock
01/13/22-05	1/13/2022	L N CURTIS AND SONS	175.63	Station Boots-Alvarez

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01/13/22-06	1/13/2022	L N CURTIS AND SONS	12,016.88	Turnout Pants Scheduled Replacement (10)
01/13/22-07	1/13/2022	L N CURTIS AND SONS	17,062.88	Turnout Coats Scheduled Replacement (10)
01/20/22-18	1/20/2022	L N CURTIS AND SONS	313.16	Wildland Boots-2021 Academy
01/20/22-19	1/20/2022	L N CURTIS AND SONS	91.35	Firefighting Supplies-2021 Academy
01/20/22-20	1/20/2022	L N CURTIS AND SONS	91.35	Firefighting Supplies-2021 Academy
01/20/22-21	1/20/2022	L N CURTIS AND SONS	365.31	EMS Boots-2021 Academy
01/20/22-22	1/20/2022	L N CURTIS AND SONS	390.85	Class B Uniform Pants-2021 Academy
01/20/22-23	1/20/2022	L N CURTIS AND SONS	390.85	Uniform Pants-S.Smith
01/20/22-24	1/20/2022	L N CURTIS AND SONS	17.62	Firefighting Supplies-2021 Academy
01/20/22-25	1/20/2022	L N CURTIS AND SONS	515.04	Uniform Pants/Shirts-Tarquino/Romero/Flora
01/20/22-26	1/20/2022	L N CURTIS AND SONS	260.57	Class B Uniform Pants-2021 Academy
01/20/22-27	1/20/2022	L N CURTIS AND SONS	130.28	Class B Uniform Pants-2021 Academy
01/20/22-28	1/20/2022	L N CURTIS AND SONS	563.33	EMS Parkas-2021 Academy
01/20/22-29	1/20/2022	L N CURTIS AND SONS	521.13	Annual Uniform Replacement-Tarquino/Romero
01/20/22-30	1/20/2022	L N CURTIS AND SONS	906.98	Turnout Gear Bags-2021 Academy
01/20/22-31	1/20/2022	L N CURTIS AND SONS	504.60	Firefighting Supplies-2021 Academy
12/16/21-34	12/16/2021	L N CURTIS AND SONS	90.32	Helmet Shield Holder-McIntyre
12/16/21-35	12/16/2021	L N CURTIS AND SONS	650.33	Class B Uniform Pants-New Academy
12/16/21-36	12/16/2021	L N CURTIS AND SONS	1,294.56	Uniform Pants/Shirts-New Academy
12/16/21-37	12/16/2021	L N CURTIS AND SONS	1,268.03	SCBA Mobile Bottle Cart/Freestanding Air Dry Rack-Stn 32
12/27/21-13	12/27/2021	L N CURTIS AND SONS	1,300.65	Yellow LED Lantern (4)-HM31/CS131
12/27/21-14	12/27/2021	L N CURTIS AND SONS	1,408.31	EMS Coats (5)-2021 Academy
12/27/21-15	12/27/2021	L N CURTIS AND SONS	185.96	Rescue Gear Bag-Guzman
12/27/21-16	12/27/2021	L N CURTIS AND SONS	650.33	Wildland Pants (2)-2021 Academy
12/27/21-17	12/27/2021	L N CURTIS AND SONS	1,338.71	Uniform Pants/Shirts-2021 Academy
12/27/21-18	12/27/2021	L N CURTIS AND SONS	837.47	Structure Boots/Wildland Boots-2021 Academy
12/27/21-19	12/27/2021	L N CURTIS AND SONS	362.12	Structure Boots-2021 Academy
12/27/21-20	12/27/2021	L N CURTIS AND SONS	17.62	Firefighting Supplies-2021 Academy
12/27/21-21	12/27/2021	L N CURTIS AND SONS	524.32	Structure Boots-2021 Academy
12/27/21-22	12/27/2021	L N CURTIS AND SONS	182.66	Station Boots-Hubbard
12/29/21-04	12/29/2021	L N CURTIS AND SONS	2,546.60	Firefighting Supplies-2021 Academy
12/29/21-05	12/29/2021	L N CURTIS AND SONS	451.86	Uniform Shirts-2021 Academy
01/11/22-31	1/11/2022	LANCE MAPLES	16,560.00	Professional Services-Dec 2021
227648	12/16/2021	LATASHA M BOUZEK	299.87	Civilian Supervisor Training-Car Rental 8/8-8/12/21
227693	12/27/2021	LIEBERT CASSIDY WHITMORE	312.00	General-Teleconference/Investigation-Nov 2021
227694	12/27/2021	LIEBERT CASSIDY WHITMORE	620.00	Public Sector Employment Law Conf Reg Fee-Drayton 2/3-2/4/22
227792	1/20/2022	LIEBERT CASSIDY WHITMORE	620.00	2022 LCW Employment Law Conference-Hatfield 2/3-2/4/22
227649	12/16/2021	LIFTOFF LLC	2,160.00	MS Office 365 License Monthly Fee (180 Licenses)-12/21
227747	1/11/2022	LIFTOFF LLC	2,244.00	MS Office 365 License Monthly Fee (180 Licenses)-1/22
227771	1/13/2022	LOGOBOSS LLC	524.31	Employee Of The Year Awards (3)
227748	1/11/2022	LON M PHARES	5,850.00	Professional Services-Dec 2021

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227749	1/11/2022	M AND L OVERHEAD DOORS	465.00	Svc Call/Apparatus Bay Door Repairs-Stn 39
	1/11/2022	M AND L OVERHEAD DOORS	610.93	Svc Call/Apparatus Bay Door Repairs/Parts-Stn 35
227650	12/16/2021	MADISON HILL	288.61	Ambulance Refund
227750	1/11/2022	MARY LOU WHATLEY	575.30	Ambulance Refund
227695	12/27/2021	MASS MUTUAL	10,000.03	Whole Life Insurance Policy Contract
227696	12/27/2021	MICHAEL L YBARRA	900.00	2021 Medical Opt-Out Plan 10/21-12/21
227651	12/16/2021	MORGANS MASONRY SUPPLY	192.49	Top Sand (1-Yard)-Stn 35
	12/16/2021	MORGANS MASONRY SUPPLY	192.49	Top Sand (1-Yard)-Stn 38
227793	1/20/2022	MVP SPORTS AND RECREATION INC	2,542.58	Uniform T-Shirts/Sweatshirts/Hats-Stock
01/11/22-32	1/11/2022	NOB HILL CLEANERS INC	190.00	Uniform Shirt Patches (19)-2021 Academy/Suppression
01/11/22-33	1/11/2022	NOB HILL CLEANERS INC	136.00	Uniform Shirt Patch (10)/Hemmed Pants-2021 Academy/Aide
01/20/22-32	1/20/2022	NOB HILL CLEANERS INC	56.00	Uniform Shirt Patch (2)/Hemmed Pants-Tarquino/Bauchou
12/27/21-23	12/27/2021	NOB HILL CLEANERS INC	289.00	Class C Pants Hem (16)/Uniform Shirt Patch-2021 Academy
227652	12/16/2021	NORIDIAN MEDICARE JE PART B REFUNDS	507.47	Ambulance Refund
227653	12/16/2021	OFFICE DEPOT	34.57	Household Supplies
	12/16/2021	OFFICE DEPOT	138.78	Office Supplies
	12/16/2021	OFFICE DEPOT	85.89	Office/Household Supplies
227697	12/27/2021	OFFICE DEPOT	65.11	Household Supplies
	12/27/2021	OFFICE DEPOT	201.17	Office Supplies
227772	1/13/2022	OFFICE DEPOT	(41.75)	Credit-Office Supplies
	1/13/2022	OFFICE DEPOT	196.29	Household Supplies
	1/13/2022	OFFICE DEPOT	304.81	Office Supplies
227654	12/16/2021	ORKIN	176.00	Pest Control Service-Stn 36
01/11/22-34	1/11/2022	OSBORN SPRAY SERVICE INC	70.00	Pest Control Service-Stn 32
01/11/22-35	1/11/2022	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 32
01/11/22-36	1/11/2022	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 30
01/11/22-37	1/11/2022	OSBORN SPRAY SERVICE INC	75.00	Pest Control Service-Admin
01/11/22-38	1/11/2022	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 33
01/11/22-39	1/11/2022	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 35
01/11/22-40	1/11/2022	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 38
01/11/22-41	1/11/2022	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 34
01/11/22-42	1/11/2022	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 31
01/11/22-43	1/11/2022	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 36
01/11/22-44	1/11/2022	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 39
01/20/22-33	1/20/2022	P AND A ADMINISTRATIVE SERVICES INC	144.00	COBRA Notices
01/20/22-34	1/20/2022	P AND A ADMINISTRATIVE SERVICES INC	132.00	COBRA Notices Services 12/1-12/31/21
01/20/22-35	1/20/2022	P AND A ADMINISTRATIVE SERVICES INC	500.00	COBRA Annual Minimum-1/1/22-12/31/22
227698	12/27/2021	PAUL JANNISSE	900.00	2021 Medical Opt-Out Plan 10/21-12/21
227655	12/16/2021	PG&E	800.00	Temp Construction Service For Temp Site-Stn 34
227656	12/16/2021	PG&E	67.92	Signal Light 11/21-Stn 34
227657	12/16/2021	PG&E	16,418.99	Gas/Electric Service-11/21

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227699	12/27/2021	PG&E	1,774.42	Gas/Electric Service 11/10/21-12/9/21-Stn 36
227700	12/27/2021	PG&E	1,287.61	Gas/Electric Service 11/4/21-12/5/21-Stn 32
227751	1/11/2022	PG&E	56.76	Signal Light 12/21-Stn 34
227752	1/11/2022	PG&E	18,941.34	Gas/Electric Service-12/21
227794	1/20/2022	PG&E	1,804.90	Gas/Electric Service 12/6/21-1/3/22-Stn 32
227658	12/16/2021	PITNEY BOWES INC	327.31	Admin Postage Meter Rental 7/1/21-12/31/21
227659	12/16/2021	PRIORITY DISPATCH	15,446.12	System License Renewal/Service/Support-9/1/21-9/1/22
01/20/22-36	1/20/2022	PUBLIC AGENCY RETIREMENT SERVICES	300.00	PARS ARS Fees-11/21
12/16/21-38	12/16/2021	PUBLIC AGENCY RETIREMENT SERVICES	300.00	PARS ARS Fees-10/21
227660	12/16/2021	PURCHASE POWER	503.50	Postage Meter Account Refill-11/16/21
227753	1/11/2022	R AND S ERECTION OF CONCORD INC	709.42	Re-Secure Door Frame-Stn 37
01/13/22-08	1/13/2022	RAHUL MAHARAJ	1,700.00	CCC EMS Compliance Review-December 2021
01/13/22-09	1/13/2022	RAHUL MAHARAJ	3,600.00	EMD/EFD Quality Improvement Review/Re-Accreditation-Dec 2021
12/16/21-39	12/16/2021	RAHUL MAHARAJ	1,100.00	CCC EMS Compliance Review-November 2021
12/16/21-40	12/16/2021	RAHUL MAHARAJ	3,250.00	EMD/EFD Quality Improvement Review-November 2021
01/11/22-47	1/11/2022	RAMOS OIL INC.	923.20	Diesel Fuel-Stn 35
	1/11/2022	RAMOS OIL INC.	(555.21)	Pump Out Fuel For Testing-Stn 34
01/11/22-48	1/11/2022	RAMOS OIL INC.	6,690.01	Unleaded/Diesel Fuel-Stn 38
01/11/22-49	1/11/2022	RAMOS OIL INC.	1,216.12	Unleaded/Diesel Fuel-Stn 30
01/11/22-50	1/11/2022	RAMOS OIL INC.	1,341.92	Unleaded/Diesel Fuel-Stn 31
01/11/22-51	1/11/2022	RAMOS OIL INC.	994.70	Unleaded/Diesel Fuel-Stn 35
01/11/22-52	1/11/2022	RAMOS OIL INC.	4,264.56	Unleaded/Diesel Fuel-Stn 38
01/20/22-37	1/20/2022	RAMOS OIL INC.	1,496.57	Unleaded/Diesel Fuel-Stn 36
01/20/22-38	1/20/2022	RAMOS OIL INC.	5,188.73	Diesel Fuel-Stn 38
12/16/21-41	12/16/2021	RAMOS OIL INC.	4,850.07	Unleaded Fuel-Stn 38
12/16/21-42	12/16/2021	RAMOS OIL INC.	492.97	Diesel Fuel-Stn 35
12/16/21-43	12/16/2021	RAMOS OIL INC.	1,027.03	Diesel Fuel-Stn 32
12/16/21-44	12/16/2021	RAMOS OIL INC.	687.10	Unleaded Fuel-Stn 30
12/27/21-24	12/27/2021	RAMOS OIL INC.	1,974.83	Diesel Fuel-Stn 39
12/27/21-25	12/27/2021	RAMOS OIL INC.	4,860.79	Unleaded/Diesel Fuel-Stn 38
12/27/21-26	12/27/2021	RAMOS OIL INC.	812.69	Diesel Fuel-Stn 35
12/27/21-27	12/27/2021	RAMOS OIL INC.	1,580.31	Unleaded/Diesel Fuel-Stn 31
12/27/21-28	12/27/2021	RAMOS OIL INC.	1,134.14	Unleaded/Diesel Fuel-Stn 31
12/27/21-29	12/27/2021	RAMOS OIL INC.	1,208.92	Unleaded/Diesel Fuel-Stn 30
12/27/21-30	12/27/2021	RAMOS OIL INC.	161.80	Diesel Fuel-Stn 32
12/27/21-31	12/27/2021	RAMOS OIL INC.	809.03	Diesel Fuel-Stn 33
12/27/21-32	12/27/2021	RAMOS OIL INC.	1,371.29	Diesel Fuel-Stn 34
12/27/21-33	12/27/2021	RAMOS OIL INC.	889.92	Diesel Fuel-Stn 36
12/27/21-34	12/27/2021	RAMOS OIL INC.	5,623.99	Unleaded/Diesel Fuel-Stn 38
227661	12/16/2021	RANDALL C WYATT	650.00	Pre-Employment Psychological Evaluation-Int Recruit Trg Prog
227754	1/11/2022	RANDALL C WYATT	1,950.00	Psychological Evaluation/Testing-District Aide

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

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01/13/22-10	1/13/2022	REPUBLIC SERVICES 210	735.98	Garbage Service 1/22-Stn 36
01/13/22-11	1/13/2022	REPUBLIC SERVICES 210	367.97	Garbage Service 1/22-Stn 33
01/13/22-12	1/13/2022	REPUBLIC SERVICES 210	735.98	Garbage Service 1/22-Stn 31
01/13/22-13	1/13/2022	REPUBLIC SERVICES 210	358.77	Garbage Service 1/22-Stn 35
01/13/22-14	1/13/2022	REPUBLIC SERVICES 210	717.50	Garbage Service 1/22-Training Site
01/13/22-15	1/13/2022	REPUBLIC SERVICES 210	358.77	Garbage Service 1/22-Stn 32
12/16/21-45	12/16/2021	REPUBLIC SERVICES 210	735.98	Garbage Service 12/21-Stn 36
12/16/21-46	12/16/2021	REPUBLIC SERVICES 210	367.97	Garbage Service 12/21-Stn 33
12/16/21-47	12/16/2021	REPUBLIC SERVICES 210	735.98	Garbage Service 12/21-Stn 31
12/16/21-48	12/16/2021	REPUBLIC SERVICES 210	358.77	Garbage Service 12/21-Stn 35
12/16/21-49	12/16/2021	REPUBLIC SERVICES 210	717.50	Garbage Service 12/21-Training Site
12/16/21-50	12/16/2021	REPUBLIC SERVICES 210	358.77	Garbage Service 12/21-Stn 32
227662	12/16/2021	RIVER CITY BANK	156,939.08	SR Public Safety Building-Project #20-21-039-PP5 Retention
	12/16/2021	RIVER CITY BANK	231,017.23	SR Public Safety Building-Project #20-21-039-PP6 Retention
12/16/21-51	12/16/2021	ROEBBELEN CONTRACTING INC	830,992.65	San Ramon Public Safety Building Project-PP5
12/16/21-52	12/16/2021	ROEBBELEN CONTRACTING INC	1,407,484.49	San Ramon Public Safety Building Project-PP6
12/16/21-53	12/16/2021	ROUNDHOUSE MOANA OPERATING COMPANY LLC	4,517.50	Mental Health Training Facility Fee 1/10-1/14/22
12/16/21-54	12/16/2021	ROUNDHOUSE MOANA OPERATING COMPANY LLC	4,517.50	Mental Health Training Facility Fee 1/24-1/28/22
227795	1/20/2022	ROY WENDEL	219.00	Educ Assist-Fire Plans Examiner Certification 12/17/21
	1/20/2022	ROY WENDEL	247.00	Educ Assist-Fire Plans Examiner Class 12/7/21
227701	12/27/2021	SAFETY GLASSES USA INC	226.86	Safety Glasses-Stn 33 Stock
227663	12/16/2021	SAN MATEO REGIONAL NETWORK INC	400.00	FireDispatch.com CAD Interface/Radio Audio Streaming
227773	1/13/2022	SAN MATEO REGIONAL NETWORK INC	400.00	FireDispatch.com CAD Interface/Radio Audio Streaming
12/16/21-55	12/16/2021	SCOTTS PPE RECON INC	6,820.76	Turnout Gear Inspections/Repairs-Sep/Oct 2021
12/16/21-56	12/16/2021	SCOTTS PPE RECON INC	2,254.13	Turnout Gear Cleaning/Repairs-Nov 2021
12/29/21-06	12/29/2021	SCOTTS PPE RECON INC	4,016.25	Turnout Gear Cleaning/Repairs-Dec 2021
12/29/21-07	12/29/2021	SHAMROCK OFFICE SOLUTIONS INC	260.60	Copier Charge 12/1/21-12/31/21 Admin
227796	1/20/2022	SHAW HR CONSULTING	752.50	Human Resources Consulting
227702	12/27/2021	SILKE COMMUNICATIONS INC	11,712.99	Radio Installations-CS131
227664	12/16/2021	SMILE BUSINESS PRODUCTS INC	135.69	Copier Service/Maintenance 12/21-Training Office
227797	1/20/2022	SMILE BUSINESS PRODUCTS INC	135.69	Copier Service/Maintenance 1/22-Training Office
227703	12/27/2021	STERICYCLE INC	478.03	Document Shredding Service 10/21-11/21-Admin/Stn 31
227755	1/11/2022	STONERIDGE CHRYSLER JEEP DODGE	1,670.80	Parking Brake Repairs-Unit 714
227704	12/27/2021	STRYKER SALES CORP	438.30	Gurney Repairs-PM39
227756	1/11/2022	SUBURBAN PROPANE	95.00	Annual Propane Tank Rental Fee-Stn 36
12/27/21-35	12/27/2021	TELEFLEX LLC	1,850.00	EZ-IO 25mm Needles/Stabilizer-Stn 33 Stock
227705	12/27/2021	THE ED. JONES COMPANY	67.74	Name Bar-Sauve
227774	1/13/2022	THE HARTFORD	3,161.26	Life/AD&D Insurance-1/22
227706	12/27/2021	THE HOME DEPOT PRO	3,870.94	Household Supplies
	12/27/2021	THE HOME DEPOT PRO	100.87	Office Supplies
227757	1/11/2022	THE HOME DEPOT PRO	714.31	Household Supplies

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

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227775	1/13/2022	THE ONE HUNDRED CLUB OF CONTRA COSTA COUNTY	100.00	One Hundred Club Annual Membership Fee-FY 2022
227798	1/20/2022	THE POLICE CREDIT UNION OF CALIFORNIA	9,750.00	EMS Paramedic Program-R.Corella
01/11/22-53	1/11/2022	TRI VALLEY TIRE INC	303.92	Service Call/Flat Repairs-Unit 529
01/11/22-54	1/11/2022	TRI VALLEY TIRE INC	1,000.96	Service Call/New Tires (4)-Unit 710
12/16/21-57	12/16/2021	TRI VALLEY TIRE INC	4,408.15	Service Call/New Tires (6)-Unit 522
12/27/21-36	12/27/2021	TRI VALLEY TIRE INC	1,757.72	Service Call/New Tires (2)-Unit 529
12/27/21-37	12/27/2021	TRI VALLEY TIRE INC	6,691.88	Service Call/New Tires (8)-Unit 525
227707	12/27/2021	UNITED PARCEL SERVICE	15.45	Delivery Charges-12/11/21
	12/27/2021	UNITED PARCEL SERVICE	15.45	Delivery Charges-12/18/21
227716	12/29/2021	UNITED PARCEL SERVICE	15.45	Delivery Charges-12/25/21
227758	1/11/2022	UNITED PARCEL SERVICE	15.50	Delivery Charges-1/1/22
227776	1/13/2022	UNITED PARCEL SERVICE	15.50	Delivery Charges-1/8/22
1882854	1/20/2022	US BANK	186,875.00	2015 COP Interest Payment
1887245	1/20/2022	US BANK	673,431.25	2020 COP Interest Payment
AC 11/21	12/20/2021	US BANK	43.45	CO Detector-E35
AP 11/21	12/20/2021	US BANK	52.99	Creative Cloud Monthly Subscription Fee-Nov 2021
BO 11/21	12/20/2021	US BANK	43.08	Light Bulbs/Tools-Stn 39
BW 11/21	12/20/2021	US BANK	290.19	Wellness Fitness Equipment-Stn 31
CH 11/21	12/20/2021	US BANK	301.58	Sign Holder/Tools/Supplies-Stn 31
CJ 11/21-1	12/20/2021	US BANK	2,050.00	CCC Radio Tower Project Planning Fees
CJ 11/21-10	12/20/2021	US BANK	1,047.51	Mental Health Training-Instructor Lodging
CJ 11/21-11	12/20/2021	US BANK	104.37	Kitchen Supplies-Stn 32
CJ 11/21-12	12/20/2021	US BANK	465.56	Mechanic Lodging
CJ 11/21-13	12/20/2021	US BANK	698.34	Mental Health Training-Instructor Lodging
CJ 11/21-2	12/20/2021	US BANK	650.27	Mental Health Training-Instructor Lodging
CJ 11/21-3	12/20/2021	US BANK	310.90	Light Meter/Sound Level Meter-FLSD
CJ 11/21-4	12/20/2021	US BANK	152.55	Coffee Supplies-Admin/Dispatch
CJ 11/21-5	12/20/2021	US BANK	150.00	FasTrak Accounts Replenishmnet
CJ 11/21-6	12/20/2021	US BANK	123.57	Center Dash Mount/Phone Charger/Holder-Unit 361
CJ 11/21-7	12/20/2021	US BANK	48.93	Camera Carry Hard Case-Wendel
CJ 11/21-8	12/20/2021	US BANK	110.24	Cleaning Supplies-Admin
CJ 11/21-9	12/20/2021	US BANK	160.92	Sandbags-Stn 35/38
DA 11/21-1	12/20/2021	US BANK	50.00	Disposal Fee/Dump Run
DA 11/21-2	12/20/2021	US BANK	85.02	Preventative Maintenance Service/Oil/Filter Change-#361
DA 11/21-3	12/20/2021	US BANK	160.60	Preventative Maintenance Service/Oil/Filter Change-#347
DA 11/21-4	12/20/2021	US BANK	95.66	Tarps
DA 11/21-5	12/20/2021	US BANK	44.09	Batteries
DA 11/21-6	12/20/2021	US BANK	11.12	Fleet Supplies
DA 11/21-7	12/20/2021	US BANK	58.66	Light Bulbs
DA 11/21-8	12/20/2021	US BANK	28.31	Uniforms-Paramedic Scholarship Program-Sand
DA 11/21-9	12/20/2021	US BANK	19.56	Office Supplies-HR

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DBE 11/21-1	12/20/2021	US BANK	55.00	Contant Contact-CERT Database
DBE 11/21-2	12/20/2021	US BANK	14.99	Zoom Meeting Monthly Fee
DG 11/21	12/20/2021	US BANK	134.85	Station Boots-D.Garcia
DH 11/21-1	12/20/2021	US BANK	106.07	CalCard Stmt 11/22/21-D.Hatfield
DH 11/21-2	12/20/2021	US BANK	1.98	CalCard Stmt 11/22/21-D.Hatfield
DMC 11/21	12/20/2021	US BANK	134.69	Meals-Winter Storm Emergency Crew
JA 11/21 St...	12/20/2021	US BANK	11.31	CalCard Stmt 11/22/21-J.Aguiar
JD 11/21	12/20/2021	US BANK	60.25	Business Meals-Mental Health Training Program
JS 11/21 St...	12/20/2021	US BANK	2,250.27	CalCard Stmt 11/22/21-J.Selover
LB 11/21 S...	12/20/2021	US BANK	54.99	CalCard Stmt 11/22/21-L.Begin
LN 11/21-1	12/20/2021	US BANK	75.00	Business & Community Awards Dinner Reg Fee-Parker
LN 11/21-2	12/20/2021	US BANK	917.67	Danville Chamber of Commerce Function (13)
LN 11/21-3	12/20/2021	US BANK	41.46	CA Fire Chiefs Membership Fee-Parker
LN 11/21-4	12/20/2021	US BANK	378.88	2022 Labor Law Posters
LN 11/21-5	12/20/2021	US BANK	102.75	Food Supplies
LN 11/21-6	12/20/2021	US BANK	27.00	Harrasment Prevention Training For Supervisors Reg Fee
LN 11/21-7	12/20/2021	US BANK	27.00	Ethics in Public Service Class Reg Fee
PM 11/21	12/20/2021	US BANK	27.08	Business Meal-MHI Training-P.Looper
RM 11/21-1	12/20/2021	US BANK	334.92	Surveillance/Body Camera-Fire Investigations
RM 11/21-2	12/20/2021	US BANK	122.88	Wildland Fire Dynamics Reference Book
RM 11/21-3	12/20/2021	US BANK	434.80	Memory Cards-Fire Investigations
SC 11/21-1	12/20/2021	US BANK	16.63	Antenna-CS131
SC 11/21-2	12/20/2021	US BANK	84.22	Antennas (2)-CS131
SC 11/21-3	12/20/2021	US BANK	0.99	iCloud 50GB Storage Plan-S.Call
SC 11/21-4	12/20/2021	US BANK	1,430.91	Toner-GIS Plotter
SC 11/21-5	12/20/2021	US BANK	3,041.66	MacBook Pro/Apple Care-Social Media Liaison
SC 11/21-6	12/20/2021	US BANK	240.00	Wireless Router Maintenance-CS131
SS 11/21-2	12/20/2021	US BANK	634.70	CalPelra Annual Conf-Lodging-Sakai 11/17-11/19/21
ST 11/21-1	12/20/2021	US BANK	500.98	Single Role Paramedic Interviews Panel Lunch
ST 11/21-2	12/20/2021	US BANK	124.74	District Aide Interviews Panel Lunch
ST 11/21-3	12/20/2021	US BANK	79.27	Firefighter Paramedic Interviews Panel Lunch
ST 11/21-4	12/20/2021	US BANK	174.14	Firefighter Reserve Interviews Panel Lunch
ST 11/21-5	12/20/2021	US BANK	952.05	CalPelra Annual Conf-Lodging-Tamori-Ward 11/16-11/19/21
ST 11/21-6	12/20/2021	US BANK	889.05	CalPelra Annual Conf-Lodging-Najera 11/16-11/19/21
TT 11/21-1	12/20/2021	US BANK	389.11	Station Supplies-Stn 33 Stock
TT 11/21-2	12/20/2021	US BANK	134.95	Hydration Drink-Stn 33 Stock
TW 11/21-1	12/20/2021	US BANK	996.41	HazMat Team Decon Chemicals/Equipment
TW 11/21-2	12/20/2021	US BANK	62.00	Food-Fire Investigation Training
227665	12/16/2021	US BANK EQUIPMENT FINANCE	1,365.75	Ricoh Copiers Lease (2) 12/1/21-1/1/22 Admin
227799	1/20/2022	US BANK EQUIPMENT FINANCE	1,365.75	Ricoh Copiers Lease (2) 1/1/22-2/1/22 Admin
227759	1/11/2022	US SAFETY AND SUPPLY COMPANY	3,118.25	N95 Respirator Masks-COVID 19

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227666	12/16/2021	VALLEY PLUMBING HOME CENTER INC	382.50	Backflow Valve Leak Repairs-Stn 32
227760	1/11/2022	VALLEY PLUMBING HOME CENTER INC	320.00	Backflow Testing-Stn 36
	1/11/2022	VALLEY PLUMBING HOME CENTER INC	80.00	Backflow Testing-Stn 39
	1/11/2022	VALLEY PLUMBING HOME CENTER INC	170.00	Valve Leak Inspection-Stn 32
12/27/21-38	12/27/2021	VICKI GRANT	900.00	2021 Medical Opt-Out Plan 10/21-12/21
227761	1/11/2022	VICKIE CALLAHAN	1,114.44	Job Shirts/Fleece Vest
227708	12/27/2021	VISION SERVICE PLAN	11,040.57	Vision Insurance-1/22
227762	1/11/2022	WALKERS HYDRAULICS INC	310.00	Remove/Replace Compressor/Recommendation-Stn 39
227667	12/16/2021	WATERPROOFING ASSOCIATES INC	1,630.00	Roof Leak Investigation/Repairs-Admin
227763	1/11/2022	WATERPROOFING ASSOCIATES INC	2,113.00	Skylight Repairs-Admin
01/11/22-55	1/11/2022	WATTCO EQUIPMENT INC.	359.56	Compact Tri-Band Antennas (6)
01/11/22-56	1/11/2022	WATTCO EQUIPMENT INC.	344.20	Compact Tri-Band Antennas (6)
12/16/21-58	12/16/2021	WESTERN MACHINERY ELECTRIC INC	396.60	Generator Repairs-Admin
12/16/21-59	12/16/2021	WESTERN MACHINERY ELECTRIC INC	352.88	Service Call/Generator Alarm Inspection-Stn 35
12/27/21-39	12/27/2021	WITTMAN ENTERPRISES LLC	16,578.04	Ambulance Collection Fees-10/21
227717	12/29/2021	YADIRA MAGALI MARTINEZ DE LA CRUZ	<u>2,600.00</u>	Cleaning Service-Admin 12/21
Report Total			<u><u>6,194,839.78</u></u>	

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)
DECEMBER 15, 2021 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 Stamey, Vice President Crean, Directors Parker, Lee, and Kerr

Board Member Absent: None.

1. CALL TO ORDER

President Stamey called the meeting to order at 1:01 p.m.

2. PLEDGE OF ALLEGIANCE

District Staff led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

President Stamey declared a quorum of the Board was present, and there were no changes to the Agenda.

4. PUBLIC COMMENT

Public Comment was made by Don Reid regarding welcoming Director Kerr back to the Board, the District's new ladder truck, and support of raising District fees.

5. CONSENT CALENDAR

Motion by Vice President Crean to approve Consent Calendar Items 5.1 through 5.6; seconded by Director Kerr. Motion carried unanimously by roll call vote.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Announcement of 2021 ISO Public Protection Classification (PPC) review and upgraded status to Class 1 (Stephanie Ruscansky).

Chief Meyer acknowledged staff's hard work on ISO project and introduced Community Hazard Mitigation Western Regional Manager Stephanie Ruscansky. Ms. Ruscansky provided a presentation which included recognition of the District's ISO Class 1/1Y Community rating effective February 1, 2022 and identified this rating places the District in less than 1% of ratings of all rated communities (411 across the country). President Stamey commented this represents the District's accomplishment of providing a delivery of services to its citizens and appreciates this top recognition. In response to a question from Director Kerr, Ms. Ruscansky stated each insurance agent will look at ISO ratings upon renewal so residents could reach out to their insurance agents earlier. In response to a question from Director Parker, Ms. Ruscansky stated it is an ISO or PPC rating, and stated this rating is a result of staff's work. In response to a question from Vice President Crean, Ms. Ruscansky estimated 25-40% of the Class 1 ratings are fire districts.

6.2 Update/Progress on Mental Health Initiative (Preston Looper).

Chief Meyer introduced Mental Health Initiative Trainer Preston Looper to provide a Mental Health Initiative update. Mr. Looper provided a presentation which included completion of project components and timeline, feedback, and approach for next steps. Chief Meyer stated this training will help advancement of this program and future initiative. In response to a question from Vice President Crean, Mr. Looper finds adopting evidence-based practices in suicide risk assessment and de-escalation strategies for health emergencies are important components of this program. Chief Meyer pointed out the program's collaborative approach. In response to a question from Director Kerr, Mr. Looper has spent the time to understand the District and its community to develop a novel solution based on his existing mental health material. Director Lee appreciates Mr. Looper's personal and professional approach with the attendees and believes long term this will help our firefighters to help others. In response to a question from President Stamey, Mr. Looper is optimistic of the initial global changes and working with the District to develop protocols and adopt tools. Chief Meyer will work with Mr. Looper on the program's next steps.

6.3 Shoji Kuruvilla and Tevin Kuruvilla Acknowledgment of Gratitude.

Chief Duggan introduced Shoji Kuruvilla and Tevin Kuruvilla. District Dispatch provided then 10-year-old Tevin with emergency response instructions to aid his father Shoji. Tevin was recognized by the District in 2017 for his exceptional response to save his father's life. The Kuruvilla family is relocating from the area and Shoji thanked the District and Board for saving his life.

7. **OLD BUSINESS**

7.1 Award of Construction Contract for San Ramon Valley Fire Protection District Station 34 Remodel Project to Lowest Responsive Bidder Sausal Corporation.

Chief Meyer reported Sausal Corporation as the lowest responsive bidder for the Station 34 remodel project. Deputy Chief Drayton confirmed Station 34 will be twice the size of the existing Station 34. The contract amount does not include the 10% contingency. Financial Consultant Ken Campo said \$6 million budgeted but will have other budget savings such as purchase of apparatus and does not feel the overage is a problem with the CIP. In response to a question from Director Kerr, Deputy Chief Drayton said the project timeline is between 8-10 months and confirmed there was no negative feedback from the other projects within the area. In response to a question from President Stamey, staff stated the Station will house Type 1 and 3 engines, ambulance and ladder truck and be built to essential service building standards. Director Parker and President Stamey acknowledged increased costs due to current economic conditions and recommended construction not be delayed. The Board appreciates the District's diligent work on this project. In response to a question from Director Lee, Deputy Chief Drayton said the building meets all EIR (Environmental Impact Report) standards and will comply with existing building codes.

Motion by Vice President Crean to Award of Construction Contract for San Ramon Valley Fire Protection District Station 34 Remodel Project to Lowest Responsive Bidder Sausal Corporation; seconded by Director Parker. Motion carried unanimously by roll call vote.

8. **NEW BUSINESS**

8.1 Nomination of Board President and Vice President for 2022.

President Stamey nominated Vice President Crean for President for 2022; seconded by Director Parker. Motion carried by roll call vote in favor by President Stamey, Director Parker, Director Lee and Director Kerr; Vice President Crean abstaining. Vice President Crean nominated Director Kerr for Vice President for 2022; seconded by Director Lee. Motion carried by roll call vote in favor by President Stamey, Director Parker, Director Lee and Vice President Crean; Director Kerr abstaining.

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

Board Minutes December 15, 2021

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Letters of appreciation and support from the community were received and acknowledged.

10. MONTHLY ACTIVITY REPORTS

10.1 Operations and Training Division - Deputy Chief Jim Selover
Operations and Training Report of monthly activities.

Deputy Chief Selover provided the monthly activities report for November 2021, including updates regarding Firefighter Recruits, Back-to-Basics Training Development, Mental Health Generalist Training, and Government 101 presentation.

10.2 EMS Division - Deputy Chief Jim Selover
EMS Report of monthly activities.

Deputy Chief Selover provided the monthly activities report for November 2021, including updates regarding COVID-19 policies, COVID-19 testing, OSHA compliance, EMS Academies, Mental Health Initiative training, and COVID-19 booster shot support program.

Vice President Crean commended the District's efforts with the COVID-19 vaccine clinics and is proud of the staff's work.

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

Deputy Chief Drayton provided the monthly activities report for November 2021, including updates regarding plan reviews and compliance inspections, plan review software, OES Operational County meetings, and CERT meetings.

10.4 Fleet and Facilities Division – Deputy Chief Frank Drayton
Fleet and Facilities Report of monthly activities.

Deputy Chief Drayton provided the monthly activities report for November 2021, including updates regarding engine, truck and ambulance specifications, fleet lighting vendor, and Public Safety Project completion. In response to a question by Vice President Crean, Deputy Chief Drayton confirmed 4 type 1s, 6 type 3s, and a truck. In response to questions by President Stamey, Deputy Chief Drayton said there is a good mix with Type 6 and 3 engines and confirmed supply chain issues will not delay the Public Safety Building (PSB) project. In response to a question by Director Kerr, Deputy Chief Drayton said weather will not delay the PSB construction.

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

Director Denise Pangelinan provided the monthly activities report for November 2021 for, including updates regarding dispatch workstation design, migration to cloud-hosted Office 365, Defensible Space web map, Fire Hazard Severity Zone map, Pierce Truck 31 video, Thanksgiving fire safety tips, security events, CS131 Demonstration, and Danville Santa visit. In response to a question by Director Lee, Director Pangelinan stated DNI supports a secure system with the latest security systems in place which include weekly patches performed and DNI security alerts on all networking systems to alert the District to attacks.

11.6 Human Resources Division – District Counsel, Stephanie E. Sakai
Human Resources Report of monthly activities.

District Counsel Sakai provided the monthly activities report for November 2021, including updates regarding recruitments, Open Enrollment, the Records Management System, and Annual Wellness Fitness Exams.

11.7 Finance Division – Financial Consultant, Ken Campo
Finance Report of monthly activities.

Financial Consultant Campo provided the monthly activities report for November 2021, including updates regarding Certificate of Achievement of Excellence in Financial Reporting. Chief Financial Officer Hatfield presented the monthly financial presentation covering General Fund revenues and expenditures, COVID-19 expenditures and FEMA reimbursements, overtime analysis, and ambulance revenue and transports. Director Kerr congratulates the District for its Certificate of Achievement Award. President Stamey appreciates the District in meeting and exceeding its expectations.

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

Chief Meyer provided his monthly report for November 2021, including updates regarding District Aide Aiden Tijero’s Internal Recruit and Training scholarship, Firefighter Paramedic and Single Role Paramedic recruitments, and his elected position as the Vice Chair of EBRCS (East Bay Regional Communications System Authority).

11. GOOD OF THE ORDER

11.1 Approve Regular Board Meeting Dates for 2022:

January 26	May 25	October 26
February 23	June 29	November 16
March 30	August 31	December 14
April 27	September 28	

President Stamey confirmed the dates for the 2022 Board Meetings, noting that the April 27 will be changed to a date to be determined.

11.2 Comments by Board of Directors.

Vice President Crean recognized the District’s new hires, Firefighter of the Year Nathan Smith and Dispatcher of the Year Juan Casillas; stated he appreciates the interface with members for the public such as Shoji and Tevin which is critical to the District’s mission; and thanked all the staff for their efforts in 2021, highlighting the professional demeanor of the executive staff. Vice President Crean encouraged more Board involvement with committees in 2022. President Stamey further congratulated Employee of the Year Roy Wendel. Director Lee announcement the Street Smarts Advisory Committee Meeting on January 12, 2022 and asked if any Board members were available to attend.

12. UPCOMING CALENDAR OF EVENTS

12.1 Next Regular Board Meeting, January 26, 2021 at 1:00 p.m.

Chief Meyer confirmed with Omicron and masking mandates, staff will monitor the situation and make determinations accordingly if the next meeting is in-person.

The Board took a recess at 2:56 p.m. and entered Closed Session at 3:05 p.m.

Board Minutes December 15, 2021

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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): 1 potential case. Facts and circumstances that might result in litigation need not be disclosed.

14. RETURN TO OPEN SESSION

The Board returned to Open Session at 4:06 p.m.

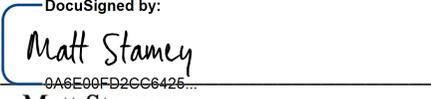
15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

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

16. ADJOURNMENT

The regular meeting concluded at 4:06 p.m.

Prepared by: 
Stephanie Brendlen
District Clerk

Approved by: 
Matt Stamey
Board President

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

For the Month of: **December-21**

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	590.00	8.55	-	598.55	0.01%
Fire Chief	3	57,445.66	824.84	32,835.50	91,106.00	1.81%
Human Resources	3	43,595.80	613.43	6,441.37	50,650.60	1.00%
Finance	3	44,446.34	630.52	14,479.14	59,556.00	1.18%
Fire Life & Safety	5	62,475.73	895.22	26,076.20	89,447.15	1.77%
Technology	2	30,557.94	438.24	9,986.02	40,982.20	0.81%
Communication Center	15	233,292.23	3,341.25	63,369.89	300,003.37	5.95%
Facilities	0	16,665.44	241.64	-	16,907.08	0.34%
Fire Suppression	136	2,915,797.78	40,511.43	1,297,957.07	4,254,266.28	84.39%
Fleet	1	11,336.70	77.29	3,332.75	14,746.74	0.29%
Training	2	40,107.25	709.11	25,660.74	66,477.10	1.32%
EMS	1	13,819.43	199.31	11,246.52	25,265.26	0.50%
Rescue		12,665.20	-	8,164.46	20,829.66	0.41%
HazMat		6,343.06	-	4,175.00	10,518.06	0.21%
TOTALS	176	3,489,138.56	48,490.83	1,503,724.66	5,041,354.05	100.00%

RESOLUTION NO. 2022-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN RAMON VALLEY
FIRE PROTECTION DISTRICT RE-RATIFYING THE PROCLAMATION OF A
STATE OF EMERGENCY BY GOVERNOR NEWSOM MARCH 4, 2020, AND RE-
AUTHORIZING TELECONFERENCE MEETINGS UNDER ASSEMBLY BILL 361
FOR A PERIOD OF THIRTY DAYS**

WHEREAS, the Board of Directors (“Board”) of the San Ramon Valley Fire Protection District (“District”) is committed to preserving public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the Board are open and public, as required by the Ralph M. Brown Act (“the Brown Act,” Government Code section 54950 et seq.), so that any member of the public may attend, participate, and watch the Board conduct their business; and

WHEREAS, on September 16, 2021, Governor Newsom signed Assembly Bill 361 (“AB 361”), which provides that under Government Code section 54953(e), a legislative body subject to the Brown Act may continue to meet using teleconferencing without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, in order to meet by teleconference under Government Code section 54953(e), the Governor must have proclaimed a state of emergency pursuant to Government Code section 8625 of the California Emergency Services Act, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558;

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency under the California Emergency Services Act in response to the COVID-19 pandemic, which is still in existence; and

WHEREAS, its further required that state or local officials have imposed or recommended measures to promote social distancing and/or meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, on March 10, 2020, the Contra Costa County Board of Supervisors (“County Board of Supervisors”) found that due to the introduction of COVID-19 in Contra Costa County (“County”), conditions of disaster or extreme peril to the safety of persons and property had arisen, commencing on March 3, 2020. Based on these conditions, pursuant to Government Code section 8630, the Board adopted Resolution No. 2020/92, proclaiming the existence of a local emergency throughout the County (“Resolution No. 2020/92”); and

WHEREAS, the California Department of Public Health (CDPH) and the federal Centers for Disease Control and Prevention (CDC) caution that the Delta variant of COVID-19, currently

the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations; and

WHEREAS, on September 20, 2021, County Health Officer issued Recommendations for Safely Holding Public Meetings that includes recommended measures to promote social distancing, including: (1) on-line meetings (teleconferencing meetings) are strongly recommended as those meetings present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19; (2) if a local agency determines to hold in-person meetings, offering the public the opportunity to attend via a call-in option or an internet-based service option is recommended when possible to give those at higher risk of an/or higher concern about COVID-19 an alternative to participating in person; (3) a written safety protocol should be developed and followed, and it is recommended that the protocol require social distancing – i.e., six feet of separation between attendees – and face masking of all attendees; (4) seating arrangements should allow for staff and members of the public to easily maintain at least six-foot distance from one another at all practicable times;

WHEREAS, on November 26, 2021, the World Health Organization (WHO) designated the variant B.1.1.529 a variant of concern, named Omicron, on the advice of WHO’s Technical Advisory Group on Virus Evolution.

WHEREAS, the CDC has identified the potential for a rapid increase in infections of the new variant of SARS-CoV-2, the Omicron variant, in the United States which would require expedient public health action to prevent severe impacts on the health of individuals and the healthcare system and therefore recommends that workers should be allowed to work remotely if they can since employed adults who test positive for COVID-19 are twice as likely to report going to the workplace than those who tested negative;

WHEREAS, the County Health Services has now identified Omicron variant cases in the County which they identify as a “highly contagious variant” also spreading in several other Bay Area Counties, the COVID-19 Community Transmission Level as HIGH (County Dashboard), COVID-19 cases and hospitalizations having significantly increased since the new year, and will likely circulate in the community for several weeks through January 2022;

WHEREAS, the Board does hereby find that the Governor’s Proclamation of a State of Emergency in response to the COVID-19 pandemic remains in effect, state and local officials have imposed or recommend measures to promote social distancing, and meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, the Board does hereby find that the legislative bodies of the San Ramon Valley Fire Protection District shall conduct meetings without compliance with the requirements of Government Code section 54953(b)(3), as authorized by Government Code section 54953(e) under AB 361, and that all legislative bodies shall comply with the requirements of Government Code section 54953(e); and

WHEREAS, in the interest of public health and safety, as affected by the emergency caused

by the spread of COVID-19, the Board and its subcommittees will meet in a virtual manner where public access and participation will be available through call-in and interactive web-video communication.

NOW, THEREFORE, the Board of Directors of the San Ramon Valley Fire Protection District resolves as follows:

1. Recitals. The Board finds the recitals set forth above are true and correct and are incorporated into this Resolution 2022-01 by this reference.
2. Re-ratification of Proclamation of State of Emergency. The Board hereby ratifies California Governor Newsom’s Proclamation of State of Emergency in response to the COVID-19 pandemic, effective as of its issuance date of March 4, 2020.
3. Affirmation of County Recommendations for Social Distancing and Teleconferencing. The Board finds that the County Health Officer has strongly recommended social distancing and that public meetings be held by teleconferencing as those meetings present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19, and the Omicron variant.
4. Imminent Risks to the Health and Safety of Attendees. The Board finds that in person meetings of the Board would present imminent risks to the health or safety of attendees due to a proclaimed State of Emergency in response to the COVID-19 pandemic in place, Resolution No. 2020/92, proclaiming the existence of a local emergency throughout Contra Costa County, and Contra Costa County’s Recommendations for Social Distancing and Teleconferencing.
5. Remote Teleconference Meetings. As authorized by Assembly Bill 361, the Board authorizes and directs staff to take all actions necessary to implement the intent and purpose of this Resolution 2022-01, including conducting open and public meetings in accordance with the Government Code section 54953(e) and all other applicable provisions of the Brown Act.
6. Effective Date of Resolution. This Resolution 2022-01 shall take effect immediately upon its adoption and shall be effective until earlier of February 25, 2022, or such time the Board adopts a subsequent resolution in accordance with Government Code section 54953(e) to extend the time during which the Board may continue to teleconference without compliance with Government Code section 54953(b)(3) as authorized under AB 361, or this Resolution 2022-01 lapses due to lack of action by the Board.

On motion of Director _____, seconded by Director _____, and duly carried, the foregoing resolution was PASSED AND ADOPTED on January 26, 2022, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

[SIGNATURES TO FOLLOW ON NEXT PAGE]

DATED: January 26, 2022

Ryan Crean
President, Board of Directors

APPROVED TO CONTENT:

Paige Meyer, District Fire Chief

APPROVED AS TO FORM:

Stephanie Brendlen
District Counsel

ATTEST:

Stephanie Brendlen
District Clerk

RESOLUTION NO. 2022-02
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN
RAMON VALLEY FIRE PROTECITON DISTRICT ADOPTING A
RECORDS AND INFORMATION MANAGEMENT PROGRAM POLICY
AND A RETENTION SCHEDULE

WHEREAS, the San Ramon Valley Fire Protection District (“District”) has an obligation to protect and consistently manage the records and information assets of the District in accordance with government regulations; and

WHEREAS, the maintenance of records is currently expensive and slow for document retrieval, and is not necessary after a certain period of time for the effective and efficient operations of the District; and

WHEREAS, a Records and Information Management Policy as well as a Retention Schedule have been developed that standardize the rules for managing all information in both paper and electronic form and define the length of time records are kept according to all applicable legal, fiscal, administrative and historic requirements; and

WHEREAS, Government Code Section 34090 provides a rule for the minimum retention of any District record that has served its purpose and is no longer required; and

WHEREAS, this Resolution is intended to adopt a Records and Information Management Program Policy and a Retention Schedule that work together to facilitate the appropriate and efficient management and retention of District records in accordance with all government codes including, Government Code Section 34090 and shall replace any prior Resolutions, including Resolution 2003-03, Resolution of the San Ramon Valley Fire Protection District Establishing District Policy for Records Retention, Maintenance and Destruction passed, approved and adopted on February 26, 2003 by the District Board of Directors; and

WHEREAS, the Records and Information Management Program Policy and Retention Schedule has been reviewed by the Division Management and District Counsel.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT THAT:

1. The Retention Schedule attached hereto as **Exhibit “A”** and incorporated herein by this reference is hereby approved and adopted.
2. The Records and Information Management Program Policy that is attached hereto as **Exhibit “B”** and incorporated herein by this reference is hereby approved and adopted.
3. The Records and Information Management Policy setting forth the rules for governing the District’s information assets and the Retention Schedule shall go into effect immediately for the management of District records and information.

4. The records of the District, as set forth in the Retention Schedule and incorporated herein as reference, are hereby authorized to be destroyed at the end of their retention period as provided by Section 34090 et seq. of the Government Code of the State of California in accordance with applicable provisions of said Retention Schedule upon approval of Division Management and with review by the District Counsel, without further action by the Board of Directors of the District.

5. Any changes needed to the Records and Information Management Policy or Retention Schedule shall be made with review and approval from Division Management and District Counsel.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly PASSED AND ADOPTED at a regular meeting of the Board of Directors of the District on January 26, 2022 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

DATED: January 26, 2022

Ryan Crean
President, Board of Directors

APPROVED TO CONTENT:

Paige Meyer, District Fire Chief

APPROVED AS TO FORM:

Stephanie Brendlen
District Counsel

ATTEST:

Stephanie Brendlen
District Clerk

EXHIBIT A

San Ramon Valley Fire Protection District - Retention Schedule

ACRONYMS USED IN LEGAL CITATIONS					
AC = While Active		CU = Current Year		CL = Closed	
M = Month		MA = Maturity		D = Day	
		FR = Final Resolution		LA = Limitation on Action	
		MAINT = Maintain Records		LI = Life (of program, asset)	
		PR = Permanent		S = Superseded	
		T = Termination		Y = Year	
Record No.	Record Name and Description	Example Records	Responsible Division(s)	Retention	Legal Citations and Comments
001	Division Administration General internal administrative records of District divisions, including: - Documentation of division internal activities - Routine internal reports - Information captured on a log or a list - Routine correspondence, memos, notes and emails that do not pertain to another category - Division internal projects	Division Administrative Documents (<i>calendars, goals, objectives, meeting agendas, meeting minutes, meeting tapes/recording, plans, logs, lists</i>) Employee Communication Letters (<i>announcements, new programs, notices</i>) In-House Committees / Employee Committees Organization Charts Routine Internal Studies / Reports Tour Trades Vendor Reference Information	All Divisions	1Y	CA - GOV 60201(d)(10) - (MAINT)
002	Emergency Preparedness Documentation related to preparation for emergencies, disasters and/or system failures.	Business Continuity Plans Disaster Recovery Plan Drill Records and Employee Training Emergency Contact Lists, Employee Lists, Roster of Workers Emergency Evacuation Procedures Emergency Operation Plan Emergency Operations Center Emergency Preparedness Emergency Response Programs Evacuation Plans Hazard Mitigation Plan Standards of Cover Documents Strategic Plans Telephone Trees	All Divisions	While Active+3Y	CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT)
003	Policies and Procedures All administrative documentation of the District's policies, procedures, and directives.	Acronyms Administrative Policies Administrative Regulations Directives Guidelines Handbooks Policies Procedure Manuals Procedures Standards	All Divisions	While Active+4Y	CA - 2 CCR 11013(c) - (AC+2Y) CA - CCP 337 - (LA4Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT)
004	Election Records - Administrative Files Documentation of the administration of District elections.	Correspondence Research Notes	District Clerk	4Y	CA - GOV 60201(d)(10) - (MAINT) CA - GOV 81009(f) - (4Y)
005	Election Records - Candidates Elected Records and information related to the filing of campaign and election documentation by candidates who are elected to District offices.	Campaign Disclosures and Statements Candidate Statements (<i>for sample ballot</i>) Nomination Papers Supplemental Nomination Papers	District Clerk	Term of Office+4Y or 7Y, whichever is longer	CA - ELEC 17100(a) - (T+4Y) CA - GOV 60201(d)(10) - (MAINT) CA - GOV 81009(c) - (7Y)
006	Election Records - Candidates Not Elected Records and information related to the filing of campaign and election documentation by candidates, but who are not elected.	Campaign Disclosures, Nomination Papers Campaign Statements	District Clerk	7Y	CA - GOV 60201(d)(10) - (MAINT) CA - GOV 81009(c) - (7Y)
007	FPPC Forms - Mandated Reporting Forms mandated by state law related to receipt and redistribution of gifts and honoraria, ceremonial roles, and holding of multiple positions for certain employees, elected or appointed officials, or consultants.	Form 801 Form 802 Form 806	District Clerk	7Y	CA - GOV 60201(d)(10) - (MAINT) CA - GOV 81009(e) - (7Y)
008	FPPC Forms - Statements of Economic Interest Statements of economic interest mandated by state law for certain employees, elected or appointed officials, or consultants.	Form 700	District Clerk	7Y	CA - GOV 60201(d)(10) - (MAINT) CA - GOV 81009(e) - (7Y)

ACRONYMS USED IN LEGAL CITATIONS					
AC = While Active CU = Current Year CL = Closed D = Day FR = Final Resolution LA = Limitation on Action LI = Life (of program, asset) M = Month MA = Maturity MAINT = Maintain Records PR = Permanent S = Superseded T = Termination Y = Year					
Record No.	Record Name and Description	Example Records	Responsible Division(s)	Retention	Legal Citations and Comments
009	Historical Documents Records and information documenting the history and significant milestones of the District.	Biographies of District Officials District Formation Documents District Publications (<i>historic, significant</i>) District Seal Demographics Elections (<i>historic, significant</i>) Executive, District Official Communications, Speeches, Videos (<i>historic, significant</i>) News, Press Releases (<i>historic, significant</i>) Newspaper Clippings Picture Collections Publicity Photographs Registered Logos	District Clerk	Permanent	CA - GOV 60201(d)(1) - (PR)
010	Legislative Affairs Records of all action taken by the District Board and its subcommittees during public and closed session meetings.	Agendas Agenda Packets (includes staff reports) Agenda Summary Reports Appeals Bylaws District-wide Plans/Programs Adopted Commendations Legislative Packets Meeting Minutes Minute Books & Index Opinions on Pending Legislation Ordinances Petitions to the Board Policy Resolutions Resolutions Supplemental Communications	District Clerk	Permanent	CA - GOV 60201(d) - (PR) CA - HSC 13868 - (MAINT)
011	Meetings - Audio Recordings Audio Recordings of meetings of the District Board .	Audio Recordings	District Clerk	30D	CA - GOV 54953.5(b) - (30D)
012	Public Information Requests Records requested by the public, required for provision to the public, and related inquiries.	Formal Public Records Requests Grand Jury Reports Inquiries Local Appointments List (Maddy Act) Lists Subpoenas duces tecum (<i>subpoenas for records other than for District legal actions</i>)	District Clerk	2Y	CA - GOV 54973 - (MAINT) CA - GOV 60201(d)(5) - (2Y)
013	Public Notices Records documenting compliance with laws requiring public notice of District activities. Subjects may include public meetings and hearings, sale of property, etc.	Affidavits of Mailing Affidavits of Posting Affidavits of Publication/Legal Notices Public Hearing Notices Public Meeting Notices	District Clerk	2Y	CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT)

ACRONYMS USED IN LEGAL CITATIONS
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Record No.	Record Name and Description	Example Records	Responsible Division(s)	Retention	Legal Citations and Comments
014	Maps, Plans, Drawings and Recorded Documents Final maps, plans and drawings pertaining to properties and infrastructure within the District's jurisdiction, including those owned or managed by the District, and property-related documents recorded on behalf of the District.	Abandonments Aerial Photos Assessor Parcel Maps Annexations Benchmarks Conveyances from/to the District Deeds Detachments Flood Plain Management Mapping, Analysis, and Plans (SB5) Functional Classification Maps Geographic Information System (GIS) Grant Deeds Improvement Plans, Drawings Lot Line Adjustments Lot Numbers Master Maps (<i>historic, drainage</i>) Mylars Parcel Mergers Parcels, Plats Rights of Way Street Address Files Tracts Vacations	District Clerk Facilities	Permanent	CA - CCP 337.15 - (LA10Y) CA - GOV 60201(d)(8) - (PR) US - 44 CFR 60.3 - (MAINT) * Life of Building, Asset or Facility
015	Real Estate Transactions Records and information related to the ownership, acquisition, disposition, transfer of, lease of, or improvement of real property, infrastructure and facilities owned by or used by the District.	Acquisitions Attachments Capital Improvements Deeds of Trust Dispositions Land Mortgages Possessory Interest Report Property Transactions Right of Way Sales Valuation Information	District Clerk Finance	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 60201(d) - (PR) US - 26 CFR 31.6001-1 - (4Y)
016	Internal Legal Advice and Opinions Memoranda containing legal advice prepared by the District's legal counsel or received from outside counsel pertaining to District activities.	Memos Opinions	District Legal Counsel	While Active+2Y	CA - GOV 60201(d)(10) - (MAINT)
017	Labor Relations Grievances Documentation related to labor grievances filed under current collective bargaining agreements.	Grievance Files/Commission Hearing Grievance/Hearing Logs Union Grievances	District Legal Counsel	Final Resolution+4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 12946 - (AC+4Y) CA - GOV 60201(d)(10) - (MAINT) US - 29 CFR 1602.31 - (AC+2Y) US - 29 USC 211(c) - (MAINT) US - 29 USC 255 - (LA2Y)

ACRONYMS USED IN LEGAL CITATIONS
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 M = Month MA = Maturity MAINT = Maintain Records PR = Permanent S = Superseded T = Termination Y = Year

Record No.	Record Name and Description	Example Records	Responsible Division(s)	Retention	Legal Citations and Comments
018	Litigation Records generated for or related to any District case or action before a judicial, arbitral, or administrative officer or body.	Civil Writs Complaints Court Orders Discovery Exhibits Judgments Pleadings Related Correspondence Restraining Orders Settlement Agreements Subpoenas (<i>civil subpoenas, criminal subpoenas</i>)	District Legal Counsel	Final Resolution+10Y	CA - 2 CCR 11013 - (AC+2Y) CA - 22 CCR 1085-2(c) - (4Y) CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 60201(d)(4) - (AC+2Y) CA - LAB 5410 - (LA5Y) CA - RTC 19704 - (LA6Y) CA - UIC 1132 - (LA3Y) US - 26 CFR 31.6001-1 - (4Y) US - 26 CFR 301.6501(a)-1 - (4Y) US - 26 CFR 301.6532-1 - (LA2Y) US - 26 CFR 301.6532-2 - (LA5Y) US - 26 USC 6531 - (LA6Y) US - 26 USC 6532 - (LA2Y) US - 29 USC 255 - (LA2Y) US - 29 USC 626(d) - (LA300D) US - 42 USC 2000e-5(e) - (LA180D) US - 42 USC 2000e-5(f) - (LA180D)
019	Records, Information Management Documentation of the compliance with Records and Information Management policy and procedures.	Certificates of Destruction Inactive Records Storage Information (<i>inventories, transmittals</i>) Legal Hold Notices, Updates Lists of Stored / Destroyed Records Records Transfers (<i>to storage, to other depts.</i>)	District Legal Counsel	10Y	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT) US - 26 CFR 31.6001-1 - (4Y) US - 26 CFR 301.6501(a)-1 - (4Y)
020	Labor Relations Documentation related to the negotiations between labor unions for collective bargaining purposes.	Confidential Memos Costing Ground Rules Handouts Information Requests Labor MOUs Miscellaneous Information Notes Proposals - District Proposals - Union	District Legal Counsel Finance	While Active+7Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 60201(d)(12) - (7Y) US - 29 CFR 516.5 - (3Y)
021	Personnel and Employee Benefit Files All documents related to paid employees (full and part-time), officials, unpaid volunteers, and interns including but not limited to: - selection/hiring - assignments - benefit files (enrollments, beneficiary designations, death claims, flexible spending, life events) - transmission to benefits carriers of additions, changes, claims and deletions - employee status and changes (authorizations, confirmations, coverage changes) - probation - promotions - demotion - transfer - layoff / recall / out-placement - separation / discharge / resignation - retirement - pay rates / other terms of compensation - work authorizations - leave records - medical records other than for hazardous exposure (NOTE: May include records subject to HIPAA requirements)	Applications (<i>candidates hired</i>) Awards, Commendations, Certificates Background Checks (<i>candidates hired</i>) Complaints and Disciplinary Actions Disability Claims Discipline Investigations (<i>notes/backup documentation</i>) DMV Pull Notices Educational Reimbursements Employee Investigations Employee Policy Acknowledgements Employee Medical (excluding hazardous materials) (<i>e.g. Doctor's Notes, Leave Requests, Drug Screenings, Fit-for-Duty Evals</i>) Final Disciplinary Actions FMLA Leave Records I-9 Documents & Immigration Supporting Documentation Job Offer Letters, Conditional Offers of Employment Medical Files (other than for hazardous exposure) Oaths of Office Performance Evaluations, Reviews or PIPs Personnel Action Forms Recognition Volunteer Acknowledgements, Waivers, Executed Policy Receipts Wellness Fitness Exam Results	District Legal Counsel Human Resources	Termination+7Y	CA - 2 CCR 11013(c) - (AC+2Y) CA - 22 CCR 1085-2 - (CU+4Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 12946 - (T+4Y) CA - GOV 60201(d)(12) - (7Y) CA - LAB 1198.5 - (T+3Y) CA - LAB 2810.8 - (3Y) CA - VEH 1808.1(c) - (1Y) US - 8 CFR 274a(2) - (3Y or T+1Y, whichever is longer) US - 20 CFR 655.760 - (T+1Y) US - 29 CFR 825.500 - (3Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.21 - (Period of apprenticeship+2Y) US - 29 CFR 1602.31 - (AC+2Y) US - 29 CFR 1627.3 - (T+1Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y) US - 41 CFR 60-1.12(a) - (2Y) US - 41 CFR 60-741.80 - (2Y)

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M = Month		MA = Maturity	MAINT = Maintain Records	PR = Permanent	S = Superseded	T = Termination	Y = Year
Record No.	Record Name and Description	Example Records	Responsible Division(s)	Retention	Legal Citations and Comments		
022	911 Call Center Recordings Records created and maintained of routine calls received by 911.	911 Calls	Emergency Communications & IT	3Y	CA - 13 CCR 1100.7 - (3Y) CA - GOV 53160 - (100D) CA - GOV 60201(d)(10) - (MAINT)		
023	Station Activity and Telecommunication Records Records created and maintained for station activities and for telecommunications activities and services.	FCC Licenses Fire Incident Logs Station Logs	Emergency Communications & IT	Life*	CA - 13 CCR 1100.7 - (3Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT) US - 47 CFR 73.1840 - (2Y) * Life of System		
024	Employee Hazardous Exposure Medical Records Documents pertaining to medical records of hazardous exposure of District employees, including exposure to hazardous substances (includes employee records subject to HIPAA requirements).	Employee Hazardous Chemical Exposure Exposure Monitoring Field Exposure Hazardous Exposure Toxic Substance Exposure Records	Emergency Medical Services	Separation+30Y	CA - 8 CCR 3204 - (T+30Y) CA - 8 CCR 14300.33 - (6Y) CA - CCP 338.1 - (LA5Y) CA - CCP 340.8 - (LA2Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 12946 - (AC+4Y) CA - GOV 60201(d)(10) - (MAINT) CA - 29 CFR 1904.33 - (6Y) US - 29 CFR 1910.1020 - (T+30Y)		
025	Incident and Emergency Responses and Reporting - Ambulance Services Records and information associated with District ambulance responses to emergency incidents, including rescues, mental health interventions, medical emergencies, and disasters.	Death Declarations Emergency Medical Services Forms Incident Reports Mandated Reporting - Child abuse, Elder abuse Mutual & Automatic Aid Narcotic Inventory Patient Care Reports (PCR's)/Refusal of Treatment/Release of Liability Forms Suspicious Activity Reports (SARs)	Emergency Medical Services Fire & Life Safety	7Y	CA - 13 CCR 1100.7 - (3Y) CA - 22 CCR 75055(a) - (7Y or Age of Majority+1Y, whichever is longer) CA - 22 CCR 100170 - (MAINT) CA - 22 CCR 100171 - (MAINT) CA - CCP 340.5 - (3Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 53160 - (100D) CA - GOV 60201(d)(10) - (MAINT) CA - HSC 11191 - (3Y) US - 21 CFR 1304.04(a) - (2Y) US - 42 CFR 482.24(b)(1) - (5Y) US - 45 CFR 164.530 - (6Y)		
026	Employee Health and Safety and Workers Compensation Records and information created for managing the health and safety of employees and administering workers' compensation claims and corrective actions (may include records subject to HIPAA requirements).	CalOSHA Reports Corrective Actions COVID Preparation, Cleaning and Inspection Records COVID Surveillance COVID Testing Ergonomic Evaluations Flu Shots Incident and Accident Reports Investigations Modified For Duty Assignments and Agreements Safety Reports Wellness Fitness Workers' Compensation Claims and Settlements Workers Compensation Reports	Emergency Medical Services Human Resources	While Active+6Y	CA - 8 CCR 3203(b) - (1Y) CA - 8 CCR 5157 - (1Y) CA - 8 CCR 10102 - (Injury+5Y or Closed+1Y) CA - 8 CCR 14300.33 - (6Y) CA - 8 CCR 15400.2 - (5Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(4) - (AC+2Y) CA - HSC 13029(b)(2) - (3Y) CA - LAB 5406 - (LA1Y; LA240W) CA - LAB 5410 - (LA5Y) CA - LAB 6401.7 - (MAINT) CA - LAB 6409.6 - (3Y) CA - 29 CFR 1904.33 - (6Y) US - 49 CFR 382.401(b)(1) - (5Y)		
027	Asset Management, Maintenance and Inspection Records related to the installation, inspection, management, and maintenance of District assets, including equipment, real property and infrastructure assets.	Air Quality Permits and Inspections Custodial Services Equipment Certifications and Calibrations Facility Inspections Inventory Records Maintenance and Repair Work Orders Maintenance Reports (buildings, equipment,) Security Cameras	Facilities	4Y	CA - 8 CCR 3203 - (AC+1) CA - CCP 337 - (LA4Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT) CA - HSC 13029(b)(2) - (3Y)		
028	Facility Management Records and information regarding the maintenance and upkeep of the District's buildings and facilities.	As-Built Blueprints Construction Records Electrical Wiring Schematics Floor Plans Property Inventories Utility Consumption Tracking	Facilities	Life**+10Y	CA - CCP 337.15 - (LA10Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT) * LI = Life of Building or Facility		

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Record No.	Record Name and Description	Example Records	Responsible Division(s)	Retention	Legal Citations and Comments
029	Security, Access Operations Records and information regarding physical access controls and protection for District buildings and facilities.	Access Controls Access Reports Daily Activity Logs Facility Key Lists Key Cards Security Guards Transaction Logs Visitor's Logs	Facilities	2Y	CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT)
030	CIP and Engineering Project Files Records and information related to the administration, analysis, design, development, planning, construction and maintenance of capital improvement projects (CIP) and other architectural and engineering projects for District facilities and infrastructure. Includes projects funded from various sources including bonds, grants, capital improvement, and general fund. These records may be held by a third-party contractor but are property of the District.	Appraisals Assessments Certified Payroll Change Notices Construction Contract Records (<i>correspondence to/from contractor, submittals, invoice & payments, requests for information, requests for quote</i>) Daily Inspections DIR, Registration Easements/ROW EIR, Notice of Determination, Categorical Exemptions Encroachments Field Inspections, Closures Final/As-Built Plans Geological Reports/Soil Testing/Special Inspection Hydraulic Analyses Notices (<i>completion, to proceed, intent, potential claims, stop payment, termination</i>) Permits Photos/Pictures Project Meeting Minutes, Plans and Schedules Specifications, Calculations, Change Orders Studies and Surveys Underground Utilities Maps	Facilities Finance	Life**+10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095 - (Reasonable) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 60201(d)(6) - (AC) US - 29 CFR 97.42(b) - (AC+3Y) * Life of Building, Asset or Facility
031	Claims By/Against the District Records detailing claims lodged on behalf of or against the District.	Accident/Incident Reports Actuarial Reports Annual Audit of Open Claims Appraisals CJPRMA Reportable Claim Forms Claims Against the District for Damage to Citizen property only Claims By the District Closing Letters Damage Estimate Reports Supporting Documentation Investigations Liability Waivers Releases Third Party Claims	Facilities Finance Fleet Human Resources	Final Resolution+5Y	CA - CCP 337 - (LA4Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(4) - (AC+2Y)
032	Fire Equipment Records associated with fire protection, operations and emergency response equipment.	Apparatus and Maintenance Records Equipment Checks Extinguishers Fire Alarm Plans Hose Testing Inventory Records (<i>apparatus, equipment, fixture</i>) Ladder Testing Personal Protective Equipment Inspection Logs Sprinkler Plans	Facilities Fleet	Life**+2Y	CA - 8 CCR 3203(b)(1) - (1Y) CA - California Fire Code, 108.3 - (3Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT) US - 29 CFR 1910.157(e)(3) - (Life of extinguisher+1Y) US - 29 CFR 1910.160(b)(9) - (Life of fixed extinguishing system) *Life of Equipment

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Record No.	Record Name and Description	Example Records	Responsible Division(s)	Retention	Legal Citations and Comments
033	Accounts Payable and Receivable Records and information related to the accounting of monies paid/received by the District including payment for financial obligations.	Aging Reports Cash Records (<i>cash disbursement, cash register receipts, cash receipts</i>) Credit Memos Donations Expense Reports, Reimbursements Fees Schedules Form 1099 Records and Form W-9 Records Invoices and Vouchers Payables Property Tax Revenue Purchase Orders Purchasing Card Expense Reconciliation/Allocations/Statements Receivables Reconciliations Refunds Sales and Use Taxes Paid Vendor Packets Vendor Applications, Profiles W-9s Warrant Register	Finance	7Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 60201(d)(12) - (7Y) CA - HSC 13868 - (MAINT) US - 26 CFR 31.6001-1 - (4Y) US - 26 USC 6531 - (LA6Y) US - 29 USC 436 - (5Y) US - 48 CFR 4.705-1 - (4Y; 2Y)
034	Agreements, Contracts and Leases - Construction, Improvements to Real Property and Facilities Executed agreements and contracts for leases of, and construction and/or improvements to, the District's real property and facilities . (NOTE: For agreements and contracts for goods and services, see Agreements, Contracts and Leases - Goods and Services, see #035)	Addendums and Amendments Applications Attachments / Exhibits Development Agreements Disclosures Letters of Intent Memoranda of Agreement (<i>MOAs</i>) Performance Bonds Professional Services Agreements Statements of Work (<i>SOWs</i>) Warranties	Finance	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 60201(d) - (PR) US - 29 CFR 516.5 - (3Y)
035	Agreements, Contracts and Leases - Goods and Services Executed agreements and contracts for goods and services (which includes all types of contract, such as an agreement, purchase order, or lease) and associated ancillary documents, between the District and other parties. (NOTE: For agreements and contracts for construction and/or improvements to real property and facilities, see #034.)	Addendums and Amendments Attachments / Exhibits Contractor Agreements Cooperative Agreements Disclosures Equipment Agreements Leases, Applications and Attachments Legal Services Agreements Maintenance Agreements Memoranda of Agreement (<i>MOAs</i>) Memoranda of Understanding (<i>MOUs</i>) - other than labor MOUs Professional Services Agreements Statements of Work (<i>SOWs</i>) Warranties	Finance	While Active+7Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 60201(d)(12) - (7Y) US - 26 CFR 31.6001-1 - (4Y) US - 26 CFR 301.6501(a)-1 - (4Y) US - 29 CFR 516.5 - (3Y) US - 48 CFR 4.705-1 - (4Y)
036	Audits and Financial Reporting - Internal, External and Administration Records and information related to internal audits, and administration of auditing activities, and financial reporting, whether required by regulations or generated to track financial transactions and achievements by the District. Audits may include including those reviewing and documenting operational, compliance, or as well as financial information created as a part of an audit.	Annual Audit Reports Audit Files, Plans Audit Schedules Audit Workpapers Audit Reports Corrective Actions (<i>plans, tracking</i>) General Purpose Financial Audits, Single Audits Responses Results Revenue/Expenditure Reports Treasurer's Report	Finance	6Y	CA - CCP 338 - (LA3Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 60201(d)(10) - (MAINT) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)

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Record No.	Record Name and Description	Example Records	Responsible Division(s)	Retention	Legal Citations and Comments
037	Bank Account Information Records and information related to banking authorities, activities, transactions and correspondence. This category includes reconciliations.	Bank Account Administration Bank Statements Check Copies Check Registers, Journals Corrections / Returns / Adjustments Deposit Slips/Receipts Electronic Banking Transactions Reconciliations Signature Cards Transfers/Wires Treasurer Receipts	Finance	6Y	CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT) CA - HSC 13868 - (MAINT) US - 26 CFR 31.6001-1 - (4Y) US - 26 USC 6531 - (LA6Y)
038	Debt, Investments Records and information relating to District financing and debt activities.	Annual Reports Arbitrage Reports Bond Insurance Transcripts Bonds Fiduciary Debt and Investments Financial Investment Planning Investment Reporting and Portfolio Management Loans Official Statements Payment History/Schedules Promissory Notes Reporting (<i>continuing disclosure, Mello-Roos, state reports</i>) Security Instruments Third Party Trustee Account Statements	Finance	Maturity*+10Y	CA - CCP 336 - (LA5Y) CA - CCP 337 - (LA4Y) CA - CCP 337.5 - (LA10Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 60201(d)(7) - (AC) CA - HSC 13868 - (MAINT) US - 26 CFR 301.6501(a)-1 - (4Y) *Maturity includes cancellation
039	Financial Reporting - Official Official financial reports of the District.	Actuary Reports Annual Budget Annual Report of Financial Transactions To State Annual State Controller Filings Audited Financial Statements CAFR (<i>final</i>) Financial Compliance Reporting Local Government Compensation Report	Finance	Permanent	CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT) CA - HSC 13868 - (MAINT) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)
040	Financial, Strategic Planning Records and information relating to financial planning.	Business Plans Financial Plans Forecasts	Finance	2Y	CA - GOV 60201(d)(10) - (MAINT) CA - HSC 13868 - (MAINT)
041	Fixed Assets Records and information related to the ownership, transfer, acquisition, disposition, capital leased, or capital improvement of fixed assets owned by or in the custody of the District.	Acquisitions Asset Retirement Records Dispositions Capital Improvements Depreciation Schedules Fixed Asset Reports Fixed Asset Ledger Fixed/Capital Asset Accounting Possessory Interest Sales Titles Valuation Information	Finance	Life**+10Y	CA - CCP 337.15 - (LA10Y) CA - GOV 60201(d)(10) - (MAINT) CA - HSC 13868 - (MAINT) US - 26 USC 6531 - (LA6Y) * Life of Asset
042	General Ledger, Journal Entries, Budget Adjustments Records and information related to the transfer of charges between accounts and summaries of account information, including year end summaries of general ledger transactions.	Balance Sheets Budget Adjustments Cash Journal Entries Chart of Accounts Downloads / Data Exports Expenditure Reports General Ledger Journal Entries and Backup Documentation Reconciliation Documents Revenue Summary Reports Trial Balance Year-End / Account Detail History Report	Finance	6Y	CA - GOV 8546.7 - (CL+3Y) CA - GOV 60201(d)(10) - (MAINT) CA - HSC 13868 - (MAINT) US - 26 CFR 31.6001-1 - (4Y) US - 26 USC 6531 - (LA6Y)

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Record No.	Record Name and Description	Example Records	Responsible Division(s)	Retention	Legal Citations and Comments
043	Grants and External Funding Sources Documents the application, evaluation, awarding, administration, monitoring, reporting, and status of grants and other funding sources in which the District is the recipient.	Applications (<i>including project proposals</i>) Audits Award Notification Funding Requests Grant Administration Grant Evaluations Grant Invoices Payroll (<i>certified, Davis Bacon</i>) Program Rules, Regulations, Procedures Reports to Funding Agencies	Finance	While Active+7Y	CA - GOV 8546.7 - (CL+3Y) CA - GOV 60201(d)(1) - (MAINT) CA - Office of Emergency Services 2021 Subrecipient Handbook §12.015 - (AC+7Y) US - 2 CFR 200.334 - (CL+3Y) US - 44 CFR 152.4 - (CL+3Y) Unsuccessful applications are retained for 2 years. NOTE: If a grant requires longer retention, its specific requirements will take precedence.
044	Payroll Records and information related to the accounting of payroll earnings, deductions, and issuance. This also includes records and information reflecting all earnings and benefits paid to each employee, including: - Name, address, SSN - Total amount and date of payments - Period of service covered for each - Withholding - Tax collected	Benefit Payments Deduction Authorizations, Registers, Reports Deferred Compensation Educational Reimbursements Federal and State Tax Payables Payroll Checks, Copies, Stub Reports Payroll Certifications, Controls, Earnings Payroll Registers Payroll Reports Payroll Taxes Pension Reporting Salary Schedules Timekeeping Records W-2, W-4	Finance	7Y	CA - 2 CCR 570.5 - (5Y) CA - 2 CCR 571(b)(1)(E) - (5Y) CA - 22 CCR 1085-2(c) - (4Y) CA - GOV 60201(d)(12) - (7Y) CA - LAB 226(a) - (3Y) CA - LAB 1174 - (3Y) CA - LAB 1197.5 - (LA2Y, LA3Y) CA - UIC 1132 - (LA3Y) US - 26 CFR 31.6001-1 - (4Y) US - 26 USC 6531 - (LA6Y) US - 29 CFR 516.5 - (3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1620.32 - (2Y) US - 29 CFR 1627.3(a) - (3Y) US - 29 USC 436 - (5Y) US - 48 CFR 4.705-2 - (4Y; 2Y)
045	Procurement - Agreements and Contracts <u>Not</u> Awarded Records and information received or prepared in the process of purchasing or acquiring goods or services, but where the purchase order, contract, or agreement was not awarded.	Bids, Awards (<i>unaccepted, rejected</i>) Exhibits Price Lists Quotations Requisitions Requests for Information (<i>RFI</i>) Requests for Proposal (<i>RFP</i>) Requests for Quote (<i>RFQ</i>) Scorecards Specifications	Finance	2Y	CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(11) - (2Y)
046	Unclaimed Funds Records and information pertaining to unclaimed funds held in trust by the District.	Uncashed Checks Unclaimed Funds	Finance	10Y	CA - CCP 1513 - (3Y) CA - GOV 60201(d)(10) - (MAINT) US - Uniform Unclaimed Property Act (2016), Section 404 - (10Y)
047	Regulatory Reporting/Records for Human Resources Official non-financial Human Resources reports issued by District organizations to comply with regulatory requirements.	DE-34 EEOC Reports	Finance Human Resources	6Y	CA - 2 CCR 11013(c)(1) - (2Y) CA - 8 CCR 14300.33(a) - (6Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT) US - 29 CFR 405.9 - (5Y) US - 29 CFR 1602.14 - (1Y) US - 29 CFR 1602.21 - (2Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1602.32 - (3Y)
048	Salary, Compensation Documentation of job classification compensation.	Classification Studies Job Descriptions Salary Plans Salary Surveys	Finance Human Resources	7Y	CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(12) - (7Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1602.14 - (AC+1Y)
049	Code Compliance Enforcement Records and information documenting administrative citations, fines and penalties for violation of codes that the District is authorized to enforce.	Administrative Citations Hearings Inspections Investigations Notices of Noncompliance Notices of Violation Photographs Stop Work Orders	Fire & Life Safety	While Active+2Y	CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT) NOTE: Records for repeat offenders may be retained longer to document a history of violations

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Record No.	Record Name and Description	Example Records	Responsible Division(s)	Retention	Legal Citations and Comments
050	Fire Investigations Records associated with fire investigations	Evidence Files Fire Origin and Cause Investigation Reports Investigation Notes and Documentation Photographs	Fire & Life Safety	Permanent	CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT) CA - PEN 799 - (PR) CA - PEN 800 - (LA6Y) CA - PEN 801 - (LA3Y)
051	Fire Prevention Programs Records associated with the fire prevention services and inspections.	Inspections (<i>fire hazard, safety</i>) Exterior Hazard Abatement Services	Fire & Life Safety	Life*+5Y	CA - California Fire Code, 104.6 - (5Y or Life of Structure or Activity, whichever is longer) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT) * Life of Structure
052	Operational Permits Issued Documentation of operational permits issued by the District.	Applications Operational Permits	Fire & Life Safety	While Active+4Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(9) - (MAINT)
053	Plan Checks and Construction Permits Records and information documenting the permitting and review services provided by the District related to fire-related devices, components, and systems for commercial and residential property and developments.	Applications Inspections Construction-related Permits (<i>temporary, issued, active, expired, history</i>) Building Plans/Drawings - Commercial & Residential Plan Checks Planning and Development Site Reviews Stop Work Notices	Fire & Life Safety	Permanent	CA - California Fire Code, 104.6 - (5Y or Life of Structure or Activity, whichever is longer) CA - CBC 107.5 - (180D) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(9) - (MAINT)
054	Incident and Emergency Responses and Reporting - Firefighting Records and information associated with District firefighting responses to emergency incidents, including fires, rescues, and disasters.	False Alarm Reports Incident Investigations Hazardous Waste Spills Incident Reports Suspicious Activity Reports (SARs)	Fire & Life Safety Operations & Training	5Y	CA - California Fire Code, 104.6 - (5Y) CA - 13 CCR 11007.7 - (3Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT)
055	Fleet Management Records related to the management and maintenance of District vehicles, including automobiles, ambulances, fire engines, trucks, and forklifts.	Accident / Incident Reports Complaints, Service Requests Maintenance and Repair Work Orders Maintenance Reports (<i>buildings, equipment</i>) Vehicles / Fleet (<i>automobiles, trucks, forklifts</i>)	Fleet	Life*+4Y	CA - 8 CCR 3203 - (AC+1) CA - 22 CCR 66266.130(c)(5) - (3Y) CA - CCP 337 - (LA4Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT) CA - HSC 25250.18(b) - (3Y) * Life of Asset
056	Fuel Management Records related to the purchase, tracking and management of fuel for District vehicles.	Above Ground Fuel Storage Tanks California Air Resources Board Certificate Fuel Bid Sheets/Purchasing/Pricing Reports Fuel Card/Key Authorizations Fuel Reports, Billing Reports, Journals, Fuel Tickets Pump/Gas Tank Maintenance	Fleet	Life*+5Y	CA - CCP 338.1 - (LA5Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25270.5 - (3Y) * Life of Tank
057	Benefit Plans Plans established to provide employee benefits and associated administrative documents.	Employee Benefit Plans Group Insurance Cost Data CalPERS Actuarial Reports CalPERS Retirement Plan Contract Copies Premium Information Summary Plan Descriptions	Human Resources	Life*+6Y	CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT) US - 29 CFR 516.5 - (3Y) US - 29 CFR 1627.3(b)(2) - (LI*+1Y) US - 29 USC 1027 - (6Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y) *Life of Plan or Benefit
058	Insurance Policies Records detailing the District's insurance policies.	Broker Correspondence Certificates of Insurance Completed Applications Insurance Policies Insurance Quotes	Human Resources	Life*+4Y	CA - 22 CCR 3267-2 - (MAINT) CA - CCP 337 - (LA4Y) CA - GOV 945.6(b) - (LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 60201(d)(9) - (AC) * Life of policy

ACRONYMS USED IN LEGAL CITATIONS
 AC = While Active CU = Current Year CL = Closed D = Day FR = Final Resolution LA = Limitation on Action LI = Life (of program, asset)
 M = Month MA = Maturity MAINT = Maintain Records PR = Permanent S = Superseded T = Termination Y = Year

Record No.	Record Name and Description	Example Records	Responsible Division(s)	Retention	Legal Citations and Comments
059	Recruitment Records and information related to recruitment of qualified persons for both paid and unpaid position with the District, whether full time or temporary, including applications and related records of candidates interviewed but not hired or accepted.	Applications, CVs, Resumes (<i>rejected</i>) Applicant Tracking Records (<i>hired, rejected</i>) Background Checks, Investigations - candidates not hired/accepted (<i>drug testing, pre-hire screening</i>) Interview Notes Job Descriptions Job Postings, Announcements Job Requisition Requests Job Specifications Miscellaneous Hiring Process Notes Position Information Rating Sheets Test Results (<i>non-hires</i>) Test and Examination Materials Unpaid Interns (<i>rejected</i>) Volunteers (<i>rejected</i>)	Human Resources	4Y	CA - 2 CCR 11013(c)(2) - (2Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 60201(d)(10) - (MAINT) US - 29 CFR 1602.21 - (2Y) US - 29 CFR 1602.31 - (2Y) US - 29 CFR 1627.3(b)(1) - (1Y)
060	Training Records All documents related to general and specialized technical education and training taken by officials, paid employees, unpaid volunteers, and contractors, including: - Ethics - FEMA - Fire Extinguisher - First Aid/CPR - Harassment - Mental Health Initiative - Privacy - Safety - Specialized Equipment	Apprenticeship Records Briefing/Unit Training Certification Records Compliance Training District Partnership Approval Letters Individual Education, Development Probationary Documents Promotional Testing Results	Human Resources Operations & Training	5Y	CA - 8 CCR 3203(b) - (1Y) CA - 22 CCR 100171 - (5Y) CA - GOV 12950.1 - (2Y) CA - GOV 53235.2b - (5Y) CA - GOV 53237.2b - (5Y) CA - GOV 60201(d)(1) - (MAINT) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.21 - (Period of apprenticeship+2Y) US - 29 CFR 1602.31 - (AC+2Y)
061	Hazardous Waste - Monitoring and Remediation Planning, monitoring and contingency/emergency action plans for hazardous waste, emergency and spill response, natural and exposure emergencies, notifications and response; environmental action plans and supporting documentation; hazardous communications plans, including labeling, SDS controls, training programs and procedures.	Employee Hazardous Chemical Exposure Hazardous Material Incident Reports Hazardous Substances Shipping Manifests Hazardous Waste Proposition 65 Monitoring Response Plans, Programs Safety Data Sheets (SDS) Site Mitigation & Remediation Toxic Substance Inventory	Operations & Training	While Active+30Y	CA - 8 CCR 3204(d) - (CL+30Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 60201(d)(10) - (MAINT) CA - HSC 25160.8(c)(3)(D) - (AC+3Y) US - 29 CFR 1910.1020 - (CL+30Y)
062	Training Materials, Courses, Scheduling Documentation regarding the content of courses and schedules for training offered to employees, officials, volunteers, contractors, other agencies, and the public. Types of training include: - CERT - AHA HeartSaver for Community - HeartSafe Committee CPR/AED for Community	Attendance Lists Course Evaluations Presentation Materials PowerPoint Slide Decks Rosters Sign-in Sheets Testing/Qualifications Training Bulletins	Operations & Training	5Y	CA - 8 CCR 3203 - (AC+1) CA - GOV 945.6 - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 60201(d)(10) - (MAINT) CA - GOV 53235.2(b) - (5Y) CA - GOV 53237.2(b) - (5Y)

Records and Information Management Policy

POLICY

The Purpose of this Policy is to define the requirements for the San Ramon Valley Fire Protection District (the "District") for managing of records and information to meet operational needs and comply with federal, state, and local laws.

SCOPE

This Policy applies to elected officials, employees, contractors, and volunteers of the District who are acting on behalf of the District and who have access to, use of, or are involved in the creation, maintenance or storage of the District's records, information and electronic communication.

POLICY STATEMENT

A. **Ownership**

Records and information created or received in the conduct of the District's business are the exclusive property of the District. District records and information are subject to compliance with this Policy, the associated Retention Schedule and any other District policy or procedure.

B. **Authenticity**

The District is committed to creating and maintaining complete, accurate, and trustworthy records that document its business activities. Deliberately creating false or misleading records or information regarding the District's activities is strictly prohibited. Records and information should not contain language that is misleading, incomplete, inaccurate, or fraudulent.

C. **Classification**

Records, both paper and electronic, are to be created, stored and managed with the appropriate classification that enables efficient and shared access, appropriate application of retention, and secure protection.

D. **Retention**

Records are to be retained in accordance with the approved Records Retention Schedule. When records pass their retention period, regardless of their format, they shall be deleted or disposed of in compliance with District procedures.

E. **Storage**

Hardcopy records no longer considered active may be transferred to designated storage facilities to fulfill retention requirements. Electronic records no longer considered active may be transferred to approved repositories or moved offline to fulfill retention requirements, but information in any location must be accessible by District employees for business needs and in response to requests by the public.

Records and information that are owned by the District should not be transferred to or stored in any unauthorized locations or on personal devices. Work done on a personal device on behalf of the District is the property of the District.

Records and Information Management Policy

F. Availability

Records and information must be available for future business, litigation, and investigations as necessary, regardless of storage location.

Records that are determined to be “public” are to be made available for the public to obtain in accordance with the California Public Records Act, Government Code §6250-6276.48.

G. Electronic Communication

Unless otherwise required by contract or law, including data privacy laws, electronic communication, including emails, email threads, text messaging, instant messaging, social media and any other form of electronic communication that may be used to conduct District business, are subject to this Policy and other rules of the District, and are the exclusive property of the District.

Email messaging is required to be conducted using District systems. Emails sent or received for the purpose of District governance or business are considered District property and must be maintained in District systems and in compliance with this Policy and, if they are records, in compliance with the Records Retention Schedule.

Instant messaging such as text messages are to be limited to brief communications to establish contact, identify location or confirm appointments. Text messages should not be used to create and communicate directives, conduct District business, or send files.

Social media is used exclusively for the distribution of District information. Original documents are not to be created within social media, but linked on the social media site to the original communications on the District’s website. Postings to social media are to be limited to District announcements.

Electronic Communication systems are intended to be a medium of communication and not as a repository for District records. Although Electronic Communication may seem to be less formal than other written communication, the same definition of Records applies, as do the rules for storage and retention. Electronic Communication that meets the definition of a record is to be stored in an official District Trusted System repository.

H. Records of Exiting Elected Officials, Employees, Volunteers and Contractors

When an elected official’s term ends, the official is to work with the District Legal Counsel to transfer records and information to the District Legal Department to comply with the requirements of this Policy and any supporting procedures for retaining and managing the records and information of the exiting official.

When an employee, volunteer, or contractor leaves the District, the exiting individual’s supervisor, manager or Fire Chief’s designee is responsible for complying with the requirements of this Policy and any supporting procedures for retaining and managing the records and information of the exiting employee, volunteer, or contractor.

I. Suspending Retention Requirements

Records and Information Management Policy

Records and information relevant to litigation, an investigation, or an audit and subject to a Legal Hold are to be retained and preserved until further notice from the District Attorney, regardless of the retention period set forth in the Records Retention Schedule.

Records and information subject to a Legal Hold that are no longer required for business purposes may be transferred to a designated offsite storage location in coordination with the District's Attorney.

J. Information Protection

Disaster recovery backup media are exact copies of an operating system, associated application and data created for the sole purpose of protecting and recovering data in the event of a disaster or business disruption and are not subject to the requirements of the Records Retention Schedule. Backups serve as a level of protection for electronic systems and the data that is stored on those systems to ensure an exact duplicate or copy is available and unalterable for use in the event of a business disruption.

K. Vital Information

Records and information designated as "vital" are to be protected in a manner that establishes the priority of recovery of the data in a timely manner following a disaster or system disruption. Vital Records are those records or information that are needed to recover from a disaster or resume business operations. Vital Records should be protected in accordance with District's procedures and standards.

DEFINITIONS

Records

Records are either defined specifically in applicable statutes and codes, District business practices, or, in the absence of specific practices, a record is the document or information generated as the final output of a business process or business decision.

Convenience Information

Not all information or data is a record. Some information is collected or created in order to complete a task or to enable creation of a record, but the District is not obligated by law to retain it. This type of information is classified as Convenience Information. Convenience Information has no retention requirements. Examples of Convenience Information are included in Attachment A.

Electronic Communication

Electronic Communication is a document created or received via an electronic message system, including any attachments that may be transmitted with the message, along with its descriptive transmission metadata.

Electronic Message System

Electronic Message System is one or more computer networks, hardware, and software applications used to create, receive, and transmit messages and other documents electronically.

Records and Information Management Policy

Instant Messaging (IM)

Instant Messaging (IM) – an electronic system that allows users to determine whether a certain party or parties are connected to the messaging system and allows them to exchange text messages with those parties in real time.

Thread

A Thread is an electronic mail conversation of at least one response on a similar subject; the conversation can be broken or continuous in nature.

Social Media

Social Media – websites and similar applications that enable users to create and share content or to participate in social networking.

Trusted System

Trusted System – a combination of software, technical tools, policies, and procedures for which there is no plausible scenario in which a document retrieved from or reproduced by the system could differ substantially from the document that is originally stored.

POLICY REVIEW

This Policy and the Retention Schedule may be amended or modified from time to time, as necessary, to account for changes in legal, regulatory or operational requirements.

REFERENCES

Retention Schedule

Records and Information Management Policy

ATTACHMENT A

Examples of Convenience Information

- Identical copies of documents;
- Extra copies of printed or processed materials kept only for convenience or reference (e.g. copies of expense reports once they have been paid);
- Miscellaneous notices of employee meetings, holiday notices, and reference materials;
- Templates created to standardize the appearance or content of documents;
- System backups;
- Notes, working papers, or drafts assembled or created in the preparation of other documents; worksheets, and rough drafts of letters, memoranda, or reports;
- Catalogs, trade journals and other publications or papers received from external companies or agencies that are used for reference purposes, require no action, and are not part of an official record; and
- Materials used for information gather purposes, such as blank forms, stocks of publications, or supporting documents kept for supply purposes or to create a record.



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: January 26, 2022

To: Board of Directors

From: Stephanie Brendlen, Human Resources Director

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

Discussion

For the past several years, the Board of Directors has approved suspension of the medical cap for active employees and provided direction to review on a year-to-year basis the financial impact of removing the cap and whether to continue or revoke the suspension.

Background

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

The District and its' labor partners were able to reach agreement on concessions that provided both near-term and long-term financial relief, with an understanding between the parties that a further deterioration in District finances could lead to further concessions or an improving financial picture could result in an easing of the concessions on the part of labor. A number of the concessions pertained to active and retiree medical benefits, including: 8% premium cost share paid by active employees and retirees; cap on medical premiums for actives and retirees set at the second highest Bay Area plan offered by CalPERS; adding a vesting requirement for retiree medical benefits whereby new hires need 10 years of service to vest at 50%, increasing by 5% per year until 100% vested after 20 years; along with labors' support for fully funding the actuarially determined annual contribution to the retiree medical ("OPEB") trust fund. These changes resulted in a substantial reduction in the ongoing, annual cost for medical benefits as well a substantial reduction in the unfunded liability associated with retiree medical benefits.

Subsequently, the economy and the Districts' financial situation has continued to improve. In November 2015, the District was able to remove the 8% cost share for retirees; and as of 2021, the unfunded liability for retiree medical benefits stands at \$30 million (\$83 million liability minus \$53 million of funding; or 64% funded).

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

Financial Implications

The medical open enrollment period for calendar year 2022 has closed, and nine (9) active employees chose a health plan with a premium above the cap. Therefore, the cost of removing the cap for 2022 would be \$2,862 per month, or \$34,344 for the year; which represents 0.7% of the \$4.8 million active employee medical budget for FY 2021/22.

Recommended Actions

The recommendation is for the Board to authorize the suspension of the medical premium cap for active employees for calendar year 2022, and continue to review on a year-to-year basis the financial impact of removing the cap and whether to continue or revoke the suspension.



**SPECIAL ANNOUNCEMENTS/
PRESENTATIONS/
GENERAL BUSINESS**



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: January 26, 2022

To: Board of Directors

From: Frank Drayton, Deputy Chief

Subject: Declaring Apparatus E-545, E-531, E-632, E-659, T-827 (Training Tiller) and Medic 704 as Surplus Property and Authorizing Disposition Thereof

Background:

The apparatus identified above has outlived their service life. The cost for maintenance/repairs required for the apparatus to be considered safe and compliant approximate the estimated value of the apparatus. The engines are between 20- and 30-years old, with T-827 having an estimated salvage value of \$0.

Once declared surplus, these vehicles will be disposed of as deemed appropriate by the Board of Directors. The proceeds if any will be deposited into the Capital Projects funds as additional CIP funding. All Fire District markings will be removed from the vehicles.

At the September 2021 Board Meeting, staff reported several smaller fire agencies with limited resources have expressed interest in the District's surplus apparatus. Following discussion, the Fire Board directed staff to reach out to fire agencies who had sustained losses during the 2021 Fire Season and make recommendations based on need of the fire agency and community served. As a result of that effort, staff learned that the Indian Valley Fire Department had sustained significant losses as a result of the Dixie Fire, having lost their station and all vehicles inside. Indian Valley Fire has expressed interest in a Type 1 Engine and Medic 704 to replace a Support Vehicle. If the Board finds it appropriate to donate an engine and medic to Indian Valley Fire, staff further suggests the donation of some additional surplus equipment to assist with outfitting the engine.

Recommended Board Action:

Staff recommends the Board declare units # E-531, E-632, E-659, T-827 and Medic 704 as surplus property. Consistent with past Board action regarding surplus apparatus, staff is further recommending the donation of E-531 to the College of the Siskiyous, E-659 to the Smartsville Fire District, E-545 and Medic 704 to the Indian Valley Fire Department, E-632 to the Cordelia Fire Protection District and T-827 to the Search Dog Foundation to be used as a prop.

Attachments:

Letters requesting donation of surplus apparatus.

TRAINING TILLER.



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

Dear Board Members,

On behalf of the search dogs, handlers, Board of Directors and staff at the National Disaster Search Dog Foundation (SDF), thank you for your consideration of donating equipment to our organization.

The tax-deductible gift of the vehicles would be a tremendous safety asset to our organization as it would allow these pieces of equipment to continue their service by providing safety training and usage for small-scale incidents on our 125-acre campus.

As the first training facility built specifically for the training of disaster search canines like San Ramon Valley Fire Protection District's four-legged members, Leslie and Navy, SDF's National Training Center provides valuable support for our nation's urban search and rescue (USAR) system. With this gift, your department would be directly contributing to our mission through the improvement of our campus, both in operation and training offerings.

In addition to on-campus emergency response, the donation of a Type 3 would allow our three-person maintenance team to consolidate their tools to one vehicle, making their work more efficient.

The tiller truck would be a significant addition to our training props, adding essential realism that visiting canine search teams need during disaster simulation training. To maximize this, SDF would place this tiller in either our Search City location next to one of our training props named "Murphy's Firehouse" or alongside our freeway collapse, where the vehicle would remain stationary.

Neither vehicle would ever leave the campus and would not be registered as drivable on any public roads or used as an emergency vehicle.

If the donation is approved by the Board of Directors of the San Ramon Valley Fire Protection District, SDF would assume all cost related to this equipment and would be responsible for transportation of these vehicles to our campus. SDF would assume liability and handle any needed maintenance on the equipment.

If you have any questions, please email me at george@searchdogfoundation.org or call (805) 455-4794.

Thank you to the Board of Directors for your enduring support of the disaster canine program and consideration of this gift. We look forward to continuing to explore ways to expand our partnership with you and the San Ramon Valley Fire Protection District to support our nation's disaster response network.

Gratefully,

A handwritten signature in black ink, appearing to read "George R. Haynes". The signature is fluid and cursive, with a large initial "G" and "H".

George R. Haynes
Executive Director/CEO

College of the Siskiyous

TYPE 1



Siskiyou Joint Community College District
800 College Avenue
Weed, California 96094
Telephone 530-938-4461
<http://www.siskiyous.edu>

Accredited Regional Academy by the California State Board of Fire Services, for more information call (530) 938-5578

April 28, 2021

Chief Paige Meyer
San Ramon Fire
1500 Bollinger Cyn Road
San Ramon, CA. 94573

Dear Chief Meyer,

College of the Siskiyous is a Community College in the North State and sits between Redding, CA and Medford, Oregon. We have been an Approved Regional Training Program (ARTP) since 1993 (2nd approved SFT Accredited Program) and have expanded through the years serving USFS, CalFire and local government departments. College of the Siskiyous offers basic core classes, Firefighter I and II Academies, and our Rescue Component of RS1, Trench, Confined Space, HazMat, Swift Water, Auto Extraction, and Instructor Based programs.

Programs like ours in the community college system require a tremendous amount of equipment and tools to make sure our students/cadets are fully trained before departments like yours hire them. I am writing to you to see if there is a chance that you may have some surplus equipment that you would like to donate to our program.

With this need and the budge cuts, we clearly have to reach out to see if you might have anything you would like to donate to our program. The cost of purchasing an engine or quint/truck is far more than colleges can do on their own and the logistics is quite daunting. We currently have two engines (Type I and Type 3) but with a student/cadet base of 25-35per academy, and if the supporting departments are on a response, well as you can imagine things have to slow down until their return, or rent a piece of equipment to assure our student/cadets needs are met. Our Dean of CTE understands these needs but at the same time, we all understand current funding issues.

So this is where we find us today, we are looking for ways to bring balance to our program as well as knowing departments have equipment that has not lost its life for training however, only for emergency responses.

If your department finds itself looking for a good home for your slightly used fire equipment, I would ask that you look to College of the Siskiyous for a possible new home.

Sincerely,

Mike Wilson
Chief of Fire Technology

TYPE 3



Smartsville Fire Protection District
P.O Box 354, Smartsville CA
95977
(530) 639-0405



Chief Paige Meyer
San Ramon Fire Protection District
1500 Bollinger Canyon Rd
San Ramon, CA 94583

May 10, 2021

Chief Meyer,

I have been the Chief of this small district for just over a year now after forty-one fire seasons with CALFIRE. During a recent conversation with CALFIRE SCU Deputy Chief Mike Marcucci, I was made aware of your District's program which provides surplus equipment to smaller districts that may not have the same financial resources as yours. Please allow me to introduce you to the Smartsville Fire Protection District (SFP).

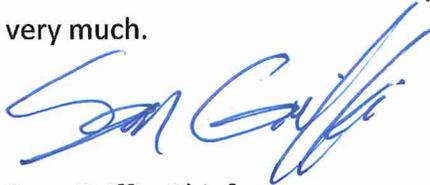
SFP covers approximately seventy-one square miles in the Sierra Foothills between Sacramento and Lake Tahoe. We have just over 800 parcels and a residential population of less than 1500. There are very few commercial properties with about one fourth of the parcels owned by government entities nearly half of the remainder zoned for agriculture. Our District has a confirmed annual revenue of approximately \$110,000 before any emergency response payments through OES and/or CALFIRE. This revenue is from a combination of our benefit assessment and a small portion of the County's Prop 172 funds.

The District is currently staffed by one part-time paid Chief and four volunteers. We are planning on using some of our funds from last year's emergency response payments to hire two seasonal operators and two seasonal firefighters. These personnel will staff our 2002 HME OES Type I, 1993 Freightliner OES Type III, or 2002 Hummer Type VI. We do have a 1983 International Water Tender; however, it does not have the power to pull a hill with a load of water. All apparatus meets the minimum requirements for response; however, due to their ages, the repairs/maintenance costs are making their continued use cost prohibitive.

We are in need of replacement apparatus for the Type I, Type III and Water Tender. While at one time we were able to replace our equipment utilizing the various equipment auction sites, the prices are now exceeding our purchase abilities due to the demand for used fire equipment. Our first priority is to replace the Type III so we can continue to generate revenue by renting our equipment personnel to CALFIRE.

The Smartsville Fire Protection District would appreciate being considered for your program. I understand you likely receive more requests than you can accommodate and would even be grateful to be allowed to purchase one of your pieces of surplus equipment at a reduced price if possible.

You can contact me via email or phone if you have any questions or need any further information. Thank you very much.



Sean Griffis, Chief
Smartsville Fire Protection District
(530) 599-0588
SmartsvilleFireChief@Gmail.com
www.smartsvillefire.org



TYPE 3

CORDELIA FIRE PROTECTION DISTRICT
2155 CORDELIA ROAD, FAIRFIELD, CA 94534

TEL: 707-864-0468 · FAX: 707-864-8607

June 10, 2021

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

Dear Chief Meyer,

After 30 years with the Contra Costa County Fire Protection District, I retired as a Training Battalion Chief. With my training background, and being a resident of Green Valley, I decided to join the Cordelia Fire Protection District (CFPD) to assist with training. I'm now currently serving as the CFPD Fire Chief, in a non-paid, volunteer status.

Established in 1918, CFPD has provided Fire and EMS service to the Communities of Green Valley, Rockville, Cordelia, and Lower Suisun Valley. We are an autonomous District, governed by a five-member elected Board of Directors. The District has two stations (31 & 29) to cover 56 square miles of southern Solano County in California. The occupancies range from high value residential homes to rural ranchlands and farmlands, to environmentally sensitive marshlands. There are some mercantile businesses that operate within the District boundaries. Our District has annual revenue of approximately \$840,000 and operating budget of \$825,000. The revenue is from a combination of our benefit assessment and property taxes.

The District is currently staffed by me, three paid firefighters and roughly and 25 resident volunteer firefighters. These personnel staff our two engines. Where a municipal fire department typically replaces apparatus on a 10-year replacement schedule, our District needs to get 20+ years from this equipment. Engine 29 is 30 years old and in poor mechanical condition. Annually, it taxes the maintenance budget to keep it in service. Engine 31 and our front-line wildland units are approximately 10 years old. They are beginning to have the issues typical for modern equipment with embedded computer-controlled systems. All apparatus meets the minimum requirements for response; however, due to their ages, the repairs/maintenance costs are making their continued use cost prohibitive. Our priority is to replace the Type III so we can



CORDELIA FIRE PROTECTION DISTRICT
2155 CORDELIA ROAD, FAIRFIELD, CA 94534

TEL: 707-864-0468 · FAX: 707-864-8607

generate revenue by renting our equipment personnel to CALFIRE. They also perform much better for steep angle of approach on many of our driveways in Green Valley.

CFPD would appreciate being considered for your surplus apparatus program. I understand you likely receive more requests than you can accommodate, but please know your surplus pieces of equipment would find a good home and continue to save lives and protect property within the Cordelia Fire Protection District.

Please feel free to contact me with any questions or if you need any additional information. Thank you for your consideration of our request.

Respectfully,

A handwritten signature in blue ink that reads "Dave Carpenter".

Dave Carpenter, Fire Chief
Cordelia Fire Protection District
2155 Cordelia Road
Fairfield, CA 94534
(o) 707-864-0468
(m) 707-580-2485





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: January 26, 2022

To: Board of Directors

From: Paige Meyer, Fire Chief
Ken Campo, Financial Consultant

Subject: **Consideration of Resolution 2022-03 Approving Lease Financing in the Aggregate Principal Amount of Not to Exceed \$14,000,000 to Finance Acquisition of Fire Protection Equipment and to Refinance Outstanding Lease Obligations, Authorizing the Execution and Delivery of Related Agreements and Approving Related Matters**

Background:

At the September 15, 2021 Facilities Subcommittee meeting, staff presented an accelerated fleet purchase program. The program received favorable consideration from the Facilities Subcommittee, and ultimately from the entire Board at its September 22, 2021 meeting. Staff then initiated the lease purchase financing proceedings and authorized Brandis Tallman LLC to distribute RFP's to potential lenders. District staff reviewed the results of the RFP process with Brandis Tallman on December 20, 2021, and selected Bank of America as the lender for the equipment. While Bank of America did not provide the lowest interest rate option for the 2022 financing, as part of the financing they offered to waive the call provision and premium on the 2018 Equipment Lease, and reduce the associated interest rate by 99 basis points (from 2.33% to 1.34%) for the remaining seven years of that financing; so when taking into account the savings on the 2018 financing, the Bank of America proposal offered the lowest overall interest cost to the District.

The five-year term of the lease calls for semi-annual payments of approximately \$2,083,000 per year, based on an interest rate of 1.29%, with a project fund of \$10 million. The reduced interest rate on the 2018 financing generates savings of roughly \$16,000 per year and lowers the combined annual payments on the 2022 financing to around \$2,067,000.

Given the long lead time between order and receipt of ambulances and fire engines, there is a need to establish an escrow account for the proceeds of the lease financing. The proceeds will remain in the escrow account, earning interest, until needed for payment on equipment.

The attached EXHIBIT A contains a summary of the apparatus to be acquired, along with the pricing for each. A copy of the Master Equipment Lease/Purchase Agreement and related documents are on file with the District Clerk and available for inspection upon request.

Recommendation Board Action:

Staff recommends the Board approve, by roll call vote, Resolution No. 2022-03 Approving Lease Financing in the Aggregate Principal Amount of Not to Exceed \$14,000,000 to Finance Acquisition of Fire Protection Equipment and to Refinance Outstanding Lease Obligations, Authorizing the Execution and Delivery of Related Agreements and Approving Related Matters.

Fiscal Impact:

As discussed with the Facilities Subcommittee and the Board, the accelerated fleet purchase is equivalent to the amount currently projected in the District's Capital Improvement Plan (CIP), so no additional capital appropriations are anticipated at this time.

Attachments:

Resolution No. 2022-03
EXHIBIT A: Equipment Pricing Summary

EXHIBIT A Equipment Pricing Summary

OPTION A: 100% Pre-Payment at Time of Order

Description	Extended Price
Four (4) Pierce Manufacturing, Inc. Velocity 1500 GPM Pumpers	\$ 3,258,272.36
One (1) Pierce Manufacturing, Inc. 107' Velocity Ascendant Tiller	\$ 1,531,510.96
One (1) Pierce Manufacturing, Inc. Velocity Heavy Duty Rescue with Crane	\$ 1,506,033.27
Six (6) BME Fire Trucks, LLC. 4X4 International Model 34 Engines	\$ 2,190,000.00
One (1) Mobile Command	\$ 1,588,499.81
Multiple Unit Discount	\$ (50,000.00)
Discount For 100% Pre-Payment at Time of Order (ALL UNITS)	\$ (367,866.14)
SUBTOTAL	\$ 9,656,450.26
8.75% State Sales Tax	\$ -
California Tire Fee	\$ 147.00
GRAND TOTAL	\$ 9,656,597.26

RESOLUTION NO. 2022-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT APPROVING LEASE FINANCING IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$14,000,000 TO FINANCE ACQUISITION OF FIRE PROTECTION EQUIPMENT AND TO REFINANCE OUTSTANDING LEASE OBLIGATIONS, AUTHORIZING THE EXECUTION AND DELIVERY OF RELATED AGREEMENTS AND APPROVING RELATED MATTERS

WHEREAS, the San Ramon Valley Fire Protection District (the "District") is authorized by the laws of the State of California to purchase, acquire and lease equipment and other personal property for the benefit of the District and to enter into contracts with respect thereto; and

WHEREAS, the District has determined to acquire equipment to be used for fire protection purposes of the District, consisting generally of Type 1 and Type 3 Fire Engines, a Tiller Truck and a Mobile Command Unit (collectively, the "Equipment"); and

WHEREAS, in order to finance the acquisition of fire safety equipment consisting generally of ambulances and fire engines, the District has previously entered into that certain Schedule of Property No. 1 under the Master Equipment Lease/Purchase Agreement dated as of January 4, 2018 (the "Master Lease Agreement"), between Bank of America, National Association, as lessor ("BANA") and the District, as lessee, under which the District is obligated to pay semiannual rental payments as set forth in Exhibit B thereto (the "2018 Rental Payments"); and

WHEREAS, in order to finance the cost of acquisition and installation of the Equipment the District has proposed to execute and deliver a Schedule of Property No. 2 between the District and Banc of America Public Capital Corp, which is an affiliate of BANA, pursuant to the Master Lease Agreement ("Lease Schedule No. 2"), the form of which is on file with the District Clerk; and

WHEREAS, in order to refinance the 2018 Rental Payments the District has proposed to execute and deliver a Schedule of Property No. 3 between the District and Banc of America Public Capital Corp, pursuant to the Master Lease Agreement ("Lease Schedule No. 3"), the form of which is on file with the District; and

WHEREAS, amounts provided for the funding of the Equipment will be deposited and administered pursuant to the provisions of an Escrow and Account Control Agreement dated as of February 2, 2022 (the "Escrow Agreement"), among the District, Banc of America Public Capital Corp and Bank of America, National Association, in its capacity as escrow agent; and

WHEREAS, in accordance with Government Code Section 5852.1, the District has obtained and wishes to disclose certain financial information relating to the execution and delivery of Lease Schedule No. 2 and Lease Schedule No. 3 (collectively, the "Lease Schedules") as set forth in Appendix A hereto; and

WHEREAS, the execution and delivery of the Lease Schedules will be in compliance with the Debt Issuance and Management Policy which has been adopted by the Board; and

WHEREAS, the Board wishes at this time to approve and authorize the execution and delivery of the Lease Schedules, the Escrow Agreement and all related agreements and documents, for the purpose of providing funds to finance the acquisition and installation of the Equipment and the refinancing of the 2018 Rental Payments, in furtherance of the public purposes of the District;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the San Ramon Valley Fire Protection District as follows:

Section 1. Recitals. The Board of Directors hereby finds and determines that the foregoing recitals are true and correct.

Section 2. Approval of Financing Documents. The form, terms and provisions of the Lease Schedules and the Escrow Agreement are hereby approved in substantially the respective forms presented at this meeting, with such insertions, omissions and changes as shall be approved by the Fire Chief of the District or his designee executing the same, provided that the aggregate principal amount of the Lease Schedules does not exceed \$14,000,000 and the interest rate used to calculate the interest component of the rental payments payable under the Lease Schedules does not exceed 1.50%. The Fire Chief is hereby authorized and directed to execute, and the District Clerk is hereby authorized and directed to attest and countersign, each of the Lease Schedules and any related Exhibits attached thereto, and to deliver each of the Lease Schedules (including such Exhibits) to the respective parties thereto; the execution and delivery of the Lease Schedules being conclusive evidence of such approval.

Section 3. Other Actions Authorized. The President, the Fire Chief, the Chief Financial Officer, the District Clerk and all other officers of the District are each authorized and directed in the name and on behalf of the District to take all action necessary or reasonably required by the parties to the Lease Schedules to carry out, give effect to and consummate the transactions contemplated thereby (including the execution and delivery of any certificates, agreements, disbursement requests and any tax certifications as contemplated in the Master Lease Agreement, the Lease Schedules and the Escrow Agreement) and to take all action necessary in conformity therewith, including, without limitation, the execution and delivery of any closing and other documents required to be delivered in connection with the Master Lease Agreement, the Lease Schedules and the Escrow Agreement. Whenever in this Resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

Section 4. Appointment of Authorized District Representatives. The Fire Chief, the Chief Financial Officer, the District Clerk and any their designees are each hereby designated to act as authorized representatives of the District for purposes of the Master Lease Agreement, the Lease Schedules and the Escrow Agreement until such time as the Board shall designate any other or different authorized representative for purposes of the Master Lease Agreement, the Lease Schedules and the Escrow Agreement.

Section 5. Engagement of Professional Services. In connection with the issuance and sale of the Certificates of Participation, the Board hereby authorizes the engagement of the services of Oppenheimer & Co. Inc. to act as placement agent and the firm of Jones Hall, A Professional Law Corporation, to act as bond counsel. The Fire Chief or his designee is hereby authorized and directed to execute an agreement with each of such firms in the forms on file with the District Clerk.

Section 6. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption.

* * * * *

I hereby certify that the foregoing Resolution was passed and adopted by the Board of Directors of the San Ramon Valley Fire Protection District, at a regular meeting thereof duly held on the 26th day of January, 2022, by a majority vote of all of its members.

**SAN RAMON VALLEY FIRE
PROTECTION DISTRICT**

By _____
Ryan Crean
President, Board of Directors

APPROVED TO CONTENT:

Paige Meyer, District Fire Chief

APPROVED AS TO FORM:

Stephanie Brendlen
District Counsel

ATTEST:

Stephanie Brendlen
District Clerk

ADOPTED by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPENDIX A

Government Code Section 5852.1 Disclosure

The following information consists of estimates that have been provided in good faith by the municipal advisor to the District:

Lease Payments Relating to the Equipment

- (A) True interest cost of the Lease Payments: 1.290%
- (B) Finance charge related to the Lease Schedules (sum of all costs of issuance and fees/charges paid to third parties): \$46,000
- (C) Net proceeds to be received (net of finance charges, reserves and capitalized interest, if any): \$9,954,000
- (D) Total payment amount through maturity: \$10,357,868

Lease Payments Relating to Refinancing of 2018 Lease Payments

- (A) True interest cost of the Lease Payments: 1.340%
- (B) Finance charge related to the Lease Schedules (sum of all costs of issuance and fees/charges paid to third parties): \$15,820
- (C) Net proceeds to be received (net of finance charges, reserves and capitalized interest, if any): \$3,415,180
- (D) Total payment amount through maturity: \$3,582,098



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: January 26, 2022

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 – Fire Training Facility 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 Fire Training Facility Improvements. Specifically, the scope of work is based on a requested proposal for the design and construction of the Fire Training Facility Project to replace the existing Fire District Administrative HQ at 1500 Bollinger Canyon Road. This proposal is based on the previously prepared Schematic Design that was processed through the City of San Ramon Design Review and Planning process.

As discussed previously with the Board and San Ramon City Council, the intent of the Training Facility project is to provide a location where fire personnel can practice and train in a realistic replication of events that are encountered every day in the field. The props and buildings included in the project allow for real life training and practice for a variety of situations. Attached is the project narrative and project description of the Training Facility that was presented to the City Planning Department as part of their application process. The estimated project budget is \$12,000,000-\$14,000,000 based on the proposed improvements.

Financial Impacts:

Basic services fixed fee of Nine Hundred and Sixty-Five Thousand Dollars (\$965,000.00), broken down as follows:

Task 1: Schematic Design	\$ 50,000.00
Task 2: Design Development	\$ 275,000.00
Task 3: Construction Documents	\$ 460,000.00
Task 4: Bid Support and Construction	
Administration Services	\$ 165,000.00
Reimbursable Expenses	\$ 15,000.00
TOTAL BASE SCOPE	\$ 965,000.00

Given the inherent uncertainties associated with the Project 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 2.5% of the basic services fixed fee (or \$25,000). Cumulative amendments greater than 5.0% (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 this Agreement was included in the 2020 bond financing for the overall public safety complex project and incorporated in the District's FY 2021-22 Capital Projects Fund budget.

Recommended Board Action:

1. Authorize staff to enter into an agreement with Jeff Katz Architecture for architectural services in an amount not to exceed \$965,000.
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 \$25,000). Cumulative amendments greater than 5.0% (or \$50,000) would have to come back to the Board for review and approval.

Attachments: JKA Agreement
Project Narrative and Description



October 20, 2021

Paige Meyer, Fire Chief
San Ramon Valley Fire Protection District
1500 Bollinger Canyon Rd,
San Ramon, CA 94583

RE: **Design Proposal –Fire Training Facility Improvements**

Dear Chief Meyer:

We are pleased to provide this proposal for the design and construction of the Fire Training Facility Project to replace the existing Fire District Administrative HQ at 1500 Bollinger Canyon Road. This proposal is based on the previously prepared Schematic Design that was processed through the City Design Review and Planning process. Please note that this proposal is based on the Scope of Services we believe is necessary to successfully complete this project. Our proposal includes the following disciplines: Civil, Landscape Architecture, Structural, Mechanical, Plumbing, Electrical, Cost Estimating and Geotechnical Engineering services. The following sections include a more detailed explanation of the scope being provided. If there are scope items that are not included, or that are not necessary, we are pleased to adjust the scope to meet your needs. The project budget at this point is assumed to be \$12,000,000-\$14,000,000 based on the proposed improvements.

We are proposing to offer the following scope of services.

TASK 1: SCHEMATIC DESIGN

1. Set up and facilitate tours of other Training Facility sites in the Western US in conjunction with Fire District.
2. Meet with Fire District to review concept designs previously prepared and discuss detailed Training Program goals for each of the prop elements.
3. Provide Hazardous Materials survey of existing Administration Building as required for Demolition Plans.
4. Provide a detailed design schedule indicating required milestone dates.
5. Establish communication channels with all parties involved
6. Provide Geotechnical Investigation. Coordinate with Geotechnical Engineer for recommendations for grading, foundation design, retaining walls and site paving.

7. Determine overall utility load requirements for the project to ensure adequate capacity for the addition of all utility loads at the existing point of connection.
8. Determine impacts to Site Utilities including lighting, electrical, gas, storm, sewer and water. Prepare Utility Plans that provides location and availability of all existing utilities and services to serve the site.
9. Develop building structural, mechanical, plumbing and electrical system Basis of Design documentation.
10. Develop preliminary Cost Estimates based upon building systems. The estimates prepared at this phase will be generally square foot cost estimates for the various building components, and will include a design development contingency (to allow for potential increases as the design is refined further in the later stages of the project).
11. Make required modifications to Schematic Design to obtain Schematic Design approval.
12. After obtaining approval of Schematic Design we will proceed into Task 2, Design Development.

TASK 2: DESIGN DEVELOPMENT PHASE

1. Refine design of Site Plan, Site props and elements Plan, Fire Circulation Plan, Architectural Plans, and Engineering Plans.
2. Prepare preliminary material and equipment selections for review.
3. Prepare updated design renderings and conduct Virtual Reality walk thru.
4. Develop structural system consistent with design concept.
5. Develop building mechanical, plumbing and electrical systems consistent with design concept.
6. Develop water recycling system plans for on site Fire Hydrant/hose testing system.
7. Coordinate with Owner systems for phone/data/cable and station alerting requirements.
8. Prepare preliminary Interior Elevations, Building Sections, Reflected Ceiling Plan and Roof Plan.
9. Prepare preliminary interior material and color boards for review and selection.
10. Prepare Storm Water Prevention Plan in accordance with City requirements.

11. Develop performance plans and specifications for Fire Training Tower to be incorporated into Construction Documents. Final design of Fire Training Tower shall be a deferred approval item provided by the contractor. Tower Foundation design will be incorporated into the Construction Documents as part of the base scope of services
12. Develop performance plans and specifications for Fire Sprinkler and Fire Alarm systems to be incorporated into Construction Documents. Final design of sprinkler and alarm systems shall be a deferred approval item provided by the contractor.
13. Prepare preliminary line item Construction Cost Estimate based on actual building components. This estimate will be more detailed than the systems estimate prepared during schematic design but will include design and construction contingencies.
14. Make required submittal to the District for Design Development Review.
15. Present project to District Board if requested to address project progress.
16. After obtaining written approval of the information presented in the Design Development drawings, we will proceed into Task 3, Construction Documents.

TASK 3: CONSTRUCTION DOCUMENTS PHASE

1. Prepare drawings and specifications suitable for bidding to clearly delineate the Contractor's scope of work, including required civil, architectural, structural, mechanical, plumbing, electrical, and landscape design. Required demolition and street improvement plans will be included. It is assumed for this proposal that the District will provide all required General and Supplementary Conditions and Bidding Information. Submittals will be made at 65%, 90% and 100% and will include plans and specifications.
2. Construction Documents will incorporate Geotechnical requirements and recommendations for soils preparation, foundation and paving design.
3. Submit plans to local utility companies for review and approval. (Note: any required Utility Company fees are not included).
4. Submit plans to City Building Department for Building permit plan check, and perform all required revisions to construction documents based on Building Department's plan check comments (Note: plan check and permit fees are not included).
5. Update Construction Cost Estimate.

TASK 4: BID SUPPORT AND CONSTRUCTION PHASE SERVICES

Bid support services are based on an assumed 4 week bid period, followed by 2 weeks of bid analysis and review services as noted. Construction contract administration services are based on a Twelve month construction period, from Authorization to Proceed through Punchlist Inspection.

1. Provide input for the pre-bid meeting and attend the pre-bid meeting and site visit.
2. Assist in responding to questions raised during the bidding process. Prepare Addenda if required to address bidding questions.
3. Attend the bid opening.
4. Assist in preparing the bidders analysis including checking the calculations in each bid.
5. Assist in reviewing and preparing a recommendation of the successful bidder.
6. Provide any other requirements required for Bid Support Services as listed in the POLB Architectural Guidelines and the POLB Consulting Guidelines.
7. Submit all Addenda and assist in obtaining approval from CITY to incorporate into the Permit Set.
8. Attend and lead the project pre-construction meeting and construction kick-off meeting
9. Attend Progress Construction Meetings on a weekly basis during the course of construction (total of 50) to observe the project, and prepare site visit report. Site visit shall include meeting with Contractor and District representative to review progress of construction, review pending RFI and Change Order information, and observe the construction to verify work is proceeding in accordance with construction documents.
10. Provide two site visits per discipline (by the respective engineers) for civil, structural, electrical, mechanical and Landscape Architecture, to review progress of construction and conformance with construction documents.
11. Make one additional site visit to perform Punchlist Inspection, and one additional visit to perform Final Inspection. Punchlist Inspection will include a detailed listing of all items remaining to be completed by the Contractor. Final Inspection will certify that all work has been completed in accordance with construction documents.
12. Review construction submittals and address submittal clarification/substitution requests.
13. Respond in writing to any Contractor's Requests For Information (RFI's) during construction.

14. Issue drawing modifications or sketches as required to provide clarification.
15. Provide periodic (monthly minimum) as-built drawings review.
16. Assist in review of Contractor's monthly pay requests.

ASSUMPTIONS & ADDITIONAL SERVICES

The following items are not included in the Basic Services and will be provided as additional services only after written authorization is received. Unless a subsequent fixed fee proposal is provided, the work will be done on an hourly basis.

Additional Services not included in our basic scope of work include:

1. Revisions to Contract Documents resulting from Owner requested changes to documents previously approved by the Owner, or due to code or zoning changes made subsequent to Owner approval.
2. Services required because of significant changes in the project (not due to the design team's acts or omissions) including, but not limited to, size, quality, complexity, schedule, or the method for bidding and contracting for construction.
3. Processing change requests for Owner requested changes, and for unforeseen site conditions, after bid, including revisions to Contract Documents, processing approval of revisions through the Building Department, and Change Order negotiation.
4. Providing services in conjunction with implementing substitutions proposed by the Contractor and making subsequent revisions to Contract Documents resulting from such.
5. Providing services made necessary by the default of the Contractor, by major deficiencies in the work of the Contractor, or by failure of performance of either the Owner or the Contractor under the Contract for Construction.
6. Providing services in conjunction with arbitration proceedings or legal proceedings, except where the Architect is a party to such proceedings.
7. Structural design services for the Training Tower beyond the Foundation Design. The assumption is that the Tower structural design is provided by the manufacturer.
8. Providing "Special Inspection" services required by law or the Contract Documents.
9. Transportation/Traffic Engineering.
10. Fire Protection Engineering, sprinkler and fire alarm system design.
11. Commissioning services.

12. Preparation of Boundary Surveys, ALTA Surveys, Title Reports, Deeds, Plats or Easement documents, construction staking or other documents in conjunction with the project site or Right-Of-Way.
13. Preparation of documentation to process the project through the US Green Building Council as a LEED project.
14. Plan check and permit fees (if paid by the consultant) will be a reimbursable expense, charged at 1.1 times the Consultant's cost.
15. All travel expenses associated with Training Site tours will be a reimbursable expense, charged at 1.1 times the Consultant's cost
16. All delivery, printing and reproduction costs will be a reimbursable expense, charged at 1.1 times the Consultant's cost

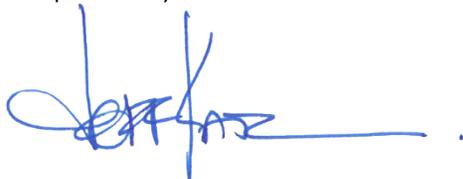
We propose to provide the stated basic services for a fixed fee of Nine Hundred and Forty Thousand Dollars (\$940,000.00). Invoices will be submitted monthly for the work completed during the month, on any particular phase in accordance with District Guidelines.

The proposed breakdown for the Basic Services charges will be as follows. Additional detail is provided in the hourly breakdown spreadsheet attached.

Task 1: Schematic Design	\$ 50,000.00
Task 2: Design Development	\$ 275,000.00
Task 3: Construction Documents	\$ 460,000.00
Task 4: Bid Support and Construction	
Administration Services	\$ 165,000.00
Reimbursable Expenses	\$ 15,000.00
TOTAL BASE SCOPE	\$ 965,000.00

We appreciate the opportunity to present this proposal. We are available to meet with you at any time to review and discuss the proposed scope of services and fee proposal. We are excited about the opportunity to work with you on this project. If you have any questions regarding this scope of work please do not hesitate to contact me at (619) 504-0984.

Respectfully,



Jeff Katz, AIA
Principal

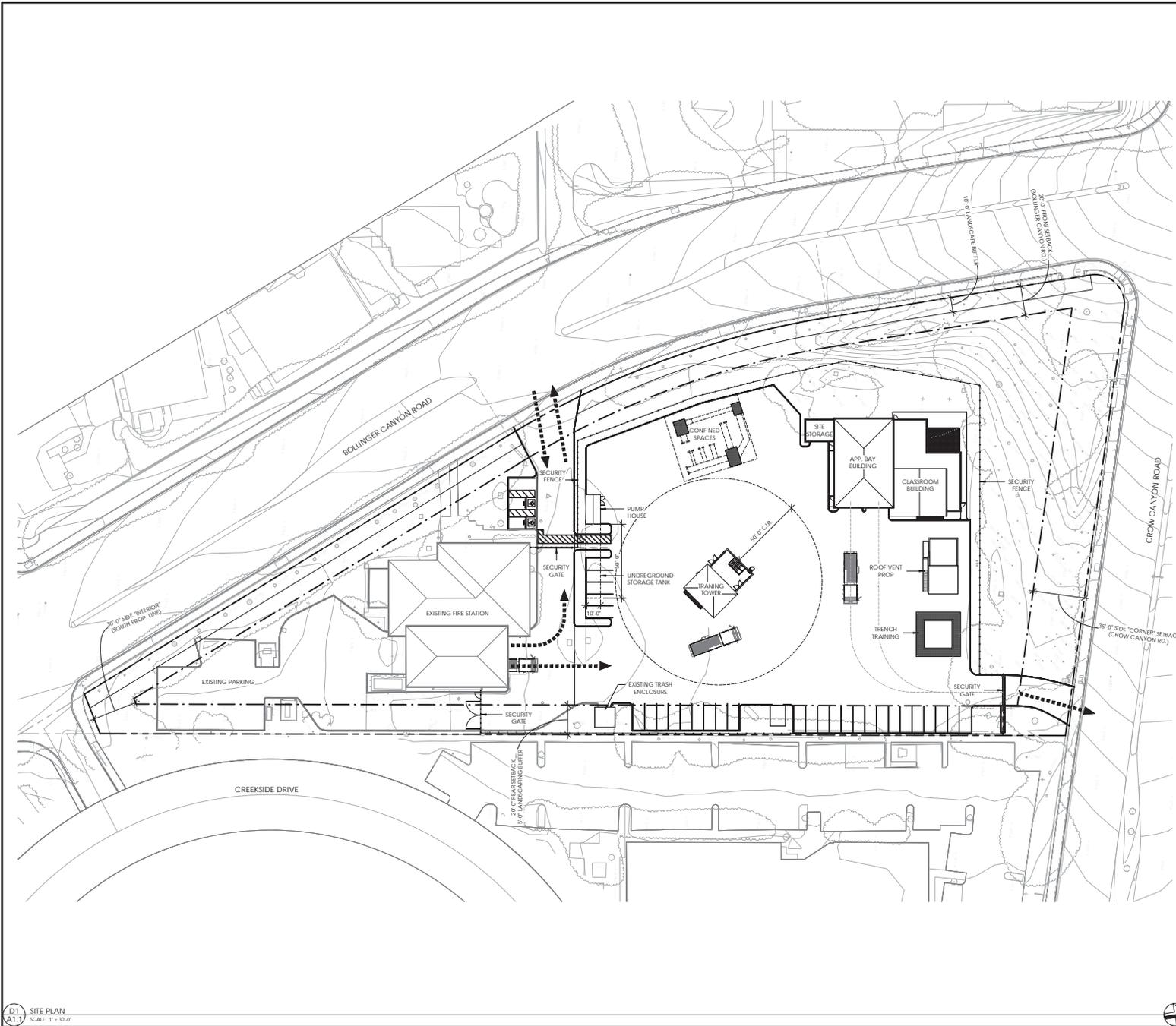
**EXHIBIT A
HOURLY RATE SCHEDULE**

The following rates apply to work performed on an hourly basis.

Principal Architect	\$ 250.00 per hour
Senior Project Manager	\$ 220.00 per hour
Project Manager	\$ 190.00 per hour
QC Manager	\$ 190.00 per hour
Job Captain.....	\$ 150.00 per hour
Specification Writer.....	\$ 190.00 per hour
Construction Administrator	\$ 185.00 per hour
Drafter.....	\$ 125.00 per hour
Secretarial.....	\$ 90.00 per hour
Structural Engineer	\$ 200.00 per hour
Civil Engineer	\$ 200.00 per hour
Mechanical Engineer	\$ 200.00 per hour
Electrical Engineer	\$ 200.00 per hour
Landscape Architect	\$ 190.00 per hour

Reimbursable Expenses will be charged at 1.1 times the direct cost.

Note:These rates will remain in effect until December 31, 2022, at which time they may be adjusted as a result of salary reviews



CONSTRUCTION NOTES



JKA
ARCHITECTURE
4333 DEL CERRILLO BLVD., SAN DIEGO, CA 92121
619.444.9117 | www.jkaarchitecture.com



Project:
San Ramon
Training Center



Description: SCHEMATIC PROGRAMMING
Date: 9/27/19

SITE LEGEND

- PROPERTY LINE
- - - PROPERTY SETBACK
- SECURITY FENCE

NOT FOR CONSTRUCTION

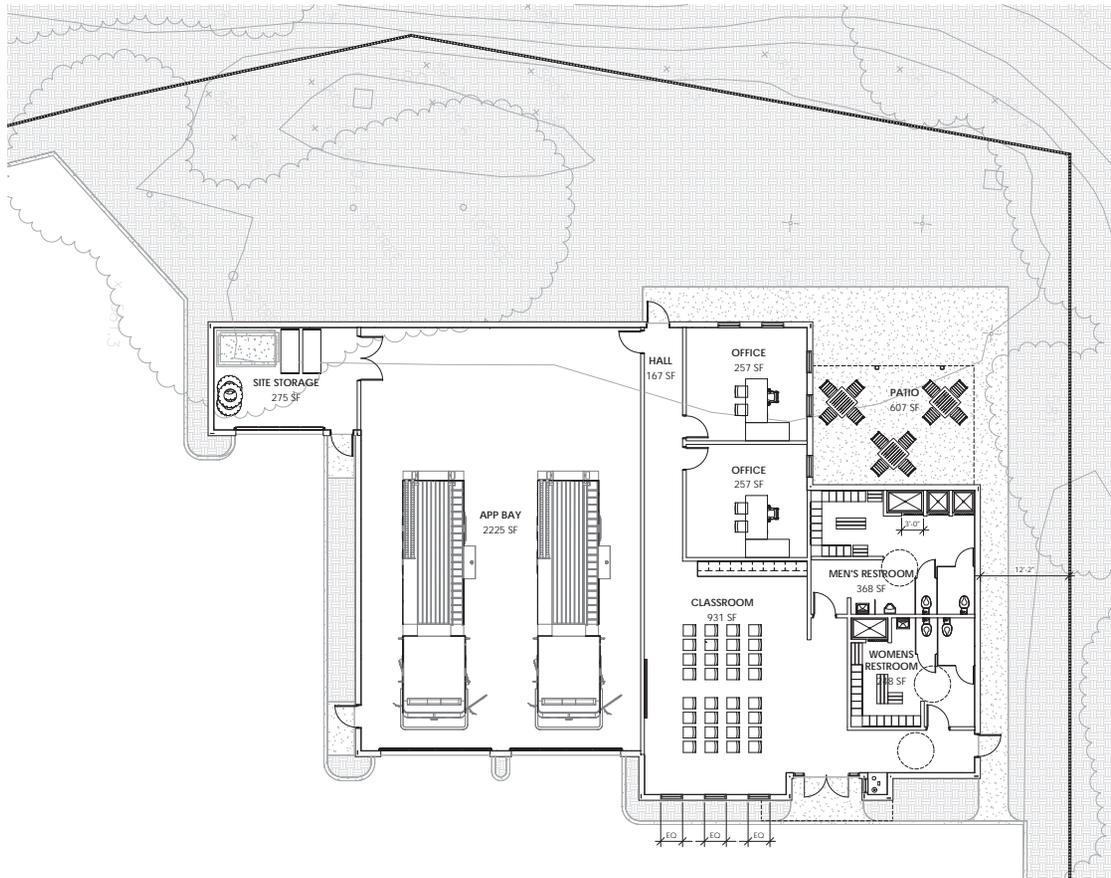
Project Number: 000000
Approved By: JK
Checked By: SS
Drawn By: AQ

Sheet Title:
SITE PLAN

Sheet: 1 OF 1
Sheet Number:

A1.1

CONSTRUCTION NOTES



JKA
ARCHITECTURE
4332 DEL CERRILLO BLVD, SAN DIEGO, CA 92121
619.448.9177 | www.jkaarchitect.com



Project:
San Ramon
Training Center



Description: SCHEMATIC PROGRAMMING
Date: 9/27/19

NOT FOR CONSTRUCTION

Project Number: 000000
Approved By: JK
Checked By: SS
Drawn By: AQ

Sheet Title:
FIRST FLOOR PLAN

Sheet: CF 1
Sheet Number:

A2.1

San Ramon Training Facility

Project Narrative

August 01, 2019

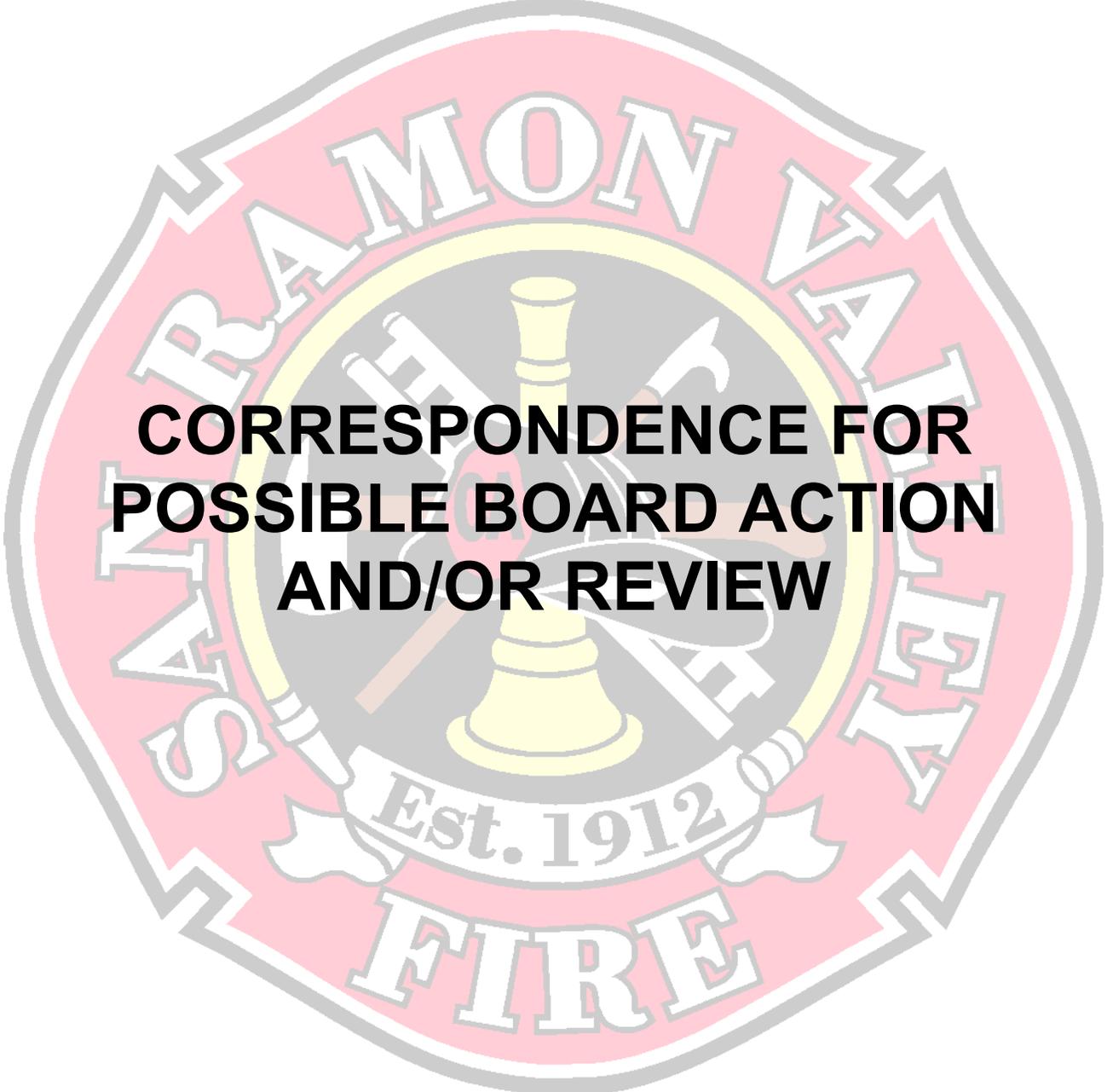
Project Description:

The intent of the Training Facility project is to provide a location where fire and police personnel can practice and train in a realistic replication of events that are encountered every day in the field. The props and buildings included in the project allow for real life training and practice for a variety of situation. The specific elements proposed for the project include:

Site Buildings and Elements:

1. **Classroom Building:** 1,650 SF
 - a. Description: Program – 1 Large Classroom, 2 Administrative Offices, 2 ADA Restrooms. Building used for classroom setting training, meetings, etc.
 - b. Building Height: 25'-0"
 - c. 360 SF Covered Shade Area
2. **Training Tower:** 950 SF Site Footprint
 - a. Description: Training tower designed to replicate functional elements fire personnel encounter in the field such as pulling hose up multiple floors, ladder access to upper floors, repelling down the building, forcible entry, etc. The tower can also be utilized by San Ramon Police Department for active shooter training exercises. The tower will not have any burn props included, but smoke may be used for training exercises.
 - b. Attached 2 Story Element and 4 Story Element with Signage
 - c. Max Building Height: 45'-0"
3. **Roof Prop:** 760 SF
 - a. Description: Roof prop is an element used to practice ventilating roofs as part of attacking a fire. The prop is constructed of materials which are cut as part of the training and then replaced.
 - b. Max Height: 25'-0"
4. **Pump House:** 200 SF
 - a. Description: In order to flow water from hydrants on site a recirculating pump system is being installed to capture and reuse water on site. The pump house contains equipment necessary to provide the proper pressure and volume to flow water on site for training exercises.
 - b. Building Height: 12'-0"
5. **Confined Spaces Training:** 1,500 SF Approx.
 - a. Description: This prop is a series of tubes and openings used to practice confined space rescue operations.
6. **Trench Training:** 227 SF
 - a. Description: This prop allows responders to practice rescue operations in a trench collapse simulation

7. **Vehicle Extraction Prop:** 150 SF Approx.
 - a. Description: This concrete area contains vehicles which are drained of fluids and used to practice vehicle extrication through "Jaws of Life" and other tools.
8. **Hazmat Prop:** 320 SF Approx.
 - a. Description: This prop will simulate a hazardous materials spill, such as a train derailment. No actual hazardous materials will be used in the prop.
9. **Heavy Objects:** 700 SF Approx.
 - a. Description: This area will consist of a series of concrete blocks which are used to either break or move large objects such as might be encountered in a building collapse.
10. **Splash Wall:**
 - a. Description: This concrete wall is used to deflect the spray from fire hoses being used to practice flowing water.
 - b. Wall Height: 20'-0"
11. **Reserve Apparatus Building:** 2,400 SF
 - a. Description: Used to store reserve fire apparatus and training vehicles
 - b. Building Height: 30'-0"
12. **Parking:**
 - a. Secure Staff Parking: 41 Spaces
 - b. New Public Parking: 4 Spaces
13. **Secure Perimeter:** 6'-0" High fence around site perimeter

The logo of the Ramon Valley Fire Department is a Maltese cross. The top arm contains the word "RAMON" and the right arm contains "VALLEY". The bottom arm contains the word "FIRE". A central yellow bell is positioned in the center of the cross. A banner at the bottom of the cross reads "Est. 1912".

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

From: Karyn [REDACTED]
Sent: Tuesday, December 14, 2021 9:33 AM
To: Paige Meyer <pmeyer@srvfire.ca.gov>
Cc: Cindy Jackson <cjackson@srvfire.ca.gov>
Subject: Letter of Gratitude

December 14, 2021

To: Chief Paige Meyer
From: Karyn [REDACTED], M.D.
Subject: Letter of Gratitude regarding Incident #SRM [REDACTED] (December 4, 2021 @2327h)

Personnel: Captain Korey Barragan
Engineer Garrett McIntyre
FF Oliver Ruggles
FF/PM Daniel Arriola
FF/PM Jared Lonker

Dear Chief Meyer,

I would like to express my appreciation to Fire Station 32 who responded to my mother's medical emergency on December 4, 2021 around 2330h. My 90 year old mother, Jacqueline [REDACTED] who resides at [REDACTED] Alamo was having symptoms consistent with an acute stroke as witnessed by her astute caregiver. The Fire Station 32 Engine and Firefighter/Paramedics responded within minutes, confirmed the assessment and transported her rapidly to John Muir Hospital in Walnut Creek. Prior to transport, they contacted me to briefly discuss her status. They were professional, extremely kind and clearly understood the importance of rapid transport and treatment. I am happy to report that because of their knowledge and immediate care, my mother is now fully recovered without any deficits and back in her home. Were it not for them, she would have had significant impairment.

I would like to commend the members of Fire Station 32 and especially Firefighter/Paramedics Daniel Arriola and Jared Lonker.
Please personally thank all of them for our family.

With deep gratitude,
Karyn [REDACTED]

From: San Ramon Valley Fire Protection District <webmaster@firedepartment.org>
Sent: Saturday, December 18, 2021 1:21 PM
To: Paige Meyer <pmeyer@srvfire.ca.gov>
Subject:

Message submitted from the <San Ramon Valley Fire Protection District> website.

Site Visitor Name:

Site Visitor Email:

Thank you for the Santa parade. We live on Marlboro Way in San Ramon. Our grandchildren came to our home. We walked the short distance to Broadmoor via Sandy Way to cheer and wave to Santa and his special crew. We were all entirely charmed. It was a wonderful way to start off the Christmas season.

From: San Ramon Valley Fire Protection District <webmaster@firedepartment.org>
Sent: Monday, December 20, 2021 12:52 PM
To: Paige Meyer <pmeyer@srvfire.ca.gov>
Subject: Thank you to Station 33

Message submitted from the <San Ramon Valley Fire Protection District> website.

Site Visitor Name: Kim Holmes
Site Visitor Email: kholmes@danvilleca.gov

Hi Paige,

The 3 night shift firefighters at Station #33 (Team B?) responded to at least 5 calls in 2 days at Sunrise Senior. I cannot thank them enough. I have lived next door to my Grama nearly my entire life and when she was placed here it was hard for me. Though she is now only 47 doors down from me now, I sleep better at night knowing they are the ones right next door to her now.

Though we have not had a reason to call them for her, last Friday afternoon an elderly friend of ours there (Rose) was taken by them to Kaiser WC. Without going into too much medical detail, their immediate response time got her to ER Kaiser WC where she underwent emergency surgery and only had her toe amputated (as opposed to her entire foot had much more time had passed)

These guys were masked, professional, thorough, patient and conscientious. I was impressed by how well they handled another resident who was interfering and getting slightly aggressive (certainly the Alzheimers) in the process of working with Rose.

Our family does not take our firefighters for granted for one second and deeply appreciate their role in our community.

Merry Christmas and Happy New Year to you and the entire San Ramon Valley Fire Protection District.

Kim Holmes
COMmissioner, Town of Danville

> From: [REDACTED] >
> Sent: Wednesday, January 19, 2022 9:40 AM
> To: Steve Call
> Subject: Re: District Achieves ISO Class 1 Rating - Joins Less Than 1% of Fire Departments
>
> What a privilege to live in such a special community, where those who serve us have such high standards as to provide this level of service for us all to benefit!
> Congratulations on receiving this honor, SRVFD!
>  A Grateful community member
>
> Sent from my iPad
>
> On Jan 19, 2022, at 9:31 AM, San Ramon Valley Fire Protection District
<webmaster@firedepartment.org> wrote:
>
>
> District Achieves ISO Class 1 Rating
> Post Date: 01/06/2022 5:39 PM
>
> [ISO Class 1 with Gold Lettering]The San Ramon Valley Fire Protection District is pleased to announce that it has received the Insurance Services Office (ISO) top rating of Class 1, which is the designation it reserves for superior fire protection programs. The Class 1 rating was based on the ISO's independent analysis of the structural fire suppression delivery system provided to the San Ramon Valley community. According to the ISO, out of the roughly 40,000 fire districts they evaluate across the country, only 411 have earned the Class 1 rating, with the San Ramon Valley Fire Protection District being only 1 of 42 in California to receive the top rating.
>
> The ISO collects information on communities and analyzes the data using its Fire Suppression Rating Schedule, which evaluates four primary categories of Fire Suppression – Fire Department Operations, Emergency Communications, Water Supply, and Community Risk Reduction – intended to measure the effectiveness of protecting homes and other structures, with better fire protection leading to better loss experience.
>
> This plays an important part in the decisions insurers make affecting the premiums for property insurance. The price of property insurance in a community with a high ISO rating is lower than in a community with a poor ISO rating. Homeowners within the San Ramon Valley Fire Protection District are encouraged to contact their property insurance providers and ask how the Class 1 rating will affect their premiums.
>
> “What an amazing accomplishment for our Fire District and our entire community,” said Fire District Board President Matt Stamey. “This is a true testament to the level of commitment in providing excellent service to our residents.”
>
> “I am proud of the professionalism and dedication that the men and women of this Fire District continue to demonstrate each and every day,” said Fire Chief Paige Meyer. “This rating exemplifies our mission of providing the highest level of fire protection to our community.”



OPERATIONS AND 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: January 26, 2022
To: Board of Directors
From: James Selover, Deputy Chief
Subject: Operations and Training – Activities Report for December 2021

Activities

- Developed course curriculum for Single-Role Paramedic Field Training
- Completed issuance of Position Task Books to newly promoted Captain and Engineer
- Delivered Fire Fighter II Flammable Liquid and Gas Training Module to 17 Firefighters
- Facilitated the delivery of the EMS Academy for eight 2021-I Recruit Firefighters
- Facilitated Public COVID Vaccination Clinic in San Ramon

Meetings

12/01/21- Performance Appraisal Training
12/02/21- Business and Community Awards Event
12/06/21- COVID Situation Status Briefing
12/06/21- Lexipol Work Group Meeting
12/07/21- Management Staff Meeting
12/07/21- Town of Danville Mayor Installation & Service Awards
12/09/21- Vaccination Clinic Meeting
12/09/21- Station 37 Training Work Group
12/12/21- Veterans of Foreign War Awards Dinner
12/13/21- Joint Apprentice Committee Meeting
12/14/21- Management Staff Meeting
12/16/21- Firefighter Paramedic Interviews
12/16/21- Station Visit
12/18/21- Provisional Paramedic Meeting
12/21/21- Command Staff Meeting
12/22/21- EMS Meeting with County Health

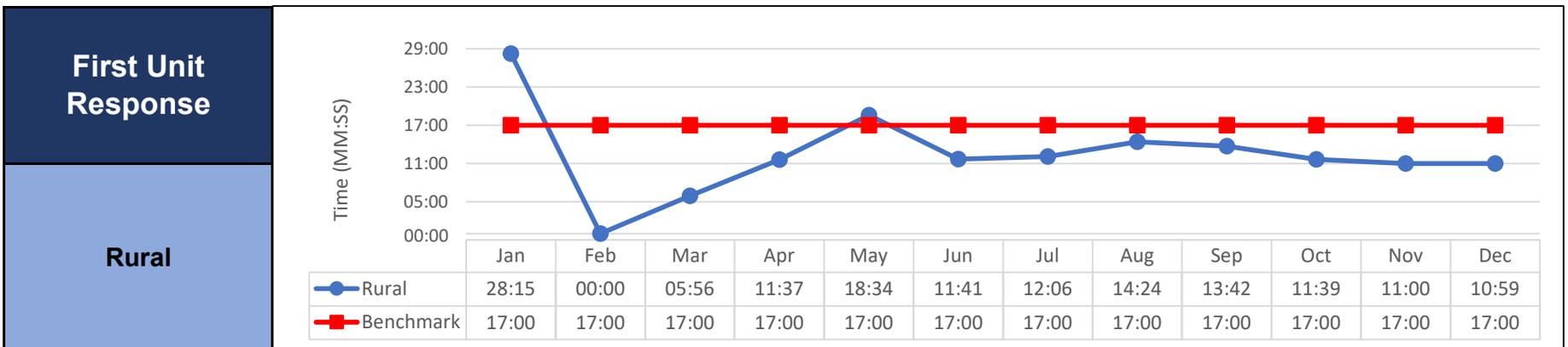
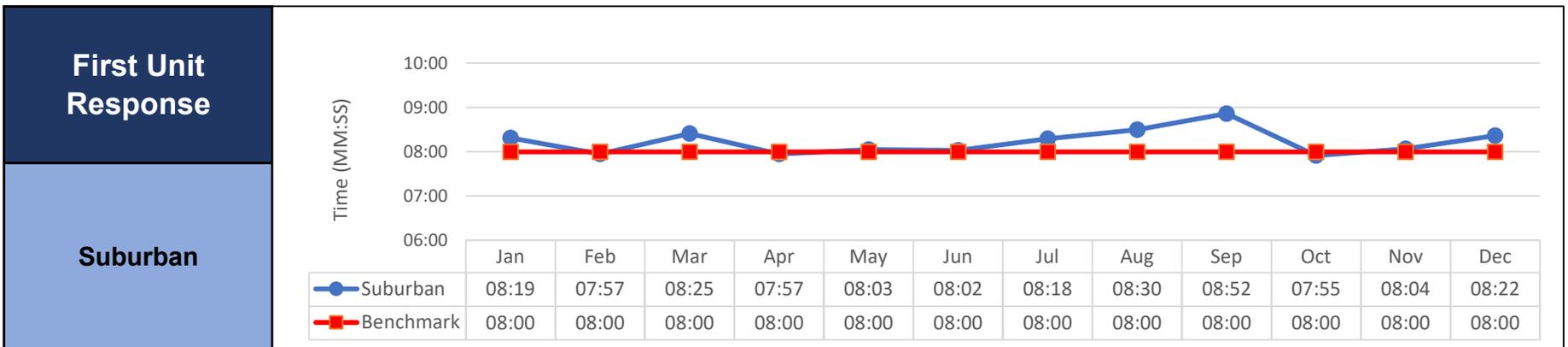
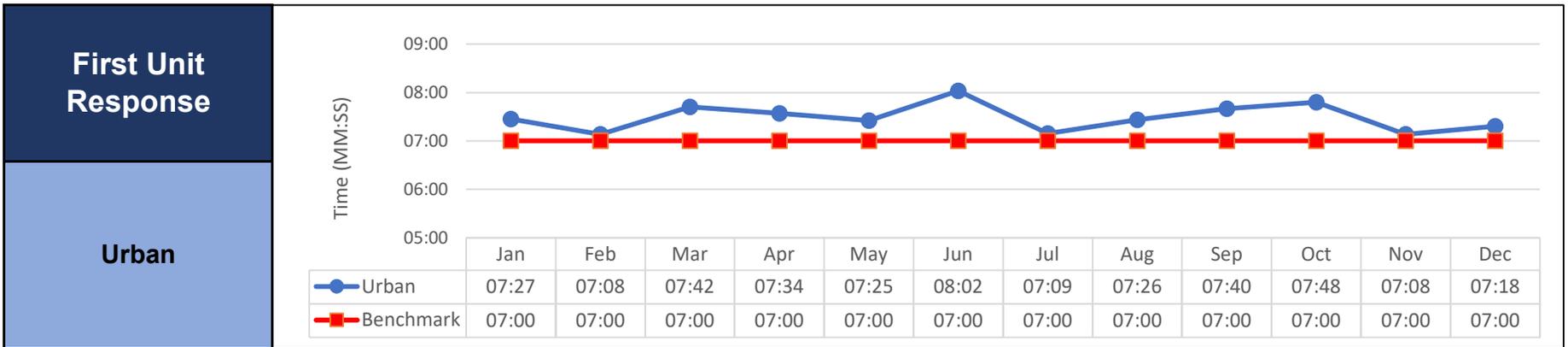
Standards of Cover Policy Compliance Report December 1, 2021 - December 31, 2021

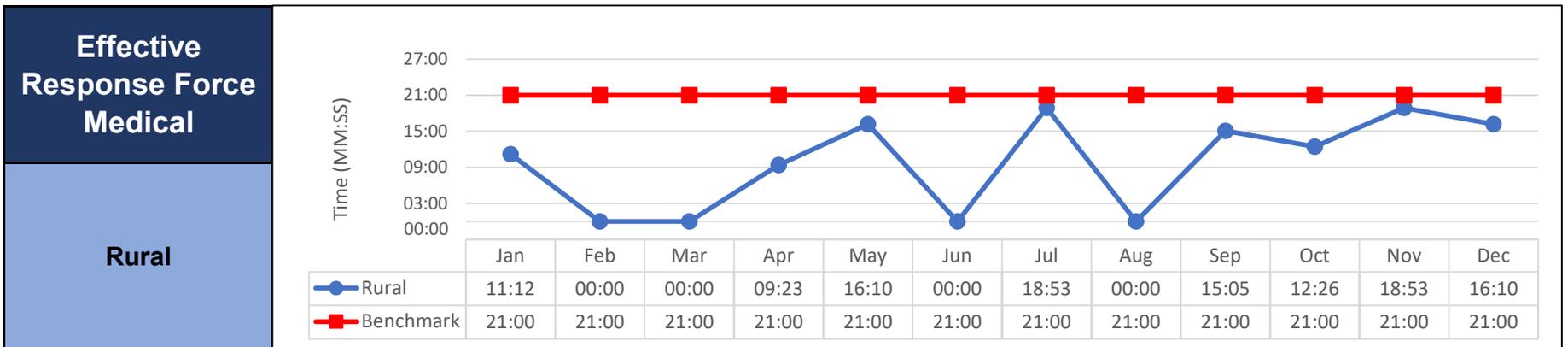
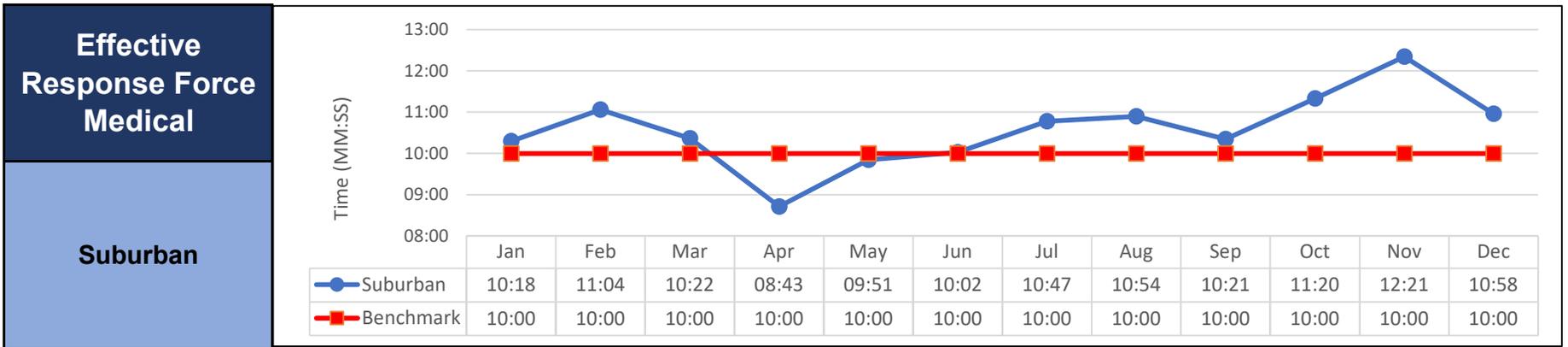
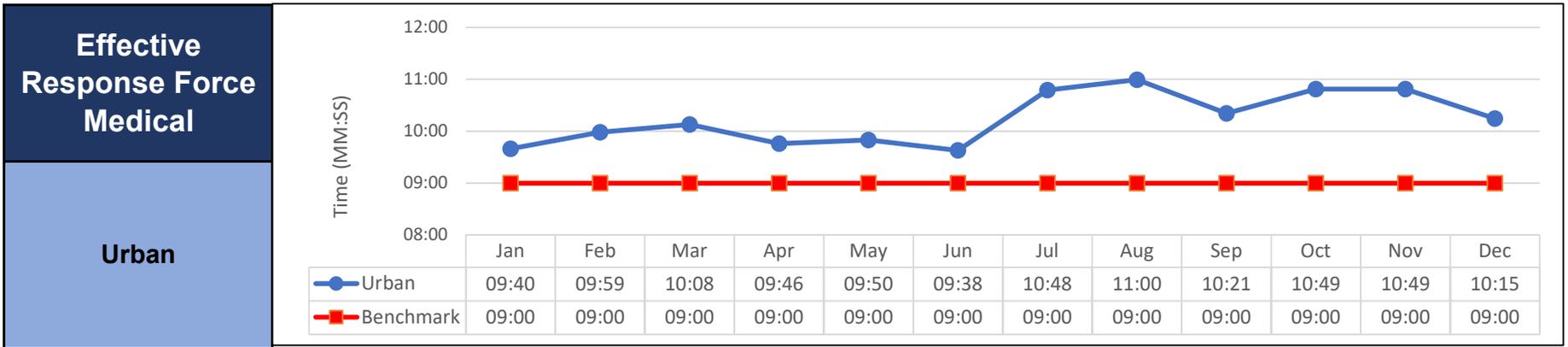
	SOC Goal 1, 5, 6			SOC Goal 2, 5, 6			SOC Goal 3, 5, 6			SOC Goal 5, 6		
	Urban (Count = 333)			Suburban (Count = 155)			Rural (Count = 5)			Wilderness (Count =2)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
First Unit Response	7:00	7:18	7:31	8:00	8:22	8:22	15:00	10:59	13:42	45:00	17:07	31:45
		98%	95%		98%	97%		100%	100%		100%	100%

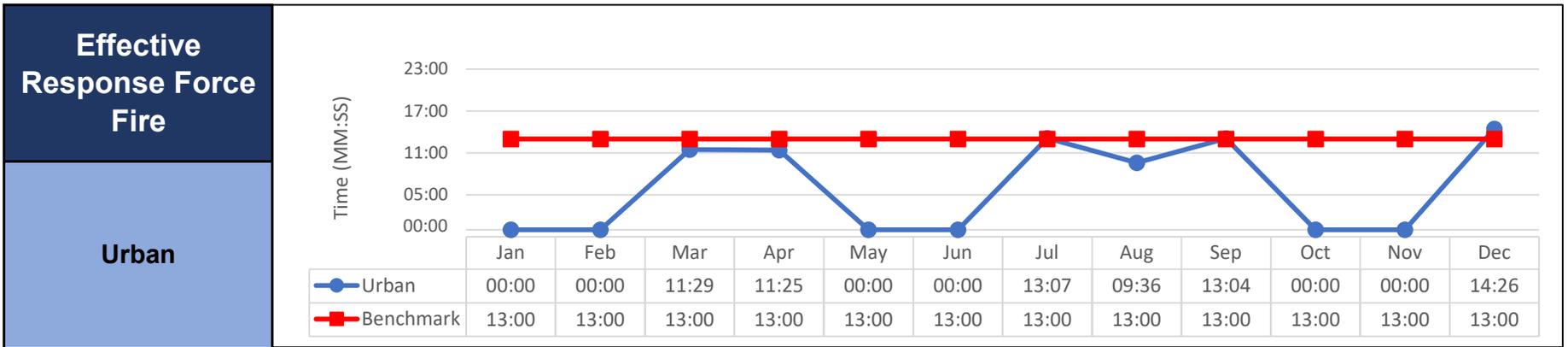
	SOC Goal 4											
	Urban (Count = 1)			Suburban (Count = 0)			Rural (Count = 0)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
ERF Fire Response	13:00	14:26	14:26	14:00	0:00	12:29	21:00	0:00	17:37	45:00	0:00	0:00
		0%	64%		0%	100%		0%	100%		0%	0%

	SOC Goal 8											
	Urban (Count = 148)			Suburban (Count = 65)			Rural (Count = 2)			Wilderness (Count = 1)		
	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	10:15	10:17	10:00	10:58	10:37	21:00	16:05	16:10	45:00	22:00	30:20
		93%	89%		99%	97%		100%	100%		100%	100%

SOC Goal 7								
Call Processing EMS			Call Processing Time			Turnout Time		
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
1:00	1:07	1:05	1:00	1:35	1:39	2:00	1:45	1:46
	98%	98%		87%	87%		100%	100%







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.

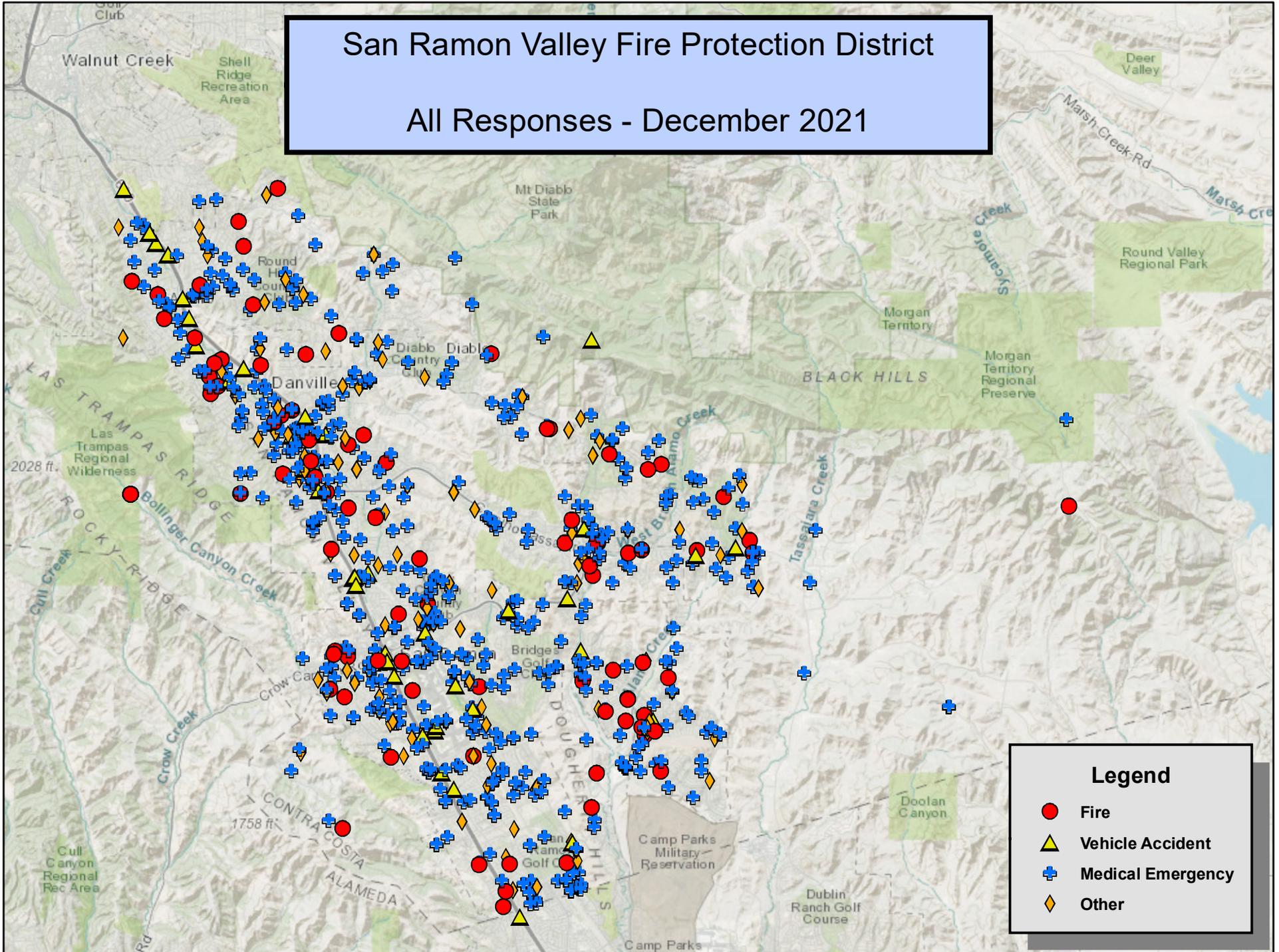
Goal 8

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.

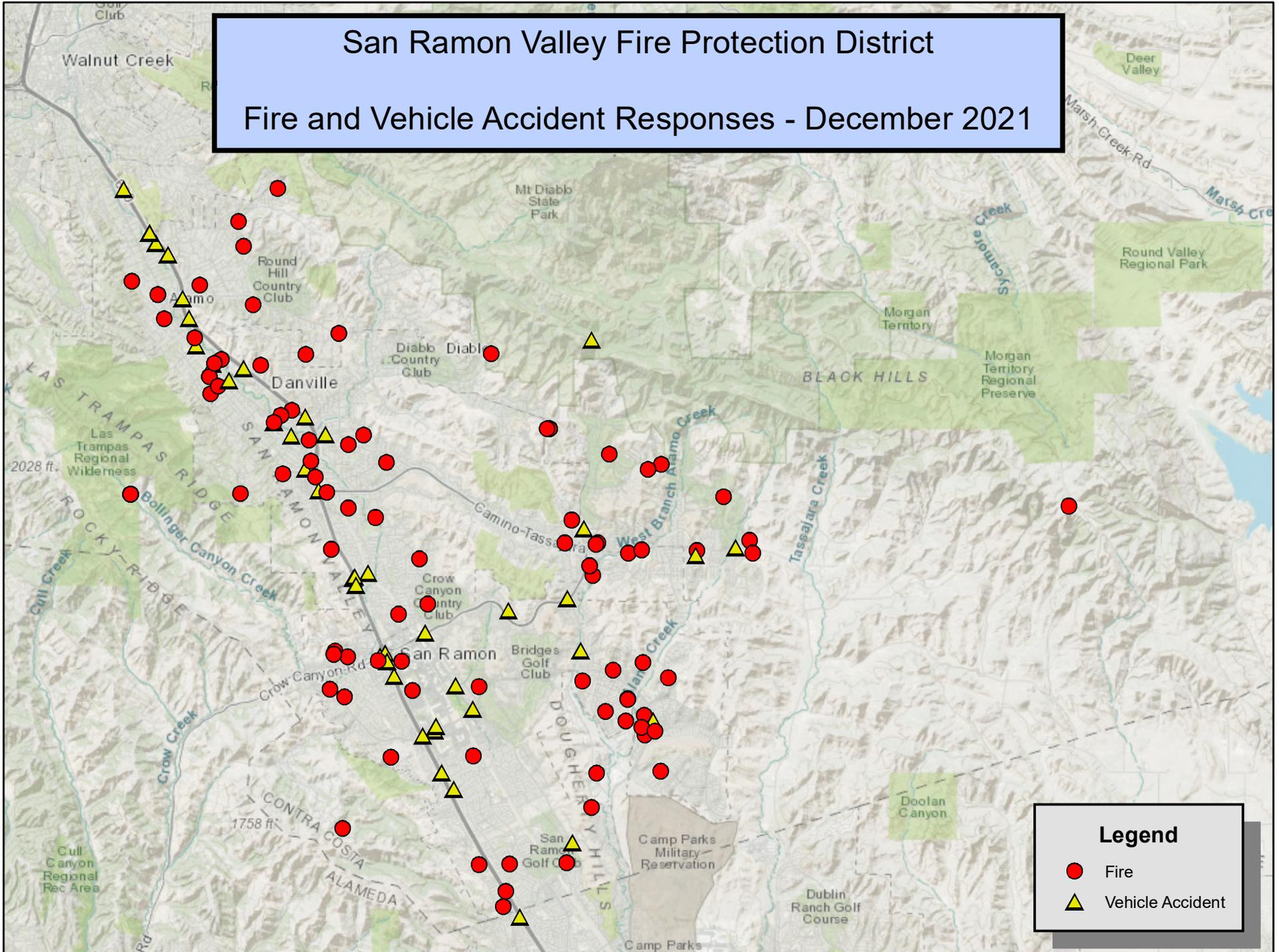
San Ramon Valley Fire Protection District

All Responses - December 2021



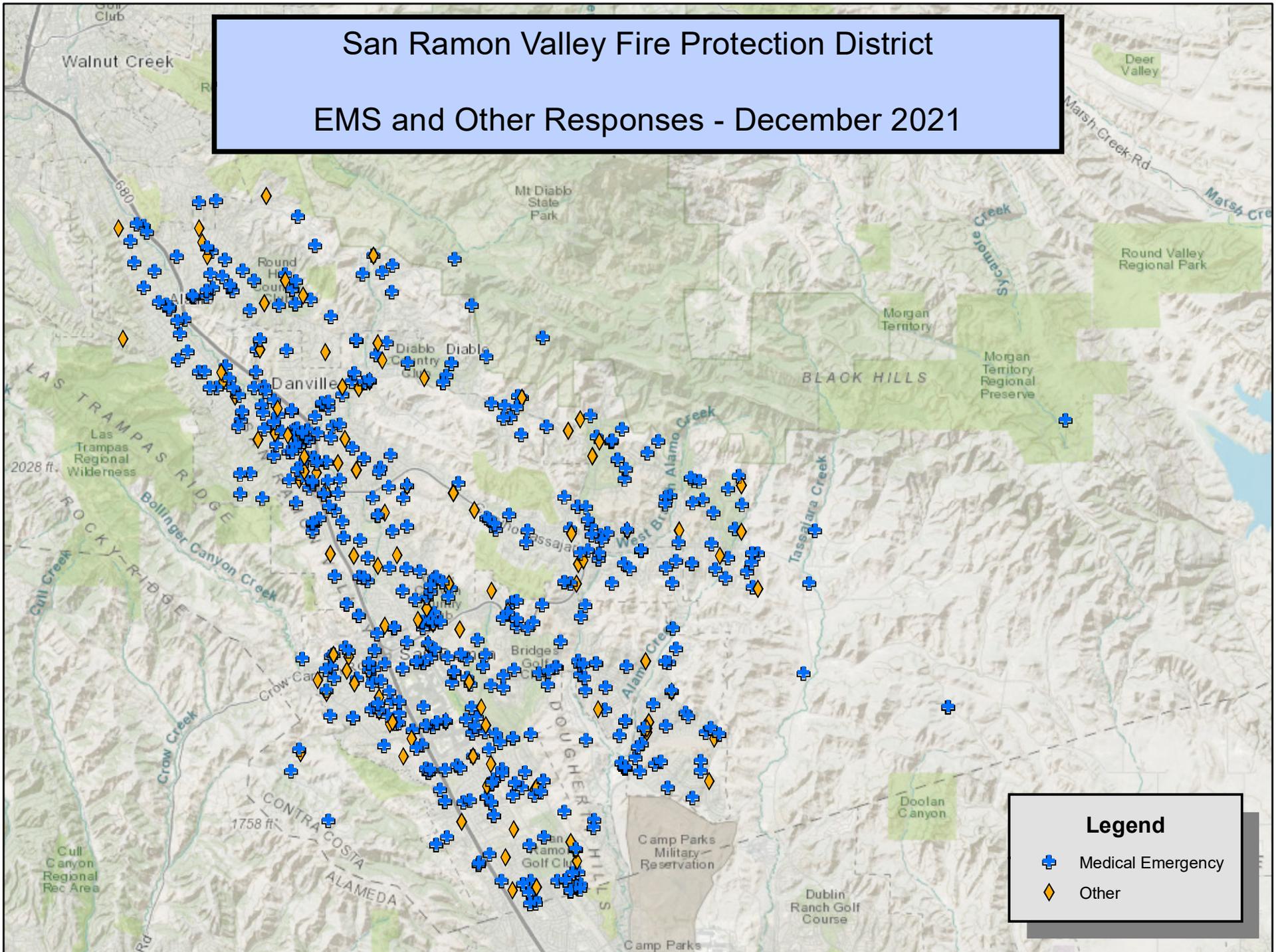
San Ramon Valley Fire Protection District

Fire and Vehicle Accident Responses - December 2021



San Ramon Valley Fire Protection District

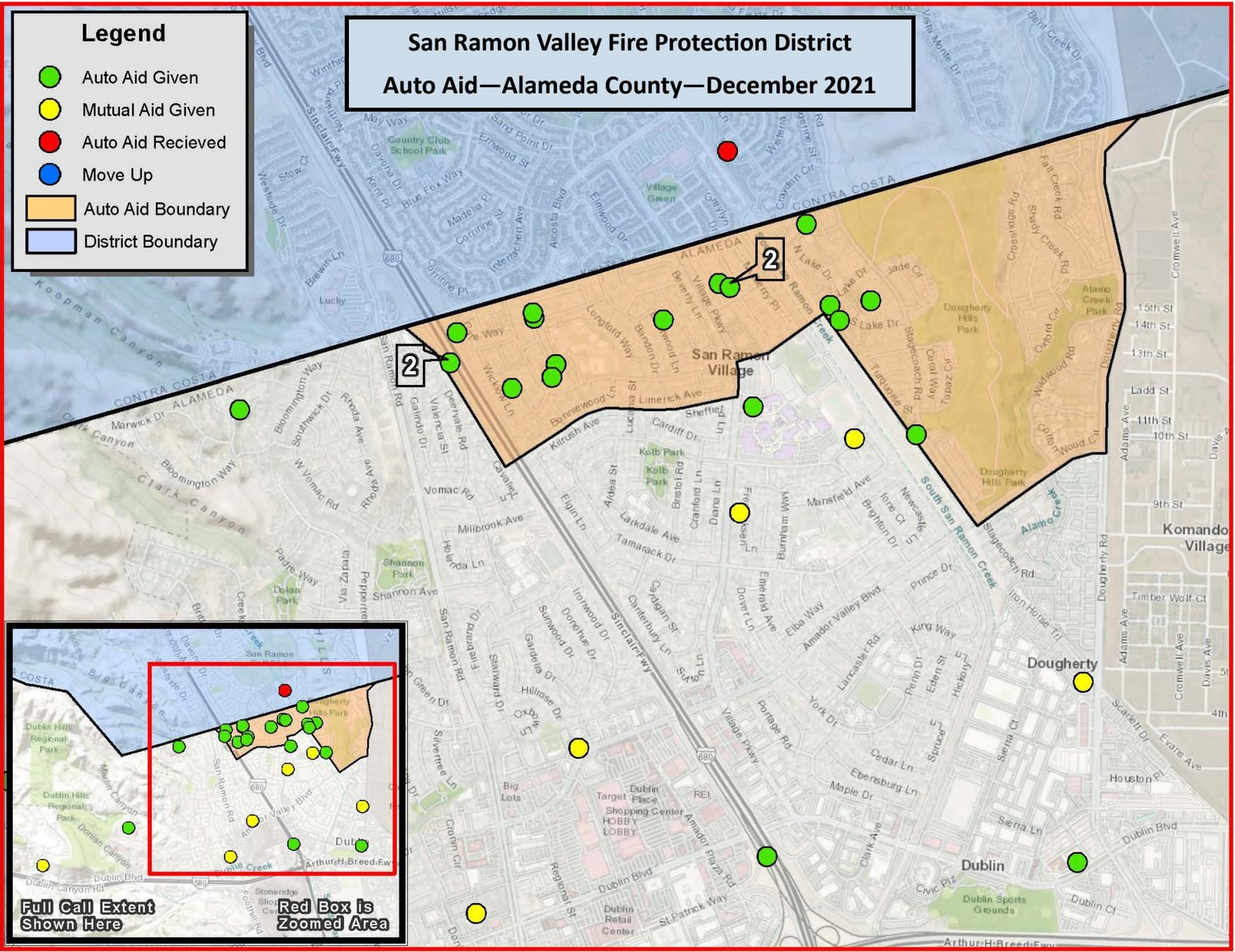
EMS and Other Responses - December 2021



San Ramon Valley Fire Protection District Auto Aid—Alameda County—December 2021

Legend

- Auto Aid Given
- Mutual Aid Given
- Auto Aid Received
- Move Up
- Auto Aid Boundary
- District Boundary

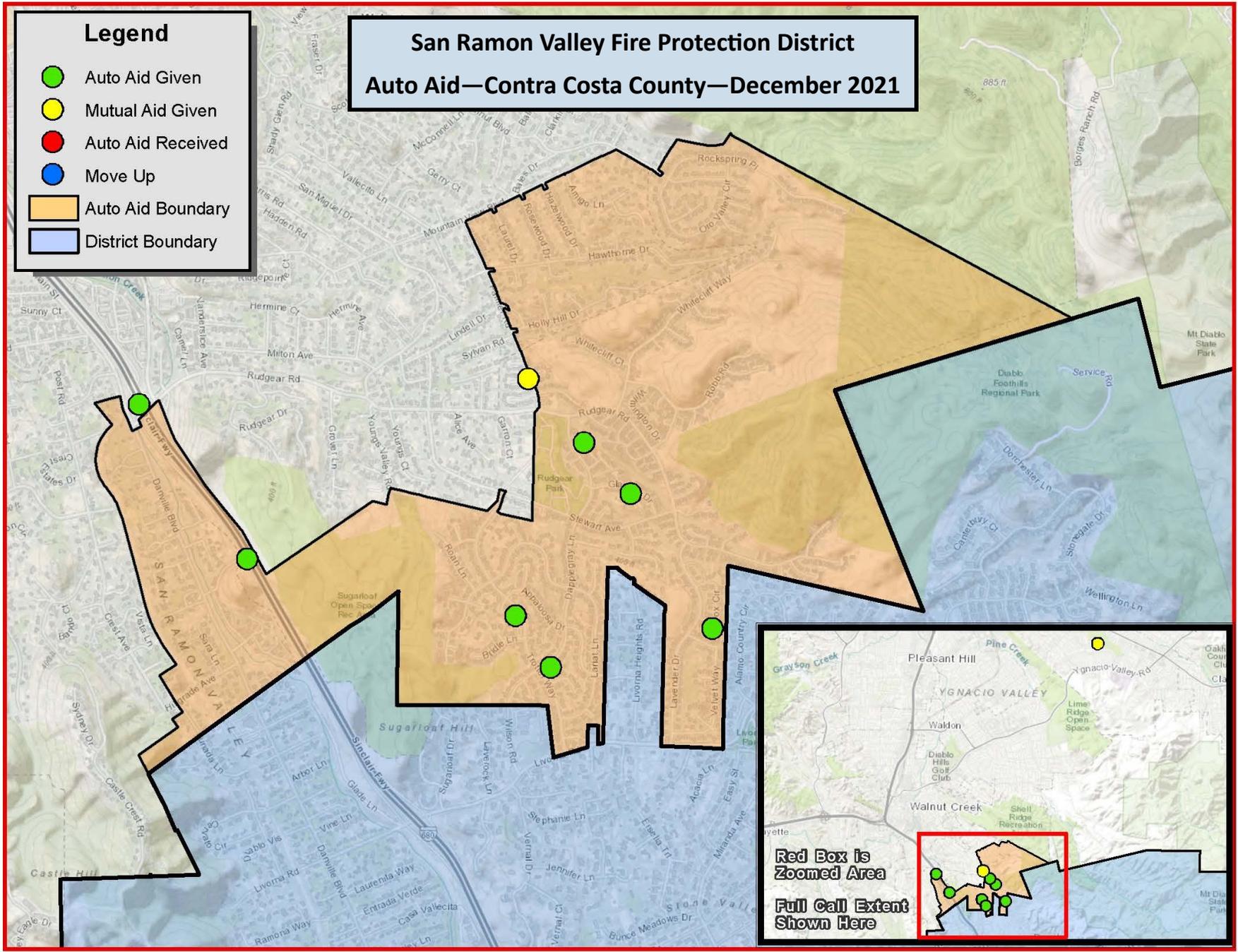


	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Auto Aid Given	14	14	11	8	17	11	18	11	11	15	24	22
Mutual Aid Given	6	8	6	3	2	5	10	7	8	5	3	6
Auto Aid Received	0	0	1	0	1	0	1	2	0	0	0	1
Move-up	0	0	0	0	0	0	0	0	0	0	0	0

San Ramon Valley Fire Protection District Auto Aid—Contra Costa County—December 2021

Legend

- Auto Aid Given
- Mutual Aid Given
- Auto Aid Received
- Move Up
- Auto Aid Boundary
- District Boundary



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Auto Aid Given	0	1	0	3	6	7	6	6	7	6	3	7
Mutual Aid Given	1	0	0	0	0	1	1	1	3	3	0	2
Auto Aid Received	0	0	1	0	1	0	2	3	0	0	0	0
Move-up	0	0	0	0	1	0	0	0	0	0	0	0



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: January 26, 2022
To: Board of Directors
From: James Selover, Deputy Chief
Subject: EMS Division- Activities Report for December 2021

EMS-Incidents

The District responded to 670 emergency medical incidents during the month of December. Six (6) of those incidents were in response to a patient who experienced a sudden cardiac arrest. Unfortunately, none of the cardiac arrest victims had a return of spontaneous circulation prior to arriving at the emergency department.

Projects / Activities

1. COVID-19 Activities Update

- Monitored policy, “Covid-19 Surveillance for Unvaccinated, Potential Exposure and Return to County Testing” to align with Contra Costa Health Services (CCHS) testing for unvaccinated individuals mandate requirement.
- Monitored Covid19 positive personnel per daily check-in policy requirements
- Continued Covid-19 related policy review to remain current with changing CCHS, CDPH and CDC recommendations.
- Participated in Statewide Fire EMS Covid19 update meetings
- Participated in bi-weekly CCHS Public Health COVID19 update calls
- Testing of District personnel and immediate family members for symptomatic or post exposure/potential exposure.

2. Activities and Training Update

- EMS Division Meetings- weekly goal review
- The District applied for a partnership grant with Behavioral Health Justice Intervention Services to support the Districts Mental Health Program.
- The District hosted a COVID-19 vaccination booster clinic with Contra costa Health Services
- Updated lesson plans and PowerPoints for the December EMS academy
- District EMS Academy completed for 8 Firefighter Paramedics
- Attended Medical Advisory and Emergency Medical Care Committee (EMCC) Meetings
- Continued to work with AP Triton regarding EMS Standards of Cover
- Completed a Chem Pack site inspection
- Continued discussions with County Mobile Crisis Response Team (MCRT) for collaboration in the field
- LEMSA/EMS Division collaborative discussions continued to maintain strong partnership
- Continued review of Lexipol EMS policies
- Completed 4th Quarter CCC EMS Training for all Personnel
- Continued to work with Full Tilt Strategies LLC to put together metrics that can serve as barometers for the Mental Health program.
- Updated the Districts Controlled Substance Program Policy



FIRE AND LIFE SAFETY



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: January 26, 2022
To: Board of Directors
From: Frank Drayton, Deputy Chief/Fire Marshal
Subject: Monthly Fire and Life Safety Division Report for December 2021

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 District completed 30 Inspections in November and our Plan Review turnaround time is currently averaging 6 days.

Compliance Inspections

FLSD Inspectors have an established goal of completing the inspections of all state mandated and permitted buildings in the calendar year 2021, with a 100% completion rating. Re-inspections of occupancies attempting to achieve full compliance will continue as required.

Community Emergency Response Team (CERT):

- Attended PAC Meeting
- Attended Meeting with Marcelle-Danville Emergency Manager
- Attended & Ran CERT Leader & Instructor Meetings for San Ramon Valley CERT
- Attended Bay Area CERT Group Meeting
- Attended OES Operational County Meetings and present CERT updates



FLEET AND 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: January 26, 2022
To: Board of Directors
From: Frank Drayton, Deputy Chief/Fire Marshal
Subject: Monthly Fleet and Facilities Division Report for December 2021

Fleet

- Continued to Finalize the Engine & Truck Specifications
- Working on the Rescue Vehicle Specifications
- Finalize Ambulance Specifications

Facilities

- Ongoing progress meetings for the Public Safety Complex
- Public Safety Building Project
General Contractor/Roebbelen Contracting, Inc.

Original Contract Value	\$	22,141,000	
Change Orders		<u>212,069</u>	1.0% percentage of contract
Total	\$	<u>22,353,069</u>	

Paid to Date	\$	<u>4,389,327</u>	19.6% percentage complete
Remaining Contract to Bill	\$	<u>17,963,742</u>	80.4%

Meetings

- Participated in Alamo MAC Meeting
- Participated in Firefighter Paramedic Interviews
- Participated in Command Staff Meeting
- Attended Several Management Meetings
- Planning update meeting with Plans Examiner Wendel
- Participated in Wiedemann site discussion
- Continue to work on Radio Communication Tower
- Participated in PWG Meeting
- Participated in Scholarship Interview
- Attended Town of Danville Annual Mayor's Installation and Service Awards
- Attended FAIRA Site Visit
- Attended Single Role Medic Mett and Greet
- Participated in Mental Health Presentation
- Participated in Performance Appraisal Training



**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: January 26, 2022
To: Board of Directors
From: Denise Pangelinan, Director of Emergency Communications
Subject: Monthly Communications/Technology Division Report December 2021

Activity Report

- Emergency Fire Dispatch Re-Accreditation packet submitted
- Provided support to DNI in updating Emergency Fire and Medical Dispatch software
- Test/Training CAD upgrade
- Produced an article regarding the new EOC for the San Ramon Chamber's 2022 Community Directory
- Developed a holiday community event "Santa on a Fire Truck"

Training

- EMS Academy Training – Technology Systems Overview
- EMS Academy Training – Emergency Medical Dispatch
- Dispatch Orientation for San Ramon Police Department's new hires
- Provided crossover training to staff on ImageTrend and fire incident reporting
- Transitioned and trained GIS Analyst on monthly statistics, including Standards of Cover, incident response and auto aid reports
- Facilitated Zoom meetings for performance appraisal training

Meetings

- Public Safety Complex weekly construction meetings
- XCC Communications Meeting
- EBRCS TAC Meeting

Communications Reserves

- Mobile Communications Unit (CS131) provided internet support vaccination clinic
- Responded in Breathing Support Unit (BS31) to working structure fire

San Ramon Valley Fire Protection District DNI Technology Monthly Focus December 2021

End User Support

- 131 Service Tickets Processed
- 1 Active Ticket
- 7 Pending Tickets Waiting on Vendors

After Hours / Emergency Support

- Received 22 After-Hours / Emergency Support Calls
- Average Triage Time Was 2.2 Minutes

System Alerts

- Responded to 212 System Alerts
- Mean Time to Acknowledge Was 41 Seconds
- Mean-Time Resolution of Problem Was 59 minutes

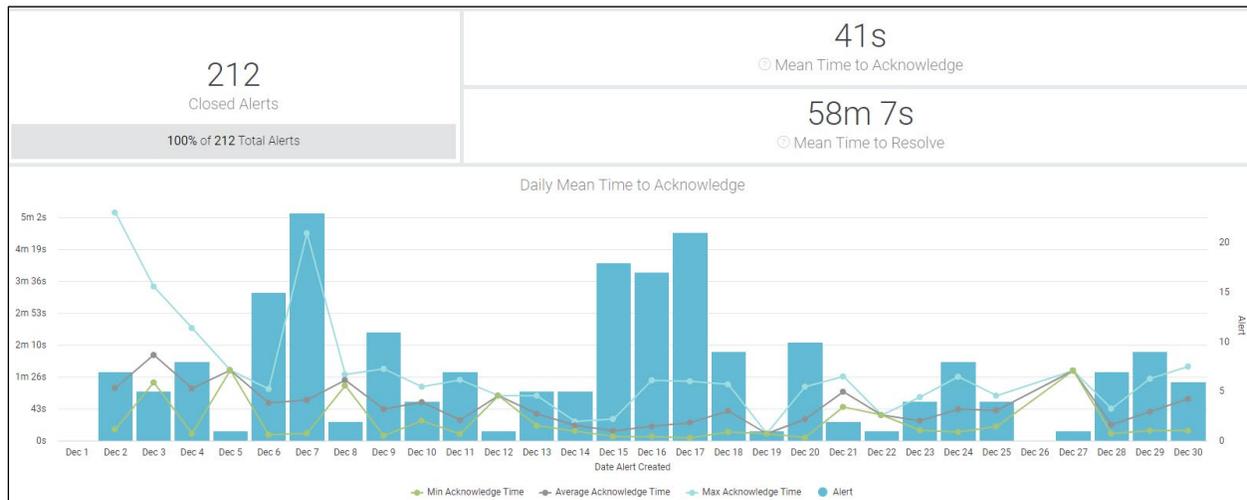


Figure 1: System Alert Response



Disaster Recovery

- Dispatch Center Server Backups Are Completing in 54 minutes (7.5 Terabytes)
- Suppression Backups Are Completing in 22 Minutes (12.1 TB)
- Station Alerting Backups Are Completing in 9 Minutes (238 GB)
- Police Department Incident Records Backup Are Completing in 92 minutes (3.4 TB)
- Data Backups Tested 1 Jan 2022

Total job runs x SRM-DSP-CAD-PROD x Session 12/31/2021 09:30:04 pm x

SRM-DSP-CAD-PROD Details

Machines processed: 14 of 14

Errors: 0 Total size: 7.5 TB Processed size: 7.5 TB
 Warnings: 0 Processing rate: 100.6 MB Total time: 54 minutes

Export Refresh

Object	Start Time	End Time	Status	Performance Rate	Data Transferred
brws01.srv911.org	12/31/2021 10:16:54 pm	12/31/2021 10:20:36 pm	Success	60.4 MB/s	3.9 GB
cadl01.srv911.org	12/31/2021 09:32:14 pm	12/31/2021 09:36:09 pm	Success	66.2 MB/s	4.8 GB
cadl02.srv911.org	12/31/2021 09:33:15 pm	12/31/2021 09:36:29 pm	Success	70.2 MB/s	5.4 GB
cadl03.srv911.org	12/31/2021 09:35:55 pm	12/31/2021 09:38:48 pm	Success	84.2 MB/s	3.2 GB
cads01.srv911.org	12/31/2021 09:36:25 pm	12/31/2021 09:42:52 pm	Success	99.7 MB/s	10.2 GB
cads02.srv911.org	12/31/2021 09:42:17 pm	12/31/2021 09:47:11 pm	Success	126.3 MB/s	9.9 GB
cads03.srv911.org	12/31/2021 09:46:48 pm	12/31/2021 09:52:16 pm	Success	134 MB/s	9.9 GB
dwhs01.srv911.org	12/31/2021 09:52:04 pm	12/31/2021 10:17:07 pm	Success	74.5 MB/s	46.5 GB
gisl01.srv911.org	12/31/2021 10:20:15 pm	12/31/2021 10:23:09 pm	Success	78.2 MB/s	3.7 GB
mlbc.srv911.org	12/31/2021 09:30:29 pm	12/31/2021 09:33:29 pm	Success	84.9 MB/s	4.7 GB
ms01.srv911.org	12/31/2021 10:20:30 pm	12/31/2021 10:24:04 pm	Success	70.3 MB/s	4.8 GB
rpts01.srv911.org	12/31/2021 10:06:12 pm	12/31/2021 10:13:43 pm	Success	52.6 MB/s	2.6 GB
rte01.srv911.org	12/31/2021 10:13:23 pm	12/31/2021 10:17:05 pm	Success	58.5 MB/s	4.5 GB
rte02.srv911.org	12/31/2021 10:16:54 pm	12/31/2021 10:20:24 pm	Success	63.5 MB/s	3.8 GB

Figure 2: San Ramon Dispatch Center

Session 12/31/2021 09:30:04 pm x SRM x Session 1/20/2022 12:30:17 am x Session 12/31/2021 12:30:21 am x

SRM Details

Machines processed: 29 of 29

Errors: 0 Total size: 12.1 TB Processed size: 12.1 TB
 Warnings: 2 Processing rate: 692.6 MB Total time: 22 minutes

Export Refresh

Object	Start Time	End Time	Status	Performance Rate	Data Transferred
abila-1.srvfire.gov	12/31/2021 12:33:42 am	12/31/2021 12:35:43 am	Warning	566.8 MB/s	9.4 GB
adfs-1.srvfire.gov	12/31/2021 12:35:33 am	12/31/2021 12:36:36 am	Success	0 bytes/s	32 B
airwatch-1.srvfire.gov	12/31/2021 12:35:48 am	12/31/2021 12:37:45 am	Success	540.4 MB/s	5.6 GB
apps1.srvfire.gov	12/31/2021 12:35:48 am	12/31/2021 12:37:49 am	Success	550 MB/s	7.6 GB
ctxdc01.srvfire.gov	12/31/2021 12:36:38 am	12/31/2021 12:39:02 am	Success	558.6 MB/s	8.1 GB
ctxdc02.srvfire.gov	12/31/2021 12:37:48 am	12/31/2021 12:39:57 am	Success	471.4 MB/s	7.7 GB
dcl1.srvfire.gov	12/31/2021 12:31:02 am	12/31/2021 12:33:35 am	Success	586.5 MB/s	10.3 GB
dc2.srvfire.gov	12/31/2021 12:31:02 am	12/31/2021 12:33:22 am	Success	532.2 MB/s	9.2 GB
deskauth-1.srvfire.gov	12/31/2021 12:37:53 am	12/31/2021 12:40:01 am	Success	547.8 MB/s	9.7 GB
ext0cas-01.srvfire.gov	12/31/2021 12:31:02 am	12/31/2021 12:33:38 am	Success	0 bytes/s	96 B
ext0dag-01.srvfire.gov	12/31/2021 12:33:27 am	12/31/2021 12:35:32 am	Success	0 bytes/s	128 B
ext0dag-02.srvfire.gov	12/31/2021 12:33:37 am	12/31/2021 12:35:44 am	Success	0 bytes/s	128 B
filemaker-1.srvfire.gov	12/31/2021 12:39:04 am	12/31/2021 12:40:57 am	Success	551.6 MB/s	8.5 GB
files.srvfire.gov	12/31/2021 12:39:59 am	12/31/2021 12:42:56 am	Success	511.6 MB/s	11.9 GB
fuel.srvfire.gov	12/31/2021 12:40:04 am	12/31/2021 12:42:06 am	Success	308.3 MB/s	2.8 GB
lmc1.srvfire.gov	12/31/2021 12:40:59 am	12/31/2021 12:42:50 am	Success	533.2 MB/s	9.3 GB
netcaler-1.srvfire.gov	12/31/2021 12:42:10 am	12/31/2021 12:43:13 am	Success	7.4 MB/s	34.9 MB
onscene.srvfire.gov	12/31/2021 12:42:51 am	12/31/2021 12:47:11 am	Success	492.4 MB/s	7.5 GB
onscene-test.srvfire.gov	12/31/2021 12:43:01 am	12/31/2021 12:44:10 am	Success	0 bytes/s	32 B

Records per Page: 25 Page 1 of 2 Displaying 1 - 25 of 29

Figure 3: San Ramon Fire Suppression Backup



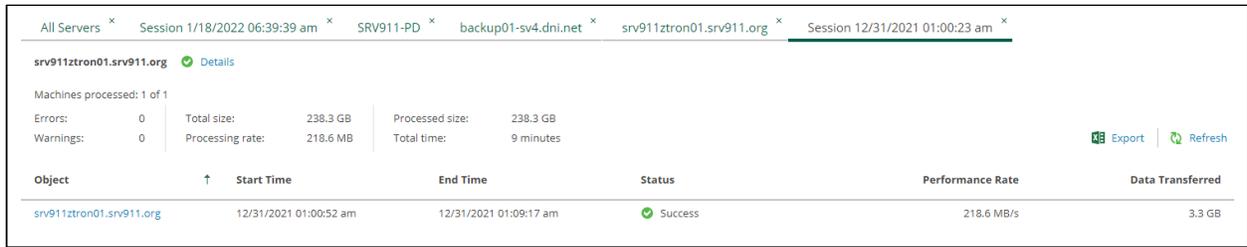


Figure 4: Station Alerting Backup

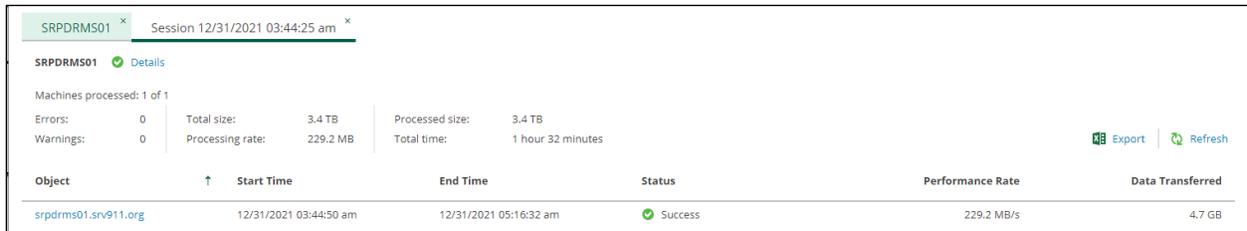


Figure 5: Police Department Incident Records Backup

Mitigated Threats

- Installed 706 Software Patches and Updates on District Computers
- There Were 12 Security Events which Resulted in a User Account Being Locked

Software Patch Update Dashboard



Figure 6: Windows Security Overview (All District Devices)



Station Alerting

- Achieved 100% Uptime for Zetron Station Alerting
- Enhanced Security for Zetron System (Updates and Policies)

Station	Unit	Status
Station 30	E30	Available In
	E330	Available In
	WT130	Available In
Station 31	E31	Available In
	T31	Available In
	PM31	Available In
	E331	Available In
	HM31	Available In
	BS31	Unknown
Station 32	E32	Available In
	PM32	Available In
	E332	Available In
Station 33	E33	Available In
	E333	Available In
Station 34	E34	Responding
	T34	Available In
	E334	Available In
	USR134	Available In
Station 35	E35	Available In
	T35	Available In
	PM35	Available In
	E335	Available In
	WT135	Available In
Station 36	E36	Available In
	E336	Available In
Station 38	E38	Available In
	E338	Available In
	PM38	Responding
Station 39	E39	Available In
	PM39	Available In
	E339	Available In

Figure 8: Station Alerting Status Dashboard



Patient-Care Record Review and Reporting (ImageTrend)

- Reviewed 555 Patient Care Records for Compliance in Dec 2021
- Reviewed 6,691 Patient Care Records for Compliance in 2021
- Working with Chief Maples to Update Workflows

CQI Status: Completed	
01 - January	552
02 - February	538
03 - March	549
04 - April	537
05 - May	559
06 - June	500
07 - July	546
08 - August	529
09 - September	541
10 - October	656
11 - November	629
12 - December	555
Total: 6,691	

Figure 9: 2021 PCR Reviews

Performance Evaluation System (FireGauge)

- All Staff Has Been Trained
- All Evaluations Have Been Scheduled
- Evaluations Are In Process
- Email Reminders Are Enabled

The screenshot shows the FireGauge web application interface. The top navigation bar includes 'Metrics', 'Evaluation', 'Reports', 'Profiles', and 'Find'. The user 'J. Henshaw' is logged in. The main content area is titled 'Metrics / Evaluation Schedules' and contains a table of scheduled evaluations. Each row in the table includes columns for Schedule Type, Evaluation Type, Evaluatee, Evaluator, Schedule Base Date, Next Occurrence, and Approver Group. Each row also has 'Edit' and 'Delete' links.

Schedule Type	Evaluation Type	Evaluatee	Evaluator	Schedule Base Date	Next Occurrence	Approver Group	
Annually	Firefighter Paramedic	Ierrazas, Thomas	Martin Iii, James	01/01/2022	01/01/2023	Batt 31C	Edit Delete
Annually	Firefighter Paramedic	Pickard, Ryan	Sauve, Scott	01/01/2022	01/01/2023	Batt 31C	Edit Delete
Annually	Firefighter Paramedic	Griopp, Jeffrey	Shafer, Bryan	01/01/2022	01/01/2023	Batt 34C	Edit Delete
Annually	Firefighter Paramedic	Hubbard, Frick	Barragan, Korey	01/01/2022	01/01/2023	Batt 31B	Edit Delete
Annually	Firefighter Paramedic	Eng, Timothy	Bahorski, John	01/01/2022	01/01/2023	Batt 31A	Edit Delete
Annually	Engineer	Sciortino, Michael	Word, Iodd	01/01/2022	01/01/2023	Batt 31B	Edit Delete
Annually	Public Safety Dispatcher	Schiess, Zachary	Ames, Trisha	01/01/2022	01/01/2023	Communication Center	Edit Delete
Annually	Public Safety Dispatcher	Tarte, Shannon	Rodwell, Stephen	01/01/2022	01/01/2023	Communication Center	Edit Delete
Annually	Public Safety Dispatcher Supervisor	Bouzek, Latasha	Pangelinan, Denise	01/01/2022	01/01/2023	Human Resources Director	Edit Delete
Annually	Public Safety Dispatcher Supervisor	Rodwell, Stephen	Pangelinan, Denise	01/01/2022	01/01/2023	Human Resources Director	Edit Delete
Annually	Support Staff	Aguila-Perceval, Amanda	Begin, Laura	01/01/2022	01/01/2023	Deputy Chief of Operations	Edit Delete
Annually	Human Resources Generalist	Tamori Ward, Stacy	Sakai, Stephanie	01/17/2022	01/17/2023	Human Resources Director	Edit Delete
Annually	Firefighter Paramedic	Good, Casey	Sabye, Eric	01/22/2022	01/22/2022	Batt 34A	Edit Delete
Annually	Firefighter Paramedic	Hendeen, Firett	Alvarez, Damien	01/22/2022	01/22/2022	Batt 31A	Edit Delete
Annually	Firefighter Paramedic	Hicks, Brandon	Sliner, Eric	01/22/2022	01/22/2022	Batt 34A	Edit Delete
Annually	Firefighter Paramedic	Bueno, Michael	Olson, Brian	01/22/2022	01/22/2022	Batt 31B	Edit Delete
Annually	Human Resources Generalist	Najera, Leticia	Sakai, Stephanie	01/28/2022	01/28/2022	Human Resources Director	Edit Delete
Annually	Fleet Mechanic	Nogueira, Richard	Drayton, Frank	02/01/2022	02/01/2022	Human Resources Director	Edit Delete
Annually	FLS Inspector	Bartusch, Julie	Drayton, Frank	02/01/2022	02/01/2022	Human Resources Director	Edit Delete
Annually	Engineer	Fredrickson, Wes	King, Erik	02/03/2022	02/03/2022	Batt 31C	Edit Delete
Annually	Engineer	Varin, Joe	Sliner, Eric	02/03/2022	02/03/2022	Batt 34A	Edit Delete
Annually	Captain	Martin Iii, James	Aguilar, Jonas	02/03/2022	02/03/2022	Deputy Chief of Operations	Edit Delete
Annually	Firefighter Paramedic	Alaga, Jason	Olson, Brian	02/05/2022	02/05/2022	Batt 31B	Edit Delete
Annually	Firefighter Paramedic	Carrillo, Sean	Pellegrini, Damon	02/05/2022	02/05/2022	Batt 34B	Edit Delete
Annually	Firefighter Paramedic	Glancy, Albert	Costa, Adam	02/05/2022	02/05/2022	Batt 31A	Edit Delete
Annually	Firefighter Paramedic	Corbett, Joseph	Martin, John	02/05/2022	02/05/2022	Batt 34A	Edit Delete
Annually	Public Safety Dispatcher	Williams, Megan	Rodwell, Stephen	02/13/2022	02/13/2022	Communication Center	Edit Delete
Annually	Public Safety Dispatcher	Samorano, Eva	Rodwell, Stephen	02/20/2022	02/20/2022	Communication Center	Edit Delete
Annually	Battalion Chief	Viera, John	Selover, James	03/01/2022	03/01/2022	Fire Chief	Edit Delete
Annually	Engineer	Hirst, Lucas	Sabye, Eric	03/01/2022	03/01/2022	Batt 34A	Edit Delete
Annually	Captain	Costa, Adam	Parsons, Christopher	03/01/2022	03/01/2022	Deputy Chief of Operations	Edit Delete

Figure 10: Scheduled Evaluations



FireGauge Metrics Evaluation Reports Profiles Find J. Henshaw Logout									
Metrics / In-process Evaluations									
In-process Evaluations									
Type	Job	Evaluatee	Evaluator	Due	Current State	Pending Action	Assigned To		
Annual	Support Staff	Agula-Perceval, Amanda	Begin, Laura	02 Mar '22 (Due in 41 days)	Pending Submission	Submit	Begin, Laura	Open	Edit Delete
Annual	Public Safety Dispatcher Supervisor	Bouzek, Latasha	Pangelinan, Denise	02 Mar '22 (Due in 41 days)	Pending Submission	Submit	Pangelinan, Denise	Open	Edit Delete
Annual	Firefighter Paramedic	Eng, Timothy	Bahorski, John	02 Mar '22 (Due in 41 days)	Pending Submission	Submit	Bahorski, John	Open	Edit Delete
Annual	Firefighter Paramedic	Griep, Jeffrey	Shafer, Bryan	02 Mar '22 (Due in 41 days)	Pending Submission	Submit	Shafer, Bryan	Open	Edit Delete
Annual	Firefighter Paramedic	Hubbard, Erick	Barragan, Korey	02 Mar '22 (Due in 41 days)	Pending Submission	Submit	Barragan, Korey	Open	Edit Delete
Annual	Firefighter Paramedic	Pickard, Ryan	Sauve, Scott	02 Mar '22 (Due in 41 days)	Pending Submission	Submit	Sauve, Scott	Open	Edit Delete
Annual	Public Safety Dispatcher Supervisor	Rodwell, Stephen	Pangelinan, Denise	02 Mar '22 (Due in 41 days)	Pending Submission	Submit	Pangelinan, Denise	Open	Edit Delete
Annual	Public Safety Dispatcher	Schiess, Zachary	Ames, Irisha	02 Mar '22 (Due in 41 days)	Pending Submission	Submit	Ames, Irisha	Open	Edit Delete
Annual	Engineer	Sciorlino, Michael	Word, Todd	02 Mar '22 (Due in 41 days)	Pending Submission	Submit	Word, Todd	Open	Edit Delete
Annual	Human Resources Generalist	Tamori Ward, Stacy	Sakai, Stephanie	18 Mar '22 (Due in 57 days)	Pending Submission	Submit	Sakai, Stephanie	Open	Edit Delete
Annual	Public Safety Dispatcher	Tarte, Shannon	Rodwell, Stephen	02 Mar '22 (Due in 41 days)	Pending Submission	Submit	Rodwell, Stephen	Open	Edit Delete
Annual	Firefighter Paramedic	Ierrazas, Thomas	Martin Iii, James	02 Mar '22 (Due in 41 days)	Pending Submission	Submit	Martin Iii, James	Open	Edit Delete

Figure 11: In-Process Evaluations

ProQA Upgrade & Certification of Communications Center

- Completed ProQA Upgrade
- Enabled Dispatchers To Use Latest EMD Questioning and Call-Determinant Codes As Set by the International Academies of Emergency Dispatch Protocols
- Communications Center Certification Requirements Met and Certification Application Approved





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: January 26, 2022
To: Board of Directors
From: Stephanie Brendlen, District Counsel
Re: Monthly Human Resources Report for December 2021

Recruitment:

- ❖ Posted announcement for Part-Time Temporary Office Assistant Position
- ❖ Coordinated and scheduled Chief's Meet and Greet interviews for Firefighter Paramedic and Single Role Paramedic
- ❖ Proctored Fire Team Tests for Internal Recruit Training Program applicants
- ❖ Coordinated and tracked pre-employment backgrounds for Firefighter Paramedics, Single Role Paramedics and District Aides

Additional Accomplishments:

- ❖ Onboarded Firefighter Paramedic Recruits to go over onboarding paperwork and benefits
- ❖ Coordinated Anti-Harassment Mandated training with Liebert Cassidy Whitmore for EMS Academy Recruits
- ❖ Worked on Lexipol policies review
- ❖ Worked on Records and Retention Management System with Kaizen and development of Human Resources document file plans
- ❖ Coordinated scheduling for two blood draws for the Annual Wellness Fitness Exams
- ❖ Coordinated scheduling of all District Volunteers for the Annual Wellness Fitness Exams
- ❖ Completed CalPERS Annual Information Request regarding Social Security and Medicare
- ❖ Tracked, collected, and followed-up on Suppression Staff bi-annual Firefighter Endorsements, and submitted to DMV for compliance

Report: Employee Illness/Injury Report – December 2021



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: January 26, 2022
To: Board of Directors
From: Stephanie Brendlen, District Counsel
Subject: December 2021 Employee Illness/Injury Report

Indemnity (Lost Time)

December 15, 2021 DOI-12/15/21-An employee sought treatment for lower back pain and leg.

Status: Released back to work on January 10, 2022.

Medical Only (No Lost Time)

As of December 31, 2021, there were ten (10) employees absent from their regular work assignment. Total lost time due to injuries for the month of December equaled 286 calendar days.



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: January 26, 2022

To: Board of Directors

From: Ken Campo, Financial Consultant
Davina Hatfield, Chief Financial Officer

Re: Monthly Financial Report for December 2021

Financials:

- Balance Sheets
- 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:

- Equipment Financing Transaction
- Annual update with Bank of the West
- Identify and review investment options
- Continued year-end audit fieldwork with external audit firm
- Assisted with Faria Tower Agreements
- Assisted with Grant submittals
- Provided support and assistance to other Divisions with the following projects:
 - Lexipol policy implementation
 - ECS/Kaizen Document Management
 - Single Role MOU
 - Fedinance presentation for Firefighter Academy

San Ramon Valley Fire Protection District

Combined Balance Sheet

December 31, 2021

	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	\$ 367,202	\$ 61,197	\$ -	\$ -	\$ 1,260	\$ 80,377	\$ -	\$ -	\$ 510,036
Cash - Money Market	500,331	-	-	-	-	-	-	-	500,331
Cash - Workers' Compensation	(76,359)	-	-	-	-	-	-	-	(76,359)
Cash - Flexible Spending	10,511	-	-	-	-	-	-	-	10,511
Petty Cash	1,250	-	-	-	-	-	-	-	1,250
Investments - LAIF @ 0.21%	38,017,147	11,759,460	-	5,148,159	-	-	-	-	54,924,766
Investments - Market Value Adjustment	23,220	6,600	-	795	-	-	-	-	30,615
Investments - Bank of the West @ .93% avg	27,179,863	8,071,962	-	-	-	-	-	-	35,251,825
Escrow Account - River City Bank (PSB retention)	-	-	-	621,995	-	-	-	-	621,995
Cash with Fiscal Agent	-	-	132	38,286,022	-	-	-	-	38,286,154
Accounts Receivable	991,244	-	-	-	-	-	-	-	991,244
Interest Receivable	105,282	30,783	-	7,693	-	-	-	-	143,758
YE Accrued Ambulance Billing	1,001,185	-	-	-	-	-	-	-	1,001,185
Prepaid Expenses and Deposits	8,263,114	-	-	2,115,832	-	-	-	-	10,378,946
Land	-	-	-	-	-	-	6,000,878	-	6,000,878
Buildings and Improvements	-	-	-	-	-	-	34,354,445	-	34,354,445
Construction in Progress	-	-	-	-	-	-	2,783,433	-	2,783,433
Equipment	-	-	-	-	-	-	8,462,987	-	8,462,987
Vehicles	-	-	-	-	-	-	24,381,148	-	24,381,148
Accumulated Depreciation	-	-	-	-	-	-	(38,727,479)	-	(38,727,479)
Amount to be Provided - Long Term Debt	-	-	-	-	-	-	-	59,750,184	59,750,184
TOTAL ASSETS	\$ 76,383,990	\$ 19,930,002	\$ 132	\$ 46,180,496	\$ 1,260	\$ 80,377	\$ 37,255,412	\$ 59,750,184	\$ 239,581,853
LIABILITIES									
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	3,197,201	-	-	-	-	-	-	-	3,197,201
Deposits Payable	14,083	-	-	-	-	-	-	-	14,083
Deferred Ambulance Billing Revenue	353,419	-	-	-	-	-	-	-	353,419
Long Term Debt - Certificates of Participation	-	-	-	-	-	-	-	44,580,000	44,580,000
Long Term Debt - Vehicle Lease	-	-	-	-	-	-	-	3,677,171	3,677,171
Workers' Compensation	-	-	-	-	-	-	-	8,194,000	8,194,000
Accumulated Leave	-	-	-	-	-	-	-	3,299,013	3,299,013
TOTAL LIABILITIES	3,564,703	-	-	-	-	-	-	59,750,184	63,314,887

San Ramon Valley Fire Protection District

Combined Balance Sheet

December 31, 2021

	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	-	-	-	-	-	-	37,255,412	-	37,255,412
Non-Spendable Fund Balance	353,793	-	-	2,115,832	-	-	-	-	2,469,625
Restricted Fund Balance	-	-	132	136,462	1,260	-	-	-	137,854
Committed Fund Balance:									
Dry Period Funding	72,333,141	-	-	-	-	-	-	-	72,333,141
Budget Stabilization	-	15,930,002	-	-	-	-	-	-	15,930,002
Workers' Compensation Claims	-	4,000,000	-	-	-	-	-	-	4,000,000
Capital Projects	-	-	-	40,428,232	-	-	-	-	40,428,232
Assigned Fund Balance:									
Other Assigned Fund Balance	132,353	-	-	3,499,970	-	-	-	-	3,632,323
Unassigned Fund Balance	-	-	-	-	-	80,377	-	-	80,377
TOTAL FUND BALANCE	<u>72,819,287</u>	<u>19,930,002</u>	<u>132</u>	<u>46,180,496</u>	<u>1,260</u>	<u>80,377</u>	<u>37,255,412</u>	<u>-</u>	<u>176,266,966</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 76,383,990</u>	<u>\$ 19,930,002</u>	<u>\$ 132</u>	<u>\$ 46,180,496</u>	<u>\$ 1,260</u>	<u>\$ 80,377</u>	<u>\$ 37,255,412</u>	<u>\$ 59,750,184</u>	<u>\$ 239,581,853</u>

San Ramon Valley Fire Protection District

Revenue - All Funds

For the Period Ended December 31, 2021

FISCAL YEAR COMPLETED - 50.00%

	2020/21	2021/22			% Received
	Actual (unaudited)	Budgeted	Realized	Remaining Budget	
TAXES					
Property Taxes - Current Secured	\$ 74,918,751	\$ 78,129,861	\$ 42,570,025	\$ 35,559,836	54.5%
Property Taxes - Supplemental	1,296,887	-	254,395	(254,395)	
Property Taxes - Utilities (Unitary)	1,119,854	909,633	671,706	237,927	73.8%
Property Taxes - Current Unsecured	2,094,261	2,110,317	1,756,543	353,774	83.2%
Homeowners Property Tax Relief	445,990	453,404	-	453,404	0.0%
RDA Property Tax	1,381,831	1,383,347	-	1,383,347	0.0%
County Tax Administration	(604,959)	(626,591)	-	(626,591)	0.0%
Property Taxes - Prior Secured	(82,107)	(100,000)	(222,344)	122,344	222.3%
Property Taxes - Prior Supplemental	(63,362)	(63,000)	(994)	(62,006)	1.6%
Property Taxes - Prior Unsecured	31,905	-	35,797	(35,797)	
Total Taxes	<u>80,539,051</u>	<u>82,196,971</u>	<u>45,065,128</u>	<u>37,131,843</u>	<u>54.8%</u>
INTERGOVERNMENTAL					
Measure "H"	33,000	33,000	-	33,000	0.0%
State Aid/Grants	2,182,761	-	153,338	(153,338)	
Federal Grant Revenue	566,789	750,000	-	750,000	0.0%
Other Intergovernmental Revenue	441,877	428,283	163,033	265,250	38.1%
GEMT	444	240,000	-	240,000	0.0%
Consolidated Dispatch	1,702,540	1,735,122	-	1,735,122	0.0%
Total Intergovernmental	<u>4,927,411</u>	<u>3,186,405</u>	<u>316,371</u>	<u>2,870,034</u>	<u>9.9%</u>
CHARGES FOR SERVICE					
Inspection Fees	29,245	40,170	1,454	38,716	3.6%
Plan Review	336,308	325,000	198,637	126,363	61.1%
Weed Abatement Charges	3,283	-	3,010	(3,010)	
Administrative Citation Charges	(300)	1,030	-	1,030	0.0%
Ambulance Services	4,525,376	5,000,000	2,582,975	2,417,025	51.7%
CPR Classes	-	494	-	494	0.0%
Reports and Photocopies	3,710	3,654	3,715	(61)	101.7%
Total Charges For Service	<u>4,897,622</u>	<u>5,370,348</u>	<u>2,789,791</u>	<u>2,580,557</u>	<u>51.9%</u>
USE OF MONEY AND PROPERTY					
Investment Earnings	855,649	1,133,248	290,687	842,561	25.7%
Total Use Of Money and Property	<u>855,649</u>	<u>1,133,248</u>	<u>290,687</u>	<u>842,561</u>	<u>25.7%</u>
RENTAL INCOME					
Rent On Real Estate	76,036	70,033	30,386	39,647	43.4%
Total Rental Income	<u>76,036</u>	<u>70,033</u>	<u>30,386</u>	<u>39,647</u>	<u>43.4%</u>
OTHER REVENUE					
Donations	-	-	100	(100)	
Indemnifying Proceeds	1,465	-	-	-	
Miscellaneous Revenue	12,202	10,000	258,141	(248,141)	2581.4%
Total Other Revenue	<u>13,667</u>	<u>10,000</u>	<u>258,241</u>	<u>(248,241)</u>	<u>2582.4%</u>
OTHER FINANCING SOURCES					
Debt/Lease Proceeds	40,197,323	-	-	-	
Total Other Financing Sources	<u>40,197,323</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Total Revenue	<u>\$ 131,506,759</u>	<u>\$ 91,967,005</u>	<u>\$ 48,750,604</u>	<u>\$ 43,216,401</u>	<u>53.0%</u>

San Ramon Valley Fire Protection District

Expenditures - General Fund

For the Period Ended December 31, 2021

FISCAL YEAR COMPLETED - 50.00%

	2020/21		2021/22		
	Actual (unaudited)	Budget	Actual to Date	Remaining Budget	% Expended
SALARIES AND BENEFITS					
Permanent Salaries	\$ 28,443,949	\$ 30,416,972	\$ 14,783,555	\$ 15,633,417	48.6%
Temporary Salaries	404,103	464,273	252,313	211,960	54.3%
Overtime	12,023,278	8,425,000	5,590,387	2,834,613	66.4%
FICA/Medicare	576,680	559,921	286,141	273,780	51.1%
Retirement Contributions	17,850,436	18,584,461	9,496,197	9,088,264	51.1%
Retirement Contributions - UAAL	260,000	263,000	263,000	-	100.0%
401A Contributions - Employer Paid	9,256	9,900	4,950	4,950	50.0%
Employee Group Insurance	4,346,131	4,777,538	2,252,020	2,525,518	47.1%
Retiree Health Insurance	3,281,358	3,414,338	1,791,508	1,622,830	52.5%
OPEB Contribution	6,000,000	6,000,000	3,000,000	3,000,000	50.0%
Unemployment Insurance	11,633	10,000	-	10,000	0.0%
Workers' Compensation	1,010,280	1,100,000	652,654	447,346	59.3%
Total Salaries and Benefits	74,217,104	74,025,403	38,372,725	35,652,678	51.8%
SERVICES AND SUPPLIES					
Office Supplies	25,998	31,975	13,897	18,078	43.5%
Postage	16,657	29,050	1,579	27,471	5.4%
Telecommunications	212,932	208,940	81,813	127,127	39.2%
Utilities	461,339	382,500	241,746	140,754	63.2%
Small Tools and Equipment	106,185	135,000	45,925	89,075	34.0%
Miscellaneous Supplies	87,274	132,500	30,230	102,270	22.8%
Medical Supplies	283,160	240,000	118,694	121,306	49.5%
Firefighting Supplies	65,358	80,000	24,850	55,150	31.1%
Pharmaceutical Supplies	59,301	40,000	19,440	20,560	48.6%
Computer Supplies	9,218	15,500	7,348	8,152	47.4%
Radio Equipment and Supplies	13,526	20,500	217	20,283	1.1%
Food Supplies	39,325	39,000	6,507	32,493	16.7%
PPE Inspection and Repairs	-	19,500	13,091	6,409	67.1%
Safety Clothing	160,313	305,100	31,933	273,167	10.5%
Class A Uniforms	10,805	10,500	4,599	5,901	43.8%
Non-Safety Clothing	15,175	25,230	4,879	20,351	19.3%
Class B Uniforms	55,991	98,400	27,461	70,939	27.9%
Household Supplies	64,904	43,000	29,210	13,790	67.9%
Central Garage - Repairs	528,150	325,000	360,988	(35,988)	111.1%
Central Garage - Maintenance	125,033	100,000	33,086	66,914	33.1%
Central Garage - Gas, Diesel and Oil	382,766	387,500	250,784	136,716	64.7%
Central Garage - Tires	54,137	54,000	42,012	11,988	77.8%
Central Garage - Mandated Inspections	44,662	124,500	3,312	121,188	2.7%
Maintenance and Repairs - Equipment	150,828	167,400	73,725	93,675	44.0%
Maintenance and Repairs - Radio and Electronic	79,384	90,880	14,318	76,562	15.8%
Maintenance and Repairs - Buildings	139,974	200,000	65,550	134,450	32.8%

San Ramon Valley Fire Protection District

Expenditures - General Fund

For the Period Ended December 31, 2021

FISCAL YEAR COMPLETED - 50.00%

	2020/21	2021/22			
	Actual (unaudited)	Budget	Actual to Date	Remaining Budget	% Expended
Maintenance and Repairs - Grounds	48,811	60,000	33,598	26,402	56.0%
Rents and Leases	217,494	203,075	107,110	95,965	52.7%
Software and Licensing	439,128	500,015	300,282	199,733	60.1%
Professional Services	2,038,593	2,510,732	1,093,802	1,416,930	43.6%
Recruiting Costs	169,331	151,947	47,524	104,423	31.3%
Legal Services	374,166	310,000	50,755	259,245	16.4%
Medical Services	9,751	153,000	1,855	151,145	1.2%
Communications Services	93,600	95,360	93,600	1,760	98.2%
Election Services	119,671	-	-	-	#DIV/0!
Insurance Services	271,734	492,625	420,549	72,076	85.4%
Publication Of Legal Notices	392	3,500	-	3,500	0.0%
Specialized Printing	34,023	28,550	4,520	24,030	15.8%
Memberships	131,384	101,556	59,013	42,543	58.1%
Educational Courses and Supplies	107,276	523,750	153,454	370,296	29.3%
Educational Assistance	18,076	50,000	7,134	42,866	14.3%
Public Educational Supplies	-	11,000	653	10,347	5.9%
Books and Periodicals	12,736	28,325	2,444	25,881	8.6%
Recognition Supplies	2,291	3,500	1,038	2,462	29.7%
Meetings and Travel	45,321	89,730	27,558	62,172	30.7%
Other Expense	109,785	-	20,670	(20,670)	#DIV/0!
Taxes and Assessments	139,936	140,000	117,806	22,194	84.1%
Total Services and Supplies	7,575,894	8,762,640	4,090,559	4,672,081	46.7%
Total Operating Expenditures	\$ 81,792,998	\$ 82,788,043	\$ 42,463,284	\$ 40,324,759	51.3%

San Ramon Valley Fire Protection District

Expenditures - All Other Funds

For the Period Ended December 31, 2021

FISCAL YEAR COMPLETED - 50.00%

	2020/21	2021/22			
	Actual (unaudited)	Budget	Actual to Date	Remaining Budget	% Expended
CAPITAL PROJECTS					
Professional Services	\$ 70,722	\$ -	\$ -	\$ -	
Legal Services	87,515	-	-	-	
Technology Improvements	-	90,200	23,889	66,311	26.5%
Specialized Printing	2,500	-	-	-	
Various Improvements	2,326,538	19,621,860	3,943,867	15,677,993	20.1%
Radio and Electronic Equipment	107,813	824,391	64,391	760,000	7.8%
Major Equipment	14,883	259,665	-	259,665	0.0%
Autos and Trucks	466,785	1,947,924	62,469	1,885,455	3.2%
Total Capital Projects	<u>\$ 3,076,756</u>	<u>\$ 22,744,040</u>	<u>\$ 4,094,616</u>	<u>\$ 18,649,424</u>	<u>18.0%</u>
DEBT SERVICE					
Professional Services	\$ -	\$ -	\$ -	\$ -	
2015 Certificates Of Participation	926,050	927,250	740,375	186,875	79.8%
2020 Certificates of Participation	404,055	1,994,563	1,321,131	673,432	66.2%
Equipment Lease	613,155	613,155	308,106	305,049	50.2%
Total Debt Service	<u>\$ 1,943,260</u>	<u>\$ 3,534,968</u>	<u>\$ 2,369,612</u>	<u>\$ 1,165,356</u>	<u>67.0%</u>
Total Capital, Equipment and Debt Service	<u>\$ 5,020,016</u>	<u>\$ 26,279,008</u>	<u>\$ 6,464,228</u>	<u>\$ 19,814,780</u>	24.6%

San Ramon Valley Fire Protection District

General Fund

Revenue and Expenditures

Month	2017/18		2018/19		2019/20		2020/21		2021/22	
	Revenue	Expenditures								
July	\$ 354,888	\$ 6,122,636	\$ 550,530	\$ 5,622,648	\$ 749,436	\$ 5,451,614	\$ 748,807	\$ 7,063,529	\$ 615,957	\$ 7,595,516
August	695,817	5,671,451	499,377	5,905,072	610,284	6,468,445	436,936	5,415,373	614,807	6,716,218
September	480,964	5,593,302	579,731	5,563,173	388,535	5,580,182	481,504	6,749,996	575,880	7,181,678
October	2,593,632	5,999,337	2,375,797	6,005,201	2,931,282	6,169,069	633,361	6,409,267	2,286,870	6,771,836
November	362,621	5,888,575	656,486	6,191,849	516,137	6,368,317	3,069,984	7,404,339	701,139	6,726,630
December	34,930,693	5,966,196	39,332,475	5,629,084	40,716,284	6,133,552	42,109,519	6,465,330	43,887,931	7,471,404
January	8,491,817	5,387,036	1,334,430	5,722,401	1,818,008	5,781,707	1,919,622	6,769,534	-	-
February	446,775	5,326,521	632,213	5,524,960	856,640	5,675,617	915,885	6,680,845	-	-
March	883,105	6,063,429	972,913	5,624,000	742,260	5,932,483	1,696,361	6,936,490	-	-
April	22,339,121	5,257,800	28,219,039	5,320,835	29,646,763	5,904,545	31,336,141	7,254,141	-	-
May	639,163	5,506,219	507,822	6,529,026	507,535	5,565,403	579,440	7,178,714	-	-
June	5,266,780	5,952,983	6,282,536	6,135,504	6,469,451	6,475,129	7,280,114	7,465,440	-	-



GOOD OF THE ORDER

**SRVFPD
Board of Directors
Committee Assignments 2022**

Personnel Committee:	Chair - Ryan Crean Member - Don Parker
Finance & HR Committee:	Chair - Jay Kerr Member - Michelle Lee
Facilities Committee:	Chair - Matt Stamey Member - Don Parker
Fire & Life Safety:	Chair - Michelle Lee Member - Matt Stamey
EMS:	Chair - Ryan Crean Member - Michelle Lee
Citizen Corp / CERT:	Member - Jay Kerr
Disaster Preparedness:	Chair - Don Parker Member - Jay Kerr

2022 Activities

1. MOU - Complete Format
2. Behavioral Health Policy and Training Standards
3. North Alamo
4. Single Role Medic - MOU - SOP's