

The background of the cover features a dramatic scene of firefighters at work. In the foreground, the dark silhouettes of two firefighters are visible. One firefighter on the left is wearing a helmet and looking towards the right. Another firefighter on the right is also in silhouette, with their hands raised as if working. In the background, a large, intense fire with bright orange and yellow flames is burning, creating a strong contrast with the dark foreground. The overall color palette is dominated by the warm tones of the fire and the dark shadows of the firefighters.

# San Ramon Valley Fire Protection District

Annual Operating Budget  
Fiscal Year 2022 | 2023

San Ramon, CA

## **ONE TEAM, ONE MISSION**

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

### **Board of Directors**

Ryan Crean, President

Jay Kerr, Vice President

Michelle Lee, Director

Donald R. Parker, Director

Matthew J. Stamey, Director

### **The Role of the Board**

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

### **Fire Chief/Treasurer**

Paige Meyer

### **The Role of the Chief**

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

## ABOUT US

The San Ramon Valley Fire Protection District provides all-risk fire, rescue and emergency medical services to the communities of Alamo, Blackhawk, the Town of Danville, Diablo, the City of San Ramon, the southern area of Morgan Territory and the Tassajara Valley, all located in Contra Costa County. The District's service area encompasses approximately 155 square miles and serves a population of 193,215.

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

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

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

The San Ramon Valley Fire Protection District is an autonomous Special District as defined under the Fire Protection District Law of 1987, Health and Safety Code, Section 13800, of the State of California. A five-member Board of Directors, elected at-large by their constituents and each serving a staggered four-year term, govern the District. The Fire Chief oversees the general operations of the District in accordance with the policy direction prescribed by the Board of Directors. The Fire Chief also serves as the Treasurer for the District. In 2022 the District achieved Insurance Services Office (ISO) top rating of Class 1, which is the designation it reserves for superior fire protection programs.

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



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**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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# 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](http://www.firedepartment.org) | [info@firedepartment.org](mailto:info@firedepartment.org)

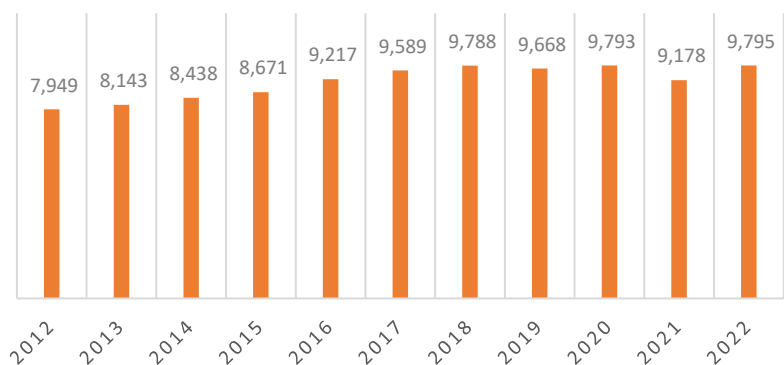
Board of Directors  
San Ramon Valley Fire Protection District  
1500 Bollinger Canyon Road  
San Ramon, CA 94583

## Members of the Board:

I am pleased to present the Fiscal Year (FY) 2022-23 Operating and Capital Budget, also referred to as the FY23 Budget, for the San Ramon Valley Fire Protection District (District). The FY23 Budget represents a realistic yet conservative financial plan for the upcoming fiscal year, ensuring that the District will continue to deliver exceptional, fire protection and emergency medical services as we safeguard our community from the pandemic, fire, and natural disasters. It is consistent with the District's mission statement, and has been prepared with the priorities and resources necessary to accomplish the goals and objectives established by the Board of Directors. This balanced budget will allow the District to execute its mission to protect and preserve life and property from the impact of fire, disaster, injury and illness to the communities the District protects.

The past two fiscal years have provided many challenges to local and state municipalities as a result of the COVID-19 pandemic. The pandemic caused many uncertainties and yielded significant economic hardship for many of our residents and businesses throughout our jurisdiction. The District, however, remains in good financial health. Approximately ninety percent (90%) of our revenue is derived from property taxes and, while we were cautious about these revenues at the beginning of the pandemic, we found that property values experienced strong and consistent growth over the last two years. New construction and a strong local housing market continue to provide for growth in property tax revenues. With this growth and the economy returning to pre-pandemic levels, the District anticipates an increase in demand for service in the coming year for emergency calls and community risk reduction activities. The total calls for emergency service projected for 2022 are 9,795, an increase of six-point-seven percent (6.7%) when compared to 2021, but only a one-point-three percent (1.3%) increase over the last pre-pandemic year of 2019. The increase in emergency responses in 2022 are due, in large part, to the reopening of businesses after a temporary shutdown caused by public health measures implemented in response to the pandemic. The District anticipates that both our emergency service demands as well as the

## FIRE AND EMERGENCY RESPONSES











will avoid having to send fire crews out of the District for mandatory training that is costly and inefficient. The combined cost of the public safety complex and training center is estimated at \$47

million, depending upon final configuration of the training center. Under the agreement, the District will provide funding for the project while the City contributes land and an existing building. In October 2020, the District issued \$35.4 million of long-term debt at a premium price, which generated a total of \$40 for the project; the balance of funding will come from CIP reserve funds. A contract for the joint public safety complex was awarded in April 2021 in the amount of \$27 million and construction began in June of 2021. The grand opening ceremony for the new public safety complex is tentatively scheduled for fall of 2022. It is anticipated that bid documents for the training center will be developed over the summer of 2022 and a contract awarded for construction by late fall 2022.

In the past five years, the District has built a new Fire Station (32) and undertook a major roof replacement at Fire Station 31 using a combination of CIP reserve funds and debt proceeds to fully finance the two projects.

In December 2021, a contract was awarded in the amount of \$7.6 million for remodel and expansion of Fire Station 34, which is scheduled to be completed in the Spring of 2023. After this project has been completed the District will begin to focus on the design and rebuilding of Fire Stations 31 and 39.

## NEW THIS YEAR

**Newly Arriving Apparatus** – Over the course of FY23 and FY24, the District is anticipating the arrival of four Type 1 fire engines, six Type 3 fire engines, one tiller/ladder truck, one heavy duty rescue truck, and one mobile communications/command unit as part of an approved purchase from



the prior fiscal year to replace and standardize the current fleet. The District prepaid for the buildout of the equipment in the prior fiscal year utilizing proceeds from a \$10 million equipment lease financing. The FY23 Budget accommodates a number of purchase requests for equipment and parts in order to properly outfit the new apparatus. The existing fire engines will be placed into reserve status and older excess apparatus will be sold in FY23.



**Radio Communication Equipment Replacement** - The District is planning to replace all existing portable and mobile radios in this fiscal year in order to meet new East Bay Regional Communications Authority requirements as well as upgrade and standardize our critical communications platforms. The current radio cache is also at end of life. Our current radios will not be supported by Motorola after July 2023.

**Community Risk Assessment (CRA) and Standards of Cover Analysis (SOC)** - The District is currently undertaking the CRA and SOC analysis in partnership with the consulting firm of AP Triton. The District's management team will work with AP Triton to develop a methodology using data driven metrics to continually measure performance for the purpose of maintaining and improving response capabilities. Staff will then work with AP Triton on developing options and recommendations for the best short-term, mid-term and long-term strategies to achieve the level of service to deliver and resource deployment consistent with identified performance objectives and targets. AP Triton representatives have conducted initial meetings and staff is in the process of providing all necessary information to allow the consultants to develop the work plan and conduct internal interviews. Interviews with the District's management team and review of documents will commence in July 2022 and the projected completion of the audit is anticipated for December 2022.

**District Reorganization and Delegation of Duties**

- District leadership is in the process of implementing the organizational changes identified in the 2021 Core Services Review conducted by an outside panel of subject matter experts. The intent is on creating management and oversight of District activities that will lead to an efficient and effective organization. In conjunction with the reorganization, District leaders are



considering the consolidation of the Finance and Human Resource Divisions so as to better coordinate and streamline the delivery of administrative services throughout the organization.

**BUDGET DEVELOPMENT PROCESS**

This document represents the culmination of a collaborative budget development process which officially kicked-off last February and spanned some five months. In the month of February, budget goals and related costs are formulated. In April, budget worksheets were distributed to Division managers to articulate their expenditure requests and adjustments for the next fiscal year. The District's payroll expenditure forecasts were based on current staff compensation and benefits outlined in the memorandum of understanding (MOU) and compensation plans of all District personnel. Property tax revenues are estimated based on projection of overall annual growth rate and year-over-year growth valuation. All other operating revenues are estimated by reviewing service contract agreements, economic factors affecting fees, and estimations based on historical data. The District takes a conservative approach to projecting revenues and a realistic approach to projecting expenditures. I, as the Fire Chief, am responsible for ensuring a balanced budget in which expenses are within revenue budget allocation. The District prepares a budget for funds that are subject to the budget requirements of state law. Community members are encouraged to participate in the

District's budget process through various stages of preparation and public hearing prior to the approval of the budget by the Board of Directors.

## BUDGET OVERVIEW

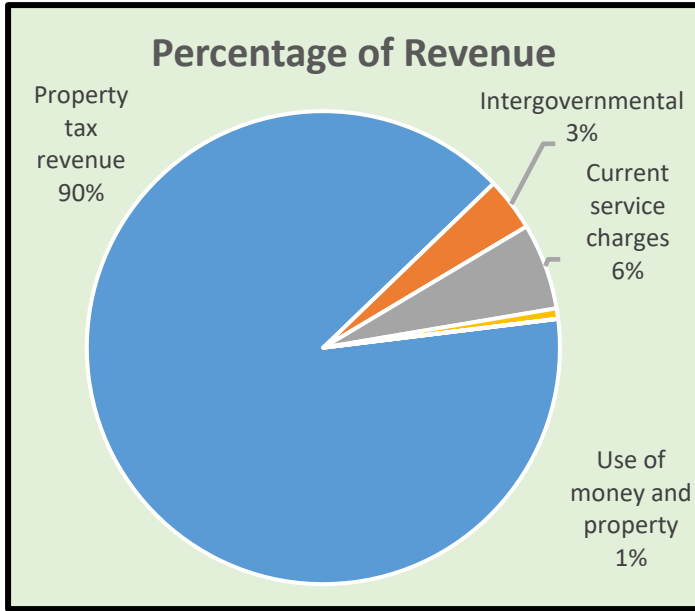
The budget establishes a guideline for the anticipated revenue and operating expenditures to ensure that inflows of resources will be adequate to support the delivery of services based on established priorities. It provides a logical structure to organize various program costs, projects and other expenses, as well as a sound system for control of the District's revenues and expenditures. This document includes the preliminary budget for all District funds and includes a structurally balanced General Fund preliminary operating budget for FY23.

## GENERAL FUND BUDGET SUMMARY

The FY23 General Fund revenue budget totals \$97.7 million, which includes \$87.6 million in property taxes and \$10.1 million in other operating revenues. The General Fund expenditure budget totals \$96.1 million, which includes \$78 million in salaries and benefits, \$10.1 million in other operating expenditures and operating transfers out from the General Fund of \$8 million: \$2.4 million to the Capital Improvement Projects Fund and \$5.6 million to the Debt Service Fund. The projected operating surplus would add \$1.6 million to the ending reserve balance for FY23, as compared to an expected \$2.5 million operating surplus for FY22.

General Fund	FY2018-19 Actual Amount	FY 2019-20 Actual Amount	FY2020-21 Actual Amount	FY 2021-22 Amended Budget	FY 2022-23 Proposed Budget
<b>Revenues</b>					
Property tax revenue	\$73,773,914	\$77,282,053	\$80,539,051	\$82,196,971	\$87,627,491
Intergovernmental	2,415,197	2,439,360	4,816,731	7,142,601	3,646,213
Current service charges	5,768,263	5,548,911	5,011,968	5,710,714	5,765,178
Use of money and property	1,804,706	1,826,414	-49,586	677,176	684,334
Other revenue	24,989	13,253	13,700	259,181	10,000
<b>Revenue Totals</b>	<b>\$83,787,069</b>	<b>\$87,109,991</b>	<b>\$90,331,864</b>	<b>\$95,986,643</b>	<b>\$97,733,216</b>
<b>Expenditures</b>					
Salaries and benefits	\$63,959,422	\$63,833,664	\$73,361,083	\$77,893,733	\$78,022,733
Materials and supplies	3,163,512	3,276,446	3,713,927	3,997,543	4,203,067
Contract services	2,881,847	3,567,277	4,097,054	4,736,943	5,924,328
<b>Expenditure Totals</b>	<b>\$70,004,781</b>	<b>\$70,677,387</b>	<b>\$81,172,064</b>	<b>\$86,628,219</b>	<b>\$88,150,128</b>
<b>Net Change from operations</b>	<b>\$13,782,288</b>	<b>\$16,432,604</b>	<b>\$9,159,800</b>	<b>\$9,358,424</b>	<b>\$9,583,088</b>
<b>Transfers Out - GF to CIP Fund</b>	<b>\$2,989,012</b>	<b>\$3,090,764</b>	<b>\$3,198,503</b>	<b>\$3,310,451</b>	<b>\$2,360,412</b>
<b>Transfers Out - GF to Debt Service Fund</b>	<b>\$1,884,166</b>	<b>\$1,547,695</b>	<b>\$1,943,261</b>	<b>\$3,534,968</b>	<b>\$5,580,660</b>
<b>Net operating surplus</b>	<b>\$8,909,110</b>	<b>\$11,794,145</b>	<b>\$4,018,036</b>	<b>\$2,513,005</b>	<b>\$1,642,016</b>

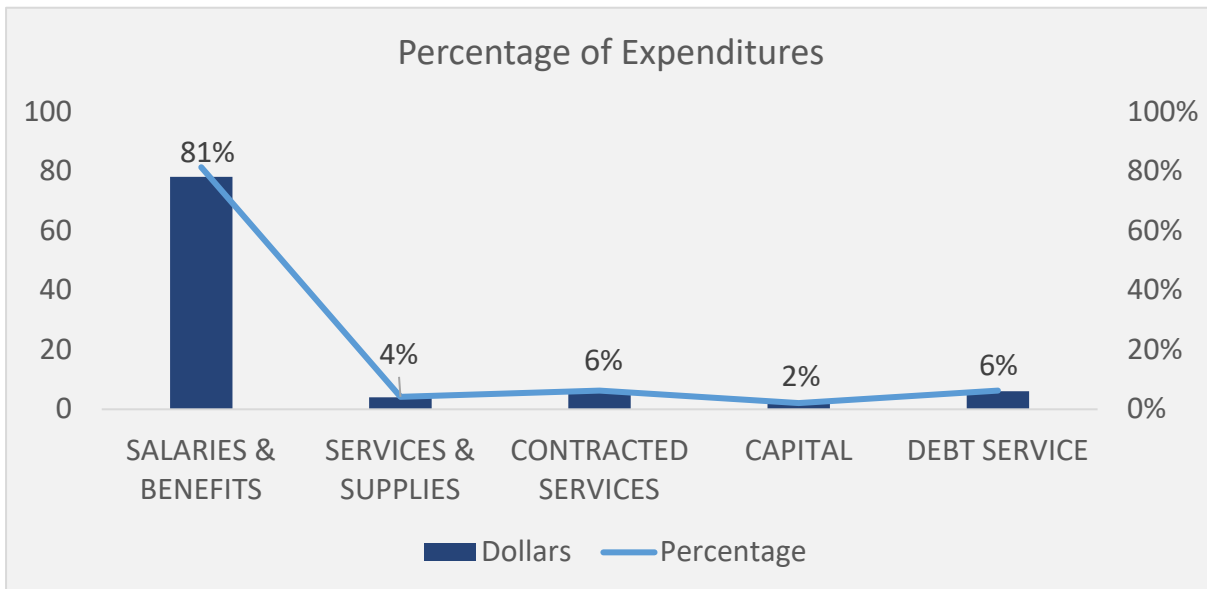
## GENERAL FUND REVENUE SUMMARY



The District's General Fund revenue is projected to be approximately \$97.7 million for operating uses in carrying out the projects and program costs in FY23. The General Fund is financed primarily by property taxes, which represents \$87.6 million or 89.6% of the District-wide revenue. The District's other operating revenues are supported by cost recovery for ambulance transports (\$5.4 million or 5.4%), dispatch services provided to the City of San Ramon Police Department (\$2.2 million or 2.2%) included in Intergovernmental, and licenses and permits services (\$361 thousand or 0.4%). Other revenue sources include use of money and property (\$606 thousand or 0.6%), and intergovernmental (\$1.4 million or 1.4%).

## GENERAL FUND EXPENDITURE SUMMARY

The District's General Fund expenditures, including operating transfers out, are projected to be approximately \$96.1 million for fire and EMS operations in FY23. The General Fund salaries and benefits expenditure represents \$78 million or 81.2% of the District-wide expenditure. The materials and supplies budget are projected at \$4.2 million or 4.4% of the District-wide expenditures to provide items necessary to carry out the work of the District. The contract services budget is projected at \$5.9 million or 6.1% of overall expenditures. The operating transfers out from the General Fund to the Capital Improvement Projects Fund (\$2.4 million) and Debt Service Fund (\$5.6 million) total \$8 million or 8.3% of the overall District-wide expenditures.



## **OTHER ECONOMIC AND OPERATIONAL ISSUES**

**Strategic Plan and Goals** - The District's strategic goals for FY23 as discussed during the Board's budget workshop in May are incorporated throughout this budget document. Many of the goals for FY23 pertain to further implementing the re-organization stemming from the Core Services Review and District Reorganization Plan from FY21. As part of the re-organization, the strategic plans, goals, and priorities of the District were altered to support a new vision and ideas designed to shape the future of the District and to ensure District resources were in strategic alignment with this vision.

**Pension Funding Policy** - Retirement plan costs involve two basic cost components: the normal cost rate and the amortization of the Unfunded Actuarial Liability (UAL). The District receives an annual actuarial plan valuation of its retirement plans from CCCERA each year. The most recent valuation available is for plan year ended December 31, 2020, which sets retirement contribution rates for FY23. In addition to the normal required contribution, the Board has established a policy to accelerate the paydown of the UAL and for the plan to become fully funded by FY29.

**OPEB Funding Policy** – The retiree medical benefit plan is funded in a similar manner to the pension plan. Plan costs involve two basic cost components: the normal cost rate and the amortization of the Unfunded Actuarial Liability (UAL). The District receives an annual actuarial plan valuation of its Other Post-Employment Benefit each year. The most recent valuation available is for plan year ended June 30, 2021, which sets retiree medical contribution amounts for FY23 and FY24. In addition to the normal required contribution, the Board has established a policy to accelerate the paydown of the UAL and for the plan to become fully funded by FY25.

## **BUDGETARY COMPLIANCE WITH FINANCIAL POLICIES**

The District's FY23 Budget complies with all of the District's relevant financial policies. A summary of the District's financial policies is included in the '*Other*' section of this budget document.

## **CONCLUSION**

**Budgetary Priorities** - The District's FY23 Budget presents a healthy and structurally balanced guide for the next fiscal year. This budget will enable the District to maintain high quality fire and emergency response services, provide quality training to our personnel, and place a top priority on the health and safety of the public and our staff. Heading into the FY23 Budget, there were still some uncertainties as it pertains to the ongoing state of the pandemic and the high inflation environment. The District is moving forward with confidence to focus on our priorities of the completion of Public Safety Complex and Station 34 remodel, planning for future rebuild projects, timely implementation of the mental health initiative, and implementation of a District reorganization.

**Financial Stewardship** - The Board places a high priority on closely monitoring the impact of local economic conditions on the District's finances as well as the District's ability to maintain high service levels, meet infrastructure needs, and to build and maintain healthy reserve balances. The budget preparation and adoption process are guided by several fundamental

fiscal tenets:

- Ongoing operating expenditures are to be paid with ongoing operating revenues.
- Utilize long-range financial planning tools to ensure the District remains financially viable for future generations.
- Eliminate the unfunded liabilities associated with employee retirement benefits.
- Services provided by District Staff that have a cost recovery element should be as close to full cost recovery as is feasible.
- Unassigned fund balances at fiscal year-end are allocated to reserves for future uses.

The District has incorporated these tenets into its fiscal strategies and uses them to set fiscally responsible short and long-term goals. The District also continues to provide an exceptionally high level of reliable service to the public. Despite the recent difficult economic conditions, the District's reserves are healthy and its long-term financial outlook is strong. No fire stations were closed and no fire engines were taken out of service. Employees have not been laid off or furloughed and service levels have been maintained. Effective leadership and prudent fiscal practices continue to ensure that the communities the District serves will receive the service level that they have come to expect. We will continue to fortify the District's financial sustainability through sound and efficient planning and budgeting to ensure it maintains the exceptional services it provides to our residents.

**Acknowledgements** - This FY23 budget would not be possible without the support, guidance and strategic direction from the Board with respect to fiscal policies and guidelines for budget development. I also wish to express my appreciation to the union representatives and employees of the District for their ongoing collaboration and willingness to work with the Board and Administration for the long-term good of the District and the communities we serve. With their cooperation and commitment to providing the best possible service within available funding constraints, we have been able to stabilize our finances, enhance the delivery of essential emergency services and keep the District on a fiscally sustainable path moving forward.

We would like to express our appreciation as well to the Town of Danville, Alamo, the unincorporated areas of Contra Costa County that are protected by the District, and in particular the City of San Ramon for their continuing support of a public safety partnership.

And thank you to the taxpaying public, our residents, and area businesses for their support, cooperation and partnership with the District in making our community an outstanding and safe place to play, work and live.

I am truly honored to serve as your Fire Chief.

Sincerely,



Paige Meyer  
Fire Chief



## STAFFING SUMMARY

DIVISION	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	Proposed 2022/23	Projected 2023/24
<b>Board of Directors</b>								
Director	5	5	5	5	5	5	5	5
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Fire Chief</b>								
Fire Chief	1	1	1	1	1	1	1	1
Emergency Preparedness Coordinator	-	-	-	-	-	0.5	-	-
Administrative Assistant District Clerk	-	-	-	-	-	-	1	1
District Clerk	1	1	0.5	0.5	0.5	-	-	-
<b>Total</b>	<b>2</b>	<b>2</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>2</b>	<b>2</b>
<b>District Counsel   Clerk</b>								
District Counsel   Clerk	-	-	-	-	-	1	1	1
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Human Resources</b>								
Human Resources Director	1	1	1	1	1	-	-	-
Human Resources Generalist	1	2	2	1	1	2	2.5	2
Human Resources Clerk	1	-	-	0.5	0.5	-	-	-
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2.5</b>	<b>2.5</b>	<b>2</b>	<b>2.5</b>	<b>2</b>
<b>Finance</b>								
Chief Financial Officer	1	1	1	-	-	1	1	1
Controller	1	1	1	1	1	-	-	-
Senior Accounting Technician	2	2	2	2	2	2	2	2
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Community Risk Reduction</b>								
Fire Marshal   Plans Examiner	1	-	-	-	-	-	1	1
Deputy Fire Marshal	-	-	0.5	0.5	-	-	-	-
Fire & Life Safety Manager	2	1	-	-	-	-	-	-
Disaster Preparedness Manager	-	-	-	0.5	-	-	-	-
Inspector	4	5	6	4	3	2	1	1
Code Compliance Officer	2	-	-	-	-	-	-	-
Plans Examiner	1	2	2	2	1	1	-	-
Permit Technician	1	2	2	2	1	1	1	1
Prevention Specialist	1	-	-	-	-	-	-	-
Office Assistant Temporary Community Risk Reduction Educator	1	-	-	-	-	-	-	-
Educator	0.5	0.5	0.5	0.5	0.5	0.5	1	1
<b>Total</b>	<b>13.5</b>	<b>10.5</b>	<b>11.0</b>	<b>9.5</b>	<b>5.5</b>	<b>4.5</b>	<b>4</b>	<b>4</b>

## STAFFING SUMMARY

DIVISION	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	Proposed 2022/23	Projected 2023/24
<b>Technology</b>								
GIS Analyst Part Time	0.5	0.5	-	-	-	-	-	-
Technology Systems Manager	1	1	1	1	1	1	-	-
Information Systems Technician	1	1	1	-	-	-	1	1
Media Communications and Pub Ed Analyst	-	-	-	1	1	1	1	1
Radio/Elec Tech Part-Time	0.5	0.5	-	-	-	-	-	-
<b>Total</b>	<b>3.0</b>	<b>3.0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Communications Center</b>								
Director of Emergency Communications	1	1	1	1	1	1	1	-
Communications Center Manager	-	-	-	-	-	-	1	1
Dispatcher Supervisor	3	3	3	3	3	3	3	3
Dispatcher II	9	9	9	9	9	9	9	9
Dispatcher - Part-Time (2)	-	-	1.5	1.5	1	-	-	-
Project Assistant - Part-Time (2)	-	-	1	1	1	1	1	1
GIS Analyst	-	-	1	1	1	1	1	1
Public Safety Systems Specialist	-	-	1	1	1	1	-	-
<b>Total</b>	<b>13</b>	<b>13</b>	<b>17.5</b>	<b>17.5</b>	<b>17</b>	<b>16</b>	<b>16</b>	<b>15</b>
<b>Emergency Preparedness   EOC</b>								
Emergency Preparedness Coordinator	-	-	-	-	-	-	1	1
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>
<b>Facilities</b>								
District Aides - Part-Time (12)	2	2	1	1.5	3	5	6	6
Senior Office Assistant	1	1	1	-	-	-	-	-
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1.5</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>6</b>
<b>Emergency Operations</b>								
Deputy Chief	2	2	2	1	2	2	1	1
Battalion Chief	3	3	3	3	3	6	6	6
Captain	39	36	33	33	33	33	33	33
Engineer	36	36	33	33	33	33	33	33
Firefighter/Paramedic	48	48	57	57	57	57	57	57
Emergency Preparedness Coordinator	-	-	-	-	0.5	-	-	-
Administrative Assistant	-	-	-	1	1	1	1	1
Senior Office Assistant	1	1	-	-	-	-	-	-
<b>Total</b>	<b>129</b>	<b>126</b>	<b>128</b>	<b>128</b>	<b>130</b>	<b>132</b>	<b>131</b>	<b>131</b>

## STAFFING SUMMARY

DIVISION	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	Proposed 2022/23	Projected 2023/24
<b>Fleet</b>								
Mechanic	2	2	1	1	1	1	-	-
District Transporter	-	-	-	-	-	-	0.5	0.5
<b>Total</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0.5</b>	<b>0.5</b>
<b>Training</b>								
Assistant Chief	-	-	-	-	-	-	1	1
Battalion Chief	-	-	1	1	1	1	-	-
Training Captain	3	3	3	3	3	-	-	-
Senior Office Assistant	-	1	1	1	1	1	1	1
<b>Total</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Academy</b>								
Firefighter/Paramedics	-	-	-	-	10	6	11	11
Single Role Paramedics	-	-	-	-	-	12	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10</b>	<b>18</b>	<b>11</b>	<b>11</b>
<b>Emergency Medical Services</b>								
Deputy Chief	-	-	-	-	-	-	1	-
Assistant Chief	-	-	-	-	-	-	1	1
EMS Battalion Chief	1	1	1	1	1	-	-	-
EMS Captain	2	2	2	-	-	-	-	-
Medical Director	-	-	-	-	-	0.5	0.5	0.5
EMS Coordinator/RN	-	-	-	1	1	2	1	1
EMS Specialists	-	-	-	-	-	-	2	2
Single Role Paramedics	-	-	-	-	-	-	6	6
Senior Office Assistant	1	1	1	1	1	1	1	1
Office Assistant	-	-	-	-	-	-	0.5	0.5
Project Assistant	-	-	-	-	-	-	0.5	0.5
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3.5</b>	<b>13.5</b>	<b>12.5</b>
<b>Volunteer and Reserve Firefighters</b>								
Volunteer Coordinator - Part-Time	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Chaplain Coordinator - Part-Time	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>GRAND TOTAL</b>	<b>185.5</b>	<b>180.5</b>	<b>185.0</b>	<b>180.5</b>	<b>189.0</b>	<b>196.5</b>	<b>201.5</b>	<b>199.0</b>





**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**

**2022-23**

	<b>GENERAL FUND</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>BUDGET STABILIZATION FUND</b>	<b>TOTAL</b>
<b>PROJECTED REVENUES</b>					
Taxes	\$ 87,627,491	\$ -	\$ -	\$ -	\$ 87,627,491
Intergovernmental	3,646,213	-	-	-	3,646,213
Charges for services	5,765,178	-	-	-	5,765,178
Use of money	606,000	-	118,493	200,000	924,493
Rent	78,334	-	-	-	78,334
Other	10,000	-	17,724	-	27,724
Developer Contributions	-	-	750,000	-	750,000
<b>TOTAL</b>	<b>97,733,216</b>	<b>-</b>	<b>886,217</b>	<b>200,000</b>	<b>98,819,433</b>
<b>PROJECTED EXPENDITURES</b>					
Salaries & benefits	72,221,269	-	-	-	72,221,269
Services & supplies	10,127,395	-	-	-	10,127,395
Debt service	-	5,580,660	-	-	5,580,660
Capital projects	-	-	34,051,364	-	34,051,364
OPEB contribution	5,801,464	-	-	-	5,801,464
<b>TOTAL</b>	<b>88,150,127</b>	<b>5,580,660</b>	<b>34,051,364</b>	<b>-</b>	<b>127,782,151</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>					
	9,583,089	(5,580,660)	(33,165,147)	200,000	(28,962,718)
Transfers in (out)	(9,414,176)	5,580,660	2,360,412	1,473,104	-
Net change	168,913	-	(30,804,735)	1,673,104	(28,962,718)
<b>PROJECTED FUND BALANCE JULY 1, 2022</b>					
	69,184,690	-	39,497,757	21,123,053	129,805,500
<b>PROJECTED FUND BALANCE JUNE 30, 2023</b>					
	\$ 69,353,603	\$ -	\$ 8,693,022	\$ 22,796,157	\$ 100,842,782
<b>Restricted</b>					
IT Surcharge Cap Projects	\$ -	\$ -	\$ 17,681	\$ -	\$ 17,681
<b>Committed</b>					
Worker's Comp Claims	-	-	-	4,050,000	4,050,000
"Dry Period" Funding <sup>(1)</sup>	48,866,608	-	-	-	48,866,608
Budget Stabilization <sup>(2)</sup>	-	-	-	18,746,157	18,746,157
Capital Projects	-	-	8,675,341	-	8,675,341
Unassigned	20,486,995	-	-	-	20,486,995
<b>TOTAL</b>	<b>\$ 69,353,603</b>	<b>\$ -</b>	<b>\$ 8,693,022</b>	<b>\$ 22,796,157</b>	<b>\$ 100,842,782</b>

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

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

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



**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**

**2023-24**

	<b>GENERAL FUND</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>BUDGET STABILIZATION FUND</b>	<b>TOTAL</b>
<b>PROJECTED REVENUES</b>					
Taxes	\$ 91,396,546	\$ -	\$ -	\$ -	\$ 91,396,546
Intergovernmental	3,025,490	-	-	-	3,025,490
Charges for services	5,820,205	-	-	-	5,820,205
Use of money & prop	612,060	-	43,465	200,000	855,525
Rent	79,510	-	-	-	79,510
Other	10,000	-	17,768	-	27,768
Developer Contributions	-	-	750,000	-	750,000
<b>TOTAL</b>	<b>100,943,812</b>	<b>-</b>	<b>811,233</b>	<b>200,000</b>	<b>101,955,045</b>
<b>PROJECTED EXPENDITURES</b>					
Salaries & benefits	74,477,277	-	-	-	74,477,277
Services & supplies	9,576,299	-	-	-	9,576,299
Debt service	-	5,586,665	-	-	5,586,665
Capital projects	-	-	10,076,155	-	10,076,155
OPEB contribution	5,855,891	-	-	-	5,855,891
<b>TOTAL</b>	<b>89,909,467</b>	<b>5,586,665</b>	<b>10,076,155</b>	<b>-</b>	<b>105,572,287</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>					
	11,034,345	(5,586,665)	(9,264,922)	200,000	(3,617,242)
Transfers in (out)	(9,213,901)	5,586,665	3,474,167	153,069	0
Net change	1,820,444	-	(5,790,755)	353,069	(3,617,242)
<b>PROJECTED FUND BALANCE JULY 1, 2023</b>					
	69,353,603	-	8,693,022	22,796,157	100,842,782
<b>PROJECTED FUND BALANCE JUNE 30, 2024</b>					
	\$ 71,174,047	\$ -	\$ 2,902,267	\$ 23,149,226	\$ 97,225,540
<b>Restricted</b>					
IT Surcharge Cap Projects	-	-	17,681	-	17,681
<b>Committed</b>					
Worker's Comp Claims	-	-	-	4,050,000	4,050,000
"Dry Period" Funding <sup>(1)</sup>	50,471,906	-	-	-	50,471,906
Budget Stabilization <sup>(2)</sup>	-	-	-	19,099,226	19,099,226
Capital Projects	-	-	2,884,586	-	2,884,586
Unassigned	20,702,141	-	-	-	20,702,141
<b>TOTAL</b>	<b>\$ 71,174,047</b>	<b>\$ -</b>	<b>\$ 2,902,267</b>	<b>\$ 23,149,226</b>	<b>\$ 97,225,540</b>

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

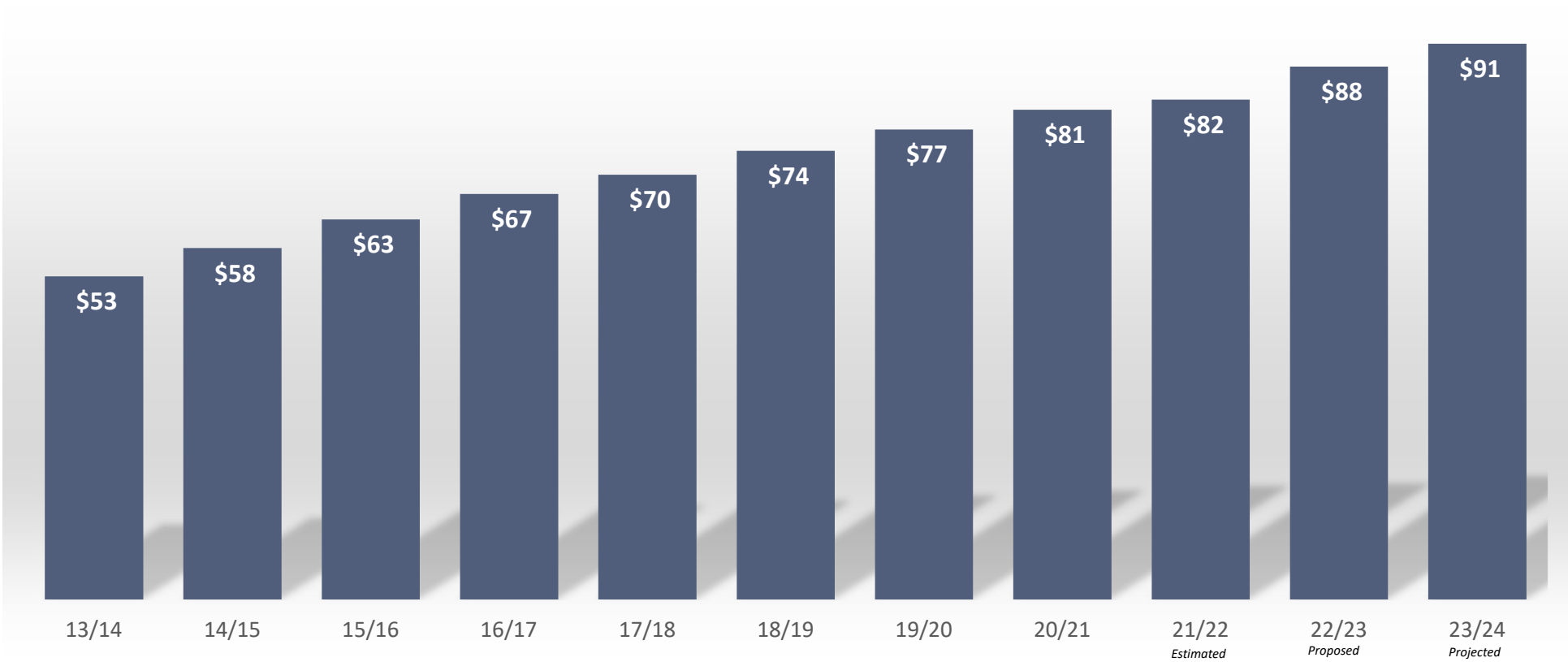
(2) Budget Stabilization = 20% of General Fund Expenses

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



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

Fiscal Year	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Actual	\$ 53,139,723	\$ 57,771,509	\$ 62,506,117	\$ 66,666,013	\$ 69,840,586	\$ 73,773,914	\$ 77,282,053	\$ 80,539,051	\$ 82,196,971	\$ 87,627,491	\$ 91,396,546
% Increase	9.6%	8.7%	8.2%	6.7%	4.8%	5.6%	4.8%	4.2%	2.1%	6.6%	4.3%



**San Ramon Valley Fire Protection District**  
**General Fund Operations - Ten-Year Cash Flow Model**  
**Debt Service, OPEB Contributions**

	Actual						Projected					
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>
Beginning fund balance	\$ 83,776,696	\$ 87,794,731	\$ 90,307,736	\$ 91,949,749	\$ 93,923,262	\$ 97,283,957	\$101,618,764	\$104,299,113	\$106,189,829	\$106,568,212	\$104,888,645	\$101,020,281
Revenue:												
Property tax	80,539,051	82,196,971	87,627,491	91,396,546	95,348,602	97,255,574	99,200,686	101,184,699	103,208,393	105,272,561	107,378,012	109,525,573
Ambulance charges	4,658,000	5,350,000	5,403,500	5,457,535	5,512,110	5,567,231	5,622,904	5,679,133	5,735,924	5,793,283	5,851,216	5,909,728
Other service charges	353,968	360,714	361,678	362,671	374,310	378,053	381,834	385,652	389,508	393,404	397,338	401,311
Cell tower rent	76,036	77,176	78,334	79,510	81,895	84,352	86,883	89,489	92,174	94,939	97,787	100,721
Interest income	(125,622)	600,000	606,000	612,060	618,181	627,453	636,865	646,418	656,114	665,956	675,945	686,085
State/Fed/Local/Meas H	2,522,405	4,438,675	1,059,411	687,815	449,651	454,148	458,689	463,276	467,909	472,588	477,314	482,087
Consolidated Dispatch *	1,702,540	1,953,926	2,221,608	2,337,675	2,454,559	2,540,469	2,591,278	2,643,103	2,695,966	2,749,885	2,804,883	2,860,980
SAFER Grant	591,786	750,000	365,194	-	-	-	-	-	-	-	-	-
Other/misc	13,700	259,181	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	<u>90,331,864</u>	<u>95,986,643</u>	<u>97,733,216</u>	<u>100,943,812</u>	<u>104,849,308</u>	<u>106,917,280</u>	<u>108,989,138</u>	<u>111,101,771</u>	<u>113,255,988</u>	<u>115,452,616</u>	<u>117,692,495</u>	<u>119,976,484</u>
Expenses:												
Salaries	28,848,052	31,136,895	32,904,209	34,207,736	35,576,045	36,999,087	38,479,051	40,018,213	41,618,941	43,283,699	45,015,047	46,815,649
Overtime	12,023,278	12,029,833	8,599,100	8,204,428	8,532,605	8,873,909	9,228,866	9,598,020	9,981,941	10,381,219	10,796,468	11,228,326
Pension	18,327,352	20,499,997	21,506,012	22,497,829	23,397,742	24,333,652	25,306,998	26,319,278	27,372,049	28,466,931	29,605,608	30,789,832
Pension cost share	(1,176,150)	(1,234,957)	(1,319,807)	(1,362,385)	(1,416,880)	(1,473,556)	(1,532,498)	(1,593,798)	(1,657,550)	(1,723,852)	(1,792,806)	(1,864,518)
Insurance	5,953,019	6,047,627	6,748,167	6,956,898	7,235,174	7,524,581	7,825,564	8,138,587	8,464,130	8,802,695	9,154,803	9,520,995
OPEB	9,281,357	9,414,338	9,585,055	9,828,662	9,080,710	6,781,134	6,983,000	7,202,733	7,490,842	7,790,476	8,102,095	8,426,179
Services & supplies	7,915,157	8,734,486	10,127,395	9,576,299	9,863,588	10,159,496	10,464,280	10,778,209	11,101,555	11,434,602	11,777,640	12,130,969
Capital contribution	3,198,503	3,310,451	2,360,412	3,474,167	3,632,870	3,797,471	3,968,173	5,238,257	5,589,083	5,784,701	5,987,166	6,196,717
Debt payments	1,943,261	3,534,968	5,580,660	5,586,665	5,586,759	5,586,699	5,585,354	3,511,556	2,916,613	2,911,712	2,914,838	2,916,963
	<u>86,313,829</u>	<u>93,473,638</u>	<u>96,091,203</u>	<u>98,970,299</u>	<u>101,488,613</u>	<u>102,582,473</u>	<u>106,308,788</u>	<u>109,211,055</u>	<u>112,877,605</u>	<u>117,132,183</u>	<u>121,560,859</u>	<u>126,161,113</u>
Revenue over (under) exp	<u>4,018,035</u>	<u>2,513,005</u>	<u>1,642,013</u>	<u>1,973,513</u>	<u>3,360,695</u>	<u>4,334,807</u>	<u>2,680,350</u>	<u>1,890,716</u>	<u>378,383</u>	<u>(1,679,567)</u>	<u>(3,868,364)</u>	<u>(6,184,628)</u>
Ending fund balance	\$ <u>87,794,731</u>	\$ <u>90,307,736</u>	\$ <u>91,949,749</u>	\$ <u>93,923,262</u>	\$ <u>97,283,957</u>	\$ <u>101,618,764</u>	\$ <u>104,299,113</u>	\$ <u>106,189,829</u>	\$ <u>106,568,212</u>	\$ <u>104,888,645</u>	\$ <u>101,020,281</u>	\$ <u>94,835,653</u>
"Dry Period" Funding	\$ 45,165,932	\$ 47,993,322	\$ 48,866,608	\$ 50,471,906	\$ 52,424,654	\$ 53,458,640	\$ 54,494,569	\$ 55,550,885	\$ 56,627,994	\$ 57,726,308	\$ 58,846,247	\$ 59,988,242
Budget Stabilization Fund	20,673,065	22,082,637	22,796,158	23,149,226	23,621,149	23,807,000	24,518,123	24,844,560	25,507,704	26,319,496	27,164,739	28,042,879
Amt over (under) Board Po	\$ 21,955,733	\$ 20,231,777	\$ 20,286,983	\$ 20,302,130	\$ 21,238,154	\$ 24,353,123	\$ 25,286,422	\$ 25,794,385	\$ 24,432,514	\$ 20,842,841	\$ 15,009,295	\$ 6,804,531

**Key Assumptions/Board Policy**

*Revenue growth:* General property tax growth is based on the HDL estimate for 2022/23 and 2023/24, 2.0% thereafter ; Ambulance charges, 1.0%; Other charges/ Cell Tower rent 1.0%

*Salaries:* Step increases; Local 3546 4% effective 4/1/23, 3% effective 4/1/24, 4/1/25 and 4/1/26; 3% effective 4/1/23 thereafter for all other employees.

*Pension costs:* Reflects staffing levels and salary changes; Rate changes provided by CCCERA for 2022/23, no rate changes thereafter;

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

*Insurance:* Medical premium increases at 4.0% 22/23 and thereafter; also includes workers' compensation and FICA/medicare.

*OPEB:* Fiscal year 2022/23 and 2023/24 represent full funding of ADC from 7/1/2021 Actuarial Valuation +\$6 million; amount includes both retiree premiums and prefunding; 4.00% growth thereafter.

*Capital:* 2022/23 General Fund contribution \$2.4M; includes repayment of start up costs for Consolidated Dispatch; and decreased contribution of \$1 million beginning in 2022/23 for five years.

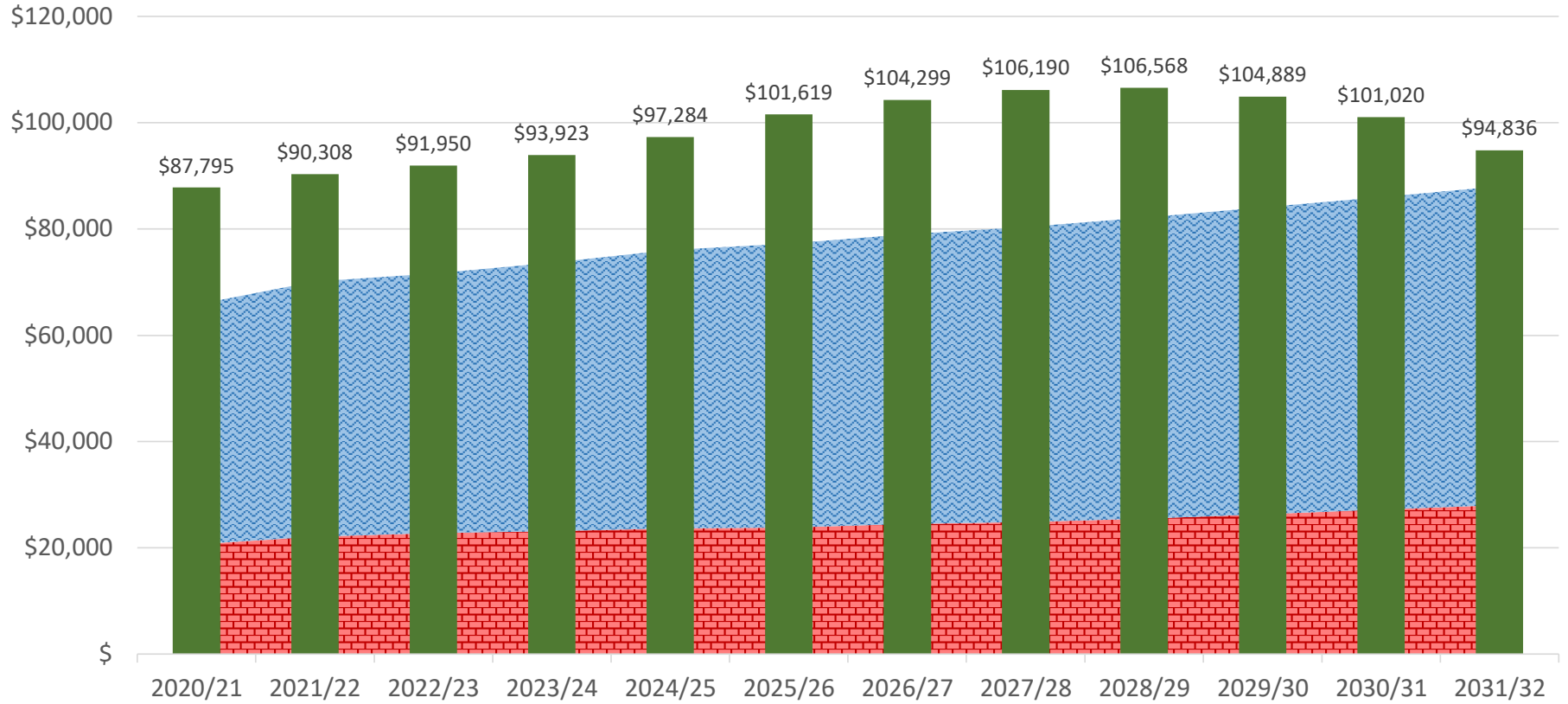
*Debt Payments:* Reflects 2015 advanced refunding of 2006 COPs, maturing in 35/36; 2018 Equipment lease maturing in 27/28, 2020 COPs for financing of Public Safety Complex and 2022 Equipment lease maturing in 2027/28.

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

*Budget Stabilization Fund:* 20% of operating and debt service expenditures (excludes capital outlay/capital contributions) + \$4 million workers' compensation reserve.

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

(expressed in thousands)



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

■ "Dry Period" Funding   ■ Budget Stabilization Fund   ■ Ending fund balance



**REVENUES GENERAL FUND**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Property Taxes - Secured	4110	\$ 74,918,751	\$ 77,391,352	\$ 83,056,711	\$ 86,685,534
Property Taxes - Supplemental	4120	1,296,887	672,695	-	-
Property Taxes - Utilities/Unitary	4130	1,119,854	1,221,283	1,221,283	1,221,283
Property Taxes - Unsecured	4140	2,094,261	1,901,432	2,278,449	2,377,996
Homeowner Property Tax Relief	4145	445,990	436,434	453,404	453,404
Redevelopment Agencies	4150	1,381,831	1,460,453	1,553,858	1,621,747
County Tax Administration	4160	(604,959)	(585,320)	(622,658)	(649,862)
Property Taxes - Prior Secured	4170	(82,107)	(222,344)	(222,344)	(222,344)
Property Taxes - Prior Supplemental	4180	(63,362)	(91,212)	(91,212)	(91,212)
Property Taxes - Prior Unsecured	4190	31,905	12,198	-	-
<b>TOTAL TAXES</b>		<b>80,539,051</b>	<b>82,196,971</b>	<b>87,627,491</b>	<b>91,396,546</b>
Measure H	4220	33,000	33,000	33,000	33,000
Measure X	4225	-	740,000	-	-
Miscellaneous State Aid/Grants	4240	2,182,761	3,237,392	390,000	-
Federal Grant	4245	566,789	750,000	365,194	-
Intergovernmental	4250	331,197	428,283	476,411	493,215
GEMT	4251	444	-	160,000	161,600
Consolidated Dispatch Services	4252	1,702,540	1,953,926	2,221,608	2,337,675
<b>TOTAL INTERGOVERNMENTAL</b>		<b>4,816,731</b>	<b>7,142,601</b>	<b>3,646,213</b>	<b>3,025,490</b>
Inspection Fees	4310	27,783	28,617	29,475	30,359
Plan Review Fees	4315	319,492	325,000	325,000	325,000
Weed Abatement Charges	4320	3,283	3,332	3,382	3,433
Administrative Citations	4325	(300)	-	-	-
Ambulance Services	4330	4,658,000	5,350,000	5,403,500	5,457,535
Reports/Photocopies	4350	3,710	3,765	3,821	3,878
<b>TOTAL CHARGES FOR SERVICES</b>		<b>5,011,968</b>	<b>5,710,714</b>	<b>5,765,178</b>	<b>5,820,205</b>
Investment Earnings	4410	(125,622)	600,000	606,000	612,060
<b>TOTAL USE OF MONEY &amp; PROPERTY</b>		<b>(125,622)</b>	<b>600,000</b>	<b>606,000</b>	<b>612,060</b>
Rent on Real Estate	4510	76,036	77,176	78,334	79,510
<b>TOTAL RENT</b>		<b>76,036</b>	<b>77,176</b>	<b>78,334</b>	<b>79,510</b>
Miscellaneous Revenue	4640	13,642	259,181	10,000	10,000
<b>TOTAL OTHER REVENUE</b>		<b>13,642</b>	<b>259,181</b>	<b>10,000</b>	<b>10,000</b>
<b>TOTAL REVENUES</b>		<b>\$ 90,331,807</b>	<b>\$ 95,986,643</b>	<b>\$ 97,733,216</b>	<b>\$ 100,943,812</b>

## EXPENDITURES GENERAL FUND

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Permanent Salaries	5110	\$ 28,546,375	\$ 30,614,609	\$ 32,088,619	\$ 33,380,685
Temporary Salaries	5115	405,901	522,286	815,590	827,051
Permanent Overtime	5120	12,023,230	12,029,833	8,599,100	8,204,428
FICA Contributions	5140	576,680	617,234	578,479	584,946
Retirement Contributions	5150	17,151,202	19,265,040	20,186,205	21,135,444
401(a) Employer Contributions	5151	9,256	24,900	60,000	60,000
Employee Group Insurance	5160	4,345,171	4,107,932	4,704,685	4,906,952
Retiree Health Insurance	5170	3,281,358	3,603,420	3,783,591	3,972,771
OPEB Contribution	5175	5,999,999	5,810,918	5,801,464	5,855,891
Unemployment Insurance	5180	11,633	5,000	5,000	5,000
Workers' Compensation Claims	5190	1,010,280	1,292,561	1,400,000	1,400,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 73,361,083</b>	<b>\$77,893,733</b>	<b>\$78,022,733</b>	<b>\$80,333,168</b>
<b>% Change</b>		15%	6%	0%	3%
Office Supplies	5202	\$ 25,998	\$ 29,600	\$ 41,234	\$ 42,883
Postage and Freight	5204	16,657	25,550	30,212	31,420
Telecommunications	5206	212,884	207,020	225,544	234,566
Utilities	5208	461,489	465,434	479,200	498,368
Small Tools and Equipment	5210	103,535	105,700	136,880	142,250
Miscellaneous Supplies	5212	89,821	108,200	145,348	148,932
Medical Supplies	5213	284,218	240,000	252,400	259,646
Firefighting Supplies	5214	73,122	85,000	87,800	91,087
Pharmaceutical Supplies	5216	59,301	53,000	60,000	61,500
Computer Supplies	5218	9,218	14,500	16,120	16,765
Radio Equipment and Supplies	5219	13,526	15,000	21,320	22,173
Food Supplies	5222	38,928	28,500	42,360	44,054
PPE Inspections and Repairs	5223	-	19,500	20,280	21,091
Safety Clothing and Supplies	5224	261,491	276,100	313,144	325,670
Class A Uniforms	5225	10,257	10,500	10,920	11,357
Non-Safety Clothing	5226	14,802	23,730	26,233	27,282
Class B Uniforms	5227	56,365	67,400	102,336	106,430
Household Supplies	5228	64,904	48,000	48,120	50,045
Central Garage - Repairs	5230	529,338	500,000	500,000	512,500
Central Garage - Maintenance	5231	125,033	100,500	104,000	108,160
Central Garage - Gas and Oil	5232	382,766	504,000	523,920	537,377
Central Garage - Tires	5234	54,137	60,000	60,000	62,400
Central Garage - Inspections	5235	44,662	124,500	129,480	134,659
Maintenance and Repairs - Equipment	5236	160,062	185,000	203,522	211,131
Maintenance and Repairs - Computers and Radio	5238	70,159	87,430	96,175	100,022

## EXPENDITURES GENERAL FUND

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Maintenance and Repairs - Buildings	5240	144,958	176,000	208,000	216,320
Maintenance and Repairs - Grounds	5242	48,811	76,700	79,400	82,576
Rents and Leases	5246	217,494	197,756	96,451	99,979
Software and Licensing	5248	439,127	529,805	545,748	547,789
Professional Services	5250	2,060,153	2,542,164	3,224,567	2,768,638
Recruiting	5251	169,331	116,564	200,170	169,117
Legal Services	5252	374,166	60,523	160,000	166,400
Medical Services	5254	9,751	153,000	159,120	165,485
Communications Services	5258	93,600	93,600	99,174	103,141
Election Services	5262	119,671	-	210,000	-
Insurance Services	5264	475,867	648,643	680,238	707,433
Publication of Legal Notices	5270	392	3,500	3,640	3,786
Specialized Printing	5272	34,023	27,234	27,092	28,176
Memberships	5274	131,384	91,146	49,687	50,841
Educational Courses	5276	107,632	362,095	395,975	340,872
Educational Assistance	5277	18,076	17,000	52,000	54,080
Public Educational Supplies	5278	-	11,000	11,440	11,898
Books and Periodicals	5280	12,736	25,525	29,691	30,809
Recognition Supplies	5282	5,092	2,538	5,100	5,304
Meetings and Travel	5284	46,053	52,606	69,855	72,649
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$7,670,988</b>	<b>\$8,571,563</b>	<b>\$9,983,895</b>	<b>\$9,427,059</b>
<b>% Change</b>		13%	12%	16%	-6%
Taxes and Assessments	5320	139,936	162,923	143,500	149,240
<b>TOTAL EXPENDITURES</b>		<b>\$ 81,172,007</b>	<b>\$ 86,628,219</b>	<b>\$ 88,150,128</b>	<b>\$89,760,227</b>
<b>% Change</b>		15%	7%	2%	2%



**DISTRICT-WIDE**

**00-00**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
415 Retirement Contributions	5150	\$ 420,648	\$ 461,899	\$ 480,375	\$ 499,590
Unfunded Liability Pension Payment	5150	260,000	263,000	273,520	284,461
Retiree Health Insurance	5170	3,281,358	3,603,420	3,783,591	3,972,771
OPEB Contribution <sup>1</sup>	5175	5,999,999	5,810,918	5,801,464	5,855,891
Unemployment Insurance	5180	11,633	5,000	5,000	5,000
Workers' Compensation Claims	5190	1,010,280	1,292,561	1,400,000	1,400,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$10,983,917</b>	<b>\$11,436,798</b>	<b>\$11,743,950</b>	<b>\$12,017,713</b>
Workers' Compensation Administrative Fee		\$ 116,712	\$ 120,095	\$ 126,000	\$ 131,040
<b>Professional Services</b>	<b>5250</b>	<b>116,712</b>	<b>120,095</b>	<b>126,000</b>	<b>131,040</b>
201/224 Rights		65,661	15,166	-	-
PG & E		158,994	20,357	-	-
Other		1,830	25,000	-	-
<b>Legal Services</b>	<b>5252</b>	<b>226,485</b>	<b>60,523</b>	<b>-</b>	<b>-</b>
Excess Workers' Comp Insurance		204,133	243,165	245,000	254,800
Property & Liability Insurance Pool		188,488	340,759	349,278	363,249
Self-Insured Certification   State of CA		83,246	64,719	85,000	88,400
<b>Insurance Services</b>	<b>5264</b>	<b>475,867</b>	<b>648,643</b>	<b>679,278</b>	<b>706,449</b>
CA Special Districts Association		-	-	8,200	8,528
Fire Districts Association of California		-	-	1,250	1,300
Local Agency Formation Commisions		-	-	45,000	46,800
National Fire Protection Association		-	-	200	208
<b>Memberships</b>	<b>5274</b>	<b>-</b>	<b>-</b>	<b>54,650</b>	<b>56,836</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 819,063</b>	<b>\$ 829,261</b>	<b>\$ 859,928</b>	<b>\$ 894,325</b>
<b>TOTAL EXPENDITURES</b>		<b>\$11,802,981</b>	<b>\$12,266,059</b>	<b>\$12,603,878</b>	<b>\$12,912,038</b>

<sup>1</sup>See *OPEB Funding Policy* in Financial Policies section.





# BOARD OF DIRECTORS

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

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

9. Define Board committee roles and determine membership on outside committees and commissions on an annual basis.
10. Ensure the District has in place a fair and reasonable personnel compensation package designed to attract and retain high quality and highly functioning employees.

## GOALS AND OBJECTIVES FOR FY 2022 | 23

1. Continue to enhance the District's level of disaster preparedness.
2. Continue to enhance the District's level of open governance and transparency.
3. Ensure fiscal policies and procedures are in place to sustain the long-term viability of the District.
4. Ensure District resources are strategically aligned with, and appropriately focused on, the District's mission and delivery of core emergency services.
5. Assist staff with community collaborations; C.E.R.T., Mental Health Initiative and community partnerships.

## MEMBERS OF THE BOARD

Director (5)

**BOARD OF DIRECTORS**

**10-10**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>ACTUAL FY 20-21</b>	<b>ESTIMATED ACTUAL FY 21-22</b>	<b>PROPOSED BUDGET FY 22-23</b>	<b>PROJECTED BUDGET FY 23-24</b>
Permanent Salaries	5110	\$ 8,980	\$ 8,235	\$ 12,600	\$ 12,600
FICA Contributions	5140	130	119	183	183
Employee Group Insurance	5160	26,320	120,370	118,126	124,703
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 35,430</b>	<b>\$ 128,724</b>	<b>\$ 130,909</b>	<b>\$ 137,486</b>
Non-Safety Clothing	5226	\$ 349	\$ 400	\$ 400	\$ 416
Legal Services	5252	133,521	-	-	-
Election Services	5262	119,671	-	-	-
Memberships	5274	41,549	36,605	1,472	1,530
Books and Periodicals	5280	230	250	260	270
Recognition Supplies	5282	3,985	1,500	2,600	2,704
Meetings and Travel	5284	3,965	12,800	13,000	13,520
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 303,271</b>	<b>\$ 51,555</b>	<b>\$ 17,732</b>	<b>\$ 18,441</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 338,701</b>	<b>\$ 180,279</b>	<b>\$ 148,640</b>	<b>\$ 155,927</b>

**BOARD OF DIRECTORS**

**10-10**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Clothing		\$ 349	\$ 400	\$ 400	\$ 416
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>349</b>	<b>400</b>	<b>400</b>	<b>416</b>
Legal Fees - District Counsel		133,521	-	-	-
<b>Legal Services</b>	<b>5252</b>	<b>133,521</b>	<b>-</b>	<b>-</b>	<b>-</b>
Election Services		119,671	-	-	-
<b>Election Services</b>	<b>5262</b>	<b>119,671</b>	<b>-</b>	<b>-</b>	<b>-</b>
CCC Fire Commissioner's Association		-	110	114	119
Chamber of Commerce - Alamo		-	80	83	87
Chamber of Commerce - Danville		310	325	338	352
Chamber of Commerce - San Ramon		700	700	728	757
EERI		-	200	208	216
LAFCO		40,539	35,190	-	-
<b>Memberships</b>	<b>5274</b>	<b>41,549</b>	<b>36,605</b>	<b>1,472</b>	<b>1,530</b>
Manuals and Publications		230	250	260	270
<b>Books and Periodicals</b>	<b>5280</b>	<b>230</b>	<b>250</b>	<b>260</b>	<b>270</b>
Retirement and Promotional Recognitions		2,421	500	1,040	1,082
Miscellaneous Recognition		1,564	1,000	1,560	1,622
<b>Recognition Supplies</b>	<b>5282</b>	<b>3,985</b>	<b>1,500</b>	<b>2,600</b>	<b>2,704</b>
Board Meetings		-	500	700	728
Special Districts (CSDA) Workshops		1,600	500	500	520
Fire Commissioners Quarterly Meeting		-	300	300	312
Navigator Conference		-	6,000	6,000	6,240
CSDA Conferfence		-	3,000	3,000	3,120
Miscellaneous Conferences		2,365	2,500	2,500	2,600
<b>Meetings and Travel</b>	<b>5284</b>	<b>3,965</b>	<b>12,800</b>	<b>13,000</b>	<b>13,520</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 303,271</b>	<b>\$ 51,555</b>	<b>\$ 17,732</b>	<b>\$ 18,441</b>

# FIRE CHIEF

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

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

11. Continue to evaluate the effectiveness of the organizational structure and programs offered to maximize the effectiveness and public value of District services.

## GOALS AND OBJECTIVES FOR FY 2022 | 23

1. Ensure the long-term financial viability of District operations through the continued use/development of financial forecasts and capital improvement plans.
2. Completion of the Public Safety Complex.
3. Initiate construction of Live Fire Training Prop and Training Tower.
4. Monitor Mental Health Pilot Program and adjust as necessary to achieve desired outcomes.
5. Evaluate changes to the administrative services division to ensure the HR/Finance needs of the District are being met in the most effective and efficient manner.
6. Ensure Fire and EMS Standards of Cover study reinforces current ISO rating and those results are incorporated into the Districts Financial forecast.
7. Evaluate and identify optimal relocation sites for Fire Station 39.

## STAFFING SUMMARY

Fire Chief<sup>1</sup>

Administrative Assistant

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<sup>1</sup> The Fire Chief also serves as the Treasurer of the District.

**FIRE CHIEF**

**10-15**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Permanent Salaries	5110	\$ 364,780	\$ 486,443	\$ 495,310	\$ 539,773
Temporary Salaries	5115	-	-	-	-
FICA Contributions	5140	5,227	7,053	7,182	7,827
Retirement Contributions	5150	221,427	311,075	254,691	278,284
401a Contributions ER Paid	5151	9,256	24,900	60,000	60,000
Employee Group Insurance	5160	44,047	54,300	68,225	71,981
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 644,737</b>	<b>\$ 883,771</b>	<b>\$ 885,408</b>	<b>\$ 957,865</b>
Office Supplies	5202	\$ 1,094	\$ 500	\$ 1,040	\$ 1,082
Small Tools and Equipment	5210	5,172	3,000	7,800	8,112
Miscellaneous Supplies	5212	1,599	1,500	1,560	1,622
Food Supplies	5222	4,203	3,500	2,600	2,704
Non-Safety Clothing	5226	686	700	1,820	1,893
Professional Services	5250	33,510	-	-	-
Specialized Printing	5272	3,012	2,616	260	270
Memberships	5274	8,836	15,610	6,136	6,348
Educational Courses and Supplies	5276	525	2,700	4,368	4,543
Books and Periodicals	5280	-	300	260	270
Meetings and Travel	5284	12	5,336	8,954	9,312
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 58,649</b>	<b>\$ 35,762</b>	<b>\$ 34,798</b>	<b>\$ 36,156</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 703,386</b>	<b>\$ 919,533</b>	<b>\$ 920,206</b>	<b>\$ 994,021</b>

**FIRE CHIEF  
10-15**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Office Supplies		\$ 1,094	\$ 500	\$ 1,040	\$ 1,082
<b>Office Supplies</b>	<b>5202</b>	<b>1,094</b>	<b>500</b>	<b>1,040</b>	<b>1,082</b>
Badges, Name Tag, Collar Brass, Pins		3,076	2,000	6,240	6,490
Miscellaneous Tools and Equipment		1,843	500	520	541
District Honor Guard		254	500	1,040	1,082
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>5,172</b>	<b>3,000</b>	<b>7,800</b>	<b>8,112</b>
Miscellaneous Supplies		1,599	1,500	1,560	1,622
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>1,599</b>	<b>1,500</b>	<b>1,560</b>	<b>1,622</b>
Food Supplies and Meals		4,203	3,500	2,600	2,704
<b>Food Supplies</b>	<b>5222</b>	<b>4,203</b>	<b>3,500</b>	<b>2,600</b>	<b>2,704</b>
Uniforms - District Honor Guard		505	200	780	811
Uniforms - District Clerk		181	250	520	541
Uniforms - Fire Chief		-	250	520	541
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>686</b>	<b>700</b>	<b>1,820</b>	<b>1,893</b>
Consultant/Professional Services		33,510	-	-	-
<b>Professional Services</b>	<b>5250</b>	<b>33,510</b>	<b>-</b>	<b>-</b>	<b>-</b>
Document Services		3,012	2,616	-	-
Business Cards		-	-	260	270
<b>Specialized Printing</b>	<b>5272</b>	<b>3,012</b>	<b>2,616</b>	<b>260</b>	<b>270</b>
Fire Districts Association of California		-	1,250	-	-
National Fire Protection Association		175	175	-	-
CCC Fire Chiefs Association		400	400	416	433
CA Fire Chiefs Association		-	2,240	2,240	2,296
International Association of Fire Chiefs		260	2,700	2,808	2,920
CA Special Districts Association		7,351	8,195	-	-
100 Club		100	100	100	104
Contra Costa CAER		550	550	572	595
<b>Memberships</b>	<b>5274</b>	<b>8,836</b>	<b>15,610</b>	<b>6,136</b>	<b>6,348</b>
Educational Courses		525	500	2,080	2,163
Leadership San Ramon Valley		-	2,200	2,288	2,380
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>525</b>	<b>2,700</b>	<b>4,368</b>	<b>4,543</b>



**FIRE CHIEF**

**10-15**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Fire Service Books and Magazines		-	300	260	270
<b>Books and Periodicals</b>	<b>5280</b>	-	<b>300</b>	<b>260</b>	<b>270</b>
Meetings and Travel		(452)	5,336	5,200	5,408
District Honor Guard - Events		464	-	3,754	3,904
<b>Meetings and Travel</b>	<b>5284</b>	<b>12</b>	<b>5,336</b>	<b>8,954</b>	<b>9,312</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 58,649</b>	<b>\$ 35,762</b>	<b>\$ 34,798</b>	<b>\$ 36,156</b>



# DISTRICT COUNSEL | CLERK

## PURPOSE

The District Counsel | Clerk is the legal advisor of the District and liaison between the public and the District. In collaboration with the Board of Directors and in partnership with all members of the organization, the Counsel | Clerk provides support and ensures the District's compliance with the law. The District Counsel | Clerk is also responsible for implementation and management of policies established by the Board of Directors.

## STANDARD LEVEL OF PERFORMANCE

1. Primarily responsible to advise and provide support to the Board of Directors and Executive Management.
2. Adhere to all legal and contractual requirements that govern Fire/Special District operations.
3. Prepare board meeting agendas, agenda packets and reporting minutes.
4. Manage Board communications, mandated filings and trainings.
5. Research, prepare and manage Ordinances and Resolutions.
6. Administer elections.
7. Prepare, evaluate and execute contracts.
8. Administrator of records management and ensure that all requests for assistance are handled promptly and courteously; including recordkeeping and assisting of Public Records Act requests.
9. Managing and implementing Lexipol Policy updates through Lexipol updates and working with Executive Management for Division approval.
10. Work collaboratively with Executive Management on Grievances, Complaints, Disciplines, and Investigations.

11. Assist third party administrators and Workers' Compensation Counsel with Workers' Compensation claims relating to stipulated settlements and interactive process.
12. Provide Risk Management through:
  - a. Contract review and maintenance;
  - b. General liability claim administration;
  - c. Records requests support, as requested by Divisions; and
  - d. Law and Policy Administration – Work with Executive Management to update Lexipol policies for each Division.
13. Perform such other legally permissible and proper duties and functions as the Board may assign from time to time.

## GOALS AND OBJECTIVES FOR FY 2022 | 23

1. Lead Wellness/Fitness Committee utilizing Workers' Compensation data.
2. Update District's Conflict of Interest Code.
3. Manage/oversee current year elections.
4. Continue to ensure compliance with Harassment Prevention and Ethics Training.
5. Monitor progress of Records Management System, update estimated full implementation date.
6. Ensure District contracts have appropriate provisions to limit exposure to liability.

## STAFFING SUMMARY

District Counsel | Clerk

**DISTRICT COUNSEL | CLERK**

**10-17**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>ACTUAL FY 20-21</b>	<b>ESTIMATED ACTUAL FY 21-22</b>	<b>PROPOSED BUDGET FY 22-23</b>	<b>PROJECTED BUDGET FY 23-24</b>
Permanent Salaries	5110	\$ -	\$ -	\$ 244,494	\$ 244,494
FICA Contributions	5140	-	-	3,545	3,545
Retirement Contributions	5150	-	-	81,479	83,924
Employee Group Insurance	5160	-	-	27,244	28,687
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 356,762</b>	<b>\$ 360,650</b>
Office Supplies	5202	\$ -	\$ -	\$ 300	\$ 312
Non-Safety Clothing	5226	-	-	355	369
Software and Licenses	5248	-	-	74,500	77,480
Professional Services	5250	-	-	2,500	2,600
Legal Services	5252	-	-	160,000	166,400
Election Services	5262	-	-	210,000	-
Memberships	5274	-	-	800	832
Educational Courses	5276	-	-	500	520
Books and Periodicals	5280	-	-	300	312
Meetings and Travel	5284	-	-	4,900	5,096
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 454,155</b>	<b>\$ 253,921</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 810,917</b>	<b>\$ 614,571</b>

**DISTRICT COUNSEL | CLERK**

**10-17**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Office Supplies		\$ -	\$ -	\$ 300	\$ 312
<b>Office Supplies</b>	<b>5202</b>	-	-	<b>300</b>	<b>312</b>
Clothing		-	-	355	369
<b>Non-Safety Clothing</b>	<b>5226</b>	-	-	<b>355</b>	<b>369</b>
Document Management Policy Software		-	-	32,500 42,000	33,800 43,680
<b>Software and Licenses</b>	<b>5248</b>	-	-	<b>74,500</b>	<b>77,480</b>
Document Services		-	-	2,500	2,600
<b>Professional Services</b>	<b>5250</b>	-	-	<b>2,500</b>	<b>2,600</b>
Other Employee Relations		-	-	150,000 10,000	156,000 10,400
<b>Legal Services</b>	<b>5252</b>	-	-	<b>160,000</b>	<b>166,400</b>
Election Services		-	-	210,000	-
<b>Election Services</b>	<b>5262</b>	-	-	<b>210,000</b>	-
CA Bar License		-	-	800	832
<b>Memberships</b>	<b>5274</b>	-	-	<b>800</b>	<b>832</b>
Educational Courses		-	-	500	520
<b>Educational Courses</b>	<b>5276</b>	-	-	<b>500</b>	<b>520</b>
Books and Periodicals		-	-	300	312
<b>Books and Periodicals</b>	<b>5280</b>	-	-	<b>300</b>	<b>312</b>
CalPELRA Conference CSDA Board Secretary   Clerk Conference Other Meetings and Travel		-	-	2,200 2,200 500	2,288 2,288 520
<b>Meetings and Travel</b>	<b>5284</b>	-	-	<b>4,900</b>	<b>5,096</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 454,155</b>	<b>\$ 253,921</b>

# HUMAN RESOURCES

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

1. Through appropriate managers, ensure the District and employees adhere to administrative policies and procedures, rules and regulations.
2. Maintain positive labor relations through open, fair communications, and the consistent application of personnel policies and procedures.
3. Assist with collective bargaining and update human resources policies and procedures through the "Meet and Confer" process with represented group.
4. Deliver examination processes in a fair, consistent and legal manner.
5. Recruit and hire new employees as needed following all legal requirements.
6. Ensure standards pertaining to the Injury Illness Prevention Program, workers' compensation, salary and benefit administration, and attendance/leave policies are met and consistently administered.

7. Facilitate resolution of grievances, complaints, discipline, coaching/counseling and evaluation activities.
8. Maintain an ergonomically sound work environment.
9. Manage and administer the District's employee benefits program.
10. Provide prompt, courteous responses to employees seeking information or assistance.

## GOALS AND OBJECTIVES FOR FY 2022 | 23

1. Integration of workflow between Finance and Human Resources, including evaluating responsibilities, mentoring and training staff.
2. Select and begin implementing Enterprise Resource Planning (ERP) system to integrate Human Resources, payroll and financial reporting.
3. In conjunction with the Media Liaison and IT develop a District recruitment video.
4. Coordinate and administer hiring of Firefighter/Paramedics, Single Role Paramedics, EMS Specialists and Assistant Chief positions, along with promotions for Captain and Engineer.

## STAFFING SUMMARY

Human Resources Generalist (2.5)



## HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Permanent Salaries	5110	\$ 527,570	\$ 529,179	\$ 233,787	\$ 240,800
Temporary Salaries	5115	21,343	-	67,600	67,600
FICA Contributions	5140	6,264	7,673	4,370	4,472
Retirement Contributions	5150	109,833	109,833	76,194	78,480
Employee Group Insurance	5160	447,475	47,035	70,467	74,301
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 1,112,485</b>	<b>\$ 693,720</b>	<b>\$ 452,418</b>	<b>\$ 465,653</b>
Office Supplies	5202	\$ 1,330	\$ 2,500	\$ 1,032	\$ 1,073
Postage	5204	43	300	312	324
Food Supplies	5222	26	-	1,560	1,622
Non-Safety Clothing	5226	790	1,065	710	738
Software and Licenses	5248	68,473	79,400	49,296	16,224
Professional Services	5250	95,369	96,800	210,275	165,711
Recruiting Costs	5251	169,331	116,564	200,170	169,117
Legal Services	5252	14,160	-	-	-
Medical Services	5254	9,751	153,000	159,120	165,485
Specialized Printing	5272	771	600	728	757
Memberships	5274	6,797	6,760	8,538	8,880
Educational Courses and Supplies	5276	24,578	27,500	28,080	29,203
Books and Periodicals	5280	249	500	884	919
Recognition Supplies	5282	1,107	1,038	2,500	2,600
Meetings and Travel	5284	3,826	1,770	10,005	10,405
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 396,601</b>	<b>\$ 487,797</b>	<b>\$ 673,210</b>	<b>\$ 573,060</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,509,086</b>	<b>\$ 1,181,517</b>	<b>\$ 1,125,628</b>	<b>\$ 1,038,712</b>

## HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Office Supplies		\$ 1,068	\$ 500	\$ 832	\$ 865
Printer Supplies and Key Fobs		262	2,000	200	208
<b>Office Supplies</b>	<b>5202</b>	<b>1,330</b>	<b>2,500</b>	<b>1,032</b>	<b>1,073</b>
Postage and Freight		43	300	312	324
<b>Postage</b>	<b>5204</b>	<b>43</b>	<b>300</b>	<b>312</b>	<b>324</b>
Miscellaneous		26	-	1,560	1,622
<b>Food Supplies</b>	<b>5222</b>	<b>26</b>	<b>-</b>	<b>1,560</b>	<b>1,622</b>
Uniforms - Staff		790	1,065	710	738
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>790</b>	<b>1,065</b>	<b>710</b>	<b>738</b>
ADP Professional Support		32,282	32,400	33,696	-
Applicant Tracking System		14,223	15,000	15,600	16,224
Document Management		-	10,000	-	-
Policy Software		21,967	22,000	-	-
<b>Software and Licenses</b>	<b>5248</b>	<b>68,473</b>	<b>79,400</b>	<b>49,296</b>	<b>16,224</b>
IEDA		-	25,000	26,000	27,040
ID Card Software/Photography		200	1,000	1,040	1,082
Crisis - Trauma Intervention		3,940	10,000	10,400	10,816
Health Insurance Administrative Fee		17,412	18,000	18,720	19,469
Workers' Compensation Actuary Study		4,200	4,200	4,371	4,546
Investigation Services		53,925	25,000	26,000	27,040
Section 125 Plan - Administrative Fees		10,607	5,000	5,000	5,200
PARS - Administration Fee		3,300	3,600	3,744	3,894
Wellness   Fitness Program		-	-	50,000	-
Human Resources Consulting		1,785	5,000	65,000	66,625
<b>Professional Services</b>	<b>5250</b>	<b>95,369</b>	<b>96,800</b>	<b>210,275</b>	<b>165,711</b>

## HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Assessment Center - Battalion Chief		26,887	10,000	-	-
Assessment Center - Captain		19,417	1,500	20,000	-
Assessment Center - Engineer		18,546	-	15,000	-
Recruitment - Firefighter/Paramedic		3,621	7,072	8,000	8,320
Recruitment - EMS		-	-	2,000	2,050
Recruitment - Communications Center		-	1,000	2,000	2,050
Recruitment - Administrative		310	1,200	-	-
Study Books and Materials		103	-	-	-
Background Investigations		55,240	55,240	64,896	67,492
Physical Examinations		26,315	10,150	18,928	19,685
Polygraph and Psychological Tests		10,800	18,000	54,080	56,243
Fingerprint Services		1,635	1,300	2,366	2,461
Lodging		5,842	3,000	5,200	5,408
Recruitment Video		-	-	2,500	-
Miscellaneous Recruiting Costs		614	8,102	5,200	5,408
<b>Recruiting Costs</b>	<b>5251</b>	<b>169,331</b>	<b>116,564</b>	<b>200,170</b>	<b>169,117</b>
Legal Services - Employee Relations		14,160	-	-	-
<b>Legal Services</b>	<b>5252</b>	<b>14,160</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wellness Exams		4,075	145,000	150,800	156,832
Various Vaccines and Tests		2,400	3,000	3,120	3,245
DMV Physicals		190	1,000	1,040	1,082
Medical Consulting/Fitness for Duty		-	2,500	2,600	2,704
Wellness Programs		-	1,000	1,040	1,082
Miscellaneous Medical Services		3,086	500	520	541
<b>Medical Services</b>	<b>5254</b>	<b>9,751</b>	<b>153,000</b>	<b>159,120</b>	<b>165,485</b>
Forms/Posters/Card Shells		771	600	520	541
Employee Materials and Handouts		-	-	208	216
<b>Specialized Printing</b>	<b>5272</b>	<b>771</b>	<b>600</b>	<b>728</b>	<b>757</b>
Society for Human Resources		369	-	208	216
CalPELRA		1,085	1,085	2,215	2,304
Consortium		3,415	3,415	3,744	3,894
CA Bar License		731	731	-	-
DMV Fee/Firefighter Endorsement		-	1,000	1,040	1,082
Miscellaneous Dues and Memberships		1,197	529	1,331	1,384
<b>Memberships</b>	<b>5274</b>	<b>6,797</b>	<b>6,760</b>	<b>8,538</b>	<b>8,880</b>

## HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Supervisor Training		660	25,000	26,000	27,040
Miscellaneous On-Line Training		23,918	2,500	2,080	2,163
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>24,578</b>	<b>27,500</b>	<b>28,080</b>	<b>29,203</b>
Miscellaneous Subscriptions and Books		249	500	884	919
<b>Books and Periodicals</b>	<b>5280</b>	<b>249</b>	<b>500</b>	<b>884</b>	<b>919</b>
Employee Events		75	-	1,750	1,820
Miscellaneous Recognition Supplies		1,032	1,038	750	780
<b>Recognition Supplies</b>	<b>5282</b>	<b>1,107</b>	<b>1,038</b>	<b>2,500</b>	<b>2,600</b>
CalPELRA conference		1,000	1,770	4,992	5,192
Special Districts (CSDA) Workshops		-	-	2,101	2,185
SHRM Conference		2,826	-	2,912	3,028
<b>Meetings and Travel</b>	<b>5284</b>	<b>3,826</b>	<b>1,770</b>	<b>10,005</b>	<b>10,405</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 396,601</b>	<b>\$ 487,797</b>	<b>\$ 673,210</b>	<b>\$ 573,060</b>

# FINANCE

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

1. Adhere to all legal and contractual requirements with respect to the financial transactions of the District.
2. Facilitate and coordinate the preparation of financial forecasts, annual budget, Annual Comprehensive Financial Report, report to State Controller, and the District's independent audit.
3. Provide debt service management (arbitrage calculations, trustee accounts, debt service payments).
4. Provide a prudent investment program consistent with the District's investment policy through ongoing analysis of cash requirements and market conditions.
5. Maintain and reconcile general ledger accounts and transactions, including purchase order management and registers.
6. Provide the Board of Directors, Fire Chief and command staff with relevant and timely (monthly) financial information.

7. Deposit cash, post and prepare monthly report of cash receipts, track accounts receivable, audit ambulance billings, provide training and support to District staff regarding access to financial information.
8. Respond to vendor inquiries, maintain current files and issue applicable tax documents.
9. Maintain real property listings, equipment schedules for capital assets, depreciation schedules, disposal of surplus equipment and an annual physical inventory count of fixed assets.
10. Process payroll, retirement reporting, maintain records, respond to employee inquiries and other related payroll tasks.
11. Seek out grant funding as a District resource and monitor grant purchases for compliance with Single Audit guidelines, and respond to Federal audit inquiries.
12. Provide analytical support to all departments/divisions of the organization.

## GOALS AND OBJECTIVES FOR FY 2022 | 23

1. Integration of workflow between Finance and Human Resources, including evaluating responsibilities, mentoring and training staff.
2. Select and begin implementing Enterprise Resource Planning (ERP) system to integrate Human Resources, payroll and financial reporting.
3. Expand the District's Investment Options for General Fund Reserves and Budget Stabilization Funds.
4. Maintain two-year budget and 10-year financial plan to provide long-term perspective for financial decision making and keep District on a fiscally sustainable path.
5. Maintain GFOA Certificate of Excellence in Financial Reporting.

## STAFFING SUMMARY

Chief Financial Officer

Senior Accounting Technician (2)

## FINANCE

10-25

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Permanent Salaries	5110	\$ 429,218	\$ 452,812	\$ 483,053	\$ 509,668
FICA Contributions	5140	6,124	6,566	7,004	7,390
Retirement Contributions	5150	135,109	148,542	157,433	166,107
Employee Group Insurance	5160	61,965	76,911	101,424	106,982
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 632,415</b>	<b>\$ 684,831</b>	<b>\$ 748,914</b>	<b>\$ 790,147</b>
Office Supplies	5202	\$ 10,974	\$ 10,000	\$ 10,400	\$ 10,816
Postage	5204	1,919	4,000	7,800	8,112
Computer Equipment and Supplies	5218	198	500	1,560	1,622
Food Supplies	5222	2,483	3,000	3,120	3,245
Non-Safety Clothing	5226	203	1,065	1,108	1,152
Maintenance and Repairs - Equipment	5236	-	500	520	541
Rents and Leases	5246	23,733	21,000	23,198	23,826
Software and Licenses	5248	26,324	31,300	33,200	50,000
Professional Services	5250	456,793	499,070	475,600	494,245
Specialized Printing	5272	2,374	3,218	3,432	3,569
Memberships	5274	925	1,026	1,067	1,110
Educational Courses and Supplies	5276	904	1,200	5,720	5,949
Books and Periodicals	5280	818	1,200	1,248	1,298
Meetings and Travel	5284	-	500	4,160	4,326
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 527,648</b>	<b>\$ 577,579</b>	<b>\$ 572,133</b>	<b>\$ 609,811</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,160,063</b>	<b>\$ 1,262,410</b>	<b>\$ 1,321,047</b>	<b>\$ 1,399,958</b>

**FINANCE**

**10-25**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Office Supplies - Administration		\$ 10,974	\$ 10,000	\$ 10,400	\$ 10,816
<b>Office Supplies</b>	<b>5202</b>	<b>10,974</b>	<b>10,000</b>	<b>10,400</b>	<b>10,816</b>
Postage		1,919	4,000	7,800	8,112
<b>Postage</b>	<b>5204</b>	<b>1,919</b>	<b>4,000</b>	<b>7,800</b>	<b>8,112</b>
Computer Equipment		198	500	1,560	1,622
<b>Computer Equipment and Supplies</b>	<b>5218</b>	<b>198</b>	<b>500</b>	<b>1,560</b>	<b>1,622</b>
Food Supplies		2,483	3,000	3,120	3,245
<b>Food Supplies</b>	<b>5222</b>	<b>2,483</b>	<b>3,000</b>	<b>3,120</b>	<b>3,245</b>
Uniforms		203	1,065	1,108	1,152
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>203</b>	<b>1,065</b>	<b>1,108</b>	<b>1,152</b>
Maintenance and Repairs - Equipment		-	500	520	541
<b>Maintenance and Repairs - Equipment</b>	<b>5236</b>	<b>-</b>	<b>500</b>	<b>520</b>	<b>541</b>
Color Copier - Administration		22,745	20,000	20,000	20,500
Postage Meter Lease		989	1,000	3,198	3,326
<b>Rents and Leases</b>	<b>5246</b>	<b>23,733</b>	<b>21,000</b>	<b>23,198</b>	<b>23,826</b>
Sage Software Maintenance		5,903	6,300	8,200	-
Enterprise Resource Planning		-	-	-	50,000
Payroll Service - Administration Fees		20,420	25,000	25,000	-
<b>Software and Licenses</b>	<b>5248</b>	<b>26,324</b>	<b>31,300</b>	<b>33,200</b>	<b>50,000</b>
Ambulance Collection Fees		190,429	220,800	234,000	243,360
Audit Fees		29,900	30,000	31,200	32,448
COP - Annual Trustee Fees		3,365	6,270	3,328	3,461
GEMT Administrative Fee		-	1,500	1,560	1,622
GEMT Claim Preparation		-	13,000	14,040	14,602
CAFR Overlapping Debt Schedule		500	500	520	541
OPEB Actuarial Services		12,132	12,300	12,792	13,300
Financial Consulting		181,681	175,000	110,000	114,400
Property Tax Consulting		22,197	22,200	23,920	24,877
Bank & Credit Card Fees		16,589	17,500	18,200	18,928
Investment Advisory Services		-	-	25,000	25,625
COP Arbitrage Analysis		-	-	1,040	1,082
<b>Professional Services</b>	<b>5250</b>	<b>456,793</b>	<b>499,070</b>	<b>475,600</b>	<b>494,245</b>



**FINANCE**

**10-25**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Budget Document		1,028	1,028	1,144	1,190
Comprehensive Annual Financial Report		1,190	1,190	1,248	1,298
Check Printing		-	500	520	541
Miscellaneous Printing		157	500	520	541
<b>Specialized Printing</b>	<b>5272</b>	<b>2,374</b>	<b>3,218</b>	<b>3,432</b>	<b>3,569</b>
California Society of Municipal Finance Officers		220	308	320	333
Government Finance Officers Association		430	513	534	555
Other		275	205	213	222
<b>Memberships</b>	<b>5274</b>	<b>925</b>	<b>1,026</b>	<b>1,067</b>	<b>1,110</b>
CSMFO, GFOA, MFI Training		904	1,200	5,720	5,949
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>904</b>	<b>1,200</b>	<b>5,720</b>	<b>5,949</b>
GFOA/CAFR Submission Fee		619	600	624	649
Newspaper		199	600	624	649
<b>Books and Periodicals</b>	<b>5280</b>	<b>818</b>	<b>1,200</b>	<b>1,248</b>	<b>1,298</b>
CCCERA, CSDA, GFOA, CSMFO, MFI		-	500	4,160	4,326
<b>Meetings and Travel</b>	<b>5284</b>	<b>-</b>	<b>500</b>	<b>4,160</b>	<b>4,326</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 527,648</b>	<b>\$ 577,579</b>	<b>\$ 572,133</b>	<b>\$ 609,811</b>



# COMMUNITY RISK REDUCTION

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

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

7. Continue ongoing staff development to assure personnel are well qualified to meet current and future needs.
8. Continue to manage and develop the emergency management and preparedness activities consistent with the Citizen Corps Council directives.
9. Strengthen and protect the District image and reputation among both its internal and external stakeholders through actions that promote communication among stakeholders, transparency and community/media relations.
10. Manage Division policies, contracts, standards, ordinances and fee schedules.
11. Adopt the current International Fire Code, continue to work with regional agencies to minimize amendments and provide uniform application.

## GOALS AND OBJECTIVES FOR FY 2022 | 23

1. Implement reorganization as established by the Board of Directors and the meet and confer process.
2. Implement annual inspection program based on NFPA standard to complete high/moderate/low hazard occupancies.

## STAFFING SUMMARY

Fire Marshal | Plans Examiner

Community Risk Reduction Inspector

Community Risk Reduction Permit Technician

Community Risk Reduction Educator

**COMMUNITY RISK REDUCTION**

**10-30**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Inspection Fees	4310	\$ 27,783	\$ 28,617	\$ 29,475	\$ 30,359
Plan Review Fees	4315	319,492	325,000	325,000	325,000
Weed Abatement Charges	4320	3,283	-	-	-
Administrative Citations	4325	(300)	-	1,045	5,904
CPR Classes	4340	-	-	501	631
Reports/Photocopies	4350	3,710	3,765	3,821	3,878
<b>TOTAL REVENUES</b>		<b>\$ 353,968</b>	<b>\$ 357,382</b>	<b>\$ 359,842</b>	<b>\$ 365,772</b>
Permanent Salaries	5110	\$ 776,771	\$ 650,303	\$ 525,319	\$ 548,339
Temporary Salaries	5115	80,063	-	-	-
Permanent Overtime	5120	52,780	70,000	25,000	25,000
FICA Contributions	5140	13,055	10,444	7,980	8,313
Retirement Contributions	5150	343,366	286,591	171,908	179,437
Employee Group Insurance	5160	135,380	122,926	85,831	90,392
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 1,401,415</b>	<b>\$ 1,140,264</b>	<b>\$ 816,038</b>	<b>\$ 851,481</b>
Office Supplies	5202	\$ 490	\$ 700	\$ 728	\$ 757
Postage	5204	14,695	21,250	22,100	22,984
Small Tools and Equipment	5210	3,508	4,600	4,160	4,326
Computer Equipment and Supplies	5218	174	1,000	1,040	1,082
Food Supplies	5222	614	1,000	1,040	1,082
Safety Clothing	5224	2,072	1,000	2,600	2,704
Non-Safety Clothing	5226	2,982	2,000	3,640	3,786
Maintenance and Repairs - Equipment	5236	9,335	1,000	1,040	1,082
Software and Licensing	5248	(1,315)	15,000	26,600	27,499
Professional Services	5250	5,640	26,000	62,040	73,372
Legal Notices	5270	392	1,000	1,040	1,082
Specialized Printing	5272	1,588	8,500	8,840	9,194
Memberships	5274	21,874	23,720	23,952	24,110
Educational Courses and Supplies	5276	5,998	19,000	10,400	10,816
Public Education Supplies	5278	-	11,000	11,440	11,898
Books and Periodicals	5280	5,499	11,100	6,864	7,139
Meetings and Travel	5284	636	4,000	4,888	5,084
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 74,181</b>	<b>\$ 151,870</b>	<b>\$ 192,412</b>	<b>\$ 207,993</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,475,596</b>	<b>\$ 1,292,134</b>	<b>\$ 1,008,450</b>	<b>\$ 1,059,475</b>

**COMMUNITY RISK REDUCTION**

**10-30**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Office Supplies		\$ 490	\$ 700	\$ 728	\$ 757
<b>Office Supplies</b>	<b>5202</b>	<b>490</b>	<b>700</b>	<b>728</b>	<b>757</b>
Plans Mail Back		286	3,500	3,640	3,786
Exterior Hazard Abatement Mailing		13,919	7,000	7,280	7,571
Public Safety Mailers		-	10,250	10,660	11,086
Bulk Mail Maintenance Account		490	500	520	541
<b>Postage</b>	<b>5204</b>	<b>14,695</b>	<b>21,250</b>	<b>22,100</b>	<b>22,984</b>
Code Officers & Investigation Tools		3,508	4,600	4,160	4,326
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>3,508</b>	<b>4,600</b>	<b>4,160</b>	<b>4,326</b>
Computer Equipment and Supplies		174	1,000	1,040	1,082
<b>Computer Equipment and Supplies</b>	<b>5218</b>	<b>174</b>	<b>1,000</b>	<b>1,040</b>	<b>1,082</b>
Staff Meals - Public Education Events		614	1,000	1,040	1,082
<b>Food Supplies</b>	<b>5222</b>	<b>614</b>	<b>1,000</b>	<b>1,040</b>	<b>1,082</b>
Uniforms		2,072	1,000	2,600	2,704
<b>Safety Clothing</b>	<b>5224</b>	<b>2,072</b>	<b>1,000</b>	<b>2,600</b>	<b>2,704</b>
Non-Safety Uniform Replacement		2,982	2,000	3,640	3,786
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>2,982</b>	<b>2,000</b>	<b>3,640</b>	<b>3,786</b>
General Maintenance and Repair		9,335	1,000	1,040	1,082
<b>Maintenance and Repairs - Equipment</b>	<b>5236</b>	<b>9,335</b>	<b>1,000</b>	<b>1,040</b>	<b>1,082</b>
Bluebeam Revu Annual Maintenance		297	500	520	541
Environmental Systems Research		-	1,000	1,040	1,082
Nixel 360		5,500	5,500	5,720	5,949
Document Imaging		(9,335)	5,000	5,200	5,408
Plan Review Software		-	-	11,000	11,275
Electronic Plan Submittal		2,223	3,000	3,120	3,245
<b>Software and Licensing</b>	<b>5248</b>	<b>(1,315)</b>	<b>15,000</b>	<b>26,600</b>	<b>27,499</b>

## COMMUNITY RISK REDUCTION

10-30

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Specialized Services (PR, FI, Comm, IO)		5,640	16,000	16,640	17,306
Inspection Services		-	-	35,000	35,000
Weed Abatement Contractor		-	5,000	5,200	5,408
CA Fire Code Update		-	-	-	10,250
E-Business Services		-	5,000	5,200	5,408
<b>Professional Services</b>	<b>5250</b>	<b>5,640</b>	<b>26,000</b>	<b>62,040</b>	<b>73,372</b>
Publication of Legal Notices		392	1,000	1,040	1,082
<b>Legal Notices</b>	<b>5270</b>	<b>392</b>	<b>1,000</b>	<b>1,040</b>	<b>1,082</b>
Coloring Contest		-	500	520	541
Citation Books		-	500	520	541
Exterior Hazard Abatement		1,377	5,000	5,200	5,408
Public Education Brochure		-	2,000	2,080	2,163
Business Cards		211	500	520	541
<b>Specialized Printing</b>	<b>5272</b>	<b>1,588</b>	<b>8,500</b>	<b>8,840</b>	<b>9,194</b>
California Fire Chief's Association		764	2,240	2,392	2,488
CCAI		300	80	104	108
Citizen Corps Council		10,000	10,000	10,000	10,000
ICC		265	1,000	1,040	1,082
NFPA		350	200	208	216
NorCal FPO		195	200	208	216
Street Smarts		10,000	10,000	10,000	10,000
<b>Memberships</b>	<b>5274</b>	<b>21,874</b>	<b>23,720</b>	<b>23,952</b>	<b>24,110</b>
Education Courses and Supplies		975	2,500	2,600	2,704
Inspector		98	2,000	3,120	3,245
Investigator		4,925	10,000	-	-
Fire Prevention Month		-	4,500	4,680	4,867
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>5,998</b>	<b>19,000</b>	<b>10,400</b>	<b>10,816</b>
General		-	5,000	5,200	5,408
Program		-	6,000	6,240	6,490
<b>Public Education Supplies</b>	<b>5278</b>	<b>-</b>	<b>11,000</b>	<b>11,440</b>	<b>11,898</b>

**COMMUNITY RISK REDUCTION**

**10-30**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
NFPA Standards Online Subscription		3,117	5,000	5,200	5,408
Barclays Publishing, CCR Title 19		-	600	624	649
Fire and Explosion Investigation		265	4,500	-	-
Miscellaneous Books and Periodicals		2,116	1,000	1,040	1,082
<b>Books and Periodicals</b>	<b>5280</b>	<b>5,499</b>	<b>11,100</b>	<b>6,864</b>	<b>7,139</b>
Meetings and Travel		636	4,000	4,888	5,084
<b>Meetings and Travel</b>	<b>5284</b>	<b>636</b>	<b>4,000</b>	<b>4,888</b>	<b>5,084</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 74,181</b>	<b>\$ 151,870</b>	<b>\$ 192,412</b>	<b>\$ 207,993</b>



# TECHNOLOGY

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

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

## GOALS AND OBJECTIVES FOR FY 2022 | 23

### 1. Information Technology

- a. Evaluate DNI versus internal oversight of IT services.
- b. Set-up new Fire Administration and Communications Center/EOC Datacenter.
- c. Enhance Network Security (Two-Factor Authentication, Equipment Upgrades, VMware).
- d. Complete Network Engineering for New Mobile Communications Unit.
- e. Deploy Next-Generation Phone System with Virtual Client for Computers.
- f. EBRCS mobile and portable radio upgrade.
- g. In conjunction with Human Resources develop a District recruitment video.

### 2. Geographic Information Systems

- a. Purchase electronic wall maps to replace Android tablets and foam wall boards.
- b. Create new map layer for MDC and CAD to display street camera locations.
- c. Install and configure new mobile software and maps for Operations.

## STAFFING SUMMARY

Information Systems Technician

Media Communications and Public Education Analyst

**TECHNOLOGY  
20-35**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Permanent Salaries	5110	\$ 281,047	\$ 260,833	\$ 207,166	\$ 217,605
Permanent Overtime	5120	4,809	19,135	10,000	10,000
FICA Contributions	5140	4,049	4,148	3,149	3,300
Retirement Contributions	5150	88,170	86,738	68,119	71,570
Employee Group Insurance	5160	45,099	41,828	39,775	41,880
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 423,174</b>	<b>\$ 412,682</b>	<b>\$ 328,209</b>	<b>\$ 344,355</b>
Office Supplies	5202	\$ -	\$ -	\$ 10,500	\$ 10,920
Telecommunications	5206	203,008	195,100	212,024	220,505
Computer Supplies	5218	8,651	7,500	7,800	8,112
Radio Equipment and Supplies	5219	13,526	15,000	21,320	22,173
Non-Safety Clothing	5226	700	500	1,560	1,622
Maintenance and Repairs - Radio	5238	66,726	53,200	60,528	62,949
Rents and Leases	5246	47,093	40,200	49,920	51,917
Software and Licenses	5248	152,517	131,925	147,258	153,096
Professional Services	5250	762,507	855,944	856,144	856,352
Communication Services	5258	93,600	93,600	99,174	103,141
Specialized Printing	5272	3,425	4,000	5,200	5,408
Memberships	5274	527	575	598	622
Meetings & Travel Expenses	5284	-	5,000	10,400	10,816
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 1,352,280</b>	<b>\$ 1,402,544</b>	<b>\$ 1,482,426</b>	<b>\$ 1,507,633</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,775,454</b>	<b>\$ 1,815,226</b>	<b>\$ 1,810,635</b>	<b>\$ 1,851,989</b>

**TECHNOLOGY  
20-35**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Office Supplies		\$ -	\$ -	\$ 500	\$ 520
Printer toner cartridges		-	-	10,000	10,400
<b>Office Supplies</b>	<b>5202</b>	<b>-</b>	<b>-</b>	<b>10,500</b>	<b>10,920</b>
Cell Phone and Data Services		126,379	122,000	130,000	135,200
Fire Dispatch		4,400	4,800	4,992	5,192
Internet Fax Service		795	800	832	865
Internet Service		28,926	21,000	21,840	22,714
Offsite Backup		4,370	-	-	-
Pager Service		10,305	9,500	9,880	10,275
Phone Maintenance		2,862	5,000	5,200	5,408
Phone and Network Service		17,198	22,000	28,880	30,035
Satellite Phone Service		7,774	10,000	10,400	10,816
<b>Telecommunications</b>	<b>5206</b>	<b>203,008</b>	<b>195,100</b>	<b>212,024</b>	<b>220,505</b>
Computer Supplies and Parts		8,651	7,500	7,800	8,112
<b>Computer Supplies</b>	<b>5218</b>	<b>8,651</b>	<b>7,500</b>	<b>7,800</b>	<b>8,112</b>
Radios and Components		13,526	15,000	21,320	22,173
<b>Radio Equipment and Supplies</b>	<b>5219</b>	<b>13,526</b>	<b>15,000</b>	<b>21,320</b>	<b>22,173</b>
Uniforms		700	500	1,560	1,622
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>700</b>	<b>500</b>	<b>1,560</b>	<b>1,622</b>
Hardware Maintenance - Disp. & Admin UPS		2,169	2,200	2,288	2,380
Miscellaneous Maintenance and Repairs		35,756	15,000	20,800	21,632
Radio Maintenance and Repairs		28,801	36,000	37,440	38,938
<b>Maintenance and Repairs - Radio</b>	<b>5238</b>	<b>66,726</b>	<b>53,200</b>	<b>60,528</b>	<b>62,949</b>
Microwave Services - Lease		47,093	40,200	49,920	51,917
<b>Rents and Leases</b>	<b>5246</b>	<b>47,093</b>	<b>40,200</b>	<b>49,920</b>	<b>51,917</b>

**TECHNOLOGY  
20-35**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Wildcard SSL secure sites		-	-	3,500	3,588
Website		7,896	8,300	8,632	8,977
Adobe Acrobat		-	3,500	3,380	3,515
Fire Station Alerting		-	10,450	10,868	11,303
Microsoft Office Licensing		23,160	26,600	26,600	27,664
Database Reporting		1,384	1,425	1,482	1,541
Remote Access		-	5,000	5,200	5,408
Records Management		37,500	37,500	50,000	52,000
Miscellaneous Maintenance		61,680	8,000	5,200	5,408
Video Teleconferencing		7,643	7,500	7,800	8,112
Scheduling software		13,253	13,650	14,196	14,764
SitStat		-	10,000	10,400	10,816
<b>Software and Licenses</b>	<b>5248</b>	<b>152,517</b>	<b>131,925</b>	<b>147,258</b>	<b>153,096</b>
MDC and Modem HaaS		193,200	193,200	193,200	193,200
Technology Services Contract		568,182	657,744	657,744	657,744
Professional Services - Other		1,125	5,000	5,200	5,408
<b>Professional Services</b>	<b>5250</b>	<b>762,507</b>	<b>855,944</b>	<b>856,144</b>	<b>856,352</b>
EBRCS - Subscriber Fees		93,600	93,600	99,174	103,141
<b>Communication Services</b>	<b>5258</b>	<b>93,600</b>	<b>93,600</b>	<b>99,174</b>	<b>103,141</b>
Map Books		3,425	4,000	5,200	5,408
<b>Specialized Printing</b>	<b>5272</b>	<b>3,425</b>	<b>4,000</b>	<b>5,200</b>	<b>5,408</b>
Memberships		527	575	598	622
<b>Memberships</b>	<b>5274</b>	<b>527</b>	<b>575</b>	<b>598</b>	<b>622</b>
Meetings and Travel		-	5,000	10,400	10,816
<b>Meetings and Travel</b>	<b>5284</b>	<b>-</b>	<b>5,000</b>	<b>10,400</b>	<b>10,816</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 1,352,280</b>	<b>\$ 1,402,544</b>	<b>\$ 1,482,426</b>	<b>\$ 1,507,633</b>



# COMMUNICATIONS CENTER

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

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

## GOALS AND OBJECTIVES FOR FY 2022 | 23

1. Oversee implementation of the Public Safety Complex (Communications Center/EOC ).
2. Create workflow with ACFD, CCCFPD and LFPD to support new Auto Aid and Mutual Aid agreements.
3. Support Mental Health Response and implement a policy matrix with Law Enforcement and Fire.

4. Emergency Medical Dispatch Re-Accreditation through the International Academy of Emergency Dispatch.
5. Implement succession plan.
6. Recruit and transition new Communications Center Manager.

## STAFFING SUMMARY

Director of Emergency Communications

Communications Center Manager

Dispatch Supervisor (3)

Public Safety Dispatcher II (9)

Geographic Information Systems Analyst

Project Assistant (Part-Time) (2)



**COMMUNICATIONS CENTER**

**20-38**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Consolidated Dispatch Services	4252	\$ 1,702,532	\$ 1,953,926	\$ 2,136,615	\$ 2,245,939
<b>TOTAL REVENUES</b>		<b>\$ 1,702,532</b>	<b>\$ 1,953,926</b>	<b>\$ 2,136,615</b>	<b>\$ 2,245,939</b>
Permanent Salaries	5110	\$ 2,198,979	\$ 2,295,866	\$ 2,383,353	\$ 2,337,992
Temporary Salaries	5115	74,123	72,541	77,376	77,376
Permanent Overtime	5120	419,541	420,000	410,000	410,000
FICA Contributions	5140	38,653	40,432	41,626	35,023
Retirement Contributions	5150	677,395	741,335	738,305	721,283
Employee Group Insurance	5160	252,866	254,064	315,753	309,114
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 3,661,558</b>	<b>\$ 3,824,238</b>	<b>\$ 3,966,413</b>	<b>\$ 3,890,788</b>
Office Supplies	5202	\$ 915	\$ 3,100	\$ 3,224	\$ 3,353
Telecommunications	5206	9,876	11,920	13,520	14,061
Small Tools and Equipment	5210	4,875	5,000	10,400	10,816
Computer Supplies	5218	194	5,500	5,720	5,949
Safety Clothing	5224	-	1,000	3,640	3,786
Non-Safety Clothing	5226	2,766	4,200	4,368	4,543
Maintenance & Repairs - Computers and Radios	5238	3,433	33,730	35,127	36,532
Software and Licenses	5248	124,077	173,130	182,134	189,419
Professional Services	5250	168,924	312,260	399,500	415,480
Memberships	5274	675	1,500	1,560	1,622
Educational Courses and Supplies	5276	2,066	5,000	5,720	5,949
Books and Periodicals	5280	-	5,000	5,200	5,408
Meetings and Travel	5284	310	3,000	18,720	19,469
		<b>\$ 318,109</b>	<b>\$ 564,340</b>	<b>\$ 688,833</b>	<b>\$ 716,386</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,979,667</b>	<b>\$ 4,388,578</b>	<b>\$ 4,655,245</b>	<b>\$ 4,607,174</b>

**COMMUNICATIONS CENTER**

**20-38**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Office Supplies		\$ 915	\$ 3,100	\$ 3,224	\$ 3,353
<b>Office Supplies</b>	<b>5202</b>	<b>915</b>	<b>3,100</b>	<b>3,224</b>	<b>3,353</b>
Language Line Services		-	500	520	541
Phone Maintenance		-	2,000	2,080	2,163
Phone and Network Service		6,276	5,820	7,176	7,463
Satellite Internet Service		3,600	3,600	3,744	3,894
<b>Telecommunications</b>	<b>5206</b>	<b>9,876</b>	<b>11,920</b>	<b>13,520</b>	<b>14,061</b>
Small Tools and Equipment		4,875	5,000	10,400	10,816
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>4,875</b>	<b>5,000</b>	<b>10,400</b>	<b>10,816</b>
Computer Supplies and Parts		63	2,500	2,600	2,704
Printer Toner		131	3,000	3,120	3,245
<b>Computer Supplies</b>	<b>5218</b>	<b>194</b>	<b>5,500</b>	<b>5,720</b>	<b>5,949</b>
Safety Clothing and Supplies		-	1,000	3,640	3,786
<b>Safety Clothing</b>	<b>5224</b>	<b>-</b>	<b>1,000</b>	<b>3,640</b>	<b>3,786</b>
Non-Safety Clothing		2,766	4,200	4,368	4,543
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>2,766</b>	<b>4,200</b>	<b>4,368</b>	<b>4,543</b>
Communications Center Headsets		744	1,000	1,040	1,082
EMD ACE Re-Accredit Maint Plan		650	1,000	1,040	1,082
Hardware Maintenance - Disp. & Admin UPS		3,764	3,800	4,000	4,160
Hardware Maintenance - Disp. Audio Logger		-	9,250	9,620	10,005
Hardware Maintenance - Servers		(4,984)	2,000	2,080	2,163
Firewall Connection - PD to Comm		-	1,680	1,747	1,817
Maintenance & Repair - Miscellaneous		3,259	5,000	5,200	5,408
Maintenance & Repair - Radio		-	10,000	10,400	10,816
<b>Maintenance &amp; Repairs - Computers and Radios</b>	<b>5238</b>	<b>3,433</b>	<b>33,730</b>	<b>35,127</b>	<b>36,532</b>

**COMMUNICATIONS CENTER**

**20-38**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
CAD/RMS		113,993	144,000	149,760	155,750
EFD		6,649	6,520	7,680	7,987
EMD		-	6,520	7,680	7,987
GIS		-	7,090	7,374	7,669
Customer Services Survey		-	5,500	6,000	6,240
Reddinet		3,435	3,500	3,640	3,786
<b>Software and Licenses</b>	<b>5248</b>	<b>124,077</b>	<b>173,130</b>	<b>182,134</b>	<b>189,419</b>
EFD Call Review Services		14,550	25,000	26,000	27,040
EMD Call Review Services		27,225	25,000	26,000	27,040
Hardware/Software Services		127,149	262,260	347,500	361,400
<b>Professional Services</b>	<b>5250</b>	<b>168,924</b>	<b>312,260</b>	<b>399,500</b>	<b>415,480</b>
Memberships		267	500	520	541
EMD/EFD Recert Fees - Dispatchers		408	1,000	1,040	1,082
<b>Memberships</b>	<b>5274</b>	<b>675</b>	<b>1,500</b>	<b>1,560</b>	<b>1,622</b>
APCO Certification Training		1,167	3,000	3,120	3,245
POST Training		149	500	520	541
EMD/EFD Back-up Tablets		300	500	1,040	1,082
EMD Certification Training		85	500	520	541
EFD Certification Training		365	500	520	541
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>2,066</b>	<b>5,000</b>	<b>5,720</b>	<b>5,949</b>
Cross Directory Renewals		-	2,000	2,080	2,163
Mapping Resources		-	2,000	2,080	2,163
Reference Books		-	1,000	1,040	1,082
<b>Books and Periodicals</b>	<b>5280</b>	<b>-</b>	<b>5,000</b>	<b>5,200</b>	<b>5,408</b>
Meetings and Travel		310	3,000	18,720	19,469
<b>Meetings and Travel</b>	<b>5284</b>	<b>310</b>	<b>3,000</b>	<b>18,720</b>	<b>19,469</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 318,109</b>	<b>\$ 564,340</b>	<b>\$ 688,833</b>	<b>\$ 716,386</b>



# EMERGENCY PREPAREDNESS | EOC

## PURPOSE

The Emergency Management Preparedness Division provides the support, tools and resources to ensure that the District can build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all types of hazards.

## STANDARD LEVEL OF PERFORMANCE

1. Continue to manage and develop the emergency management and preparedness activities consistent with the Citizen Corps Council directives.
2. Participate in updating the Contra Costa County Local Hazard Mitigation Plan.

## GOALS AND OBJECTIVES FOR FY 2022 | 23

1. Coordinate, develop and deliver training for District and City of San Ramon employees who will staff EOC/ICS positions during EOC activations.
2. Conduct a full activation and drill of the new EOC.
3. Develop an operational plan for activation of the new Emergency Operations Center (EOC)

## STAFFING SUMMARY

Emergency Preparedness Coordinator

**EMERGENCY PREPAREDNESS | EOC**

**20-40**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
City of San Ramon	4252	\$ -	\$ -	\$ 84,993	\$ 91,736
<b>TOTAL REVENUES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 84,993</b>	<b>\$ 91,736</b>
Permanent Salaries	5110	\$ -	\$ -	\$ 118,044	\$ 127,663
FICA Contributions	5140	-	-	1,712	1,851
Retirement Contributions	5150	-	-	39,339	42,545
Employee Group Insurance	5160	-	-	10,892	11,412
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 169,987</b>	<b>\$ 183,471</b>
Office Supplies	5202	\$ -	\$ -	\$ 2,500	\$ 2,600
Small Tools and Equipment	5210	-	-	2,500	2,600
Educational Courses and Supplies	5276	-	-	22,500	23,400
Meetings and Travel	5284	-	-	2,500	2,600
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 31,200</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 199,987</b>	<b>\$ 214,671</b>

**EMERGENCY PREPAREDNESS | EOC**

**20-40**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Office Supplies		\$ -	\$ -	\$ 2,500	\$ 2,600
<b>Office Supplies</b>	<b>5202</b>	-	-	<b>2,500</b>	<b>2,600</b>
Small Tools and Equipment		-	-	2,500	2,600
<b>Small Tools and Equipment</b>	<b>5210</b>	-	-	<b>2,500</b>	<b>2,600</b>
EOC Training		-	-	22,500	23,400
<b>Educational Courses and Supplies</b>	<b>5276</b>	-	-	<b>22,500</b>	<b>23,400</b>
EOC and Emergency Preparedness		-	-	2,500	2,600
<b>Meetings and Travel</b>	<b>5284</b>	-	-	<b>2,500</b>	<b>2,600</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 31,200</b>





# FACILITIES

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

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

## GOALS AND OBJECTIVES FOR FY 2022 | 23

1. Attempt to secure land and relocate Station 39 to a more central location to better serve the community.
2. Complete the design and structural improvements of the fire training structure at the District's Training Site in compliance with NFPA standard 1403, allowing for live fire training exercises (Tassajara).
3. Demo Old Station 32 and create a design for a potential storage/light fleet maintenance building.
4. Complete Design, Bid documents and Bid for the new San Ramon Valley Fire Training Facility.
5. Supervise and manage project construction of the Public Safety Complex.

## STAFFING SUMMARY

Deputy Chief<sup>1</sup>

District Aides (Part-Time) (12)

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<sup>1</sup> Deputy Chief budgeted under Emergency Medical Services (30-70).

**FACILITIES  
20-45**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Temporary Salaries	5115	\$ 162,791	\$ 200,000	\$ 278,055	\$ 286,397
FICA Contributions	5140	2,389	2,900	4,032	4,153
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 165,181</b>	<b>\$ 202,900</b>	<b>\$ 282,087</b>	<b>\$ 290,550</b>
Utilities	5208	\$ 461,489	\$ 465,434	\$ 479,200	\$ 498,368
Small Tools and Equipment	5210	41,941	22,000	30,200	31,408
Miscellaneous Supplies	5212	6,252	5,000	10,400	10,816
Non-Safety Clothing	5226	3,715	3,500	3,640	3,786
Household Supplies	5228	64,904	48,000	48,120	50,045
Central Garage - Gas	5232	12,445	19,000	23,920	24,877
Maintenance and Repairs - Equipment	5236	93,131	109,000	108,600	112,944
Maintenance and Repairs - Buildings	5240	144,958	176,000	208,000	216,320
Maintenance and Repairs - Grounds	5242	48,811	76,700	79,400	82,576
Rents and Leases	5246	23,737	10,000	10,400	10,816
Professional Services	5250	2,638	43,000	44,720	46,509
Legal Notices	5270	-	2,500	2,600	2,704
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 904,020</b>	<b>\$ 980,134</b>	<b>\$ 1,049,200</b>	<b>\$ 1,091,168</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,069,201</b>	<b>\$ 1,183,034</b>	<b>\$ 1,331,287</b>	<b>\$ 1,381,718</b>

**FACILITIES  
20-45**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Gas and Electricity		\$ 278,110	\$ 289,351	\$ 300,000	\$ 312,000
Water		77,061	73,583	75,000	78,000
Waste Services		68,798	60,000	60,000	62,400
Cable and Satellite Services		13,845	13,000	13,520	14,061
Sewer		7,667	12,000	12,480	12,979
Property Taxes		9,730	10,500	10,920	11,357
Propane Tanks		6,279	7,000	7,280	7,571
<b>Utilities</b>	<b>5208</b>	<b>461,489</b>	<b>465,434</b>	<b>479,200</b>	<b>498,368</b>
Ergonomic Equipment and Furniture		-	2,000	5,200	5,408
Miscellaneous Equipment and Furniture		41,941	20,000	25,000	26,000
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>41,941</b>	<b>22,000</b>	<b>30,200</b>	<b>31,408</b>
Miscellaneous Supplies		6,252	5,000	10,400	10,816
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>6,252</b>	<b>5,000</b>	<b>10,400</b>	<b>10,816</b>
Non-Safety Clothing		3,715	3,500	3,640	3,786
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>3,715</b>	<b>3,500</b>	<b>3,640</b>	<b>3,786</b>
Miscellaneous Household Supplies		61,625	45,000	45,000	46,800
Water Service/Softener		3,280	3,000	3,120	3,245
<b>Household Supplies</b>	<b>5228</b>	<b>64,904</b>	<b>48,000</b>	<b>48,120</b>	<b>50,045</b>
HazMat Permit Fees		-	1,000	5,200	5,408
CUPA /SPCC		9,380	10,000	10,400	10,816
Generator Permit Fees/BAAQMD		3,065	8,000	8,320	8,653
<b>Central Garage - Gas</b>	<b>5232</b>	<b>12,445</b>	<b>19,000</b>	<b>23,920</b>	<b>24,877</b>
Fuel Tank & Pump		25,785	24,000	15,000	15,600
Heating, Ventilation and Air Conditioning		13,466	25,000	31,200	32,448
Generator		38,823	30,000	31,200	32,448
Workout Equipment - Preventative		-	4,000	4,160	4,326
Workout Equipment Repairs		1,313	4,000	4,160	4,326
Oil Separator Clean-Out		-	10,000	10,400	10,816
Miscellaneous Equipment Repairs		12,489	7,500	7,800	8,112
Earthquake Early Warning Maintenance		-	1,500	1,560	1,622
Extinguisher Maintenance		1,256	3,000	3,120	3,245
<b>Maintenance and Repairs - Equipment</b>	<b>5236</b>	<b>93,131</b>	<b>109,000</b>	<b>108,600</b>	<b>112,944</b>

## FACILITIES

20-45

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Building Repairs and Maintenance		51,419	40,000	56,160	58,406
Roof - Annual Preventative Maintenance		-	12,000	12,480	12,979
Janitorial - Administration		31,500	30,000	31,200	32,448
Carpet and Upholstery Cleaning		5,279	10,000	15,600	16,224
Lock and Key Repairs		2,641	5,000	5,200	5,408
Pest Control Service		12,805	15,000	15,600	16,224
Plumbing		12,390	20,000	26,000	27,040
Sectional Door		17,650	25,000	26,000	27,040
Security Alarm Monitoring and Repair		11,274	15,000	15,600	16,224
Annual Sprinkler Inspection		-	4,000	4,160	4,326
<b>Maintenance and Repairs - Buildings</b>	<b>5240</b>	<b>144,958</b>	<b>176,000</b>	<b>208,000</b>	<b>216,320</b>
Training Site Improvement and Props		801	3,500	3,640	3,786
Administration Maintenance		17,609	15,000	15,600	16,224
Station 30 Landscape		8,841	5,200	6,240	6,490
Station 31 Landscape		9,232	8,000	7,280	7,571
Station 33 Landscape			7,000	7,000	7,280
Station 35 Landscape		2,940	3,000	3,640	3,786
Station 36 Landscape			10,000	10,000	10,400
Safety Structural Pruning		-	10,000	10,400	10,816
Miscellaneous Grounds Maintenance		9,388	15,000	15,600	16,224
<b>Maintenance and Repairs - Grounds</b>	<b>5242</b>	<b>48,811</b>	<b>76,700</b>	<b>79,400</b>	<b>82,576</b>
Station 40 - Engine Storage		4,600	5,000	5,200	5,408
LPG Rental		517	2,000	2,080	2,163
Temporary Housing - Trailer		18,620	-	-	-
Water Tank		-	3,000	3,120	3,245
<b>Rents and Leases</b>	<b>5246</b>	<b>23,737</b>	<b>10,000</b>	<b>10,400</b>	<b>10,816</b>
HazMat Business Plan Services		-	5,000	5,200	5,408
Landscape Design		-	10,000	10,400	10,816
Professional Consulting Services		-	25,000	26,000	27,040
Shredding Service		2,638	3,000	3,120	3,245
<b>Professional Services</b>	<b>5250</b>	<b>2,638</b>	<b>43,000</b>	<b>44,720</b>	<b>46,509</b>
Legal Notices		-	2,500	2,600	2,704
<b>Legal Notices</b>	<b>5270</b>	<b>-</b>	<b>2,500</b>	<b>2,600</b>	<b>2,704</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 904,020</b>	<b>\$ 980,134</b>	<b>\$ 1,049,200</b>	<b>\$ 1,091,168</b>



# EMERGENCY OPERATIONS

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

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

## GOALS AND OBJECTIVES FOR FY 2022 | 23

1. Integrate Single Role Paramedic Program into our deployment model and monitor effectiveness (Communications, Emergency Operations and EMS).
2. Review and evaluate the District's effectiveness of the new Auto Aid and Mutual Aid agreements.
3. Expand Battalion Chief succession planning.

4. Ensure the District's deployment model is properly aligned with the Standards of Cover\*/ISO-1 rating requirements.

## STAFFING SUMMARY

Deputy Chief

Battalion Chief (6)

Captain (33)

Engineer (33)

Firefighter | Paramedic (57)

Administrative Assistant



**EMERGENCY OPERATIONS**

**30-55**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
SAFER Grant	4245	\$ 1,000,000	\$ 750,000	\$ 365,194	\$ -
<b>TOTAL REVENUES</b>		<b>\$ 1,000,000</b>	<b>\$ 750,000</b>	<b>\$ 365,194</b>	<b>\$ -</b>
Permanent Salaries	5110	\$ 21,944,515	\$ 23,803,610	\$ 24,181,703	\$ 25,339,430
Permanent Overtime	5120	11,434,637	11,380,698	7,900,000	7,500,000
FICA Contributions	5140	472,182	510,172	465,185	476,172
Retirement Contributions	5150	14,698,912	15,856,598	15,953,167	16,783,979
Employee Group Insurance	5160	3,162,589	3,209,960	3,476,010	3,661,411
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 51,712,834</b>	<b>\$ 54,761,038</b>	<b>\$ 51,976,065</b>	<b>\$ 53,760,992</b>
Office Supplies	5202	\$ 8,761	\$ 8,000	\$ 9,118	\$ 9,483
Small Tools and Equipment	5210	6,861	10,000	13,520	14,061
Miscellaneous Supplies	5212	11,076	14,000	14,560	15,142
Firefighting Supplies	5214	72,819	50,000	72,800	75,712
Food Supplies	5222	17,694	8,000	18,720	19,469
PPE Inspection	5223	-	19,500	20,280	21,091
Safety Clothing	5224	165,412	170,000	189,800	197,392
Class A Uniforms	5225	10,257	10,000	10,400	10,816
Class B Uniforms	5227	34,865	30,000	67,600	70,304
Maintenance and Repairs - Equipment	5236	26,763	15,000	15,000	15,600
Professional Services	5250	53,345	150,000	174,000	134,160
Specialized Printing	5272	408	1,800	1,872	1,947
Dues & Memberships	5274	131	1,000	1,040	1,082
Educational Courses and Supplies	5276	-	10,000	31,200	32,448
Books and Periodicals	5280	1,606	1,000	1,040	1,082
Meetings and Travel	5284	28,727	12,000	5,200	5,408
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 438,726</b>	<b>\$ 510,300</b>	<b>\$ 646,150</b>	<b>\$ 625,196</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 52,151,560</b>	<b>\$ 55,271,338</b>	<b>\$ 52,622,215</b>	<b>\$ 54,386,188</b>

## EMERGENCY OPERATIONS

30-55

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Office Supplies		\$ 8,761	\$ 8,000	\$ 9,118	\$ 9,483
<b>Office Supplies</b>	<b>5202</b>	<b>8,761</b>	<b>8,000</b>	<b>9,118</b>	<b>9,483</b>
Shop Tools and Station Supplies		6,861	10,000	13,520	14,061
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>6,861</b>	<b>10,000</b>	<b>13,520</b>	<b>14,061</b>
Miscellaneous Operational Supplies		11,076	14,000	14,560	15,142
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>11,076</b>	<b>14,000</b>	<b>14,560</b>	<b>15,142</b>
Firefighting Supplies		72,819	50,000	72,800	75,712
<b>Firefighting Supplies</b>	<b>5214</b>	<b>72,819</b>	<b>50,000</b>	<b>72,800</b>	<b>75,712</b>
Emergency Meals and Officer Meetings		17,694	8,000	18,720	19,469
<b>Food Supplies</b>	<b>5222</b>	<b>17,694</b>	<b>8,000</b>	<b>18,720</b>	<b>19,469</b>
PPE Repairs and Maintenance		-	5,000	5,200	5,408
PPE Annual Inspection		-	14,500	15,080	15,683
<b>PPE Inspection</b>	<b>5223</b>	<b>-</b>	<b>19,500</b>	<b>20,280</b>	<b>21,091</b>
PPE Replacement		106,224	75,000	83,200	86,528
PPE - Structural		33,705	80,000	83,200	86,528
PPE - Wildland		7,017	10,000	18,200	18,928
PPE Research and Development		18,466	5,000	5,200	5,408
<b>Safety Clothing</b>	<b>5224</b>	<b>165,412</b>	<b>170,000</b>	<b>189,800</b>	<b>197,392</b>
Class A Uniforms		10,257	10,000	10,400	10,816
<b>Class A Uniforms</b>	<b>5225</b>	<b>10,257</b>	<b>10,000</b>	<b>10,400</b>	<b>10,816</b>
Class B Uniforms		34,865	30,000	67,600	70,304
<b>Class B Uniforms</b>	<b>5227</b>	<b>34,865</b>	<b>30,000</b>	<b>67,600</b>	<b>70,304</b>
Firefighter Equipment Repairs and Maintenance		26,763	15,000	15,000	15,600
<b>Maintenance and Repairs - Equipment</b>	<b>5236</b>	<b>26,763</b>	<b>15,000</b>	<b>15,000</b>	<b>15,600</b>

**EMERGENCY OPERATIONS**

**30-55**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Fire Trail Grading and Maintenance		24,850	50,000	25,000	26,000
Preplan Updates and Maintenance		-	5,000	5,200	5,408
Standards of Coverage		-	5,000	45,000	-
Consultant		25,290	70,000	78,000	81,120
SCBA Annual Maintenance/Fit Testing		3,205	20,000	20,800	21,632
<b>Professional Services</b>	<b>5250</b>	<b>53,345</b>	<b>150,000</b>	<b>174,000</b>	<b>134,160</b>
Business Cards		352	1,000	1,040	1,082
Shift Calendars		-	500	520	541
Miscellaneous Printing		56	300	312	324
<b>Specialized Printing</b>	<b>5272</b>	<b>408</b>	<b>1,800</b>	<b>1,872</b>	<b>1,947</b>
Cal Chiefs - IAFC		131	1,000	1,040	1,082
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>131</b>	<b>1,000</b>	<b>1,040</b>	<b>1,082</b>
Engineer/Officer Development		-	10,000	31,200	32,448
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>-</b>	<b>10,000</b>	<b>31,200</b>	<b>32,448</b>
Books and Publications		1,606	1,000	1,040	1,082
<b>Books and Periodicals</b>	<b>5280</b>	<b>1,606</b>	<b>1,000</b>	<b>1,040</b>	<b>1,082</b>
Travel Expenses - Strike Teams		28,727	12,000	5,200	5,408
<b>Meetings and Travel</b>	<b>5284</b>	<b>28,727</b>	<b>12,000</b>	<b>5,200</b>	<b>5,408</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 438,726</b>	<b>\$ 510,300</b>	<b>\$ 646,150</b>	<b>\$ 625,196</b>



# FLEET

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

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

## GOALS AND OBJECTIVES FOR FY 2022 | 23

1. Host a fire apparatus maintenance course for District personnel.
2. Refine our maintenance program to create efficiency with the mechanic coordinators and the outside vendors.
3. Onboard:
  - a. 6 Type 3 Engines
  - b. 1 Mobile Command Unit/Back-up Communications Center
  - c. 1 Sprinter Ambulance

## STAFFING SUMMARY

Assistant Chief<sup>1</sup>

Mechanic Coordinators (3)

District Transporter (Part-Time)

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<sup>1</sup> Assistant Chief budgeted under Training (30-65).

**FLEET  
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
City of San Ramon - Fuel	4250	\$ 153,358	\$ 148,633	\$ 195,761	\$ 205,549
<b>TOTAL REVENUES</b>		<b>\$ 153,358</b>	<b>\$ 148,633</b>	<b>\$ 195,761</b>	<b>\$ 205,549</b>
Permanent Salaries	5110	\$ 117,266	\$ 120,642	\$ 50,730	\$ 52,759
Temporary Salaries	5115	275	5,000	26,000	26,780
Permanent Overtime	5120	1,562	2,000	-	-
FICA Contributions	5140	1,727	1,851	1,113	1,153
Retirement Contributions	5150	37,131	39,576	41,274	42,925
Employee Group Insurance	5160	180	180	-	-
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 158,141</b>	<b>\$ 169,249</b>	<b>\$ 119,117</b>	<b>\$ 123,617</b>
Office Supplies	5202	\$ 11	\$ 200	\$ 208	\$ 216
Small Tools and Equipment	5210	8,262	5,000	5,200	5,408
Miscellaneous Supplies	5212	26,345	30,000	52,000	54,080
Non-Safety Clothing	5226	113	200	208	216
Central Garage - Repairs	5230	529,338	500,000	500,000	512,500
Central Garage - Maintenance	5231	125,033	100,500	104,000	108,160
Central Garage - Diesel, Fuel and Oil	5232	370,321	485,000	500,000	512,500
Central Garage - Tires	5234	54,137	60,000	60,000	62,400
Central Garage - Mandated Inspection	5235	44,662	124,500	129,480	134,659
Maintenance and Repairs - Equipment	5236	1,060	3,000	1,664	1,731
Rents and Leases	5246	114,903	113,556	114,648	119,234
Software and Licensing	5248	5,865	10,000	10,400	10,816
Memberships	5274	-	550	572	595
Books and Periodicals	5280	-	275	286	297
Meetings and Travel	5284	7,307	3,200	16,248	16,898
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 1,287,356</b>	<b>\$ 1,435,981</b>	<b>\$ 1,494,914</b>	<b>\$ 1,539,711</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,445,497</b>	<b>\$ 1,605,230</b>	<b>\$ 1,614,031</b>	<b>\$ 1,663,328</b>

**FLEET  
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Office Supplies		\$ 11	\$ 200	\$ 208	\$ 216
<b>Office Supplies</b>	<b>5202</b>	<b>11</b>	<b>200</b>	<b>208</b>	<b>216</b>
Miscellaneous Small Tools and Equipment		8,262	5,000	5,200	5,408
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>8,262</b>	<b>5,000</b>	<b>5,200</b>	<b>5,408</b>
Parts and Supplies		26,345	30,000	52,000	54,080
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>26,345</b>	<b>30,000</b>	<b>52,000</b>	<b>54,080</b>
Non-Safety Clothing		113	200	208	216
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>113</b>	<b>200</b>	<b>208</b>	<b>216</b>
Vehicle Repairs		529,338	500,000	500,000	512,500
<b>Central Garage - Repairs</b>	<b>5230</b>	<b>529,338</b>	<b>500,000</b>	<b>500,000</b>	<b>512,500</b>
Staff Vehicles		10,537	4,500	4,680	4,867
Ambulances		18,248	26,000	20,800	21,632
Hurst Tool Service		10,655	10,000	10,400	10,816
Miscellaneous Fleet Maintenance		85,593	60,000	68,120	70,845
<b>Central Garage - Maintenance</b>	<b>5231</b>	<b>125,033</b>	<b>100,500</b>	<b>104,000</b>	<b>108,160</b>
Diesel, Unleaded Fuel and Oil		370,321	485,000	500,000	512,500
<b>Central Garage - Diesel, Fuel and Oil</b>	<b>5232</b>	<b>370,321</b>	<b>485,000</b>	<b>500,000</b>	<b>512,500</b>
Tires Repair and Replacement		54,137	60,000	60,000	62,400
<b>Central Garage - Tires</b>	<b>5234</b>	<b>54,137</b>	<b>60,000</b>	<b>60,000</b>	<b>62,400</b>
Ground Ladder Testing		5,571	5,000	5,200	5,408
Mandated Annual Pump Testing		29,604	13,000	13,520	14,061
Mandated Annual Ladder Certification		8,728	5,500	5,720	5,949
Mandated Inspections		-	100,000	104,000	108,160
Smog Testing - Staff Vehicles		759	1,000	1,040	1,082
<b>Central Garage - Mandated Inspection</b>	<b>5235</b>	<b>44,662</b>	<b>124,500</b>	<b>129,480</b>	<b>134,659</b>
Small Equipment Maintenance and Repairs		1,060	3,000	1,664	1,731
<b>Maintenance and Repairs - Equipment</b>	<b>5236</b>	<b>1,060</b>	<b>3,000</b>	<b>1,664</b>	<b>1,731</b>
Leased Fleet Payments		114,903	113,556	114,648	119,234
<b>Rents and Leases</b>	<b>5246</b>	<b>114,903</b>	<b>113,556</b>	<b>114,648</b>	<b>119,234</b>



**FLEET  
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Fleet Maintenance Software		5,865	10,000	10,400	10,816
<b>Software and Licensing</b>	<b>5248</b>	<b>5,865</b>	<b>10,000</b>	<b>10,400</b>	<b>10,816</b>
CFCA Fire Mechanics		-	550	572	595
<b>Memberships</b>	<b>5274</b>	<b>-</b>	<b>550</b>	<b>572</b>	<b>595</b>
Miscellaneous Books		-	275	286	297
<b>Books and Periodicals</b>	<b>5280</b>	<b>-</b>	<b>275</b>	<b>286</b>	<b>297</b>
Apparatus Committee		7,307	1,200	1,248	1,298
Conferences and Training		-	2,000	15,000	15,600
<b>Meetings and Travel</b>	<b>5284</b>	<b>7,307</b>	<b>3,200</b>	<b>16,248</b>	<b>16,898</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 1,287,356</b>	<b>\$ 1,435,981</b>	<b>\$ 1,494,914</b>	<b>\$ 1,539,711</b>



# TRAINING

## PURPOSE

District training is administered by the Training Assistant Chief and supported by one Senior Office Assistant. These personnel are responsible for developing and implementing an effective district-wide training program that teaches and supports the safe and appropriate actions of District personnel.

## STANDARD LEVEL OF PERFORMANCE

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

10. Deliver and coordinate District hosted and/or outside training classes for District personnel, as appropriate.
11. Identify current and future targeted and specific training needs of the organization and ensure compliance with mandated training requirements.
12. Develop and implement the Quarterly Training Module Program for Operations.

## GOALS AND OBJECTIVES FOR FY 2022 | 23

1. Update Position Task Book documents for the positions of Single-Role Paramedic, Firefighter, Engineer, Captain and Battalion Chief.
2. Establish Training Facility policies and procedures to include continuity manual.
3. Meet all County and NFPA requirements for upgrading the Training Site to engage in live-fire operations (Tassajara Live Fire Training Site).
4. Complete design, bid and start construction on the new San Ramon Valley Fire Training Facility.
5. Develop a comprehensive annual training program to include our special operations training consistent with NFPA.
6. Implement reorganization as established by the Board of Directors and the meet and confer process.
7. Develop job description and recruit for Assistant Chief.

## STAFFING SUMMARY

Assistant Chief

Senior Office Assistant

## TRAINING

### 30-65

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Permanent Salaries	5110	\$ 393,058	\$ 385,279	\$ 410,275	\$ 422,476
Permanent Overtime	5120	1,000	3,000	3,000	3,000
FICA Contributions	5140	8,092	5,630	5,992	6,169
Retirement Contributions	5150	220,847	239,812	257,075	264,752
Employee Group Insurance	5160	42,822	31,665	13,500	14,085
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 665,819</b>	<b>\$ 665,386</b>	<b>\$ 689,842</b>	<b>\$ 710,482</b>
Office Supplies	5202	\$ 875	\$ 3,300	\$ 520	\$ 541
Small Tools and Equipment	5210	3,932	11,000	14,872	15,467
Miscellaneous Supplies	5212	22,732	23,500	24,160	25,126
Food Supplies	5222	938	7,000	7,000	7,280
Non-Safety Clothing	5226	1,402	3,000	1,040	1,082
Class B Uniforms	5227	-	5,000	1,040	1,082
Rents and Leases	5246	3,845	7,000	10,400	10,816
Software and Licenses	5248	140	21,500	22,360	23,254
Professional Services	5250	699	22,200	23,088	24,012
Specialized Printing	5272	91	1,000	1,040	1,082
Memberships	5274	689	2,700	2,808	2,920
Educational Courses and Supplies	5276	1,135	33,787	38,879	24,444
Educational Assistance	5277	18,076	17,000	52,000	54,080
Books and Periodicals	5280	584	1,000	3,120	3,245
Meetings and Travel Expenses	5284	1,270	10,000	35,400	36,816
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 56,409</b>	<b>\$ 168,987</b>	<b>\$ 237,727</b>	<b>\$ 231,246</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 722,228</b>	<b>\$ 834,373</b>	<b>\$ 927,569</b>	<b>\$ 941,728</b>

## TRAINING

30-65

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Office Supplies		\$ 875	\$ 3,300	\$ 520	\$ 541
<b>Office Supplies</b>	<b>5202</b>	<b>875</b>	<b>3,300</b>	<b>520</b>	<b>541</b>
Tool Cache for Training Site		-	10,000	14,872	15,467
Training Module Equipment and Supplies		1,299	-	-	-
Miscellaneous Small Tools and Equipment		2,633	1,000	-	-
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>3,932</b>	<b>11,000</b>	<b>14,872</b>	<b>15,467</b>
Vehicle Extrication Cars and Supplies		8,400	8,500	8,840	9,194
Training Prop Supplies		5,726	8,000	8,320	8,653
Miscellaneous Supplies		8,605	7,000	7,000	7,280
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>22,732</b>	<b>23,500</b>	<b>24,160</b>	<b>25,126</b>
Miscellaneous Food Supplies		938	7,000	7,000	7,280
<b>Food Supplies</b>	<b>5222</b>	<b>938</b>	<b>7,000</b>	<b>7,000</b>	<b>7,280</b>
Support Staff Uniforms		1,402	3,000	1,040	1,082
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>1,402</b>	<b>3,000</b>	<b>1,040</b>	<b>1,082</b>
Class B Uniforms		-	5,000	1,040	1,082
<b>Class B Uniforms</b>	<b>5227</b>	<b>-</b>	<b>5,000</b>	<b>1,040</b>	<b>1,082</b>
Training Facilities Rental		-	2,500	5,720	5,949
Copier Maintenance Agreement		3,845	3,000	3,120	3,245
Miscellaneous Rents and Leases		-	1,500	1,560	1,622
<b>Rents and Leases</b>	<b>5246</b>	<b>3,845</b>	<b>7,000</b>	<b>10,400</b>	<b>10,816</b>
Web-Based Safety Training		-	20,000	20,800	21,632
Simulation Software		140	1,500	1,560	1,622
<b>Software and Licenses</b>	<b>5248</b>	<b>140</b>	<b>21,500</b>	<b>22,360</b>	<b>23,254</b>
Mt. Diablo Training		-	11,200	11,648	12,114
FSTEP/CSFM		-	3,000	3,120	3,245
Emergency Vehicle Operations Course		-	3,000	3,120	3,245
Other Outside Instructors		699	5,000	5,200	5,408
<b>Professional Services</b>	<b>5250</b>	<b>699</b>	<b>22,200</b>	<b>23,088</b>	<b>24,012</b>

## TRAINING

30-65

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Training Materials		91	1,000	1,040	1,082
<b>Specialized Printing</b>	<b>5272</b>	<b>91</b>	<b>1,000</b>	<b>1,040</b>	<b>1,082</b>
CCC Fire Training & Safety Officers		-	300	312	324
Cal Chief IAFC		-	400	416	433
Fire Dept. SO Association		-	300	312	324
CFCA - NorCal Training Officer Assoc		-	1,200	1,248	1,298
AFSS Cal Chief Admin Northern Division		689	500	520	541
<b>Memberships</b>	<b>5274</b>	<b>689</b>	<b>2,700</b>	<b>2,808</b>	<b>2,920</b>
Battalion Chief Training Program		1,135	16,604	15,375	-
Driver Refresher Course		-	-	20,800	21,632
Driver Training Class Expenses		-	1,600	1,664	1,731
Live Burn		-	14,583	-	-
Dump Fees Training Modules and Props		-	1,000	1,040	1,082
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>1,135</b>	<b>33,787</b>	<b>38,879</b>	<b>24,444</b>
Educational Assistance		18,076	17,000	52,000	54,080
<b>Educational Assistance</b>	<b>5277</b>	<b>18,076</b>	<b>17,000</b>	<b>52,000</b>	<b>54,080</b>
Training Library Reference Material		584	1,000	3,120	3,245
<b>Books and Periodicals</b>	<b>5280</b>	<b>584</b>	<b>1,000</b>	<b>3,120</b>	<b>3,245</b>
Training Officers Conference		-	5,000	18,200	18,928
FDIC		-	-	6,000	6,240
FireHouse World		-	-	6,000	6,240
Conferences and Training		1,270	5,000	5,200	5,408
<b>Meetings and Travel Expenses</b>	<b>5284</b>	<b>1,270</b>	<b>10,000</b>	<b>35,400</b>	<b>36,816</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 56,409</b>	<b>\$ 168,987</b>	<b>\$ 237,727</b>	<b>\$ 231,246</b>





# ACADEMY

## PURPOSE

Academy training is responsible for developing and executing a challenging and educational instructional curriculum that provides safe and effective education and skills in Operations to all new Firefighter Paramedics. The Academy is administered by the Training Assistant Chief.

## STANDARD LEVEL OF PERFORMANCE

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

## GOALS AND OBJECTIVES FOR FY 2022 | 23

1. Administer a Firefighter Recruit Academy in the winter of 2022.
2. Administer a Single Role Paramedic Academy in the winter of 2022.
3. Facilitate the probationary process for Recruit Academy 2021-1 and 2022-1.
4. Submit formal application to the State Fire Marshal for certification as an Accredited Fire Academy Site.

## STAFFING SUMMARY

Deputy Chief<sup>1</sup>

Assistant Chief<sup>2</sup>

Firefighter | Paramedic (11)

Senior Office Assistant<sup>2</sup>

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<sup>1</sup> Deputy Chief budgeted for under Operations (30-55).

<sup>2</sup> Assistant Chief and Senior Office Assistant budgeted for under Training (30-65).

**ACADEMY  
30-66**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Permanent Salaries	5110	\$ 686,141	\$ 919,321	\$ 762,520	\$ 785,396
Permanent Overtime	5120	76,799	50,000	50,000	50,000
FICA Contributions	5140	10,889	14,055	11,782	12,113
Retirement Contributions	5150	406,874	425,167	500,976	516,005
Employee Group Insurance	5160	104,800	117,563	167,259	173,949
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 1,285,503</b>	<b>\$ 1,526,106</b>	<b>\$ 1,492,537</b>	<b>\$ 1,537,463</b>
Office Supplies	5202	\$ 90	\$ 300	\$ 624	\$ 649
Small Tools and Equipment	5210	2,747	4,000	8,320	8,653
Miscellaneous Supplies	5212	10,385	15,000	21,320	22,173
Firefighting Supplies	5214	303	35,000	15,000	15,375
Food Supplies	5222	1,362	2,000	4,160	4,326
Safety Clothing	5224	88,582	82,000	82,680	85,987
Class B Uniforms	5227	21,500	32,400	33,696	35,044
Rents and Leases	5246	4,183	5,000	5,200	5,408
Software and Licenses	5248	-	4,000	5,720	5,949
Professional Services	5250	6,956	10,000	23,816	24,769
Specialized Printing	5272	535	2,500	2,600	2,704
Educational Courses and Supplies	5276	32,151	35,000	31,000	32,240
Books and Periodicals	5280	3,472	2,500	2,600	2,704
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 172,265</b>	<b>\$ 229,700</b>	<b>\$ 236,736</b>	<b>\$ 245,981</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,457,768</b>	<b>\$ 1,755,806</b>	<b>\$ 1,729,273</b>	<b>\$ 1,783,444</b>

**ACADEMY  
30-66**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Miscellaneous Office Supplies		\$ 90	\$ 300	\$ 624	\$ 649
<b>Office Supplies</b>	<b>5202</b>	<b>90</b>	<b>300</b>	<b>624</b>	<b>649</b>
Small Tools and Equipment		2,747	4,000	8,320	8,653
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>2,747</b>	<b>4,000</b>	<b>8,320</b>	<b>8,653</b>
Miscellaneous Supplies		10,385	15,000	21,320	22,173
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>10,385</b>	<b>15,000</b>	<b>21,320</b>	<b>22,173</b>
Firefighting Supplies		303	35,000	15,000	15,375
<b>Firefighting Supplies</b>	<b>5214</b>	<b>303</b>	<b>35,000</b>	<b>15,000</b>	<b>15,375</b>
Food Supplies		1,362	2,000	4,160	4,326
<b>Food Supplies</b>	<b>5222</b>	<b>1,362</b>	<b>2,000</b>	<b>4,160</b>	<b>4,326</b>
Safety Clothing		88,582	82,000	82,680	85,987
<b>Safety Clothing</b>	<b>5224</b>	<b>88,582</b>	<b>82,000</b>	<b>82,680</b>	<b>85,987</b>
Class B Uniforms and Supplies		21,500	32,400	33,696	35,044
<b>Class B Uniforms</b>	<b>5227</b>	<b>21,500</b>	<b>32,400</b>	<b>33,696</b>	<b>35,044</b>
Rents and Leases		4,183	5,000	5,200	5,408
<b>Rents and Leases</b>	<b>5246</b>	<b>4,183</b>	<b>5,000</b>	<b>5,200</b>	<b>5,408</b>
Evals		-	2,500	2,600	2,704
E-library		-	1,500	3,120	3,245
<b>Software and Licenses</b>	<b>5248</b>	<b>-</b>	<b>4,000</b>	<b>5,720</b>	<b>5,949</b>
Miscellaneous Training		6,956	5,000	18,616	19,361
Survival		-	5,000	5,200	5,408
<b>Professional Services</b>	<b>5250</b>	<b>6,956</b>	<b>10,000</b>	<b>23,816</b>	<b>24,769</b>
Training Materials		535	2,500	2,600	2,704
<b>Specialized Printing</b>	<b>5272</b>	<b>535</b>	<b>2,500</b>	<b>2,600</b>	<b>2,704</b>

**ACADEMY  
30-66**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Auto Extrication		8,751	10,000	5,000	5,200
Rescue		14,400	15,000	15,600	16,224
Emergency Vehicle Operations Course		9,000	10,000	10,400	10,816
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>32,151</b>	<b>35,000</b>	<b>31,000</b>	<b>32,240</b>
Books and Materials		3,472	2,500	2,600	2,704
<b>Books and Periodicals</b>	<b>5280</b>	<b>3,472</b>	<b>2,500</b>	<b>2,600</b>	<b>2,704</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 172,265</b>	<b>\$ 229,700</b>	<b>\$ 236,736</b>	<b>\$ 245,981</b>



# EMERGENCY MEDICAL SERVICES

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

1. Ensure compliance with Contra Costa County Ambulance Contract, and applicable Federal and State laws.
2. Planning and implementation of emergency medical service training, in conjunction with the Training Division for all suppression personnel.
3. Evaluate system, paramedic and EMT-1 performance by direct observation and data analysis.
4. Liaison between the District and County with the electronic Patient Care Reporting system.
5. Provide information and assistance to the Paramedics and EMTs in regard to standards of care and in maintaining their certifications, licenses and accreditation.
6. Planning and implementation of EMS QI program.
7. Act as a liaison with the State EMS Authority, Contra Costa County EMS Agency and local hospitals.
8. Coordinate Continuing Education classes for District Paramedic and EMT's.
9. In conjunction with Human Resources, coordinate required immunizations and other medical tests as required.
10. Upgrade and maintain EMS equipment, as necessary.

11. Evaluate current and future innovative EMS equipment and treatment trends for opportunities for increased save rates and service levels.
12. Evaluate compliance reporting and data collection systems for RFP development.
13. Evaluate effectiveness of MCI response capabilities.
14. Perform biomedical preventative maintenance and repair services on industry standard basis.
15. Analyze empirical data to determine cause/effect relationship with improved cardiac save rate trend.
16. Provide appropriate enhanced medical oversight through utilization of District-focused Medical Director services.
17. Research strategic opportunities and maintain legislative awareness through utilization of EMS consultant services.
18. Research and apply for grants that are related to EMS response and Behavioral Health.

## GOALS AND OBJECTIVES FOR FY 2022 | 23

1. Implement reorganization as established by the Board of Directors and the meet and confer process.
2. Develop job descriptions for EMS Coordinator/Supervisor, Assistant Chief and EMS Specialists, then recruit for Assistant Chief and EMS Specialists.
3. In conjunction with Human Resources design a **First Responder** mental health wellness program.
4. Implement the Fire/Police mental health pilot program and monitor effectiveness through data analysis.
5. Deliver all mandated AHA Continuing Education courses for all required District Personnel (BLS, ACLS, PALS).
6. Integrate Single Role Paramedic Program into our deployment model and monitor effectiveness (Communications, Emergency Operations and EMS).



## STAFFING SUMMARY

Deputy Chief | Assistant Chief

EMS Coordinator | Supervisor

EMS Specialist (2)

EMS Coordinators<sup>1</sup> (3) Single

Role Paramedics (6) Senior

Office Assistant Medical Director

(Part-time)

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<sup>1</sup> EMS Coordinators budgeted under Emergency Operations (30-55).

**EMERGENCY MEDICAL SERVICES**

**30-70**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
LEMSA - Medical Director Services	4250	\$ 72,365	\$ 131,250	\$ 131,250	\$ 134,531
LEMSA - ePCR Hosting Service	4250	118,900	98,400	98,400	100,860
LEMSA - ePCR Licesing Agreement	4250	50,832	50,000	51,000	52,275
GEMT	4251	444	-	160,000	161,600
BHJIS Grant	4240	-	-	390,000	-
Measure X	4240	-	740,000	-	-
Ambulance Services	4330	4,658,000	5,350,000	5,403,500	5,457,535
<b>TOTAL REVENUES</b>		<b>\$ 4,900,542</b>	<b>\$ 6,369,650</b>	<b>\$ 6,234,150</b>	<b>\$ 5,906,801</b>
Permanent Salaries	5110	\$ 464,051	\$ 177,102	\$ 1,354,669	\$ 1,350,680
Temporary Salaries	5115	48,400	216,640	354,749	356,734
Permanent Overtime	5120	-	-	5,000	5,000
FICA Contributions	5140	7,625	5,709	24,859	24,830
Retirement Contributions	5150	244,565	138,044	583,365	592,440
Employee Group Insurance	5160	20,255	31,059	210,108	197,984
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 784,896</b>	<b>\$ 568,554</b>	<b>\$ 2,532,750</b>	<b>\$ 2,527,668</b>
Office Supplies	5202	\$ 1,459	\$ 1,000	\$ 1,040	\$ 1,082
Small Tools and Equipment	5210	14,749	23,000	22,464	23,363
Miscelaneous Supplies	5212	530	1,000	1,040	1,082
Medical Supplies	5213	284,218	240,000	252,400	259,646
Pharmaceutical Supplies	5216	59,301	53,000	60,000	61,500
Food Supplies	5222	11,608	4,000	4,160	4,326
Safety Clothing	5224	4,072	2,500	2,600	2,704
Class A Uniforms	5225	-	500	520	541
Non-Safety Clothing	5226	382	1,600	1,664	1,731
Maintenance and Repairs - Equipment	5236	14,301	41,000	59,645	61,515
Software and Licensing	5248	63,047	63,550	66,092	68,736
Professional Services	5250	350,961	389,295	811,564	384,486
Specialized Printing	5272	21,380	2,500	2,600	2,704
Memberships	5274	49,381	1,100	1,144	1,190
Educational Courses and Supplies	5276	28,377	209,300	150,600	102,474
Books and Periodicals	5280	55	1,000	1,560	1,622
Taxes and Assessments	5320	139,936	162,923	143,500	149,240
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 1,043,756</b>	<b>\$ 1,197,268</b>	<b>\$ 1,582,593</b>	<b>\$ 1,127,940</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,828,652</b>	<b>\$ 1,765,822</b>	<b>\$ 4,115,343</b>	<b>\$ 3,655,608</b>

**EMERGENCY MEDICAL SERVICES**

**30-70**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Office Supplies		\$ 1,459	\$ 1,000	\$ 1,040	\$ 1,082
<b>Office Supplies</b>	<b>5202</b>	<b>1,459</b>	<b>1,000</b>	<b>1,040</b>	<b>1,082</b>
EMS Batteries		-	18,000	17,264	17,955
Miscellaneous Small Tools and Equipment		14,749	5,000	5,200	5,408
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>14,749</b>	<b>23,000</b>	<b>22,464</b>	<b>23,363</b>
Training Equipment		530	1,000	1,040	1,082
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>530</b>	<b>1,000</b>	<b>1,040</b>	<b>1,082</b>
Tactical EMS Supplies		-	5,000	5,200	5,408
Medical Grade Oxygen Delivery		25,908	20,000	20,800	21,632
Medical Supplies - Non-Disposable		7,020	35,000	36,400	37,856
Medical Supplies - Disposable		251,289	180,000	190,000	194,750
<b>Medical Supplies</b>	<b>5213</b>	<b>284,218</b>	<b>240,000</b>	<b>252,400</b>	<b>259,646</b>
Pharmaceutical Supplies		59,301	53,000	60,000	61,500
<b>Pharmaceutical Supplies</b>	<b>5216</b>	<b>59,301</b>	<b>53,000</b>	<b>60,000</b>	<b>61,500</b>
Food Supplies		11,608	4,000	4,160	4,326
<b>Food Supplies</b>	<b>5222</b>	<b>11,608</b>	<b>4,000</b>	<b>4,160</b>	<b>4,326</b>
Safety Clothing and Supplies		4,072	2,500	2,600	2,704
<b>Safety Clothing</b>	<b>5224</b>	<b>4,072</b>	<b>2,500</b>	<b>2,600</b>	<b>2,704</b>
Class A Uniforms		-	500	520	541
<b>Class A Uniforms</b>	<b>5225</b>	<b>-</b>	<b>500</b>	<b>520</b>	<b>541</b>
Non-Safety Clothing		382	1,600	1,664	1,731
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>382</b>	<b>1,600</b>	<b>1,664</b>	<b>1,731</b>
Preventative Maintenance - Biomedical Equipment		-	16,000	34,373	35,232
Biomedical Equipment Repairs		13,979	19,000	19,760	20,550
Other Equipment Maintenance and Repairs		323	6,000	5,512	5,732
<b>Maintenance and Repairs - Equipment</b>	<b>5236</b>	<b>14,301</b>	<b>41,000</b>	<b>59,645</b>	<b>61,515</b>
ePCR Annual License Agreement - County		50,832	50,000	52,000	54,080
Inventory Supply Locker and Software		12,209	13,000	13,520	14,061
International Fire Code		6	550	572	595
<b>Software and Licensing</b>	<b>5248</b>	<b>63,047</b>	<b>63,550</b>	<b>66,092</b>	<b>68,736</b>

**EMERGENCY MEDICAL SERVICES**

**30-70**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Medical Director Services		72,365	-	-	-
ePCR Hosting Service		118,900	98,400	100,860	103,382
EMS Consultant Services		68,125	60,000	61,500	63,038
PCR Independent Review Services		33,600	49,200	50,430	51,691
OCU Review		-	15,000	15,600	16,224
Behavioral Health Program		-	-	175,000	131,250
Behavioral Health Mobile Crisis and Non-Crisis Consultant		-	-	390,000	-
		46,395	149,220	-	-
Bio-Hazard Collection from Stations		10,324	9,800	10,192	10,600
Public CPR Supplies		1,252	3,075	3,198	3,326
EMT Recertification Fee to CCCEMS		-	3,000	3,120	3,245
AutoPulse Recertification Fee		-	1,600	1,664	1,731
<b>Professional Services</b>	<b>5250</b>	<b>350,961</b>	<b>389,295</b>	<b>811,564</b>	<b>384,486</b>
EMS Field Guides		21,380	2,500	2,600	2,704
Forms and Patient Care Reports		-	-	-	-
<b>Specialized Printing</b>	<b>5272</b>	<b>21,380</b>	<b>2,500</b>	<b>2,600</b>	<b>2,704</b>
National Association of EMS Educators		-	500	520	541
Cal Chiefs EMS Section		-	600	624	649
CE Provider Program		49,381	-	-	-
<b>Memberships</b>	<b>5274</b>	<b>49,381</b>	<b>1,100</b>	<b>1,144</b>	<b>1,190</b>
Paramedic CE Reimbursement		10,103	12,000	10,400	10,816
Pre-Hospital Trauma Life Support		3,200	8,300	10,000	10,250
AHA CPR HCP Certs		131	4,000	5,200	5,408
EMS Paramedic Program		13,684	50,000	50,000	50,000
Instructor fees		-	100,000	50,000	-
Training		1,259	35,000	25,000	26,000
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>28,377</b>	<b>209,300</b>	<b>150,600</b>	<b>102,474</b>
Miscellaneous		55	1,000	1,560	1,622
<b>Books and Periodicals</b>	<b>5280</b>	<b>55</b>	<b>1,000</b>	<b>1,560</b>	<b>1,622</b>
GEMT Quality Assurance Fee		139,936	162,923	143,500	149,240
<b>Taxes and Assessments</b>	<b>5320</b>	<b>139,936</b>	<b>162,923</b>	<b>143,500</b>	<b>149,240</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$1,043,756</b>	<b>\$1,197,268</b>	<b>\$1,582,593</b>	<b>\$1,127,940</b>

# SPECIAL OPERATIONS

## PURPOSE

The Special Operations Division is comprised of three teams and is responsible for providing a coordinated and organized response to Technical Rescue, Hazardous Materials incidents and investigation of fires. The Hazardous Materials team is trained and equipped to deal with incidents involving chemical, biological, radiological, radioactive, flammable, and other types of accidents. The Rescue team is trained and equipped to mitigate incidents involving confined space, trench, high angle, and low angle rope rescue when conventional rescues cannot be safely performed. The Fire Investigation team determines fire cause and origin as required by law.

## STANDARD LEVEL OF PERFORMANCE

1. Plan and deliver training to Hazmat, Rescue and Fire Investigation Team members.
2. Maintain State Office of Emergency Services Type II USAR and Haz Mat Designations.
3. Develop internal instructors capable of instructing classes within and outside of the Organization.
4. Attend District, County, and Regional training exercises.
5. Provide ongoing Haz Mat and Rescue team quarterly training.
6. Explore and implement improvements to Operations for all teams.
7. Send Special Operations team members to conferences, classes, and regional training events to ensure compliance with all local, state, and federal laws.
8. Perform investigations of fire incidents to determine their cause and origin, conduct post incident inspections to determine performance of building fire and life safety elements.
9. Strengthen relationships with law enforcement agencies; delineate roles and responsibilities for criminal investigations and evidence collection for incendiary fires.

## GOALS AND OBJECTIVES FOR FY 2022 | 23

1. Train and develop new Special Operations Team members and assist with Position Task Book completion.
2. Develop a plan for achieving Office of Emergency Services (OES) Heavy Rescue designation.
3. Send 6 Hazardous Materials team members to Department of Homeland Security First Responder Training in New Mexico.
4. Deliver Hazardous Materials initial incident command training.
5. Add a flammable accelerant detection Canine to the Fire Investigation Team

## STAFFING SUMMARY

Deputy Chief<sup>1</sup>

Assistant Chief<sup>2</sup>

Rescue Team Members (45)

Hazardous Materials Team Members (35)

Investigation Team Members (8)

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<sup>1</sup> Deputy Chief budgeted under Emergency Operations (30-55).

<sup>2</sup> Assistant Chief budgeted under Training (30-65).

**SPECIAL OPERATIONS**

**30-75**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Permanent Salaries	5110	\$353,999	\$ 524,984	\$ 625,596	\$ 651,010
Permanent Overtime	5120	32,102	85,000	196,100	201,428
Retirement Contributions	5150	246,159	419,830	508,985	529,662
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$632,260</b>	<b>\$1,029,814</b>	<b>\$1,330,681</b>	<b>\$1,382,100</b>
Small Tools and Equipment	5210	\$ 10,548	\$ 11,100	\$ 11,784	\$ 12,150
Miscellaneous Supplies	5212	9,380	12,100	13,964	14,456
Safety Clothing	5224	1,007	10,600	11,024	11,465
Non-Safety Clothing	5226	-	1,500	1,560	1,622
Maintenance and Repairs - Equipment	5236	15,472	15,500	17,053	17,720
Maintenance and Repairs - Radio	5238	-	500	520	541
Rents and Leases	5246	-	1,000	2,533	2,604
Professional Services	5250	-	1,000	3,040	3,132
Insurance Services	5264	-	-	960	984
Educational Courses and Supplies	5276	11,898	18,608	67,008	68,887
Books and Periodicals	5280	-	1,100	5,757	5,918
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 48,304</b>	<b>\$ 73,008</b>	<b>\$ 135,203</b>	<b>\$ 139,478</b>
<b>TOTAL EXPENDITURES</b>		<b>\$680,564</b>	<b>\$1,102,822</b>	<b>\$1,465,884</b>	<b>\$1,521,578</b>

**RESCUE  
30-75-75**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Permanent Salaries	5110	\$ -	\$ -	\$ 312,182	\$ 324,836
Permanent Overtime	5120	-	-	99,900	102,897
Retirement Contributions	5150	-	-	253,991	264,287
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 666,073</b>	<b>\$ 692,020</b>
OES Equipment Update		\$ 7,401	\$ 6,500	\$ 7,000	\$ 7,175
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>7,401</b>	<b>6,500</b>	<b>7,000</b>	<b>7,175</b>
Miscellaneous Supplies		6,835	7,000	4,160	4,326
K9 Supplies		-	-	3,000	3,075
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>6,835</b>	<b>7,000</b>	<b>7,160</b>	<b>7,401</b>
PPE Replacement and Repairs		38	7,000	7,280	7,571
<b>Safety Clothing</b>	<b>5224</b>	<b>38</b>	<b>7,000</b>	<b>7,280</b>	<b>7,571</b>
USAR Gear Bags		-	1,000	1,040	1,082
Uniforms Replacement-Task Force 4		-	500	520	541
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>-</b>	<b>1,500</b>	<b>1,560</b>	<b>1,622</b>
Maintenance and Repairs - Equipment		-	500	1,013	1,038
<b>Maintenance and Repairs - Equipment</b>	<b>5236</b>	<b>-</b>	<b>500</b>	<b>1,013</b>	<b>1,038</b>
Property and Equipment Rental		-	500	2,013	2,063
<b>Rents and Leases</b>	<b>5246</b>	<b>-</b>	<b>500</b>	<b>2,013</b>	<b>2,063</b>
Site Evaluation - Mt. Diablo		-	1,000	1,040	1,082
<b>Professional Services</b>	<b>5250</b>	<b>-</b>	<b>1,000</b>	<b>1,040</b>	<b>1,082</b>
Training		10,108	10,108	11,250	11,531
Handler Refresher		-	-	5,000	5,125
Instructor Development		-	2,000	14,838	15,209
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>10,108</b>	<b>12,108</b>	<b>31,088</b>	<b>31,865</b>
Books and Periodicals		-	500	520	541
<b>Books and Periodicals</b>	<b>5280</b>	<b>-</b>	<b>500</b>	<b>520</b>	<b>541</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 24,382</b>	<b>\$ 36,608</b>	<b>\$ 58,674</b>	<b>\$ 60,358</b>



## FIRE INVESTIGATION

30-75-77

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Permanent Salaries	5110	\$ -	\$ -	\$ 78,342	\$ 81,588
Permanent Overtime	5120	-	-	18,500	18,500
Retirement Contributions	5150	-	-	63,739	66,380
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160,581</b>	<b>\$ 166,468</b>
K9 Supplies		\$ -	\$ -	\$ 1,500	\$ 1,538
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>1,538</b>
Professional Services		-	-	2,000	2,050
<b>Professional Services</b>	<b>5250</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,050</b>
Pet Insurance		-	-	960	984
<b>Insurance Services</b>	<b>5264</b>	<b>-</b>	<b>-</b>	<b>960</b>	<b>984</b>
Training		-	-	17,000	17,425
Handler Refresher		-	-	2,500	2,563
Fire K9 Detection Certification		-	-	400	410
Instructor		-	-	2,500	2,563
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>-</b>	<b>-</b>	<b>22,400</b>	<b>22,961</b>
Books and Periodicals		-	-	4,613	4,728
<b>Books and Periodicals</b>	<b>5280</b>	<b>-</b>	<b>-</b>	<b>4,613</b>	<b>4,728</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,513</b>	<b>\$ 31,277</b>

**HAZARDOUS MATERIALS  
30-75-80**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Permanent Salaries	5110	\$ -	\$ -	\$ 235,072	\$ 244,586
Permanent Overtime	5120	-	-	77,700	80,031
Retirement Contributions	5150	-	-	191,255	198,995
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 504,027</b>	<b>\$ 523,612</b>
OES Equipment		\$ 1,715	\$ 1,600	\$ 1,664	\$ 1,731
Miscellaneous Small Tools and Equipment		1,432	3,000	3,120	3,245
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>3,147</b>	<b>4,600</b>	<b>4,784</b>	<b>4,975</b>
Draeger Tubes Replacement		-	2,000	2,080	2,163
Biological Supplies		1,028	800	832	865
Absorbents and Neutralizing Agents		-	800	832	865
Miscellaneous Tactical Supplies		1,516	1,500	1,560	1,622
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>2,544</b>	<b>5,100</b>	<b>5,304</b>	<b>5,516</b>
Chemical Protective Boots		-	800	832	865
Level B Suit Replacements		969	1,200	1,248	1,298
Miscellaneous Protective Clothing		-	1,600	1,664	1,731
<b>Safety Clothing</b>	<b>5224</b>	<b>969</b>	<b>3,600</b>	<b>3,744</b>	<b>3,894</b>
Monitor and Detector Maintenance		14,695	14,000	15,000	15,600
Equipment Maintenance and Repairs		777	1,000	1,040	1,082
<b>Maintenance and Repairs - Equipment</b>	<b>5236</b>	<b>15,472</b>	<b>15,000</b>	<b>16,040</b>	<b>16,682</b>
Maintenance and Repairs - Radios and Computers		-	500	520	541
<b>Maintenance and Repairs - Radio</b>	<b>5238</b>	<b>-</b>	<b>500</b>	<b>520</b>	<b>541</b>
Off Site Facility and Equipment Rental Fees		-	500	520	541
<b>Rents and Leases</b>	<b>5246</b>	<b>-</b>	<b>500</b>	<b>520</b>	<b>541</b>
Training		1,790	5,000	10,400	10,816
Instructor Development		-	1,500	3,120	3,245
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>1,790</b>	<b>6,500</b>	<b>13,520</b>	<b>14,061</b>
Miscellaneous Books and Periodicals		-	600	624	649
<b>Books and Periodicals</b>	<b>5280</b>	<b>-</b>	<b>600</b>	<b>624</b>	<b>649</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 23,922</b>	<b>\$ 36,400</b>	<b>\$ 45,056</b>	<b>\$ 46,858</b>

# VOLUNTEER AND RESERVE FIREFIGHTERS

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

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

## GOALS AND OBJECTIVES FOR FY 2022 | 23

1. Continue to recruit for Volunteer/Reserve firefighters.
2. Refine Auxiliary Volunteer Program (Station 37 Volunteers).
3. Explore and implement automatic and mutual aid agreements in Morgan Territory.

## STAFFING SUMMARY

Deputy Chief<sup>1</sup>

Assistant Chief<sup>2</sup>

Station 37 Coordinator

Chaplain Coordinator

FS37 Volunteers (14)

Chaplain Volunteers (9)

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<sup>1</sup> Deputy Chief budgeted under Emergency Operations (30-55).

<sup>2</sup> Assistant Chief budgeted under Training (30-65).

**VOLUNTEER AND RESERVE FIREFIGHTERS  
30-85**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Temporary Salaries	5115	\$ 18,905	\$ 33,105	\$ 37,810	\$ 38,944
FICA Contributions	5140	274	480	548	565
Employee Group Insurance	5160	1,372	71	71	71
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 20,551</b>	<b>\$ 33,656</b>	<b>\$ 38,429</b>	<b>\$ 39,580</b>
Small Tools and Equipment	5210	\$ 940	\$ 7,000	\$ 5,660	\$ 5,886
Miscellaneous Supplies	5212	1,522	6,100	6,344	4,435
Safety Clothing	5224	347	9,000	20,800	21,632
Non-Safety Clothing	5226	713	4,000	4,160	4,326
Professional Services	5250	6,100	16,500	12,280	12,771
Specialized Printing	5272	439	500	520	541
Educational Courses	5276	-	-	9,660	10,046
Books and Periodicals	5280	225	300	312	324
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 10,286</b>	<b>\$ 43,400</b>	<b>\$ 59,736</b>	<b>\$ 59,962</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 30,838</b>	<b>\$ 77,056</b>	<b>\$ 98,165</b>	<b>\$ 99,542</b>

**VOLUNTEER AND RESERVE FIREFIGHTERS  
30-85**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Firefighter Reserves Equipment		\$ -	\$ 2,600	\$ 2,704	\$ 2,812
ARA Pro Replacement		-	3,000	1,500	1,560
Small Tools and Equipment		940	1,400	1,456	1,514
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>940</b>	<b>7,000</b>	<b>5,660</b>	<b>5,886</b>
Auto Extrication Vehicles		-	2,000	2,080	-
Firefighter Reserves Supplies		-	4,000	4,160	4,326
Miscellaneous Supplies		1,522	100	104	108
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>1,522</b>	<b>6,100</b>	<b>6,344</b>	<b>4,435</b>
Firefighter Reserves Safety Clothing		-	5,000	20,800	21,632
Safety Clothing		347	4,000	-	-
<b>Safety Clothing</b>	<b>5224</b>	<b>347</b>	<b>9,000</b>	<b>20,800</b>	<b>21,632</b>
New Volunteers		713	2,000	2,080	2,163
Uniform Replacements		-	2,000	2,080	2,163
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>713</b>	<b>4,000</b>	<b>4,160</b>	<b>4,326</b>
Firefighter Reserve Tower		700	2,000	2,080	2,163
EVOG Class		5,400	9,500	5,000	5,200
Vegetation Clean up		-	5,000	5,200	5,408
<b>Professional Services</b>	<b>5250</b>	<b>6,100</b>	<b>16,500</b>	<b>12,280</b>	<b>12,771</b>
Specialized Printing		439	500	520	541
<b>Specialized Printing</b>	<b>5272</b>	<b>439</b>	<b>500</b>	<b>520</b>	<b>541</b>
Emergency Medical Responder Certification		-	-	4,160	4,326
Training		-	-	5,500	5,720
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>-</b>	<b>-</b>	<b>9,660</b>	<b>10,046</b>
Firehouse Magazine		225	300	312	324
<b>Books and Periodicals</b>	<b>5280</b>	<b>225</b>	<b>300</b>	<b>312</b>	<b>324</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 10,286</b>	<b>\$ 43,400</b>	<b>\$ 59,736</b>	<b>\$ 59,962</b>

**DEBT SERVICE FUND - 200**  
**STATEMENT OF REVENUES AND EXPENDITURES**

**REVENUES**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Transfer in	3800	\$ 1,943,260	\$ 3,534,969	\$ 5,580,660	\$ 5,586,665
<b>TOTAL REVENUES</b>		<b>\$ 1,943,260</b>	<b>\$ 3,534,969</b>	<b>\$ 5,580,660</b>	<b>\$ 5,586,665</b>

**EXPENDITURES**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Debt Service - Equipment Lease	5310	\$ -	\$ -	\$ 2,066,373	\$ 2,072,556
Debt Service - 2020 COP	5310	404,055	1,994,563	1,993,663	1,991,763
Debt Service - Equipment Lease	5310	613,155	613,156	595,999	597,696
Debt Service - 2015 COP	5310	926,050	927,250	924,625	924,650
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,943,260</b>	<b>\$ 3,534,969</b>	<b>\$ 5,580,660</b>	<b>\$ 5,586,665</b>

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

**PURPOSE:** Purchase four Type 1 Fire Engines, six Type 3 Fire Engines, one Tiller Truck, 1 Mobile Command Unit and one Heavy Duty Rescue Unit.

<b>CURRENT YEAR SUMMARY</b>	
Principal Outstanding as of July 1, 2022	\$ 10,000,000
Reduction in Principal Balance	1,944,000
Interest Due	122,373
Total Payment Due	2,066,373
Principal Outstanding as of June 30, 2023	\$ 8,056,000

<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2022-2023	1.29%	\$ 1,944,000	\$ 122,373	\$ 2,066,373
2023-2024	1.29%	1,975,000	97,556	2,072,556
2024-2025	1.29%	2,001,000	71,988	2,072,988
2025-2026	1.29%	2,027,000	46,092	2,073,092
2026-2027	1.29%	2,053,000	19,860	2,072,860
<b>TOTALS</b>		<b>\$ 10,000,000</b>	<b>\$ 357,869</b>	<b>\$ 10,357,869</b>



**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2020 CERTIFICATES OF PARTICIPATION \$40.0M**

**PURPOSE:** Finance the design and construction of the Public Safety Complex at 2401 Crow Canyon Road in the City of San Ramon to house the San Ramon Police Department and the Fire District Administration, and to Finance the future Training Center Facility at 1500 Bollinger Canyon Road in the City of San Ramon.

<b>CURRENT YEAR SUMMARY</b>	
Principal Outstanding as of July 1, 2022	\$ 34,730,000
Reduction in Principal Balance	660,000
Interest Due	1,333,662
Total Payment Due	1,993,662
Principal Outstanding as of June 30, 2023	\$ 34,070,000

<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2022-2023	4.00%	\$ 660,000	\$ 1,333,662	\$ 1,993,662
2023-2024	4.00%	685,000	1,306,762	1,991,762
2024-2025	4.00%	715,000	1,278,762	1,993,762
2025-2026	4.00%	745,000	1,249,562	1,994,562
2026-2027	4.00%	775,000	1,219,162	1,994,162
2027-2028	4.00%	805,000	1,187,562	1,992,562
2028-2029	4.00%	840,000	1,154,662	1,994,662
2029-2030	4.00%	870,000	1,120,462	1,990,462
2030-2031	4.00%	905,000	1,084,962	1,989,962
2031-2032	4.00%	945,000	1,047,962	1,992,962
2032-2033	4.00%	985,000	1,009,362	1,994,362
2033-2034	4.00%	1,025,000	969,162	1,994,162
2034-2035	4.00%	1,065,000	927,362	1,992,362
2035-2036	4.00%	1,110,000	883,862	1,993,862
2036-2037	4.00%	1,155,000	838,562	1,993,562
2037-2038	4.00%	1,200,000	791,462	1,991,462
2038-2039	2.25%	1,240,000	753,512	1,993,512
2039-2040	2.38%	1,270,000	724,481	1,994,481
2040-2041	4.00%	1,310,000	683,200	1,993,200
2041-2042	4.00%	1,365,000	629,700	1,994,700
2042-2043	4.00%	1,420,000	574,000	1,994,000
2043-2044	4.00%	1,475,000	516,100	1,991,100
2044-2045	4.00%	1,535,000	455,900	1,990,900
2045-2046	4.00%	1,600,000	393,200	1,993,200
2046-2047	4.00%	1,665,000	327,900	1,992,900
2047-2048	4.00%	1,730,000	260,000	1,990,000
2048-2049	4.00%	1,805,000	189,300	1,994,300

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2020 CERTIFICATES OF PARTICIPATION \$40.0M**

**PURPOSE:** Finance the design and construction of the Public Safety Complex at 2401 Crow Canyon Road in the City of San Ramon to house the San Ramon Police Department and the Fire District Administration, and to Finance the future Training Center Facility at 1500 Bollinger Canyon Road in the City of San Ramon.

<b>CURRENT YEAR SUMMARY</b>	
Principal Outstanding as of July 1, 2022	\$ 34,730,000
Reduction in Principal Balance	660,000
Interest Due	1,333,662
Total Payment Due	1,993,662
Principal Outstanding as of June 30, 2023	\$ 34,070,000

<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2049-2050	4.00%	1,875,000	115,700	1,990,700
2050-2051	4.00%	1,955,000	39,100	1,994,100
<b>TOTALS</b>		<b>\$ 34,730,000</b>	<b>\$ 23,065,385</b>	<b>\$ 57,795,385</b>

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

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

<b>CURRENT YEAR SUMMARY</b>	
Principal Outstanding as of July 1, 2022	\$ 3,431,000
Reduction in Principal Balance	552,000
Interest Due	43,999
Total Payment Due	595,999
Principal Outstanding as of June 30, 2023	\$ 2,879,000

<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2022-2023	1.34%	\$ 552,000	\$ 43,999	\$ 595,999
2023-2024	1.34%	561,000	36,696	597,696
2024-2025	1.34%	568,000	29,159	597,159
2025-2026	1.34%	576,000	21,520	597,520
2026-2027	1.34%	583,000	13,782	596,782
2027-2028	1.34%	591,000	5,943	596,943
<b>TOTALS</b>		<b>\$ 3,431,000</b>	<b>\$ 151,099</b>	<b>\$ 3,582,099</b>

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

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

<b>CURRENT YEAR SUMMARY</b>	
Principal Outstanding as of July 1, 2022	\$ 9,850,000
Reduction in Principal Balance	565,000
Interest Due	359,625
Total Payment Due	924,625
Principal Outstanding as of June 30, 2023	\$ 9,285,000

<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2022-2023	5.00%	\$ 565,000	\$ 359,625	\$ 924,625
2023-2024	2.00%	585,000	339,650	924,650
2024-2025	2.00%	595,000	327,850	922,850
2025-2026	5.00%	615,000	306,525	921,525
2026-2027	3.00%	640,000	281,550	921,550
2027-2028	3.00%	660,000	262,050	922,050
2028-2029	3.00%	680,000	241,950	921,950
2029-2030	3.00%	700,000	221,250	921,250
2030-2031	3.00%	725,000	199,875	924,875
2031-2032	4.00%	750,000	174,000	924,000
2032-2033	4.00%	775,000	143,500	918,500
2033-2034	5.00%	810,000	107,750	917,750
2034-2035	5.00%	855,000	66,125	921,125
2035-2036	5.00%	895,000	22,375	917,375
<b>TOTALS</b>		<b>\$ 9,850,000</b>	<b>\$ 3,054,075</b>	<b>\$ 12,904,075</b>

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**Capital Improvement Plan**

	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>	<u>2032/33</u>
<b>Beginning Capital Balance</b>	\$ 9,470,119	\$ 50,207,196	\$ 39,245,279	\$ 8,439,787	\$ 2,647,765	\$ 3,836,551	\$ 2,965,294	\$ 4,411,882	\$ 7,774,323	\$ 10,327,609	\$ 12,521,385	\$ 15,130,885	\$ 16,478,197
<b>Contributions</b>													
General Fund Transfer	2,732,116	2,827,287	1,860,338	2,956,590	3,097,178	3,243,030	3,394,326	4,623,538	4,785,362	4,952,849	5,126,199	5,305,616	-
Projected Comm Ctr Savings	466,387	483,163	500,074	517,577	535,692	554,441	573,847	593,931	614,719	636,234	658,502	681,550	-
FLSD Tech Fee	18,278	17,681	17,724	17,768	18,656	18,656	18,656	18,656	18,656	18,656	18,656	18,656	18,656
Investment Earnings	44,398	115,093	117,736	42,199	13,239	23,019	20,757	35,295	69,969	103,276	125,214	151,309	164,782
Developer Contribution	-	1,925,000	750,000	750,000	-	-	-	-	-	-	-	-	-
Debt Proceeds	40,400,671	10,015,820	-	-	-	-	-	-	-	-	-	-	-
<b>Total Contributions</b>	<u>43,661,850</u>	<u>15,384,045</u>	<u>3,245,872</u>	<u>4,284,134</u>	<u>3,664,765</u>	<u>3,839,147</u>	<u>4,007,586</u>	<u>5,271,421</u>	<u>5,488,706</u>	<u>5,711,016</u>	<u>5,928,572</u>	<u>6,157,131</u>	<u>183,438</u>
<b>Expenditures</b>													
Facilities	2,690,808	15,389,308	31,081,692	7,288,267	1,399,161	2,308,798	356,484	330,793	381,875	395,240	366,756	379,592	392,878
Fleet	111,269	10,042,063	279,500	438,482	398,695	1,717,714	2,046,710	1,258,354	2,295,343	2,844,954	2,445,098	3,670,538	525,006
Technology	69,400	763,395	2,090,736	290,235	68,940	71,310	60,890	55,320	172,421	114,863	274,880	596,134	96,575
Communications Center	38,413	60,996	36,522	25,445	26,336	107,774	32,028	93,064	40,806	31,279	52,083	116,615	52,395
FLSD Tech Improvements	-	90,200	-	16,983	11,877	-	6,107	-	-	20,877	-	-	7,253
Equipment	14,883	-	562,915	2,016,743	570,971	504,807	58,779	171,449	44,976	110,027	180,254	46,941	268,975
<b>Total Expenditures</b>	<u>2,924,773</u>	<u>26,345,962</u>	<u>34,051,365</u>	<u>10,076,155</u>	<u>2,475,980</u>	<u>4,710,404</u>	<u>2,560,999</u>	<u>1,908,980</u>	<u>2,935,420</u>	<u>3,517,240</u>	<u>3,319,071</u>	<u>4,809,819</u>	<u>1,343,081</u>
<b>Difference</b>	<u>40,737,077</u>	<u>(10,961,917)</u>	<u>(30,805,492)</u>	<u>(5,792,021)</u>	<u>1,188,786</u>	<u>(871,257)</u>	<u>1,446,588</u>	<u>3,362,441</u>	<u>2,553,286</u>	<u>2,193,776</u>	<u>2,609,500</u>	<u>1,347,312</u>	<u>(1,159,643)</u>
<b>Ending Capital Balance</b>	<u>\$ 50,207,196</u>	<u>\$ 39,245,279</u>	<u>\$ 8,439,787</u>	<u>\$ 2,647,765</u>	<u>\$ 3,836,551</u>	<u>\$ 2,965,294</u>	<u>\$ 4,411,882</u>	<u>\$ 7,774,323</u>	<u>\$ 10,327,609</u>	<u>\$ 12,521,385</u>	<u>\$ 15,130,885</u>	<u>\$ 16,478,197</u>	<u>\$ 15,318,554</u>

**NOTES:**

Capital Contributions reflect an increase of 3.5% annually.

Expenses reflect an increase of 3.5% annually.

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

**CAPITAL PROJECTS FUND - 300**  
**STATEMENT OF REVENUES AND EXPENDITURES**

**REVENUES**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Transfer In	3800	\$ 3,198,503	\$ 3,310,451	\$ 2,360,412	\$ 3,474,167
Info Technology Surcharge	4316	18,278	17,681	17,724	17,768
Investment Earnings	4410	44,398	115,093	118,493	43,465
Developer Contribution	4910	-	1,925,000	750,000	750,000
Debt Proceeds	4920	40,197,323	10,015,820	-	-
<b>TOTAL REVENUES</b>		<b>\$ 43,458,501</b>	<b>\$ 15,384,045</b>	<b>\$ 3,246,629</b>	<b>\$ 4,285,400</b>

**EXPENDITURES**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Professional Services	5250	\$ 73,407	\$ -	\$ -	\$ -
Legal Services	5252	87,515	-	-	-
FLSD Tech Improvements	5253	-	90,200	-	16,983
Facilities	6120	2,326,538	15,389,308	31,081,693	7,288,267
Technology	6230	69,400	763,395	2,090,735	290,236
Communications Center	6230	38,413	60,996	36,522	25,445
Equipment	6240	14,883	-	562,914	2,016,742
Fleet	6250	111,269	10,042,063	279,500	438,482
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,721,426</b>	<b>\$ 26,345,962</b>	<b>\$ 34,051,364</b>	<b>\$ 10,076,155</b>

**CAPITAL PROJECTS FUND**

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
Exterior Painting	6120	\$ -	\$ 103,500	\$ 107,123	\$ 110,872
PCC/Asphalt Repairs	6120	-	15,525	16,068	16,631
Fitness Equipment	6120	29,353	31,050	32,137	33,262
General Repairs/Maintenance	6120	188,579	51,750	53,561	55,436
Old Station 32 Environmental Impact Svcs	6120	12,150	51,750	53,561	-
Landscape Improvements - 3 Stations	6120	-	46,575	48,205	49,892
Plymovent	6120	-	20,700	21,425	22,174
Training Site Upgrade	6120	-	-	535,613	-
Training Facility	6120	-	91,250	13,000,000	7,000,000
Fire Station Remodel - 34	6120	264,847	927,208	6,589,000	-
Public Safety Building	6120	1,831,608	14,050,000	10,000,000	-
Public Safety Building - Roof Replacement	6120	-	-	625,000	-
<b>TOTAL FACILITIES</b>		<b>2,326,538</b>	<b>15,389,308</b>	<b>31,081,693</b>	<b>7,288,267</b>
Document Image Archive Appliance	5253	-	-	-	11,475
Records Management	5253	-	90,200	-	-
Field Tablets	5253	-	-	-	5,508
<b>TOTAL FLSD TECH IMPROVEMENTS</b>		<b>-</b>	<b>90,200</b>	<b>-</b>	<b>16,983</b>
Radios	6230	23,478	43,718	1,694,037	178,204
Computers	6230	-	32,137	73,175	34,426
Telephones	6230	-	3,214	-	-
Fire Station Alerting	6230	-	310,300	-	-
GIS Hardware	6230	-	-	-	4,590
Software	6230	44,173	374,026	304,897	20,000
Fire Station Projects	6230	1,750	-	-	-
Physio Lifepak Modems	6230	-	-	18,626	53,016
<b>TOTAL TECHNOLOGY</b>		<b>69,400</b>	<b>763,395</b>	<b>2,090,735</b>	<b>290,236</b>
Radios	6230	37,029	-	-	-
Communications Center	6230	-	32,073	8,611	-
Mobile Command Unit (CS131)	6230	-	-	24,585	25,445
Audio Visual	6230	-	13,390	-	-
Printers	6230	1,144	-	3,326	-
Data Centers	6230	-	2,678	-	-
Software	6230	240	12,855	-	-
<b>TOTAL COMMUNICATIONS CENTER</b>		<b>38,413</b>	<b>60,996</b>	<b>36,522</b>	<b>25,445</b>

## CAPITAL PROJECTS FUND

DESCRIPTION	GL CODE	ACTUAL FY 20-21	ESTIMATED ACTUAL FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED BUDGET FY 23-24
SCBA	6240	-	-	-	1,557,762
Autopulse	6240	14,883	-	89,076	110,633
Rapid Response Kit	6240	-	-	22,174	
Gurney	6240	-	-	34,442	35,647
Defibrillators	6240	-	-	372,222	312,700
Suction devices	6240	-	-	45,000	-
<b>TOTAL EQUIPMENT</b>		14,883	-	562,914	2,016,742
Sprinter Ambulances	6250	-	175,950	-	188,482
Engines - Type 1	6250	-	3,132,792	-	-
Engines - Type 3	6250	-	2,124,330	-	-
Trucks	6250	-	1,473,711	-	-
Specialty Units	6250	-	2,985,280	-	-
Vehicle Upfitting/Improvements	6250	111,269	150,000	279,500	250,000
<b>TOTAL FLEET</b>		111,269	10,042,063	279,500	438,482
<b>TOTAL CAPITAL PROJECTS FUND</b>		<b>\$ 2,560,504</b>	<b>\$26,345,962</b>	<b>\$34,051,364</b>	<b>\$10,076,155</b>



**RESOLUTION NO. 2022-11**  
**APPROPRIATIONS LIMIT FOR FISCAL YEAR 2022-23**

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

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

**WHEREAS**, the District has conducted the necessary analysis and calculations to determine the appropriations limit for fiscal year 2022-23, relying on the fiscal year 2021-22 limit approved by the Board of Directors on June 23, 2021, and the following two adjustment factors: Change in Population and Change in Per Capita Income for January 1, 2022, as provided by the California Department of Finance; and

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

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

1. The annual adjustment factors used to calculate the fiscal year 2022-23 appropriations limit shall be the change in State Per Capita Income of 7.55% and the January 2022 District population change of -0.20%;
2. The new Appropriation Limit for fiscal year 2022-23 shall be and is hereby set in the amount of \$206,560,017;
3. The fiscal year 2022-23 Adopted Budget appropriations subject to the appropriation limit are \$88,174,720.

**PASSED, APPROVED AND ADOPTED** on this 22<sup>nd</sup> day of June, 2022 at a regular meeting of the District Board of Directors at San Ramon, State of California on a motion made by Director Lee, seconded by Director Parker and duly carried with the following roll call votes:

**AYES:** Crean, Parker, Stamey, Lee

**NOES:** ∅

**ABSENT:** Kerr

**ABSTAIN:** ∅


{{SIGNATURES TO FOLLOW ON NEXT PAGE}}

Dated: June 22, 2022



\_\_\_\_\_  
Ryan Crean  
President, Board of Directors

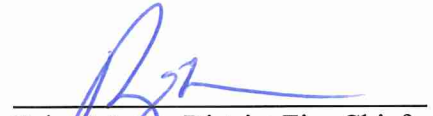
**ATTEST:**

  
\_\_\_\_\_  
Stephanie Brendlen, District Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Stephanie Brendlen, District Counsel

**APPROVED TO CONTENT:**

  
\_\_\_\_\_  
Paige Meyer, District Fire Chief

San Ramon Valley Fire Protection District  
Salary Schedule - Full-Time, Monthly and Annual  
June 1, 2022

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Administrative Assistant	Non-Rep	40	7,295.23	7,659.49	8,041.57	8,447.04	8,867.00	9,310.35
Battalion Chief 0	IAFF-A	56	87,542.71	91,913.83	96,498.83	101,364.54	106,404.03	111,724.23
Battalion Chief 1	IAFF-A	56	13,921.92	14,529.43	15,211.84	15,888.41	16,582.53	17,411.27
Battalion Chief 2	IAFF-A	56	167,063.06	174,353.11	182,542.14	190,660.93	198,990.41	208,935.23
Battalion Chief 4	IAFF-A	56	14,534.46	15,141.97	15,824.38	16,500.95	17,195.07	18,023.81
Battalion Chief 5	IAFF-A	56	174,413.53	181,703.58	189,892.60	198,011.40	206,340.88	216,285.70
Battalion Chief 6	IAFF-A	56	15,147.00	15,754.50	16,436.92	17,113.49	17,807.61	18,636.35
Battalion Chief 7	IAFF-A	56	181,764.00	189,054.05	197,243.07	205,361.86	213,691.35	223,636.17
Battalion Chief 8	IAFF-A	40	15,851.31	16,516.17	17,261.79	18,001.57	18,760.07	19,667.23
Battalion Chief 9	IAFF-A	40	190,215.67	198,194.00	207,141.52	216,018.82	225,120.85	236,006.77
Battalion Chief 10	IAFF-A	40	16,463.84	17,128.71	17,874.33	18,614.11	19,372.61	20,279.77
Battalion Chief 11	IAFF-A	40	197,566.14	205,544.47	214,491.99	223,369.28	232,471.32	243,357.24
Captain 0	IAFF	56	10,783.35	11,251.45	11,780.97	12,304.35	12,842.47	13,485.03
Captain 1	IAFF	56	129,400.25	135,017.37	141,371.65	147,652.21	154,109.69	161,820.34
Captain 2	IAFF	56	11,425.75	11,893.84	12,423.36	12,946.74	13,484.87	14,127.42
Captain 3	IAFF	56	137,108.96	142,726.08	149,080.36	155,360.92	161,818.40	169,529.05
Captain 4	IAFF	56	12,068.14	12,536.23	13,065.76	13,589.14	14,127.26	14,769.81
Captain 5	IAFF	56	144,817.67	150,434.79	156,789.07	163,069.63	169,527.11	177,237.76
Captain 6	IAFF	56	12,389.34	12,857.43	13,386.95	13,910.33	14,448.46	15,091.01
Captain 7	IAFF	56	148,672.02	154,289.15	160,643.43	166,923.99	173,381.47	181,092.11
Captain 8	IAFF	56	12,389.34	12,857.43	13,386.95	13,910.33	14,448.46	15,091.01
Captain 9	IAFF	56	148,672.02	154,289.15	160,643.43	166,923.99	173,381.47	181,092.11
Captain 10	IAFF	56	13,031.73	13,499.82	14,029.34	14,552.73	15,090.85	15,733.40
Captain 11	IAFF	56	156,380.73	161,997.86	168,352.14	174,632.70	181,090.18	188,800.83
Captain 12	IAFF	56	13,352.92	13,821.02	14,350.54	14,873.92	15,412.04	16,054.60
Captain 13	IAFF	56	160,235.09	165,852.21	172,206.49	178,487.06	184,944.54	192,655.18
Captain 14	IAFF	56	13,748.73	14,242.58	14,801.25	15,353.42	15,921.15	16,599.06
Captain 15	IAFF	56	164,984.81	170,910.91	177,614.94	184,241.02	191,053.78	199,188.68
Captain 16	IAFF	56	14,087.60	14,581.45	15,140.10	15,692.29	16,260.02	16,937.93
Captain 17	IAFF	56	169,051.24	174,977.34	181,681.23	188,307.45	195,120.21	203,255.11
Captain 18	IAFF	56	14,511.35	14,979.44	15,508.97	16,032.35	16,570.47	17,213.02
Captain 19	IAFF	56	174,136.22	179,753.30	186,107.60	192,388.20	198,845.70	206,556.27
Captain 20	IAFF	56	14,832.54	15,300.63	15,830.16	16,353.54	16,891.67	17,534.21
Captain 21	IAFF	56	177,990.50	183,607.58	189,961.88	196,242.48	202,699.98	210,410.55
Captain 22	IAFF	56	13,868.96	14,337.05	14,866.57	15,389.96	15,928.08	16,570.63
Captain 23	IAFF	56	166,427.50	172,044.62	178,398.90	184,679.46	191,136.94	198,847.59

San Ramon Valley Fire Protection District  
Salary Schedule - Full-Time, Monthly and Annual  
June 1, 2022

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
Captain 31	Rescue or HazMat Coordinator and Investigator	IAFF	56	13,498.66	13,992.52	14,551.17	15,103.35	15,671.08	16,348.99
				161,983.96	167,910.25	174,614.08	181,240.16	188,052.98	196,187.92
CERT Coordinator	CERT	Non-Rep	20	-	-	-	-	7,962.74	8,360.88
Chief Financial Officer	Non-Rep	40	-	15,339.01	16,105.96	16,911.25	17,756.82	18,644.66	
			184,068.06	193,271.46	202,935.04	213,081.79	223,735.88		
Deputy Chief	Non-Rep	40	18,017.96	18,774.12	19,627.43	20,470.21	21,342.26	22,378.18	
			216,215.46	225,289.41	235,529.20	245,642.57	256,107.10	268,538.12	
Director of Emergency Communications	Non-Rep	40	14,608.57	15,339.01	16,105.96	16,911.25	17,756.82	18,644.66	
			175,302.87	184,068.06	193,271.46	202,935.04	213,081.79	223,735.88	
District Counsel/Clerk	Non-Rep	40	-	-	-	-	-	18,644.66	
Emergency Preparedness Coordinator	Non-Rep	26	6,611.53	6,941.74	7,289.01	7,653.34	8,035.94	8,438.04	
			79,338.32	83,300.85	87,468.09	91,840.03	96,431.30	101,256.52	
EMS Coordinator/ Registered Nurse	Non-Rep	40	11,346.02	11,799.86	12,271.86	12,762.73	13,273.24	13,819.43	
			136,152.20	141,598.29	147,262.27	153,152.73	159,278.86	165,833.14	
EMS Specialist	Non-Rep	40	9,125.00	9,581.25	10,060.31	10,563.33	11,091.49	11,646.07	
Engineer 0	IAFF	56	109,500.00	114,975.00	120,723.75	126,759.94	133,097.93	139,752.83	
			9,445.32	9,864.18	10,315.95	10,804.41	11,276.42	11,840.25	
Engineer 1	IAFF	56	113,343.82	118,370.19	123,791.38	129,652.94	135,317.10	142,082.95	
			10,087.71	10,506.58	10,958.34	11,446.80	11,918.82	12,482.64	
Engineer 2	Rescue or Hazmat	IAFF	56	121,052.53	126,078.90	131,500.09	137,361.65	143,025.81	149,791.66
				10,730.10	11,148.97	11,600.73	12,089.20	12,561.21	13,125.03
Engineer 3	Rescue and Hazmat	IAFF	56	128,761.25	133,787.61	139,208.80	145,070.36	150,734.52	157,500.37
				11,051.30	11,470.16	11,921.93	12,410.39	12,882.41	13,446.23
Engineer 4	Paramedic	IAFF	56	132,615.60	137,641.97	143,063.16	148,924.72	154,588.87	161,354.73
				11,051.30	11,470.16	11,921.93	12,410.39	12,882.41	13,446.23
Engineer 5	Paramedic	IAFF	56	132,615.60	137,641.97	143,063.16	148,924.72	154,588.87	161,354.73
				11,693.69	12,112.56	12,564.32	13,052.79	13,524.80	14,088.62
Engineer 6	Paramedic	IAFF	56	140,324.31	145,350.68	150,771.87	156,633.43	162,297.59	169,063.44
				12,014.89	12,433.75	12,885.52	13,373.98	13,846.00	14,409.82
Engineer 7	Rescue, Hazmat and Investigator	IAFF	56	144,178.67	149,205.03	154,626.22	160,487.79	166,151.94	172,917.80
				11,659.34	12,101.25	12,577.88	13,093.22	13,591.20	14,186.04
Engineer 11	EMS or Mechanic Coordinator	IAFF	56	139,912.08	145,215.01	150,934.55	157,118.61	163,094.36	170,232.42
				12,530.93	12,949.79	13,401.55	13,890.01	14,362.03	14,925.85
Engineer 12	Rescue, Hazmat and Social Media Liaison	IAFF	56	150,371.10	155,397.50	160,818.65	166,680.17	172,344.37	179,110.19
				12,754.70	13,173.56	13,625.33	14,113.79	14,585.81	15,149.63
				153,056.40	158,082.77	163,503.96	169,365.52	175,029.68	181,795.53

San Ramon Valley Fire Protection District  
Salary Schedule - Full-Time, Monthly and Annual  
June 1, 2022

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Fire and Life Safety Inspector 1	IAFF	40	7,656.07	8,039.17	8,441.55	8,863.21	9,306.55	9,771.58
Fire and Life Safety Inspector 2	IAFF	40	91,872.83	96,470.08	101,298.64	106,358.52	111,678.61	117,258.93
Fire and Life Safety Permit Technician	IAFF	40	6,168.23	6,476.64	6,799.50	7,140.44	7,497.04	7,871.72
Fire and Life Safety Plans Examiner 1	IAFF	40	74,018.70	77,719.64	81,594.06	85,685.32	89,964.53	94,460.59
Fire and Life Safety Plans Examiner 2	IAFF	40	9,742.66	10,231.78	10,748.61	11,285.92	11,840.10	12,432.83
Investigator	IAFF	40	116,911.97	122,781.42	128,983.38	135,431.10	142,081.22	149,193.95
Fire Chief	Non-Rep	40	10,263.11	10,778.73	11,320.86	11,891.90	12,472.59	13,096.64
			123,157.29	129,344.79	135,850.34	142,702.86	149,671.02	157,159.64
			-	-	-	-	-	28,333.34
			-	-	-	-	-	340,000.08
Firefighter 1	IAFF	40	8,665.26	9,053.50	9,466.30	9,912.28	10,341.06	10,858.30
Academy	IAFF	40	103,983.13	108,641.95	113,595.64	118,947.38	124,092.73	130,299.58
Firefighter 2	IAFF	56	9,307.65	9,695.89	10,108.70	10,554.67	10,983.45	11,500.69
EMT	IAFF	56	111,691.84	116,350.66	121,304.35	126,656.09	131,801.44	138,008.29
Firefighter 3	IAFF	56	9,950.05	10,338.28	10,751.09	11,197.07	11,625.85	12,143.08
Rescue or Hazmat	IAFF	56	119,400.55	124,059.37	129,013.06	134,364.81	139,510.15	145,717.00
Firefighter 4	IAFF	56	10,271.24	10,659.48	11,072.28	11,518.26	11,947.04	12,464.28
Rescue and Hazmat	IAFF	56	123,254.91	127,913.73	132,867.41	138,219.16	143,364.51	149,571.35
Firefighter 5	IAFF	56	10,271.24	10,659.48	11,072.28	11,518.26	11,947.04	12,464.28
Paramedic	IAFF	56	123,254.91	127,913.73	132,867.41	138,219.16	143,364.51	149,571.35
Firefighter 6	IAFF	56	10,913.63	11,301.87	11,714.68	12,160.66	12,589.43	13,106.67
Rescue or Hazmat	IAFF	56	130,963.62	135,622.44	140,576.12	145,927.87	151,073.22	157,280.06
Firefighter 7	IAFF	56	11,234.83	11,623.07	12,035.87	12,481.85	12,910.63	13,427.87
Rescue and Hazmat	IAFF	56	134,817.97	139,476.80	144,430.48	149,782.23	154,927.57	161,134.42
Rescue, Hazmat and EMS Coordinator	IAFF	56	12,714.45	13,102.69	13,515.50	13,961.48	14,390.25	14,907.50
Paramedic	IAFF	56	152,573.46	157,232.31	162,186.00	167,537.72	172,683.06	178,889.94
Fleet Mechanic	Non-Rep	40	6,935.81	7,281.17	7,641.44	8,026.95	8,427.38	8,848.47
GIS Analyst	Non-Rep	40	83,229.74	87,374.01	91,697.28	96,323.45	101,128.61	106,181.59
Human Resources Generalist	Non-Rep	40	7,071.32	7,424.44	7,795.39	8,186.38	8,594.09	9,024.07
			84,855.87	89,093.32	93,544.65	98,236.58	103,129.03	108,288.82
Information Systems Technician	Non-Rep	40	7,115.95	7,469.34	7,839.93	8,233.48	8,644.24	9,076.79
Media Communications and Public Education Analyst	Non-Rep	40	85,391.37	89,632.02	94,079.21	98,801.75	103,730.83	108,921.50
Public Safety Dispatch Supervisor	IAFF	56	7,350.01	7,717.17	8,102.68	8,506.55	8,933.37	9,379.70
Public Safety Dispatcher 1	IAFF	56	88,200.12	92,605.99	97,232.16	102,078.62	107,200.45	112,556.34
			5,704.91	5,990.16	6,289.67	6,604.15	6,934.36	7,282.82
			68,458.95	71,881.90	75,476.02	79,249.77	83,212.34	87,393.85
Public Safety Dispatch Supervisor	IAFF	56	9,401.86	9,898.06	10,409.12	10,944.91	11,494.33	12,069.72
Public Safety Dispatcher 1	IAFF	56	112,822.29	118,776.75	124,909.46	131,338.96	137,931.98	144,836.68
			7,909.06	8,324.69	8,760.81	9,211.38	9,688.45	10,172.75
			94,908.75	99,896.34	105,129.69	110,536.53	116,261.41	122,073.04

San Ramon Valley Fire Protection District  
Salary Schedule - Full-Time, Monthly and Annual  
June 1, 2022

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Public Safety Dispatcher 2	IAFF	56	8,123.62	8,550.52	8,998.47	9,461.26	9,951.27	10,448.71
	EMD		97,483.39	102,606.28	107,981.60	113,535.11	119,415.29	125,384.57
Public Safety Systems Specialist	Non-Rep	40	7,637.21	8,019.29	8,420.31	8,841.38	9,282.50	9,747.02
			91,646.48	96,231.48	101,043.72	106,096.58	111,390.04	116,964.23
Senior Accounting Technician	Non-Rep	40	7,115.95	7,469.34	7,839.93	8,233.48	8,644.24	9,076.79
			85,391.37	89,632.02	94,079.21	98,801.75	103,730.83	108,921.50
Senior Office Assistant	Non-Rep	40	5,875.65	6,172.81	6,479.16	6,803.86	7,143.48	7,501.46
			70,507.77	74,073.78	77,749.93	81,646.38	85,721.81	90,017.54
Single Role Paramedic	IAFF-B	56	6,035.12	6,336.75	6,653.59	-	-	-
			72,421.44	76,041.00	79,843.08	-	-	-

**Items NOT included in Base Monthly Salary (BMS):**

Holiday Pay = PBMS\* x 6%  
FLSA

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

# San Ramon Valley Fire Protection District

## Salary Schedule - Part-Time, Hourly

June 1, 2022

Job Title	Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Chaplain Coordinator	Non-Rep	-	-	-	-	-	46.35
District Aide	Non-Rep	-	-	-	-	-	22.28
District Transporter	Non-Rep	-	-	-	-	-	25.00
Medical Director	Non-Rep	-	-	-	-	-	160.00
Project Assistant (Temporary)	Non-Rep	65.40	68.02	70.74	73.57	76.51	79.57
Volunteer Coordinator	Non-Rep	-	-	-	-	-	47.74



# SRVFPD – POLICY AND PROCEDURE

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

## FUND BALANCE/RESERVE POLICY

### INTRODUCTION

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

### PURPOSE

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

### DEFINITIONS

Fund balance – The difference between assets and liabilities.

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

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

### POLICY

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

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

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## SRVFPD – POLICY AND PROCEDURE

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

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

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

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

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

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

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

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

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

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# SRVFPD – POLICY AND PROCEDURE

TOPIC:	<b>OPEB Funding Policy</b>		
EFFECTIVE DATE:	11/2015	DOC NO:	<b>ADM-GEN</b>
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## OTHER POST EMPLOYMENT BENEFITS (OPEB) FUNDING POLICY

### INTRODUCTION

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

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

### NORMAL COSTS

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

### UNFUNDED ACTUARIAL ACCRUED LIABILITY (UAAL)

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

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

## ANNUAL REQUIRED CONTRIBUTIONS (ARC)

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

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

## ADDITIONAL CONTRIBUTION

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

## INVESTMENT/TRUST VEHICLE

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

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

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