

San Ramon Valley Fire Protection District



Annual Operating Budget
Fiscal Year 2023/2024

San Ramon, CA

ONE TEAM, ONE MISSION

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

Board of Directors

Michelle Lee, President

Jay Kerr, Vice President

Ryan Crean, Director

Donald R. Parker, Director

Matthew J. Stamey, Director

The Role of the Board

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

Fire Chief/Treasurer

Paige Meyer

The Role of the Chief

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

ABOUT US

The San Ramon Valley Fire Protection District provides all-risk fire, rescue and emergency medical services to the communities of Alamo, Blackhawk, the Town of Danville, Diablo, the City of San Ramon, the southern area of Morgan Territory and the Tassajara Valley, all located in Contra Costa County. The District's service area encompasses approximately 155 square miles and serves a population of 193,259.

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

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

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

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

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

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San Ramon Valley Fire Protection District

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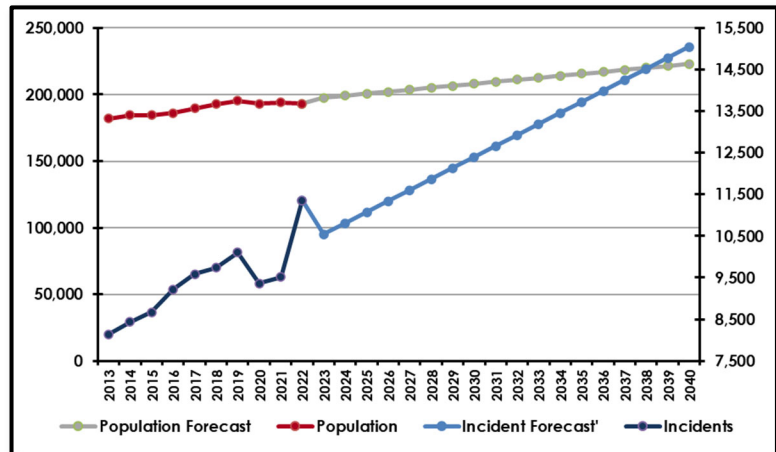
www.firedepartment.org | info@firedepartment.org

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

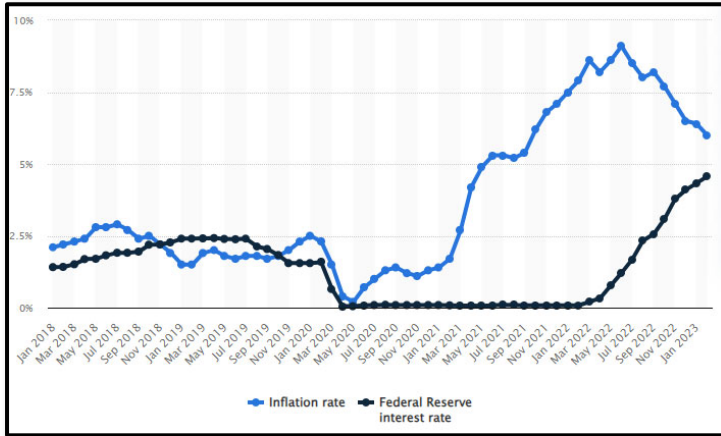
Members of the Board:

I am pleased to present the Fiscal Year 2023-24 (FY24) Operating and Capital Budget for the San Ramon Valley Fire Protection District, which establishes a guideline for anticipated revenues and operating expenditures to ensure inflows of resources will be adequate to support the delivery of services based on established priorities. It provides a realistic yet conservative financial plan for the upcoming fiscal year, ensuring our ability to deliver exceptional, fire protection and emergency medical services as we safeguard our community. It is consistent with the District's mission statement and has been prepared with the priorities and resources necessary to accomplish the goals and objectives established by the Board of Directors. This budget will allow the District to execute its mission to protect and preserve life and property from the impact of fire, disaster, injury, and illness while also responsibly paying down the unfunded liabilities associated with retirement benefits and ensuring the availability of funds for future capital needs.

The lingering impacts of the pandemic, combined with efforts to combat inflation give rise to economic uncertainty. The District, however, is in sound financial position heading into FY24 and beyond. Eighty-three percent (89%) of our recurring revenue is derived from property taxes and assessed property values within the District continue to experience strong and consistent growth due to a robust local housing market and new construction activity. With this growth and the economy returning to pre-pandemic levels, we anticipate that both our emergency service demands and the demands for our community risk reduction services will continue to increase into the future at rates similar to our pre-pandemic experience. As seen in the chart above, calls for service are expected to continue increasing as the population we serve continues to grows. While the projection shows a dip in 2023 calls for service, experience thus far has shown a steady increase from 2022 levels.



Impacts of High Interest Rate/High Inflation Environment



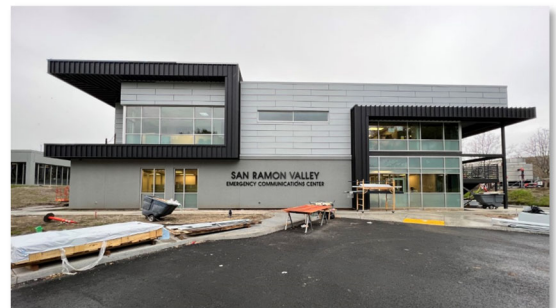
– The annual inflation rate in the US fell to 4.1% in May 2023, the lowest since March 2021, and down from 4.9% in April and 5% in March. This is a positive development as high inflation has the potential to negatively impact District finances by driving up the costs of fuel, new equipment, supplies, and construction. To moderate inflation, the Federal Reserve Bank has been raising the federal funds rate. The increase in the Federal Funds rate directly impacts interest rates, which has a positive impact on the interest

earnings of the District's investments but also raises borrowing costs. A high inflation environment can create financial challenges for the District in the event rising costs outpace revenue growth, while higher interest rates could restrict the amount of available proceeds should we need to engage in a long-term financing transaction.

The District maintains a Capital Improvement Projects (CIP) Fund reserve that is earmarked for future improvements, rebuilding of our aging fire stations and replacement of major equipment and apparatus. Funding of the CIP is provided through annual transfers from the General Fund, proceeds from the sale of surplus assets, grants and debt financing when deemed appropriate.

ONGOING INITIATIVES

Facility Improvements – The District has executed an agreement with the City of San Ramon for the development of a joint public safety facility that will eventually house fire District administration, the City Police Department, a new 9-1-1 consolidated dispatch center and a new joint City/District emergency operations center (“public safety complex”). This project in turn frees up the existing District administration site for development of a much-needed training center that will avoid having to send fire crews out of the District for mandatory training that is costly and



inefficient. The combined cost of the public safety complex and training center is estimated at \$50 million. In October 2020, the District issued \$35.4 million of long-term debt at a premium price,



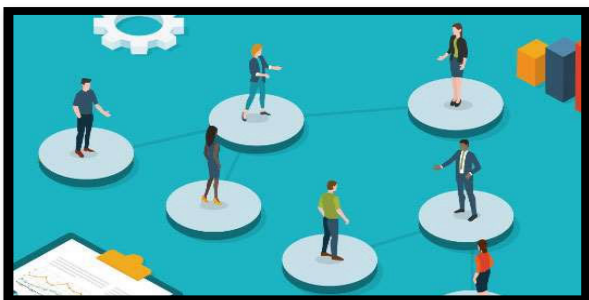
which generated a total of \$40 for the project, with the balance of funding coming from CIP reserve funds. Construction of the public safety complex began in June 2021 and this initial phase is nearing completion. A \$15.9 million contract for the construction of the training center was awarded in April 2023. Construction of the project is expected to begin in August 2023 with the demolition of the existing administration site and continue through project completion in August 2024.

In December 2021, a contract was awarded in the amount of \$7.6 million for remodel and expansion of Fire Station 34, which is scheduled to be completed later this summer. After these projects are completed, we will begin to focus on the design and rebuilding of Fire Stations 31 and 39.

Newly Arriving Apparatus – We anticipate the arrival of four Type 1 fire engines, six Type 3 fire engines, one tiller/ladder truck, one heavy duty rescue truck, and one mobile communications unit as part an approved purchase from the prior fiscal year to replace and standardize the current fleet. The District prepaid for the buildout of the equipment in the prior fiscal year utilizing proceeds from a \$10 million equipment lease financing. The FY24 Budget accommodates several purchase requests for equipment and parts to properly outfit the new apparatus. The existing fire engines will be placed into reserve status and older excess apparatus will be sold over the course of the next two years.



Community Risk Assessment (CRA) and Standards of Cover Analysis (SOC) - The District is currently undertaking the CRA and SOC analysis in partnership with the consulting firm of AP Triton. Our management team is working closely with AP Triton to develop a methodology using data driven metrics to continually measure performance for the purpose of maintaining and improving response capabilities. We will then develop options and recommendations for the best short-term, mid-term and long-term strategies to achieve the level of service and resource deployment consistent with identified performance objectives and targets. AP Triton representatives have provided a draft report and staff is in the process of reviewing and providing feedback to finalize the report for submittal to the Board for further consideration.



District Reorganization and Delegation of Duties - District leadership is in the process of implementing the organizational changes identified in the 2021 Core Services Review conducted by an outside panel of

subject matter experts. The intent is on creating management and oversight of District activities that will lead to an efficient and effective organization.

Behavioral Health Response Program - In mid-2021, the District embarked on Phase 1 of the project and completed organizational mapping that identified a need for increased awareness in recognizing behavioral health emergencies. Training was conducted for all District staff and the San Ramon Police Department. Phase 2 of the program was initiated in January 2023, consisting of a six-month pilot program focused on providing enhanced and improved 911 triage for behavioral health emergencies and the goal of providing the appropriate level of care to the patients in need. Funding is included in the FY24 EMS budget for development of Phase 3 of the program that will focus on implementation of a fire first response for behavioral health emergencies.

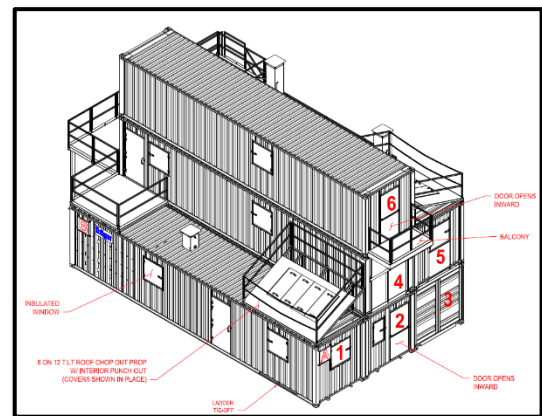


NEW THIS YEAR



Fleet Expenditures – The proposed capital budget includes \$683,000 for three ambulance remounts and \$579,000 for the upfitting of the new apparatus discussed previously. The ambulance remounts offer a quick, cost-efficient means of replacing existing apparatus.

Facilities & Equipment – In FY23 the Board approved the purchase of a live-fire training system for placement at the current Training Site on Camino Tassajara Road. The training system simulates emergencies through realistic practical experiences using real flames, strong heat, high humidity, severely restricted visibility due to thick smoke, in a stressful environment. The \$894,000 expenditure for this prop will occur in FY24. Also included in the FY24 capital budget is \$1.4 million to replace existing SCBA’s that are reaching end of life.



Communications & Technology – Proposed Communication upgrades include \$626,000 for wildland radios and \$207,000 for EBRCs radio antennas. The proposed capital budget includes \$250,000 for a new district-wide enterprise resource planning system to replace and enhance our current accounting, payroll and human resources tracking systems.

BUDGET DEVELOPMENT PROCESS

This document represents the culmination of a collaborative budget development process which kicked-off last February and spanned some five months. In the month of February, budget goals and related costs are formulated. In April, budget worksheets were distributed to Division managers to articulate their expenditure requests and adjustments for the next fiscal year. The District's payroll expenditure forecasts were based on current staff compensation and benefits outlined in the memorandum of understanding (MOU) and compensation plans of all District personnel. Property tax revenues are estimated based on projection of overall annual growth rate and year-over-year growth valuation. All other operating revenues are estimated by reviewing service contract

agreements, economic factors affecting fees, and estimations based on historical data. The District takes a conservative approach to projecting revenues and a realistic approach to projecting expenditures. I, as the Fire Chief, am responsible for ensuring a balanced budget in which expenses are within revenue budget allocation. The District prepares a budget for funds that are subject to the budget requirements of state law. Community members are encouraged to participate in the District's budget process through various stages of preparation and public hearing prior to the approval of the budget by the Board of Directors.

BUDGET OVERVIEW

The budget establishes a guideline for the anticipated revenue and operating expenditures to ensure that inflows of resources are adequate to support the delivery of services based on established priorities. It provides a logical structure to organize various program costs, projects, and other expenses, as well as a sound system for control of the District's revenues and expenditures. This document includes the preliminary budget for all District funds and includes a structurally balanced General Fund preliminary operating budget for FY24.

GENERAL FUND BUDGET SUMMARY

The FY24 General Fund revenue budget totals \$103.9 million, which includes \$92.1 million in property taxes and \$11.8 million in other operating revenues. The General Fund expenditure budget totals \$108.6 million, which includes \$84.7 million in salaries and benefits, \$10.7 million in other operating expenditures and operating transfers out from the General Fund of \$13.1 million: \$7.5 million to the Capital Improvement Projects (CIP) Fund and \$5.6 million to the Debt Service Fund.

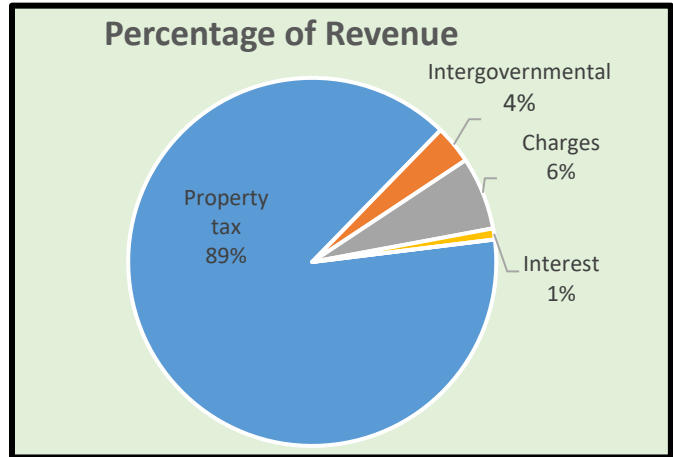
	2021-22 Actual	2022-23 Final Budget	2022-23 Estimated Actual	2023-24 Preliminary Budget	FY24 vs FY23 Increase/ (Decrease)	Change in %
Revenues						
Property taxes	\$ 84,572,284	\$ 87,627,491	\$ 88,229,832	\$ 92,140,359	\$ 3,910,526	4.4%
Ambulance Services	5,482,357	5,903,500	5,903,500	6,562,535	659,035	11.2%
Other agencies	5,037,486	3,646,213	4,477,923	3,540,323	(937,600)	-20.9%
Other operating	(1,684,325)	1,056,012	1,474,557	1,629,010	154,453	10.5%
Revenue Totals	\$ 93,407,802	\$ 98,233,216	\$ 100,085,813	\$ 103,872,227	\$ 3,786,414	3.8%
Expenditures						
Salaries & benefits	\$ 77,064,589	\$ 78,022,733	\$ 81,548,454	\$ 84,719,544	\$ 3,171,090	3.9%
Services & supplies	3,913,433	5,058,378	4,325,289	5,323,587	998,298	23.1%
Professional services	4,209,258	5,069,017	4,542,635	5,392,493	849,858	18.7%
Expenditure Totals	\$ 85,187,280	\$ 88,150,128	\$ 90,416,378	\$ 95,435,624	\$ 5,019,246	5.6%
Net change from operations	\$ 8,220,522	\$ 10,083,088	\$ 9,669,434	\$ 8,436,603	\$ (1,232,832)	
Transfers	\$ 6,845,420	\$ 7,941,072	\$ 7,941,072	\$ 13,133,388	\$ 5,192,316	65.4%
Net operating surplus(deficit)	\$ 1,375,102	\$ 2,142,016	\$ 1,728,362	\$ (4,696,785)	\$ (6,425,148)	

As seen in the preceding chart, there is a projected operating deficit of \$4.7 million for FY24. This is due to the accelerated paydown of the unfunded OPEB liability and increased transfer to the CIP

Fund. I am again proposing an additional \$6 million payment to the OPEB trust fund to stay on track with our plan to eliminate the unfunded liability by FY26. I am also proposing an additional \$4 million transfer to the CIP this year to replenish the CIP considering the accelerated apparatus purchases and considerable facility expenditures made over the last several years.

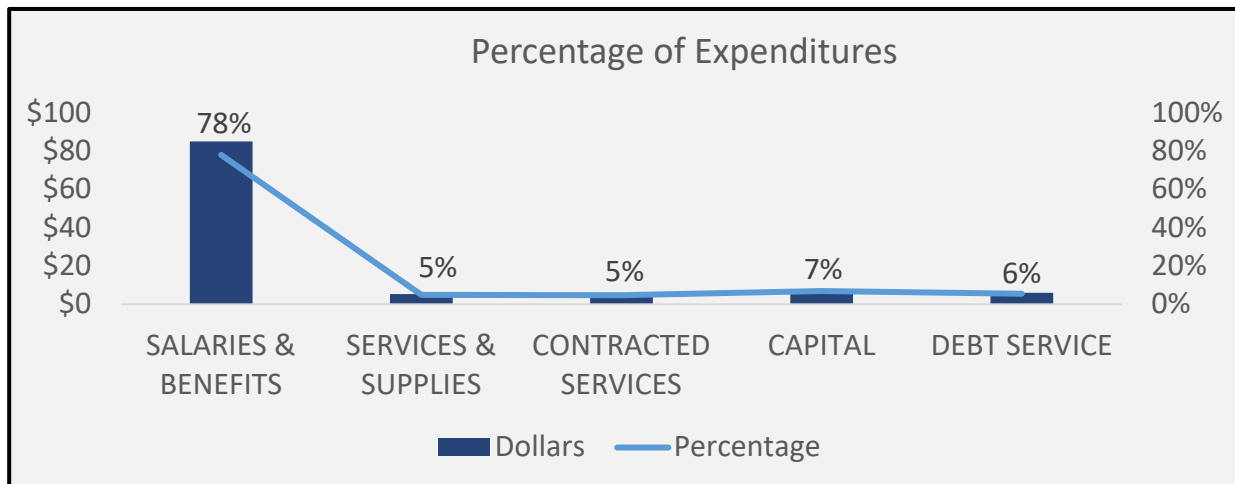
GENERAL FUND REVENUE SUMMARY

The District's General Fund revenue is projected to be \$103.9 million for operating uses in carrying out the projects and program costs in FY24. The General Fund is financed primarily by property taxes, which represents \$92.1 million or 89% of the district-wide revenue. The District's other operating revenues are supported by cost recovery for ambulance transports (\$6.6 million or 6%), dispatch services provided to the City of San Ramon Police Department (\$2.2 million or 2%) included in Intergovernmental, and licenses and permits services (\$540 thousand or 0.5%). Other revenue sources include use of money and property (\$1.0 million or 1.0%), and intergovernmental (\$3.5 million or 4%).



GENERAL FUND EXPENDITURE SUMMARY

The District's General Fund expenditures, including operating transfers out, are projected to be \$108.6 million for fire and EMS operations in FY24. The General Fund salaries and benefits expenditure represents \$84.7 million or 78% of the district-wide expenditure. The materials and supplies budget are projected at \$5.3 million or 5% of the district-wide expenditures to provide items necessary to carry out the work of the District. Contract and professional services are projected at \$5.4 million or 5% of overall expenditures. The operating transfers out from the General Fund to the Capital Improvement Projects Fund (\$7.5 million) and Debt Service Fund (\$5.6 million) total \$13.1 million or 12% of the overall district-wide expenditures.



OTHER ECONOMIC AND OPERATIONAL ISSUES

Strategic Plan and Goals - The District's strategic goals for FY24 as discussed during the Board's annual retreat in March are incorporated throughout this budget document. Many of the goals for FY24 pertain to further implementing the re-organization stemming from the Core Services Review and District Reorganization Plan from FY21. As part of the re-organization, the strategic plans, goals, and priorities of the District were altered to support a new vision and ideas designed to shape the future of the District and to ensure District resources were in strategic alignment with this vision.

Pension Funding Policy - Retirement plan costs involve two basic cost components: the normal cost rate and the amortization of the Unfunded Actuarial Liability (UAL). The District receives an annual actuarial plan valuation of its retirement plans from CCCERA each year. The most recent valuation available is for plan year ended December 31, 2021, which sets retirement contribution rates for FY24. In addition to the normal required contribution, the Board has established a policy to accelerate the paydown of the UAL and for the plan to become fully funded by FY27.

OPEB Funding Policy – The retiree medical benefit plan is funded in a similar manner to the pension plan. Plan costs involve two basic cost components: the normal cost rate and the amortization of the Unfunded Actuarial Liability (UAL). The District receives an annual actuarial plan valuation of its Other Post-Employment Benefit each year. The most recent valuation available is for plan year ended June 30, 2021, which sets retiree medical contribution amounts for FY23 and FY24. In addition to the normal required contribution, the Board has established a policy to accelerate the paydown of the UAL and for the plan to become fully funded by FY26.

BUDGETARY COMPLIANCE WITH FINANCIAL POLICIES

The District's FY24 Budget complies with all of the District's relevant financial policies. A summary of the District's financial policies is included in the 'Other' section of this budget document.

CONCLUSION

Budgetary Priorities - The District's FY24 Budget presents a healthy and structurally balanced guide for the next fiscal year. This budget will enable the District to maintain high quality fire and emergency response services, provide quality training to our personnel, and place a top priority on the health and safety of the public and our staff. Heading into the FY24 Budget, there were still some uncertainties as it pertains to the lingering impacts of the pandemic and attempts to tame high inflation. The District is moving forward with confidence and a focus on our priorities of completing the Public Safety Complex and new training site, Station 34 remodel, planning for future rebuild projects, timely implementation of the mental health initiative, and implementation of the District reorganization.

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

- Ongoing operating expenditures are to be paid with ongoing operating revenues.

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

We have incorporated these tenets into its fiscal strategies and use them to set fiscally responsible short and long-term goals. We continue to provide an exceptionally high level of reliable emergency service to the public. Despite the recent difficult economic conditions, our reserves remain healthy, and our long-term financial outlook is strong. Effective leadership and prudent fiscal practices ensure that the communities we serve will receive the service level that they have come to expect. We will continue to fortify our financial sustainability through sound and efficient planning and budgeting so that we can continue to deliver exceptional safety services to future generations as well.

Acknowledgements - This FY24 budget would not be possible without the support, guidance and strategic direction from the Board with respect to fiscal policies and guidelines for budget development. I also wish to express my appreciation to the union representatives and employees of the District for their ongoing collaboration and willingness to work with the Board and Administration for the long-term good of the District and the communities we serve. With their cooperation and commitment to providing the best possible service within available funding constraints, we have been able to stabilize our finances, enhance the delivery of essential emergency services and keep the District on a fiscally sustainable path moving forward.

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

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

I am truly honored to serve as your Fire Chief.

Sincerely,



Paige Meyer
Fire Chief

STAFFING SUMMARY

DIVISION	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Proposed 2023/24	Projected 2024/25
Board of Directors								
Director	5	5	5	5	5	5	5	5
Total	5	5	5	5	5	5	5	5
Fire Chief								
Fire Chief	1	1	1	1	1	1	1	1
Emergency Preparedness Coordinator	-	-	-	-	0.5	-	-	-
Administrative Assistant	-	-	-	-	-	1	1	1
District Clerk	1	0.5	0.5	0.5	-	-	-	-
Total	2	1.5	1.5	1.5	1.5	2	2	2
District Counsel Clerk								
District Counsel Clerk	-	-	-	-	1	1	1	1
Total	-	-	-	-	1	1	1	1
Human Resources								
Human Resources Director	1	1	1	1	-	-	-	-
Human Resources Generalist	2	2	1	1	2	2.5	2	2
Human Resources Clerk	-	-	0.5	0.5	-	-	-	-
Total	3	3	2.5	2.5	2	2.5	2	2
Finance								
Chief Financial Officer	1	1	-	-	1	1	1	1
Controller	1	1	1	1	-	-	-	-
Administrative Analyst	-	-	-	-	-	-	-	1
Senior Accounting Technician	2	2	2	2	2	2	2	1
Total	4	4	3	3	3	3	3	3
Community Risk Reduction								
Fire Marshal Plans Examiner	-	-	-	-	-	1	1	1
Deputy Fire Marshal	-	0.5	0.5	-	-	-	-	-
Fire & Life Safety Manager	1	-	-	-	-	-	-	-
Disaster Preparedness Manager	-	-	0.5	-	-	-	-	-
Inspector	5	6	4	3	2	1	1	1
Plans Examiner	2	2	2	1	1	-	-	-
Permit Technician	2	2	2	1	1	1	-	-
Community Risk Reduction Educator	0.5	0.5	0.5	0.5	0.5	1	1	1
District Aides - Part-Time (14)	-	-	-	-	-	-	7	7
Total	10.5	11	9.5	5.5	4.5	4	10	10

STAFFING SUMMARY

DIVISION	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Proposed 2023/24	Projected 2024/25
Technology								
GIS Analyst Part Time	0.5	-	-	-	-	-	-	-
Technology Systems Manager	1	1	1	1	1	-	-	-
Information Systems Technician	1	1	-	-	-	1	1	1
Media Communications and Pub Ed Analyst	-	-	1	1	1	1	1	1
Radio/Elec Tech Part-Time	0.5	-	-	-	-	-	-	-
Total	3	2	2	2	2	2	2	2
Communications Center								
Director of Emergency Communications	1	1	1	1	1	1	1	-
Communications Center Manager	-	-	-	-	-	1	1	1
Dispatcher Supervisor	3	3	3	3	3	3	3	3
Dispatcher II	9	9	9	9	9	9	9	9
Dispatcher - Part-Time (2)	-	1.5	1.5	1	-	-	-	-
Project Assistant - Part-Time (2)	-	1	1	1	1	1	0.5	0.5
GIS Analyst	-	1	1	1	1	1	1	1
Public Safety Systems Specialist	-	1	1	1	1	-	-	-
Total	13	17.5	17.5	17	16	16	15.5	14.5
Emergency Preparedness EOC								
Emergency Preparedness Coordinator	-	-	-	-	-	1	1	1
Total	-	-	-	-	-	1	1	1
Facilities								
District Aides - Part-Time (12)	2	1	1.5	3	5	6	-	-
Senior Office Assistant	1	1	-	-	-	-	-	-
Total	3	2	1.5	3	5	6	-	-
Emergency Operations								
Deputy Chief	2	2	1	2	2	1	2	2
Battalion Chief	3	3	3	3	6	6	6	6
Captain	36	33	33	33	33	33	33	33
Engineer	36	33	33	33	33	33	33	33
Firefighter/Paramedic	48	57	57	57	57	57	57	57
Emergency Preparedness Coordinator	-	-	-	0.5	-	-	-	-
Administrative Assistant	-	-	1	1	1	1	1	1
Senior Office Assistant	1	-	-	-	-	-	-	-
Total	126	128	128	129.5	132	131	132	132

STAFFING SUMMARY

DIVISION	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Proposed 2023/24	Projected 2024/25
Fleet								
Mechanic	2	1	1	1	1	-	-	-
District Transporter	-	-	-	-	-	0.5	0.5	0.5
Total	2	1	1	1	1	0.5	0.5	0.5
Training								
Battalion Chief	-	1	1	1	1	1	1	1
Training Captain	3	3	3	3	-	-	-	-
Senior Office Assistant	1	1	1	1	1	1	-	-
Total	4	5	5	5	2	2	1	1
Academy								
Firefighter/Paramedics	-	-	-	10	6	11	12	10
Single Role Paramedics	-	-	-	-	12	-	-	-
Total	-	-	-	10	18	11	12	10
Emergency Medical Services								
Deputy Chief	-	-	-	-	-	1	-	-
EMS Battalion Chief	1	1	1	1	-	-	-	-
EMS Captain	2	2	-	-	-	-	-	-
EMS Manager	-	-	-	-	-	-	1	1
Medical Director	-	-	-	-	0.5	0.5	0.5	0.5
EMS Coordinator/RN	-	-	1	1	2	1	-	-
EMS Specialists	-	-	-	-	-	2	2	2
Single Role Paramedics	-	-	-	-	-	6	6	6
Administrative Analyst	-	-	-	-	-	-	1	1
Senior Office Assistant	1	1	1	1	1	1	-	-
Project Assistant	-	-	-	-	-	0.5	-	-
Total	4	4	3	3	3.5	12	10.5	10.5
Volunteer and Reserve Firefighters								
Volunteer Coordinator - Part-Time	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Chaplain Coordinator - Part-Time	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total	1	1	1	1	1	1	1	1
GRAND TOTAL	180.5	185.0	180.5	189.0	196.5	200.0	198.5	195.5

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

2023-24

	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	BUDGET STABILIZATION FUND	TOTAL
PROJECTED REVENUES					
Taxes	\$ 92,140,359	\$ -	\$ -	\$ -	\$ 92,140,359
Intergovernmental	3,540,323	-	100,000	-	3,640,323
Charges for services	7,102,035	-	-	-	7,102,035
Use of money & prop	1,000,000	-	71,075	-	1,071,075
Rent	79,510	-	-	-	79,510
Other	10,000	-	17,768	-	27,768
Developer Contributions	-	-	750,000	-	750,000
TOTAL	103,872,227	-	938,843	-	104,811,070
PROJECTED EXPENDITURES					
Salaries & benefits	77,223,422	-	-	-	77,223,422
Services & supplies	10,716,080	-	-	-	10,716,080
Debt service	-	5,586,665	-	-	5,586,665
Capital projects	-	-	21,884,548	-	21,884,548
OPEB contribution	7,496,122	-	-	-	7,496,122
TOTAL	95,435,624	5,586,665	21,884,548	-	122,906,837
ANNUAL SURPLUS (DEFICIT)					
	8,436,603	(5,586,665)	(20,945,705)	-	(18,095,767)
Transfers in (out)	(14,969,230)	5,586,665	7,546,723	1,835,842	-
Net change	(6,532,627)	-	(13,398,982)	1,835,842	(18,095,767)
PROJECTED FUND BALANCE JULY 1, 2023					
	69,327,034	-	14,215,042	21,793,030	105,335,106
PROJECTED FUND BALANCE JUNE 30, 2024					
	\$ 62,794,408	\$ -	\$ 816,060	\$ 23,628,872	\$ 87,239,340
Restricted					
IT Surcharge Cap Projects	-	-	17,996	-	17,996
Committed					
Worker's Comp Claims	-	-	-	4,624,414	4,624,414
"Dry Period" Funding ⁽¹⁾	51,936,114	-	-	-	51,936,114
Budget Stabilization ⁽²⁾	-	-	-	19,004,458	19,004,458
Capital Projects	-	-	798,064	-	798,064
Unassigned	10,858,294	-	-	-	10,858,294
TOTAL	\$ 62,794,408	\$ -	\$ 816,060	\$ 23,628,872	\$ 87,239,339

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

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

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

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

2024-25

	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	BUDGET STABILIZATION FUND	TOTAL
PROJECTED REVENUES					
Taxes	\$ 95,439,112	\$ -	\$ -	\$ -	\$ 95,439,112
Intergovernmental	3,637,935	-	-	-	3,637,935
Charges for services	7,167,660	-	-	-	7,167,660
Use of money & prop	1,010,000	-	4,080	-	1,014,080
Rent	80,703	-	-	-	80,703
Other	10,000	-	18,656	-	28,656
Developer Contributions	-	-	-	-	-
TOTAL	107,345,410	-	22,736	-	107,368,146
PROJECTED EXPENDITURES					
Salaries & benefits	68,264,442	-	-	-	68,264,442
Services & supplies	10,728,078	-	-	-	10,728,078
Debt service	-	5,586,759	-	-	5,586,759
Capital projects	-	-	5,634,213	-	5,634,213
OPEB contribution	16,333,103	-	-	-	16,333,103
TOTAL	95,325,623	5,586,759	5,634,213	-	106,546,595
ANNUAL SURPLUS (DEFICIT)					
	12,019,787	(5,586,759)	(5,611,477)	-	821,551
Transfers in (out)	(13,270,635)	5,586,759	7,705,858	(21,982)	-
Net change	(1,250,848)	-	2,094,381	(21,982)	821,551
PROJECTED FUND BALANCE JULY 1, 2024					
	62,794,408	-	816,060	23,628,872	87,239,340
PROJECTED FUND BALANCE JUNE 30, 2025					
	\$ 61,543,560	\$ -	\$ 2,910,441	\$ 23,606,890	\$ 88,060,891
Restricted					
IT Surcharge Cap Projects	-	-	17,996	-	17,996
Committed					
Worker's Comp Claims	-	-	-	4,624,414	4,624,414
"Dry Period" Funding ⁽¹⁾	53,672,705	-	-	-	53,672,705
Budget Stabilization ⁽²⁾	-	-	-	18,982,476	18,982,476
Capital Projects	-	-	2,892,445	-	2,892,445
Unassigned	7,870,855	-	-	-	7,870,855
TOTAL	\$ 61,543,560	\$ -	\$ 2,910,441	\$ 23,606,890	\$ 88,060,892

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

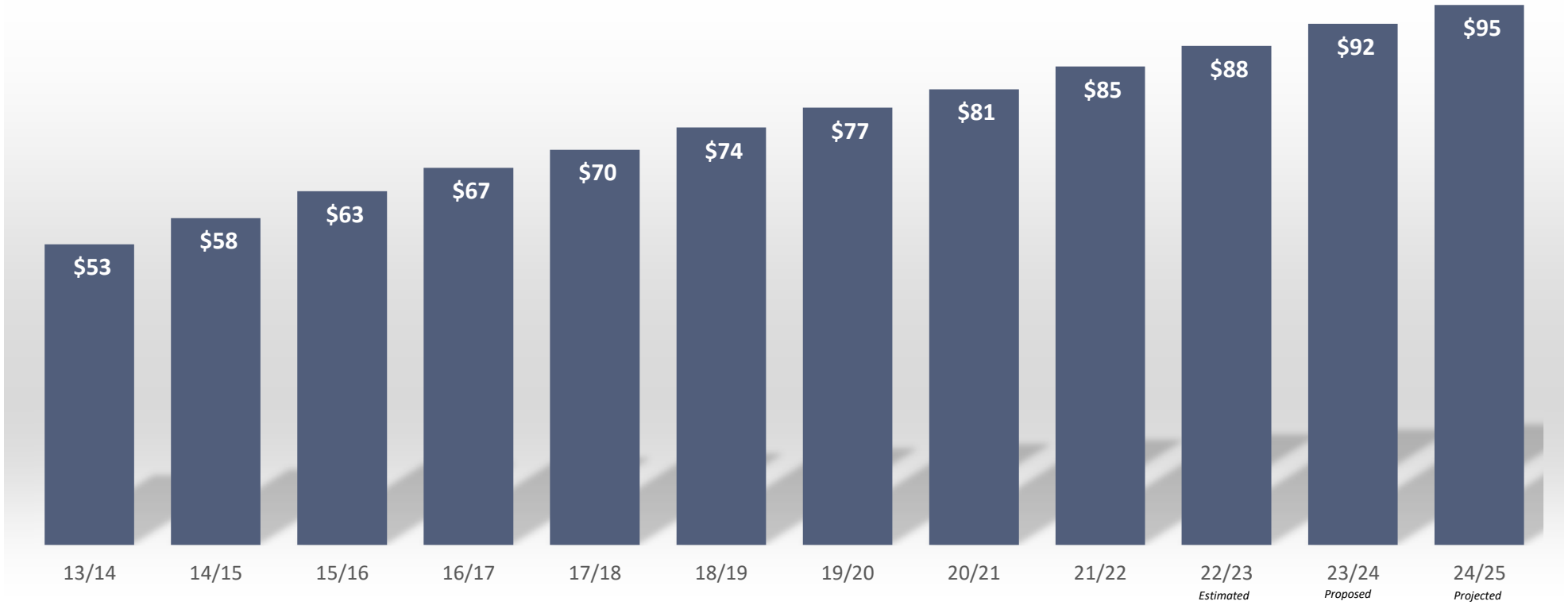
(2) Budget Stabilization = 20% of General Fund Expenses

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



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

Fiscal Year	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	Estimated 22/23	Proposed 23/24	Projected 24/25
Actual	\$ 53,139,723	\$ 57,771,509	\$ 62,506,117	\$ 66,666,013	\$ 69,840,586	\$ 73,773,914	\$ 77,282,053	\$ 80,539,051	\$ 84,572,284	\$ 88,229,832	\$ 92,140,359	\$ 95,439,112
% Increase	9.6%	8.7%	8.2%	6.7%	4.8%	5.6%	4.8%	4.2%	5.0%	4.3%	4.4%	3.6%



San Ramon Valley Fire Protection District
General Fund Operations - Ten-Year Cash Flow Model

	Actual	2022/23	2023/24	2024/25	2025/26	2026/27	Projected					
	2021/22						2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Beginning fund balance	\$ 87,794,731	\$ 89,170,499	\$ 90,898,861	\$ 86,202,077	\$ 84,929,248	\$ 85,417,025	\$ 97,354,770	\$ 111,876,715	\$ 127,616,602	\$ 141,846,329	\$ 154,456,447	\$ 165,341,740
Revenue:												
Property tax	84,572,284	88,229,832	92,140,359	95,439,112	97,347,894	99,294,852	101,280,749	103,306,364	105,372,491	107,479,941	109,629,540	111,822,131
Ambulance charges	5,482,357	5,903,500	6,562,535	6,628,160	6,694,442	6,761,386	6,829,000	6,897,290	6,966,263	7,035,926	7,106,285	7,177,348
Other service charges	368,774	535,350	539,500	539,500	544,895	550,344	555,847	561,406	567,020	572,690	578,417	584,201
Cell tower rent	66,568	78,334	79,510	80,703	83,124	85,618	88,186	90,832	93,557	96,364	99,255	99,255
Interest income	(2,379,705)	850,873	1,000,000	1,010,000	1,025,150	1,040,527	1,056,135	1,071,977	1,088,057	1,104,378	1,120,943	1,137,758
State/Fed/Local/Meas H	2,274,814	2,011,267	1,321,304	1,307,964	1,321,044	1,334,254	1,347,597	1,361,073	1,374,683	1,388,430	1,402,314	1,416,338
Consolidated Dispatch *	1,953,926	2,101,462	2,219,020	2,329,971	2,411,520	2,459,750	2,508,945	2,559,124	2,610,307	2,662,513	2,715,763	2,770,078
SAFER Grant	808,746	365,194	-	-	-	-	-	-	-	-	-	-
Other/misc	260,704	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	<u>93,408,468</u>	<u>100,085,812</u>	<u>103,872,228</u>	<u>107,345,410</u>	<u>109,438,069</u>	<u>111,536,732</u>	<u>113,676,460</u>	<u>115,858,066</u>	<u>118,082,378</u>	<u>120,350,242</u>	<u>122,662,518</u>	<u>125,017,108</u>
Expenses:												
Salaries	30,555,384	31,490,585	33,047,706	34,254,790	35,624,982	37,049,981	38,531,980	40,073,259	41,676,190	43,343,237	45,076,967	46,880,045
Overtime	11,774,531	12,405,546	11,735,000	12,065,000	12,547,600	13,049,504	13,571,484	14,114,344	14,678,917	15,266,074	15,876,717	16,511,786
Pension	19,353,732	21,007,235	22,614,668	11,691,859	24,416,748	14,616,437	13,188,106	11,424,453	11,881,431	12,356,688	12,850,956	13,364,994
Pension cost share	(1,234,957)	(1,361,136)	(1,187,708)	(1,222,760)	(1,271,670)	(1,322,537)	(1,375,439)	(1,430,456)	(1,487,675)	(1,547,181)	(1,609,069)	(1,673,431)
Insurance	6,452,110	6,356,480	7,040,724	7,303,868	7,596,023	7,899,864	8,215,858	8,544,493	8,886,272	9,241,723	9,611,392	9,995,848
OPEB	9,433,587	11,649,744	11,469,154	20,504,787	8,529,427	6,297,934	6,549,851	6,811,846	7,084,319	7,367,692	7,662,400	7,968,896
Services & supplies	8,846,460	8,867,924	10,716,080	10,728,078	11,049,920	11,381,418	11,722,860	12,074,546	12,436,783	12,809,886	13,194,183	13,590,008
Capital contribution	3,316,885	2,360,412	7,546,723	7,705,858	4,870,563	5,041,033	5,238,257	5,589,083	5,784,701	5,987,166	6,196,717	6,413,602
Debt payments	3,534,968	5,580,660	5,586,665	5,586,759	5,586,699	5,585,354	3,511,556	2,916,613	2,911,712	2,914,838	2,916,963	2,916,963
	<u>92,032,700</u>	<u>98,357,450</u>	<u>108,569,012</u>	<u>108,618,239</u>	<u>108,950,292</u>	<u>99,598,988</u>	<u>99,154,514</u>	<u>100,118,180</u>	<u>103,852,651</u>	<u>107,740,123</u>	<u>111,777,225</u>	<u>115,968,710</u>
Revenue over (under) exp	<u>1,375,768</u>	<u>1,728,362</u>	<u>(4,696,784)</u>	<u>(1,272,829)</u>	<u>487,777</u>	<u>11,937,744</u>	<u>14,521,946</u>	<u>15,739,886</u>	<u>14,229,728</u>	<u>12,610,118</u>	<u>10,885,292</u>	<u>9,048,398</u>
Ending fund balance	<u>\$ 89,170,499</u>	<u>\$ 90,898,861</u>	<u>\$ 86,202,077</u>	<u>\$ 84,929,248</u>	<u>\$ 85,417,025</u>	<u>\$ 97,354,770</u>	<u>\$ 111,876,715</u>	<u>\$ 127,616,602</u>	<u>\$ 141,846,329</u>	<u>\$ 154,456,447</u>	<u>\$ 165,341,740</u>	<u>\$ 174,390,138</u>
"Dry Period" Funding	\$ 46,704,234	\$ 50,042,906	\$ 51,936,114	\$ 53,672,705	\$ 54,719,034	\$ 55,768,366	\$ 56,838,230	\$ 57,929,033	\$ 59,041,189	\$ 60,175,121	\$ 61,331,259	\$ 62,508,554
Budget Stabilization Fund	21,793,163	23,249,408	23,628,872	23,606,890	24,865,946	22,961,591	22,833,251	22,955,819	23,663,590	24,400,591	25,166,102	25,961,022
Amt over (under) Board Po	\$ 20,673,102	\$ 17,606,547	\$ 10,637,091	\$ 7,649,653	\$ 5,832,045	\$ 18,624,813	\$ 32,205,234	\$ 46,731,749	\$ 59,141,550	\$ 69,880,735	\$ 78,844,379	\$ 85,920,562

Key Assumptions/Board Policy

Revenue growth: General property tax growth is based on the HDL estimate for 2023/24 and 2024/25, 2.0% thereafter ; Ambulance charges, 1.0%; Other charges/ Cell Tower rent 1.0%

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

Pension costs: Reflects staffing levels and salary changes; Rate changes provided by CCCERA for 2023/24, no rate changes thereafter;

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

Insurance: Medical premium increases at 4.0% 23/24 and thereafter; also includes workers' compensation and FICA/medicare.

OPEB: Fiscal year 2023/24 and 2024/25 represent full funding of ADC from 7/1/2021 Actuarial Valuation +\$6 million 23/24, +\$14 million 24/25; amount includes both retiree premiums and prefunding; 4.00% growth thereafter.

Capital: 2023/24 General Fund contribution \$7.5M; includes repayment of start up costs for Consolidated Dispatch; additional \$5 million included in 2023/24 and 2024/25.

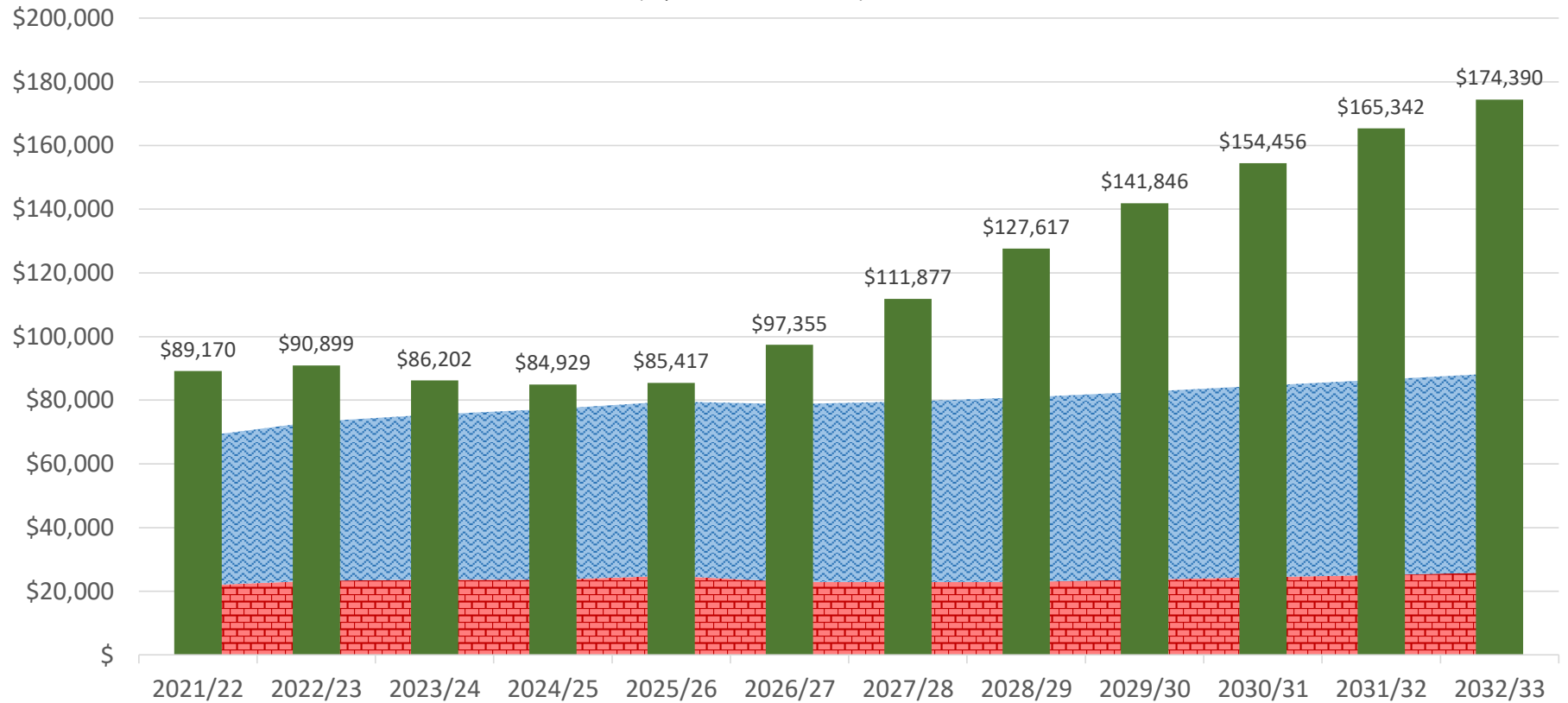
Debt Payments: Reflects 2015 advanced refunding of 2006 COPS, maturing in 35/36; 2018 Equipment lease maturing in 27/28, 2020 COPS for financing of Public Safety Complex and 2022 Equipment lease maturing in 2027/28.

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

Budget Stabilization Fund: 20% of operating and debt service expenditures (excludes capital outlay/capital contributions) + \$4.6 million workers' compensation reserve.

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

(expressed in thousands)



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

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

REVENUES GENERAL FUND

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Property Taxes - Secured	4110	\$ 77,477,853	\$ 83,056,711	\$ 87,414,234	\$ 90,586,788
Property Taxes - Supplemental	4120	2,593,979	606,206	-	-
Property Taxes - Utilities/Unitary	4130	1,221,283	1,264,065	1,264,065	1,264,065
Property Taxes - Unsecured	4140	2,035,368	2,278,449	2,397,986	2,485,017
Homeowner Property Tax Relief	4145	442,512	453,404	453,404	453,404
Redevelopment Agencies	4150	1,674,185	1,653,389	1,727,524	1,790,222
County Tax Administration	4160	(585,320)	(622,658)	(657,121)	(680,650)
Property Taxes - Prior Secured	4170	(222,344)	(280,822)	(280,822)	(280,822)
Property Taxes - Prior Supplemental	4180	(91,212)	(165,900)	(165,900)	(165,900)
Property Taxes - Prior Unsecured	4190	25,980	(13,012)	(13,012)	(13,012)
TOTAL TAXES		84,572,284	88,229,832	92,140,359	95,439,112
Measure H	4220	33,000	33,000	33,000	33,000
Measure X	4225	-	740,000	-	-
Miscellaneous State Aid	4240	690,168	-	30,192	30,192
Grants	4240	-	577,500	187,500	150,000
Federal Grant	4245	809,697	365,194	-	-
Intergovernmental	4250	1,576,776	500,767	511,773	530,345
GEMT PP-GEMT-IGT	4251	(26,081)	160,000	558,839	564,427
Consolidated Dispatch Services	4252	1,953,926	2,101,462	2,219,020	2,329,971
TOTAL INTERGOVERNMENTAL		5,037,486	4,477,923	3,540,323	3,637,935
Inspection Fees	4310	4,865	5,800	10,000	10,000
Plan Review Fees	4315	355,059	525,000	525,000	525,000
Weed Abatement Charges	4320	3,010	3,500	3,500	3,500
Ambulance Services	4330	5,482,357	5,903,500	6,562,535	6,628,160
Reports/Photocopies	4350	5,840	1,050	1,000	1,000
TOTAL CHARGES FOR SERVICES		5,851,131	6,438,850	7,102,035	7,167,660
Investment Earnings	4410	(2,379,705)	850,873	1,000,000	1,010,000
TOTAL USE OF MONEY & PROPERTY		(2,379,705)	850,873	1,000,000	1,010,000
Rent on Real Estate	4510	66,568	78,334	79,510	80,703
TOTAL RENT		66,568	78,334	79,510	80,703
Miscellaneous Revenue	4640	260,038	10,000	10,000	10,000
TOTAL OTHER REVENUE		260,038	10,000	10,000	10,000
TOTAL REVENUES		\$ 93,407,802	\$ 100,085,813	\$ 103,872,227	\$ 107,345,410

EXPENDITURES GENERAL FUND

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Permanent Salaries	5110	\$ 30,070,354	\$ 30,856,790	\$ 32,305,519	\$ 33,669,631
Temporary Salaries	5115	493,642	633,795	742,187	585,159
Permanent Overtime	5120	11,773,612	12,405,546	11,735,000	12,065,000
FICA Contributions	5140	586,323	620,642	631,838	655,261
Retirement Contributions	5150	18,841,804	19,646,099	21,426,960	10,469,099
401(a) Employer Contributions	5151	22,425	60,000	60,000	60,000
Employee Group Insurance	5160	4,528,408	4,267,838	4,940,886	5,180,607
Retiree Health Insurance	5170	3,632,662	3,783,840	3,973,032	4,171,684
OPEB Contribution	5175	5,800,925	7,865,904	7,496,122	16,333,103
Unemployment Insurance	5180	951	8,000	8,000	8,000
Workers' Compensation Claims	5190	1,313,484	1,400,000	1,400,000	1,400,000
TOTAL SALARIES AND BENEFITS		\$ 77,064,589	\$ 81,548,454	\$ 84,719,544	\$ 84,597,545
% Change		5%	6%	4%	0%
Office Supplies	5202	\$ 23,447	\$ 28,100	\$ 37,383	\$ 38,878
Postage and Freight	5204	9,595	13,590	26,357	27,411
Telecommunications	5206	224,320	207,040	271,958	282,836
Utilities	5208	485,621	479,200	498,368	518,303
Small Tools and Equipment	5210	88,242	91,650	127,848	132,961
Miscellaneous Supplies	5212	75,803	116,600	143,493	146,983
Medical Supplies	5213	239,644	217,000	245,408	255,224
Firefighting Supplies	5214	80,287	70,000	91,312	94,730
Pharmaceutical Supplies	5216	61,675	75,000	75,000	78,000
Computer Supplies	5218	11,526	13,500	16,061	16,703
Radio Equipment and Supplies	5219	821	15,000	22,173	23,060
Media Supplies	5220	-	-	5,000	5,200
Food Supplies	5222	25,631	25,000	46,488	48,347
PPE Inspections and Repairs	5223	13,091	22,000	21,091	21,935
Safety Clothing and Supplies	5224	188,743	315,180	333,051	346,373
Class A Uniforms	5225	7,797	10,500	11,357	11,811
Non-Safety Clothing	5226	19,144	22,425	48,832	50,785
Class B Uniforms	5227	77,377	60,500	81,430	84,687
Household Supplies	5228	70,349	53,000	53,245	55,375
Central Garage - Repairs	5230	855,482	400,000	450,000	461,250
Central Garage - Maintenance	5231	119,406	167,500	236,000	245,440
Central Garage - Gas and Oil	5232	576,856	526,000	581,224	604,473
Central Garage - Tires	5234	76,307	60,000	60,000	62,400
Central Garage - Inspections	5235	8,416	8,500	-	-
Maintenance and Repairs - Equipmen	5236	214,236	211,560	219,674	228,461

EXPENDITURES GENERAL FUND

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Maintenance and Repairs -					
Computers and Radio	5238	20,695	87,280	99,479	103,458
Maintenance and Repairs - Buildings	5240	132,823	146,000	216,319	224,972
Maintenance and Repairs - Grounds	5242	63,799	81,116	97,050	100,932
Rents and Leases	5246	181,152	202,583	226,328	233,353
Software and Licensing	5248	647,168	563,187	582,293	583,574
Professional Services	5250	2,452,092	2,646,806	3,353,795	3,063,000
Recruiting	5251	157,151	129,890	199,917	199,314
Legal Services	5252	98,948	152,278	160,000	166,400
Medical Services	5254	111,655	153,000	165,486	172,105
Communications Services	5258	93,600	93,600	103,141	107,267
Election Services	5262	-	-	-	210,000
Insurance Services	5264	648,643	803,874	827,861	860,975
Publication of Legal Notices	5270	144	1,000	1,000	1,040
Specialized Printing	5272	9,322	19,463	29,280	30,451
Memberships	5274	79,163	125,732	112,081	34,659
Educational Courses	5276	214,224	187,820	421,013	359,934
Educational Assistance	5277	21,534	17,000	54,080	56,243
Public Educational Supplies	5278	3,128	7,638	8,867	9,222
Books and Periodicals	5280	16,623	16,103	29,431	30,608
Recognition Supplies	5282	4,442	2,438	6,950	7,228
Meetings and Travel	5284	78,725	59,248	129,956	135,154
TOTAL SERVICES AND SUPPLIES		\$ 8,588,849	\$ 8,704,901	\$ 10,527,080	\$ 10,531,518
% Change		15%	1%	21%	0%
Taxes and Assessments	5320	162,923	162,923	189,000	196,560
TOTAL EXPENDITURES		\$ 85,816,360	\$ 90,416,278	\$ 95,435,624	\$ 95,325,622
% Change		6%	5%	6%	0%



**DISTRICT-WIDE
00-00**

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
415 Retirement Contributions	5150	\$ 461,899	\$ 444,387	\$ 462,162	\$ 480,649
Unfunded Liability Pension Payment	5150	263,000	279,000	290,160	281,493
Retiree Health Insurance	5170	3,632,662	3,783,840	3,973,032	4,171,684
OPEB Contribution ¹	5175	5,800,925	7,865,904	7,496,122	16,333,103
Unemployment Insurance	5180	951	8,000	8,000	8,000
Worker's Compensation Claims	5190	1,313,484	1,292,561	1,400,000	1,400,000
TOTAL SALARIES AND BENEFITS		\$ 11,472,921	\$ 13,673,692	\$ 13,629,476	\$ 22,674,929
Administrative Fee - Worker's Compensation		130,279	120,095	126,000	131,040
Professional Services	5250	130,279	120,095	126,000	131,040
201 224 Rights		15,166	-	-	-
PG & E		20,357	-	-	-
Other		63,425	-	-	-
Legal Services	5252	98,948	-	-	-
Excess Worker's Compensation		243,165	257,854	260,000	270,400
Property & Liability Insurance Pool		340,759	402,721	418,830	435,583
Self-Insured Certification State of CA		64,719	143,299	149,031	154,992
Insurance Services	5264	648,643	803,874	827,861	860,975
CA Special Districts Association		-	9,000	10,000	10,400
Citizen Corps Council		-	-	10,000	10,000
Fire Districts Association of California		-	1,250	1,250	1,300
Local Agency Formation Commisions		-	40,000	45,000	46,800
National Fire Protection Association		-	200	200	208
Street Smarts		-	-	10,000	10,000
Memberships	5274	-	50,450	76,450	78,708
TOTAL SERVICES AND SUPPLIES		\$ 877,870	\$ 974,419	\$ 1,030,311	\$ 1,070,723
TOTAL EXPENDITURES		\$ 12,350,791	\$ 14,648,111	\$ 14,659,787	\$ 23,745,652

¹See OPEB Funding Policy in Financial Policies section.



BOARD OF DIRECTORS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

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

GOALS AND OBJECTIVES FOR FY 2023 | 24

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

MEMBERS OF THE BOARD

Director (5)

BOARD OF DIRECTORS

10-10

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Permanent Salaries	5110	\$ 8,550	\$ 8,500	\$ 8,500	\$ 8,500
FICA Contributions	5140	124	123	123	123
Employee Group Insurance	5160	120,732	118,126	126,705	133,397
TOTAL SALARIES AND BENEFITS		\$ 129,406	\$ 126,749	\$ 135,328	\$ 142,020
Non-Safety Clothing	5226	\$ 528	\$ 200	\$ 500	\$ 520
Professional Services	5250	445	300	400	416
Memberships	5274	35,890	1,471	1,530	1,591
Books and Periodicals	5280	9	260	270	281
Recognition Supplies	5282	847	1,400	2,200	2,288
Meetings and Travel	5284	16,900	12,300	13,000	13,520
TOTAL SERVICES AND SUPPLIES		\$ 54,617	\$ 15,931	\$ 17,900	\$ 18,616
TOTAL EXPENDITURES		\$ 184,023	\$ 142,680	\$ 153,228	\$ 160,636

BOARD OF DIRECTORS

10-10

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Clothing		\$ 528	\$ 200	\$ 500	\$ 520
Non-Safety Clothing	5226	528	200	500	520
Miscellaneous services		445	300	400	416
Professional Services	5250	445	300	400	416
CCC Fire Commissioner's Association		-	114	119	123
Chamber of Commerce - Alamo		-	83	86	90
Chamber of Commerce - Danville		-	338	352	366
Chamber of Commerce - San Ramon		700	728	757	787
EERI		-	208	216	225
LAFCO		35,190	-	-	-
Memberships	5274	35,890	1,471	1,530	1,591
Manuals and Publications		9	260	270	281
Books and Periodicals	5280	9	260	270	281
Retirement and Promotional Recognitions		825	900	1,000	1,040
Miscellaneous Recognition		22	500	1,200	1,248
Recognition Supplies	5282	847	1,400	2,200	2,288
Board Meetings		1,902	700	700	728
CSDA Conference		2,835	3,000	3,000	3,120
Fire Commissioners Quarterly Meeting		-	300	300	312
Miscellaneous Conferences		793	1,800	2,500	2,600
Navigator Conference		11,369	6,000	6,000	6,240
Special Districts (CSDA) Workshops		-	500	500	520
Meetings and Travel	5284	16,900	12,300	13,000	13,520
TOTAL SERVICES AND SUPPLIES		\$ 54,617	\$ 15,931	\$ 17,900	\$ 18,616

FIRE CHIEF

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

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

GOALS AND OBJECTIVES FOR FY 2023 | 24

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

STAFFING SUMMARY

Fire Chief¹

Senior Office Assistant

¹ The Fire Chief also serves as the Treasurer of the District.

FIRE CHIEF

10-15

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Permanent Salaries	5110	\$ 438,745	\$ 486,443	\$ 512,107	\$ 521,517
Temporary Salaries	5115	91,840	-	-	-
FICA Contributions	5140	7,488	7,053	7,426	7,562
Retirement Contributions	5150	215,638	311,075	292,662	143,437
401a Contributions ER Paid	5151	22,425	60,000	60,000	60,000
Employee Group Insurance	5160	65,375	54,300	73,720	77,114
TOTAL SALARIES AND BENEFITS		\$ 841,511	\$ 918,871	\$ 945,915	\$ 809,630
Office Supplies	5202	\$ 344	\$ 500	\$ 1,082	\$ 1,125
Small Tools and Equipment	5210	9,580	11,000	11,541	12,002
Miscellaneous Supplies	5212	966	1,000	1,000	1,040
Food Supplies	5222	4,430	3,500	5,000	5,200
Non-Safety Clothing	5226	3,711	450	1,041	1,082
Specialized Printing	5272	3,059	100	270	281
Memberships	5274	12,915	6,405	6,865	7,101
Educational Courses and Supplies	5276	-	4,280	4,543	4,725
Books and Periodicals	5280	505	300	300	312
Meetings and Travel	5284	10,193	4,500	6,500	6,760
TOTAL SERVICES AND SUPPLIES		\$ 45,702	\$ 32,035	\$ 38,142	\$ 39,628
TOTAL EXPENDITURES		\$ 887,213	\$ 950,906	\$ 984,057	\$ 849,258

FIRE CHIEF

10-15

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Office Supplies		\$ 344	\$ 500	\$ 1,082	\$ 1,125
Office Supplies	5202	344	500	1,082	1,125
Badges, Name Tag, Collar Brass, Pins		8,399	10,500	10,500	10,920
Miscellaneous Tools and Equipment		1,181	500	541	562
District Honor Guard		-	-	500	520
Small Tools and Equipment	5210	9,580	11,000	11,541	12,002
Miscellaneous Supplies		966	1,000	1,000	1,040
Miscellaneous Supplies	5212	966	1,000	1,000	1,040
Food Supplies and Meals		4,430	3,500	5,000	5,200
Food Supplies	5222	4,430	3,500	5,000	5,200
Uniforms - District Honor Guard		2,631	200	500	520
Uniforms - District Clerk		215	-	-	-
Uniforms - Fire Chief		865	250	541	562
Non-Safety Clothing	5226	3,711	450	1,041	1,082
Document Services		3,059	-	-	-
Business Cards		-	100	270	281
Specialized Printing	5272	3,059	100	270	281
100 Club		100	100	100	104
CA Fire Chiefs Association		2,240	2,305	2,500	2,563
CA Special Districts Association		8,195	150	150	154
CCC Fire Chiefs Association		-	600	600	624
Contra Costa CAER		550	550	595	619
Danville Chamber of Commerce		320	-	-	-
Fire Districts Association of California		1,250	-	-	-
International Association of Fire Chiefs		260	2,700	2,920	3,037
Memberships	5274	12,915	6,405	6,865	7,101
Educational Courses		-	2,080	2,163	2,250
Leadership San Ramon Valley		-	2,200	2,380	2,475
Educational Courses and Supplies	5276	-	4,280	4,543	4,725
Fire Service Books and Magazines		505	300	300	312
Books and Periodicals	5280	505	300	300	312

FIRE CHIEF

10-15

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Meetings and Travel		10,193	4,000	4,000	4,160
District Honor Guard - Events		-	500	2,500	2,600
Meetings and Travel	5284	10,193	4,500	6,500	6,760
TOTAL SERVICES AND SUPPLIES		\$ 45,702	\$ 32,035	\$ 38,142	\$ 39,628



DISTRICT COUNSEL | CLERK

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

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

GOALS AND OBJECTIVES FOR FY 2023 | 24

1. Continue to lead Wellness/Fitness Committee.
2. Oversight of injury reduction programs.
3. Work with Lexipol Professional Services Specialist as District Point of Contact for Training Bulletins and Policies.
4. Continue to ensure compliance with Harassment Prevention and Ethics Training.
5. Monitor ongoing progress of Records Management System, update estimated full implementation date.
6. Research and Implement Contractual Risk Compliance.

STAFFING SUMMARY

District Counsel | Clerk

DISTRICT COUNSEL | CLERK

10-17

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Permanent Salaries	5110	\$ -	\$ 244,494	\$ 251,829	\$ 259,384
FICA Contributions	5140	-	3,545	3,652	3,761
Retirement Contributions	5150	-	81,479	67,601	27,685
Employee Group Insurance	5160	-	27,244	30,805	32,443
TOTAL SALARIES AND BENEFITS		\$ -	\$ 356,762	\$ 353,887	\$ 323,273
Office Supplies	5202	\$ -	\$ -	\$ 312	\$ 324
Non-Safety Clothing	5226	-	-	355	369
Software and Licenses	5248	-	58,232	36,500	37,960
Professional Services	5250	-	2,616	29,740	30,930
Legal Services	5252	-	122,278	160,000	166,400
Election Services	5262	-	-	-	210,000
Memberships	5274	-	903	1,232	1,281
Educational Courses	5276	-	-	520	541
Books and Periodicals	5280	-	44	312	324
Meetings and Travel	5284	-	2,430	5,096	5,300
TOTAL SERVICES AND SUPPLIES		\$ -	\$ 186,503	\$ 234,067	\$ 453,430
TOTAL EXPENDITURES		\$ -	\$ 543,265	\$ 587,954	\$ 776,703

DISTRICT COUNSEL | CLERK

10-17

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Office Supplies		\$ -	\$ -	\$ 312	\$ 324
Office Supplies	5202	-	-	312	324
Clothing		-	-	355	369
Non-Safety Clothing	5226	-	-	355	369
Contract Administration		-	-	12,500	13,000
Document Management		-	32,500	12,000	12,480
Policy Software		-	25,732	12,000	12,480
Software and Licenses	5248	-	58,232	36,500	37,960
Document Services		-	2,616	2,700	2,808
Investigation Services		-	-	27,040	28,122
Professional Services	5250	-	2,616	29,740	30,930
Employee Relations		-	37,278	60,000	62,400
Other		-	85,000	100,000	104,000
Legal Services	5252	-	122,278	160,000	166,400
Election Services		-	-	-	210,000
Election Services	5262	-	-	-	210,000
CA Bar License		-	523	832	865
CalPELRA		-	380	400	416
Memberships	5274	-	903	1,232	1,281
Educational Courses		-	-	520	541
Educational Courses	5276	-	-	520	541
Books and Periodicals		-	44	312	324
Books and Periodicals	5280	-	44	312	324
CalPELRA Conference		-	1,366	2,288	2,380
CSDA Board Secretary Clerk Conference		-	1,064	2,288	2,380
Other Meetings and Travel		-	-	520	541
Meetings and Travel	5284	-	2,430	5,096	5,300
TOTAL SERVICES AND SUPPLIES		\$ -	\$ 186,503	\$ 234,067	\$ 453,430

HUMAN RESOURCES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

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

GOALS AND OBJECTIVES FOR FY 2023 | 24

1. Implement Enterprise Resource Planning (ERP) system.
2. Develop interface between pre-employment tracking and onboarding modules for new hires.
3. Increase vendor list for pre-employment background components (polygraphs, psychological, and physicals).
4. Increase vendors for Fitness for Duty evaluations.
5. Administer hiring of Firefighter/Paramedics, Single Role Paramedics, and promotional exams.
6. Assist in identifying scholarship recipients (outreach efforts) recruit locally, and continue to promote diversity.

STAFFING SUMMARY

Human Resources Generalist (2)

HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Permanent Salaries	5110	\$ 469,954	\$ 233,787	\$ 241,128	\$ 248,362
FICA Contributions	5140	6,508	3,390	3,496	3,601
Retirement Contributions	5150	83,600	76,194	81,282	32,748
Employee Group Insurance	5160	147,751	70,467	62,882	66,234
TOTAL SALARIES AND BENEFITS		\$ 707,813	\$ 383,838	\$ 388,788	\$ 350,945
Office Supplies	5202	\$ 2,944	\$ 1,000	\$ 2,065	\$ 2,148
Postage	5204	73	300	324	337
Food Supplies	5222	30	500	1,622	1,687
Non-Safety Clothing	5226	161	710	710	738
Software and Licenses	5248	50,910	47,400	53,269	18,954
Professional Services	5250	50,153	184,200	263,390	168,576
Recruiting Costs	5251	157,151	129,890	199,917	199,314
Medical Services	5254	111,655	153,000	165,486	172,105
Specialized Printing	5272	770	600	3,216	3,345
Memberships	5274	5,416	6,253	8,898	9,254
Educational Courses and Supplies	5276	22,711	27,500	33,203	30,371
Books and Periodicals	5280	216	-	250	260
Recognition Supplies	5282	3,596	1,038	4,750	4,940
Meetings and Travel	5284	1,770	1,770	10,405	10,821
TOTAL SERVICES AND SUPPLIES		\$ 407,555	\$ 554,161	\$ 747,505	\$ 622,849
TOTAL EXPENDITURES		\$ 1,115,368	\$ 937,999	\$ 1,136,293	\$ 973,795

HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Office Supplies		\$ 656	\$ 800	\$ 865	\$ 900
Printer Supplies and Key Fobs		2,288	200	1,200	1,248
Office Supplies	5202	2,944	1,000	2,065	2,148
Postage and Freight		73	300	324	337
Postage	5204	73	300	324	337
Food Supplies		30	500	1,622	1,687
Food Supplies	5222	30	500	1,622	1,687
Uniforms - Staff		161	710	710	738
Non-Safety Clothing	5226	161	710	710	738
ADP Professional Support		31,625	32,400	35,044	-
Applicant Tracking System		315	15,000	18,225	18,954
Policy Software		18,970	-	-	-
Software and Licenses	5248	50,910	47,400	53,269	18,954
Actuarial Study - Worker's Compensation		4,300	4,200	4,546	4,728
Administration Fees - Health Insurance		18,921	18,000	19,469	20,248
Administration Fees - PARS		3,600	3,600	3,894	4,050
Administration Fees - Section 125 Plan		4,886	5,000	5,000	5,200
Crisis Trauma Intervention		-	-	10,816	11,249
Human Resources Consulting		3,608	125,000	90,000	92,250
ID Card Printing		600	1,000	2,625	2,730
IEDA		-	25,000	27,040	28,122
Investigation Services		14,238	-	-	-
Wellness Fitness Program		-	2,400	100,000	-
Professional Services	5250	50,153	184,200	263,390	168,576

HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Assessment Center - Battalion Chief		-	10,000	10,000	-
Assessment Center - Captain		-	1,500	-	20,000
Assessment Center - Engineer		5,800	20,000	15,000	-
Background Investigations		63,464	55,240	62,400	64,896
Fingerprint Services		2,923	1,300	2,461	2,559
Lodging		-	3,000	6,400	6,656
Miscellaneous Recruiting Costs		11,843	5,000	5,408	5,624
Physical Examinations		34,495	10,150	30,000	31,200
Polygraph and Psychological Tests		26,888	18,000	52,000	54,080
Recruitment - Administrative		-	1,200	1,248	1,298
Recruitment - Communications Center		808	1,000	2,000	2,080
Recruitment - EMS		6,479	-	2,500	2,600
Recruitment - Firefighter/Paramedic		4,452	3,500	8,000	8,320
Recruitment Video		-	-	2,500	-
Recruiting Costs	5251	157,151	129,890	199,917	199,314
DMV Physicals		150	1,000	1,082	1,125
Medical Consulting Fitness for Duty		-	2,500	2,704	2,812
Miscellaneous Medical Services		55	500	541	563
Vaccines and Tests		1,855	3,000	3,245	3,375
Wellness Psychological Exams		109,595	145,000	156,832	163,105
Wellness Programs		-	1,000	1,082	1,125
Medical Services	5254	111,655	153,000	165,486	172,105
Employee Materials and Handouts		141	-	216	225
Forms Posters Card Shells		629	600	3,000	3,120
Specialized Printing	5272	770	600	3,216	3,345
California Chamber of Commerce		-	1,099	1,100	1,144
CA Bar License		528	-	-	-
CalPELRA		-	1,085	2,304	2,396
Consortium		-	3,540	3,894	4,050
Miscellaneous Dues and Memberships		4,494	529	1,384	1,439
Society for Human Resources		394	-	216	225
Memberships	5274	5,416	6,253	8,898	9,254

HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Ethics Training		-	-	4,000	-
Harrassment Training		19,936	25,000	27,040	28,122
Miscellaneous On-Line Training		2,775	2,500	2,163	2,250
Educational Courses and Supplies	5276	22,711	27,500	33,203	30,371
Miscellaneous Subscriptions and Books		216	-	250	260
Books and Periodicals	5280	216	-	250	260
Employee Events		771	-	2,750	2,860
Miscellaneous Recognition Supplies		2,825	1,038	2,000	2,080
Recognition Supplies	5282	3,596	1,038	4,750	4,940
CalPELRA conference		2,711	1,770	5,192	5,400
Special Districts (CSDA) Workshops		-	-	2,185	2,272
SHRM Conference		(941)	-	3,028	3,149
Meetings and Travel	5284	1,770	1,770	10,405	10,821
TOTAL SERVICES AND SUPPLIES		\$ 407,555	\$ 554,161	\$ 747,505	\$ 622,849

FINANCE

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

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

GOALS AND OBJECTIVES FOR FY 2023 | 24

1. Implement Enterprise Resource Planning (ERP) system.
2. Enhance oversight of the District's deferred compensation plans.
3. Transition the District from the California Department of Health Care Services Ground Emergency Medical Transport (GEMT) Program to the new Public Provider Ground Emergency Medical Transportation Intergovernmental Transfer (PP-GEMT-IGT) Program.
4. Maintain two-year budget and 10-year financial plan to provide long-term perspective for financial decision making and keep District on a fiscally sustainable path.
5. Maintain Government Finance Officers Association (GFOA) Certificate of Excellence in Financial Reporting.

STAFFING SUMMARY

Chief Financial Officer

Administrative Analyst

Senior Accounting Technician

Purchasing Agent

FINANCE

10-25

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Permanent Salaries	5110	\$ 460,768	\$ 452,812	\$ 555,277	\$ 608,411
FICA Contributions	5140	6,520	6,566	8,052	8,822
Retirement Contributions	5150	153,159	148,542	188,895	82,349
Employee Group Insurance	5160	87,499	76,911	80,358	84,693
TOTAL SALARIES AND BENEFITS		\$ 707,947	\$ 684,831	\$ 832,582	\$ 784,275
Office Supplies	5202	\$ 8,427	\$ 10,000	\$ 10,500	\$ 10,920
Postage	5204	3,748	6,000	8,112	8,436
Computer Equipment and Supplies	5218	467	500	1,000	1,040
Food Supplies	5222	3,259	3,000	3,245	3,375
Non-Safety Clothing	5226	-	1,065	1,152	1,198
Maintenance and Repairs - Equipment	5236	-	500	500	520
Rents and Leases	5246	21,148	21,000	25,694	26,722
Software and Licenses	5248	38,300	31,300	33,405	50,000
Professional Services	5250	518,423	445,853	535,961	554,024
Specialized Printing	5272	2,588	3,400	3,500	3,640
Memberships	5274	1,948	1,854	1,888	1,964
Educational Courses and Supplies	5276	523	2,500	5,949	6,187
Books and Periodicals	5280	-	1,224	1,298	1,350
Meetings and Travel	5284	2,419	500	4,326	4,499
TOTAL SERVICES AND SUPPLIES		\$ 601,249	\$ 528,696	\$ 636,530	\$ 673,875
TOTAL EXPENDITURES		\$ 1,309,196	\$ 1,213,527	\$ 1,469,112	\$ 1,458,150

FINANCE

10-25

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Office Supplies - Administration		\$ 8,427	\$ 10,000	\$ 10,500	\$ 10,920
Office Supplies	5202	8,427	10,000	10,500	10,920
Postage		3,748	6,000	8,112	8,436
Postage	5204	3,748	6,000	8,112	8,436
Computer Equipment		467	500	1,000	1,040
Computer Equipment and Supplies	5218	467	500	1,000	1,040
Food Supplies		3,259	3,000	3,245	3,375
Food Supplies	5222	3,259	3,000	3,245	3,375
Uniforms		-	1,065	1,152	1,198
Non-Safety Clothing	5226	-	1,065	1,152	1,198
Maintenance and Repairs - Equipment		-	500	500	520
Maintenance and Repairs - Equipment	5236	-	500	500	520
Color Copier - Administration		20,157	20,000	22,368	23,263
Postage Meter Lease		991	1,000	3,326	3,459
Rents and Leases	5246	21,148	21,000	25,694	26,722
Enterprise Resource Planning		-	-	-	50,000
Payroll Service - Administration Fees		28,908	25,000	25,000	-
Sage Software Maintenance		9,392	6,300	8,405	-
Software and Licenses	5248	38,300	31,300	33,405	50,000

**FINANCE
10-25**

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Ambulance Collection Fees		236,186	220,800	243,360	253,094
Audit Fees		43,757	31,200	32,448	33,746
Bank & Credit Card Fees		11,691	18,200	20,000	20,800
CAFR Overlapping Debt Schedule		500	550	550	572
COP - Annual Trustee Fees		6,270	6,600	6,600	6,864
COP Arbitrage Analysis		-	-	1,200	1,248
Credit Rating Agency		-	1,000	-	-
Financial Consulting		182,411	90,000	80,000	83,200
GEMT Administrative Fee		2,246	1,500	1,622	1,687
GEMT Claim Preparation		-	33,503	12,000	12,480
Investment Advisory Services		-	8,000	25,000	25,625
OPEB Actuarial Services		12,150	12,300	13,304	13,836
Payroll Service		-	-	75,000	75,000
Property Tax Consulting		23,213	22,200	24,877	25,872
Professional Services	5250	518,423	445,853	535,961	554,024
Annual Comprehensive Financial Report		1,218	1,200	1,200	1,248
Budget Document		1,162	1,200	1,200	1,248
Check Printing		-	500	550	572
Shift Calendars		208	500	550	572
Specialized Printing	5272	2,588	3,400	3,500	3,640
California Society of Municipal Finance Officers		220	320	333	346
Government Finance Officers Association		430	534	555	578
Other		1,298	1,000	1,000	1,040
Memberships	5274	1,948	1,854	1,888	1,964
CSMFO, GFOA, MFI Training		523	2,500	5,949	6,187
Educational Courses and Supplies	5276	523	2,500	5,949	6,187
GFOA/CAFR Submission Fee		-	624	649	675
Newspaper		-	600	649	675
Books and Periodicals	5280	-	1,224	1,298	1,350
CCCERA, CSDA, GFOA, CSMFO, MFI		2,419	500	4,326	4,499
Meetings and Travel	5284	2,419	500	4,326	4,499
TOTAL SERVICES AND SUPPLIES		\$ 601,249	\$ 528,696	\$ 636,530	\$ 673,875

COMMUNITY RISK REDUCTION

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

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

GOALS AND OBJECTIVES FOR FY 2023 | 24

1. Continue to monitor and evaluate efficiency and effectiveness of Community Risk Reduction Division.
2. Ensure compliance with 2022 Fire Code and adopted ordinance.
3. In conjunction with Technology, review and revise all website pages related to public education, public information, and fire safety to ensure accuracy and relevancy.
4. Maintain inspection schedules to comply with NFPA standard for inspecting high/moderate/low hazard occupancies as adopted by the Fire Board.
5. Grow the District CERT program by offering 2-4 classes yearly with refresher classes and drills.
6. Support School Districts ability to fulfill the requirements of AB-1719, providing Hands Only CPR for all 9th grade students.
7. Review fee structure and conduct fee assessment for all plan review and inspection fees to simplify fees and ensure fees align with services delivered.
8. Assist our residents to create new Firewise Communities in the San Ramon Valley in coordination with Emergency Preparedness.
9. Develop a plan to use fire mitigation modeling to implement Community Wildfire Protection Plans.

STAFFING SUMMARY

Fire Marshal | Plans Examiner

Community Risk Reduction Inspector

Community Risk Reduction Educator

District Aides Part-Time (14)

COMMUNITY RISK REDUCTION

10-30

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Inspection Fees	4310	\$ 4,865	\$ 5,800	\$ 10,000	\$ 10,000
Plan Review Fees	4315	355,059	525,000	525,000	525,000
Weed Abatement Charges	4320	3,010	3,500	3,500	3,500
Reports/Photocopies	4350	5,840	1,050	1,000	1,000
TOTAL REVENUES		\$ 368,774	\$ 535,350	\$ 539,500	\$ 539,500
Permanent Salaries	5110	\$ 653,048	\$ 450,000	\$ 439,303	\$ 470,176
Temporary Salaries	5115	-	-	286,416	295,008
Permanent Overtime	5120	86,083	70,000	25,000	25,000
FICA Contributions	5140	9,747	7,540	10,885	11,458
Retirement Contributions	5150	293,515	150,000	148,084	61,996
Employee Group Insurance	5160	118,146	122,926	61,613	64,854
TOTAL SALARIES AND BENEFITS		\$ 1,160,538	\$ 800,466	\$ 971,301	\$ 928,492
Postage	5204	\$ 5,775	\$ 7,290	\$ 17,921	\$ 18,638
Small Tools and Equipment	5210	5,582	500	2,000	2,080
Computer Equipment and Supplies	5218	-	-	1,000	1,040
Food Supplies	5222	594	500	1,000	1,040
Safety Clothing	5224	2,536	500	2,704	2,812
Non-Safety Clothing	5226	1,626	2,000	3,786	3,937
Maintenance and Repairs - Equipment	5236	-	1,000	1,082	1,125
Software and Licensing	5248	19,831	19,700	35,273	35,912
Professional Services	5250	6,446	71,520	95,000	98,800
Legal Notices	5270	144	1,000	1,000	1,040
Specialized Printing	5272	1,105	5,000	7,908	8,224
Memberships	5274	21,521	21,046	1,091	1,124
Educational Courses and Supplies	5276	5,010	1,840	2,500	2,600
Public Education Supplies	5278	3,128	7,638	8,867	9,222
Books and Periodicals	5280	5,584	3,400	3,731	3,880
Meetings and Travel	5284	5,872	2,000	3,000	3,120
TOTAL SERVICES AND SUPPLIES		\$ 84,753	\$ 144,934	\$ 187,863	\$ 194,595
TOTAL EXPENDITURES		\$ 1,245,291	\$ 945,400	\$ 1,159,164	\$ 1,123,087

COMMUNITY RISK REDUCTION

10-30

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Bulk Mail Maintenance Account		\$ 245	\$ 290	\$ 350	\$ 364
Exterior Hazard Abatement Mailing		5,530	7,000	7,571	7,874
Public Safety Mailers		-	-	10,000	10,400
Postage	5204	5,775	7,290	17,921	18,638
Code Officer Tools		5,582	500	2,000	2,080
Small Tools and Equipment	5210	5,582	500	2,000	2,080
Computer Equipment and Supplies		-	-	1,000	1,040
Computer Equipment and Supplies	5218	-	-	1,000	1,040
Staff Meals - Public Education Events		594	500	1,000	1,040
Food Supplies	5222	594	500	1,000	1,040
Uniforms		2,536	500	2,704	2,812
Safety Clothing	5224	2,536	500	2,704	2,812
Non-Safety Uniform Replacement		1,626	2,000	3,786	3,937
Non-Safety Clothing	5226	1,626	2,000	3,786	3,937
General Maintenance and Repair		-	1,000	1,082	1,125
Maintenance and Repairs - Equipment	5236	-	1,000	1,082	1,125
Bluebeam Revu Annual Maintenance		297	300	350	364
Community Wildfire Protection Plan		-	-	15,000	15,000
Document Imaging		1,476	-	-	-
Electronic Plan Submittal		2,223	2,400	2,474	2,573
Environmental Systems Research		1,000	-	-	-
Nixel 360		5,500	5,500	5,949	6,187
Plan Review Software		9,335	11,500	11,500	11,788
Software and Licensing	5248	19,831	19,700	35,273	35,912
Compliance Inspection Services		6,446	35,520	50,000	52,000
Plan Review Services PPE		-	36,000	40,000	41,600
Weed Abatement Contractor		-	-	5,000	5,200
Professional Services	5250	6,446	71,520	95,000	98,800

COMMUNITY RISK REDUCTION

10-30

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Publication of Legal Notices		144	1,000	1,000	1,040
Legal Notices	5270	144	1,000	1,000	1,040
Business Cards		71	-	500	520
Exterior Hazard Abatement		1,034	5,000	5,408	5,624
Public Education Brochure		-	-	2,000	2,080
Specialized Printing	5272	1,105	5,000	7,908	8,224
CCAI		155	80	108	112
Citizen Corps Council		10,000	10,000	-	-
ICC		481	300	300	312
NFPA		175	208	216	225
NorCal FPO		55	208	216	225
Other		655	-	-	-
Street Smarts		10,000	10,000	-	-
Youth Firesetter		-	250	250	250
Memberships	5274	21,521	21,046	1,091	1,124
Education Courses and Supplies		5,010	1,840	2,500	2,600
Educational Courses and Supplies	5276	5,010	1,840	2,500	2,600
Public Education Program Supplies		1,220	3,138	4,000	4,160
Fire Prevention Month		1,908	4,500	4,867	5,062
Public Education Supplies	5278	3,128	7,638	8,867	9,222
2022 IFC and IBC code books		-	600	649	675
Fire and Explosion Investigation		301	-	-	-
Miscellaneous Books and Periodicals		3,404	1,000	1,082	1,125
NFPA Standards Online Subscription		1,878	1,800	2,000	2,080
Books and Periodicals	5280	5,584	3,400	3,731	3,880
Meetings and Travel		5,872	2,000	3,000	3,120
Meetings and Travel	5284	5,872	2,000	3,000	3,120
TOTAL SERVICES AND SUPPLIES		\$ 84,753	\$ 144,934	\$ 187,863	\$ 194,595

TECHNOLOGY

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2023 | 24

1. Information Technology

- a. Evaluate mobile hardware and software costs for life cycle replacement.
- b. Develop policies for equipment replacement and standard operating practices.
- c. Enhance Cyber Security awareness training.
- d. Evaluate technical and software needs for EOC.
- e. Evaluate and upgrade infrastructure for Station Alerting.
- f. Evaluate District website hosting options.

2. Geographic Information Systems

- a. Generate pre-set maps for EOC activation.
- b. Strategize with Operations to implement the new SOC goals for monthly statistics.

STAFFING SUMMARY

Information Systems Technician

Media Communications and Public Education Analyst

TECHNOLOGY

20-35

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Permanent Salaries	5110	\$ 241,698	\$ 207,929	\$ 221,524	\$ 230,480
Permanent Overtime	5120	20,598	19,135	-	-
FICA Contributions	5140	3,745	3,292	3,212	3,342
Retirement Contributions	5150	73,766	68,651	75,574	31,340
Employee Group Insurance	5160	42,600	41,828	42,531	44,775
TOTAL SALARIES AND BENEFITS		\$ 382,406	\$ 340,835	\$ 342,841	\$ 309,937
Office Supplies	5202	\$ -	\$ 8,500	\$ 10,500	\$ 10,920
Telecommunications	5206	214,254	195,100	227,705	236,813
Computer Supplies	5218	6,998	7,500	8,112	8,436
Radio Equipment and Supplies	5219	821	15,000	22,173	23,060
Media Supplies	5220	-	-	5,000	5,200
Non-Safety Clothing	5226	412	1,000	1,622	1,687
Maintenance and Repairs - Radio	5238	14,531	43,200	62,950	65,468
Rents and Leases	5246	40,200	42,210	51,917	53,994
Software and Licenses	5248	92,523	136,425	124,621	129,554
Professional Services	5250	848,853	855,944	1,084,004	1,084,220
Communication Services	5258	93,600	93,600	103,141	107,267
Specialized Printing	5272	63	4,000	5,408	5,624
Memberships	5274	385	800	800	832
Meetings & Travel Expenses	5284	4,389	5,000	10,816	11,249
TOTAL SERVICES AND SUPPLIES		\$ 1,317,028	\$ 1,408,279	\$ 1,718,769	\$ 1,744,324
TOTAL EXPENDITURES		\$ 1,699,434	\$ 1,749,114	\$ 2,061,610	\$ 2,054,261

**TECHNOLOGY
20-35**

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Office Supplies		\$ -	\$ 500	\$ 500	\$ 520
Printer toner cartridges		-	8,000	10,000	10,400
Office Supplies	5202	-	8,500	10,500	10,920
Cell Phone and Data Services		135,073	122,000	135,200	140,608
Fire Dispatch		5,200	4,800	5,192	5,400
Internet Fax Service		249	800	865	900
Internet Service		22,424	21,000	22,714	23,623
Pager Service		9,175	9,500	10,275	10,686
Phone and Network Service		23,629	22,000	37,235	38,724
Phone Maintenance		1,267	5,000	5,408	5,624
Satellite Phone Service		17,238	10,000	10,816	11,249
Telecommunications	5206	214,254	195,100	227,705	236,813
Computer Supplies and Parts		6,998	7,500	8,112	8,436
Computer Supplies	5218	6,998	7,500	8,112	8,436
Radios and Components		821	15,000	22,173	23,060
Radio Equipment and Supplies	5219	821	15,000	22,173	23,060
Media Supplies		-	-	5,000	5,200
Media Supplies	5220	-	-	5,000	5,200
Uniforms		412	1,000	1,622	1,687
Non-Safety Clothing	5226	412	1,000	1,622	1,687
Hardware Maintenance - Disp. & Admin UPS		-	2,200	2,380	2,475
Miscellaneous Maintenance and Repairs		8,294	5,000	21,632	22,497
Radio Maintenance and Repairs		6,237	36,000	38,938	40,496
Maintenance and Repairs - Radio	5238	14,531	43,200	62,950	65,468
Microwave Services - Lease		40,200	42,210	51,917	53,994
Rents and Leases	5246	40,200	42,210	51,917	53,994

**TECHNOLOGY
20-35**

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Adobe Acrobat		3,405	4,800	5,000	5,200
Database Reporting		1,354	1,425	1,541	1,603
Fire Station Alerting		10,450	10,450	11,303	11,755
Microsoft Office Licensing		26,808	26,600	-	-
Miscellaneous Maintenance		12,859	8,000	5,408	5,624
Records Management		-	40,000	50,000	52,000
Remote Access		-	5,000	5,200	5,408
Scheduling software		12,065	13,650	14,764	15,355
SitStat		-	10,000	10,816	11,249
Video Teleconferencing		14,504	7,500	8,112	8,436
Website		8,291	9,000	8,977	9,336
Wildcard SSL secure sites		2,787	-	3,500	3,588
Software and Licenses	5248	92,523	136,425	124,621	129,554
MDC and Modem HaaS		193,200	193,200	195,552	195,552
Professional Services - Other		-	5,000	5,408	5,624
DNI: Technology Services Contract		655,653	657,744	883,044	883,044
Professional Services	5250	848,853	855,944	1,084,004	1,084,220
EBRCS - Subscriber Fees		93,600	93,600	103,141	107,267
Communication Services	5258	93,600	93,600	103,141	107,267
Map Books		63	4,000	5,408	5,624
Specialized Printing	5272	63	4,000	5,408	5,624
APCO		-	200	200	208
CAP10		385	200	200	208
MISAC		-	200	200	208
NENA		-	200	200	208
Memberships	5274	385	800	800	832
Meetings and Travel		4,389	5,000	10,816	11,249
Meetings and Travel	5284	4,389	5,000	10,816	11,249
TOTAL SERVICES AND SUPPLIES		\$ 1,317,028	\$ 1,408,279	\$ 1,718,769	\$ 1,744,324



COMMUNICATIONS CENTER

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2023 | 24

1. Recruitment and transition of new Communications Center Manager.
2. Oversee replacement and implementation of new Mobile Communications Unit.
3. Evaluate and implement CAD to CAD interface with Contra Costa and Alameda County.
4. In collaboration with Operations, develop a callout process for Drone activations.

STAFFING SUMMARY

Director of Emergency Communications

Communications Center Manager

Dispatch Supervisor (3)

Public Safety Dispatcher II (9)

Geographic Information Systems Analyst

Project Assistant (Part-Time) (2)

COMMUNICATIONS CENTER

20-38

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Consolidated Dispatch Services	4252	\$ 1,953,926	\$ 2,016,469	\$ 2,115,604	\$ 2,129,027
CalOES 911	4240	-	-	30,192	30,192
TOTAL REVENUES		\$ 1,953,926	\$ 2,016,469	\$ 2,115,604	\$ 2,129,027
Permanent Salaries	5110	\$ 2,315,712	\$ 2,195,866	\$ 2,542,300	\$ 2,420,103
Temporary Salaries	5115	42,822	57,129	85,238	85,238
Permanent Overtime	5120	425,219	370,413	410,000	410,000
FICA Contributions	5140	39,902	38,039	44,044	44,044
Retirement Contributions	5150	726,381	709,045	808,690	304,722
Employee Group Insurance	5160	288,617	274,064	332,119	317,483
TOTAL SALARIES AND BENEFITS		\$ 3,838,653	\$ 3,644,556	\$ 4,222,391	\$ 3,581,590
Office Supplies	5202	\$ 1,032	\$ 3,100	\$ 3,353	\$ 3,487
Telecommunications	5206	10,067	11,940	44,253	46,023
Small Tools and Equipment	5210	881	5,000	10,816	11,249
Computer Supplies	5218	4,061	5,500	5,949	6,187
Safety Clothing	5224	97	1,000	3,786	3,937
Non-Safety Clothing	5226	2,744	4,200	4,543	4,725
Maintenance & Repairs - Computers, Radios and Electronics	5238	6,164	43,580	35,988	37,428
Software and Licenses	5248	347,557	173,130	188,565	196,108
Professional Services	5250	301,060	312,260	452,624	470,729
Memberships	5274	914	2,500	2,582	2,685
Educational Courses and Supplies	5276	185	5,000	5,950	6,188
Books and Periodicals	5280	-	5,200	5,408	5,624
Meetings and Travel	5284	10,822	12,000	19,469	20,248
		\$ 685,582	\$ 584,410	\$ 783,286	\$ 814,618
TOTAL EXPENDITURES		\$ 4,524,236	\$ 4,228,966	\$ 5,005,677	\$ 4,396,208

COMMUNICATIONS CENTER

20-38

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Office Supplies		\$ 1,032	\$ 3,100	\$ 3,353	\$ 3,487
Office Supplies	5202	1,032	3,100	3,353	3,487
Language Line Services		-	520	541	562
Phone and Network Service		6,208	5,820	7,463	7,762
Phone Maintenance		258	2,000	2,163	2,250
CalOES911		-	-	30,192	31,400
Satellite Internet Service		3,600	3,600	3,894	4,050
Telecommunications	5206	10,067	11,940	44,253	46,023
Small Tools and Equipment		881	5,000	10,816	11,249
Small Tools and Equipment	5210	881	5,000	10,816	11,249
Computer Supplies and Parts		2,768	2,500	2,704	2,812
Printer Toner		1,293	3,000	3,245	3,375
Computer Supplies	5218	4,061	5,500	5,949	6,187
Safety Clothing and Supplies		97	1,000	3,786	3,937
Safety Clothing	5224	97	1,000	3,786	3,937
Non-Safety Clothing		2,744	4,200	4,543	4,725
Non-Safety Clothing	5226	2,744	4,200	4,543	4,725
Communications Center Headsets		39	1,000	1,082	1,125
EMD ACE Re-Accredit Maint Plan		650	1,000	1,082	1,125
Firewall Connection - PD to Comm		-	1,680	1,817	1,890
Hardware Maintenance - Disp. Audio Logger		-	19,100	9,620	10,005
Hardware Maintenance - Dispatch UPS		-	3,800	4,000	4,160
Hardware Maintenance - Servers		-	2,000	2,163	2,250
Maintenance & Repair - Miscellaneous		5,474	5,000	5,408	5,624
Maintenance & Repair - Radio		-	10,000	10,816	11,249
Maintenance & Repairs - Computers, Radios and Electronics	5238	6,164	43,580	35,988	37,428

COMMUNICATIONS CENTER

20-38

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
CAD/RMS		292,741	144,000	155,750	161,980
Customer Services Survey		-	5,500	6,000	6,240
EFD		2,250	6,520	7,680	7,987
EMD		15,446	6,520	7,680	7,987
GIS		5,400	7,090	7,669	7,976
Other		24,535	-	-	-
Reddinet		7,185	3,500	3,786	3,937
Software and Licenses	5248	347,557	173,130	188,565	196,108
Call Review Services - EFD		13,750	25,000	27,040	28,122
Call Review Services - EMD		25,050	25,000	27,040	28,122
DNI: Hardware Software Services		262,260	262,260	398,544	414,486
Professional Services	5250	301,060	312,260	452,624	470,729
Memberships		-	1,500	1,500	1,560
Recertification Fees - EMD EFD		914	1,000	1,082	1,125
Memberships	5274	914	2,500	2,582	2,685
APCO Certification Training		60	3,000	3,245	3,375
EFD Certification Training		-	500	541	563
EMD EFD Back-up Tablets		-	500	1,082	1,125
EMD Certification Training		-	500	541	563
Other		125	-	-	-
POST Training		-	500	541	563
Educational Courses and Supplies	5276	185	5,000	5,950	6,188
Cross Directory Renewals		-	2,080	2,163	2,250
Mapping Resources		-	2,080	2,163	2,250
Reference Books		-	1,040	1,082	1,125
Books and Periodicals	5280	-	5,200	5,408	5,624
Meetings and Travel		10,822	12,000	19,469	20,248
Meetings and Travel	5284	10,822	12,000	19,469	20,248
TOTAL SERVICES AND SUPPLIES		\$ 685,582	\$ 584,410	\$ 783,286	\$ 814,618



EMERGENCY PREPAREDNESS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2023 | 24

1. Deliver EOC/ICS training to District and City of San Ramon employees.
2. Conduct joint exercises of the new EOC with the City of San Ramon.
3. Grow the District CERT program by offering 2-4 classes yearly along with refresher classes and drills.
4. Assist residents and HOA communities impacted by fire insurance cancellations.
5. Train new members of the Fire Investigation Team.
6. Assist our residents to create new Firewise Communities in the San Ramon Valley.
7. Develop a series of “self-study” EOC training programs.
8. Develop a Community Emergency Preparedness podcast.

STAFFING SUMMARY

Emergency Preparedness Coordinator

EMERGENCY PREPAREDNESS | EOC

20-40

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
City of San Ramon	4252	\$ -	\$ 84,993	\$ 103,416	\$ 92,357
TOTAL REVENUES		\$ -	\$ 84,993	\$ 103,416	\$ 92,357
Permanent Salaries	5110	\$ -	\$ 118,044	\$ 136,287	\$ 140,376
FICA Contributions	5140	-	1,712	1,976	2,035
Retirement Contributions	5150	-	39,339	47,271	19,879
Employee Group Insurance	5160	-	10,892	21,297	22,423
TOTAL SALARIES AND BENEFITS		\$ -	\$ 169,987	\$ 206,831	\$ 184,713
Office Supplies	5202	\$ -	\$ 500	\$ 2,600	\$ 2,704
Small Tools and Equipment	5210	-	500	2,600	2,704
Miscellaneous Supplies	5212	-	100	104	108
Food Supplies	5222	-	-	500	520
Rents and Leases	5246	-	-	1,950	2,028
Software and Licensing	5248	-	-	2,100	2,184
Specialized Printing	5272	-	-	1,000	1,040
Educational Courses and Supplies	5276	-	2,500	22,400	23,296
Books and Periodicals	5280	-	500	2,600	2,704
Meetings and Travel	5284	-	2,500	2,600	2,704
TOTAL SERVICES AND SUPPLIES		\$ -	\$ 6,600	\$ 38,454	\$ 39,992
TOTAL EXPENDITURES		\$ -	\$ 176,587	\$ 245,285	\$ 224,706

EMERGENCY PREPAREDNESS | EOC

20-40

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Office Supplies		\$ -	\$ 500	\$ 2,600	\$ 2,704
Office Supplies	5202	-	500	2,600	2,704
Small Tools and Equipment		-	500	2,600	2,704
Small Tools and Equipment	5210	-	500	2,600	2,704
Miscellaneous Supplies		-	100	104	108
Miscellaneous Supplies	5212	-	100	104	108
Food Supplies		-	-	500	520
Food Supplies	5222	-	-	500	520
Copier Maintenance Agreement		-	-	1,950	2,028
Rents and Leases	5246	-	-	1,950	2,028
Simulation software		-	-	2,100	2,184
Software and Licensing	5248	-	-	2,100	2,184
Training materials		-	-	1,000	1,040
Specialized Printing	5272	-	-	1,000	1,040
EOC Supplies		-	-	4,500	4,680
EOC Training		-	2,500	17,900	18,616
Educational Courses and Supplies	5276	-	2,500	22,400	23,296
Training Library Reference Material		-	500	2,600	2,704
Books and Periodicals	5280	-	500	2,600	2,704
EOC and Emergency Preparedness		-	2,500	2,600	2,704
Meetings and Travel	5284	-	2,500	2,600	2,704
TOTAL SERVICES AND SUPPLIES		\$ -	\$ 6,600	\$ 38,454	\$ 39,992

FACILITIES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2023 | 24

1. Construct the District's Fire Training Tower/Facility.
2. Construct the District's Live Fire Training Site.

3. Demo Old Station 32 and create a design for a potential storage/light fleet maintenance building.
4. Secure land for relocation of Station 39 to a more central location to better serve the community.

STAFFING SUMMARY

Deputy Chief¹

¹ Deputy Chief budgeted under Emergency Operations (30-55).

**FACILITIES
20-45**

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Temporary Salaries	5115	\$ 190,500	\$ 200,000	\$ -	\$ -
FICA Contributions	5140	2,776	2,900	-	-
TOTAL SALARIES AND BENEFITS		\$ 193,275	\$ 202,900	\$ -	\$ -
Utilities	5208	\$ 485,621	\$ 479,200	\$ 498,368	\$ 518,303
Small Tools and Equipment	5210	20,229	15,000	20,000	20,800
Miscellaneous Supplies	5212	5,013	14,000	16,224	16,873
Non-Safety Clothing	5226	2,909	3,500	1,500	1,560
Household Supplies	5228	70,349	53,000	53,245	55,375
Central Garage - Gas	5232	17,703	26,000	31,224	32,473
Maintenance and Repairs - Equipment	5236	153,506	117,560	112,343	116,837
Maintenance and Repairs - Buildings	5240	132,823	146,000	216,319	224,972
Maintenance and Repairs - Grounds	5242	63,799	81,116	97,050	100,932
Rents and Leases	5246	5,648	10,000	10,816	11,249
Professional Services	5250	2,655	18,000	19,469	20,248
TOTAL SERVICES AND SUPPLIES		\$ 960,254	\$ 963,376	\$ 1,076,558	\$ 1,119,620
TOTAL EXPENDITURES		\$ 1,153,529	\$ 1,166,276	\$ 1,076,558	\$ 1,119,620

**FACILITIES
20-45**

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Cable and Satellite Services		\$ 13,084	\$ 13,520	\$ 14,061	\$ 14,623
Gas and Electricity		299,847	300,000	312,000	324,480
Propane Tanks		2,777	7,280	7,571	7,874
Property Taxes		11,561	10,920	11,357	11,811
Sewer		10,867	12,480	12,979	13,498
Waste Services		70,961	60,000	62,400	64,896
Water		76,524	75,000	78,000	81,120
Utilities	5208	485,621	479,200	498,368	518,303
Miscellaneous Equipment and Furniture		20,229	15,000	20,000	20,800
Small Tools and Equipment	5210	20,229	15,000	20,000	20,800
Miscellaneous Supplies		5,013	14,000	16,224	16,873
Miscellaneous Supplies	5212	5,013	14,000	16,224	16,873
Non-Safety Clothing		2,909	3,500	1,500	1,560
Non-Safety Clothing	5226	2,909	3,500	1,500	1,560
Miscellaneous Household Supplies		66,943	50,000	50,000	52,000
Water Service/Softener		3,405	3,000	3,245	3,375
Household Supplies	5228	70,349	53,000	53,245	55,375
CUPA /SPCC		9,180	10,000	10,816	11,249
Generator Permit Fees/BAAQMD		8,323	15,000	15,000	15,600
HazMat Permit Fees		200	1,000	5,408	5,624
Central Garage - Gas	5232	17,703	26,000	31,224	32,473
Fuel Tank & Pump		36,738	40,000	15,000	15,600
Heating, Ventilation and Air Conditioning		46,773	10,000	32,448	33,746
Generators		36,497	30,000	32,448	33,746
Workout Equipment - Preventative		2,095	4,000	4,326	4,499
Workout Equipment Repairs		1,047	4,000	4,326	4,499
Oil Separator Clean-Out		-	10,000	10,816	11,249
Miscellaneous Equipment Repairs		23,714	16,560	9,734	10,123
Extinguisher Maintenance		6,643	3,000	3,245	3,375
Maintenance and Repairs - Equipment	5236	153,506	117,560	112,343	116,837

FACILITIES

20-45

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Annual Sprinkler Inspection		3,810	4,000	4,326	4,499
Building Repairs and Maintenance		33,953	20,000	58,406	60,742
Carpet and Upholstery Cleaning		6,286	10,000	16,224	16,873
Janitorial - Administration		31,200	30,000	32,448	33,746
Lock and Key Repairs		271	5,000	5,408	5,624
Pest Control Service		12,112	10,000	16,224	16,873
Plumbing		14,370	28,000	27,040	28,122
Roof - Annual Preventative Maintenance		5,983	12,000	12,979	13,498
Sectional Door		19,309	12,000	27,040	28,122
Security Alarm Monitoring and Repair		5,530	15,000	16,224	16,873
Maintenance and Repairs - Buildings	5240	132,823	146,000	216,319	224,972
Training Site Improvement and Props		5,733	3,500	3,786	3,937
Administration Maintenance		14,688	15,600	16,224	16,873
Station Landscaping		32,328	47,016	50,000	52,000
Safety Structural Pruning		4,300	10,000	10,816	11,249
Miscellaneous Grounds Maintenance		6,751	5,000	16,224	16,873
Maintenance and Repairs - Grounds	5242	63,799	81,116	97,050	100,932
Station 40 - Engine Storage		4,600	5,000	5,408	5,624
LPG Rental		-	2,000	2,163	2,250
Temporary Housing - Trailer		754	-	-	-
Propane		294	-	-	-
Water Tank		-	3,000	3,245	3,375
Rents and Leases	5246	5,648	10,000	10,816	11,249
HazMat Business Plan Services		712	5,000	5,408	5,624
Landscape Design		-	10,000	10,816	11,249
Shredding Service		1,943	3,000	3,245	3,375
Professional Services	5250	2,655	18,000	19,469	20,248
TOTAL SERVICES AND SUPPLIES		\$ 960,254	\$ 963,376	\$ 1,076,558	\$ 1,119,620



EMERGENCY OPERATIONS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2023 | 24

1. Ensure the District's deployment model is properly aligned with the Standards of Cover (consistent with ISO-1 rating).
2. Evaluate the effectiveness of the new auto aid and mutual aid agreements with LAFD, ACFD, CCCFPD.
3. Implement changes to the current response matrix consistent with deployment changes.

4. Coordinate multiagency training drills to support auto aid and mutual aid fire ground operations.
5. Integrate the Behavioral Health Fire First Response Pilot program into our deployment model and monitor effectiveness (Communications, Emergency Operations, EMS).

STAFFING SUMMARY

Deputy Chief (2)

Battalion Chief (6)

Captain (33)

Engineer (33)

Firefighter | Paramedic (57)

Administrative Assistant

EMERGENCY OPERATIONS

30-55

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
SAFER Grant	4245	\$ 808,746	\$ 365,194	\$ -	\$ -
TOTAL REVENUES		\$ 808,746	\$ 365,194	\$ -	\$ -
Permanent Salaries	5110	\$ 23,723,542	\$ 23,803,610	\$ 24,903,666	\$ 26,127,090
Permanent Overtime	5120	11,087,032	11,380,698	10,753,900	11,078,017
FICA Contributions	5140	483,035	510,172	517,035	539,474
Retirement Contributions	5150	15,858,319	15,856,598	17,699,552	8,623,166
Employee Group Insurance	5160	3,466,030	3,209,960	3,791,604	4,012,361
TOTAL SALARIES AND BENEFITS		\$ 54,617,959	\$ 54,761,038	\$ 57,665,757	\$ 50,380,108
Office Supplies	5202	\$ 8,328	\$ 2,000	\$ 4,483	\$ 4,662
Small Tools and Equipment	5210	3,994	5,000	14,061	14,623
Miscellaneous Supplies	5212	7,008	14,000	15,142	15,748
Firefighting Supplies	5214	45,803	55,000	75,712	78,740
Food Supplies	5222	6,671	8,000	19,469	20,248
PPE Inspection	5223	13,091	22,000	21,091	21,935
Safety Clothing	5224	70,825	189,000	197,392	205,288
Class A Uniforms	5225	7,590	10,000	10,816	11,249
Non-Safety Clothing Supplies	5226	-	-	25,000	26,000
Class B Uniforms	5227	43,161	42,500	45,304	47,116
Maintenance and Repairs - Equipment	5236	12,917	10,000	15,000	15,600
Professional Services	5250	103,332	165,000	98,540	102,482
Specialized Printing	5272	361	1,800	1,947	2,025
Dues & Memberships	5274	75	1,000	1,082	1,125
Educational Courses and Supplies	5276	630	10,000	-	-
Books and Periodicals	5280	1,018	1,000	1,082	1,125
Meetings and Travel	5284	12,866	8,000	5,408	5,624
TOTAL SERVICES AND SUPPLIES		\$ 337,670	\$ 544,300	\$ 551,529	\$ 573,590
TOTAL EXPENDITURES		\$ 54,955,628	\$ 55,305,338	\$ 58,217,286	\$ 50,953,698

EMERGENCY OPERATIONS

30-55

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Office Supplies		\$ 8,328	\$ 2,000	\$ 4,483	\$ 4,662
Office Supplies	5202	8,328	2,000	4,483	4,662
Shop Tools and Station Supplies		3,994	5,000	14,061	14,623
Small Tools and Equipment	5210	3,994	5,000	14,061	14,623
Miscellaneous Operational Supplies		7,008	14,000	15,142	15,748
Miscellaneous Supplies	5212	7,008	14,000	15,142	15,748
Firefighting Supplies		45,803	55,000	75,712	78,740
Firefighting Supplies	5214	45,803	55,000	75,712	78,740
Emergency Meals and Officer Meetings		6,671	8,000	19,469	20,248
Food Supplies	5222	6,671	8,000	19,469	20,248
PPE Repairs and Maintenance		6,270	7,500	5,408	5,624
PPE Annual Inspection		6,821	14,500	15,683	16,310
PPE Inspection	5223	13,091	22,000	21,091	21,935
PPE Replacement		20,623	-	-	-
PPE - Structural		40,689	157,000	155,750	161,980
PPE - Wildland		9,513	32,000	36,234	37,683
PPE Research and Development		-	-	5,408	5,624
Safety Clothing	5224	70,825	189,000	197,392	205,288
Class A Uniforms		7,590	10,000	10,816	11,249
Class A Uniforms	5225	7,590	10,000	10,816	11,249
T-shirts, Sweats and Hats		-	-	25,000	26,000
Non-Safety Clothing Supplies	5226	-	-	25,000	26,000
Class B Uniforms		43,161	42,500	45,304	47,116
Class B Uniforms	5227	43,161	42,500	45,304	47,116
Firefighter Equipment Repairs and Maintenance		12,917	10,000	15,000	15,600
Maintenance and Repairs - Equipment	5236	12,917	10,000	15,000	15,600

EMERGENCY OPERATIONS

30-55

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Fire Trail Grading and Maintenance		-	25,000	25,000	26,000
Preplan Updates and Maintenance		4,019	5,000	5,408	5,624
Standards of Coverage		-	45,000	-	-
Consultant		78,180	70,000	46,500	48,360
SCBA Annual Maintenance/Fit Testing		21,133	20,000	21,632	22,497
Professional Services	5250	103,332	165,000	98,540	102,482
Business Cards		141	1,000	1,082	1,125
Shift Calendars		111	500	541	563
Miscellaneous Printing		109	300	324	337
Specialized Printing	5272	361	1,800	1,947	2,025
Cal Chiefs - IAFC		75	1,000	1,082	1,125
Dues & Memberships	5274	75	1,000	1,082	1,125
Engineer/Officer Development		630	10,000	-	-
Educational Courses and Supplies	5276	630	10,000	-	-
Books and Publications		1,018	1,000	1,082	1,125
Books and Periodicals	5280	1,018	1,000	1,082	1,125
Travel Expenses - Strike Teams		12,866	8,000	5,408	5,624
Meetings and Travel	5284	12,866	8,000	5,408	5,624
TOTAL SERVICES AND SUPPLIES		\$ 337,670	\$ 544,300	\$ 551,529	\$ 573,590



FLEET

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2023 | 24

1. Provide technical and operational training on newly deployed apparatus.
2. Establish a plan with Finance to adjust and address increased lead time and costs related to emergency apparatus.
3. Onboard:
 - a. 6 Type 3 Engines
 - b. 1 Mobile Communications Unit
4. Review and evaluate the needs of the Mechanic Coordinators and implement any necessary changes.

STAFFING SUMMARY

Deputy Chief¹

Mechanic Coordinators (3)

District Transporter (Part-Time)

¹ Deputy Chief budgeted under Emergency Operations (30-55).

**FLEET
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
City of San Ramon - Fuel	4250	\$ 235,794	\$ 220,117	\$ 231,123	\$ 242,679
TOTAL REVENUES		\$ 235,794	\$ 220,117	\$ 231,123	\$ 242,679
Permanent Salaries	5110	\$ 121,392	\$ 50,730	\$ 52,759	\$ 54,342
Temporary Salaries	5115	3,950	5,000	25,750	26,523
FICA Contributions	5140	403	808	1,138	1,173
Retirement Contributions	5150	39,993	41,274	42,925	29,638
Employee Group Insurance	5160	2,047	-	-	-
TOTAL SALARIES AND BENEFITS		\$ 167,785	\$ 97,812	\$ 122,572	\$ 111,676
Office Supplies	5202	\$ -	\$ 200	\$ 216	\$ 225
Small Tools and Equipment	5210	3,280	7,500	7,500	7,800
Miscellaneous Supplies	5212	35,818	45,000	54,080	56,243
Non-Safety Clothing	5226	-	200	216	225
Central Garage - Repairs	5230	855,482	400,000	450,000	461,250
Central Garage - Maintenance	5231	119,406	167,500	236,000	245,440
Central Garage - Diesel, Fuel and Oil	5232	559,153	500,000	550,000	572,000
Central Garage - Tires	5234	76,307	60,000	60,000	62,400
Central Garage - Mandated Inspection	5235	8,416	8,500	-	-
Maintenance and Repairs - Equipment	5236	2,794	2,000	1,731	1,800
Rents and Leases	5246	102,585	113,556	115,000	119,600
Software and Licensing	5248	-	10,000	10,816	11,249
Memberships	5274	-	550	595	619
Books and Periodicals	5280	-	275	297	309
Meetings and Travel	5284	7,077	3,248	13,000	13,520
TOTAL SERVICES AND SUPPLIES		\$ 1,770,317	\$ 1,318,529	\$ 1,499,451	\$ 1,552,679
TOTAL EXPENDITURES		\$ 1,938,101	\$ 1,416,341	\$ 1,622,023	\$ 1,664,355

**FLEET
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Office Supplies		\$ -	\$ 200	\$ 216	\$ 225
Office Supplies	5202	-	200	216	225
Miscellaneous Small Tools and Equipment		3,280	7,500	7,500	7,800
Small Tools and Equipment	5210	3,280	7,500	7,500	7,800
Parts and Supplies		35,818	45,000	54,080	56,243
Miscellaneous Supplies	5212	35,818	45,000	54,080	56,243
Non-Safety Clothing		-	200	216	225
Non-Safety Clothing	5226	-	200	216	225
Vehicle Repairs		855,482	400,000	450,000	461,250
Central Garage - Repairs	5230	855,482	400,000	450,000	461,250
Ambulances		21,706	26,000	25,000	26,000
Fleet Mandated Inspections		79,136	50,000	90,000	93,600
Hurst Tool Service		9,380	16,000	16,000	16,640
Miscellaneous Fleet Maintenance		3,656	60,000	95,000	98,800
Staff Vehicles		5,528	15,500	10,000	10,400
Central Garage - Maintenance	5231	119,406	167,500	236,000	245,440
Diesel, Unleaded Fuel and Oil		559,153	500,000	550,000	572,000
Central Garage - Diesel, Fuel and Oil	5232	559,153	500,000	550,000	572,000
Tire Repairs and Replacement		76,307	60,000	60,000	62,400
Central Garage - Tires	5234	76,307	60,000	60,000	62,400
Ground Ladder Testing		-	7,500	-	-
Mandated Annual Pump Testing		8,236	-	-	-
Smog Testing - Staff Vehicles		180	1,000	-	-
Central Garage - Mandated Inspection	5235	8,416	8,500	-	-
Small Equipment Maintenance and Repairs		2,794	2,000	1,731	1,800
Maintenance and Repairs - Equipment	5236	2,794	2,000	1,731	1,800
Leased Fleet Payments		102,585	113,556	115,000	119,600
Rents and Leases	5246	102,585	113,556	115,000	119,600

**FLEET
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Fleet Maintenance Software		-	10,000	10,816	11,249
Software and Licensing	5248	-	10,000	10,816	11,249
CFCA Fire Mechanics		-	550	595	619
Memberships	5274	-	550	595	619
Miscellaneous Books		-	275	297	309
Books and Periodicals	5280	-	275	297	309
Apparatus Committee		965	1,248	3,000	3,120
Conferences and Training		6,112	2,000	10,000	10,400
Meetings and Travel	5284	7,077	3,248	13,000	13,520
TOTAL SERVICES AND SUPPLIES		\$ 1,770,317	\$ 1,318,529	\$ 1,499,451	\$ 1,552,679



TRAINING

PURPOSE

District training is administered by the Training Battalion Chief. He is responsible for developing and implementing an effective district-wide training program that teaches and supports the safe and appropriate actions of District personnel.

STANDARD LEVEL OF PERFORMANCE

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

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

GOALS AND OBJECTIVES FOR FY 2023 | 24

1. Establish Training Tower Facility policies and procedures to include continuity manual.
2. Construct Live Fire Training Prop at the District's Camino Tassajara Training Site, that will permit onsite live-fire training operations.
3. Deliver a comprehensive Captains Academy.
4. Deliver California State Fire Marshal (CSFM) Certified Instructor courses.

STAFFING SUMMARY

Deputy Chief¹

Training Battalion Chief

¹ Deputy Chief budgeted under Emergency Operations (30-55).

**TRAINING
30-65**

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Permanent Salaries	5110	\$ 379,849	\$ 447,109	\$ 262,288	\$ 263,602
FICA Contributions	5140	7,456	6,483	3,803	3,822
Retirement Contributions	5150	233,335	197,462	207,478	104,212
Employee Group Insurance	5160	28,446	9,151	30,648	32,268
TOTAL SALARIES AND BENEFITS		\$ 649,086	\$ 660,205	\$ 504,217	\$ 403,904
Office Supplies	5202	\$ 1,140	\$ 1,000	\$ 541	\$ 563
Small Tools and Equipment	5210	840	5,000	15,467	16,086
Miscellaneous Supplies	5212	9,383	23,500	24,847	25,841
Food Supplies	5222	6,305	3,500	7,000	7,280
Non-Safety Clothing	5226	749	1,000	1,082	1,125
Class B Uniforms	5227	1,524	500	1,082	1,125
Rents and Leases	5246	5,711	8,000	10,816	11,249
Software and Licenses	5248	39,953	21,500	23,254	24,184
Professional Services	5250	100	6,000	6,490	6,750
Specialized Printing	5272	71	1,000	1,082	1,125
Memberships	5274	100	2,700	2,920	3,037
Educational Courses and Supplies	5276	44,852	11,200	106,925	91,442
Educational Assistance	5277	21,534	17,000	54,080	56,243
Books and Periodicals	5280	-	1,000	3,245	3,375
Meetings and Travel Expenses	5284	6,419	5,000	36,336	37,789
TOTAL SERVICES AND SUPPLIES		\$ 138,682	\$ 107,900	\$ 295,167	\$ 287,214
TOTAL EXPENDITURES		\$ 787,767	\$ 768,105	\$ 799,384	\$ 691,118

TRAINING

30-65

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Office Supplies		\$ 1,140	\$ 1,000	\$ 541	\$ 563
Office Supplies	5202	1,140	1,000	541	563
Tool Cache for Training Site		840	5,000	15,467	16,086
Small Tools and Equipment	5210	840	5,000	15,467	16,086
Miscellaneous Supplies		2,920	7,000	7,000	7,280
Training Prop Supplies		6,464	8,000	8,653	8,999
Vehicle Extrication Cars and Supplies		-	8,500	9,194	9,562
Miscellaneous Supplies	5212	9,383	23,500	24,847	25,841
Miscellaneous Food Supplies		6,305	3,500	7,000	7,280
Food Supplies	5222	6,305	3,500	7,000	7,280
Uniforms - Support Staff		749	1,000	1,082	1,125
Non-Safety Clothing	5226	749	1,000	1,082	1,125
Class B Uniforms		1,524	500	1,082	1,125
Class B Uniforms	5227	1,524	500	1,082	1,125
Copier Maintenance Agreement		3,964	4,000	3,245	3,375
Miscellaneous Rents and Leases		489	1,500	1,622	1,687
Training Facilities Rental		1,258	2,500	5,949	6,187
Rents and Leases	5246	5,711	8,000	10,816	11,249
Simulation Software		180	1,500	1,622	1,687
Web-Based Safety Training		39,773	20,000	21,632	22,497
Software and Licenses	5248	39,953	21,500	23,254	24,184
FSTEP/CSFM		100	3,000	3,245	3,375
Emergency Vehicle Operations Course		-	3,000	3,245	3,375
Professional Services	5250	100	6,000	6,490	6,750

TRAINING

30-65

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Training Materials		71	1,000	1,082	1,125
Specialized Printing	5272	71	1,000	1,082	1,125
AFSS Cal Chief Admin Northern Division		-	500	541	563
Cal Chief IAFC		100	400	433	450
CCC Fire Training & Safety Officers		-	300	324	337
CFCA - NorCal Training Officer Assoc		-	1,200	1,298	1,350
Fire Dept. SO Association		-	300	324	337
Memberships	5274	100	2,700	2,920	3,037
Battalion Chief Academy		-	-	16,000	-
CA State Fire Marshal Instructor Course		-	-	8,000	8,320
Captain Academy		16,604	-	3,000	-
Driver Refresher Course		14,750	-	23,363	24,298
Engineer Officer Development		-	-	32,448	33,746
Instructor Development		-	11,200	12,114	12,599
Live Fire Training		13,498	-	12,000	12,480
Educational Courses and Supplies	5276	44,852	11,200	106,925	91,442
Educational Assistance		21,534	17,000	54,080	56,243
Educational Assistance	5277	21,534	17,000	54,080	56,243
Training Library Reference Material		-	1,000	3,245	3,375
Books and Periodicals	5280	-	1,000	3,245	3,375
FDIC		-	-	6,000	6,240
FireHouse World		-	-	6,000	6,240
Training Officers Conference		6,419	5,000	24,336	25,309
Meetings and Travel Expenses	5284	6,419	5,000	36,336	37,789
TOTAL SERVICES AND SUPPLIES		\$ 138,682	\$ 107,900	\$ 295,167	\$ 287,214



ACADEMY

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2023 | 24

1. Administer a Firefighter Recruit Academy.
2. Administer a Single Role Paramedic Academy.
3. Facilitate the probationary process for Recruit Academy 2022-1 and 2023-1.

STAFFING SUMMARY

Deputy Chief¹

Training Battalion Chief²

Firefighter | Paramedic (11)

¹ Deputy Chief budgeted for under Operations (30-55).

² Training Battalion Chief budgeted for under Training (30-65).

**ACADEMY
30-66**

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Permanent Salaries	5110	\$ 855,606	\$ 410,409	\$ 594,792	\$ 556,920
Permanent Overtime	5120	98,096	78,493	50,000	50,000
FICA Contributions	5140	13,686	7,089	9,349	8,800
Retirement Contributions	5150	423,474	250,495	425,693	211,463
Employee Group Insurance	5160	128,988	91,512	104,082	100,320
TOTAL SALARIES AND BENEFITS		\$ 1,519,851	\$ 837,998	\$ 1,183,916	\$ 927,503
Office Supplies	5202	\$ 305	\$ 300	\$ 649	\$ 675
Small Tools and Equipment	5210	1,288	2,500	8,653	8,999
Miscellaneous Supplies	5212	9,079	5,200	10,000	10,400
Firefighting Supplies	5214	34,484	15,000	15,600	15,990
Food Supplies	5222	2,312	2,000	4,326	4,499
Safety Clothing	5224	97,101	105,580	95,000	98,800
Class B Uniforms	5227	32,692	17,500	35,044	36,446
Rents and Leases	5246	5,860	6,817	7,500	7,800
Software and Licenses	5248	2,500	2,500	5,949	6,187
Professional Services	5250	300	1,202	-	-
Specialized Printing	5272	824	563	2,704	2,812
Educational Courses and Supplies	5276	55,498	15,000	47,116	49,001
Books and Periodicals	5280	8,576	500	2,704	2,812
TOTAL SERVICES AND SUPPLIES		\$ 250,820	\$ 174,662	\$ 235,245	\$ 244,421
TOTAL EXPENDITURES		\$ 1,770,670	\$ 1,012,660	\$ 1,419,161	\$ 1,171,924

**ACADEMY
30-66**

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Miscellaneous Office Supplies		\$ 305	\$ 300	\$ 649	\$ 675
Office Supplies	5202	305	300	649	675
Small Tools and Equipment		1,288	2,500	8,653	8,999
Small Tools and Equipment	5210	1,288	2,500	8,653	8,999
Miscellaneous Supplies		9,079	5,200	10,000	10,400
Miscellaneous Supplies	5212	9,079	5,200	10,000	10,400
Firefighting Supplies		34,484	15,000	15,600	15,990
Firefighting Supplies	5214	34,484	15,000	15,600	15,990
Food Supplies		2,312	2,000	4,326	4,499
Food Supplies	5222	2,312	2,000	4,326	4,499
Safety Clothing		97,101	105,580	95,000	98,800
Safety Clothing	5224	97,101	105,580	95,000	98,800
Class B Uniforms and Supplies		32,692	17,500	35,044	36,446
Class B Uniforms	5227	32,692	17,500	35,044	36,446
Rents and Leases		5,860	6,817	7,500	7,800
Rents and Leases	5246	5,860	6,817	7,500	7,800
Evals		2,500	2,500	2,704	2,812
E-library		-	-	3,245	3,375
Software and Licenses	5248	2,500	2,500	5,949	6,187
Miscellaneous Training		300	1,202	-	-
Professional Services	5250	300	1,202	-	-
Training Materials		824	563	2,704	2,812
Specialized Printing	5272	824	563	2,704	2,812

**ACADEMY
30-66**

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Auto Extrication		4,500	5,000	5,000	5,200
Firefighter Survival		-	-	900	936
Rapid Intervention Crew		-	-	900	936
Driver Operator 1A		-	-	2,000	2,080
Rope Rescue Operations		27,310	-	2,000	2,080
Confined Space Operations		-	-	12,000	12,480
Emergency Vehicle Operations Course		21,833	10,000	10,816	11,249
Ventilation		-	-	4,500	4,680
Fire Control 3 and 4		-	-	7,000	7,280
Other		1,855	-	2,000	2,080
Educational Courses and Supplies	5276	55,498	15,000	47,116	49,001
Books and Materials		8,576	500	2,704	2,812
Books and Periodicals	5280	8,576	500	2,704	2,812
TOTAL SERVICES AND SUPPLIES		\$ 250,820	\$ 174,662	\$ 235,245	\$ 244,421



EMERGENCY MEDICAL SERVICES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

1. Ensure compliance with Contra Costa County Ambulance Contract, and applicable Federal and State laws.
2. Planning and implementation of emergency medical service training, in conjunction with the Training Division for all suppression personnel.
3. Evaluate system, paramedic and EMT-1 performance by direct observation and data analysis.
4. Liaison between the District and County with the electronic Patient Care Reporting system.
5. Provide information and assistance to the Paramedics and EMTs in regard to standards of care and in maintaining their certifications, licenses and accreditation.
6. Planning and implementation of EMS QI program.
7. Act as a liaison with the State EMS Authority, Contra Costa County EMS Agency and local hospitals.
8. Coordinate Continuing Education classes for District Paramedic and EMT's.
9. Upgrade and maintain EMS equipment, as necessary.
10. Evaluate current and future innovative EMS equipment and treatment trends for opportunities for increased save rates and service levels.
11. Evaluate effectiveness of MCI response capabilities.
12. Perform biomedical preventative maintenance and repair services on industry standard basis.

13. Analyze empirical data to determine cause/effect relationship with improved cardiac save rate trend.
14. Provide appropriate enhanced medical oversight through utilization of District-focused Medical Director services.
15. Research strategic opportunities and maintain legislative awareness through utilization of EMS consultant services.
16. Research and apply for grants that are related to EMS response and Behavioral Health.

GOALS AND OBJECTIVES FOR FY 2023 | 24

1. In regards to the Fire/Police mental health pilot program;
 - a. Evaluate Phase 2 – Warm Hand-Off Program
 - b. Implement Phase 3 – Fire First Response
2. Conduct all in-house EMT/Paramedic recertification classes.
3. Implement Code Stat program and evaluate outcomes to improve performance.
4. Grow the District CERT program by offering 2-4 classes yearly along with refresher classes and drills.
5. Establish partnerships with local colleges and paramedic schools to increase recruitment.

STAFFING SUMMARY

Deputy Chief¹

EMS Manager

EMS Specialist (2)

EMS Coordinators (3)

Single Role Paramedics (6)

Administrative Analyst

Medical Director (Part-time)

¹ Deputy Chief budgeted for under Operations (30-55).

EMERGENCY MEDICAL SERVICES

30-70

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
LEMSA - Medical Director Services	4250	\$ 118,188	\$ 131,250	\$ 131,250	\$ 134,531
LEMSA - ePCR Hosting Service	4250	98,400	98,400	98,400	100,860
LEMSA - ePCR Licesing Agreement	4250	43,868	51,000	51,000	52,275
PP-GEMT IGT	4251	333,098	231,692	558,839	564,427
Ambulance Services	4330	5,350,000	5,403,500	6,138,588	6,292,053
TOTAL REVENUES		\$ 5,943,554	\$ 5,915,842	\$ 6,978,077	\$ 7,144,146
Permanent Salaries	5110	\$ 176,945	\$ 1,069,505	\$ 934,571	\$ 1,084,020
Temporary Salaries	5115	122,110	294,644	316,349	164,800
Permanent Overtime	5120	-	428,687	300,000	300,000
FICA Contributions	5140	4,282	25,996	22,488	22,458
Retirement Contributions	5150	130,930	462,379	288,409	146,091
Employee Group Insurance	5160	30,894	160,386	182,451	192,171
TOTAL SALARIES AND BENEFITS		\$ 465,161	\$ 2,441,597	\$ 2,044,268	\$ 1,909,540
Office Supplies	5202	\$ 927	\$ 1,000	\$ 1,082	\$ 1,125
Small Tools and Equipment	5210	19,341	23,000	17,408	18,104
Miscelaneous Supplies	5212	139	1,000	1,082	1,125
Medical Supplies	5213	239,644	217,000	245,408	255,224
Pharmaceutical Supplies	5216	61,675	75,000	75,000	78,000
Food Supplies	5222	2,031	4,000	4,326	4,499
Safety Clothing	5224	592	2,500	2,704	2,812
Class A Uniforms	5225	207	500	541	563
Non-Safety Clothing	5226	749	1,600	1,731	1,800
Maintenance and Repairs - Equipment	5236	29,937	65,000	71,282	74,133
Software and Licensing	5248	55,594	63,000	70,641	73,467
Professional Services	5250	445,700	246,475	254,379	264,554
Specialized Printing	5272	155	2,500	2,704	2,812
Memberships	5274	-	1,100	1,190	1,238
Educational Courses and Supplies	5276	67,730	84,000	105,408	55,624
Books and Periodicals	5280	-	1,000	1,622	1,687
Taxes and Assessments	5320	162,923	162,923	189,000	196,560
TOTAL SERVICES AND SUPPLIES		\$ 1,087,344	\$ 951,598	\$ 1,045,508	\$ 1,033,328
TOTAL EXPENDITURES		\$ 1,552,505	\$ 3,393,195	\$ 3,089,776	\$ 2,942,868

EMERGENCY MEDICAL SERVICES

30-70

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Office Supplies		\$ 927	\$ 1,000	\$ 1,082	\$ 1,125
Office Supplies	5202	927	1,000	1,082	1,125
EMS Batteries		17,955	18,000	12,000	12,480
Miscellaneous Small Tools and Equipment		1,386	5,000	5,408	5,624
Small Tools and Equipment	5210	19,341	23,000	17,408	18,104
Training Equipment		139	1,000	1,082	1,125
Miscellaneous Supplies	5212	139	1,000	1,082	1,125
Medical Grade Oxygen Delivery		28,547	27,000	25,000	26,000
Medical Supplies - Disposable		207,669	180,000	190,000	197,600
Medical Supplies - Non-Disposable		3,429	5,000	25,000	26,000
Tactical EMS Supplies		-	5,000	5,408	5,624
Medical Supplies	5213	239,644	217,000	245,408	255,224
Pharmaceutical Supplies		61,675	75,000	75,000	78,000
Pharmaceutical Supplies	5216	61,675	75,000	75,000	78,000
Food Supplies		2,031	4,000	4,326	4,499
Food Supplies	5222	2,031	4,000	4,326	4,499
Safety Clothing and Supplies		592	2,500	2,704	2,812
Safety Clothing	5224	592	2,500	2,704	2,812
Class A Uniforms		207	500	541	563
Class A Uniforms	5225	207	500	541	563
Non-Safety Clothing		749	1,600	1,731	1,800
Non-Safety Clothing	5226	749	1,600	1,731	1,800
Biomedical Equipment Repairs		12,764	19,000	20,550	21,372
Other Equipment Maintenance and Repairs		1,189	6,000	5,732	5,961
Preventative Maintenance - Biomedical Equipment		15,984	40,000	45,000	46,800
Maintenance and Repairs - Equipment	5236	29,937	65,000	71,282	74,133

EMERGENCY MEDICAL SERVICES

30-70

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
ePCR Annual License Agreement - County		43,019	50,000	54,080	56,243
Inventory Supply Locker and Software		12,575	13,000	16,561	17,223
Software and Licensing	5248	55,594	63,000	70,641	73,467
Behavioral Health Mobile Crisis and Non-Crisis		43,750	-	-	-
Behavioral Health Program		163,890	-	-	-
Bio-Hazard Collection		10,563	9,800	10,192	10,600
EMS Consultant Services		79,775	60,000	60,000	62,400
EMS External Certifications		-	11,000	14,061	14,623
ePCR Hosting Service		98,400	98,400	99,408	103,384
OCU Review		-	15,000	16,224	16,873
PCR Independent Review Services		49,200	49,200	51,168	53,215
Public CPR Supplies		122	3,075	3,326	3,459
Professional Services	5250	445,700	246,475	254,379	264,554
EMS Quick Reference Guides		155	2,500	2,704	2,812
Specialized Printing	5272	155	2,500	2,704	2,812
Cal Chiefs EMS Section		-	600	649	675
National Association of EMS Educators		-	500	541	563
Memberships	5274	-	1,100	1,190	1,238
AHA CPR HCP Certifications		6,526	4,000	5,408	5,624
EMS Internal Certifications		44,453	30,000	50,000	-
EMS Paramedic School		16,752	50,000	50,000	50,000
Educational Courses and Supplies	5276	67,730	84,000	105,408	55,624
Miscellaneous		-	1,000	1,622	1,687
Books and Periodicals	5280	-	1,000	1,622	1,687
PP-GEMT IGT		-	-	189,000	196,560
GEMT Quality Assurance Fee		162,923	162,923	-	-
Taxes and Assessments	5320	162,923	162,923	189,000	196,560
TOTAL SERVICES AND SUPPLIES		\$ 1,087,344	\$ 951,598	\$ 1,045,508	\$ 1,033,328

EMERGENCY MEDICAL SERVICES - GRANTS

30-70

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
BHJIS Grant	4240	\$ -	\$ 427,500	\$ 37,500	\$ -
CareStar Grant	4240	-	150,000	150,000	150,000
Measure X	4240	-	740,000	-	-
TOTAL REVENUES		\$ -	\$1,317,500	\$ 187,500	\$ 150,000
Temporary Salaries	5115	9,760	50,000	15,240	-
FICA Contributions	5140	142	725	221	-
TOTAL SALARIES AND BENEFITS		\$ 9,902	\$ 50,725	\$ 15,461	\$ -
Professional Services - Consultant	5250	43,750	173,357	71,805	-
Professional Services - CC Crisis Center	5250	-	35,000	35,000	-
Professional Services - Behavioral Health Initiative	5250	-	-	300,000	150,000
Legal Services	5252	-	30,000	-	-
TOTAL SERVICES AND SUPPLIES		\$ 43,750	\$ 238,357	\$ 406,805	\$ 150,000
TOTAL EXPENDITURES		\$ 53,652	\$ 289,082	\$ 422,266	\$ 150,000

SPECIAL OPERATIONS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2023 | 24

1. Train and develop new Special Operations Team members and assist with Position Task Book completion.
2. Develop a plan for achieving Office of Emergency Services (OES) Heavy Rescue designation.
3. Deliver Hazardous Materials initial incident command training.

STAFFING SUMMARY

Deputy Chief¹

Training Battalion Chief²

Rescue Team Members (45)

Investigation Team Members (8)

Hazardous Materials Team Members (35)

¹ Deputy Chief budgeted under Emergency Operations (30-55).

² Training Battalion Chief budgeted under Training (30-65).

SPECIAL OPERATIONS

30-75

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Permanent Salaries	5110	\$ 224,545	\$ 677,552	\$ 649,188	\$ 676,348
Permanent Overtime	5120	56,585	58,120	196,100	201,983
Retirement Contributions	5150	147,795	501,244	572,195	368,880
TOTAL SALARIES AND BENEFITS		\$ 428,924	\$ 1,236,916	\$ 1,417,483	\$ 1,247,211
Small Tools and Equipment	5210	\$ 23,226	\$ 11,150	\$ 11,976	\$ 12,455
Miscellaneous Supplies	5212	8,114	6,800	14,521	15,102
Safety Clothing	5224	15,480	7,600	11,465	11,924
Non-Safety Clothing	5226	307	1,500	1,623	1,688
Maintenance and Repairs - Equipment	5236	15,082	15,500	17,736	18,445
Maintenance and Repairs - Radio	5238	-	500	541	563
Rents and Leases	5246	-	1,000	2,635	2,740
Professional Services	5250	596	4,600	3,162	3,288
Insurance Services	5264	-	-	998	1,038
Educational Courses and Supplies	5276	17,086	24,000	71,673	74,540
Books and Periodicals	5280	-	1,100	5,988	6,228
TOTAL SERVICES AND SUPPLIES		\$ 79,891	\$ 73,750	\$ 142,318	\$ 148,011
TOTAL EXPENDITURES		\$ 508,815	\$ 1,310,666	\$ 1,559,801	\$ 1,395,222

**RESCUE
30-75-75**

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Permanent Salaries	5110	\$ -	\$ 365,281	\$ 332,854	\$ 342,840
Permanent Overtime	5120	-	32,856	99,900	102,897
Retirement Contributions	5150	-	268,856	293,378	186,985
TOTAL SALARIES AND BENEFITS		\$ -	\$ 666,993	\$ 726,132	\$ 632,721
OES Equipment Update		\$ 16,919	\$ 6,000	\$ 7,000	\$ 7,280
Small Tools and Equipment	5210	16,919	6,000	7,000	7,280
Miscellaneous Supplies		3,458	1,000	4,326	4,499
K9 Supplies		-	1,000	3,120	3,245
Miscellaneous Supplies	5212	3,458	2,000	7,446	7,744
PPE Replacement and Repairs		11,482	4,000	7,571	7,874
Safety Clothing	5224	11,482	4,000	7,571	7,874
USAR Gear Bags		-	1,000	1,082	1,125
Uniforms Replacement-Task Force 4		307	500	541	563
Non-Safety Clothing	5226	307	1,500	1,623	1,688
Maintenance and Repairs - Equipment		331	500	1,054	1,096
Maintenance and Repairs - Equipment	5236	331	500	1,054	1,096
Property and Equipment Rental		-	500	2,094	2,178
Rents and Leases	5246	-	500	2,094	2,178
Site Evaluation - Mt. Diablo		596	4,000	1,082	1,125
Professional Services	5250	596	4,000	1,082	1,125
Training		6,765	7,000	11,700	12,168
Handler Refresher		-	1,500	5,200	5,408
Instructor Development		-	2,000	15,432	16,049
Educational Courses and Supplies	5276	6,765	10,500	32,332	33,625
Books and Periodicals		-	500	541	563
Books and Periodicals	5280	-	500	541	563
TOTAL SERVICES AND SUPPLIES		\$ 39,857	\$ 29,500	\$ 60,743	\$ 63,173

FIRE INVESTIGATION

30-75-77

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Permanent Salaries	5110	\$ -	\$ 69,798	\$ 71,748	\$ 81,588
Permanent Overtime	5120	-	-	18,500	19,055
Retirement Contributions	5150	-	53,922	63,239	44,498
TOTAL SALARIES AND BENEFITS		\$ -	\$ 123,720	\$ 153,487	\$ 145,141
Small Tools and Equipment		\$ -	\$ 1,550	\$ -	\$ -
Small Tools and Equipment	5210	-	1,550	-	-
K9 Supplies		627	1,200	1,560	1,622
Miscellaneous Supplies	5212	627	1,200	1,560	1,622
Professional Services		-	600	2,080	2,163
Professional Services	5250	-	600	2,080	2,163
Pet Insurance		-	-	998	1,038
Insurance Services	5264	-	-	998	1,038
Fire K9 Detection Certification		-	-	600	624
Handler Refresher		-	-	4,000	4,160
Instructor		-	-	3,000	3,120
Training		9,925	7,000	17,680	18,387
Educational Courses and Supplies	5276	9,925	7,000	25,280	26,291
Books and Periodicals		-	-	4,798	4,990
Books and Periodicals	5280	-	-	4,798	4,990
TOTAL SERVICES AND SUPPLIES		\$ 10,553	\$ 10,350	\$ 34,716	\$ 36,105

**HAZARDOUS MATERIALS
30-75-80**

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Permanent Salaries	5110	\$ -	\$ 242,473	\$ 244,586	\$ 251,924
Permanent Overtime	5120	-	25,264	77,700	80,031
Retirement Contributions	5150	-	178,466	215,578	137,399
TOTAL SALARIES AND BENEFITS		\$ -	\$ 446,203	\$ 537,864	\$ 469,354
OES Equipment		\$ -	\$ 1,600	\$ 1,731	\$ 1,800
Small Tools and Equipment		6,308	2,000	3,245	3,375
Small Tools and Equipment	5210	6,308	3,600	4,976	5,175
Absorbents and Neutralizing Agents		743	800	865	900
Biological Supplies		-	800	865	900
Draeger Tubes Replacement		-	500	2,163	2,250
Miscellaneous Tactical Supplies		3,285	1,500	1,622	1,687
Miscellaneous Supplies	5212	4,029	3,600	5,515	5,736
Chemical Protective Boots		54	800	865	900
Level B Suit Replacements		592	1,200	1,298	1,350
Miscellaneous Protective Clothing		3,352	1,600	1,731	1,800
Safety Clothing	5224	3,998	3,600	3,894	4,050
Equipment Maintenance and Repairs		-	1,000	1,082	1,125
Monitor and Detector Maintenance		14,751	14,000	15,600	16,224
Maintenance and Repairs - Equipment	5236	14,751	15,000	16,682	17,349
Maintenance and Repairs - Radios and Computers		-	500	541	563
Maintenance and Repairs - Radio	5238	-	500	541	563
Off Site Facility and Equipment		-	500	541	563
Rents and Leases	5246	-	500	541	563
Instructor Development		-	1,500	3,245	3,375
Training		395	5,000	10,816	11,249
Educational Courses and Supplies	5276	395	6,500	14,061	14,623
Books and Periodicals		-	600	649	675
Books and Periodicals	5280	-	600	649	675
TOTAL SERVICES AND SUPPLIES		\$ 29,481	\$ 33,900	\$ 46,859	\$ 48,733

VOLUNTEER AND RESERVE FIREFIGHTERS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS AND OBJECTIVES FOR FY 2023 | 24

1. Align District's Reserve Firefighter Program with current practices.
2. Develop a long-term strategy to address Station 37 needs.
3. Recruit Reserve Firefighters.

STAFFING SUMMARY

Deputy Chief¹

Training Battalion Chief²

Station 37 Coordinator

Chaplain Coordinator

FS37 Volunteers (15)

Chaplain Volunteers (9)

¹ Deputy Chief budgeted under Emergency Operations (30-55).

² Training Battalion Chief budgeted under Training (30-65).

**VOLUNTEER AND RESERVE FIREFIGHTERS
30-85**

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Temporary Salaries	5115	\$ 36,611	\$ 32,022	\$ 38,944	\$ 40,113
FICA Contributions	5140	509	464	565	582
Employee Group Insurance	5160	1,283	71	71	71
TOTAL SALARIES AND BENEFITS		\$ 38,402	\$ 32,557	\$ 39,580	\$ 40,766
Small Tools and Equipment	5210	\$ -	\$ 5,500	\$ 5,826	\$ 6,059
Miscellaneous Supplies	5212	282	6,100	6,597	4,611
Safety Clothing	5224	2,111	9,000	20,000	20,800
Non-Safety Clothing	5226	5,250	5,000	4,326	4,499
Professional Services	5250	-	7,000	7,571	7,874
Specialized Printing	5272	326	500	541	563
Dues and Memberships	5274	-	2,700	2,700	2,808
Educational Courses	5276	196	-	14,826	15,419
Books and Periodicals	5280	717	300	324	337
TOTAL SERVICES AND SUPPLIES		\$ 8,882	\$ 36,100	\$ 63,211	\$ 63,490
TOTAL EXPENDITURES		\$ 47,284	\$ 68,657	\$ 102,791	\$ 104,256

VOLUNTEER AND RESERVE FIREFIGHTERS

30-85

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
ARA Pro Replacement		\$ -	\$ 1,500	\$ 1,500	\$ 1,560
Firefighter Reserves Equipment		-	2,600	2,812	2,924
Small Tools and Equipment		-	1,400	1,514	1,575
Small Tools and Equipment	5210	-	5,500	5,826	6,059
Auto Extrication Vehicles		-	2,000	2,163	-
Firefighter Reserves Supplies		-	4,000	4,326	4,499
Miscellaneous Supplies		282	100	108	112
Miscellaneous Supplies	5212	282	6,100	6,597	4,611
Food Supplies		-	-	500	520
Food Supplies	5222	-	-	500	520
PPE - Firefighter Reserves		2,111	5,000	15,000	15,600
PPE - Volunteers		-	4,000	5,000	5,200
Safety Clothing	5224	2,111	9,000	20,000	20,800
Class B - Firefighter Reserves		5,088	3,000	2,163	2,250
Class B - Volunteers		162	2,000	2,163	2,250
Non-Safety Clothing	5226	5,250	5,000	4,326	4,499
Firefighter Reserve Tower Rental		-	2,000	2,163	2,250
Vegetation Clean up		-	5,000	5,408	5,624
Professional Services	5250	-	7,000	7,571	7,874
Specialized Printing		326	500	541	563
Specialized Printing	5272	326	500	541	563
Volunteer Firefighter Service Award		-	2,700	2,700	2,808
Dues and Memberships	5274	-	2,700	2,700	2,808
Emergency Medical Responder Certification		-	-	4,326	4,499
Emergency Vehicle Operation Course		-	-	5,000	5,200
Training		196	-	5,500	5,720
Educational Courses and Supplies	5276	196	-	14,826	15,419
Firehouse Magazine		717	300	324	337
Books and Periodicals	5280	717	300	324	337
TOTAL SERVICES AND SUPPLIES		\$ 8,882	\$ 36,100	\$ 63,211	\$ 63,490

DEBT SERVICE FUND - 200
STATEMENT OF REVENUES AND EXPENDITURES

REVENUES

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Transfer in	3800	\$ 3,534,969	\$ 5,580,660	\$ 5,586,665	\$ 5,586,759
TOTAL REVENUES		\$ 3,534,969	\$ 5,580,660	\$ 5,586,665	\$ 5,586,759

EXPENDITURES

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Debt Service - Equipment Lease	5310	\$ -	\$ 2,066,373	\$ 2,072,556	\$ 2,072,988
Debt Service - 2020 COP	5310	1,994,563	1,993,663	1,991,763	1,993,762
Debt Service - Equipment Lease	5310	613,156	595,999	597,696	597,159
Debt Service - 2015 COP	5310	927,250	924,625	924,650	922,850
TOTAL EXPENDITURES		\$ 3,534,969	\$ 5,580,660	\$ 5,586,665	\$ 5,586,759

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

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

CURRENT YEAR SUMMARY	
Principal Outstanding as of July 1, 2023	\$ 8,056,000
Reduction in Principal Balance	1,975,000
Interest Due	97,556
Total Payment Due	2,072,556
Principal Outstanding as of June 30, 2024	\$ 6,081,000

FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2023-2024	1.29%	\$ 1,975,000	\$ 97,556	\$ 2,072,556
2024-2025	1.29%	2,001,000	71,988	2,072,988
2025-2026	1.29%	2,027,000	46,092	2,073,092
2026-2027	1.29%	2,053,000	19,860	2,072,860
TOTALS		\$ 8,056,000	\$ 235,496	\$ 8,291,496

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

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

CURRENT YEAR SUMMARY	
Principal Outstanding as of July 1, 2023	\$ 34,070,000
Reduction in Principal Balance	685,000
Interest Due	1,306,762
Total Payment Due	1,991,762
Principal Outstanding as of June 30, 2024	\$ 33,385,000

FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2023-2024	4.00%	\$ 685,000	\$ 1,306,762	\$ 1,991,762
2024-2025	4.00%	715,000	1,278,762	1,993,762
2025-2026	4.00%	745,000	1,249,562	1,994,562
2026-2027	4.00%	775,000	1,219,162	1,994,162
2027-2028	4.00%	805,000	1,187,562	1,992,562
2028-2029	4.00%	840,000	1,154,662	1,994,662
2029-2030	4.00%	870,000	1,120,462	1,990,462
2030-2031	4.00%	905,000	1,084,962	1,989,962
2031-2032	4.00%	945,000	1,047,962	1,992,962
2032-2033	4.00%	985,000	1,009,362	1,994,362
2033-2034	4.00%	1,025,000	969,162	1,994,162
2034-2035	4.00%	1,065,000	927,362	1,992,362
2035-2036	4.00%	1,110,000	883,862	1,993,862
2036-2037	4.00%	1,155,000	838,562	1,993,562
2037-2038	4.00%	1,200,000	791,462	1,991,462
2038-2039	2.25%	1,240,000	753,512	1,993,512
2039-2040	2.38%	1,270,000	724,481	1,994,481
2040-2041	4.00%	1,310,000	683,200	1,993,200
2041-2042	4.00%	1,365,000	629,700	1,994,700
2042-2043	4.00%	1,420,000	574,000	1,994,000
2043-2044	4.00%	1,475,000	516,100	1,991,100
2044-2045	4.00%	1,535,000	455,900	1,990,900
2045-2046	4.00%	1,600,000	393,200	1,993,200
2046-2047	4.00%	1,665,000	327,900	1,992,900
2047-2048	4.00%	1,730,000	260,000	1,990,000
2048-2049	4.00%	1,805,000	189,300	1,994,300
2049-2050	4.00%	1,875,000	115,700	1,990,700
2050-2051	4.00%	1,955,000	39,100	1,994,100
TOTALS		\$ 34,070,000	\$ 21,731,723	\$ 55,801,723

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

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

CURRENT YEAR SUMMARY	
Principal Outstanding as of July 1, 2023	\$ 2,879,000
Reduction in Principal Balance	561,000
Interest Due	36,696
Total Payment Due	597,696
Principal Outstanding as of June 30, 2024	\$ 2,318,000

FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2023-2024	1.34%	\$ 561,000	\$ 36,696	\$ 597,696
2024-2025	1.34%	568,000	29,159	597,159
2025-2026	1.34%	576,000	21,520	597,520
2026-2027	1.34%	583,000	13,782	596,782
2027-2028	1.34%	591,000	5,943	596,943
TOTALS		\$ 2,879,000	\$ 107,100	\$ 2,986,100

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

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

CURRENT YEAR SUMMARY	
Principal Outstanding as of July 1, 2023	\$ 9,285,000
Reduction in Principal Balance	585,000
Interest Due	339,650
Total Payment Due	924,650
Principal Outstanding as of June 30, 2024	\$ 8,700,000

FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2023-2024	2.00%	\$ 585,000	\$ 339,650	\$ 924,650
2024-2025	2.00%	595,000	327,850	922,850
2025-2026	5.00%	615,000	306,525	921,525
2026-2027	3.00%	640,000	281,550	921,550
2027-2028	3.00%	660,000	262,050	922,050
2028-2029	3.00%	680,000	241,950	921,950
2029-2030	3.00%	700,000	221,250	921,250
2030-2031	3.00%	725,000	199,875	924,875
2031-2032	4.00%	750,000	174,000	924,000
2032-2033	4.00%	775,000	143,500	918,500
2033-2034	5.00%	810,000	107,750	917,750
2034-2035	5.00%	855,000	66,125	921,125
2035-2036	5.00%	895,000	22,375	917,375
TOTALS		\$ 9,285,000	\$ 2,694,450	\$ 11,979,450



SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Capital Improvement Plan

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>	<u>2032/33</u>
Beginning Capital Balance	\$ 50,207,196	\$ 43,636,045	\$ 14,215,044	\$ 816,064	\$ 2,910,444	\$ 4,703,294	\$ 6,236,385	\$ 9,901,876	\$ 12,342,662	\$ 14,339,195	\$ 16,535,287	\$ 11,664,583
Contributions												
General Fund Transfer	2,827,287	1,860,338	7,029,146	7,170,166	4,316,122	4,467,186	4,623,538	4,785,362	4,952,849	5,126,199	5,305,616	5,491,313
Projected Comm Ctr Savings	483,163	500,074	517,577	535,692	554,441	573,847	593,931	614,719	636,234	658,502	681,550	705,404
FLSD Tech Fee	17,996	17,724	17,768	18,656	18,656	18,656	18,656	18,656	18,656	18,656	18,656	18,656
Investment Earnings	109,829	250,000	71,075	4,080	17,463	32,923	49,891	89,117	123,427	143,392	165,353	116,646
Developer Contribution	1,975,000	-	750,000	-	-	-	-	-	-	-	-	-
Grant	-	-	100,000	-	-	-	-	-	-	-	-	-
Measure X	-	188,250	-	-	-	-	-	-	-	-	-	-
Debt Proceeds	10,218,194	-	-	-	-	-	-	-	-	-	-	-
Total Contributions	<u>15,631,470</u>	<u>2,816,386</u>	<u>8,485,566</u>	<u>7,728,595</u>	<u>4,906,682</u>	<u>5,092,612</u>	<u>5,286,017</u>	<u>5,507,854</u>	<u>5,731,166</u>	<u>5,946,750</u>	<u>6,171,175</u>	<u>6,332,019</u>
Expenditures												
Facilities	20,070,681	19,036,195	17,814,710	5,370,203	1,288,267	2,332,782	308,798	356,484	368,961	342,370	354,353	366,756
Fleet	1,767,783	10,856,786	1,287,100	25,000	1,228,137	418,846	1,014,349	2,468,480	3,106,252	2,940,930	3,426,486	490,098
Technology	219,931	2,008,319	1,265,905	70,214	72,633	63,526	58,803	164,734	113,142	257,802	7,113,522	100,733
Communications Center	60,996	7,237	64,350	23,753	97,206	28,888	83,939	36,805	28,212	46,976	105,180	48,911
FLSD Tech Improvements	83,230	-	15,318	10,712	-	5,508	-	-	18,830	-	-	6,771
Equipment	-	328,850	1,437,164	134,332	427,589	709,972	154,637	40,565	99,238	162,579	42,338	251,091
Total Expenditures	<u>22,202,621</u>	<u>32,237,387</u>	<u>21,884,547</u>	<u>5,634,214</u>	<u>3,113,832</u>	<u>3,559,522</u>	<u>1,620,526</u>	<u>3,067,067</u>	<u>3,734,634</u>	<u>3,750,657</u>	<u>11,041,879</u>	<u>1,264,360</u>
Difference	<u>(6,571,151)</u>	<u>(29,421,001)</u>	<u>(13,398,981)</u>	<u>2,094,381</u>	<u>1,792,850</u>	<u>1,533,091</u>	<u>3,665,490</u>	<u>2,440,787</u>	<u>1,996,533</u>	<u>2,196,092</u>	<u>(4,870,704)</u>	<u>5,067,659</u>
Ending Capital Balance	<u>\$ 43,636,045</u>	<u>\$ 14,215,044</u>	<u>\$ 816,064</u>	<u>\$ 2,910,444</u>	<u>\$ 4,703,294</u>	<u>\$ 6,236,385</u>	<u>\$ 9,901,876</u>	<u>\$ 12,342,662</u>	<u>\$ 14,339,195</u>	<u>\$ 16,535,287</u>	<u>\$ 11,664,583</u>	<u>\$ 16,732,242</u>

NOTES:

Capital Contributions reflect an increase of 3.5% annually.

Expenses reflect an increase of 3.5% annually.

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

CAPITAL PROJECTS FUND - 300
STATEMENT OF REVENUES AND EXPENDITURES

REVENUES

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Transfer In	3800	\$ 3,310,451	\$ 2,360,412	\$ 7,546,723	\$ 7,705,858
Homeland Security Grant	4240	-	-	100,000	-
Info Technology Surcharge	4316	17,996	17,724	17,768	18,656
Investment Earnings	4410	109,829	250,000	71,009	6,556
Developer Contribution	4910	1,925,000	-	750,000	-
Debt Proceeds	4920	10,015,820	-	-	-
TOTAL REVENUES		\$ 15,379,096	\$ 2,628,136	\$ 8,485,500	\$ 7,731,070

EXPENDITURES

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Professional Services	5250	\$ 34,716	\$ -	\$ -	\$ -
Legal Services	5252	30,000	-	-	-
FLSD Tech Improvements	5253	79,047	-	15,318	10,712
Facilities	6120	19,957,162	19,036,195	17,814,710	5,370,204
Technology	6230	117,270	2,008,319	1,265,905	70,213
Communications Center	6230	106,845	7,237	64,350	23,753
Equipment	6240	19,899	328,850	1,437,165	134,331
Fleet	6250	1,611,875	10,856,786	1,287,100	25,000
TOTAL EXPENDITURES		\$ 21,956,814	\$ 32,237,387	\$ 21,884,548	\$ 5,634,213

CAPITAL PROJECTS FUND

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Roof Replacement	6120	\$ -	\$ -	\$ -	\$ 32,137
Exterior Painting	6120	-	-	103,500	107,123
PCC/Asphalt Repairs	6120	-	-	15,525	16,068
Fitness Equipment	6120	7,644	9,421	31,050	32,137
General Repairs/Maintenance	6120	747	8,661	51,750	53,561
Old Station 32 Environmental Impact Svcs	6120	16,768	22,031	-	-
Landscape Improvements - 3 Stations	6120	-	-	46,575	48,205
Plymovent	6120	-	-	20,700	21,425
Fuel Management System	6120	-	-	-	61,966
Training Site Upgrade	6120	-	-	894,200	-
Training Facility	6120	422,941	383,782	12,616,218	4,997,582
Fire Station Remodel - 34	6120	1,625,394	5,697,843	1,059,180	-
Public Safety Building	6120	17,432,477	10,751,696	2,375,042	-
Public Safety Building - Roof Replacement	6120	-	625,000	-	-
Public Safety Building - Microwave	6120	-	332,461	332,461	-
Wiedemann Tower	6120	451,191	1,205,300	268,509	-
TOTAL FACILITIES		19,957,162	19,036,195	17,814,710	5,370,204
Document Image Archive Appliance	5253	4,909	-	10,350	10,712
Records Management	5253	74,138	-	-	-
Field Tablets	5253	-	-	4,968	-
TOTAL FLSD TECH IMPROVEMENTS		79,047	-	15,318	10,712
Mobile Radios	6230	-	1,731,898	-	-
Wildland Radios	6230	-	-	465,750	-
VHF Hilltop Radio Towers	6230	-	-	128,057	-
Radio Pagers	6230	-	-	24,381	-
Portable Radio Batteries	6230	-	-	8,291	8,581
EBRCS Antenna	6230	-	-	207,000	-
Fire Station UPS	6230	-	-	-	7,803
Computers	6230	84,253	17,173	38,813	40,171
Audio/Visual	6230	-	-	-	4,017
iphone Replacements	6230	-	-	26,393	-
Apparatus Cell Phones	6230	-	-	-	9,641
Fire Station Alerting	6230	-	207,498	-	-
GIS Hardware	6230	-	-	4,140	-
Enterprise Resource Planning	6230	-	-	250,000	-
Document Management System	6230	-	51,750	44,563	-
Website and Internet	6230	-	-	20,700	-
Medvault	6230	33,017	-	-	-
Physio Lifepak Modems	6230	-	-	47,817	-
TOTAL TECHNOLOGY		117,270	2,008,319	1,265,905	70,213

CAPITAL PROJECTS FUND

DESCRIPTION	GL CODE	ACTUAL FY 21-22	ESTIMATED ACTUAL FY 22-23	PROPOSED BUDGET FY 23-24	PROJECTED BUDGET FY 24-25
Mobile Communications Unit (CS131)	6230	24,550	7,237	22,950	23,753
Data Centers	6230	33,120	-	-	-
Software	6230	49,175	-	-	-
CAD to CAD	6230	-	-	41,400	-
TOTAL COMMUNICATIONS CENTER		106,845	7,237	64,350	23,753
Hydrolic Rescue Tools	6240	-	-	-	98,981
Thermal Imaging Cameras	6240	19,899	-	-	35,350
SCBA Equipment	6240	-	-	1,405,013	-
Automatic Compression Devices	6240	-	286,663	-	-
Gurney	6240	-	-	32,152	-
Suction devices	6240	-	42,187	-	-
TOTAL EQUIPMENT		19,899	328,850	1,437,165	134,331
Ambulances - Refurbish Engine	6250	-	-	683,100	-
Sprinter Ambulances	6250	-	188,250	-	-
Engines - Type 1	6250	-	3,396,037	-	-
Engines - Type 3	6250	-	2,299,333	-	-
Trucks	6250	-	3,147,405	-	-
Specialty Units	6250	1,562,185	1,662,556	-	-
Fleet Tools	6250	-	-	25,000	25,000
Vehicle Upfitting/Improvements	6250	49,690	163,205	579,000	-
TOTAL FLEET		1,611,875	10,856,786	1,287,100	25,000
TOTAL CAPITAL PROJECTS FUND		\$ 21,892,098	\$ 32,237,387	\$ 21,884,548	5,634,213

RESOLUTION NO. 2023-06

**A RESOLUTION OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT
SETTING THE DISTRICT'S APPROPRIATION LIMIT FOR FISCAL YEAR 2023-24
(APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-24)**

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

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

WHEREAS, the District has conducted the necessary analysis and calculations to determine the appropriations limit for fiscal year 2023-24, relying on the fiscal year 2022-23 limit approved by the Board of Directors on June 22, 2022, and the following two adjustment factors: Change in Population and Change in Per Capita Income for January 1, 2023, as provided by the California Department of Finance; and

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

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

1. The annual adjustment factors used to calculate the fiscal year 2023-24 appropriations limit shall be the change in State Per Capita Income of 4.44% and the January 2023 District population change of -0.84%;
2. The new Appropriation Limit for fiscal year 2023-24 shall be and is hereby set in the amount of \$213,913,554; and
3. The fiscal year 2023-24 Adopted Budget appropriations subject to the appropriation limit are \$93,140,359.

PASSED, APPROVED AND ADOPTED on this 28th day of June, 2023 at a regular meeting of the District Board of Directors at San Ramon, State of California on a motion made by Director Stamey, seconded by Director Parker and duly carried with the following roll call votes:

AYES: KERR, CREAN, PARKER, STAMEY, LEE

NOES: None

ABSENT: None

ABSTAIN: None

{{SIGNATURES TO FOLLOW ON NEXT PAGE}}

Page 2 of 2
Resolution No. 2022-06 (Appropriations Limit)
June 28, 2023

Dated: June 28, 2023

DocuSigned by:
Michelle Lee
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Michelle Lee
President, Board of Directors

APPROVED TO CONTENT:

DocuSigned by:
Paige Meyer
F5CC8122F442487...
Paige Meyer, District Fire Chief

APPROVED AS TO FORM:

DocuSigned by:
Stephanie Brendlen
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Stephanie Brendlen, District Counsel/District Clerk

ATTEST:

DocuSigned by:
Stephanie Brendlen
41C3A3F37BD54B3...
Stephanie Brendlen, District Counsel/District Clerk

San Ramon Valley Fire Protection District
Salary Schedule - Full-Time, Monthly and Annual
April 1, 2023

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Administrative Analyst I	Non-Rep	40	7,329.43	7,693.42	8,075.13	8,480.48	8,903.56	9,349.10		
			87,953.11	92,320.99	96,901.58	101,765.81	106,842.75	112,189.14		
Administrative Assistant	Non-Rep	40	7,514.08	7,889.27	8,282.82	8,700.46	9,133.01	9,589.66		
			90,168.99	94,671.24	99,393.79	104,405.48	109,596.15	115,075.95		
Battalion Chief 0	IAFF-A	56	14,339.58	14,965.31	15,668.20	16,365.06	17,080.01	17,933.61		
			172,074.95	179,583.71	188,018.40	196,380.75	204,960.12	215,203.28		
Battalion Chief 1	IAFF-A	56	14,970.49	15,596.22	16,299.12	16,995.98	17,710.93	18,564.52		
			179,645.93	187,154.69	195,589.38	203,951.74	212,531.11	222,774.27		
Battalion Chief 2	Rescue or Hazmat	IAFF-A	56	15,601.41	16,227.14	16,930.03	17,626.89	18,341.84	19,195.44	
			187,216.92	194,725.67	203,160.37	211,522.72	220,102.09	230,345.25		
Battalion Chief 4	EMS or Training	IAFF-A	40	16,326.85	17,011.65	17,779.65	18,541.62	19,322.87	20,257.25	
			195,922.14	204,139.82	213,355.77	222,499.38	231,874.48	243,086.97		
Battalion Chief 5	EMS or Training	Rescue or Hazmat	IAFF-A	40	16,957.76	17,642.57	18,410.56	19,172.53	19,953.79	20,888.16
			203,493.12	211,710.80	220,926.75	230,070.36	239,445.46	250,657.96		
Captain 0	IAFF	56	11,214.69	11,701.51	12,252.21	12,796.53	13,356.17	14,024.43		
			134,576.26	140,418.07	147,026.52	153,558.30	160,274.08	168,293.15		
Captain 1	EMT	IAFF	56	11,882.78	12,369.59	12,920.30	13,464.61	14,024.26	14,692.52	
			142,593.32	148,435.12	155,043.57	161,575.36	168,291.14	176,310.21		
Captain 2	Rescue or Hazmat	IAFF	56	12,550.86	13,037.68	13,588.39	14,132.70	14,692.35	15,360.61	
			150,610.37	156,452.18	163,060.63	169,592.42	176,308.20	184,327.27		
Captain 3	Rescue and Hazmat	IAFF	56	12,884.91	13,371.73	13,922.43	14,466.75	15,026.39	15,694.65	
			154,618.90	160,460.71	167,069.16	173,600.95	180,316.73	188,335.80		
Captain 10	Paramedic	IAFF	56	12,884.91	13,371.73	13,922.43	14,466.75	15,026.39	15,694.65	
			154,618.90	160,460.71	167,069.16	173,600.95	180,316.73	188,335.80		
Captain 11	Paramedic	Rescue or Hazmat	IAFF	56	13,553.00	14,039.81	14,590.52	15,134.83	15,694.48	16,362.74
			162,635.96	168,477.77	175,086.22	181,618.01	188,333.79	196,352.86		
Captain 12	Paramedic	Rescue and Hazmat	IAFF	56	13,887.04	14,373.86	14,924.56	15,468.88	16,028.53	16,696.78
			166,644.49	172,486.30	179,094.75	185,626.54	192,342.32	200,361.39		
Captain 13	Paramedic	Academy	IAFF	40	13,966.93	14,499.75	15,101.56	15,696.99	16,310.30	17,039.89
			167,603.17	173,996.97	181,218.73	188,363.83	195,723.59	204,478.63		
Captain 25	Paramedic	Rescue or Hazmat and Investigator	IAFF	56	14,298.68	14,812.28	15,393.30	15,967.56	16,557.99	17,263.02
			171,584.20	177,747.35	184,719.54	191,610.66	198,695.93	207,156.22		
Captain 26	Paramedic	Rescue, Hazmat and Investigator	IAFF	56	14,651.11	15,164.70	15,745.71	16,319.98	16,910.42	17,615.44
			175,813.29	181,976.44	188,948.48	195,839.75	202,925.02	211,385.31		

San Ramon Valley Fire Protection District
Salary Schedule - Full-Time, Monthly and Annual
April 1, 2023

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Captain 27	Paramedic	Rescue or Hazmat and EMS Coordinator	IAFF	56	15,091.81	15,578.62	16,129.33	16,673.64	17,233.29	17,901.54
					181,101.66	186,943.43	193,551.91	200,083.73	206,799.53	214,818.52
Captain 28	Paramedic	Rescue, Hazmat and EMS Coordinator	IAFF	56	15,425.84	15,912.66	16,463.36	17,007.68	17,567.33	18,235.58
					185,110.12	190,951.88	197,560.36	204,092.18	210,807.98	218,826.97
Captain 29	Paramedic	EMS or Mechanic Coordinator	IAFF	56	14,423.72	14,910.53	15,461.24	16,005.55	16,565.20	17,233.46
					173,084.60	178,926.41	185,534.86	192,066.64	198,782.42	206,801.49
Captain 31		Rescue or HazMat Coordinator and Investigator	IAFF	56	14,038.61	14,552.22	15,133.22	15,707.48	16,297.93	17,002.95
					168,463.32	174,626.66	181,598.64	188,489.77	195,575.10	204,035.44
Chief Financial Officer	Non-Rep			40	-	15,799.18	16,589.13	17,418.59	18,289.52	19,204.00
					-	189,590.10	199,069.61	209,023.09	219,474.24	230,447.95
Community Risk Reduction Educator		CERT	Non-Rep	40	6,747.50	7,084.87	7,439.11	7,811.07	8,201.62	8,611.71
					80,969.99	85,018.38	89,269.36	93,732.80	98,419.47	103,340.48
Community Risk Reduction Inspector 1			IAFF	40	7,962.31	8,360.74	8,779.22	9,217.74	9,678.81	10,162.44
					95,547.74	100,328.88	105,350.59	110,612.86	116,145.76	121,949.29
Community Risk Reduction Inspector 2			IAFF	40	8,870.68	9,314.21	9,780.30	10,270.19	10,782.64	11,322.65
					106,448.15	111,770.56	117,363.60	123,242.30	129,391.63	135,871.74
Community Risk Reduction Plans Examiner 1			IAFF	40	10,132.37	10,641.06	11,178.56	11,737.36	12,313.71	12,930.14
					121,588.44	127,692.67	134,142.71	140,848.34	147,764.46	155,161.71
Community Risk Reduction Plans Examine		Investigator	IAFF	40	10,673.63	11,209.88	11,773.70	12,367.58	12,971.49	13,620.50
					128,083.59	134,518.59	141,284.36	148,410.97	155,657.87	163,446.02
Deputy Chief	Non-Rep			40	18,558.49	19,337.34	20,216.26	21,084.32	21,982.53	23,049.52
					222,701.93	232,048.09	242,595.07	253,011.84	263,790.31	276,594.26
Director of Emergency Communications	Non-Rep			40	15,046.83	15,799.18	16,589.13	17,418.59	18,289.52	19,204.00
					180,561.95	189,590.10	199,069.61	209,023.09	219,474.24	230,447.95
District Counsel Clerk	Non-Rep			40	-	-	-	-	-	19,204.00
					-	-	-	-	-	230,447.95
Emergency Preparedness Coordinator	Non-Rep			40	8,473.83	8,897.53	9,342.40	9,809.52	10,300.00	10,815.00
					101,685.97	106,770.38	112,108.78	117,714.29	123,600.00	129,780.00
EMS Specialist	Non-Rep			40	9,398.75	9,868.69	10,362.12	10,880.23	11,424.24	11,995.45
					112,785.00	118,424.25	124,345.46	130,562.74	137,090.87	143,945.42

San Ramon Valley Fire Protection District
Salary Schedule - Full-Time, Monthly and Annual
April 1, 2023

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Engineer 0	IAFF	56	9,823.13	10,258.75	10,728.59	11,236.59	11,727.48	12,313.86		
			117,877.58	123,105.00	128,743.03	134,839.06	140,729.78	147,766.27		
Engineer 1	EMT	IAFF	56	10,491.22	10,926.84	11,396.67	11,904.68	12,395.57	12,981.94	
				125,894.64	131,122.06	136,760.09	142,856.12	148,746.84	155,783.33	
Engineer 2	Rescue or Hazmat	IAFF	56	11,159.31	11,594.93	12,064.76	12,572.76	13,063.66	13,650.03	
				133,911.70	139,139.12	144,777.15	150,873.18	156,763.90	163,800.39	
Engineer 3	Rescue and Hazmat	IAFF	56	11,493.35	11,928.97	12,398.81	12,906.81	13,397.70	13,984.08	
				137,920.22	143,147.65	148,785.68	154,881.71	160,772.43	167,808.92	
Engineer 4	Paramedic	IAFF	56	11,493.35	11,928.97	12,398.81	12,906.81	13,397.70	13,984.08	
				137,920.22	143,147.65	148,785.68	154,881.71	160,772.43	167,808.92	
Engineer 5	Paramedic	Rescue or Hazmat	IAFF	56	12,161.44	12,597.06	13,066.90	13,574.90	14,065.79	14,652.16
				145,937.28	151,164.71	156,802.74	162,898.77	168,789.49	175,825.98	
Engineer 6	Paramedic	Rescue and Hazmat	IAFF	56	12,495.48	12,931.10	13,400.94	13,908.94	14,399.83	14,986.21
				149,945.81	155,173.24	160,811.27	166,907.30	172,798.02	179,834.51	
Engineer 11	Paramedic	EMS or Mechanic Coordinator	IAFF	56	13,032.16	13,467.78	13,937.62	14,445.61	14,936.51	15,522.88
				156,385.95	161,613.39	167,251.39	173,347.37	179,238.14	186,274.60	
Engineer 12	Paramedic	Rescue, Hazmat and Social Media Liaison	IAFF	56	13,264.89	13,700.51	14,170.34	14,678.35	15,169.24	15,755.61
				159,178.66	164,406.08	170,044.12	176,140.14	182,030.86	189,067.35	
Fire Chief	Non-Rep	40	-	-	-	-	-	-	29,166.67	
				-	-	-	-	-	350,000.00	
Firefighter 1	Academy	IAFF	40	9,011.87	9,415.64	9,844.96	10,308.77	10,754.70	11,292.63	
				108,142.46	112,987.63	118,139.46	123,705.28	129,056.44	135,511.56	
Firefighter 5	Paramedic	IAFF	56	10,682.09	11,085.86	11,515.18	11,978.99	12,424.92	12,962.85	
				128,185.10	133,030.28	138,182.11	143,747.93	149,099.09	155,554.21	
Firefighter 6	Paramedic	Rescue or Hazmat	IAFF	56	11,350.18	11,753.94	12,183.26	12,647.08	13,093.01	13,630.94
				136,202.16	141,047.34	146,199.17	151,764.99	157,116.14	163,571.27	
Firefighter 7	Paramedic	Rescue and Hazmat	IAFF	56	11,684.22	12,087.99	12,517.31	12,981.13	13,427.06	13,964.98
				140,210.69	145,055.87	150,207.70	155,773.52	161,124.67	167,579.80	
GIS Analyst	Non-Rep	40	7,283.46	7,647.18	8,029.25	8,431.97	8,851.91	9,294.79		
				87,401.55	91,766.12	96,350.98	101,183.68	106,222.90	111,537.49	
Human Resources Generalist	Non-Rep	40	7,329.43	7,693.42	8,075.13	8,480.48	8,903.56	9,349.10		
				87,953.11	92,320.99	96,901.58	101,765.81	106,842.75	112,189.14	
Information Systems Technician	Non-Rep	40	7,570.51	7,948.68	8,345.76	8,761.75	9,201.37	9,661.09		
				90,846.12	95,384.17	100,149.12	105,140.98	110,416.47	115,933.03	

San Ramon Valley Fire Protection District
Salary Schedule - Full-Time, Monthly and Annual
April 1, 2023

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Media Communications and Public Education Analyst	Non-Rep	40	5,876.06	6,169.86	6,478.36	6,802.27	7,142.39	7,501.31
			70,512.72	74,038.35	77,740.31	81,627.26	85,708.71	90,015.67
Public Safety Dispatch Supervisor	EMD IAFF	56	9,777.93	10,293.98	10,825.49	11,382.71	11,954.10	12,552.51
			117,335.18	123,527.82	129,905.83	136,592.52	143,449.26	150,630.15
Public Safety Dispatcher 1	IAFF	56	8,225.42	8,657.68	9,111.24	9,579.83	10,075.99	10,579.66
			98,705.10	103,892.19	109,334.88	114,957.99	120,911.87	126,955.96
Public Safety Dispatcher 2	EMD IAFF	56	8,448.56	8,892.54	9,358.41	9,839.71	10,349.33	10,866.66
			101,382.72	106,710.53	112,300.86	118,076.51	124,191.90	130,399.95
Public Safety Systems Specialist	Non-Rep	40	7,866.32	8,259.87	8,672.92	9,106.62	9,560.98	10,039.43
			94,395.88	99,118.43	104,075.03	109,279.47	114,731.75	120,473.15
Senior Accounting Technician	Non-Rep	40	7,329.43	7,693.42	8,075.13	8,480.48	8,903.56	9,349.10
			87,953.11	92,320.99	96,901.58	101,765.81	106,842.75	112,189.14
Senior Office Assistant	Non-Rep	40	6,051.92	6,358.00	6,673.54	7,007.98	7,357.79	7,726.51
			72,623.01	76,295.99	80,082.43	84,095.77	88,293.46	92,718.07

Items NOT included in Base Monthly Salary (BMS):

Holiday Pay = PBMS* x 6%

FLSA

*Premium Base Monthly Salary (PBMS) = BMS x ARC

Average Retirement Contribution (ARC) = 10.04%

San Ramon Valley Fire Protection District
Salary Schedule - Part-Time, Hourly
April 1, 2023

Job Title	Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Chaplain Coordinator	Non-Rep	-	-	-	-	-	47.74
District Aide	Non-Rep	-	-	-	-	-	22.95
District Transporter	Non-Rep	-	-	-	-	-	25.75
Medical Director	Non-Rep	-	-	-	-	-	164.80
Project Assistant (Temporary)	Non-Rep	67.36	70.06	72.86	75.78	78.81	81.96
Single Role Paramedic	Non-Rep	25.86	27.16	28.52	-	-	41.20
Volunteer Coordinator	Non-Rep	-	-	-	-	-	49.17

Fund Balance Reserve

215.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the reporting of fund balance classifications, establish prudent reserve requirements, and establish a hierarchy of fund balance expenditures.

215.1.1 DEFINITIONS

Definitions related to this policy include:

Fund balance – The difference between assets and liabilities.

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

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

215.2 POLICY

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

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

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

215.3 FUND BALANCES

The District will maintain:

- (a) In the General Fund at fiscal year-end a Dry Period Funding balance equivalent to at least 50% of General Fund operating revenues, excluding grants and other one-

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time revenues, for the current fiscal year. Such amount establishes the minimum Fund Balance for the General Fund.

- (b) A Budget Stabilization Fund separate from the General Fund with a minimum Fund Balance equivalent to 20% of General Fund operating expenditures (excluding capital contributions) and debt service expenditures, plus an amount related to open claims under the District's self-insured workers' compensation program (with such amount currently set at \$4,000,000).

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

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

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

- (a) Budgetary Deficit - Fund balance committed to pay for the subsequent year's budget deficit, if any. The amount is equal to the projected excess of budgeted expenditures over budgeted revenues by fund.
- (b) Other Assigned Fund Balance categories as determined by the Fire Chief or Chief Financial Officer.

The District considers restricted amounts to have been spent prior to unrestricted amounts when an expenditure is incurred for purposes for which both are available. Committed, assigned and

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unassigned amounts, in this order, are considered to be spent when an expenditure is incurred for purposes for which either is available.

OPEB Funding

219.1 PURPOSE AND SCOPE

The purpose of this OPEB Funding Policy ("Policy") is to establish a methodology for funding current and future costs associated with the District's contractual obligation to provide retiree medical benefits as set forth in District labor agreements. It is anticipated that current assets, plus future assets from employer contributions, employee contributions, and investment earnings will be sufficient to fund the retiree's medical benefits when due.

219.2 POLICY

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

The Policy is intended to reflect a reasonable, conservative approach to funding which, to the greatest extent possible, funds the cost of the benefits as they are earned. This Policy recognizes that there will be investment marketplace volatility and that actual economic and demographic experience will differ from assumed experience. Accordingly, this Policy is intended to provide flexibility to smooth such volatility and experience in a reasonable, systematic, and financially sound manner. Further, it is the intent that this Policy complies with Governmental Accounting Standard No. 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions ("GASB 45").

219.3 NORMAL COSTS

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

219.4 UNFUNDED ACTUARIAL ACCRUED LIABILITY (UAAL)

The actuarial valuation calculates an Unfunded Actuarial Accrued Liability (UAAL) as of the valuation date. The UAAL represents the difference between OPEB assets available in the trust fund and the OPEB liability related to prior employment service for former and existing employees. The UAAL (or funding shortfall) is amortized as a level dollar amount over a closed period (16 years as of July 1, 2023), and is also paid annually along with the normal cost into the OPEB retirement trust fund.

OPEB Funding

Also, the assumptions used in the actuarial valuations may vary from actual results. Significant assumptions include the discount rate (or assumed annual investment earnings rate; currently 6.80%) and health care costs increases ranging from 5.8% in 2023 to 5.00% in 2030 and beyond. To the extent these assumptions vary from the actual results, the District could incur additional liabilities resulting from these differences.

219.5 ANNUAL REQUIRED CONTRIBUTIONS (ARC)

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

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

219.6 ADDITIONAL CONTRIBUTION

If financial conditions warrant, and until such time as the UAAL is fully amortized, it is the District's policy to make an additional contribution to the OPEB trust fund to further pay down the UAAL. When the General Fund budget projects an operating surplus (i.e., operating revenues exceed expenditures and transfers), the District shall make an additional contribution into the OPEB trust fund during the budget year as approved by the Board of Directors.

219.7 INVESTMENT/TRUST VEHICLE

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

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