

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

Wednesday, May 24 – 1:00 p.m.

Michelle Lee, Board President
Jay Kerr, Board Vice President
Ryan Crean, Director, Matthew Stamey, Director, Don Parker, Director

~MISSION STATEMENT~

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

MEETING LOCATION: SRVFPD Administrative Offices – Boardroom
1500 Bollinger Canyon Road, San Ramon, CA 94583

WEBSITE: <https://www.firedepartment.org/>

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**
4. **PUBLIC COMMENT**

Pursuant to the Ralph M. Brown Act (Government Code §54950 et. seq.), members of the public may comment on Agenda items and non-Agenda items related to any subject pertaining to District business during the Public Comment period. The time allotted for each speaker is determined by the Board President and may be limited to three (3) minutes.

5. **CONSENT CALENDAR**

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

- 5.1 Approve the demand register for the period April 21, 2023 through May 11, 2023 in the amount of \$4,399,091.87.
- 5.2 Approve the Board Minutes from the April 26, 2023 Board Retreat/Regular Board Meeting.
- 5.3 Approve salary, payroll taxes and retirement contributions for the period of April in the amount of \$5,021,301.12.

5.4 **Personnel Actions:**

Step Increases

Approve staff recommendation to award the following step increase, effective June 1, 2023:

- Battalion Chief David Garcia to Battalion Chief 1, step 5
- Single Role Paramedic Dominic Marks to Single Role Paramedic, step 2
- Single Role Paramedic Douglas Xiques to Single Role Paramedic, step 2

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Special Presentation by Engineer Brian Olson and Captain Demian Bannister on the iQuest Program.
- 6.2 Presentation of Investment Advisory Program by Karl Meng, Portfolio Strategist, Chandler Asset Management.
- 6.3 Presentation of Annual Comprehensive Financial Report (ACFR) by Ahmed Badawi, President, Badawi & Associates. The ACFR is located on the District's website at: <https://www.firedepartment.org/our-district/finance>.

7. OLD BUSINESS

None.

8. NEW BUSINESS

- 8.1 Open Public Hearing to consider Annual CPI Adjustment to Service Fees and Charges contained within Ordinance No. 28 and Adoption of Resolution No. 2023-05.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Letters of appreciation and support from the community.

10. MONTHLY ACTIVITY REPORTS

- 10.1 Operations Division – Deputy Chief Jonas Aguiar
Operations Report of monthly activities.
- 10.2 Training Division – Deputy Chief Jonas Aguiar
Training Report of monthly activities.
- 10.3 EMS Division –Deputy Chief Jonas Aguiar
EMS Report of monthly activities.
- 10.4 Community Risk Reduction Division – Deputy Chief Frank Drayton
Community Risk Reduction Report of monthly activities.
- 10.5 Fleet and Facilities Division – Deputy Chief Frank Drayton
Fleet and Facilities Report of monthly activities.
- 10.6 Communications and Technology Division – Director of Emergency Communications, Denise Pangelinan
Communications and Technology Report of monthly activities.
- 10.7 Human Resources Division – Administrative Services Consultant, Ken Campo
Human Resources Report of monthly activities.
- 10.8 Finance Division – Chief Financial Officer, Davina Hatfield
Finance Report of monthly activities.
- 10.9 Fire Chief – Fire Chief, Paige Meyer
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

11. GOOD OF THE ORDER

- 11.1 Comments by Board of Directors.

12. UPCOMING CALENDAR OF EVENTS

- 12.1 Next Regular Board Meeting (Board Training), June 28, 2023 at 10:00 a.m.
- 12.2 Promotion Ceremony, June 8, 2023, 6:00 p.m. to 8:00 p.m., Roundhouse, 2600 Camino Ramon, San Ramon.

13. CLOSED SESSION

- 13.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
California Government Code Section 54956.9:
Laura Begin v. SRVFPD; Chief John Duggan; and DOES 1 through 50, inclusive, Case No.: C23-00085
- 13.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2): 2 potential cases. Facts and circumstances that might result in litigation need not be disclosed.

14. RETURN TO OPEN SESSION

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

16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY, JUNE 28, 2023 AT 10:00 AM.

Prepared by:

Stephanie Brendlen

Stephanie Brendlen, District Counsel/District Clerk

Agenda posted on May 19, 2023 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts website at www.firedepartment.org.

All public meetings under the Brown Act must comply with Section 202 of the Americans with Disabilities Act ("ADA") and its implementing rules and regulations. If you have a disability and require a reasonable accommodation to fully participate in a public meeting, please contact the District Clerk at (925) 838-6661 as soon as possible but at least 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting may be viewed on the District website at www.firedepartment.org, at the District's Administrative Office located at 1500 Bollinger Canyon Road, San Ramon, California, or at the scheduled meeting.

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CONSENT ITEMS

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 4/21/2023 Through 5/11/2023

Check Num...	Check Date	Payee	Check Amount	Transaction Description
230042	5/3/2023	24 HOUR FITNESS LLC	350.00	Temporary Gym Membership during Stn 34 Construction-4/23
05/03/23-01	5/3/2023	ACE AUTO REPAIR AND TIRE CENTER	891.64	Repaired Cooling System/Technical Diagnosis-Unit 713
230043	5/3/2023	ACI OF SAN RAMON	865.14	Garbage Service 4/1/23-4/30/23-Stn 30
	5/3/2023	ACI OF SAN RAMON	306.52	Garbage Service 4/1/23-4/30/23-Stn 34
	5/3/2023	ACI OF SAN RAMON	1,189.66	Garbage Service 4/1/23-4/30/23-Stn 38
	5/3/2023	ACI OF SAN RAMON	505.24	Garbage Service 4/1/23-4/30/23-Stn 39
230012	4/27/2023	AIDEN TIJERO	4,000.00	Scholarship Reimb-CSUS Paramedic Tuition Summer 2023
	4/27/2023	AIDEN TIJERO	140.08	Scholarship Reimbursement-Paramedic School Supplies
05/03/23-02	5/3/2023	AIR EXCHANGE INC	664.89	Service and Parts for Plymovent-Stn 32
05/03/23-03	5/3/2023	AIR EXCHANGE INC	921.38	Service and Parts for Plymovent-Stn 31
04/27/23-01	4/27/2023	AIRGAS USA LLC	584.36	Oxygen
04/27/23-02	4/27/2023	AIRGAS USA LLC	923.73	Oxygen
04/27/23-03	4/27/2023	AIRGAS USA LLC	718.88	Oxygen
04/27/23-04	4/27/2023	AIRGAS USA LLC	671.77	Oxygen
05/03/23-04	5/3/2023	AIRGAS USA LLC	446.70	Oxygen
04/27/23-05	4/27/2023	ALL BRIGHT ELECTRIC	8,490.00	Install Electrical Outlets and TV Brackets at Stations (8)
230044	5/3/2023	AMERICAN MESSAGING	155.00	Paging Service-05/23
230045	5/3/2023	APCO INTERNATIONAL INC	60.00	Public Safety Telecommunicator Recertification-Dispatcher
230013	4/27/2023	ATT	23.13	Phone Service 3/19/23-4/18/23
230014	4/27/2023	ATT	1,749.24	Phones/Data/Radio Circuit/Long Distance 3/20/23-4/19/23
230015	4/27/2023	ATT	570.51	Phone Service 3/20/23-4/19/23
230089	5/11/2023	ATT MOBILITY	290.74	Cell Phones/Mobile Data/iPads 3/27/23-4/26/23
05/11/23-01	5/11/2023	BAYSPORT PREVENTIVE MEDICAL GROUP	480.00	Suppression-Wellness Fitness Exam 04/23
05/11/23-02	5/11/2023	BAYSPORT PREVENTIVE MEDICAL GROUP	1,200.00	Wellness Fitness Exams-Heart Scans 04/23
04/27/23-06	4/27/2023	BOUNDTREE MEDICAL LLC	2,421.37	Medical Supplies
04/27/23-07	4/27/2023	BOUNDTREE MEDICAL LLC	2,660.38	Medical Supplies
04/27/23-08	4/27/2023	BOUNDTREE MEDICAL LLC	374.28	Pharmaceutical Supplies
04/27/23-09	4/27/2023	BOUNDTREE MEDICAL LLC	330.00	Medical Supplies
04/27/23-10	4/27/2023	BOUNDTREE MEDICAL LLC	1,230.00	Pharmaceutical Supplies
04/27/23-11	4/27/2023	BOUNDTREE MEDICAL LLC	9.99	Pharmaceutical Supplies
04/27/23-12	4/27/2023	BOUNDTREE MEDICAL LLC	19.98	Pharmaceutical Supplies
04/27/23-13	4/27/2023	BOUNDTREE MEDICAL LLC	279.40	Pharmaceutical Supplies
04/27/23-14	4/27/2023	BOUNDTREE MEDICAL LLC	589.25	Pharmaceutical Supplies
04/27/23-15	4/27/2023	BOUNDTREE MEDICAL LLC	1,728.15	Medical Supplies
05/03/23-05	5/3/2023	BOUNDTREE MEDICAL LLC	418.60	Pharmaceutical Supplies
230090	5/11/2023	BRANDEIS MD INC.	3,000.00	Wellness Fitness Exams
230091	5/11/2023	CAL FIRE	675.00	Academy 2022-FSTEP Training-Vehicle Extrication (9)
230046	5/3/2023	CALIFORNIA BANK OF COMMERCE	29,075.81	Station 34 Remodel-PP14 Retention AC#1132505 SRFS#34
EFT 05/01/...	5/1/2023	CALPERS	688,275.00	CalPERS Health-05/23

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From 4/21/2023 Through 5/11/2023

Check Num...	Check Date	Payee	Check Amount	Transaction Description
Wire 04/28...	4/28/2023	CalPERS CERBT (OPEB)	800,000.00	FY22/23 OPEB Contribution Prefunding-April 2023
230092	5/11/2023	CARAHSOFT TECHNOLOGY CORP	7,252.20	Zoom Business Licensing Software Annual Renewal-7/23-7/24
05/11/23-03	5/11/2023	CHANDLER ASSET MANAGEMENT INC	1,900.56	Investment Management Services-April 2023
230016	4/27/2023	CINTAS CORPORATION	35.69	Air Filter Cleaning-Stn 32
230047	5/3/2023	CINTAS CORPORATION	71.85	Carpet Runners/Air Filter Cleaning Fee-Stn 32
230017	4/27/2023	CITY OF RENO-FIRE	78.90	Reimbursement-Fuel for Captain Promotional Panelist
04/27/23-16	4/27/2023	CLARK PEST CONTROL	141.00	Pest Control Service-Training Site
230018	4/27/2023	COMCAST	247.56	Cable Service 4/17/23-5/16/23-Admin
230048	5/3/2023	COMCAST	161.54	Cable Service 5/1/23-5/31/23-Stn 33
230049	5/3/2023	COMCAST	227.71	Cable Service 4/26/23-5/25/23-Stn 31
230050	5/3/2023	COMCAST	132.44	Cable Service 5/1/23-5/31/23-Stn 39
230051	5/3/2023	COMCAST	119.90	Cable Service 4/27/23-5/26/23-Stn 35
230052	5/3/2023	COMCAST	67.58	Cable Service 4/26/23-5/25/23-Training Site
230053	5/3/2023	COMCAST	222.08	Cable Service 4/26/23-5/25/23-Stn 36
230054	5/3/2023	COMCAST	121.15	Cable Service 4/27/23-5/26/23-Stn 34
230055	5/3/2023	COMCAST	153.54	Cable Service 4/27/23-5/26/23-Stn 38
04/27/23-17	4/27/2023	COOKE AND ASSOCIATES INC	1,490.00	Pre-Employment Background-District Aide
04/27/23-18	4/27/2023	COOKE AND ASSOCIATES INC	1,865.00	Pre-Employment Background-Single Role Paramedic
04/27/23-19	4/27/2023	COOKE AND ASSOCIATES INC	1,490.00	Pre-Employment Background-District Aide
04/27/23-20	4/27/2023	COOKE AND ASSOCIATES INC	1,490.00	Pre-Employment Background-District Aide
230056	5/3/2023	CSG CONSULTANTS INC	7,680.00	Fire Inspection Services-March 2023
05/03/23-06	5/3/2023	DA PAGE LLC	500.00	Paging Software Services-05/23
230057	5/3/2023	DANIELLE BELL	160.69	Reimbursement-CERT Meeting Supplies
04/27/23-21	4/27/2023	DEFINITIVE NETWORKS INC	112,259.00	Admin/Suppression/CQI/ePCR Support/MDCs/Comm Center-4/23
05/03/23-07	5/3/2023	DEFINITIVE NETWORKS INC	2,564.80	SSL Certificate Renewal 12/8/22-12/9/24
230019	4/27/2023	DEL CONTE LANDSCAPING INC	4,222.00	Landscape Maintenance 04/23-Admin/Stn 30/31/33/35/36/38
04/27/23-22	4/27/2023	DELTA DENTAL OF CALIFORNIA	6,026.14	Dental Insurance Administrative Fees-4/23
04/27/23-23	4/27/2023	DELTA DENTAL OF CALIFORNIA	9,801.40	Dental Claims 4/14/23-4/20/23
05/03/23-08	5/3/2023	DELTA DENTAL OF CALIFORNIA	16,956.30	Dental Claims 4/21/23-4/27/23
05/11/23-04	5/11/2023	DELTA DENTAL OF CALIFORNIA	12,190.40	Dental Claims 4/28/23-5/4/23
230058	5/3/2023	DENISE PANGELINAN	672.46	Reimbursement-Central Square Conference Airfare
GEM05230...	4/26/2023	DEPT OF HEALTH CARE SVC GEMT QAF	58,072.14	GEMT QAF Payment FY2021/22 Q4
230020	4/27/2023	DIRECTV	79.99	Cable Service 4/12/23-5/11/23
230021	4/27/2023	DUBLIN SAN RAMON SERVICES DISTRICT	454.04	Water Service 2/15/23-4/14/23-Stn 30
230022	4/27/2023	EBMUD	321.45	Water Service 2/17/23-4/19/23-Stn 35
230023	4/27/2023	EBMUD	337.37	Water Service 2/17/23-4/19/23-Stn 35
230059	5/3/2023	EBMUD	60.28	Water Service 2/23/23-4/25/23-Stn 32
230060	5/3/2023	EBMUD	139.12	Water Service 2/28/23-4/26/23-Stn 39
230093	5/11/2023	EBMUD	312.96	Water Service 02/23/23-04/25/23-Stn 32

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From 4/21/2023 Through 5/11/2023

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230094	5/11/2023	EBMUD	487.26	Water Service 02/28/23-04/26/23-Stn 39
230095	5/11/2023	EBMUD	177.99	Water Service 02/28/23-04/26/23-Stn 39
230096	5/11/2023	EBMUD	262.24	Water Service 02/23/23-04/25/23-Stn 32
05/11/23-05	5/11/2023	ERGOMETRICS AND APPLIED PERSONNEL RESEARCH INC	160.94	FireTEAM Test Rental-Single Role/Internal Recruit Training
230061	5/3/2023	ETHER WEB NETWORK LLC	75.00	Wireless Internet Service-Stn 37
230024	4/27/2023	FAIRA	16,015.70	Insurance Deductibles-Management and Auto Liability
230062	5/3/2023	FIRE PLAN REVIEW INC	5,220.00	Fire Protection Engineer Consulting Services-04/23
230025	4/27/2023	FIRELINE SHIELDS LLC	192.50	Structure Helmet Shields (2)
	4/27/2023	FIRELINE SHIELDS LLC	352.50	Structure Helmet Shields (4)
230063	5/3/2023	FULL TILT STRATEGIES LLC	2,571.67	BH Reimb Expenses-Ground/Air/Lodging 4/16/23-4/20/23
230097	5/11/2023	GALLS LLC	31.45	Single Role Paramedic-Uniform Belt
	5/11/2023	GALLS LLC	131.57	Suppression-Uniform Belt
05/03/23-09	5/3/2023	GEORGE ALBERTO ROJAS	1,860.00	CERT Instructor 2/2/23-4/23/23
230064	5/3/2023	GOLDEN STATE EMERGENCY VEHICLE SERVICES	89.90	Touch-up Paint for Apparatus
230065	5/3/2023	GOLDEN STATE FLEET SERVICES INC	125.00	Tow Service-Unit 345
04/27/23-24	4/27/2023	HDL COREN AND CONE	324.55	Property Tax Consulting CPI Increase-Q3
04/27/23-25	4/27/2023	HDL COREN AND CONE	6,334.73	Property Tax Consulting-Q4
05/03/23-10	5/3/2023	INDUSTRIAL SCIENTIFIC CORP	1,229.29	Monthly iNet Gas Monitoring Subscription 4/1/23-4/30/23
05/11/23-06	5/11/2023	INTERWEST CONSULTING GROUP INC	95.00	Fire Protection Plan Review Services-April 2023
230066	5/3/2023	ISINGS CULLIGAN	68.53	Water Service 4/23-Stn 31
230067	5/3/2023	ISINGS CULLIGAN	234.43	Water Softener Salt/Water Service 4/23-Stn 30
230068	5/3/2023	ISINGS CULLIGAN	75.32	Water Service 4/23-Admin
230026	4/27/2023	JAMES ALLEN	3,500.00	Scholarship Reimb-CSUS Paramedic Tuition Spring 2023
	4/27/2023	JAMES ALLEN	4,000.00	Scholarship Reimb-CSUS Paramedic Tuition Summer 2023
05/03/23-11	5/3/2023	JEFF KATZ ARCHITECTURAL CORPORATION	1,750.00	SR Public Safety Facility-Construction Administration
05/03/23-12	5/3/2023	JEFF KATZ ARCHITECTURAL CORPORATION	2,250.00	Station 34 Renovation-Construction Administration
05/03/23-13	5/3/2023	JEFF KATZ ARCHITECTURAL CORPORATION	10,492.43	SR Training Facility Plans-Bidding/Reimbursable Expenses
05/03/23-14	5/3/2023	JEFF KATZ ARCHITECTURAL CORPORATION	2,250.00	Station 34 Renovation-Construction Administration
05/03/23-15	5/3/2023	JEFF KATZ ARCHITECTURAL CORPORATION	2,250.00	Station 34 Renovation-Construction Administration
05/03/23-16	5/3/2023	JEFF KATZ ARCHITECTURAL CORPORATION	5,240.00	SR Training Facility Plans-Reimbursable Expenses
230069	5/3/2023	JOHN ROBERTSON	1,410.00	CERT Instructor 2/2/23-4/23/23
	5/3/2023	JOHN ROBERTSON	86.56	Reimbursement-CERT Meeting Supplies
230070	5/3/2023	JOSEPH W BRADLEY	112.22	Reimbursement-Book for BC Exam
230027	4/27/2023	JOSHUA SCOTT	391.00	Reimbursement-ACLS and BLS Recertification
	4/27/2023	JOSHUA SCOTT	311.00	Reimbursement-PALS Recertification
	4/27/2023	JOSHUA SCOTT	250.00	Reimbursement-Paramedic License Renewal
	4/27/2023	JOSHUA SCOTT	260.00	Reimbursement-PHTLS Recertification
05/03/23-17	5/3/2023	KENNETH R CAMPO CPA	13,104.00	Administrative Management Services-Apr 2023
230071	5/3/2023	KNOW BE4	4,325.40	Security Awareness Training Subscription 2/10/23-2/9/24

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Check/Voucher Register

From 4/21/2023 Through 5/11/2023

Check Num...	Check Date	Payee	Check Amount	Transaction Description
230028	4/27/2023	KT TEXTILES LLC	480.00	Donation Basket Supplies
04/27/23-26	4/27/2023	L N CURTIS AND SONS	457.18	Replacement Wildland Helmets (5)
05/03/23-18	5/3/2023	L N CURTIS AND SONS	499.16	Suppression-Wildland Boots (1)
05/03/23-19	5/3/2023	L N CURTIS AND SONS	203.79	Suppression-Fleece Liner for Rain Coat (1)
05/03/23-20	5/3/2023	L N CURTIS AND SONS	85.68	Suppression-Gear Bag (1)
05/03/23-21	5/3/2023	L N CURTIS AND SONS	67.20	Tool ID Stickers-Unit 557
05/03/23-22	5/3/2023	L N CURTIS AND SONS	367.58	Suppression-Fleece Liner for Rain Coats (2)
05/03/23-23	5/3/2023	L N CURTIS AND SONS	645.75	Suppression-Structure Boots (1)
05/11/23-07	5/11/2023	L N CURTIS AND SONS	222.94	Single Role Paramedic-Responder Parka
230072	5/3/2023	LIEBERT CASSIDY WHITMORE	3,191.50	Legal Fees-Advice
230029	4/27/2023	LIVERMORE AUTO GROUP	2,510.16	Replaced Brakes-Unit 352
230073	5/3/2023	LON M PHARES	9,114.00	Professional Services-Apr 2023
230074	5/3/2023	M AND L OVERHEAD DOORS	2,087.08	Repair Apparatus Bay Door-Stn 31
230030	4/27/2023	MARK WINKELMAN	12.29	Reimbursement-Meals for Captain Promotional Panelist
230075	5/3/2023	MOBILE MINI LLC	123.96	20' Container Rental 4/25/23-5/22/23-Stn 34
230031	4/27/2023	NATIONAL AUTO FLEET GROUP	188,250.35	2022 Ford Transit High Roof-Single Role Ambulance
230076	5/3/2023	NICHOLS CARPET CLEANING INC	700.00	Carpet Cleaning-Stn 33
05/03/23-24	5/3/2023	NIELSON MECHANICAL INC	11,450.00	Replacement Furnace/Vertical Coil/Outdoor Condenser-Stn 38
05/03/23-25	5/3/2023	NIELSON MECHANICAL INC	560.00	Service Call for Oven Exhaust Duct-Stn 31
05/03/23-26	5/3/2023	NIELSON MECHANICAL INC	1,962.00	Service Call for Shop Heater/Dorm Zoning/Dryer-Stn 36
230077	5/3/2023	ODP BUSINESS SOLUTIONS LLC	385.19	Office Supplies-Admin
05/11/23-08	5/11/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 32
05/11/23-09	5/11/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 30
05/11/23-10	5/11/2023	OSBORN SPRAY SERVICE INC	75.00	Pest Control Service-Admin
05/11/23-11	5/11/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 35
05/11/23-12	5/11/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 33
05/11/23-13	5/11/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 38
05/11/23-14	5/11/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 31
05/11/23-15	5/11/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 34
05/11/23-16	5/11/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 39
05/11/23-17	5/11/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 36
05/03/23-27	5/3/2023	P AND A ADMINISTRATIVE SERVICES INC	36.00	COBRA Service Fees-April 2023
230078	5/3/2023	PACIFIC MOBILE STRUCTURES INC	2,925.38	Temp Fire House Rental 5/1/23-5/31/23-Stn 34
230032	4/27/2023	PETER KRAVARIOTIS	3,500.00	Scholarship Reimb-CSUS Paramedic Tuition Spring 2023
	4/27/2023	PETER KRAVARIOTIS	4,000.00	Scholarship Reimb-CSUS Paramedic Tuition Summer 2023
230033	4/27/2023	PG&E	2,029.05	Gas/Electric Service 3/13/23-4/10/23-Stn 36
230034	4/27/2023	PG&E	762.18	Electric Service 3/10/23-4/9/23-Stn 34
230098	5/11/2023	PG&E	2,500.00	PG&E Fee-1500 Bollinger Canyon Road/Gas Line
230099	5/11/2023	PG&E	14.78	Signal Light 04/23-Stn 34

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From 4/21/2023 Through 5/11/2023

Check Num...	Check Date	Payee	Check Amount	Transaction Description
230079	5/3/2023	PITNEY BOWES INC	866.45	Postage Supplies
05/03/23-28	5/3/2023	RAMOS OIL INC.	4,661.50	Diesel Fuel-Stn 32
05/03/23-29	5/3/2023	RAMOS OIL INC.	6,448.91	Unleaded Fuel-Stn 38
05/03/23-30	5/3/2023	RAMOS OIL INC.	1,876.56	Unleaded/Diesel Fuel-Stn 30
05/03/23-31	5/3/2023	RAMOS OIL INC.	1,704.49	Unleaded/Diesel Fuel-Stn 31
230035	4/27/2023	ROBERT HALF INTERNATIONAL INC	886.95	Finance Contract Services 4/17/23-4/21/23
230080	5/3/2023	ROBERT HALF INTERNATIONAL INC	880.64	Finance Contract Services 4/24/23-4/28/23
05/03/23-32	5/3/2023	ROEBBELEN CONTRACTING INC	1,580,429.15	San Ramon Public Safety Building-PP22
230036	4/27/2023	RYAN A MAHONEY	176.34	Reimbursement-Uniform Shoes
230081	5/3/2023	SAUSAL CORPORATION	552,440.34	Station 34 Remodel-PP14
230082	5/3/2023	SEAN MEDINA	435.00	CERT Instructor 2/2/23-4/23/23
	5/3/2023	SEAN MEDINA	98.14	Reimbursement-CERT Meeting Supplies
	5/3/2023	SEAN MEDINA	56.93	Reimbursement-CERT Supplies
04/27/23-27	4/27/2023	SHAMROCK OFFICE SOLUTIONS INC	15.00	Toner Cartridge Shipping Fee-Admin Copier
05/03/23-33	5/3/2023	SHAMROCK OFFICE SOLUTIONS INC	600.62	Copier Charge 4/1/23-4/30/23-Admin
05/03/23-34	5/3/2023	SHAMROCK OFFICE SOLUTIONS INC	15.00	Copier Waste Toner Bottle Shipping Fee-Admin
05/03/23-35	5/3/2023	SHAMROCK OFFICE SOLUTIONS INC	15.00	Toner Cartridge Shipping Fee-Admin
230037	4/27/2023	SHAW HR CONSULTING	300.00	Human Resources Consulting 3/26/23-3/27/23
	4/27/2023	SHAW HR CONSULTING	1,175.00	Human Resources Consulting 9/25/22-11/3/22
230038	4/27/2023	SMILE BUSINESS PRODUCTS INC	345.94	Copier Service/Maintenance 4/22-Training Office
230100	5/11/2023	STAPLES PRINT & MARKETING SERVICES	2,979.97	Exterior Weed Abatement Legal Notice (5,612)
230101	5/11/2023	THE HARTFORD	2,240.00	Life/AD&D Insurance-5/23
230083	5/3/2023	THE HOME DEPOT PRO	2,049.37	Household Supplies-Stations
230039	4/27/2023	UNITED PARCEL SERVICE	16.00	Delivery Charges 4/15/23
230084	5/3/2023	UNITED PARCEL SERVICE	17.28	Delivery Charges 4/22/23
230102	5/11/2023	UNITED PARCEL SERVICE	17.28	Delivery Charges-5/6/23
DAL 03/23-...	4/20/2023	US BANK	208.89	Academy 2022-EVOC Training Lodging
DAL 03/23-...	4/20/2023	US BANK	208.89	Academy 2022-EVOC Training Lodging
DAL 03/23-...	4/20/2023	US BANK	208.89	Academy 2022-EVOC Training Lodging
DAL 03/23-...	4/20/2023	US BANK	208.89	Academy 2022-EVOC Training Lodging
DAL 03/23-...	4/20/2023	US BANK	5.44	Academy 2022-EVOC Training Meals
DAL 03/23-...	4/20/2023	US BANK	189.17	Academy 2022-EVOC Training Meals (9)
DAL 03/23-...	4/20/2023	US BANK	134.42	Academy 2022-EVOC Training Meals (9)
DAL 03/23-...	4/20/2023	US BANK	128.29	Academy 2022-EVOC Training Meals (9)
RG 03/23-01	4/20/2023	US BANK	192.21	Academy 2022-Graduation Invitations
RG 03/23-05	4/20/2023	US BANK	267.34	Academy 2022-Graduation Photos
RG 03/23-03	4/20/2023	US BANK	103.35	Academy 2022-Graduation Programs
DG 03/23-01	4/20/2023	US BANK	376.92	Academy Training Supplies
AP 03/23-01	4/20/2023	US BANK	54.99	Adobe Creative Cloud Monthly Subscription Fee-Mar 2023

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 4/21/2023 Through 5/11/2023

Check Num...	Check Date	Payee	Check Amount	Transaction Description
CE 03/23-02	4/20/2023	US BANK	924.00	AHA Course Materials-BLS/ACLS/PALS
DM 03/23-...	4/20/2023	US BANK	160.06	AHIMT Conference 3/3/23-3/8/23-Ground Transportation
DM 03/23-...	4/20/2023	US BANK	634.44	AHIMT Conference 3/3/23-3/8/23-Lodging
DM 03/23-...	4/20/2023	US BANK	7.73	AHIMT Conference 3/3/23-3/8/23-Meals
DM 03/23-...	4/20/2023	US BANK	26.15	AHIMT Conference 3/3/23-3/8/23-Meals
DM 03/23-...	4/20/2023	US BANK	19.81	AHIMT Conference 3/3/23-3/8/23-Meals
DM 03/23-...	4/20/2023	US BANK	13.13	AHIMT Conference 3/3/23-3/8/23-Meals
DM 03/23-...	4/20/2023	US BANK	10.37	AHIMT Conference 3/3/23-3/8/23-Meals
DM 03/23-...	4/20/2023	US BANK	82.13	AHIMT Conference 3/3/23-3/8/23-Meals
DM 03/23-...	4/20/2023	US BANK	12.86	AHIMT Conference 3/3/23-3/8/23-Meals
DM 03/32-...	4/20/2023	US BANK	22.83	AHIMT Conference 3/3/23-3/8/23-Meals
BO 03/23-10	4/20/2023	US BANK	39.14	Antenna Switch-Unit 856
TD 03/23-01	4/20/2023	US BANK	240.00	ArcGIS Online Service Credits
AP 03/23-02	4/20/2023	US BANK	27.95	Behavioral Health Meeting 3/21/23-Coffee
AP 03/23-03	4/20/2023	US BANK	88.61	Behavioral Health Meeting 3/21/23-Meals
DA 03/23-11	4/20/2023	US BANK	18.92	Boxes
DP 03/23-01	4/20/2023	US BANK	1,752.16	CalCard Stmt 03/22/23-D. Pangelinan
RB 03/23-01	4/20/2023	US BANK	5,302.18	CalCard Stmt 03/22/23-R.Bock
JA 03/23-01	4/20/2023	US BANK	1,028.96	Class B Uniforms
DH 03/23-01	4/20/2023	US BANK	35.60	CRR-Inspection and Plan Review Credit Card Fee
ML 03/23-02	4/20/2023	US BANK	477.97	CSDA Conference-Airfare
ML 03/23-03	4/20/2023	US BANK	80.31	CSDA Conference-Ground Transportation
ML 03/23-04	4/20/2023	US BANK	272.94	CSDA Conference-Lodging
ML 03/23-05	4/20/2023	US BANK	272.94	CSDA Conference-Lodging
DA 03/23-01	4/20/2023	US BANK	28.75	Document Binding
AS 03/23-08	4/20/2023	US BANK	87.00	Donation Supplies
DM 03/23-...	4/20/2023	US BANK	187.82	Emergency Response-Meals
DM 03/23-...	4/20/2023	US BANK	362.58	Emergency Response-Meals (20)
TD 03/23-07	4/20/2023	US BANK	672.46	Engage Conference-Airfare
TD 03/23-08	4/20/2023	US BANK	731.47	Engage Conference-Airfare
TD 03/23-10	4/20/2023	US BANK	258.16	Engage Conference-Lodging
TD 03/23-11	4/20/2023	US BANK	258.16	Engage Conference-Lodging
TD 03/23-05	4/20/2023	US BANK	849.00	Engage Conference-Registration
TD 03/23-06	4/20/2023	US BANK	849.00	Engage Conference-Registration
BW 03/23-02	4/20/2023	US BANK	1,291.59	Equipment/Poly-Boxes-Unit 557
CJ 03/23-02	4/20/2023	US BANK	125.00	Fastrk Replenishment
ES 03/23-01	4/20/2023	US BANK	618.29	FDAC Conference Dinner 03/15/23 (10)
FD 03/23-01	4/20/2023	US BANK	756.39	FDAC Conference-Lodging
FD 03/23-03	4/20/2023	US BANK	434.24	FDAC Conference-Lodging

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 4/21/2023 Through 5/11/2023

Check Num...	Check Date	Payee	Check Amount	Transaction Description
FD 03/23-04	4/20/2023	US BANK	613.79	FDAC Conference-Lodging
FD 03/23-05	4/20/2023	US BANK	613.79	FDAC Conference-Lodging
ML 03/23-06	4/20/2023	US BANK	240.85	FDAC Conference-Lodging
FD 03/23-02	4/20/2023	US BANK	395.00	FDAC Conference-Registration
AS 03/23-01	4/20/2023	US BANK	1,185.00	FDAC Conference-Registration (3)
RM 03/23-02	4/20/2023	US BANK	83.46	Fire Investigation Conference-Fuel
RM 03/23-04	4/20/2023	US BANK	691.28	Fire Investigation Conference-Lodging
BW 03/23-03	4/20/2023	US BANK	27.12	Firefighting Equipment-Unit 557
BW 03/23-05	4/20/2023	US BANK	43.44	Firefighting Equipment-Unit 557
JL 03/23-03	4/20/2023	US BANK	18.48	Gas Cap-Unit 712
RG 03/23-04	4/20/2023	US BANK	67.00	Helmet Shield-Single Role Paramedic
DB 03/23-01	4/20/2023	US BANK	32.59	Household Supplies-Maintenance
CR 03/23-02	4/20/2023	US BANK	847.24	Household Supplies-Stations
BO 03/23-07	4/20/2023	US BANK	7.58	Household Supplies-Stn 31
BO 03/23-11	4/20/2023	US BANK	342.01	Household Supplies-Stn 31
RM 03/23-03	4/20/2023	US BANK	260.00	IAFC Membership for FIREWISE Products
DA 03/23-08	4/20/2023	US BANK	266.37	Impact Drill and Bits
JL 03/23-02	4/20/2023	US BANK	97.86	Kitchen Supplies-Stn 32
DB 03/23-02	4/20/2023	US BANK	29.57	Kitchen Supplies-Stn 39
DAL 03/23-...	4/20/2023	US BANK	3,568.31	Live Burn Training Materials
ST 03/23-01	4/20/2023	US BANK	58.18	Meals-Interview Panel 2/24/23-Administrative Analyst
LN 03/23-02	4/20/2023	US BANK	64.75	Meals-Interview Panel 3/7/23-Single Role Paramedic
BW 03/23-01	4/20/2023	US BANK	12.40	New Ambulance Outfitting Supplies-Unit 715
BW 03/23-06	4/20/2023	US BANK	320.89	New Ambulance Outfitting Supplies-Unit 715
MM 03/23-...	4/20/2023	US BANK	1,231.20	New Tires (4)-Unit 362
DM 03/23-...	4/20/2023	US BANK	432.92	OES Preposition-Lodging
DM 03/23-...	4/20/2023	US BANK	40.18	OES Preposition-Meals
DM 03/23-...	4/20/2023	US BANK	22.58	OES Preposition-Meals
AS 03/23-04	4/20/2023	US BANK	17.58	Office Supplies
AS 03/23-06	4/20/2023	US BANK	37.58	Office Supplies
AS 03/23-07	4/20/2023	US BANK	62.95	Office Supplies
DA 03/23-02	4/20/2023	US BANK	27.18	Office Supplies
DA 03/23-05	4/20/2023	US BANK	76.35	Office Supplies
DA 03/23-09	4/20/2023	US BANK	16.29	Office Supplies
DA 03/23-10	4/20/2023	US BANK	10.85	Office Supplies
CE 03/23-01	4/20/2023	US BANK	262.40	Oil Absorbent for Generator Tanks
TD 03/23-12	4/20/2023	US BANK	288.00	Password Keeping Tool
TD 03/23-14	4/20/2023	US BANK	39.59	Power Adaptors for Dispatch Wall Clock
TD 03/23-17	4/20/2023	US BANK	47.82	Power Cables for iPads

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 4/21/2023 Through 5/11/2023

Check Num...	Check Date	Payee	Check Amount	Transaction Description
TD 03/23-17	4/20/2023	US BANK	47.82	Power Cables for iPads
TD 03/23-15	4/20/2023	US BANK	52.84	Power Cables for Laptops
DM 03/23-...	4/20/2023	US BANK	308.68	Preventative Maintenance-Unit 362
TD 03/23-16	4/20/2023	US BANK	105.48	Radio Antenna Cable Adaptors
BO 03/23-08	4/20/2023	US BANK	62.44	Radio Cache Label Supplies
TD 03/23-09	4/20/2023	US BANK	67.99	Radio Maintenance Supplies
LN 03/23-01	4/20/2023	US BANK	228.43	Recruitment Supplies
LN 03/23-03	4/20/2023	US BANK	229.16	Recruitment Supplies
JB 03/23-01	4/20/2023	US BANK	1,229.98	Repair to Air Conditioning System-Unit 856
BO 03/23-05	4/20/2023	US BANK	151.16	Replacement Antenna-Unit 856
DG 03/23-02	4/20/2023	US BANK	222.44	Replacement Car Battery-Unit 354
DA 03/23-03	4/20/2023	US BANK	372.60	Replacement Chainsaw Parts
DA 03/23-04	4/20/2023	US BANK	97.48	Replacement Chainsaw Parts
JL 03/23-04	4/20/2023	US BANK	29.35	Replacement Hub Cap-Unit 712
JL 03/23-01	4/20/2023	US BANK	61.25	Replacement Paper Shredder-Stn 32
BO 03/23-01	4/20/2023	US BANK	21.16	Replacement Radio Cable-Unit 856
BO 03/23-09	4/20/2023	US BANK	19.96	Replacement Radio Cable-Unit 856
BO 03/23-04	4/20/2023	US BANK	47.82	Replacement Sign-Stn 31
BO 03/23-03	4/20/2023	US BANK	55.81	Replacement Tiller Cab Fan-Unit 524
RG 03/23-02	4/20/2023	US BANK	128.01	Rounds Bags
BW 03/23-04	4/20/2023	US BANK	33.70	Shop Tools
DA 03/23-12	4/20/2023	US BANK	139.90	Smog Check-Unit 340 and 345
TD 03/23-02	4/20/2023	US BANK	65.24	Speaker Bar for Virtual Meetings
ML 03/23-01	4/20/2023	US BANK	65.00	Special District Governance Certificate Fee
AS 03/23-02	4/20/2023	US BANK	675.00	Special District Leadership Academy-Registration
AS 03/23-05	4/20/2023	US BANK	65.87	State of the Town Luncheon/Danville-Registration (1)
AS 03/23-03	4/20/2023	US BANK	329.35	State of the Town Luncheon/Danville-Registration (5)
DA 03/23-06	4/20/2023	US BANK	223.35	Station Supplies
DA 03/23-07	4/20/2023	US BANK	678.74	Station Supplies
CR 03/23-03	4/20/2023	US BANK	674.75	Station Supplies-Electrolytes
CR 03/23-01	4/20/2023	US BANK	8.69	Station Supplies-Maintenance
BO 03/23-02	4/20/2023	US BANK	108.19	Station Supplies-Stn 31
BO 03/23-06	4/20/2023	US BANK	66.51	Station Supplies-Stn 31
TD 03/23-13	4/20/2023	US BANK	158.44	Supplies for TV Wall Maps
JA 03/23-02	4/20/2023	US BANK	20.00	Training Website Hosting Fee
TD 03/23-03	4/20/2023	US BANK	54.59	TV Wall Maps-Supplies
TD 03/23-04	4/20/2023	US BANK	192.56	TV Wall Maps-Supplies
TD 03/23-18	4/20/2023	US BANK	36.96	USB Thumb Drives
CJ 03/23-01	4/20/2023	US BANK	1,233.00	Water Leak Investigation-Stn 31

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 4/21/2023 Through 5/11/2023

Check Num...	Check Date	Payee	Check Amount	Transaction Description
BO 03/23-12	4/20/2023	US BANK	12.83	Weather Stripping Adhesive-Unit 524
DM 03/23-...	4/20/2023	US BANK	79.00	Windshield Chip Repair-Unit 350
230085	5/3/2023	VALERIE FONG	240.00	CERT Training-Moulage 3/23/23-4/23/23
05/03/23-36	5/3/2023	VALLEJO FIRE EXTINGUISHER SERVICE INC	944.45	Fire Extinguisher Annual Maint/6yr Maint Parts Plus-Stn 33
05/03/23-37	5/3/2023	VALLEJO FIRE EXTINGUISHER SERVICE INC	1,666.94	Fire Extinguisher Testing and Parts-Stn 31
230086	5/3/2023	VALLEY PLUMBING HOME CENTER INC	95.00	Backflow Testing-Admin
230040	4/27/2023	VISION SERVICE PLAN	11,682.00	Vision Insurance-5/23
05/03/23-38	5/3/2023	WATTCO EQUIPMENT INC.	210.01	Antennas (3)
05/03/23-39	5/3/2023	WESTERN MACHINERY ELECTRIC INC	539.84	Generator Service-Stn 32
05/03/23-40	5/3/2023	WESTERN MACHINERY ELECTRIC INC	1,372.80	Generator Quarterly Inspections-Stn 39
05/03/23-41	5/3/2023	WESTERN MACHINERY ELECTRIC INC	1,806.09	Generator Quarterly Inspections-Stn 37
230087	5/3/2023	WITMER PUBLIC SAFETY GROUP INC	842.49	Suppression-Station Boots (1)
	5/3/2023	WITMER PUBLIC SAFETY GROUP INC	1,841.76	Suppression-Structure Boots (1)
04/27/23-28	4/27/2023	WITTMAN ENTERPRISES LLC	26,226.40	Ambulance Collection Fee-03/23
04/27/23-29	4/27/2023	WORLD OIL ENVIRONMENTAL SERVICES	556.56	Paint Disposal Fee-Stn 30
04/27/23-30	4/27/2023	WORLD OIL ENVIRONMENTAL SERVICES	85.00	Paper Filters for Oil Drums-Stn 36
05/03/23-42	5/3/2023	WORLD OIL ENVIRONMENTAL SERVICES	388.24	Waste Removal-Stn 30
05/03/23-43	5/3/2023	WORLD OIL ENVIRONMENTAL SERVICES	1,859.06	Waste Removal-Stn 30
05/03/23-44	5/3/2023	WORLD OIL ENVIRONMENTAL SERVICES	325.00	Waste Removal-Stn 36
230041	4/27/2023	WRIGHT L ESTRANGE AND ERGASTOLO	7,623.00	Legal Services-Mental Health Project Mar 2023
230088	5/3/2023	YADIRA MARTINEZ	<u>2,600.00</u>	Cleaning Service-Admin 4/23
Report Total			<u>4,399,091.87</u>	

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING AND BOARD RETREAT (CONTINUED)
APRIL 26, 2023 MINUTES**

Board of Directors Regular Board Meeting and Board Retreat (Continued)

~MISSION STATEMENT~

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

Location: SRVFPD Administrative Offices, 1500 Bollinger Canyon Road, San Ramon

Board Members Present: President Lee, Vice President KERR, Directors Crean, Parker and Stamey

Board Member(s) Absent: None

1. CALL TO ORDER

President Lee called the meeting to order at 1:00 p.m.

2. PLEDGE OF ALLEGIANCE

Director Parker led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

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

4. PUBLIC COMMENT

Public comments were made by Don Reid relating to collapsible pet carriers and Bill Schardt relating to weed abatement.

5. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

5.1 Identifying and Disrupting Wildfire Pathways into our Community.

Presentation by Dave Winnacker from Pyrezo who then answered Board questions.

The Board took a brief recess at 2:06 p.m. until 2:15 p.m.

5.2 Continue update on Goals from 2022-2023. Continue identifying and prioritizing 2023-2024 Goals. **(Board Retreat)**

Staff resumed updating the Board on their Division Goals from 2022-2023, and identified and prioritized their 2023-2024 Division Goals, with the Board asking numerous questions throughout the meeting that were answered by Staff. During the presentation of 2023-2024 Facilities Division Goals, the Board gave direction to staff to secure a commercial realtor to research and identify properties based on GIS mapping and provide recommendations for Station 39. The Board agreed to send 2023-2024 Board goals and Fire Chief goals to President Lee and Chief Meyer.

The Board took a brief recess at 3:57 p.m. until 4:04 p.m.

6. CONSENT CALENDAR

Motion by Director Stamey to approve Consent Calendar Items 6.1 through 6.6; seconded by Director Crean. Motion carried unanimously by roll call vote.

7. OLD BUSINESS

7.1 Open Public Hearing for Second Reading and Adoption of Proposed Ordinance 2023-38: An Ordinance of the San Ramon Valley Fire Protection District Establishing Fuel Mitigation and Exterior Hazard Abatement Standards in All State and Local Responsibility Areas within the District, and Adopting Findings of Fact.

President Lee opened the public hearing with the Second Reading by title only of Ordinance No. 2023-38. There was no public comment. President Lee concluded the public hearing.

Motion by Vice President Kerr to adopt Ordinance No. 2023-38; seconded by Director Stamey. Motion carried unanimously by roll call vote.

7.2 2022-2023 Midyear Operating Budget update and approve budget adjustment recommendations.

This item was presented by Chief Financial Officer Hatfield.

Motion by Director Parker to approve the following budget adjustments: (1) increase General Fund revenue budget by \$2.2 million; (2) increase General Fund expenditure budget by \$2.15 million; (3) increase Capital Improvement Fund revenue budget by \$206,500; and (4) increase Capital Improvement Fund expenditure budget by \$3,364,000; seconded by Director Stamey. Motion carried unanimously by roll call vote.

7.3 Personnel Subcommittee recommendations for performance evaluation procedures from President Lee (Chair).

President Lee (Chair) presented the Board with proposed performance evaluation procedure recommendations discussed at the Personnel Subcommittee meeting held on April 11, 2023: (1) Staff will send self-evaluations to the Board (in early-mid July), Personnel Subcommittee will collect the Board's performance evaluations for staff after the Board has had the opportunity to review staff's self-evaluations (by the end of July); (2) Personnel Subcommittee Meeting (#2) to discuss performance evaluations with staff being evaluated and to develop recommendation to the Board (early to mid-August); (3) Personnel Subcommittee presents to the Board staff performance evaluations and recommendations to the Board (August Board meeting) (and then send any draft contract amendments out to the Board for review); and (4) Board receives for consideration approval of any contractual amendments (September Board meeting). Motion by Director Parker to approve the Personnel Subcommittee performance evaluation procedure recommendations; seconded by President Lee. Motion carried by the following votes: Director Parker, President Lee, and Vice President Kerr.

8. NEW BUSINESS

- 8.1 Approve San Ramon Fire Training Facility project in amount not to exceed \$16,500,000, award construction contract for the San Ramon Fire Training Facility project to Roebbelen Contracting, Inc., consistent with their bid submittal and provisions contained in the RFP, and authorize the Fire Chief to execute a final contract with Roebbelen Contracting, Inc., in an amount not to exceed the Guaranteed Maximum Price of \$15,900,103.

Motion by Director Parker to approve the San Ramon Fire Training Facility project in amount not to exceed \$16,500,000, award construction contract for the San Ramon Fire Training Facility project to Roebbelen Contracting, Inc., consistent with their bid submittal and provisions contained in the RFP, and authorize the Fire Chief to execute a final contract with Roebbelen Contracting, Inc., in an amount not to exceed the Guaranteed Maximum Price of \$15,900,103; seconded by Director Stamey. Motion carried unanimously by roll call vote.

Fire Chief Meyer noted that funding for the San Ramon Fire Training Facility project is expected from an allocation of countywide Measure X funds.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

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

10. MONTHLY ACTIVITY REPORTS

- 10.1 Operations Division – Deputy Chief Jonas Aguiar
Operations Report of monthly activities.
- 10.2 Training Division – Deputy Chief Jonas Aguiar
Training Report of monthly activities.
- 10.3 EMS Division – Deputy Chief Jonas Aguiar
EMS Report of monthly activities.
- 10.4 Community Risk Reduction Division – Deputy Chief Frank Drayton
Community Risk Reduction Report of monthly activities.
- 10.5 Fleet and Facilities Division – Deputy Chief Frank Drayton
Fleet and Facilities Report of monthly activities.
- 10.6 Communications and Technology Division – Director of Emergency Communications, Denise Pangelinan
Communications and Technology Report of monthly activities.
- 10.7 Human Resources Division – Administrative Services Consultant, Ken Campo
Human Resources Report of monthly activities.
- 10.8 Finance Division – Chief Financial Officer, Davina Hatfield
Finance Report of monthly activities.
- 10.9 Fire Chief – Fire Chief, Paige Meyer
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

11. GOOD OF THE ORDER

11.1 Comments by Board of Directors.

Related to Agenda item no. 7.2, Director Crean inquired about the management of the Public Safety Building (PSB) project causing the variance budget on this project. The Board provided direction to move forward with District Counsel to research legal remedies related to mismanagement of the PSB project.

11.2 Street Smarts “Be Reel!” Video Contest update by President Lee.

President Lee provided an update on this video contest.

12. UPCOMING CALENDAR OF EVENTS

12.1 Next Regular Board Meeting, May 24, 2023 at 1:00 p.m.

12.2 Street Smarts Community Bike Festival, Saturday, May 6, 2023, 8:30 a.m. to 2:00 p.m. at Iron Horse Middle School.

President Lee announced the above events on the upcoming calendar.

President Lee announced the Closed Session Agenda items. The Board took a brief recess at 5:08 p.m. and entered Closed Session at 5:14 p.m.

13. CLOSED SESSION

13.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

California Government Code Section 54956.9:

Laura Begin v. SRVFPD; Chief John Duggan; and DOES 1 through 50, inclusive, Case No.: C23-00085

13.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

California Government Code Section 54956.9:

James Harder v. SRVFPD, WCAB #: ADJ1408633

13.3 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

California Government Code Section 54956.9:

James Harder v. SRVFPD, WCAB #: ADJ15812611

13.4 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2): 1 potential case. Facts and circumstances that might result in litigation need not be disclosed.

14. RETURN TO OPEN SESSION

The Board returned to Open Session at 5:22 p.m.

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

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

16. **ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING/BOARD RETREAT SCHEDULED FOR WEDNESDAY, MAY 24, 2023 AT 1:00 P.M.**

The regular Board meeting and Board Retreat adjourned at 5:26 p.m.

Prepared by: _____
Stephanie Brendlen
District Clerk

Approved by: _____
President Lee
Board President

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

For the Month of: April 2023

Department	# Reg Employees	Gross Wages	Payroll Taxes	Retirement	Total	% of Total
GL Acct Number		(5110,5115,5120,5121)	(5140)	(5150,5151)		
Board of Directors	5	\$ 800.00	\$ 11.62	\$ -	\$ 811.62	0.02%
Fire Chief	2	39,551.96	565.84	23,695.68	63,813.48	1.27%
District Counsel	1	19,204.00	271.99	6,498.63	25,974.62	0.52%
Human Resources	2	19,917.32	274.11	6,591.48	26,782.91	0.53%
Finance	3	37,587.75	529.31	12,283.30	50,400.36	1.00%
Community Risk Reduction	3	44,533.90	650.80	11,456.37	56,641.07	1.13%
Technology	2	17,818.32	254.55	5,950.10	24,022.97	0.48%
Communication Center	13	230,072.25	3,296.87	57,660.03	291,029.15	5.80%
Emergency Preparedness	1	10,300.00	146.22	3,485.52	13,931.74	0.28%
Facilities	0	16,247.10	235.59	0.00	16,482.69	0.33%
Fire Suppression	133	2,799,193.56	40,523.06	1,360,983.25	4,200,699.87	83.66%
Fleet	0	4,616.42	-	3,397.80	8,014.22	0.16%
Training	0	-	-	0.00	-	0.00%
EMS	7	115,379.03	1,589.04	17,415.87	134,383.94	2.68%
Rescue		36,687.75	-	23,359.87	60,047.62	1.20%
Fire Investigation Team		5,489.23	-	4,040.21	9,529.44	0.19%
Hazmat		22,312.72	-	16,422.70	38,735.42	0.77%
TOTALS	172	\$ 3,419,711.31	\$ 48,349.00	\$ 1,553,240.81	\$ 5,021,301.12	100.00%

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The logo of the San Ramon Valley Fire Department is a Maltese cross. The top arm contains the word "RAMON", the right arm contains "VALLEY", and the bottom arm contains "FIRE". The left arm contains the word "SAN". In the center of the cross is a fire bell, a fire hydrant, and a fire hose nozzle. A banner across the bottom of the cross reads "Est. 1912".

**SPECIAL ANNOUNCEMENTS/
PRESENTATIONS/
GENERAL BUSINESS**

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OLD BUSINESS

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NEW BUSINESS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: May 24, 2023
To: Board of Directors
From: Davina Hatfield, Chief Financial Officer
Subject: Public Hearing to Consider Annual CPI Adjustment to Service Fees and Charges

Background

Ordinance No. 28, adopted by the Board on July 24, 2013, contains the schedule of fees associated with specified services provided by the District. Such fees are intended to recover costs reasonable incurred by the District in providing the services. In order to keep pace with the cost of providing services, the District applies an annual fee adjustment based upon the change in the Consumer Price Index (CPI)-Urban Wage Earners, San Francisco-Oakland-San Jose, CA region measured as of each February. This change was 5.3 percent (5.3%) for February 2023. If approved, the updated fees included in the attached Exhibit A to Resolution No. 2023-05 would go into effect on July 1, 2023.

In accordance with California Health and Safety Code Section 13916 *et seq.*, the District Clerk produced a public notice to be published in the San Ramon Valley Times of the proposed action, date of the public hearing and that Resolution No. 2023-05, along with supporting documentation, is available for public examination at the District Administrative Building and on the District website.

Furthermore, the fees and charges authorized by this Resolution are statutorily exempt from review under the California Environmental Quality Act ("CEQA") as confirmed in CEQA Guidelines Section 15273.

Financial Impact

Revenue from service fees and charges help defray the cost of providing these fee-based services. The annual CPI adjustment is needed to ensure such fees and charges keep pace with the cost of providing the service and lessen the reliance on general property tax revenue.

Recommended Board Action

Adopt by roll call vote the attached Resolution 2023-05.

Attachment

Resolution No. 2023-05

RESOLUTION NO. 2023-05

**A RESOLUTION OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT
INCREASING FEES AND CHARGES
FOR VARIOUS SERVICES CONTAINED WITHIN ORDINANCE NO. 28
(FEES AND CHARGES – ORDINANCE NO. 28)**

WHEREAS fees and charges assist in defraying the costs of specific services provided by the San Ramon Valley Fire Protection District (“District”); and,

WHEREAS, pursuant to Health and Safety Code Section §13916 et seq., and Government Code Section §6066, the District adopted Ordinance No. 28 on July 24, 2013 setting forth District fees and costs which are subject to reimbursement; and,

WHEREAS, the fees and charges set forth in **Exhibit A**, attached hereto and made a part hereof, have been modified based on District business practices and found to be based upon the costs determined to be appropriate for performing such District services and are reasonable; and

WHEREAS, in order to keep pace with the cost of providing services, such fees are intended to be adjusted annually based on costs reasonably incurred by the District for service or enforcing the regulation for which the fee is charged, including an annual change in the Consumer Price Index (CPI) Urban Wage Earners, San Francisco-Oakland-San Jose, CA region, measured as of February of each year; and,

WHEREAS, the annual change in the Consumer Price Index (CPI) Urban Wage Earners, San Francisco-Oakland-San Jose, CA region, measured as of February 2023 was determined to be 5.3 percent (5.3%); and,

WHEREAS, the District has given notice of its intent to increase such fees and charges contained in Ordinance No. 28 as may be adopted by Resolution and noticed in accordance with Health and Safety Code Section §13916 *et seq.*, and Government Code Section §6066; and,

NOW THEREFORE BE IT RESOLVED by the San Ramon Valley Fire Protection District Board of Directors (“Board”) that:

1. Each of the recitals of this Resolution No. 2023-05 are found to be determinations of fact which are true and correct;
2. The fees and charges set forth in the attached and incorporated **Exhibit A** by this reference shall be effective July 1, 2023;
3. The Board delegates its authority to the Fire Chief or their designee to administer the fees and charges as set forth in **Exhibit A**;
4. The fees and charges authorized by this Resolution No. 2023-05 are statutorily exempt from review under the California Environmental Quality Act (“CEQA”) as confirmed in CEQA Guidelines Section 15273.

PASSED, APPROVED AND ADOPTED on this 24th day of May, 2023 at a regular meeting of the District Board of Directors at San Ramon, State of California on a motion made by Director _____, seconded by Director _____ and duly carried by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: May 24, 2023

Michelle Lee
President, Board of Directors

APPROVED TO CONTENT:

Paige Meyer, District Fire Chief

APPROVED AS TO FORM:

Stephanie Brendlen, District Counsel

ATTEST:

Stephanie Brendlen, District Counsel

Exhibit A

Resolution No. 2023-05 Schedule of Fees

All plan check, construction inspections and/or fire inspections, and permits required by the California Fire Code, San Ramon Valley Fire Protection District (“District”) Ordinance, or California Office of the State Fire Marshal shall be subject to the following adopted user fees.

Fees for plan check shall be tabulated and collected upon submittal of the initial plan for review and be in accordance with Part 1.

Fees for fire inspections, as part of the District’s code enforcement program shall be in accordance with Part 2.

Fees for permits, as part of the District’s code enforcement program shall be in accordance with Part 3.

Fees for miscellaneous reports, copying, standby personnel, safety officer or other listed general services for which the District has adopted user fees shall be in accordance with Part 4.

Part 1. PLAN REVIEW AND CONSTRUCTION PERMIT FEES

Fees shall be collected upon submittal of plans for review as set forth in Table 1. Fees are based on the type of construction permit that plans are submitted for review.

Operational permits required for new systems, processes, or uses necessitating a plan review shall have the initial fire code permit issued with the plan review in accordance with Part 1, Table 1.

Table 1

PLAN REVIEW AND CONSTRUCTION INSPECTIONS	
PLANNING & SITE DEVELOPMENT	
Pre-application Design Review - per hour <i>To meet to discuss potential requirements, design criteria, hardships, proposed mitigation of requirements, etc (first hour no charge).</i>	\$ 400
Planning and Site Development Review - per hour <i>Includes review and comments for planning applications and associated community development process requirements.</i>	\$ 400
Emergency Response Pre-plan <i>An emergency response pre-plan is required if determined necessary by the fire code official due to size, use, or special existing hazard.</i>	Actual Cost

PLAN CHECK AND CONSTRUCTION PERMITS

105.6.1	Automatic Fire-Extinguishing Systems - per system <i>NFPA 13 & 13R wet, dry, pre-action</i> <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection for all required inspections</i>	
	New system first 20 heads	\$ 949
	New system each additional 20 heads	\$ 105
	Modification to an existing system first 20 heads	\$ 750
	Modification to an existing system each additional 20 heads	\$ 105
	<i>Engineered Systems</i> <i>Includes (1) plan review, (1) re-submittal, (1) final inspection</i>	
	Clean agent, commercial cooking, wet & dry chemical, CO2	\$ 675
	<i>NFPA 13D</i> <i>Includes (1) plan review, (1) re-submittal, (1) overhead inspection and (1) final inspection</i>	
	NFPA 13D new and modifications	\$ 728
105.6.5	Energy Storage Systems - per system	\$ 582
	<i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i>	
105.6.2	Compressed Gases - per system <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection for all required inspections</i>	
	Storage, use or handling	\$ 582
	Medical gas systems	\$ 1,019
	Refrigeration systems	\$ 873
105.6.3	Cryogenic Fluids	\$ 734
	<i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i>	
105.6.4	Emergency Responder Radio Coverage System	\$ 1,382
	<i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i>	
105.6.6	Fire Alarm and Detection Systems and Related Equipment - per system <i>Includes (1) plan review, (1) re-submittal, (1) final inspection</i>	
	New system first 20 devices	\$ 814
	New system each additional 20 devices	\$ 291
	Modification to an existing system first 20 devices	\$ 750
	Modification to an existing system each additional 20 devices	\$ 291
	Fire sprinkler monitoring system	\$ 582
	Smoke and heat vent system	\$ 950
105.6.7	Fire Pumps and Related Equipment - per system <i>Includes (1) plan review, (1) re-submittal and (1) field inspection and (1) re-inspection for all required inspections</i>	
	New installation	\$1,456
	Modifications or repairs	\$ 582

105.6.8	Flammable and Combustible Liquids <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i> Aboveground and underground tank removal - per tank Underground tank removal - per tank Vapor recovery systems - per system	\$ 582 \$ 649 \$ 582
105.6.9	Fuel Cell Power Systems <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i>	\$ 583
105.6.10	Gas Detection Systems <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i>	\$ 583
105.6.11	Gates and Barricades Across Fire Apparatus Access Roads <i>Includes (1) plan review, (1) re-submittal, (1) field inspection</i>	\$ 583
105.6.12	Hazardous Materials <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i> Use and storage Chemical classification	\$ 950 \$ 582
105.6.13	High-Piled Combustible Storage <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i> New installation Modifications or repairs	\$ 950 \$ 635
105.6.14	Industrial Ovens - per oven <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i>	\$ 489
105.6.15	LP-gas - per system <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i> New installation Modifications or repairs	\$ 750 \$ 642
105.6.16	Motor Vehicle Repair Rooms and Booths <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i> New installation Modifications or repairs	\$ 523 \$ 385
105.6.18	Private Fire Hydrants and Fire Protection Water Supplies - per system <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection for all required inspections</i> Private fire hydrant systems Fire protection system water supply Rural water supply system Temporary water supply system	\$ 1,164 \$ 873 \$ 898 \$ 582

105.6.19	Smoke Control or Smoke Exhaust Systems <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i>		
	New installation		\$ 1,383
	Modifications or repairs		\$ 641
105.6.20	Solar Photovoltaic Power Systems <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i>		\$ 750
105.6.22	Spraying or Dipping - per system <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i>		
	New installation		\$ 524
	Modifications or repairs		\$ 384
105.6.23	Standpipe Systems - per system <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection for all required inspections</i>		
	New installation		\$ 959
	Modifications or repairs		\$ 450
105.6.24	Temporary Membrane Structures and Tents - per tent <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i>		\$ 374
	Construction, Alternation or Renovation of a Building <i>(for which a building permit is required)</i> <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i>		
	Commercial new or addition	0 - 5,000 sq ft	\$ 1,019
	Commercial new or addition	5,001 - 10,000 sq ft	\$ 1,707
	Commercial new or addition	10,001 - 20,000 sq ft	\$ 2,199
	Commercial new or addition each additional 10,000 sq ft		\$ 383
	Commercial alteration or renovation	0 - 5,000 sq ft	\$ 757
	Commercial alteration or renovation	5,001 - 10,000 sq ft	\$ 913
	Commercial alteration or renovation	10,001 - 20,000 sq ft	\$ 1,157
	Commercial alteration or renovation each additional 10,000 sq ft		\$ 192
	Residential new, addition, alteration or renovation		\$ 437
	Fire Apparatus Access, Site Improvements and Related Equipment <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i>		
	Roadway design		\$ 489
	Obstructions (traffic calming devices and other manipulated barriers)		\$ 364
	Temporary fire apparatus access roadways		\$ 437
	Miscellaneous System Plans <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i>		\$ 750
	Miscellaneous Construction Permit - per hour <i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i>		\$ 397

Fuel Modification	\$ 1,132
<i>Includes (1) plan review, (1) re-submittal, (1) field inspection and (1) re-inspection</i>	
Additional plan review	\$ 310
Plan Reviews or Specialized Consultation	Actual Cost
<i>The use of an independent specialized consultant with expertise to conduct the review is sometimes necessary. Projects subject to this provision will be charged on an hourly basis and shall not exceed the actual cost to the District.</i>	
Each additional field inspection	\$ 329
After hours inspection - per hour with a 2 hour minimum	\$ 475
<i>Includes (1) field inspection</i>	
<i>Fees assessed under this provision shall be due and payable prior to the action of the District. This provision is not a mandate on the District to normally provide this service. This service is subject to staff availability and does not mandate performance. Fee is \$475 per hour with a 2 hour minimum required.</i>	
Expedited Plan Review - per hour with a 2 hour minimum	\$ 475
<i>Includes (1) plan review</i>	
<i>Fees assessed under this provision shall be due and payable prior to the action of the District. This provision is not a mandate on the District to normally provide this service. This service is subject to staff availability and does not mandate performance. Fee is \$475 per hour with a 2 hour minimum required.</i>	
Alternate Materials and Methods of Construction Review	\$ 400
<i>Includes (1) plan review and (1) re-submittal</i>	
<i>Additional costs may incur should the District use an independent specialized consultant to evaluate the submittal.</i>	
Permit Renewal or Extension	50% Original Fee

Part 2. OCCUPANCY INSPECTION FEES

The fees for state mandated occupancy inspections and state license care facility "Fire Clearance" services not part of a construction or operational permit shall be in accordance with Part 2, Table 2.

Table 2

OCCUPANCY INSPECTIONS	
STATE MANDATED INSPECTIONS	
Public and Private Schools <i>Includes (1) inspection and (1) re-inspection</i>	\$ -
Hotel/Motel/Lodging House/Apartment House/Dwelling/Buildings <i>or similar Group R1 and R2 occupancies and structures accessory thereto</i> <i>Includes (1) inspection and (1) re-inspection</i>	
< 15 units	\$ 349
16-75 units	\$ 539
> 75 units	\$ 999
Jail or place of detention for persons charged with or convicted of a crime <i>Includes (1) inspection and (1) re-inspection</i>	\$ 1,096
Each additional field inspection	\$ 329
STATE LICENSED FACILITIES - FIRE CLEARANCE (850 FORM)	
Pre-inspection Consultation <i>Includes (1) field inspection</i>	\$ 269
Facilities with a capacity to serve <i>Includes (1) inspection and (1) re-inspection</i>	
< 6 clients	\$ 329
6-25 clients	\$ 335
> 25 clients	\$ 437
Each additional field inspection	\$ 329
DEFENSIBLE SPACE INSPECTION FOR REAL ESTATE TRANSACTIONS	
<i>Includes (1) inspection and (1) re-inspection</i>	\$ 329
GENERAL OCCUPANCY INSPECTIONS	
Group A, B, C, E, F, H, I, L, M, R, S and U occupancies <i>Includes (1) inspection and (1) re-inspection</i>	\$ -
Each additional field inspection	\$ 329

Part 3. FIRE CODE OPERATIONAL PERMIT FEES

All Operational permits required by the California Fire Code and/or San Ramon Valley Fire Protection District (“District”) Ordinance are renewable on the basis of inspection frequency. Operational permit fees are due and payable via invoice following the inspection as set forth in Part 3.

Operational permits required for new systems, processes, or uses necessitating a plan review shall have the initial fire code permit issued with the plan review in accordance with Part 1, Table 1.

Table 3

OPERATIONAL PERMITS		
105.5.2	Aerosol Products	\$ 67
105.5.3	Amusement Buildings	\$ 291
105.5.4	Aviation Facilities	\$ 67
105.5.5	Carnivals and Fairs	\$ 400
105.5.6	Cellulose Nitrate Film	\$ 67
105.5.7	Combustible Dust-Producing Operations	\$ 67
105.5.8	Combustible Fibers	\$ 67
105.5.9	Compressed Gases	\$ 67
105.5.10	Covered and Open Mall Buildings	\$ 67
105.5.11	Cryogenic Fluids	\$ 67
105.5.12	Cutting and Welding	\$ 67
105.5.13	Dry Cleaning	\$ 67
105.5.14	Energy Storage Systems	\$ 67
105.5.15	Exhibits and Trade Shows	\$ 329
105.5.16	Explosives	\$ 61
105.5.17	Fire Hydrants and Valves	\$ 67
105.5.18	Flammable and Combustible Liquids	\$ 67
105.5.19	Floor Finishing	\$ 67
105.5.20	Fruit and Crop Ripening	\$ 67
105.5.21	Fumigation and Insecticidal Fogging	\$ 48
105.5.22	Hazardous Materials	\$ 67
105.5.23	Hazardous Production Materials	\$ 67
105.5.24	High-Piled Storage	\$ 67
105.5.25	Hot Work Operations	\$ 67
105.5.26	Industrial Ovens	\$ 67
105.5.27	Lumber Yards and Woodworking Plants	\$ 67
105.5.28	Liquid or Gas-Fueled Vehicles	\$ 67
105.5.29	LP-gas	\$ 63
105.5.30	Magnesium	\$ 67
105.5.31	Miscellaneous Combustible Storage	\$ 67

105.5.32	Mobile Fueling of Hydrogen-Fueled Vehicles	\$ 67
105.5.33	Motor Fuel-Dispensing Facilities	\$ 67
105.5.33	Mobile Fuel-Dispensing	\$ 309
105.5.34	Open Burning	\$ 154
105.5.35	Open Flames and Torches	\$ 134
105.5.36	Open Flames and Candles	\$ 67
105.5.37	Organic Coatings	\$ 67
105.5.38	Outdoor Assembly Event	\$ 67
105.5.39	Places of Assembly	\$ 67
105.5.41	Private Fire Hydrants	\$ 67
105.5.42	Pyrotechnic Special Effects Materials	\$ 437
105.5.43	Pyroxylin Plastics	\$ 67
105.5.44	Refrigeration Equipment	\$ 67
105.5.45	Repair Garages and Motor Fuel-Dispensing Facilities	\$ 67
105.5.46	Rooftop Heliports	\$ 67
105.5.47	Spraying or Dipping	\$ 67
105.5.48	Storage of Scrap Tires and Tire Byproducts	\$ 67
105.5.49	Temporary Membrane Structures and Tents	\$ 303
105.5.50	Tire-Rebuilding Plants	\$ 67
105.5.51	Waste Handling	\$ 67
105.5.52	Wood Products	\$ 67
	Christmas Tree Sales	\$ 303
	Model Rockets	\$ 262
	Each additional field inspection	\$ 329

Part 4. GENERAL FEES

Miscellaneous reports, copying fees, standby personnel, safety officer or other listed general services for which the District has adopted user fees shall be in accordance with Part 4, Table 4.

Table 4

GENERAL SERVICE	
All Reports	
Incident Medical Investigation Dispatch	\$10
Subpoena	\$15
GIS Maps (Digital Transfer)	Cost of reproduction plus 10%
Copies of photographs, discs, tapes or any other outsourced processed records	Cost of reproduction plus 10%
Documentation Certification	\$ 5
Returned Check	\$ 25
CPR Training - Class size 6 - 9 people <i>CPR class includes booklet, mask and certification card per person</i>	\$ 47
Preposition for work performed by Utility Companies	all costs incurred plus Admin fee
Paramedic Field Internship	\$ 2,459
Subpoenas <i>A deposit of \$275.00 for each day that the specified employee is required to remain in attendance pursuant to the subpoena. The District shall then be reimbursed for traveling expenses and the full cost to the District of paying the employee, tabulated pursuant to the Service Rate below. If the actual expenses should later prove to be less than \$150.00 per day tendered, the excess of the amount shall be refunded. If the actual expenses should later prove to be more than the amount deposited, the District may collect the balance from the party at whose request the subpoena is issued.</i>	
Weed abatement program administrative fee	\$ 1,531
Applicant Charges for processing address or street name changes	\$ 103

"SERVICE RATE SCHEDULE". Unless waived by the District pursuant to Section 3 of the Fee Ordinance, a service rate shall be applied for the services rendered. This service rate shall be based upon the hourly rate, or overtime rate for the specific position or rank for the employee providing the services. In addition, this rate shall include an average benefit cost for safety employees and an average benefit cost for non-safety employees dependent on which classification of the specified employee. When determining whether the rate to be charged is the "overtime rate" or the "hourly rate," the overtime rate shall be used if the District is required to pay overtime to the specified employee. If the District is not required to pay overtime to the specific employee, then all hours shall be charged at the "hourly rate."

"EQUIPMENT RATE SCHEDULE". Apparatus and equipment rates shall be the current rate in effect under the California Fire Assistance Agreement or the Federal Emergency Management Agency equipment rate schedule, whichever applies.

Part 5. INFORMATION TECHNOLOGY SURCHARGE FEE

The schedule of fees included in Part 1 through Part 3 above is inclusive of a 5 percent (5%) surcharge for Information Technology to assist in ongoing technology needs to support the general operations of the Community Risk Reduction Division for which these fees are charged.

The logo of the Ramon Valley Fire Department is a Maltese cross. The top arm contains the word "RAMON" and the right arm contains "VALLEY". The bottom arm contains the word "FIRE". In the center of the cross is a fire bell, crossed by a fire hose nozzle and a fire axe. A banner at the bottom of the cross reads "Est. 1912".

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

From: [REDACTED]
Sent: Wednesday, April 26, 2023 10:58 AM
To: Paige Meyer <pmeyer@srvfire.ca.gov>
Cc: 'mary' [REDACTED]
Subject: Swearing-in May 21st

Chief,
Many thanks for the giant flag your crew hung on the end of the hook and ladder truck last Saturday at Cooper Wolfram's memorial service. That is always impressive and well received. You may know that the Veterans Memorial Building holds a Swearing-in every year to honor local high school students who are entering the military. It is being held at the Danville Town Green (in front and to the left of the Library) on Sunday May 21st from 1:00- 2:00. We would be honored if you could bring the hook and ladder and flag to our ceremony. I understand that every location is different and the trees may be a determining factor, but this could be the flip side of last week's memorial. We should also be able to honor the recruits and their families while they are with us, not wait until they are taken from us.

Thanks as always for considering this request,
Dennis Giacobelli
Viet Nam Veterans of Diablo Valley
Veterans Memorial Building of San Ramon Valley



April 11, 2023

Captain Brian Olson, Captain Demian Bannister
San Ramon Valley Fire Protection District
San Ramon, CA 94583 / Danville, CA 94526

Dear Captain Olson and Captain Bannister,

I wanted to take the time to thank you both for the opportunity to intern with the District. Coming into this internship, I had a rough idea that I wanted to become a firefighter but didn't know too much about what the job entailed. Over the past seven months I gained a wealth of knowledge on not only the everyday duties of a firefighter, but also what it means to be a pillar in your community and the best version of yourself. While working with many of the Firefighter/Paramedics in the district, I came to learn the importance of my resume and reputation. This has already come into effect in my everyday life, as well as in my internship. Throughout the year I've noticed myself becoming more respectful and hardworking, thanks to the lessons you have taught me as my mentors. I truly feel that these valuable experiences will benefit me greatly in my career and life.

I admire the district's commitment to giving back to the community, and to doing every job the best way it can be done. I feel extremely fortunate to have worked with everyone I did and to have gained insight on how to do the best I can in the fire service. Thank you again for all the time you dedicated to my fellow interns and I.

Sincerely,

Mason [REDACTED]
iQuest Class of 2023
San Ramon Valley High School

Everyone at 31,

Thank you so so much for this wonderful opportunity allowing me to intern here over the past few months. I feel I was not good at expressing my gratitude for all you guys have done for me. I'm so thankful ~~that~~ that I had so many people willing to teach me & help me. Thank you for being patient with me & including me. I've learned so many valuable skills like how to throw ladders, use chainsaws, & interview skills & have had many cool experiences like climbing the aerial ladder & going to car crashes. I am so so grateful for all I've learned & done. I'm sad thinking I only have one month left. Thank you again for everything you've done for me & the community. I'll never forget you guys!



Sydney [REDACTED] iQuest 2023



FIREFIGHTERS BURN INSTITUTE

3101 Stockton Blvd., Sacramento, CA 95820 | (916) 739-8525 | www.ffburn.org

April 26, 2023

Frank Drayton, Deputy Chief
San Ramon Valley Fire Protection District
1500 Bollinger Canyon Road
San Ramon, CA 94583

Dear Chief Drayton,

Re: Employee Recognition – Donna Marhenke

On behalf of the Firefighters Burn Institute (FFBI) we would like to take a moment to acknowledge an outstanding employee within your division. Donna Marhenke has been instrumental in our Youth Firesetter Program, most recently serving as an instructor during our spring Fire Safety Academy. Donna instructed in our 6-10 year-old classroom and has made a huge impact on the children in the program.

As you are aware, youth fireplay is a growing problem in the United States, with thousands of fires set by children each year. Youths who play with fire put not only themselves in harm's way, but also everyone in their surrounding community. As a partnering agency of the FFBI Youth Firesetter Program, we applaud your department's proactive approach and commitment to assisting those who exhibit a tendency to misuse fire. With early intervention and education our hope is to divert youth from continued fireplay as well as the risks associated with it.

We thank you for allowing Donna to continue to assist with the Youth Firesetter Program. She represents your department in a positive, friendly and professional manor. Donna has demonstrated her ability to lead a classroom of students and shows a genuine desire to assist our youth. You are fortunate to have such a hardworking, dedicated individual representing your department. We wanted to be sure to recognize her for the hard work she does.

We thank you again for your continued support and commitment to the Youth Firesetter Program and to the Firefighters Burn Institute.

Respectfully,

Joe Pick
Executive Director, Firefighters Burn Institute
Retired Captain, Sacramento Metro Fire District

Rachel Crowell
Assistant Director, Firefighters Burn Institute
Administrator, Youth Firesetter Program



Firefighters Burn Institute is a charitable, non-profit, 501(c)3 organization
founded by Sacramento Area Fire Fighters, Local 522 • Tax ID# 23-7364927

Agenda No. 9

From: Twin Creeks Auction [REDACTED]
Sent: Saturday, May 6, 2023 8:49 PM
To: Yolanda Oryall <yoryall@srvfire.ca.gov>
Subject: Re: Twin Creeks Elementary School Auction (San Ramon CA) - Donation Opportunity

Hi Yolanda,

I just wanted to thank you again for the donation you recently made for Twin Creek Elementary School's Gala & Live Auction. I am so thrilled to share that we exceeded our fundraising target of \$40,000 for our school. The basket was amazing! We paired the basket with an opportunity for a student to pull the fire alarm at the next fire drill at school. We are so grateful for your support!

Many thanks,
Deanna



OPERATIONS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: May 24, 2023
To: Board of Directors
From: Jonas Aguiar, Deputy Chief of Operations
Re: Monthly Operations Report for April 2023

Activities

- ❖ Responded to 846 Incidents
- ❖ Attended Navigator Conference
- ❖ Attended Windemere Ranch Middle School Autism Awareness Event
- ❖ Facilitated Reserve Firefighter Training
- ❖ Facilitated iQuest Program Activities
- ❖ Facilitated SCBA Annual Testing
- ❖ Facilitated Annual Harassment Prevention Training
- ❖ Supported Ride-Along(s) & Station Tours
- ❖ Battalion Chiefs Facilitated Company Level Training- Technical Rescue & Fire Scenarios

Meetings

- ❖ Conducted Training Division Weekly Meeting
- ❖ Conducted 988 Discussion with Redondo Beach Fire and Police
- ❖ Conducted Deployment Committee Meeting
- ❖ Conducted Wellness Fitness Committee Meeting
- ❖ Conducted Transition Meetings with Training, EMS, and Operations
- ❖ Participated in Lexipol Policy Management Meeting
- ❖ Participated in Deputy Chief / Administration Meeting
- ❖ Participated in Standards of Cover Document Review
- ❖ Participated in Recruitment Interview for Single Role Paramedic
- ❖ Participated in Recruitment Interview for Firefighter Paramedic
- ❖ Participated in Monthly Command Staff Meeting
- ❖ Participated in Training Site Planning Meeting
- ❖ Participated in Station 35 Visit with President Lee

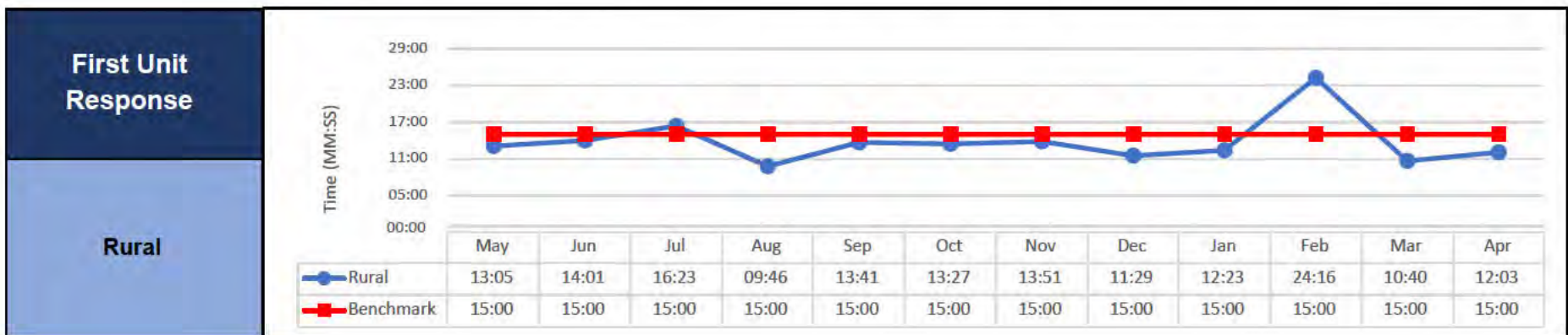
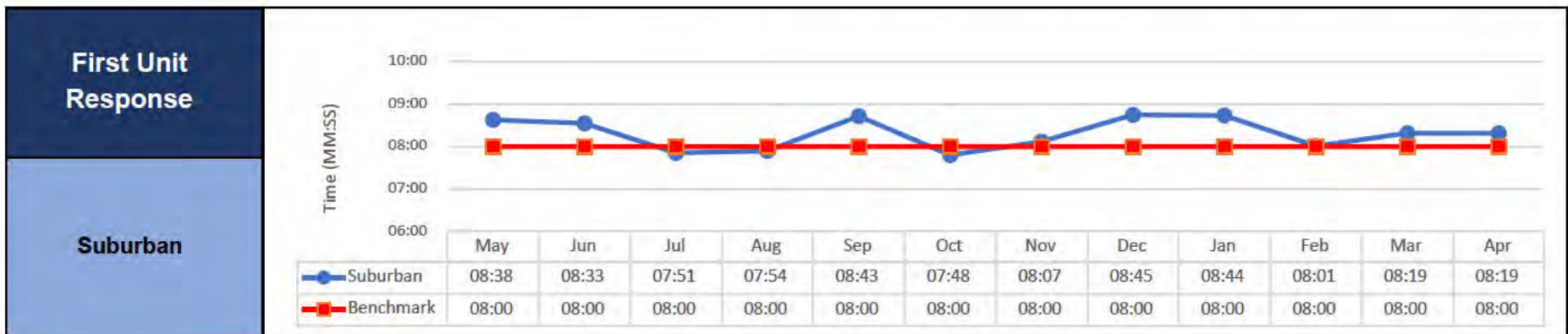
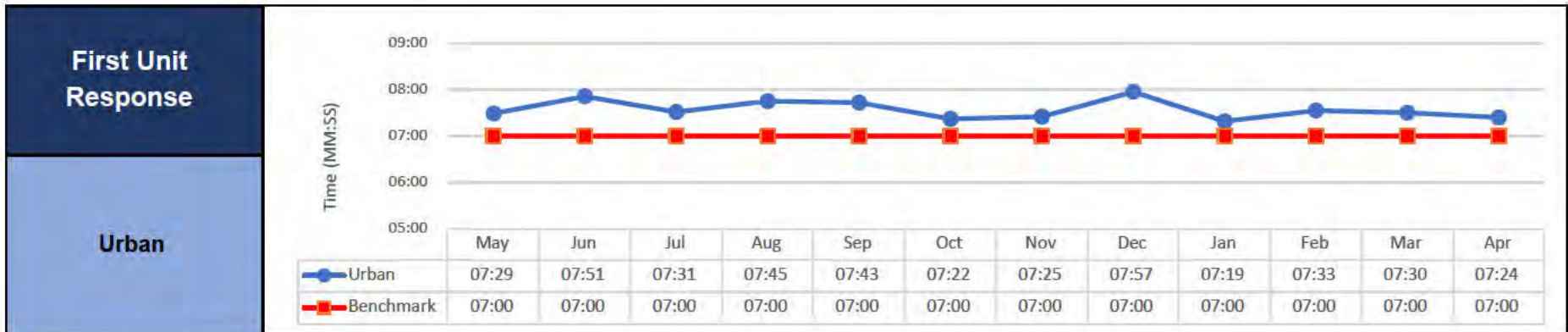
Standards of Cover Policy Compliance Report April 1, 2023 - April 30, 2023

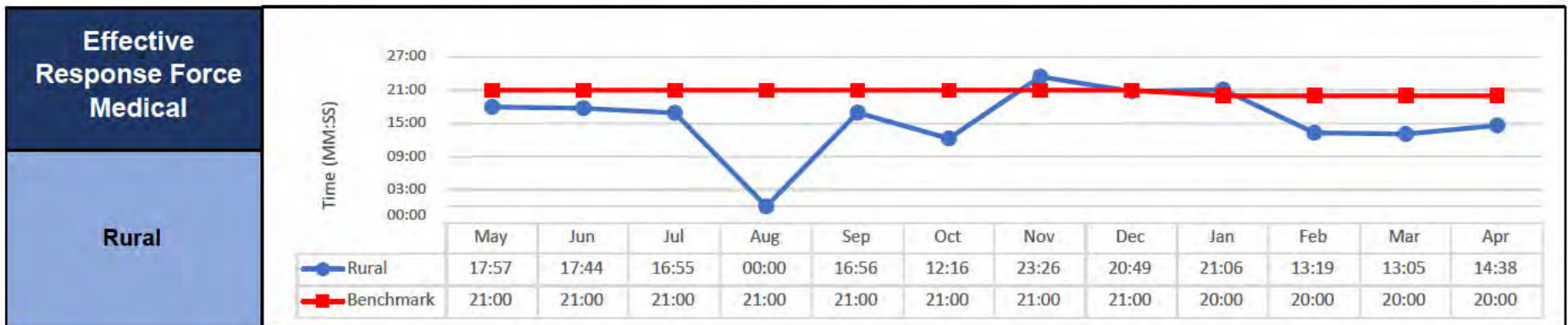
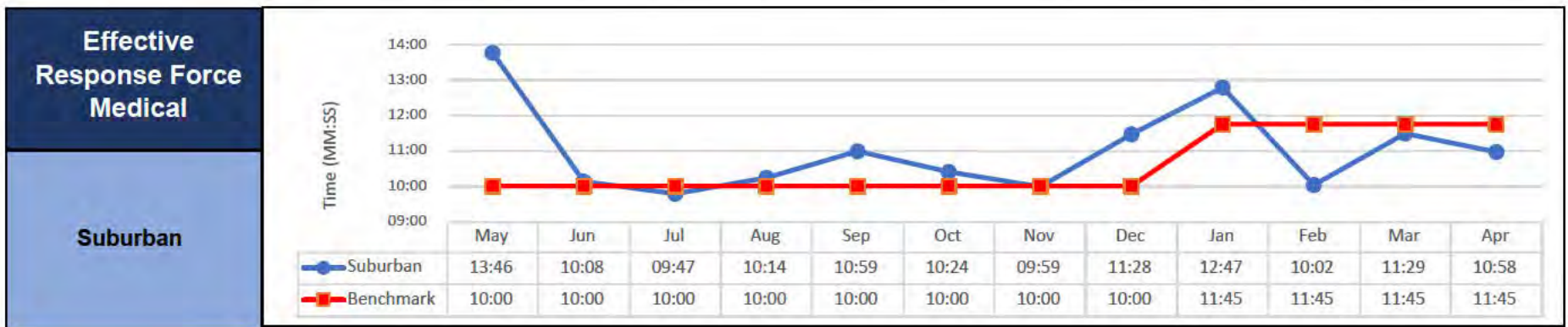
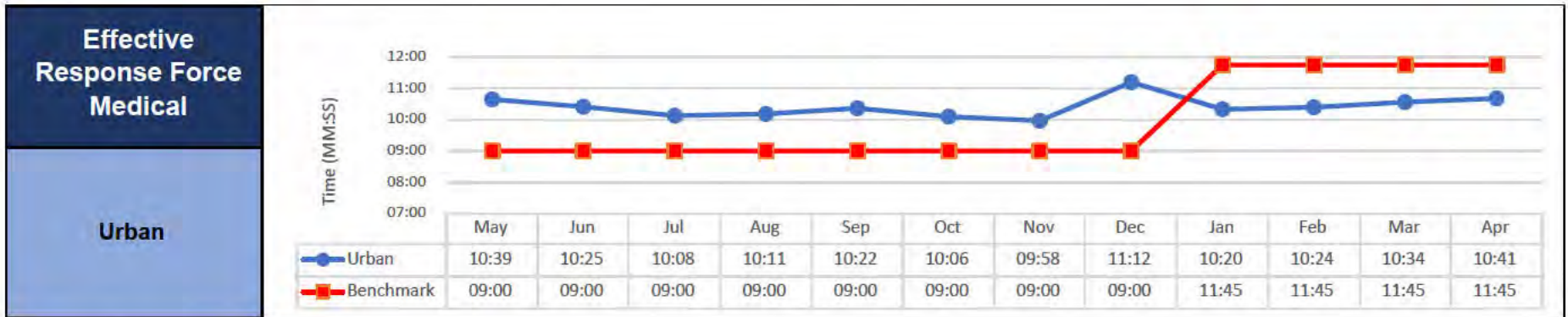
	SOC Goal 1, 5, 6			SOC Goal 2, 5, 6			SOC Goal 3, 5, 6			SOC Goal 5, 6		
	Urban (Count = 353)			Suburban (Count = 139)			Rural (Count = 4)			Wilderness (Count = 1)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
First Unit Response	7:00	7:24	7:38	8:00	8:19	8:18	15:00	12:03	13:27	45:00	14:02	27:10
		97%	94%		99%	98%		100%	100%		100%	100%

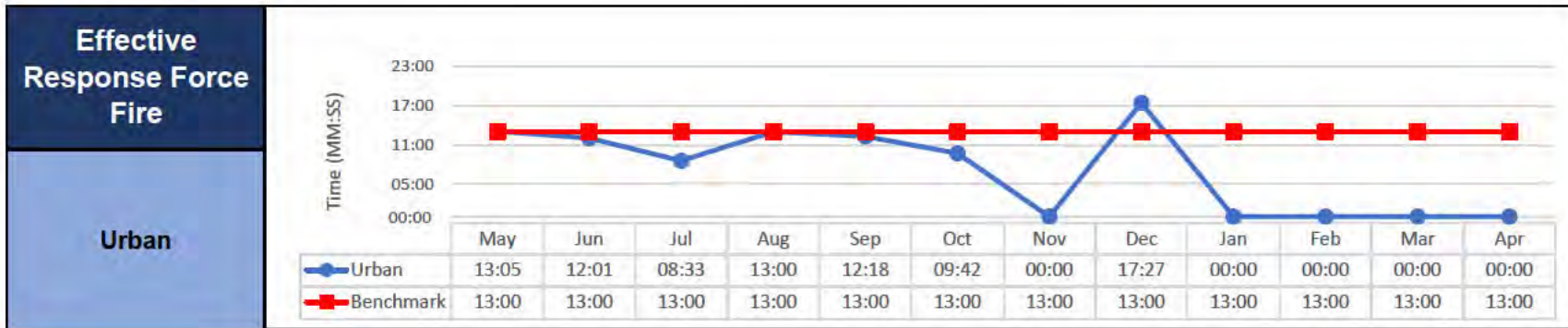
	SOC Goal 4											
	Urban (Count = 0)			Suburban (Count = 0)			Rural (Count = 0)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
ERF Fire Response	13:00	0:00	17:27	14:00	0:00	14:52	21:00	0:00	0:00	45:00	0:00	0:00
		0%	87%		0%	75%		0%	0%		0%	0%

	SOC Goal 8											
	Urban (Count = 160)			Suburban (Count = 71)			Rural (Count = 1)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
ERF Medical Response	11:45	10:41	10:32	11:45	10:58	10:56	20:00	14:38	20:49	20:00	0:00	28:56
		100%	100%		99%	100%		100%	99%		0%	50%

SOC Goal 7								
Call Processing EMS			Call Processing Time			Turnout Time		
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
1:00	1:00	1:03	1:00	1:38	1:39	2:00	1:40	1:45
	100%	99%		90%	88%		100%	100%







Goal 1

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

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

Goal 2

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

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

Goal 3

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

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

Goal 4

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

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

Goal 5

Hazardous Materials Response

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

Goal 6

Technical Rescue

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

Goal 7

Call processing and turnout times

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

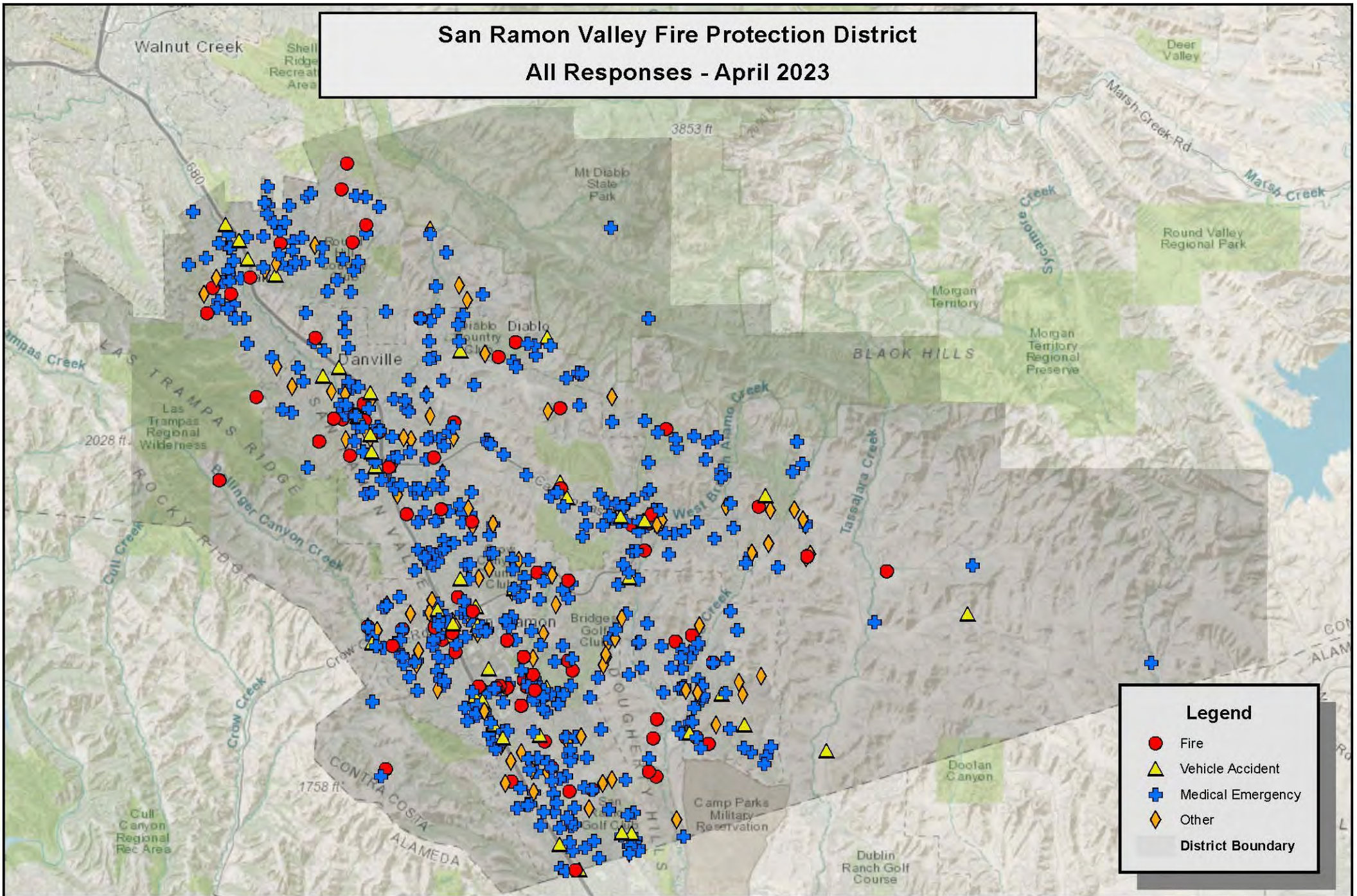
Goal 8

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

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

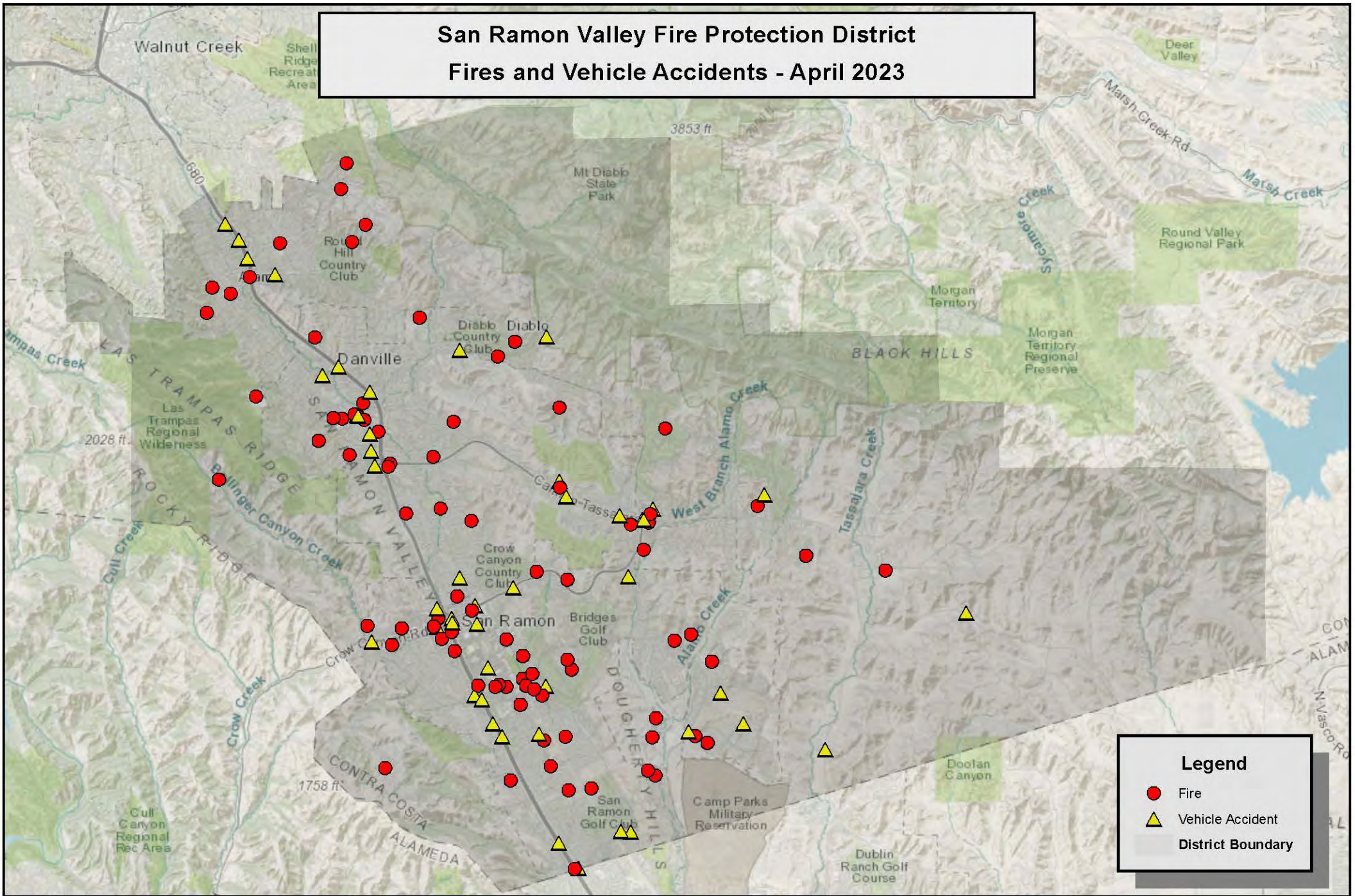
San Ramon Valley Fire Protection District

All Responses - April 2023



	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
All Responses	949	927	897	945	933	936	885	1133	920	779	988	846
Fires & Vehicle Accidents	160	156	145	196	176	174	153	192	129	129	162	707
Med Emergencies & Other	789	770	751	749	757	762	732	941	791	650	826	138

San Ramon Valley Fire Protection District Fires and Vehicle Accidents - April 2023

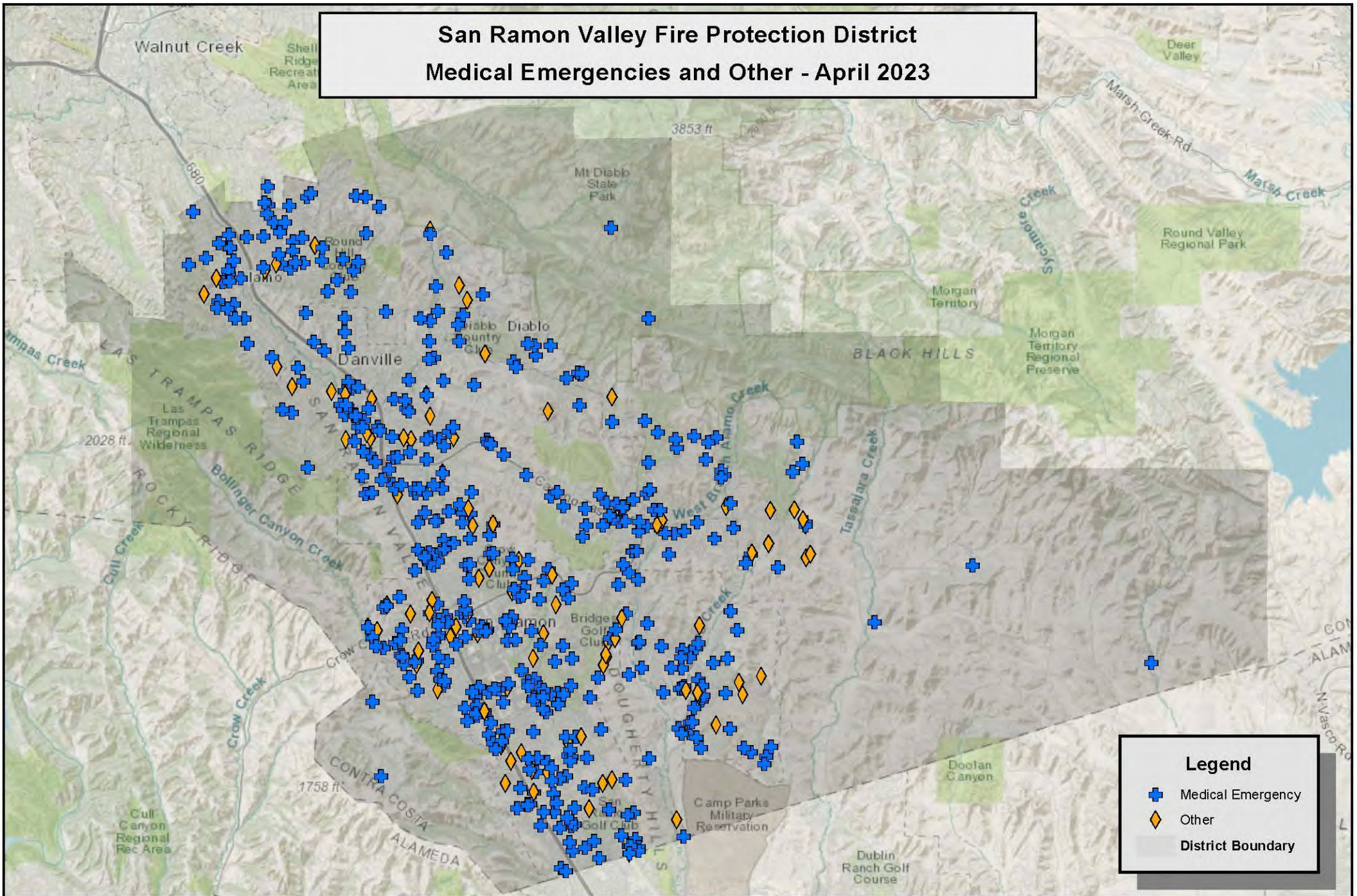


Legend

- Fire
- ▲ Vehicle Accident
- District Boundary

	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Fires & Vehicle Accidents	160	156	145	196	176	174	153	192	129	129	162	138

San Ramon Valley Fire Protection District Medical Emergencies and Other - April 2023



Legend

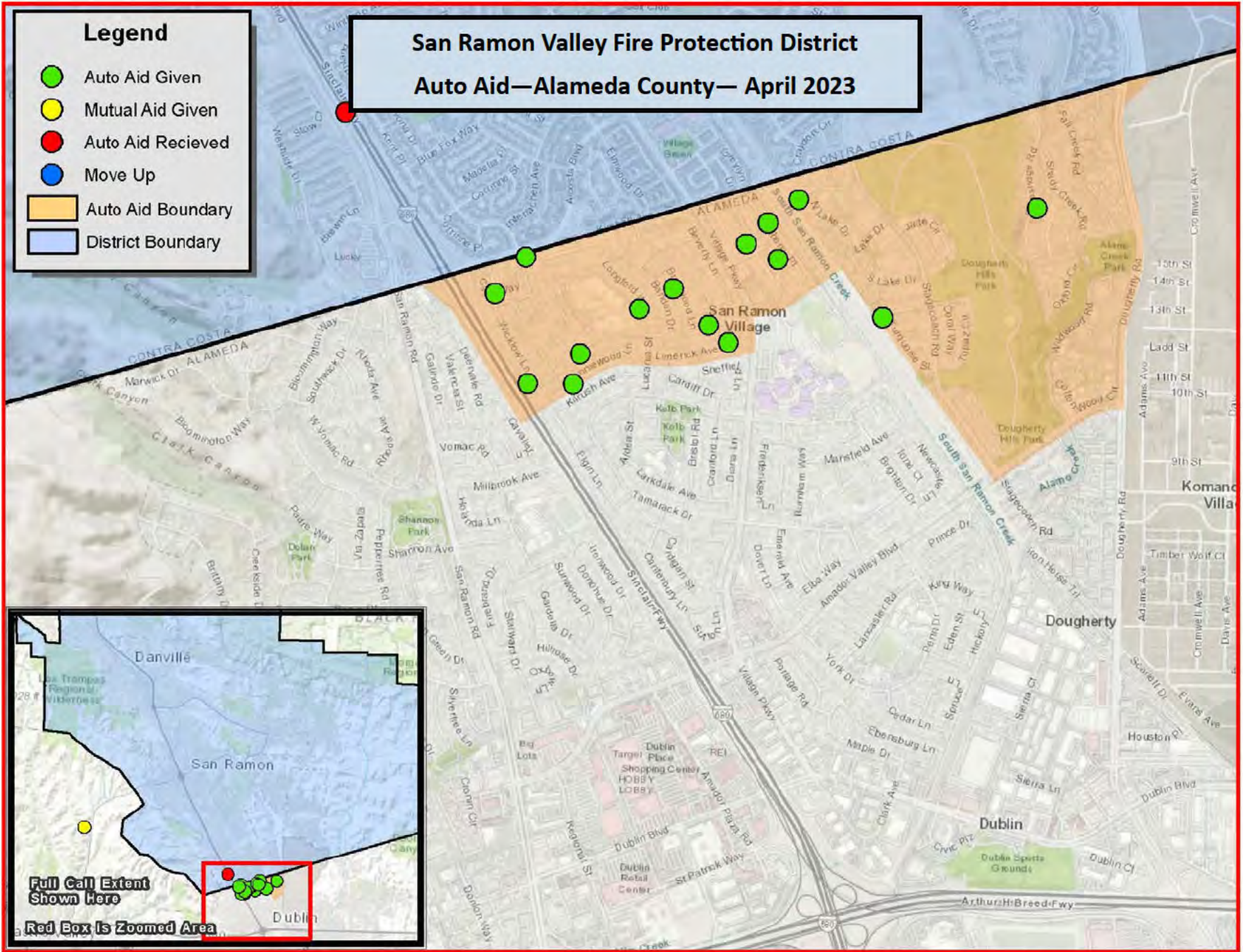
- + Medical Emergency
- ◆ Other
- ▭ District Boundary

	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Med Emergencies & Other	789	770	751	749	757	762	732	941	791	650	826	707

San Ramon Valley Fire Protection District Auto Aid—Alameda County— April 2023

Legend

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

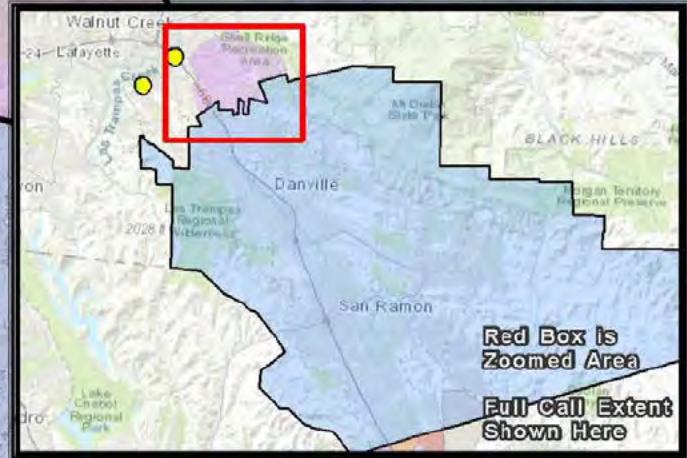
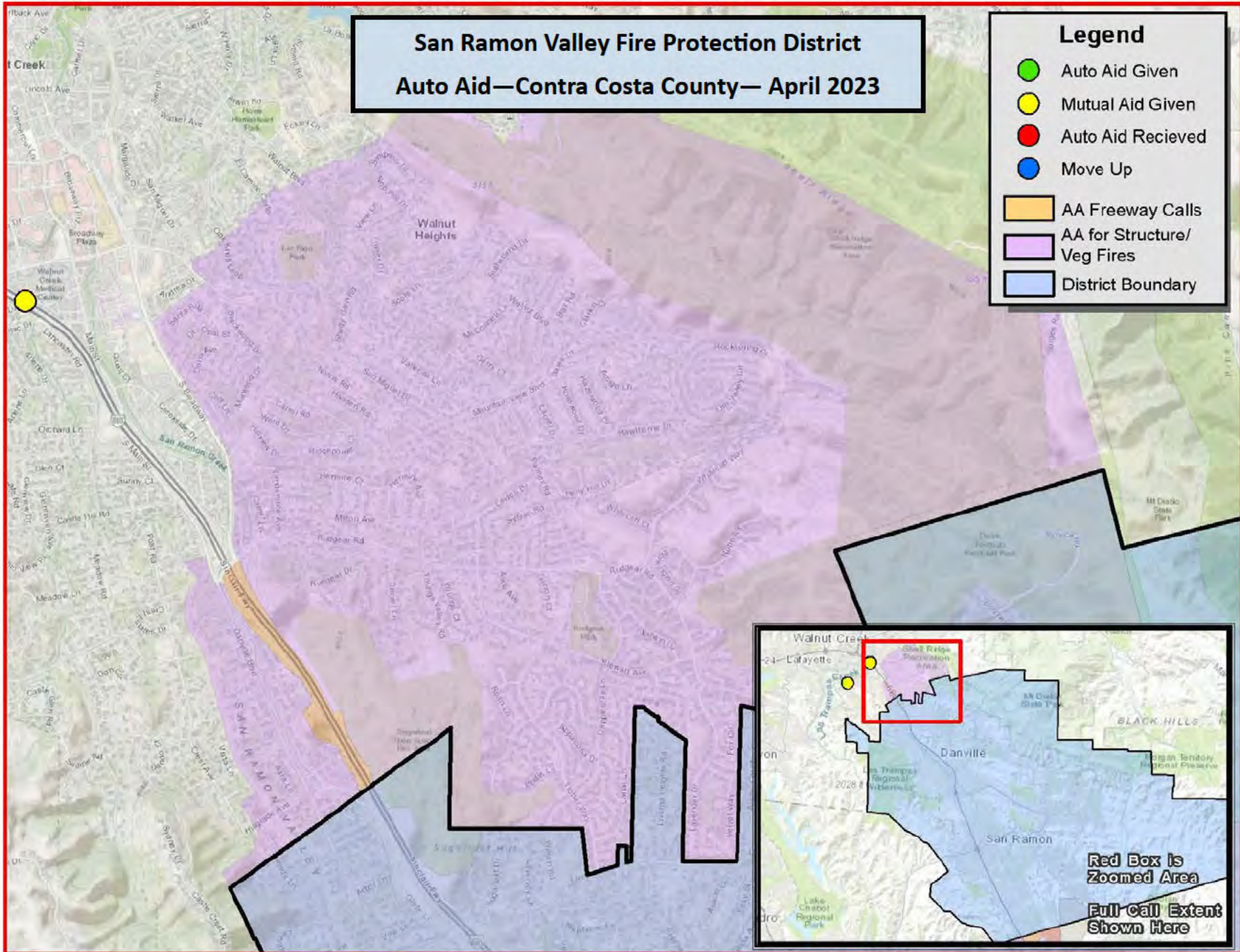


	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Auto Aid Given	18	11	14	11	17	16	19	17	10	9	14	15
Mutual Aid Given	10	17	11	10	9	5	13	5	11	5	10	1
Auto Aid Received	1	2	0	0	1	1	0	0	0	0	5	1
Move-up	0	0	0	0	0	0	0	0	0	0	0	0

San Ramon Valley Fire Protection District Auto Aid—Contra Costa County— April 2023

Legend

- Auto Aid Given
- Mutual Aid Given
- Auto Aid Received
- Move Up
- AA Freeway Calls
- AA for Structure/
Veg Fires
- District Boundary



	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Auto Aid Given	0	2	1	3	2	1	0	1	0	0	1	0
Mutual Aid Given	4	0	1	4	5	1	2	4	4	1	0	2
Auto Aid Received	1	3	0	1	0	0	0	0	0	2	3	0
Move-up	0	0	0	0	0	0	1	0	0	0	0	0



TRAINING



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: May 24, 2023
To: Board of Directors
From: Jonas Aguiar, Deputy Chief
Subject: Monthly Training Division Report for April 2023

Activities

- ❖ Coordinated Firefighter Functional Fitness Analysis for Ryan Ting
- ❖ Assigned First Responder Training for Automated Shuttle Safety
- ❖ Assigned Probationary Firefighter/Paramedic Evaluations on FireGauge
- ❖ Probationary Testing (Exam #3) for 2021-1 Firefighter Recruit Academy
- ❖ Coordinated Pre-Construction Meeting for Drager Live-Fire Training Facility
- ❖ Drafted 37/40 Volunteer Firefighter Job Description
- ❖ Facilitated Tracking Completions for Harassment Prevention Training

Meetings

- ❖ San Ramon Valley Government 101 Class
- ❖ Administration Move Logistics Meeting
- ❖ Live-Fire Training Facility Plans Review Meeting
- ❖ Station 37/40 Volunteer Firefighter Job Description Meeting
- ❖ Lexipol Policy Program Implementation Meeting
- ❖ Academy Meeting with State Fire Training
- ❖ Contra Costa County Operations and Training Meeting
- ❖ FireGauge Evaluation Software Meeting
- ❖ Deployment Committee Meeting
- ❖ Command Staff Meeting





San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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www.firedepartment.org | info@firedepartment.org

Date: May 24, 2023
To: Board of Directors
From: Jonas Aguiar, Deputy Chief of Operations
Re: Monthly EMS Division Report for April 2023

EMS - Incidents

The District responded to 620 emergency medical incidents during the month of April. Six of those incidents were in response to a patient who experienced a sudden cardiac arrest. No cardiac arrest victims had a return of spontaneous circulation prior to arriving at the emergency department.

Activities

- ❖ Continued Image Trend, Code Stat and CPR HD in-house 2nd Quarter training for line personnel
- ❖ Processed six public records requests
- ❖ Completed EMS Academy for 3 Firefighter Paramedics and 1 Single Role Paramedic
- ❖ Submitted Mission Lifeline Report (AHA) for review
- ❖ Worked on LEMSA EMT AED Service Provider Approval Notice
- ❖ Completed Get Well Cards
- ❖ Worked on LEMSA Public Safety First Aid and AED Service Provider Approval Notice
- ❖ Completed competitive price check with Bound Tree representative and achieved price decrease on supplies
- ❖ Continued monthly billable PCR reconciliation

Meetings

- ❖ Lead EMS Division Meetings - weekly goal review
- ❖ Continued LEMSA / EMS Division monthly collaborative discussions
- ❖ EMS Committee Meeting
- ❖ Presented District's grant request to CARESTAR Foundation

Behavioral Health Activities Update

- ❖ Updated Statistics: 88 Behavioral Health Calls in the City of San Ramon in 2023 (as of 5/1/2023), 10 Warm Transfers (Since Jan 9, 2023)
- ❖ Hosted Consultant Preston Looper and continued to refine CQI process for Behavioral Health calls
- ❖ Received a quote for services from Telepsychiatry Provider Alina Health
- ❖ Participated in Behavioral Health collaboration meetings including:
 - Continued Behavioral Health Justice Intervention Services (BHJIS) Grant learning collaborative and coaching meetings
 - Contra Costa Crisis Center staff visit/ training at SRV 911
 - Fire First Response Training Criteria Meetings
 - Continued weekly internal BHJIS Grant project meetings
 - Initiated meeting with San Ramon Valley School District to increase collaboration among District stakeholders
 - Behavioral Health Response Work Group Meetings
 - Continued work in subcommittee groups and added new members to the workgroup to further collaboration
 - Established the Behavioral Health Response Training Group

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**COMMUNITY RISK
REDUCTION**



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: May 24, 2023
To: Board of Directors
From: Frank Drayton, Deputy Chief/Fire Marshal
Re: Monthly Community Risk Reduction Report for April 2023

Plan Review and Inspections

Staff processed 50 Applications and completed 106 Plan Reviews and 81 construction inspections during the month of April.

Compliance Inspections

New inspection schedule reflects inspection based on risk of High, Moderate and Low per NFPA. Inspections schedule at 1 year, 2 year and 3 year intervals. All initial inspections scheduled for the Month of April were completed.

Meetings/Activity

- ❖ Attended Sunset Development Project Meeting
- ❖ Attended pre-construction meeting for Chevron relocation
- ❖ Attended Division meeting
- ❖ Attended San Ramon Planning Commission Meeting regarding Deerwood and Camino Ramon housing development projects.

Public Education / Special Events / Community Emergency Response Team (CERT)

- ❖ Conducted Heartsafe event for Chevron
- ❖ Attended Iron Horse Middle School Career Day & Fire Safety presentation
- ❖ Attended Devil Mountain run planning meeting
- ❖ Attended Contra Costa CERT Coalition meeting
- ❖ Conducted Readyman training with Cub Scout group
- ❖ Attended CERT Leader and Instructor meeting



FLEET AND FACILITIES



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: May 24, 2023
To: Board of Directors
From: Frank Drayton, Deputy Chief
Subject: Monthly Fleet and Facilities Report April 2023

Facilities

- ❖ Ongoing progress meetings for the Public Safety Complex
- ❖ Ongoing progress meetings for Station 34
- ❖ Meet with representative from CCC Watershed Program at Station 32 for Stormwater Treatment Inspection
- ❖ Public Safety Building Project

Roebbelen

	Cost Estimate ⁽¹⁾	Contract Amount	Change Orders	Revised Contract Amount
Fire Administration	\$ 7,300,000	\$ 6,056,467	\$ 913,986	\$ 6,970,453
Police Administration	7,200,000	9,350,047	2,121,769	11,471,816
Dispatch/EOC	6,900,000	6,734,486	794,310	7,528,796
Contingency	5,400,000	-	(3,830,066)	-
	\$ 26,800,000	\$ 22,141,000	\$ -	\$ 25,971,066

Additional Scope

	FF&E	Roof ⁽²⁾	Revised Cost Estimate	Billed to Date
Fire Administration	\$ 1,111,412	\$ 622,128	\$ 8,703,993	\$ 8,231,891
Police Administration	1,355,530	622,128	13,449,474	13,093,463
Dispatch/EOC	-	-	7,528,796	6,909,716
Contingency	(2,466,942)	-	-	-
	\$ -	\$ 1,244,255	\$ 29,682,263	\$ 28,235,069

Percentage Complete

95.12%

¹ Initial cost estimate excluding FF&E and Roof Replacement.

² Paid from District | City CIP Funds.

Fleet

- ❖ Continue to Fabricate Brackets for New Truck

Meetings

- ❖ Attended Several Management Meetings
- ❖ Participated in Wiedemann site Discussion
- ❖ Attended Single Role Paramedic Interviews
- ❖ Attended Alamo MAC Meeting
- ❖ Attended Training Site Plan Review Meeting
- ❖ Attended Command Staff Meeting

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**COMMUNICATIONS
AND
TECHNOLOGY**



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: May 24, 2023
To: Board of Directors
From: Denise Pangelinan, Director of Emergency Communications
Re: Monthly Communications and Technology Report for April 2023

Communications Center and Technology

- ❖ Assigned iPads to EMS Academy recruits
- ❖ Completed walkthrough and punch list for new Communications Center/EOC
- ❖ Inventoried new EBRCS portables
- ❖ Rolled out new BeyondTrust remote access software
- ❖ Onboarded new District Aides with technology access
- ❖ Generated EMS incident list spreadsheet for Deployment Committee ambulance analysis
- ❖ Developed Day and Night Heat Maps for Deployment Committee
- ❖ Facilitated testing of mobile and cad new map environment

Media

- ❖ Presented at City of San Ramon's Government 101 Class
- ❖ Demonstrated new district drone for Alamo Improvement Association

Training

- ❖ Communications Unit Leader (COML) training
- ❖ PulsePoint Professional Responder Webinar
- ❖ Harassment Prevention Training
- ❖ Station wall map set-up and user training

Meetings

- ❖ East Bay Regional Communications System
- ❖ Contra Costa County Radio Committee
- ❖ Wiedemann Radio Tower Project
- ❖ Project Meetings for New Communications Center and Emergency Operations Center

Communications Reserves

- ❖ Central County SWAT response in Oakland and San Ramon
- ❖ Provided communications support at Cinderella Bike Ride and Berkeley Hills Road Race



San Ramon Valley Fire Protection District DNI Technology Scorecard April 2023

End User Support

- 226 Service Tickets Processed
- 10 Pending Tickets Waiting on Staff

After Hours / Emergency Support

- Received 42 After-Hours / Emergency Support Calls
- Average Triage Time Was 2.0 Minutes
- Spike in Call Volume Created by 2 AT&T Cellular Network Events

 **Phil Duncan** 
California

From +1 925 570 4440 To +1 866 946 8986
Answered By Morgan N - 10 Apr 2023 6:05 PM PDT

Call Type
Support Calls

Phone Number
+1 925 570 4440

Was the call transferred? to Brian Lum (+19255191458) ?
Yes

Transferred to?
Brian Lum : +19255191458

Number Dialed
+19255191458

Delivered To
outage@dni.net, support@dni.net

Message Taken
10 Apr 2023 6:06 PM PDT

Figure 1: Emergency Call Log



System Alerts



Figure 2: System Alert Response

Disaster Recovery

- 20.75 Terabytes of Data Backed Up Daily (Police, Fire, Communications Center, & Data Centers)
- All Backups Jobs Are Checked Daily
- All Backups Are Tested Weekly
- All Incremental Backups Occur Hourly

Backup job: SRM-DSP-CAD-PROD		Success						
Created by BACKUP01-SRV911\Administrator at 4/27/2021 9:23 AM.		14 of 14 VMs processed						
Saturday, April 29, 2023 9:30:12 PM								
Success	14	Start time	9:30:12 PM					
Warning	0	End time	10:05:31 PM					
Error	0	Duration	0:35:19					
Total size	7.5 TB	Backup size	150.6 GB					
Data read	281.7 GB	Dedupe	1.2x					
Transferred	140.8 GB	Compression	1.9x					
Details								
Name	Status	Start time	End time	Size	Read	Transferred	Duration	Details
mlbc.srv911.org	Success	9:30:36 PM	9:33:09 PM	720 GB	12.5 GB	5.6 GB	0:02:33	
cadi01.srv911.org	Success	9:32:27 PM	9:34:44 PM	120 GB	12.5 GB	4.9 GB	0:02:17	
cadi02.srv911.org	Success	9:32:52 PM	9:35:19 PM	120 GB	14.3 GB	6.6 GB	0:02:27	
cadi03.srv911.org	Success	9:34:32 PM	9:37:41 PM	120 GB	18.2 GB	6.9 GB	0:03:09	
cads01.srv911.org	Success	9:35:07 PM	9:38:48 PM	920 GB	20.6 GB	7.2 GB	0:03:41	
cads02.srv911.org	Success	9:38:23 PM	9:41:08 PM	920 GB	23.3 GB	8.7 GB	0:02:45	
cads03.srv911.org	Success	9:40:54 PM	9:43:49 PM	920 GB	26.7 GB	9.6 GB	0:02:55	
dwhs01.srv911.org	Success	9:43:34 PM	9:51:59 PM	1.3 TB	81.6 GB	53.9 GB	0:08:25	
rpts01.srv911.org	Success	9:47:35 PM	9:52:22 PM	1.4 TB	19.7 GB	11.8 GB	0:04:47	
rte01.srv911.org	Success	9:51:56 PM	9:53:57 PM	200 GB	9.2 GB	4.4 GB	0:02:01	
rte02.srv911.org	Success	9:52:01 PM	9:54:00 PM	200 GB	10.6 GB	5.3 GB	0:01:59	
brws01.srv911.org	Success	9:53:46 PM	9:56:07 PM	220 GB	10.6 GB	5 GB	0:02:21	
gisl01.srv911.org	Success	9:53:46 PM	9:55:48 PM	200 GB	10.6 GB	5.6 GB	0:02:02	
ms01.srv911.org	Success	9:55:51 PM	9:57:56 PM	340 GB	11.2 GB	5.3 GB	0:02:05	

Figure 3: San Ramon CAD Backup Dashboard



Backup job: SRM							Success	
							22 of 22 VMs processed	
Saturday, April 29, 2023 12:30:19 AM								
Success	22	Start time	12:30:19 AM	Total size	8.6 TB	Backup size	135 GB	
Warning	0	End time	12:40:09 AM	Data read	305.7 GB	Dedupe	1.1x	
Error	0	Duration	0:09:50	Transferred	125.7 GB	Compression	2.2x	
Details								
Name	Status	Start time	End time	Size	Read	Transferred	Duration	Details
dc1.srvfire.gov	Success	12:30:53 AM	12:34:06 AM	80 GB	16 GB	6.4 GB	0:03:13	
dc2.srvfire.gov	Success	12:30:54 AM	12:34:25 AM	60 GB	17.1 GB	7.5 GB	0:03:31	
abila-1.srvfire.gov	Success	12:30:54 AM	12:33:33 AM	100 GB	9.6 GB	3.9 GB	0:02:39	
airwatch-1.srvfire.gov	Success	12:30:54 AM	12:32:56 AM	60 GB	0 B	54.8 KB	0:02:02	
apps1.srvfire.gov	Success	12:30:54 AM	12:33:42 AM	60 GB	12.9 GB	6 GB	0:02:48	
ctxdc01.srvfire.gov	Success	12:30:54 AM	12:34:19 AM	160 GB	14.3 GB	6.1 GB	0:03:25	
ctxdc02.srvfire.gov	Success	12:30:54 AM	12:33:40 AM	100 GB	12.3 GB	5.4 GB	0:02:46	
deskauth-1.srvfire.gov	Success	12:30:54 AM	12:34:52 AM	100 GB	24.3 GB	5.8 GB	0:03:58	
filemaker-1.srvfire.gov	Success	12:30:54 AM	12:34:22 AM	80 GB	12 GB	5 GB	0:03:28	
files.srvfire.gov	Success	12:32:23 AM	12:36:05 AM	3.9 TB	18.2 GB	6.2 GB	0:03:42	
fuel.srvfire.gov	Success	12:33:24 AM	12:35:19 AM	100 GB	5.4 GB	2.3 GB	0:01:55	
lmc1.srvfire.gov	Success	12:33:24 AM	12:35:45 AM	100 GB	15.6 GB	7.2 GB	0:02:21	
onscene.srvfire.gov	Success	12:33:54 AM	12:35:48 AM	900 GB	4 GB	793.2 MB	0:01:54	
questys-cmx.srvfire.gov	Success	12:34:04 AM	12:36:14 AM	225 GB	9.3 GB	3.7 GB	0:02:10	
reports.srvfire.gov	Success	12:34:09 AM	12:36:10 AM	60 GB	6.6 GB	3.3 GB	0:02:01	
pvs1.srvfire.gov	Success	12:34:09 AM	12:36:29 AM	450 GB	11.7 GB	4.9 GB	0:02:20	
pvs2.srvfire.gov	Success	12:34:29 AM	12:36:54 AM	450 GB	12 GB	5.6 GB	0:02:25	
srm-sv4-mail01.srvfire.gov	Success	12:34:29 AM	12:39:57 AM	1.4 TB	73.8 GB	32.6 GB	0:05:28	
srm-sv4-ucm1.srvfire.gov	Success	12:35:29 AM	12:37:31 AM	80 GB	8.4 GB	3.4 GB	0:02:02	
srm-sv4-adcon01.srvfire.gov	Success	12:35:29 AM	12:37:29 AM	80 GB	10.9 GB	4.7 GB	0:02:00	
srm-sv4-adpta01.srvfire.gov	Success	12:35:55 AM	12:37:52 AM	80 GB	6.5 GB	2.7 GB	0:01:57	
srm-sve-print.srvfire.gov	Success	12:36:00 AM	12:37:54 AM	120 GB	4.7 GB	2.2 GB	0:01:54	

Figure 4: San Ramon Suppression Backup Dashboard



Cybersecurity Status—Network and Windows Devices



Figure 5: Network Health

The Overall score represents the overall health of the network. The score is influenced by the results of different services that are delivered below.

Have scheduled a CAD upgrade in May which will reduce exposure from dated technologies.

Asset Management

The Asset Management score represents the capability of the network to function as is required by today's standards.

Compliance checks are made against the device to ensure devices meet the set criteria. Included in the checks are Warranty Status, Disk Capacity, Memory Capacity and if the Operating system is still supported.

Monitoring

The Monitoring score is influenced by the open monitoring alerts for the network. The total number of open alerts influence the score, a higher priority is reflected by an increased weight in the calculation. A lower score means that issues are seen but have not yet been resolved.

Patch Management

Regularly installing Microsoft Updates is essential for keeping the network secure. The Patch Management score represents the current state of Microsoft Updates in the network.

Software Management

Keeping commonly used 3rd party software applications updated significantly helps keeping the network secure. Attackers often try to exploit security vulnerabilities in these applications. This score indicates the compliance level of the managed devices. This attack vector is mitigated by multiple layers of security. San Ramon has the least amount of control in this area because applications are often mandated by regulatory agencies or there are no alternatives to be used which are more secure.



Antivirus

An Antivirus product on all devices is essential for keeping the network protected against malware and other threats. The Antivirus Score represents if the Antivirus solution is installed, running and up to date on all devices.

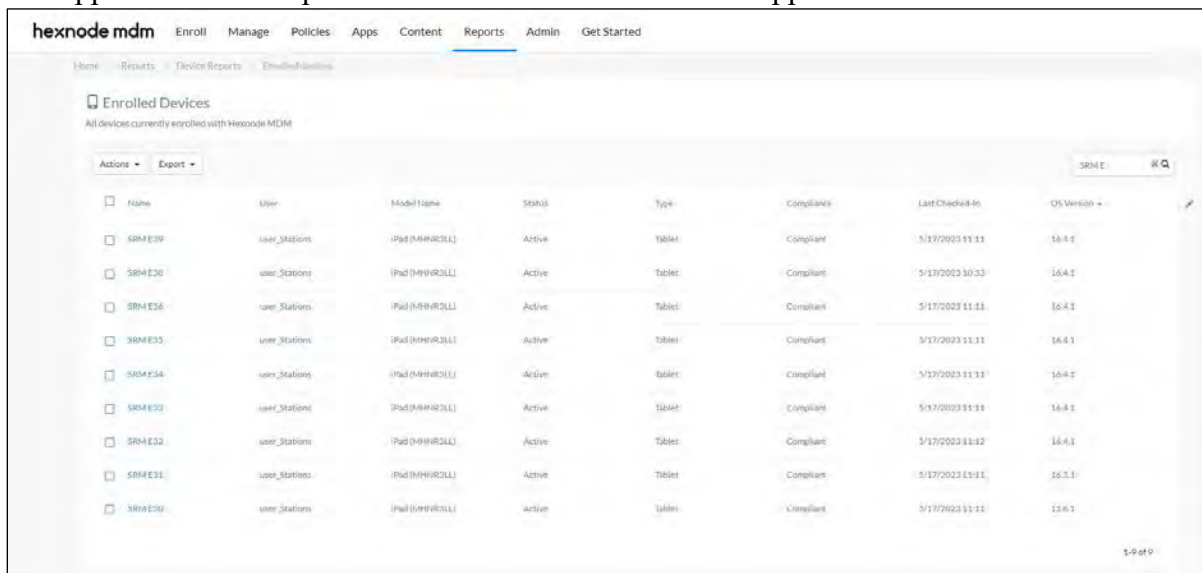
Proactive Maintenance

Any network requires proactive maintenance to ensure its availability, security and performance. The report contains a list of regularly scheduled automated activities. No score is calculated based on these activities.

Keeping commonly used 3rd party software applications updated significantly helps keeping the network secure. Attackers often try to exploit security vulnerabilities in these applications. This score indicates the compliance level of the managed

Cybersecurity Status—IOS Devices

- 66 Managed IOS Devices
- All Devices Tracked and Monitored
- Applications Are Updated When Releases Have Been Approved



The screenshot shows the 'hexnode mdm' interface with the 'Reports' tab selected. The 'Enrolled Devices' section displays a table of 10 devices. The table columns are: Name, User, Model Name, Status, Type, Compliance, Last Checked In, and OS Version. All devices listed are 'Active' and 'Compliant'.

Name	User	Model Name	Status	Type	Compliance	Last Checked In	OS Version
SRM E39	user_stations	IPad (14HWR3LL)	Active	Tablet	Compliant	5/17/2023 11:11	16.4.1
SRM E36	user_stations	IPad (14HWR3LL)	Active	Tablet	Compliant	5/17/2023 10:33	16.4.1
SRM E35	user_stations	IPad (14HWR3LL)	Active	Tablet	Compliant	5/17/2023 11:11	16.4.1
SRM E33	user_stations	IPad (14HWR3LL)	Active	Tablet	Compliant	5/17/2023 11:11	16.4.1
SRM E34	user_stations	IPad (14HWR3LL)	Active	Tablet	Compliant	5/17/2023 11:11	16.4.1
SRM E32	user_stations	IPad (14HWR3LL)	Active	Tablet	Compliant	5/17/2023 11:11	16.4.1
SRM E32	user_stations	IPad (14HWR3LL)	Active	Tablet	Compliant	5/17/2023 11:12	16.4.1
SRM E31	user_stations	IPad (14HWR3LL)	Active	Tablet	Compliant	5/17/2023 11:01	16.3.1
SRM E30	user_stations	IPad (14HWR3LL)	Active	Tablet	Compliant	5/17/2023 11:11	16.4.1

Figure 6: IOS Device Scorecard



hexnode mdm Enroll Manage Policies **Apps** Content Reports Admin Get Started

Appgroup: Stations
No Description

App	Version	Publisher	Category	Platform	Price
Sunrise Alarm (Offroad Mapping)	1.2.2	Advanced Systems, Inc.	Travel	iOS	Free
Citrix Workspace	3.1.1	CITRIX SYSTEMS INC.	Productivity	iOS	Free
EMCPNAGuide	1.2.2	EMC ENTREPRENEUR, INC.	Utilities	iOS	Free
Carter's Control Center (M)	1.1.1	360° POWER LLC	Utilities	iOS	Free
FIRESEDER FOGSICS-APP-01	1.2.2	California Governor's Office of Emergency Services	Education	iOS	Free
Google Earth	4.30.2	Google LLC	Travel	iOS	Free
Google Maps	3.89.0	Google LLC	Navigation	iOS	Free
Imagined Education	1.0.1	Imagined Education	Utilities	iOS	Free
Microsoft Teams	3.1.1	MICROSOFT CORPORATION	Business	iOS	Free
Investigate @DukeU	1.1.1	Investment Publishing	Education	iOS	Free
Investigate @DukeU 2.0	2.1.1	Investment Publishing	Education	iOS	Free
PublicFirst Respond	1.0.1	PublicFirst Foundation	Utilities	iOS	Free
Worry Check B	1.1.1	Worlign, Inc.	Utilities	iOS	Free
Zoom Meeting	3.8.0	Zoom Meeting	Productivity	iOS	Free
Zoom Meeting	3.8.0	Zoom Meeting	Productivity	iOS	Free

Figure 7: MDM Managed Application Group



Apparatus MDC

Availability Trend for Group: Contra Costa County (65 Gateways) from Apr 1 to May 1 (30 days), availability as uptime over gateway run time, 53 reporting, 3 below average of 97%, 2,626,429

Save Results | Change | Edit

Results by vehicle (active WAN link only)

Vehicle	Run Time	Average	Apr 1	Apr 2	Apr 3	Apr 4	Apr 5	Apr 6	Apr 7	Apr 8	Apr 9	Apr 10	Apr 11	Apr 12	Apr 13	Apr 14	Apr 15	Apr 16
711 M31 ND83020208011034	30 days	15%	100%	100%	100%	100%	39%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
352 3173 ND83020077011034	2 days 22 hours	66%			2%	69%	100%	100%			100%	99%	99%					
544 E38 ND83060118011034	29 days 23 hours	71%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%	99%	100%	100%	100%	100%	100%
710 M35 ND83010156011034	29 days 23 hours	99%	100%	99%	100%	99%	99%	100%	100%	99%	100%	99%	100%	100%	100%	100%	100%	100%
610 ND83010123011034	30 days	99%	100%	100%	100%	99%	100%	100%	100%	99%	100%	100%	100%	100%	100%	100%	100%	100%
601 E3 Res.2 ND83060273011034	29 days 24 hours	99%	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
706 M30 ND83020185011034	29 days 24 hours	99%	100%	100%	100%	100%	100%	100%	100%	99%	100%	99%	100%	100%	100%	100%	100%	100%
606 E331 ND83020007011034	29 days 24 hours	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%	100%	100%	100%	100%	99%	100%
500 *new E1-Res1 ND83120471011034	30 days	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%	100%	100%	100%
552/545 E1 Res.3 ND83060636011034	29 days 23 hours	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%	100%	100%
556 E34 ND83060211011034	29 days 23 hours	99%	100%	100%	100%	100%	100%	100%	100%	99%	100%	99%	99%	100%	100%	100%	100%	100%
526 T35 ND83020082011034	29 days 24 hours	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
708 ND83010140011034	28 days 22 hours	99%	100%	100%	100%	100%	100%	100%	100%	99%	99%	100%	100%	100%	100%	100%	100%	100%
524 T31 ND83020028011034	30 days	99%	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
609 E334 ND83020135011034	30 days	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
553 E31 ND83020094011034	29 days 23 hours	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
397 ABC ND83010277011034	8 days 10 hours	99%																
522 E32 ND83060181011034	29 days 24 hours	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%	100%	100%
529 E39 ND83060626011034	29 days 24 hours	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
604 E335 ND83060525011034	30 days	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
608 E339 ND83060522011034	30 days	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Figure 8: Apparatus Connectivity Report

- 65 In-Motion Gateways (Active and Spares)
- 55 In Service in Month of April
- Had Two AT&T Cellular Maintenance Events Which Required All Gateways to be Restarted
- Three Units Had to be Replaced with Spares

Station Alerting

Zetron FSA Console

View Filter

No Filter | Regions | Alarms

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

Stations All Select | Station All Unselect | Unselect All

Figure 9: Station Alerting Status Dashboard

- Achieved 100% Uptime for Zetron Station Alerting



Laserfiche

- Continue to work with Vendor, Finance, and HR to Complete the Setup of Laserfiche (Records Retention Program)
- Working with Stakeholders to Streamline System Administration Related to Automation
- Updated a Custom Form

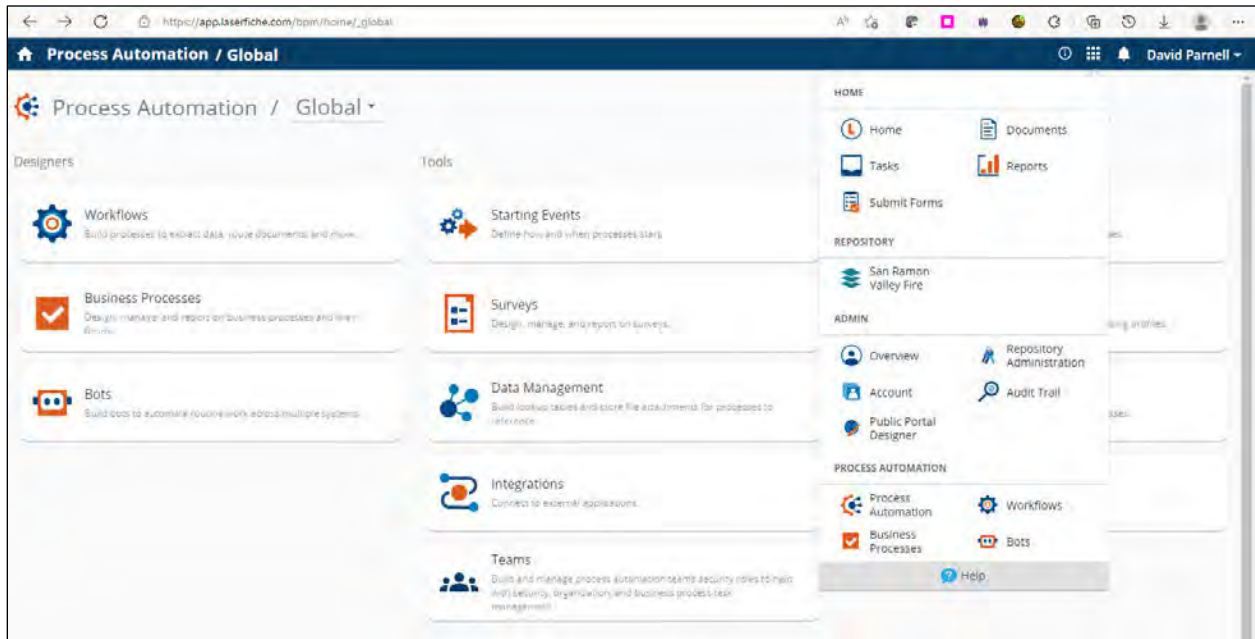


Figure 10: San Ramon Laserfiche

General Analytics Support

- Provided General Analytics Support
- Enhanced Automated Report Distribution

Patient-Care Reporting CQI (ImageTrend)

- Reviewed 606 PCR Reports
- 21 PCR Reports in Queue

General Project Support

- Participated in Review Meetings with Contractor and Architect for New Complex
- Worked with Electrician and Contractor to Complete Onsite Quality Reviews
- Assisted with Design of Mobile Communications Vehicle



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HUMAN RESOURCES



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: May 24, 2023
To: Board of Directors
From: Ken Campo, Administrative Services Consultant
Re: Monthly Human Resources Report for April 2023

Recruitment:

- ❖ Announced and opened Communication Reserve Volunteer recruitment
- ❖ Coordinated interviews for Single Role Paramedic position
- ❖ Coordinated and tracked pre-employment backgrounds for:
 - Administrative Analyst (1)
 - Senior Office Assistant (1)
 - District Aides (2)
- ❖ Coordinated Chief's interview for:
 - Single Role Paramedics
 - Internal Recruit and Retention Training Program (1)
 - Administrative Analyst (1)
- ❖ Assisted in coordinating three full days of Firefighter Paramedic oral interviews and skills testing and participated in the oral panel interviews
- ❖ Coordinated Captain's Promotional Process
- ❖ Tracked and screened applications for the following recruitments:
 - Public Safety Dispatcher
 - Communication Reserve Volunteer
 - Single Role Paramedic
 - Firefighter Paramedic

Additional Accomplishments:

- ❖ Conference call with representative from CCCERA re: recent disability retirements
- ❖ Attended a meeting to review the District's performance evaluation program (Fire Gauge)
- ❖ Completed annual OSHA posting requirements
- ❖ Met with new hire (Senior Office Assistant) to go over onboarding paperwork and benefits
- ❖ Coordinated Anti-Harassment mandated training for all District personnel
- ❖ Assisted three (3) outside agencies with salary and compensation information requests

Report: Employee Illness/Injury Report –April 2023



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: May 24, 2023
To: Board of Directors
From: Ken Campo, Administrative Services Consultant
Re: April 2023 Employee Illness/Injury Report

Indemnity (Lost Time)

No reportable injuries.

Medical Only (No Lost Time)

No reportable injuries.

Total lost time due to injuries for the month of April:

- 32 shifts for 4 shift employees

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FINANCE



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: May 24, 2023
To: Board of Directors
From: Davina Hatfield, Chief Financial Officer
Re: Monthly Financial Report for April 2023

Meetings/Activities:

- ❖ Submitted the Government Compensation in California Report to the State Controller's Office for calendar year 2022.
- ❖ Began 2023-24 fiscal year budget preparation.
- ❖ Submitted additional requested documentation to the California Department of Health Care Services for Ground Emergency Medical Transportation Cost Report audits for fiscal years 2020 and 2021.
- ❖ Provided support and assistance to other Divisions with the following projects:
 - Lexipol policy implementation
 - ECS/Kaizen Document Management
 - Administrative Analyst interviews
 - Contract administration
 - Measure X

Financial Statements:

- ❖ Balance Sheets
- ❖ Revenues | All Funds, Budget vs. Actual
- ❖ Expenditures | General Fund Budget vs. Actual
- ❖ Expenditures | Capital and Debt Service Funds Budget vs. Actual
- ❖ Revenue and Expense History by Month | General Fund
- ❖ Overtime Analysis

San Ramon Valley Fire Protection District

Combined Balance Sheet

April 30, 2023

	GOVERNMENTAL FUNDS					AGENCY	ACCOUNT GROUPS		Total
	General Fund	Budget Stabilization	Debt Service	Capital Projects	Special Revenue	CERT	Fixed Asset	Long-Term Debt	
ASSETS									
Cash - Checking	\$ 286,101	\$ 191,503	\$ -	\$ 429,800	\$ 2,285	\$ 124,942	\$ -	\$ -	\$ 1,034,631
Cash - Money Market	512,720	-	-	-	-	-	-	-	512,720
Cash - Workers' Compensation	(47,597)	-	-	-	-	-	-	-	(47,597)
Cash - Flexible Spending	23,424	-	-	-	-	-	-	-	23,424
Petty Cash	1,250	-	-	-	-	-	-	-	1,250
Investments - LAIF @ 2.87%	38,001,460	11,963,474	-	42,634	-	-	-	-	50,007,568
Investments - Market Value Adjustment	(2,069,766)	(752,869)	-	-	-	-	-	-	(2,822,635)
Investments - Bank of the West @ .66% avg	20,172,512	9,329,313	-	-	-	-	-	-	29,501,825
Investments - Chandler @ 4.24% avg	25,151,574	-	-	-	-	-	-	-	25,151,574
Escrow Account - CA Bank of Commerce (St.34 ret)	-	-	-	254,362	-	-	-	-	254,362
Escrow Account - River City Bank (PSB retention)	-	-	-	1,300,458	-	-	-	-	1,300,458
Cash with Fiscal Agent	-	-	133	13,747,364	-	-	-	-	13,747,497
Accounts Receivable	68,107	-	-	-	-	-	-	-	68,107
Interest Receivable	126,369	46,634	-	-	-	-	-	-	173,003
YE Accrued Ambulance Billing	1,297,541	-	-	-	-	-	-	-	1,297,541
Prepaid Expenses and Deposits	2,128,545	-	-	11,072,109	-	-	-	-	13,200,654
Land	-	-	-	-	-	-	6,000,878	-	6,000,878
Buildings and Improvements	-	-	-	-	-	-	34,354,445	-	34,354,445
Construction in Progress	-	-	-	-	-	-	22,715,932	-	22,715,932
Leased Assets	-	-	-	-	-	-	50,000	-	50,000
Equipment	-	-	-	-	-	-	8,577,448	-	8,577,448
Vehicles	-	-	-	-	-	-	24,481,827	-	24,481,827
Accumulated Depreciation	-	-	-	-	-	-	(39,240,048)	-	(39,240,048)
Amount to be Provided - Long Term Debt	-	-	-	-	-	-	-	67,830,638	67,830,638
TOTAL ASSETS	\$ 85,652,240	\$ 20,778,055	\$ 133	\$ 26,846,727	\$ 2,285	\$ 124,942	\$ 56,940,482	\$ 67,830,638	\$ 258,175,502
LIABILITIES									
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	3,409,460	-	-	2,357	-	-	-	-	3,411,817
Deposits Payable	32,084	-	-	-	-	-	-	-	32,084
Deferred Ambulance Billing Revenue	1,095,555	-	-	-	-	-	-	-	1,095,555
Long Term Debt - Certificates of Participation	-	-	-	-	-	-	-	43,355,000	43,355,000
Long Term Debt - Vehicle Lease	-	-	-	-	-	-	-	12,183,000	12,183,000
Workers' Compensation	-	-	-	-	-	-	-	8,793,000	8,793,000
Accumulated Leave	-	-	-	-	-	-	-	3,499,638	3,499,638
TOTAL LIABILITIES	4,537,099	-	-	2,357	-	-	-	67,830,638	72,370,094

San Ramon Valley Fire Protection District

Combined Balance Sheet

April 30, 2023

	GOVERNMENTAL FUNDS					AGENCY	ACCOUNT GROUPS		Total
	General Fund	Budget Stabilization	Debt Service	Capital Projects	Special Revenue	CERT	Fixed Asset	Long-Term Debt	
FUND BALANCE									
Investment in General Fixed Assets	-	-	-	-	-	-	56,940,482	-	56,940,482
Non-Spendable Fund Balance	561,745	-	-	11,072,109	-	-	-	-	11,633,854
Restricted Fund Balance	-	-	133	6,073,472	2,285	-	-	-	6,075,890
Committed Fund Balance:									
Dry Period Funding	78,606,167	-	-	-	-	-	-	-	78,606,167
Budget Stabilization	-	16,728,055	-	-	-	-	-	-	16,728,055
Workers' Compensation Claims	-	4,050,000	-	-	-	-	-	-	4,050,000
Capital Projects	-	-	-	1,209,035	-	-	-	-	1,209,035
Assigned Fund Balance:									
Other Assigned Fund Balance	1,947,229	-	-	8,489,754	-	-	-	-	10,436,983
Unassigned Fund Balance	-	-	-	-	-	124,942	-	-	124,942
TOTAL FUND BALANCE	81,115,141	20,778,055	133	26,844,370	2,285	124,942	56,940,482	-	185,805,408
TOTAL LIABILITIES AND FUND BALANCE	\$ 85,652,240	\$ 20,778,055	\$ 133	\$ 26,846,727	\$ 2,285	\$ 124,942	\$ 56,940,482	\$ 67,830,638	\$ 258,175,502

San Ramon Valley Fire Protection District

Revenues - All Funds

For the Period Ended April 30, 2023

FISCAL YEAR COMPLETED - 83.33%

	2021/22	2022/23			
	Actual (unaudited)	Budgeted	Realized	Remaining Budget	% Received
TAXES					
Property Taxes - Current Secured	\$ 77,477,853	\$ 83,943,711	\$ 78,903,704	\$ 5,040,007	94.0%
Property Taxes - Supplemental	2,593,979	-	575,896	(575,896)	#DIV/0!
Property Taxes - Utilities (Unitary)	1,221,283	1,221,283	1,264,065	(42,782)	103.5%
Property Taxes - Current Unsecured	2,035,368	2,278,449	2,149,601	128,848	94.3%
Homeowners Property Tax Relief	442,512	453,404	210,259	243,145	46.4%
RDA Property Tax	1,674,185	1,553,858	1,064,471	489,387	68.5%
County Tax Administration	(585,320)	(622,658)	(536,032)	86,626	86.1%
Property Taxes - Prior Secured	(222,344)	(222,344)	(280,822)	(58,478)	126.3%
Property Taxes - Prior Supplemental	(91,212)	(91,212)	(165,900)	(74,688)	181.9%
Property Taxes - Prior Unsecured	25,980	-	(13,012)	13,012	#DIV/0!
Total Taxes	<u>84,572,284</u>	<u>88,514,491</u>	<u>83,172,230</u>	<u>5,249,181</u>	<u>94.0%</u>
INTERGOVERNMENTAL					
Measure H	33,000	33,000	-	33,000	0.0%
Measure X	-	-	-	-	#DIV/0!
State Aid/Grants	655,747	390,000	597,065	(207,065)	153.1%
Federal Grant Revenue	951	365,194	-	365,194	0.0%
Other Intergovernmental Revenue	485,610	476,411	356,653	119,758	74.9%
GEMT	(26,081)	160,000	231,692	(71,692)	144.8%
Consolidated Dispatch	<u>1,953,926</u>	<u>2,221,608</u>	<u>1,110,804</u>	<u>1,110,804</u>	<u>50.0%</u>
Total Intergovernmental	<u>3,103,153</u>	<u>3,646,213</u>	<u>2,296,214</u>	<u>1,349,999</u>	<u>63.0%</u>
CHARGES FOR SERVICE					
Inspection Fees	2,764	29,475	4,982	24,493	16.9%
Plan Review	373,639	325,000	528,435	(203,435)	162.6%
Weed Abatement Charges	3,010	3,382	3,256	126	96.3%
Ambulance Services	5,574,080	5,403,500	5,346,508	56,992	98.9%
Reports and Photocopies	<u>5,840</u>	<u>3,821</u>	<u>945</u>	<u>2,876</u>	<u>24.7%</u>
Total Charges For Service	<u>5,959,333</u>	<u>5,765,178</u>	<u>5,884,126</u>	<u>(118,948)</u>	<u>102.1%</u>
USE OF MONEY AND PROPERTY					
Investment Earnings	<u>553,960</u>	<u>606,000</u>	<u>1,036,672</u>	<u>(430,672)</u>	<u>171.1%</u>
Total Use Of Money and Property	<u>553,960</u>	<u>606,000</u>	<u>1,036,672</u>	<u>(430,672)</u>	<u>171.1%</u>
RENTAL INCOME					
Rent On Real Estate	<u>66,568</u>	<u>78,334</u>	<u>55,196</u>	<u>23,138</u>	<u>70.5%</u>
Total Rental Income	<u>66,568</u>	<u>78,334</u>	<u>55,196</u>	<u>23,138</u>	<u>70.5%</u>
OTHER REVENUE					
Donations	975	-	100	(100)	#DIV/0!
Sale Of Property	-	-	2,058	(2,058)	#DIV/0!
Miscellaneous Revenue	260,703	10,000	4,190	5,810	41.9%
Developer Contributions	<u>1,975,000</u>	-	-	-	#DIV/0!
Total Other Revenue	<u>2,236,678</u>	<u>10,000</u>	<u>6,348</u>	<u>3,652</u>	<u>63.5%</u>
OTHER FINANCING SOURCES					
Debt/Lease Proceeds	<u>10,015,820</u>	-	-	-	#DIV/0!
Total Other Financing Sources	<u>10,015,820</u>	-	-	-	
Total Revenue	<u>\$ 106,507,796</u>	<u>\$ 98,620,216</u>	<u>\$ 92,450,786</u>	<u>\$ 6,076,350</u>	<u>93.7%</u>

San Ramon Valley Fire Protection District

Expenditures - General Fund

For the Period Ended April 30, 2023

FISCAL YEAR COMPLETED - 83.33%

	2021/22		2022/23		
	Actual (unaudited)	Budget	Actual to Date	Remaining Budget	% Expended
SALARIES AND BENEFITS					
Permanent Salaries	\$ 30,071,509	\$ 32,088,619	\$ 26,464,626	\$ 5,623,993	82.5%
Temporary Salaries	487,832	841,590	491,416	350,174	58.4%
Overtime	11,774,531	11,610,600	9,482,548	2,128,052	81.7%
FICA/Medicare	586,181	590,262	507,498	82,764	86.0%
Retirement Contributions	18,841,804	19,907,205	16,657,422	3,249,783	83.7%
Retirement Contributions - UAAL	263,000	279,000	279,000	-	100.0%
401A Contributions - Employer Paid	22,425	60,000	50,000	10,000	83.3%
Employee Group Insurance	4,528,755	4,595,685	3,827,248	768,437	83.3%
Retiree Health Insurance	3,632,662	3,783,591	3,188,287	595,304	84.3%
OPEB Contribution	5,800,925	5,801,464	5,416,667	384,797	93.4%
Unemployment Insurance	951	5,000	6,496	(1,496)	129.9%
Workers' Compensation	1,353,923	1,145,000	1,043,692	101,308	91.2%
Total Salaries and Benefits	77,364,498	80,708,016	67,414,900	13,293,116	83.5%
SERVICES AND SUPPLIES					
Office Supplies	24,900	41,234	21,402	19,832	51.9%
Postage	9,273	30,212	5,915	24,297	19.6%
Telecommunications	221,380	225,544	153,188	72,356	67.9%
Utilities	485,621	479,200	392,111	87,089	81.8%
Small Tools and Equipment	88,383	136,880	66,376	70,504	48.5%
Miscellaneous Supplies	69,583	127,348	59,039	68,309	46.4%
Medical Supplies	239,539	237,400	206,789	30,611	87.1%
Firefighting Supplies	80,173	87,800	66,192	21,608	75.4%
Pharmaceutical Supplies	61,675	75,000	72,281	2,719	96.4%
Computer Supplies	11,510	16,120	5,373	10,747	33.3%
Radio Equipment and Supplies	821	21,320	1,807	19,513	8.5%
Food Supplies	26,073	42,360	22,861	19,499	54.0%
PPE Inspection and Repairs	13,091	20,280	15,443	4,837	76.1%
Safety Clothing	185,487	313,144	304,152	8,992	97.1%
Class A Uniforms	8,804	10,920	6,776	4,144	62.1%
Non-Safety Clothing	23,654	26,233	13,714	12,519	52.3%
Class B Uniforms	73,214	102,336	56,184	46,152	54.9%
Household Supplies	70,367	63,120	54,109	9,011	85.7%
Central Garage - Repairs	765,268	500,000	325,547	174,453	65.1%
Central Garage - Maintenance	119,407	104,000	62,381	41,619	60.0%
Central Garage - Gas, Diesel and Oil	576,100	523,920	450,502	73,418	86.0%
Central Garage - Tires	76,307	60,000	57,510	2,490	95.9%
Central Garage - Mandated Inspections	8,416	129,480	26,267	103,213	20.3%
Maintenance and Repairs - Equipment	211,686	203,522	180,539	22,983	88.7%
Maintenance and Repairs - Radio and Electronic	20,476	96,175	25,254	70,921	26.3%
Maintenance and Repairs - Buildings	139,989	208,000	127,340	80,660	61.2%

San Ramon Valley Fire Protection District

Expenditures - General Fund

For the Period Ended April 30, 2023

FISCAL YEAR COMPLETED - 83.33%

	2021/22	2022/23			% Expended
	Actual (unaudited)	Budget	Actual to Date	Remaining Budget	
Maintenance and Repairs - Grounds	63,799	79,400	39,991	39,409	50.4%
Rents and Leases	181,757	216,299	158,315	57,984	73.2%
Software and Licensing	590,315	617,560	292,070	325,490	47.3%
Professional Services	2,442,924	2,924,567	2,149,694	774,873	73.5%
Recruiting Costs	158,148	200,170	144,707	55,463	72.3%
Legal Services	99,537	160,000	70,536	89,464	44.1%
Medical Services	111,655	159,120	114,711	44,409	72.1%
Communications Services	93,915	99,174	95,040	4,134	95.8%
Election Services	-	10,000	300	9,700	3.0%
Insurance Services	430,549	680,238	579,856	100,382	85.2%
Publication Of Legal Notices	144	3,640	357	3,283	9.8%
Specialized Printing	10,115	27,092	3,356	23,736	12.4%
Memberships	79,025	104,337	72,748	31,589	69.7%
Educational Courses and Supplies	326,825	405,635	133,214	272,421	32.8%
Educational Assistance	21,534	52,000	11,805	40,195	22.7%
Public Educational Supplies	2,203	11,440	2,218	9,222	19.4%
Books and Periodicals	16,623	29,691	2,689	27,002	9.1%
Recognition Supplies	4,854	8,100	6,422	1,678	79.3%
Meetings and Travel	76,170	134,375	47,811	86,564	35.6%
Other Expense	25,641	-	19,872	(19,872)	#DIV/0!
Taxes and Assessments	162,923	143,500	208,125	(64,625)	145.0%
Total Services and Supplies	8,509,853	9,947,886	6,932,889	3,014,997	69.7%
Total Operating Expenditures	\$ 85,874,351	\$ 90,655,902	\$ 74,347,789	\$ 16,308,113	82.0%

San Ramon Valley Fire Protection District

Expenditures - All Other Funds

For the Period Ended April 30, 2023

FISCAL YEAR COMPLETED - 83.33%

	2021/22	2022/23			
	Actual (unaudited)	Budget	Actual to Date	Remaining Budget	% Expended
CAPITAL PROJECTS					
Professional Services	\$ 34,715	\$ -	\$ (2,089)	\$ 2,089	
Legal Services	30,000	-	-	-	
Technology Improvements	83,230	-	61,623	(61,623)	#DIV/0!
Specialized Printing	-	-	-	-	
Various Improvements	19,955,965	31,081,693	13,045,542	18,036,151	42.0%
Radio and Electronic Equipment	219,931	2,127,257	1,982,961	144,296	93.2%
Major Equipment	-	562,914	328,850	234,064	58.4%
Autos and Trucks	<u>10,593,478</u>	<u>279,500</u>	<u>244,350</u>	<u>35,150</u>	<u>87.4%</u>
Total Capital Projects	<u>\$ 30,917,319</u>	<u>\$ 34,051,364</u>	<u>\$ 15,661,237</u>	<u>\$ 18,390,127</u>	<u>46.0%</u>
DEBT SERVICE					
2022 Equipment Lease	\$ -	\$ 2,066,373	\$ 2,066,373	\$ -	100.0%
2015 Certificates Of Participation	927,250	924,625	924,625	-	100.0%
2020 Certificates of Participation	1,994,563	1,993,663	1,993,663	-	100.0%
2018 Equipment Lease	<u>613,155</u>	<u>595,999</u>	<u>595,999</u>	<u>-</u>	<u>100.0%</u>
Total Debt Service	<u>\$ 3,534,968</u>	<u>\$ 5,580,660</u>	<u>\$ 5,580,660</u>	<u>\$ -</u>	<u>100.0%</u>
Total Capital, Equipment and Debt Service	<u>\$ 34,452,287</u>	<u>\$ 39,632,024</u>	<u>\$ 21,241,897</u>	<u>\$ 18,390,127</u>	<u>53.6%</u>

San Ramon Valley Fire Protection District

General Fund

Revenue and Expenditures

Month	2018/19		2019/20		2020/21		2021/22		2022/23	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	\$ 550,530	\$ 5,622,648	\$ 749,436	\$ 5,451,614	\$ 748,807	\$ 7,063,529	\$ 615,957	\$ 7,595,516	\$ 683,878	\$ 7,137,702
August	499,377	5,905,072	610,284	6,468,445	436,936	5,415,373	614,807	6,716,218	794,827	7,906,784
September	579,731	5,563,173	388,535	5,580,182	481,504	6,749,996	575,880	7,181,678	707,135	6,719,074
October	2,375,797	6,005,201	2,931,282	6,169,069	633,361	6,409,267	2,286,870	6,771,836	2,685,628	8,002,926
November	656,486	6,191,849	516,137	6,368,317	3,069,984	7,404,339	701,139	6,726,630	583,984	7,305,110
December	39,332,475	5,629,084	40,716,284	6,133,552	42,109,519	6,465,330	43,887,931	7,471,404	47,252,299	7,850,949
January	1,334,430	5,722,401	1,818,008	5,781,707	1,919,622	6,769,534	1,929,139	6,681,116	2,179,022	7,831,154
February	632,213	5,524,960	856,640	5,675,617	915,885	6,680,845	691,516	7,195,480	717,269	7,240,345
March	972,913	5,624,000	742,260	5,932,483	1,696,361	6,936,490	759,860	7,318,574	777,429	7,805,061
April	28,219,039	5,320,835	29,646,763	5,904,545	31,336,141	7,254,141	31,841,248	7,199,179	35,822,408	7,631,948
May	507,822	6,529,026	507,535	5,565,403	579,440	7,178,714	2,558,038	7,313,714		
June	6,282,536	6,135,504	6,469,451	6,475,129	7,280,114	7,465,440	7,935,470	7,703,006		

Total Overtime Hours by Month January 2021 - April 2023

