

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

**Members of the San Ramon Valley Fire Protection District Board of Directors who cannot attend this meeting in person will participate in the regular board meeting through teleconferencing pursuant to Government Code Section 54953**

**Wednesday, August 23, 2017 – 1:00 p.m.**

*Donald Parker ~ Board President ~ Chris Campbell, Board Vice President ~  
H. Jay Kerr, Director ~ Matthew J. Stamey, Director ~*

**~MISSION STATEMENT~**

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

**Meeting location: S.R.V.F.P.D. Administrative Offices - Boardroom  
1500 Bollinger Canyon Road, San Ramon, CA 94583**

**AGENDA**

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

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 *et seq.*) and may be limited to three (3) minutes for any person addressing the Board. Please complete a “Request to Speak” form and submit it to the District Clerk.

**5. CONSENT CALENDAR**

Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.

- 5.1 Approve the salaries, payroll taxes and retirement contributions for the month of June, 2017 in the amount of \$4,179,763.64.
- 5.2 Approve the salaries, payroll taxes and retirement contributions for the month of July, 2017 in the amount of \$4,353,339.15.
- 5.3 Approve the demand register for the period June 16, 2017 through July 16, 2017 in the amount of \$1,584,546.73.
- 5.4 Approve the demand register for the period July 17, 2017 through August 11, 2017 in the amount of \$18,941,357.19.

- 5.5 Approve the Board minutes from the June 28, 2017 Regular Board meeting.
- 5.6 Approval of payment to the Contra Costa County Auditor Controller for LAFCO dues in the amount of \$36,552.50 for Net Cost Apportionment for Fiscal Year 2017-18.
- 5.7 Approval of Resolution No. 2017-09 Approving a Debt Management Policy for the District.
- 5.8 Approval of \$16,746,000 to CCCERA for prepayment of FY 2017/2018 retirement contributions; \$294,000 to CCCERA for FY 2017/18 pay down of Unfunded Actuarial Accrued Liability; \$461,278 true-up payment to CERBT for FY 2016/17; and \$257,949 per month to CERBT for prefunding FY 2017/18 contributions to the annual required contribution; funds are allocated in the Annual Operating Budgets for FY 2016/17 and FY 2017/18.
- 5.9 Approval of Quarterly Investment Report for the quarter ended June 30, 2017, and receive and review the California Employers' Retiree Benefit trust account summary as of June 30, 2017,
- 5.10 Approve payment of 2013 Certificates of Participation in the amount of \$665,240 and 2015 Certificates of Participation in the amount of \$375,275; funds are allocated in the Annual Operating Budget for Fiscal Year 2017/18.
- 5.11 Approve payment in the amount of \$36,393.60 to Contra Costa County Department of Information Technology for microwave services; funds are allocated in the Annual Operating Budget for Fiscal Year 2017/18.
- 5.12 Approve payment in the amount of \$34,509.02 to VanDermyden Maddux Law Corporation for legal services; funds are allocated in the Annual Operating Budget for Fiscal Year 2017/18.
- 5.13 Approve payment in the amount of \$118,117.00 to the Fire Agencies Insurance Risk Authority (FAIRA) for property and liability insurance for FY 2017-18; funds are allocated in the Annual Operating Budget for Fiscal Year 2017/18.

5.14 **Personnel Actions:**

1. Confirmation of Employment (Cynthia Jackson, temporary Office Assistant I). Approve staff's recommendation to hire Cynthia Jackson at Step 1; effective June 26, 2017.
2. Approve staff's recommendation to award a merit salary increase to Battalion Chief Jim Selover to Step 5; effective July 1, 2017.
3. Approve staff's recommendation to award a merit salary increase to Senior Office Assistant Amanda Perceval to Step 3; effective July 1, 2017.
4. Confirmation of Employment (Pamela Schulenburg, temporary Office Assistant I). Approve staff's recommendation to hire Pamela Schulenburg at Step 1; effective July 5, 2017.
5. Confirmation of Employment (Nicolette Reid, Public Safety Dispatcher). Approve staff's recommendation to hire Nicolette Reid at Step 1; effective July 10, 2017.
6. Confirmation of Employment (Michael Bueno, Firefighter 1). Approve staff's recommendation to hire Michael Bueno at Step 1; effective August 1, 2017.
7. Confirmation of Employment (Liam Clauzel, Firefighter 1). Approve staff's recommendation to hire Liam Clauzel at Step 1; effective August 1, 2017.
8. Confirmation of Employment (Michael Duggan, Firefighter 1). Approve staff's recommendation to hire Michael Duggan at Step 1; effective August 1, 2017.
9. Confirmation of Employment (Casey Good, Firefighter 1). Approve staff's recommendation to hire Casey Good at Step 1; effective August 1, 2017.
10. Confirmation of Employment (Brett Herendeen, Firefighter 1). Approve staff's recommendation to hire Brett Herendeen at Step 1; effective August 1, 2017.
11. Confirmation of Employment (Brandon Hicks, Firefighter 1). Approve staff's recommendation to hire Brandon Hicks at Step 1; effective August 1, 2017.
12. Confirmation of Employment (Ricky Laniohan, Firefighter 5). Approve staff's recommendation to hire Ricky Laniohan at Step 1; effective August 1, 2017.
13. Approve staff's recommendation to award a merit salary increase to Public Safety Dispatcher 2, Megan Williams, to Step 3; effective August 13, 2017.

14. Approve staff's recommendation to award a merit salary increase to Public Safety Dispatcher 2, Angie Calcagno, to Step 6; effective August 25, 2017.

**6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS**

- 6.1 Proclamation in Recognition of September 11, 2001, proclaiming September 11, 2017 as Patriot Day. The District owned United States Flags will be displayed at half-staff and a moment of silence observed, on Patriot Day, in memory of those who lost their lives as a result of the terrorist attacks against the United States on September 11, 2001.

**7. OLD BUSINESS**

- 7.1 Approve payment in the amount of \$37,500 to FirstOnScene, LLC., for software maintenance.
- 7.2 Proposed Amendment to Employment Contract for District Fire Chief.
- 7.3 Update on Fire Station No. 32 presented by Chief Meyer.
- 7.4 Discussion and possible approval of Resolution No. 2017-10 Extending the Payment of Salary to Recalled Active Duty SRVFPD Employees.

**8. NEW BUSINESS**

- 8.1 Discussion and consideration for filling the vacancy of a Board of Directors position created by the resignation of Board Member Shawn Stark.
- 8.2 Discussion and possible approval of Salary and Wage Policy No. 600.
- 8.3 Discussion and possible approval of extension agreement with Innovative Claims Solutions for one year and authorization to pay \$110,000 for managing the District's workers' compensation claims.

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

**10. MONTHLY ACTIVITY REPORTS:**

- 10.1 Operations Division-Deputy Chief, Lon Phares  
Operations Report of monthly activities.
- 10.2 EMS – Battalion Chief John Duggan  
EMS Report of monthly activities.
- 10.3 Logistics – Deputy Chief, Derek Krause  
Logistics Report of monthly activities.
- 10.4 Fire and Life Safety Division – Deputy Chief, Derek Krause  
Fire and Life Safety Report of monthly activities.
- 10.5 Communications Division – Director of Emergency  
Communications Denise Pangelinan  
Communication Report of monthly activities.
- 10.6 Human Resources Division – Human Resources Director Natalie Korthamar Wong  
Human Resources Report of monthly activities.

- 10.7 Finance Division – Financial Consultant, Ken Campo and Controller, Martin Koran  
Finance Report of monthly activities.
- 10.8 Fire Chief – Fire Chief, Paige Meyer  
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

**11. GOOD OF THE ORDER**

- 11.1 Reschedule of Date for September Board meeting due to Annual CSDA and Cal Chiefs Conference.

**12. CLOSED SESSION**

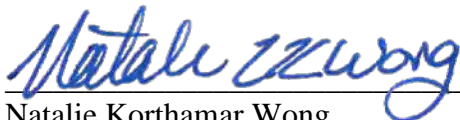
- 12.1 Possible exposure to litigation (2 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

**13. RETURN TO OPEN SESSION**

**14. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)**

**15. ADJOURNMENT UNTIL THE NEXT REGULARLY SCHEDULED BOARD MEETING OF SEPTEMBER, 2017 (DATE TO BE DETERMINED) AT 1:00 P.M., IN THE BOARDROOM.**

Prepared by:



Natalie Korthamar Wong  
Human Resources Director/Deputy District Clerk

Agenda posted on August 17, 2017 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 and the San Ramon Valley Fire Protection District's website at [www.firedepartment.org](http://www.firedepartment.org).

The San Ramon Valley Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 1500 Bollinger Canyon Road, San Ramon, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Human Resources Director/Deputy District Clerk at (925) 838-6625

# **CONSENT ITEMS**

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

For the Month of: **June 2017**

Department	# Reg Employees	Gross Wages	Payroll Taxes	Retirement	Total	% of Total
<b>GL Acct Number</b>		<b>(5110,5115,5120,5121)</b>	<b>(5140)</b>	<b>(5150,5151)</b>		
Board of Directors	5	1,140.00	87.21	-	1,227.21	0.03%
Fire Chief	2	35,464.20	741.26	20,096.81	56,302.27	1.35%
Personnel	3	25,062.73	407.13	11,427.86	36,897.72	0.88%
Finance	3	28,625.18	408.51	10,093.07	39,126.76	0.94%
Fire Prevention	9	113,603.47	1,831.15	50,453.35	165,887.97	3.97%
Technology	2	26,161.05	572.36	8,105.62	34,839.03	0.83%
Facilities	1	11,343.53	426.04	2,499.59	14,269.16	0.34%
Fire Suppression	122	2,319,849.84	31,879.38	1,191,432.02	3,543,161.24	84.77%
Communication Center	11	158,793.20	2,330.82	43,402.59	204,526.61	4.89%
Fleet	1	9,133.06	132.43	3,061.55	12,327.04	0.29%
Training	1	5,380.00	77.16	1,944.33	7,401.49	0.18%
EMS	2	32,905.07	483.49	25,083.40	58,471.96	1.40%
Rescue		5,325.18	-		5,325.18	0.13%
HazMat		-	-		-	0.00%
<b>TOTALS</b>	<b>162</b>	<b>2,772,786.51</b>	<b>39,376.94</b>	<b>1,367,600.19</b>	<b>4,179,763.64</b>	<b>100.00%</b>

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

For the Month of: **July 2017**

Department	# Reg Employees	Gross Wages	Payroll Taxes	Retirement	Total	% of Total
<b>GL Acct Number</b>		<b>(5110,5115,5120,5121)</b>	<b>(5140)</b>	<b>(5150,5151)</b>		
Board of Directors	3	195.00	14.91	-	209.91	0.00%
Fire Chief	2	35,341.07	723.04	19,919.80	55,983.91	1.29%
Personnel	3	25,289.78	407.66	8,676.24	34,373.68	0.79%
Finance	3	28,786.30	410.86	9,876.98	39,074.14	0.90%
Fire Prevention	9	114,684.83	1,914.23	49,546.95	166,146.01	3.82%
Technology	2	25,712.36	507.58	7,916.95	34,136.89	0.78%
Facilities	1	9,049.21	285.97	2,453.11	11,788.29	0.27%
Fire Suppression	122	2,494,863.20	34,091.77	1,184,654.70	3,713,609.67	85.30%
Communication Center	12	174,151.31	2,492.38	42,695.16	219,338.85	5.04%
Fleet	1	8,962.76	129.96	3,005.00	12,097.72	0.28%
Training	1	5,647.00	81.03	2,052.12	7,780.15	0.18%
EMS	2	33,145.10	702.59	24,952.24	58,799.93	1.35%
Rescue		-	-	-	-	0.00%
HazMat		-	-	-	-	0.00%
<b>TOTALS</b>	<b>161</b>	<b>2,955,827.92</b>	<b>41,761.98</b>	<b>1,355,749.25</b>	<b>4,353,339.15</b>	<b>100.00%</b>

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 6/16/2017 Through 7/16/2017

Check Number	Check Date	Payee	Check Amount	Transaction Description
218079	7/7/2017	ACC BUSINESS	1,185.00	Ethernet Access Cost 5/11/17-6/10/17
218080	7/7/2017	AIRGAS USA LLC	168.67	Oxygen Tank Cylinder Rental-June 2017
	7/7/2017	AIRGAS USA LLC	106.91	Oxygen Tank Cylinders (1) 6/19/17
	7/7/2017	AIRGAS USA LLC	466.31	Oxygen Tank Cylinders (13) 6/5/17
	7/7/2017	AIRGAS USA LLC	231.66	Oxygen Tank Cylinders (6) 6/26/17
	7/7/2017	AIRGAS USA LLC	311.61	Oxygen Tank Cylinders (7) 6/12/17
218135	7/13/2017	ALAMO ACE HARDWARE	65.73	Stihl Parts-Stn 33 Supplies
	7/13/2017	ALAMO ACE HARDWARE	53.62	Tape/Glue/Spray Paint-Stn 35 Supplies
06/23/17-01	6/23/2017	ALL STAR FIRE EQUIPMENT INC	254.39	Station Boots-Carrillo
07/07/17-01	7/7/2017	ALL STAR FIRE EQUIPMENT INC	300.00	SCBA Face Mask Fit Test-6/12/17
07/07/17-02	7/7/2017	ALL STAR FIRE EQUIPMENT INC	350.00	SCBA Face Mask Fit Test-5/25/17
218136	7/13/2017	AMAZON COM CREDIT SERVICES	204.69	BBQ Flavor Bars/Cooking Grates/Electronic Igniter Kit-Stn 36
	7/13/2017	AMAZON COM CREDIT SERVICES	295.00	Blender-Stn 36
	7/13/2017	AMAZON COM CREDIT SERVICES	179.00	Toaster Oven Broiler-Admin Kitchen
	7/13/2017	AMAZON COM CREDIT SERVICES	424.75	Toaster Oven/Toaster/Dutch Oven-New Stn 32
218137	7/13/2017	AMBIENT TEMPERATURE CONTROL ...	473.71	New Ceramic Oven Ignitor-Stn 35
218003	6/23/2017	AMERICAN CAPITAL ENT INC	498.60	FP Collection Fees-April 2017
218004	6/23/2017	AMERICAN MESSAGING	267.43	Paging Service-6/17
218081	7/7/2017	AMERICAN MESSAGING	326.90	Paging Service-7/17
218082	7/7/2017	AMS NET	3,700.00	Block of Phone/Network Support (20-Hrs)
218083	7/7/2017	ARLENE HARTONO	162.38	Reimb-Uniform Shoes FY 16/17
218084	7/7/2017	ARROW INTERNATIONAL INC	1,100.00	EZ IO 25mm Needles (2 Boxes)-Stock
06/23/17-02	6/23/2017	ASCOT STAFFING	494.07	Temporary Staffing-Reception (21.5 Hrs) 5/29-6/4/17
06/23/17-03	6/23/2017	ASCOT STAFFING	551.52	Temporary Staffing-Reception (24.0 Hrs) 6/5-6/11/17
218085	7/7/2017	ATT	19.72	Phone Service 5/19/17-6/18/17
218086	7/7/2017	ATT	8,774.59	Phn/Data/Radio Circuit 5/20-6/19/Phn Line-New Stn 32
218087	7/7/2017	ATT	128.33	Phone Service 5/20/17-6/19/17
218088	7/7/2017	ATT	168.51	Phone Service 5/20/17-6/19/17
218005	6/23/2017	ATT MOBILITY	(2,813.84)	iPhn Trade -In Credit/Cell Phn/Mobile Data 2/27/17-3/26/17
	6/23/2017	ATT MOBILITY	2,345.20	iPhone 7/Cell Phones/Mobile Data 3/27/17-4/26/17
	6/23/2017	ATT MOBILITY	2,682.40	iPhone 7/Cell Phones/Mobile Data 4/27/17-5/26/17
218089	7/7/2017	ATT MOBILITY	2,409.69	iPhone 7/Cell Phones/Mobile Data 5/27/17-6/26/17
218090	7/7/2017	B AND C TRUCK PARTS INC	676.48	Filters (12)-Stock
	7/7/2017	B AND C TRUCK PARTS INC	53.60	Power Steering Filters (2)-Stock
	7/7/2017	B AND C TRUCK PARTS INC	186.69	Type 3 Unit Air Filters (2)-Stock
218091	7/7/2017	BAY AREA AIR QUALITY MGMT DIST	205.00	Stn 36 Annual Permit-Gas Dispensing Nozzle Fee 8/1/17-8/1/18
218092	7/7/2017	BAY AREA NEWS GROUP EAST BAY	57.60	Public Hearing Notice-FY 2017/18 Budget-6/14/17
	7/7/2017	BAY AREA NEWS GROUP EAST BAY	57.60	Public Hearing Notice-FY 2017/18 Budget-6/21/17
218006	6/23/2017	BERNARD S RAPPAPORT MD	13,325.00	Fit For Duty Evaluation
07/13/17-01	7/13/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 31 Bio-Hazard Waste Collection Service 7/3/17



**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 6/16/2017 Through 7/16/2017

Check Number	Check Date	Payee	Check Amount	Transaction Description
07/13/17-02	7/13/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 32 Bio-Hazard Waste Collection Service 7/3/17
07/13/17-03	7/13/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 33 Bio-Hazard Waste Collection Service 7/3/17
07/13/17-04	7/13/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 34 Bio-Hazard Waste Collection Service 7/3/17
07/13/17-05	7/13/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 35 Bio-Hazard Waste Collection Service 7/3/17
07/13/17-06	7/13/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 36 Bio-Hazard Waste Collection Service 7/3/17
07/13/17-07	7/13/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 39 Bio-Hazard Waste Collection Service 7/3/17
218138	7/13/2017	BLACKROCK GROUP	2,850.00	FF/PM Background Check
218007	6/23/2017	BRYAN SHAFER	584.27	Reimb-Educ Assistance-S330 Class Fee/Lodging 5/19-5/22/17
	6/23/2017	BRYAN SHAFER	445.00	Reimb-Paramedic/PHLS Recertification
218093	7/7/2017	BUCHANAN AUTO ELECTRIC INC	548.65	1231MF Batteries (3)-CS131
	7/7/2017	BUCHANAN AUTO ELECTRIC INC	1,463.08	1231MF Batteries (8)-Fleet Shop
	7/7/2017	BUCHANAN AUTO ELECTRIC INC	182.88	1231MF Battery (1)-Fleet Shop
	7/7/2017	BUCHANAN AUTO ELECTRIC INC	(255.00)	Credit-Battery Core (12)
	7/7/2017	BUCHANAN AUTO ELECTRIC INC	153.31	Kussmaul Dynamic Disconnect-Unit 708
218094	7/7/2017	BURNS TRUCK AND TRAILER	539.72	Brake Valve Repairs/Adjust Air Bag Level-Unit 528
	7/7/2017	BURNS TRUCK AND TRAILER	2,559.58	Heater Controls/A/C/Air Leaks Repairs-Unit 632
218008	6/23/2017	CA STATE DEPARTMENT OF JUSTICE	294.00	New Recruits-DOJ/FBI LiveScan (6)
001	6/28/2017	CalPERS CERBT (OPEB)	164,783.00	OPEB FY 16/17 Supplemental True-Up
218139	7/13/2017	CAPITAL ONE COMMERCIAL	(529.92)	Credit-Drinking Water
	7/13/2017	CAPITAL ONE COMMERCIAL	1,399.53	Drinking Water/Laundry Soap-Stn 33
	7/13/2017	CAPITAL ONE COMMERCIAL	194.79	Various Light Bulbs-Stn 33 Shop
218095	7/7/2017	CCC AUDITOR CONTROLLER	36,552.50	LAFCO Net Cost Appnt for FY 2017-2018
218096	7/7/2017	CCC DEPT OF INFO TECH	4,681.95	Telecommunication Services/Radio Services-5/17
07/13/17-08	7/13/2017	CCC EMPLOYEES RETIREMENT ASS...	435,191.95	Employee Retirement Contributions-6/17
218140	7/13/2017	CCC FIRE COMMISSIONERS ASSOCI...	100.00	CCCFCA Association Dues 7/1/17-6/30/18
218049	6/29/2017	CCC PUBLIC WORKS DEPARTMENT	12,159.64	Permit EL1228489/EL1632897/ES1329743/LP0902026-New Stn 32
218097	7/7/2017	CDW GOVERNMENT INC	48.96	Microsoft 4000 Keyboard-Brooks
218141	7/13/2017	CITY OF FOSTER CITY	2,547.95	CalOpps Applicant Tracking System
218009	6/23/2017	CITY OF SAN RAMON	5,500.00	Nixle 360 System FY 17/18
218142	7/13/2017	CITY OF SAN RAMON	6,000.00	Nixle 360 System FY 17/18-Citizen Corp
218050	6/29/2017	CLIFFORD SCOTT BUXTON	735.00	CERT Instructor (24.5 hours) 5/22/17-6/20/17
218098	7/7/2017	CODE 3 RESCUE	1,390.00	FSTEP Rope Rescue Technician Class-Sauve/Falkenstrom
218010	6/23/2017	COMCAST	151.08	Stn 31 High-Speed Internet 6/23/17-7/22/17
218011	6/23/2017	COMCAST	307.29	Admin Cable Service/High-Speed Internet 6/17/17-7/16/17
218012	6/23/2017	COMCAST	146.08	Stn 32 High-Speed Internet 6/18/17-7/17/17
	6/23/2017	COMCAST	146.08	Stn 34 High-Speed Internet 6/15/17-7/14/17
218051	6/29/2017	COMCAST	235.84	Stn 31 Cable Service 6/26/17-7/25/17
	6/29/2017	COMCAST	178.03	Stn 32 Cable Service 7/1/17-7/31/17
	6/29/2017	COMCAST	177.55	Stn 33 Cable Service 7/1/17-7/31/17
	6/29/2017	COMCAST	173.56	Stn 34 Cable Service 6/27/17-7/26/17

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 6/16/2017 Through 7/16/2017

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	6/29/2017	COMCAST	203.16	Stn 35 Cable Service 6/27/17-7/26/17
	6/29/2017	COMCAST	220.68	Stn 36 Cable Service 6/26/17-7/25/17
	6/29/2017	COMCAST	193.04	Stn 39 Cable Service 7/1/17-7/31/17
218099	7/7/2017	COMCAST	106.08	Alamo Webcam High-Speed Internet 6/27/17-7/26/17
	7/7/2017	COMCAST	335.08	New Stn 32 Install Fee/High-Speed Internet 6/6/17-7/5/17
	7/7/2017	COMCAST	146.08	Stn 30 High Speed Internet 6/30/17-7/29/17
	7/7/2017	COMCAST	146.08	Stn 33 High Speed Internet 7/1/17-7/30/17
	7/7/2017	COMCAST	146.08	Stn 36 High Speed Internet 7/1/17-7/31/17
	7/7/2017	COMCAST	164.84	Training Site High Speed Internet/Cable Svc 6/26/17-7/25/17
218100	7/7/2017	COMCAST	208.59	Stn 38 Cable Service 6/27/17-7/26/17
218143	7/13/2017	COMCAST	228.68	Stn 30 Cable Service 7/13/17-8/12/17
218144	7/13/2017	COMCAST	236.08	New Stn 32 High Speed Internet 7/6/17-8/5/17
	7/13/2017	COMCAST	146.08	Stn 35 High Speed Internet 7/8/17-8/7/17
	7/13/2017	COMCAST	245.12	Stn 38 High-Speed Internet/Cable Svc 7/8/17-8/7/17
	7/13/2017	COMCAST	146.08	Stn 39 High Speed Internet 7/9/17-8/8/17
218145	7/13/2017	CONCERN EAP	2,564.50	Employee Assistance Premium-6/17
218013	6/23/2017	CONTRA COSTA HEALTH SERVICES	1,840.00	CUPA HazMat Permit FY 2017/2018-Stn 30
	6/23/2017	CONTRA COSTA HEALTH SERVICES	793.00	CUPA HazMat Permit FY 2017/2018-Stn 31
	6/23/2017	CONTRA COSTA HEALTH SERVICES	1,355.00	CUPA HazMat Permit FY 2017/2018-Stn 32
	6/23/2017	CONTRA COSTA HEALTH SERVICES	388.00	CUPA HazMat Permit FY 2017/2018-Stn 33
	6/23/2017	CONTRA COSTA HEALTH SERVICES	1,355.00	CUPA HazMat Permit FY 2017/2018-Stn 34
	6/23/2017	CONTRA COSTA HEALTH SERVICES	388.00	CUPA HazMat Permit FY 2017/2018-Stn 35
	6/23/2017	CONTRA COSTA HEALTH SERVICES	388.00	CUPA HazMat Permit FY 2017/2018-Stn 36
	6/23/2017	CONTRA COSTA HEALTH SERVICES	388.00	CUPA HazMat Permit FY 2017/2018-Stn 37
	6/23/2017	CONTRA COSTA HEALTH SERVICES	1,355.00	CUPA HazMat Permit FY 2017/2018-Stn 38
	6/23/2017	CONTRA COSTA HEALTH SERVICES	388.00	CUPA HazMat Permit FY 2017/2018-Stn 39
	6/23/2017	CONTRA COSTA HEALTH SERVICES	388.00	CUPA HazMat Permit FY 2017/2018-Training Site
07/07/17-03	7/7/2017	DA PAGE LLC	425.00	Paging Software-6/17
218101	7/7/2017	DAMIEN A ALVAREZ	200.00	Reimb-Paramedic Recertification Fee
218014	6/23/2017	DANIELLE BELL	115.00	Reimb-Orthotics Working Shoes
218102	7/7/2017	DAVID MICHAEL TURNER	400.00	CAD Consulting Services 3/14/17-3/17/17
218103	7/7/2017	DEFINITIVE NETWORKS INC	8,200.00	ePCR Hosting/Support Services-July 2017
218104	7/7/2017	DELL MARKETING LP	4,825.00	SQL Server STD 2016-RMS GIS Server
218015	6/23/2017	DIRECTV	57.99	Cable Service 5/12/17-6/11/17
07/07/17-04	7/7/2017	DON HOMAN	25.00	Water Tank Lease-7/1/17
218052	6/29/2017	DONALD ARMARIO	225.00	Reimb-Self Funded Vision Plan
	6/29/2017	DONALD ARMARIO	225.00	Reimb-Self Funded Vision Plan-Jenna
218016	6/23/2017	DUBLIN SAN RAMON SERVICES DIST...	59.73	Stn 30 Fireline Water Service 4/15-6/14/17
	6/23/2017	DUBLIN SAN RAMON SERVICES DIST...	238.34	Stn 30 Water Service (Meter 1.0) 4/15-6/14/17
218017	6/23/2017	EBMUD	214.72	Stn 33 Water Service (4.0) 4/10/17-6/6/17

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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	6/23/2017	EBMUD	625.58	Stn 33 Water Service (Meter 5/8) 4/10/17-6/6/17
218053	6/29/2017	EBMUD	887.59	Stn 35 Water Service (Meter 1.0) 4/20/17-6/19/17
	6/29/2017	EBMUD	220.49	Stn 35 Water Service (Meter 4.0) 4/20/17-6/19/17
218105	7/7/2017	EBMUD	113.28	New Stn 32 Water Service (Meter 1.0) 4/24/17-6/22/17
	7/7/2017	EBMUD	214.72	New Stn 32 Water Service (Meter 4.0) 4/24/17-6/22/17
	7/7/2017	EBMUD	416.55	Stn 39 Water Service (Meter 1.0) 4/27/17-6/26/17
	7/7/2017	EBMUD	214.72	Stn 39 Water Service (Meter 4.0) 4/27/17-6/26/17
218146	7/13/2017	ED JONES COMPANY INC	59.01	Name Bar-Olson
07/07/17-05	7/7/2017	EFAX CORPORATE	123.50	eFax Usage-5/17
218054	6/29/2017	EMBLEM ENTERPRISES INC	440.19	Class B Uniform Patches (300)
218018	6/23/2017	EMERICK AND FINCH	600.00	Conference Room Use Fee-Confidential Meetings 05/2017
218147	7/13/2017	EMERICK AND FINCH	75.00	Conference Room Use Fee-HR Investigation Meetings
218148	7/13/2017	ERICA GREENBERG	3,240.55	Human Resources Support (66.5 Hrs)-06/2017
218019	6/23/2017	FIRE DISTRICTS ASSOC OF CALIFOR...	550.00	FDAC Membership Renewal-FY 2017/2018
218020	6/23/2017	FIRECOM INC	6,627.31	Apparatus Headsets (21)/Headset Module (21)
218149	7/13/2017	FORM CENTER.COM	98.06	Payroll Check Supplies (100)
218021	6/23/2017	G RO SOLUTIONS LLC	90.00	CERT Instructor (3.0 hours) 5/5/17-5/6/17
218055	6/29/2017	GALLS LLC	295.79	Uniform Belts (8)-2017-1 Academy/Bell/R.Reed
218106	7/7/2017	GLOBALSTAR USA	358.56	Satellite Phone Service (6)-6/17
	7/7/2017	GLOBALSTAR USA	50.05	Satellite Phone Service-Dispatch 6/17
	7/7/2017	GLOBALSTAR USA	50.05	Satellite Phone Service-EOC 6/17
218022	6/23/2017	GOOGLE INC	204.86	Google Apps Usage-May 2017
218107	7/7/2017	GOOGLE INC	205.46	Google Apps Usage-June 2017
218023	6/23/2017	HOME DEPOT CREDIT SERVICES	64.93	100-Ft Hose-Stn 39
	6/23/2017	HOME DEPOT CREDIT SERVICES	28.66	Handheld Shower Brush-Stn 38 Women's Bathroom
	6/23/2017	HOME DEPOT CREDIT SERVICES	33.40	Light Bulbs-Admin
	6/23/2017	HOME DEPOT CREDIT SERVICES	77.33	Misc Parts-Dryer Vent Repairs/Dining Chair Leg Glides-Stn 31
	6/23/2017	HOME DEPOT CREDIT SERVICES	203.51	Panasonic Microwave-Stn 39
	6/23/2017	HOME DEPOT CREDIT SERVICES	64.89	Simulated Fire Lights-Smoke Machine
218108	7/7/2017	IEDA INC	23,760.00	Labor Relations Consulting 7/1/17-6/30/18
218109	7/7/2017	INNOVATIVE CLAIM SOLUTIONS	7,259.92	Workers' Compensation Claim Admin Fees 7/1-7/31/17
218110	7/7/2017	INTERNATIONAL ACADEMIES OF EM...	10.00	EMD CDE Quizzes-A.Calcagno
218024	6/23/2017	INTERWEST CONSULTING GROUP INC	390.00	Prof Svcs-Fire Plan Review-5/1-5/31/17
218056	6/29/2017	iPROJECT SOLUTIONS LLC	1,985.00	Electronic Plan Review Table Cart
218025	6/23/2017	IRON MOUNTAIN	338.24	Off-Site Backup Media Storage Fee-5/17
218111	7/7/2017	ISINGS CULLIGAN	85.37	Stn 30 Drinking Water Service-6/17
218026	6/23/2017	J THAYER COMPANY INC	32.42	Copy Paper (1-Box)-Admin
218057	6/29/2017	J THAYER COMPANY INC	32.42	Copy Paper (1-Box)-Admin
218112	7/7/2017	J THAYER COMPANY INC	64.84	Copy Paper (1-Box)-Admin
218027	6/23/2017	JENNIFER HUEY	223.75	Reimb-Uniform Shoes/Pants

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218058	6/29/2017	JOHN W STUART	391.75	Reimb-Misc. Supplies-Stn 32/Tape-Programming
218150	7/13/2017	KEN SCHWARTZ	6,150.00	Refund-Direct Deposit Account Closed-7/10/17 Paycheck
07/07/17-06	7/7/2017	KENNETH R CAMPO CPA	13,750.00	Finance Consulting Services (110.0 Hrs)-June 2017
06/29/17-01	6/29/2017	KHAE BOHAN	1,150.00	GIS Consulting Services (11.5-Hrs) 5/10/17-5/21/17
06/29/17-02	6/29/2017	KHAE BOHAN	1,300.00	GIS Consulting Services (13.0-Hrs) 5/25/17-6/11/17
06/29/17-03	6/29/2017	KHAE BOHAN	2,050.00	GIS Consulting Services (20.5-Hrs) 6/12/17-6/25/17
218151	7/13/2017	KRONOS INCORPORATED	10,414.10	Telestaff Annual Maintenance Fee-8/1/17-7/31/18
218152	7/13/2017	KRONOS INCORPORATED	180.00	Telestaff Overtime Codes Project #29891
218028	6/23/2017	L N CURTIS AND SONS	(167.79)	Credit-Station Boots-Purnell
	6/23/2017	L N CURTIS AND SONS	(379.70)	Credit-Uniform Boots-Ho
	6/23/2017	L N CURTIS AND SONS	2,673.78	Helmets (13)-Firefighter Reserves
218060	6/29/2017	L N CURTIS AND SONS	172.98	3/8 Tow Chain (2)
	6/29/2017	L N CURTIS AND SONS	617.03	Class B Uniform Pants-Wendel/Dwyer/Bock-Willmes
	6/29/2017	L N CURTIS AND SONS	501.20	Class B Uniform Shirts/Pants-Bell/Rawitzer
	6/29/2017	L N CURTIS AND SONS	680.89	Class B Uniform Shirts/Pants-Evitt/Vanek
	6/29/2017	L N CURTIS AND SONS	3,182.55	Class B Uniform Shirts/Pants-New Academy
	6/29/2017	L N CURTIS AND SONS	1,340.13	Class B Uniform Shirts/Pants-Tidd/Bahorski/Curtis/Sabye
	6/29/2017	L N CURTIS AND SONS	3,880.81	Helmet Headlamp/Wildland Gloves/Hoods/Goggles-Stn 33 Stock
	6/29/2017	L N CURTIS AND SONS	417.79	Station Boots w/ Zipper-Viera
	6/29/2017	L N CURTIS AND SONS	278.20	Station Boots-Archuleta
	6/29/2017	L N CURTIS AND SONS	167.79	Station Boots-Bock-Willmes
	6/29/2017	L N CURTIS AND SONS	167.79	Station Boots-O'Dwyer
	6/29/2017	L N CURTIS AND SONS	416.76	Structure Boots-Bradley
	6/29/2017	L N CURTIS AND SONS	269.54	Wildland Boots-Anderson
	6/29/2017	L N CURTIS AND SONS	269.54	Wildland Boots-Perez
	6/29/2017	L N CURTIS AND SONS	212.17	Wildland Goggles (4)
	6/29/2017	L N CURTIS AND SONS	68.59	Window Punch (4)
218113	7/7/2017	L N CURTIS AND SONS	(167.79)	Credit-Station Boots-Purnell
	7/7/2017	L N CURTIS AND SONS	167.79	Station Boots-Dwyer
	7/7/2017	L N CURTIS AND SONS	269.54	Wildland Boots-Archuleta
	7/7/2017	L N CURTIS AND SONS	269.54	Wildland Boots-Sauve
218153	7/13/2017	L N CURTIS AND SONS	617.03	Class B Uniform Pants-Maxwell/Rawitzer/Brauer
	7/13/2017	L N CURTIS AND SONS	102.84	Class B Uniform Pants-New Academy 2017-1
	7/13/2017	L N CURTIS AND SONS	617.03	Class B Uniform Pants-Tidd/Anderson/Bahorski
	7/13/2017	L N CURTIS AND SONS	205.68	Class B Uniform Pants-Volunteer
	7/13/2017	L N CURTIS AND SONS	192.69	Class B Uniform Shirts-Anderson
	7/13/2017	L N CURTIS AND SONS	414.60	Class B Uniform Shirts-Volunteer/Pants-Laugero
	7/13/2017	L N CURTIS AND SONS	1,188.59	Class B Uniform Shirts/Pants-Castro/Hirst/Dwyer/Hubbard/Bock
	7/13/2017	L N CURTIS AND SONS	4,216.34	Class B Uniform Shirts/Pants-New Academy 2017-1
	7/13/2017	L N CURTIS AND SONS	63.85	Latch Extension Bar/Lanyard-SCBA Bracket Parts

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	7/13/2017	L N CURTIS AND SONS	167.79	Station Boots-Dwyer
	7/13/2017	L N CURTIS AND SONS	416.76	Structure Boots-Rossen
	7/13/2017	L N CURTIS AND SONS	269.54	Wildland Boots-Barragan
	7/13/2017	L N CURTIS AND SONS	189.44	Wildland Pants-Rossen
218154	7/13/2017	LCA ARCHITECTS INC	948.43	Professional Services-New Station 32-5/17
	7/13/2017	LCA ARCHITECTS INC	740.00	Professional Services-Stn 31 Kitchen Remodel-6/17
218061	6/29/2017	LIEBERT CASSIDY WHITMORE	630.00	Professional Services-Disability Advice 5/31/17
	6/29/2017	LIEBERT CASSIDY WHITMORE	4,165.00	Professional Services-Investigation 5/31/17
	6/29/2017	LIEBERT CASSIDY WHITMORE	945.00	Professional Services-Pre-Litigation 5/31/17
218062	6/29/2017	LIVERMORE DUBLIN DISPOSAL	249.91	Stn 30 Garbage Service-6/17
	6/29/2017	LIVERMORE DUBLIN DISPOSAL	422.92	Stn 34 Garbage Service-6/17
	6/29/2017	LIVERMORE DUBLIN DISPOSAL	616.88	Stn 38 Garbage Service-6/17
	6/29/2017	LIVERMORE DUBLIN DISPOSAL	249.91	Stn 39 Garbage Service-6/17
218029	6/23/2017	LOGOBOSS LLC	117.40	Name Plates (3)-Plans Examiner/Executive Assistant
218030	6/23/2017	M AND L OVERHEAD DOORS	753.85	Replaced Defective Safety Edge-Stn 34 App Bay Door
218063	6/29/2017	MARK A MIRCHANDANI	609.30	Reimb-EA-Knowing Your Apparatus/Driver Book-Engineer Exam
218064	6/29/2017	MARTIN ROSSEN	59.82	Reimb-Airport Parking-PPE Seminar 5/14-5/19/17
218065	6/29/2017	MATTHEW DAKIN	193.75	Reimb-ACLS Recertification/ACLS Book
06/23/17-04	6/23/2017	MAXIM SERVICES	2,055.00	Admin Cleaning Service-6/17
218031	6/23/2017	MEGAN OCONNOR	187.46	Reimb-PALS Recertification
218032	6/23/2017	MICHAEL BAKALAR	175.00	Reimb-ACLS Recertification
218066	6/29/2017	MICHAEL ELLIS	7.27	Reimb-Station to Station Mileage
06/23/17-05	6/23/2017	MOORE MECHANICAL INC	386.00	Replace A/C Compressor Capacitor/Filters-Stn 32
06/23/17-06	6/23/2017	MOORE MECHANICAL INC	173.00	Day Room A/C Filter Change-Stn 31
218033	6/23/2017	MORRIS AND ASSOCIATES	302,858.00	Excess Worker's Comp Policy Renewal-FY 17/18
218114	7/7/2017	NATHAN SILL	107.85	Reimb-Uniform Pants (2)
218067	6/29/2017	NATIONAL PEN	235.35	District Pens (250)
06/23/17-07	6/23/2017	NOB HILL CLEANERS INC	80.00	Patch on Uniform Shirts (10)-Reserves
07/07/17-07	7/7/2017	NOB HILL CLEANERS INC	136.00	Patch on Uniform Shirts (17)
07/13/17-09	7/13/2017	NOB HILL CLEANERS INC	96.00	Patch on Uniform Shirts (12)
218034	6/23/2017	OFFICE DEPOT	463.48	Office/Kitchen Supplies-Admin
218115	7/7/2017	OFFICE DEPOT	125.19	Office Supplies
218155	7/13/2017	OFFICE DEPOT	148.40	Office Supplies
218116	7/7/2017	OREILLY AUTOMOTIVE INC	(26.35)	Credit-Transmission Filter-Unit 705
	7/7/2017	OREILLY AUTOMOTIVE INC	53.93	Electronic Flasher-Unit 508
	7/7/2017	OREILLY AUTOMOTIVE INC	98.90	Front Brakes Disc Pad Set-Unit 811
	7/7/2017	OREILLY AUTOMOTIVE INC	116.33	Front Shocks (2)-Unit 704
	7/7/2017	OREILLY AUTOMOTIVE INC	98.54	New Battery-Unit 306
	7/7/2017	OREILLY AUTOMOTIVE INC	11.29	Oil Filter-Unit 330
	7/7/2017	OREILLY AUTOMOTIVE INC	26.35	Transmission Filter-Unit 705

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	7/7/2017	OREILLY AUTOMOTIVE INC	48.68	Transmission Filters-Unit 705
218117	7/7/2017	ORKIN	170.00	Stn 36 Pest Control Service-6/30/17
	7/7/2017	ORKIN	85.59	Training Ctr Pest Control Service-6/30/17
218156	7/13/2017	ORKIN	76.13	New Stn 32 Pest Control Service-7/10/17
	7/13/2017	ORKIN	102.83	Stn 31 Pest Control Service-7/5/17
07/13/17-10	7/13/2017	OSBORN SPRAY SERVICE INC	67.00	Stn 32 Pest Control Service-6/5/17
07/13/17-11	7/13/2017	OSBORN SPRAY SERVICE INC	75.00	Admin Pest Control Service-6/19/17
07/13/17-12	7/13/2017	OSBORN SPRAY SERVICE INC	55.00	Stn 39 Pest Control Service-6/16/17
07/13/17-13	7/13/2017	OSBORN SPRAY SERVICE INC	55.00	Stn 30 Pest Control Service-6/19/17
07/13/17-14	7/13/2017	OSBORN SPRAY SERVICE INC	55.00	Stn 36 Pest Control Service-6/19/17
07/13/17-15	7/13/2017	OSBORN SPRAY SERVICE INC	55.00	Stn 33 Pest Control Service-6/19/17
07/13/17-16	7/13/2017	OSBORN SPRAY SERVICE INC	155.00	Stn 35 Pest Control Service-6/16/17
06/23/17-08	6/23/2017	PACHECO BROTHERS GARDENING L...	2,131.00	Admin/Stn 30/Stn 31/Stn 35/Stn 38 Landscape Maint-06/2017
07/07/17-08	7/7/2017	PACHECO BROTHERS GARDENING L...	2,131.00	Admin/Stn 30/Stn 31/Stn 35/Stn 38 Landscape Maint-02/2017
06/23/17-09	6/23/2017	PACIFIC MOUNTAIN CONTRACTORS ...	147,688.63	Progress Payment #17 Less Retainage-New Fire Station 32
218068	6/29/2017	PETER C BENSON	10,720.00	EMS Medical Director-Consulting Services 5/17
218158	7/13/2017	PETTY CASH	24.56	Reimb-Board Meeting Refreshments 2/22/17
	7/13/2017	PETTY CASH	22.37	Reimb-Clorox Bleach-Admin Ladies Locker/Restroom
	7/13/2017	PETTY CASH	31.98	Reimb-Coffee Supplies-SRV Board Retreat
	7/13/2017	PETTY CASH	30.00	Reimb-CSMFO Chapter Meeting Fee 5/10/17
	7/13/2017	PETTY CASH	15.00	Reimb-Fire Inspector 1A Class Bridge Toll 1/23-1/25/17
	7/13/2017	PETTY CASH	68.78	Reimb-Fuel-Chief Meyer Vehicle
	7/13/2017	PETTY CASH	40.03	Reimb-Fuel-E31 Transport
	7/13/2017	PETTY CASH	29.19	Reimb-Meals-Wendel/Mahoney-Setting Fireworks Signs
	7/13/2017	PETTY CASH	19.72	Reimb-Mileage-Cash Deposits to Bank of the West
	7/13/2017	PETTY CASH	23.04	Reimb-Mileage-CERBT Spring 2017 Workshop
	7/13/2017	PETTY CASH	60.00	Reimb-NorCal Meeting Fee 4/28/17-Evitt/Drayton
	7/13/2017	PETTY CASH	9.26	Reimb-Parachute Cords/Cord Stops/Bodkin
	7/13/2017	PETTY CASH	30.00	Reimb-PPE Helmet/Wildland Set
	7/13/2017	PETTY CASH	57.36	Reimb-White Board-Koran's Office
	7/13/2017	PETTY CASH	20.03	Reimb-Working Lunch w/ Sunset
218035	6/23/2017	PGE	10.54	New Stn 32 Gas Service-6/17
	6/23/2017	PGE	1,364.52	Stn 36 Gas/Electric Service-6/17
218069	6/29/2017	PGE	20,273.72	Gas/Electric Service-6/17
218118	7/7/2017	PGE	527.58	New Stn 32 Electric Service-4/27/17-6/5/17
	7/7/2017	PGE	45.72	Stn 34 Signal Light-6/17
218036	6/23/2017	PITNEY BOWES INC	323.96	Postage Meter Rental-6/17/Annual Service Agreement
218119	7/7/2017	PITNEY BOWES INC	70.84	Postage Machine Red Ink Cartridge
218037	6/23/2017	POWERHOUSE RETAIL SERVICES	587.00	Refund-Plan Review Fees-IN7791503
218159	7/13/2017	PRIMO ESPRESSO COMPANY	88.96	Admin Coffee Supplies

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218120	7/7/2017	QUESTYS SOLUTIONS	7,341.90	Questys Software Annual Maintenance
06/23/17-10	6/23/2017	RAHUL MAHARAJ	2,790.00	EMD-Q Review Services/OCU Compliance (62.0 Hours)-4/17
06/23/17-11	6/23/2017	RAHUL MAHARAJ	2,812.50	EMD-Q Review Services/OCU Compliance (62.5 Hours)-5/17
07/07/17-09	7/7/2017	RAHUL MAHARAJ	2,677.50	EMD-Q Review Services/OCU Compliance (59.5 Hours)-6/17
218070	6/29/2017	RAY A MORGAN COMPANY INC	8,832.70	FP Purged Files Scanning Project
07/13/17-17	7/13/2017	REPUBLIC SERVICES 210	620.72	Stn 36 Garbage Service 7/1/17-7/31/17
07/13/17-18	7/13/2017	REPUBLIC SERVICES 210	310.33	Stn 33 Garbage Service 7/1/17-7/31/17
07/13/17-19	7/13/2017	REPUBLIC SERVICES 210	289.72	Stn 32 Garbage Service 7/1/17-7/31/17
07/13/17-20	7/13/2017	REPUBLIC SERVICES 210	620.72	Stn 31 Garbage Service 7/1/17-7/31/17
07/13/17-21	7/13/2017	REPUBLIC SERVICES 210	289.72	Stn 35 Garbage Service 7/1/17-7/31/17
07/13/17-22	7/13/2017	REPUBLIC SERVICES 210	647.94	Training Site Garbage Service 7/1/17-7/31/17
218071	6/29/2017	RIAN G EVITT	120.59	Reimb-NorCal Class Snacks 6/20-6/22/17
218121	7/7/2017	RICHARD HUETTIS	595.00	Reimb-Educ Assist-Confined Space Rescue Technician 6/19-6/23
218122	7/7/2017	ROBERT SCOTT FULWOOD	8,736.62	ADPP Payment Less Dental/Vision/Life/EAP 6/1-6/30/17
218038	6/23/2017	SAFETY-KLEEN SYSTEMS INC	217.00	Aqueous Parts Washer-Stn 30 Mechanic Shop 11/9/16
218160	7/13/2017	SAGE RENEWABLES	1,250.00	Solar Feasibility Consulting Fee-5/1/17-6/30/17
218161	7/13/2017	SAN MATEO REGIONAL NETWORK I...	415.00	FireDispatch.com CAD Interface/Radio Audio Streaming
218039	6/23/2017	SAN RAMON TOW INC	700.00	Cars (2)-Auto Extrication Training
218072	6/29/2017	SHAMROCK OFFICE SOLUTIONS INC	44.21	Admin Copier Overage Charge 6/1-6/30/17
	6/29/2017	SHAMROCK OFFICE SOLUTIONS INC	10.77	Shipping Fee-Black/Color Print Cartridge-Admin Copier
218123	7/7/2017	SHAMROCK OFFICE SOLUTIONS INC	10.77	Shipping Fee-Black/Color Print Cartridge-Admin Copier
218124	7/7/2017	SKYHAWK PHOTOGRAPHY	580.00	Preplans for 318 & 152 (Client to Reimburse)
218040	6/23/2017	SMILE BUSINESS PRODUCTS INC	263.36	Training Copier Annual Contract-5/1/17-5/31/17
218125	7/7/2017	SOLAR WINDS	3,384.00	SolarWinds Network Monitoring Software Maintenance-7/17-7/18
218041	6/23/2017	SPRINT	1,645.80	Mobile Data Wireless Access Fee 4/26/17-5/25/17
218126	7/7/2017	SPRINT	1,827.31	Mobile Data Wireless Access Fee 5/26/17-6/25/17
218127	7/7/2017	SPRINT	708.09	T1 Port Access Bundle-6/18/17
218073	6/29/2017	STAPLES CREDIT PLAN	(9.73)	Credit-Office Supplies
	6/29/2017	STAPLES CREDIT PLAN	9.73	Office Supplies
	6/29/2017	STAPLES CREDIT PLAN	546.62	Printer Toner Cartridge-Stn 39
218128	7/7/2017	STEVE LAUGERO	175.00	Reimb-ACLS Recertification
218042	6/23/2017	STRYKER SALES CORP	4,370.92	XPS Retrofit Kits (2)-Stryker Power Pro Gurneys
218074	6/29/2017	STRYKER SALES CORP	5,297.56	6600 Power Cot Upgrade Kit-PowerLoad Gurneys
218129	7/7/2017	SUMMERS AND SONS ELECTRIC INC	1,750.31	Conduit & Junction Box Installations-Stn 31
	7/7/2017	SUMMERS AND SONS ELECTRIC INC	2,265.92	Conduit/Junction Box/Attic Innerduct Installation-Stn 34
218162	7/13/2017	SUN LIFE FINANCIAL	25,974.62	Dental Insurance-7/17
	7/13/2017	SUN LIFE FINANCIAL	17,018.80	Dental Insurance-Retirees 7/17
218043	6/23/2017	SUNSET DEVELOPMENT COMPANY	225.00	Refund-Plan Review Fees-IN7791448
218130	7/7/2017	SUPPLYWORKS	215.17	Household Supplies
218163	7/13/2017	TARGET SOLUTIONS	16,595.00	TargetSolutions Annual Subscription/Maint Fee-7/1/17-6/30/18

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218075	6/29/2017	THE HARTFORD PRIORITY ACCOUNTS	1,716.00	Life/AD&D Insurance-6/17
218164	7/13/2017	THE HARTFORD PRIORITY ACCOUNTS	1,700.40	Life/AD&D Insurance-7/17
218165	7/13/2017	THE PUBLIC RETIREMENT JOURNAL	250.00	Public Retirement Journal Annual Subscription-8/17-7/18
218131	7/7/2017	TRAVERSOS WORK SHOE HEADQUA...	282.96	Uniform Boots-Michaelson
	7/7/2017	TRAVERSOS WORK SHOE HEADQUA...	435.91	Wildland Boots-Jim Martin
218132	7/7/2017	TRI VALLEY HOSE INC	309.70	Power Steering Suction Hose-Unit 525
07/07/17-10	7/7/2017	TRILLIUM TRANSPORTATION FUELS ..	24.04	Natural Gas-Unit 303 6/1-6/30/17
218044	6/23/2017	UNITED PARCEL SERVICE	20.81	Delivery Charges-6/17/17
218076	6/29/2017	UNITED PARCEL SERVICE	70.02	Delivery Charges-6/24/17
218133	7/7/2017	UNITED PARCEL SERVICE	85.05	Delivery Charges-6/30/17
218166	7/13/2017	UNITED PARCEL SERVICE	20.34	Delivery Charges-6/30/17
BS 05/17-1	6/28/2017	US BANK	21.75	Antique Engine Restoration-3-in Brass Round Rods
BS 05/17-10	6/28/2017	US BANK	49.53	Antique Engine Restoration-Starter Switch/Battery Switch
BS 05/17-11	6/28/2017	US BANK	49.46	Antique Engine Restoration-Ignition Coil/Battery Cable
BS 05/17-12	6/28/2017	US BANK	10.99	Antique Engine Restoration-Oil Seal
BS 05/17-13	6/28/2017	US BANK	40.10	Antique Engine Restoration-Valve Extension/Brake Fluid
BS 05/17-14	6/28/2017	US BANK	173.10	Antique Engine Restoration-Misc. Fleet Parts
BS 05/17-15	6/28/2017	US BANK	39.83	Antique Engine Restoration-Red Round Rod
BS 05/17-16	6/28/2017	US BANK	12.95	Antique Engine Restoration-Belt
BS 05/17-2	6/28/2017	US BANK	7.89	Office Supplies
BS 05/17-3	6/28/2017	US BANK	32.46	Antique Engine Restoration-Scratch Fixer
BS 05/17-4	6/28/2017	US BANK	20.98	Antique Engine Restoration-Brake Light Switch/Misc. Parts
BS 05/17-5	6/28/2017	US BANK	77.68	Antique Engine Restoration-Automotive Silver Top Coat Paint
BS 05/17-6	6/28/2017	US BANK	41.86	Antique Engine Restoration-Automotive Black Top Coat Paint
BS 05/17-7	6/28/2017	US BANK	645.49	Antique Engine Restoration-Misc. Fleet Parts
BS 05/17-8	6/28/2017	US BANK	30.50	Antique Engine Restoration-Generator Starter/Brush Set
BS 05/17-9	6/28/2017	US BANK	100.62	Antique Engine Restoration-16-Ft Stinger 4 Gauge Copper Wire
BSS 05/17	6/28/2017	US BANK	36.28	Light Bulbs-Stn 30 Bedrooms
CH 05/17	6/28/2017	US BANK	139.78	Exterior Paint-Stn 31
DB 05/17-1	6/28/2017	US BANK	45.00	Constant Contact-CERT Renewal Email System
DF 05/17	6/28/2017	US BANK	192.13	Hazardous Waste Material Disposal Fee
DK 05/17-1	6/28/2017	US BANK	430.84	Shredding Service-Admin/Dispatch April 2017
DK 05/17-2	6/28/2017	US BANK	1,300.00	ArcGIS Online Access-FLSD
DK 05/17-3	6/28/2017	US BANK	210.41	Detail Vehicle-Unit 344/Air Freshner-Admin's Women Restroom
DK 05/17-4	6/28/2017	US BANK	214.84	Shredding Service-Admin May 2017
DM 05/17-1	6/28/2017	US BANK	107.97	Retirement Plaque Engraving-Colon,Walker,Peters,Trilevsky
DM 05/17-10	6/28/2017	US BANK	105.31	Printer Ink Cartridge/Expo Dry Erase-Maxwell
DM 05/17-2	6/28/2017	US BANK	200.08	Citizen Lifesaving Medals
DM 05/17-3	6/28/2017	US BANK	5.75	Coffee-Chief Meyer Meeting
DM 05/17-4	6/28/2017	US BANK	46.31	Board Refreshments/Retirement/Promotions



**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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DM 05/17-5	6/28/2017	US BANK	8.85	Coffee-Command Staff Mtg-Chief Meyer
DM 05/17-6	6/28/2017	US BANK	39.24	Retirement Plaque Engraving-Nelson
DM 05/17-7	6/28/2017	US BANK	249.29	Flame Awards-EE of the Year
DM 05/17-8	6/28/2017	US BANK	38.89	Memorial Name Plate Engravings (3)
DM 05/17-9	6/28/2017	US BANK	182.28	Business Cards-Evitt/Wendel
DMc 05/17-1	6/28/2017	US BANK	114.59	Meals/Parking-DD Training 4/24-4/27/17
DMc 05/17-2	6/28/2017	US BANK	24.36	Phone Battery Charger
DMc 05/17-3	6/28/2017	US BANK	217.85	Strike Team Leader Manuals-Aguilar,Word,Shafer
DMc 05/17-4	6/28/2017	US BANK	90.43	Coffee/Breakfast-Captains Meeting 5/18/17
DP 05/17-1	6/28/2017	US BANK	113.15	Bedding Supplies-Comm Center
DP 05/17-2	6/28/2017	US BANK	54.00	Food-Finance Meeting
DP 05/17-3	6/28/2017	US BANK	97.38	Office Supplies-Comm Center
DP 05/17-4	6/28/2017	US BANK	1,170.38	CS131 Technical Repair Parts
DP 05/17-5	6/28/2017	US BANK	151.18	Food-Staging/Check-In Training Course
DP 05/17-6	6/28/2017	US BANK	44.05	Binders-Staging/Check-In Training Course
DV 05/17-1	6/28/2017	US BANK	41.11	Folding Table-HeartSafe
DV 05/17-2	6/28/2017	US BANK	130.85	'Out of Service' Sign-HeartSafe
DV 05/17-3	6/28/2017	US BANK	312.84	Portable Air Conditioner-HeartSafe
DV 05/17-4	6/28/2017	US BANK	151.41	7th Grade CPR Trainer Lunch (14)-Iron Horse MS
DV 05/17-5	6/28/2017	US BANK	9.07	Bottled Water Supplies-FLSD Waiting Room
EMS 5/22/17	6/28/2017	US BANK	10,518.90	EMS Supplies CD-16/17-056
Fleet 05/22/17	6/28/2017	US BANK	14,273.03	Fleet Supplies CD-16/17-056
JC 05/17	6/28/2017	US BANK	29.10	Clorox Wipes-HeartSafe CPR
JL 05/17-1	6/28/2017	US BANK	86.56	Shade Hats-Tiller Trainers
JL 05/17-2	6/28/2017	US BANK	47.45	Meals-Tiller Trainers
JL 05/17-3	6/28/2017	US BANK	64.91	Cooling Towels-Tiller Trainers
JL 05/17-4	6/28/2017	US BANK	13.85	Sunscreen-Tiller Trainers
JL 05/17-5	6/28/2017	US BANK	399.80	Apple TV (2)/HDMI Cables-BC Office/Class
JL 05/17-6	6/28/2017	US BANK	15.95	Coffee-Early HazMat Call
JV 05/17-1	6/28/2017	US BANK	54.49	Helmet Shield-Drayton
JV 05/17-2	6/28/2017	US BANK	20.00	Social Media Posting
JV 05/17-3	6/28/2017	US BANK	64.74	Breakfast-Officers Meeting 5/8/17
LP 05/17-1	6/28/2017	US BANK	2,086.90	Truck Tread/Tire Tubes-Firetruck Project
LP 05/17-2	6/28/2017	US BANK	517.41	Lodging/Fuel-CSTI Class 5/14-5/18/17-Phares
MK 05/17-1	6/28/2017	US BANK	67.39	Quarterly Finance Officers Lunch Mtg (3)-4/27/17
MK 05/17-2	6/28/2017	US BANK	18.70	Keys-Time Stamp Machine
MY 05/17	6/28/2017	US BANK	99.00	Programmable Fitness Wall Timer
NKW 05/17-1	6/28/2017	US BANK	99.00	Employer's Rights-Marijuana Use Trg Reg Fee
NKW 05/17-2	6/28/2017	US BANK	70.00	Rehiring Retirees Seminar Reg Fee
NKW 05/17-3	6/28/2017	US BANK	1,020.00	Calpeira Conf Reg Fee/Membership Fee

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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NKW 05/17-4	6/28/2017	US BANK	18.75	Parking Fee-ADP Conference
PT 05/17	6/28/2017	US BANK	42.00	Coffee-Officers Meeting 5/8/17
RN 05/17-1	6/28/2017	US BANK	78.71	New Mirror-Unit 706
Rossen 5/17	6/28/2017	US BANK	20.00	Rossen-CalCard Stmt 5/22/17
RW 05/17-1	6/28/2017	US BANK	374.54	2015 IBC/IFC Commentary Handbooks
RW 05/17-10	6/28/2017	US BANK	83.31	Display Port Cables/Adaptor-Plan Review 2
RW 05/17-11	6/28/2017	US BANK	119.98	ProClip Mobile Phone Mount-Unit 322
RW 05/17-2	6/28/2017	US BANK	535.79	Auto Sprinkler Handbooks
RW 05/17-3	6/28/2017	US BANK	175.00	NFPA Membership-Drayton
RW 05/17-4	6/28/2017	US BANK	1,345.50	NFPA Codes Subscription Svc All Access-Drayton
RW 05/17-5	6/28/2017	US BANK	73.62	Wireless Keyboard Mouse Combo-Wendel
RW 05/17-6	6/28/2017	US BANK	31.99	'Vehicle Makes Frequent Stops' Caution Magnets (2)
RW 05/17-8	6/28/2017	US BANK	134.00	Keurig Coffee Maker-FLSD Waiting Room
RW 05/17-9	6/28/2017	US BANK	95.27	Coffee/K-Cups Supplies-FLSD Waiting Room
SC 05/17-1	6/28/2017	US BANK	634.26	FF Wildland Firefighting Handbook (11)
SC 05/17-2	6/28/2017	US BANK	254.06	Computer UPS (2)-Stn 39
SC 05/17-3	6/28/2017	US BANK	2.13	Active911 Subscription
SC 05/17-4	6/28/2017	US BANK	494.55	Wireless Equipment-Stn 32
SC 05/17-5	6/28/2017	US BANK	163.07	Video Capture Card-EE Budget Workshop
TW 05/17-1	6/28/2017	US BANK	186.16	3-Liter Hydration Pack (2)/Compass-Wildland Firefighting
TW 05/17-2	6/28/2017	US BANK	400.51	16-Gauge Steel Fire Safety Cabinet
218077	6/29/2017	VALLEJO FIRE EXTINGUISHER INC	427.63	SCBA Cylinder Hydrostatic Test/O-Ring/Delivery Charge
218045	6/23/2017	VALLEY OIL COMPANY	507.91	Diesel Fuel-Stn 32 5/30/17
	6/23/2017	VALLEY OIL COMPANY	739.08	Diesel Fuel-Stn 35 6/6/17
	6/23/2017	VALLEY OIL COMPANY	2,192.93	Unleaded Fuel-Stn 38 5/30/17
	6/23/2017	VALLEY OIL COMPANY	2,295.97	Unleaded Fuel-Stn 38 6/6/17
	6/23/2017	VALLEY OIL COMPANY	541.72	Unleaded/Diesel Fuel-Stn 31 6/6/17
218046	6/23/2017	VERIZON WIRELESS	189.74	Physio-Control Heart Monitor Modems 4/24/17-5/23/17
218047	6/23/2017	VERIZON WIRELESS	702.29	Cell Phone Charges 5/4/17-6/3/17
218134	7/7/2017	VERIZON WIRELESS	189.78	Physio-Control Heart Monitor Modems 5/24/17-6/23/17
218167	7/13/2017	VILCIA RODRIGUEZ	600.00	Human Resources Support (10.0 Hrs)-06/2017
218168	7/13/2017	VISION SERVICE PLAN	4,815.58	Vision Insurance-7/17
	7/13/2017	VISION SERVICE PLAN	3,908.75	Vision Insurance-Retirees 7/17
218048	6/23/2017	WALKERS HYDRAULICS INC	4,725.95	Install New Saylor Beal 3HP Air Compressor-Stn 38
218078	6/29/2017	WASTE MANAGEMENT OF ALAMEDA...	200.14	Stn 30 Garbage Recycling Service-6/17
	6/29/2017	WASTE MANAGEMENT OF ALAMEDA...	86.88	Stn 34 Garbage Recycling Service-6/17
	6/29/2017	WASTE MANAGEMENT OF ALAMEDA...	172.83	Stn 38 Garbage Recycling Service-6/17
	6/29/2017	WASTE MANAGEMENT OF ALAMEDA...	86.88	Stn 39 Garbage Recycling Service-6/17
07/07/17-11	7/7/2017	WILLIAM D ROSS ESQ	6,262.95	Legal Services-General Matters 6/17
07/07/17-12	7/7/2017	WILLIAM D ROSS ESQ	2,445.19	Legal Services-Personnel Matters 6/17

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

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06/23/17-12	6/23/2017	WITTMAN ENTERPRISES LLC	15,986.40	Ambulance Collection Fees-5/17
Report Total			1,584,546.73	

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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153058	6/28/2017	ACE AUTO REPAIR AND TI...	1,373.92	Brake Repairs/Replace ABS Control Module-Unit 702	1125
154626	6/28/2017	ACE AUTO REPAIR AND TI...	74.21	Routine Preventative Maint/Oil Change/Rotate Tire-Unit 398	1125
156468	6/28/2017	HI TECH EMERGENCY VEH...	410.11	Wiper Linkage/Arm Kit-Unit 524	1125
156483	6/28/2017	HI TECH EMERGENCY VEH...	2,097.69	Aerial Ladder Inspection/Service-Unit 526	1125
156484	6/28/2017	HI TECH EMERGENCY VEH...	3,218.62	Annual Service/Inspection/Parts-Unit 526	1125
156750	6/28/2017	HI TECH EMERGENCY VEH...	4,974.41	Custom Built Gear Cabinet/New Center Console-Unit 658	1125
156777	6/28/2017	HI TECH EMERGENCY VEH...	68.41	SCBA Tray Locking Slide-Unit 606	1125
166635	6/28/2017	FUTURE FORD LINCOLN O...	19.60	Sway Bar Mount/Bolts-Unit 701	1125
294455	6/28/2017	FUTURE FORD LINCOLN O...	720.49	Engine Starter Issues/Replace Glow Plug Controller-Unit 701	1125
296949	6/28/2017	FUTURE FORD LINCOLN O...	26.71	Oil/Filter Change-Unit 352	1125
296953	6/28/2017	FUTURE FORD LINCOLN O...	217.72	New Keys/FOB-Unit 393	1125
297447	6/28/2017	FUTURE FORD LINCOLN O...	57.96	Oil/Filter Change/Inspect Tires/Battery-Unit 350	1125
297588	6/28/2017	FUTURE FORD LINCOLN O...	955.22	Check Engine Light On/Replace ICP Sensor/Connector-Unit 702	1125
298072	6/28/2017	FUTURE FORD LINCOLN O...	57.96	Oil/Filter Change/Rotate Tires/Test Battery/Brake-Unit 351	1125
Report Total			14,273.03		

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218200	7/28/2017	AD CLUB	1,535.00	Recruitment Advertisements-Dispatch May 2017
218237	8/4/2017	AETNA LIFE INSURANCE COMPANY	147.00	Ambulance Refund
218201	7/28/2017	AIRGAS USA LLC	526.25	Oxygen Tank Cylinders (14)
	7/28/2017	AIRGAS USA LLC	161.90	Oxygen Tank Cylinders (2)
218238	8/4/2017	AMAZON COM CREDIT SERVICES	291.19	Gym Equipment Wipes Dispenser/Refills-New Stn 32
	8/4/2017	AMAZON COM CREDIT SERVICES	93.12	Keurig Coffee Maker-New Stn 32
	8/4/2017	AMAZON COM CREDIT SERVICES	15.08	Non-Stick Toaster Oven Liner-Admin Toaster Oven
	8/4/2017	AMAZON COM CREDIT SERVICES	410.27	TV Sound Bar-New Stn 32
218239	8/4/2017	AMS NET	385.12	Stn 31 Router Refresh/Cisco Business Edition 6000 License
218202	7/28/2017	ANNE KOPP PH D	3,850.00	FF/PM and Dispatcher Recruitment
218169	7/21/2017	AP TRITON LLC	4,166.66	EMS Advocate Consulting Services-June 2017
218240	8/4/2017	ATT	19.83	Phone Service 6/19/17-7/18/17
218241	8/4/2017	ATT	5,054.95	Phones/Data/Radio Circuit/Long Distance 6/20/17-7/19/17
218242	8/4/2017	ATT	128.33	Phone Service 6/20/17-7/19/17
218243	8/4/2017	ATT	19.84	Phone Service 6/20/17-7/19/17
218203	7/28/2017	BAY AREA AIR QUALITY MGMT DIST	571.00	Annual Permit Renewal for Generator-Stn 38
218204	7/28/2017	BLACKROCK GROUP	2,850.00	FF/PM Recruitment-Candidate Background Check
218245	8/4/2017	BLUE SHIELD OF CALIFORNIA	1,193.46	Ambulance Refund
218246	8/4/2017	BLUE SHIELD OF CALIFORNIA	335.00	Ambulance Refund
218247	8/4/2017	BLUE SHIELD OF CALIFORNIA	1,716.05	Ambulance Refund
218248	8/4/2017	BOYKIN CONSULTING SERVICES	3,600.00	Consulting Svcs-CERS Submittal/#32 Soil Testing/SPCC Plan
218283	8/4/2017	BRIAN OLSON	22.85	Reimb-Reserve Driving Class Food
218170	7/21/2017	BUCHANAN AUTO ELECTRIC INC	548.65	Batteries (3)-Shop
	7/21/2017	BUCHANAN AUTO ELECTRIC INC	(135.00)	Returned Battery Cores (6)
218249	8/4/2017	BUCHANAN AUTO ELECTRIC INC	545.65	1231MF Batteries (3)-Unit 632
	8/4/2017	BUCHANAN AUTO ELECTRIC INC	1,097.31	1231MF Batteries (6)-Unit 509
	8/4/2017	BUCHANAN AUTO ELECTRIC INC	1,097.31	1231MF Batteries (6)-Unit 531
	8/4/2017	BUCHANAN AUTO ELECTRIC INC	519.63	Dodge Truck Alternator Rebuild-Unit 387
	8/4/2017	BUCHANAN AUTO ELECTRIC INC	2,502.62	New Alternator/Regulator-Unit 531
218250	8/4/2017	BURNS TRUCK AND TRAILER	2,848.80	Repair Engine/Rebuild Jakes/Adjust Overhead-Unit 509
218205	7/28/2017	CA STATE DEPARTMENT OF JUSTICE	147.00	Fingerprinting of Candidates
	7/28/2017	CA STATE DEPARTMENT OF JUSTICE	667.00	New Hire Backgrounds-Live Scan & FBI-Reserve FF
218206	7/28/2017	CALIFORNIA UST SERVICES	708.38	Replaced Bolt/Plate/Nozzle Boot at Gasoline Pump-Stn 34
	7/28/2017	CALIFORNIA UST SERVICES	332.75	Replaced Hose/Primed Pump at Gosoline Pump-Stn 30
	7/28/2017	CALIFORNIA UST SERVICES	351.19	Replaced Rotor Kit at Gasoline Pump-Stn 38
Wire 7/21/17	7/21/2017	CaPERS CERBT (OPEB)	257,949.00	FY 17/18 OPEB Contribution Prefunding-July 2017
218171	7/21/2017	CAPITOL CLUTCH AND BRAKE INC	78.71	Leveling Valve-Unit 528
218252	8/4/2017	CCC DEPT OF INFO TECH	2,371.95	Telecommunication Services/Radio Services-6/17
7/21/2017	7/27/2017	CCC EMPLOYEES RETIREMENT ASS...	879.00	GASB 68 Implementation Actuarial & Audit Fees
CCCERA 17/...	7/26/2017	CCC EMPLOYEES RETIREMENT ASS...	16,746,000.00	CCCERA Employer Contribution Prepayment-FY 2017/18

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	7/26/2017	CCC EMPLOYEES RETIREMENT ASS...	294,000.00	UAAL Employer Contribution Prepayment-FY 2017/18
218253	8/4/2017	CCC PUBLIC WORKS DEPARTMENT	3,855.73	Permit EL1228489/EL1632897/ES1329743/LP0902026-New Stn 32
218172	7/21/2017	CHRISTOPHER CUNNINGHAM	200.00	Reimb Paramedic Recertification
218173	7/21/2017	CINTAS CORPORATION	79.64	Carpet Runners/Mechanics Coverall Cleaning Fee-5/3/17
	7/21/2017	CINTAS CORPORATION	79.64	Carpet Runners/Mechanics Coverall Cleaning Fee-6/14/17
	7/21/2017	CINTAS CORPORATION	35.00	Carpet Runners/Mechanics Coverall Cleaning Fee-6/21/17
218254	8/4/2017	CINTAS CORPORATION	79.64	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-7/12/17
	8/4/2017	CINTAS CORPORATION	35.00	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-7/19/17
218174	7/21/2017	CLUB CARE INC	661.34	Treadmill Replaced Running Belt-Stn 36
218175	7/21/2017	COMCAST	151.08	Stn 31 High-Speed Internet 7/23/17-8/22/17
218176	7/21/2017	COMCAST	309.50	Admin Cable Service/High-Speed Internet 7/17/17-8/16/17
218177	7/21/2017	COMCAST	146.08	Stn 34 High Speed Internet 7/15/17-8/14/17
218207	7/28/2017	COMCAST	194.47	Stn 32 Cable Service 8/1/17-8/31/17
	7/28/2017	COMCAST	188.71	Stn 33 Cable Service 8/1/17-8/31/17
	7/28/2017	COMCAST	203.13	Stn 39 Cable Service 8/1/17-8/31/17
218208	7/28/2017	COMCAST	146.08	Stn 32 High-Speed Internet 7/18/17-8/17/17
218256	8/4/2017	COMCAST	253.13	Stn 31 Cable Service 7/26/17-8/25/17
	8/4/2017	COMCAST	188.07	Stn 34 Cable Service 7/27/17-8/26/17
	8/4/2017	COMCAST	219.61	Stn 35 Cable Service 7/27/17-8/26/17
	8/4/2017	COMCAST	241.16	Stn 36 Cable Service 7/26/17-8/25/17
	8/4/2017	COMCAST	227.20	Stn 38 Cable Service 7/27/17-8/26/17
218257	8/4/2017	COMCAST	106.08	Alamo Webcam High-Speed Internet 7/27/17-8/26/17
	8/4/2017	COMCAST	146.08	Stn 30 High Speed Internet 7/30/17-8/29/17
	8/4/2017	COMCAST	165.18	Training Site High Speed Internet/Cable Svc 7/26/17-8/25/17
218178	7/21/2017	CONCORD UNIFORMS	16.20	5 Year Maltese Cross on Chief Meyer Class A
	7/21/2017	CONCORD UNIFORMS	233.92	Captain Class A Bugles (18)
218209	7/28/2017	CONCORD UNIFORMS	59.76	Class A Shoes-Sheppard
	7/28/2017	CONCORD UNIFORMS	163.02	Class A Shoes/Shirt-T. Word
	7/28/2017	CONCORD UNIFORMS	220.55	Uniform Pants/Polo-Williams
218251	8/4/2017	CONTRA COSTA HEALTH SERVICES	1,355.00	CUPA Health Permit FY 2017/2018-New Stn 32
	8/4/2017	CONTRA COSTA HEALTH SERVICES	60.00	CUPA Initial Permit Processing Fee-New Stn 32
218258	8/4/2017	CONTRA COSTA P AND S	161.25	Stn 33 Car Wash Supplies-Wash/Wax Soap (10)
	8/4/2017	CONTRA COSTA P AND S	860.00	Stn 33 Car Wash Supplies-Wash/Wax Soap/Multi Dressing
218210	7/28/2017	CREATIVE SUPPORTS INC	5,986.72	Tables for Training Classroom (14) at Admin
218259	8/4/2017	DENALECT ALARM COMPANY INC	92.00	Alarm Panel Keypad Repairs-Chief's Admin Office
	8/4/2017	DENALECT ALARM COMPANY INC	297.00	Install AES Radio Program/Testing-New Stn 32
218290	8/4/2017	DENNIS TINUCCI	50.00	Ambulance Refund
218260	8/4/2017	DENTONIS WELDING WORKS INC	3,512.89	Re-Spring Rear End-Unit 604
218179	7/21/2017	DIRECTV	57.99	Cable Service 7/12/17-8/11/17
08/04/17-02	8/4/2017	DON HOMAN	25.00	Water Tank Lease-8/1/17

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218279	8/4/2017	DONNA MAXWELL	188.48	Reimb-Educ Assist Course Fee/Lodging-HM Awareness 7/20-7/21
218261	8/4/2017	DUBLIN CHEVROLET INC	900.90	HVAC Repairs/Engine Warranty Work-Unit 707
	8/4/2017	DUBLIN CHEVROLET INC	150.00	Inspect Hard Start Condition/Code 3 Light Repairs-Unit 707
218180	7/21/2017	EBMUD	421.05	Admin Water Service (Meter 6.0) 5/15/17-7/13/17
	7/21/2017	EBMUD	62.58	Stn 36 Water Service (Meter 1.0) 5/12/17-7/12/17
218263	8/4/2017	EBMUD	202.49	Stn 32 Water Service (Meter 1.0) 5/22/17-7/21/17
	8/4/2017	EBMUD	284.87	Stn 36 Water Service (Meter 1.5) 5/12/17-7/12/17
	8/4/2017	EBMUD	474.38	Stn 36 Water Service (Meter 6.0) 5/12/17-7/12/17
218211	7/28/2017	ELITE BACKGROUNDS INC	760.00	New Hire Background (Credit/Criminal Databases)-Reserve FF
	7/28/2017	ELITE BACKGROUNDS INC	500.00	New Hire Background (Limited)-HR Contractor
	7/28/2017	ELITE BACKGROUNDS INC	1,000.00	New Hire Background (Limited)-HR Contractor/Reserve FF
	7/28/2017	ELITE BACKGROUNDS INC	1,000.00	New Hire Background (Limited)-Office Asst (2)
	7/28/2017	ELITE BACKGROUNDS INC	1,450.00	New Hire Background Interview/Polygraph-FF/PM
218264	8/4/2017	EMERGENCY ACCESS CONTROLS	310.00	Remove Cellular Modem From 708 to 701
218265	8/4/2017	ENGEO INCORPORATED	6,235.75	Prof Svcs-CA Water Board Soil & Groundwater Assessment
218181	7/21/2017	ENTERPRISE FM TRUST	2,704.42	Monthly Fleet Lease Payment (5) 7/1/17-7/31/17
218266	8/4/2017	ETHER WEB NETWORK LLC	75.00	Wireless Internet Service-3 Months
218267	8/4/2017	FEDERAL EXPRESS	27.23	Delivery Charge-HR Matter
218182	7/21/2017	FIRE AGENCIES INSURANCE RISK A...	118,187.00	Property and Liability Insurance 7/1/17-7/1/18
218212	7/28/2017	GARY MARCIEL EXCAVATING	24,000.00	Annual Fire Trail Maintenance 2017
	7/28/2017	GARY MARCIEL EXCAVATING	4,215.00	Annual Fire Trail Maintenance 2017-Change Order Due to Rains
218268	8/4/2017	GLOBALSTAR USA	358.19	Satellite Phone Service (6)-7/17
	8/4/2017	GLOBALSTAR USA	50.00	Satellite Phone Service-Dispatch 7/17
	8/4/2017	GLOBALSTAR USA	50.00	Satellite Phone Service-EOC 7/17
218269	8/4/2017	GRANICUS INC	2,085.00	Civica CMS System Annual Maint-SRV Intranet 7/1/17-6/30/18
218270	8/4/2017	GRAYBAR ELECTRIC COMPANY INC	944.42	CS131 Camera Refresh
218271	8/4/2017	HAVE AIR WILL TRAVEL INC	2,727.90	New Tires (8)-Unit 678
218213	7/28/2017	HDL COREN AND CONE	5,196.75	Property Tax Consulting Jul-Sep 2017
218214	7/28/2017	INNOVATIVE CLAIM SOLUTIONS	7,259.92	Workers' Compensation Claim Admin Fees 6/1-6/30/17
	7/28/2017	INNOVATIVE CLAIM SOLUTIONS	7,259.92	Workers' Compensation Claim Admin Fees 8/1-8/31/17
218272	8/4/2017	IRON MOUNTAIN	374.82	Off-Site Backup Media Storage Fee-6/17
218183	7/21/2017	ISINGS CULLIGAN	77.58	Stn 31 Drinking Water Service-6/17
218273	8/4/2017	ISINGS CULLIGAN	85.37	Stn 30 Drinking Water Service-6/17
	8/4/2017	ISINGS CULLIGAN	72.15	Stn 31 Drinking Water Service-7/17
218184	7/21/2017	JEAN GAUTHIER	229.82	Installed New Ignitor on Range-Stn 39
218215	7/28/2017	JEFFREY BREASHER	900.00	2017 Medical Plan Opt Out 7/17-9/17
218185	7/21/2017	JOHN T MARTIN	697.51	Reimb Material-Construction of New Table Stn 32
218216	7/28/2017	JON MICHAELSON	311.83	Reimb Annual District Physical/Lab/TB Test
218280	8/4/2017	JON MICHAELSON	311.83	Reimb-Annual District Physical/TB Test/Lab Work
218217	7/28/2017	JONAS AGUIAR	1,295.00	Reimb Education Asst-Extreme Ownership

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register  
From 7/17/2017 Through 8/11/2017

Check Number	Check Date	Payee	Check Amount	Transaction Description
218186	7/21/2017	JONATHAN A SINCLEAR	295.00	Reimb PHTLS Recertification
218218	7/28/2017	JOSEPH W BRADLEY	550.00	Reimb Education Asst-Trench Rescue Technician
0000006299	8/1/2017	JP MORGAN CHASE BANK	9,240.00	2013 COP Interest Payment #1-FY 2017/18
	8/1/2017	JP MORGAN CHASE BANK	656,000.00	2013 COP Principal Payment-FY 2017/18
218187	7/21/2017	JULIE BARTUSCH	15.98	Reimb Lunch EOC Mgmt/Operations Class 7/11-7/12/17
	7/21/2017	JULIE BARTUSCH	57.99	Reimb Mileage-EOC Mgmt/Opeations Class 7/11-7/12/17
218219	7/28/2017	JULIE BARTUSCH	87.93	Reimb Mileage for Investigation 5/1, 5/23, 6/23/17
218274	8/4/2017	KAISER	459.00	Ambulance Refund
218275	8/4/2017	KAISER	1,905.00	Ambulance Refund
08/04/17-01	8/4/2017	KENNETH R CAMPO CPA	13,837.50	Finance Consulting Services (102.5 Hrs)-July 2017
218255	8/4/2017	KIMBERLY COMBS	339.28	Ambulance Refund
218236	7/31/2017	KIVU CONSULTING INC	8,656.25	Retainer Fee-Technology Assistance & Security
218188	7/21/2017	KJ HART ELECTRIC AND SON INC	157.50	Diagnostic for Dorm Light-Stn 36
	7/21/2017	KJ HART ELECTRIC AND SON INC	435.00	Replaces Breaker/Labeled Drop Cord for Heater-Stn 31
218276	8/4/2017	KUSSMAUL ELECTRONICS CO INC	721.99	Auto Eject Units (3)-Side Vehicles Shore Line Connection
218189	7/21/2017	L N CURTIS AND SONS	480.63	Turnout Gear-Drayton
218220	7/28/2017	L N CURTIS AND SONS	1,250.29	Boots-Academy (3)
	7/28/2017	L N CURTIS AND SONS	3,196.62	Boots-Academy (9)
	7/28/2017	L N CURTIS AND SONS	416.76	Boots-Academy (Martin)
	7/28/2017	L N CURTIS AND SONS	205.68	Class B Uniform Pants-Good
	7/28/2017	L N CURTIS AND SONS	102.84	Class B Uniform Pants-Rawitzer
	7/28/2017	L N CURTIS AND SONS	149.39	EMS Coat Labeling Service-Academy
	7/28/2017	L N CURTIS AND SONS	431.92	Hoods-Reserves
	7/28/2017	L N CURTIS AND SONS	7,396.72	Wildland Shelters/Gloves-Reserves
218221	7/28/2017	LIEBERT CASSIDY WHITMORE	13,558.00	Professional Services-Investigation 6/30/17
218222	7/28/2017	LIFTOFF LLC	17,280.00	Annual Subscription-Microsoft Office Pro Plus (160)
218223	7/28/2017	LIVERMORE DUBLIN DISPOSAL	249.91	Stn 30 Garbage Service-7/17
	7/28/2017	LIVERMORE DUBLIN DISPOSAL	422.92	Stn 34 Garbage Service-7/17
	7/28/2017	LIVERMORE DUBLIN DISPOSAL	616.88	Stn 38 Garbage Service-7/17
	7/28/2017	LIVERMORE DUBLIN DISPOSAL	249.91	Stn 39 Garbage Service-7/17
218277	8/4/2017	LIVERMORE SAW AND MOWER LLC	511.86	Mower Repairs/Replace Carburetor/Starter/Transmission-Stn 34
218278	8/4/2017	LOGOBOSS LLC	673.20	Nameplates/Mounting Plates-New Stn 32 Lockers
218287	8/4/2017	MARTIZA U SERRANO	434.31	Ambulance Refund
07/28/17-01	7/28/2017	MAXIM SERVICES	2,055.00	Admin Cleaning Service-7/17
218224	7/28/2017	MEYERS NAVE PROFESSIONAL LAW ...	433.44	Prof Svcs-General Labor & Employment Services
218190	7/21/2017	MICHAEL BAKALAR	200.00	Reimb Paramedic Recertification
218191	7/21/2017	MICKEY BENKO	253.31	New Padlocks/Keys for Fuel System
218244	8/4/2017	MICKEY BENKO	1,610.59	Re-key Door Cores to Master (21)/Change Key/Keypad-New 32
218192	7/21/2017	MONUMENT CAR PARTS	15.99	Gold Class Paste Wax-Unit 322
07/28/17-02	7/28/2017	MOORE MECHANICAL INC	329.00	Change Out All HVAC Filters-Stn 30



**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 7/17/2017 Through 8/11/2017

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
07/28/17-03	7/28/2017	MOORE MECHANICAL INC	479.00	Change Out All HVAC Filters-Stn 31
07/28/17-04	7/28/2017	MOORE MECHANICAL INC	344.00	Change Out All HVAC Filters-Stn 39
07/28/17-05	7/28/2017	MOORE MECHANICAL INC	314.00	Change Out All HVAC Filters-Stn 33
07/28/17-06	7/28/2017	MOORE MECHANICAL INC	314.00	Change Out All HVAC Filters-Stn 35
07/28/17-07	7/28/2017	MOORE MECHANICAL INC	314.00	Change Out All HVAC Filters-Stn 36
07/28/17-08	7/28/2017	MOORE MECHANICAL INC	344.00	Change Out All HVAC Filters-Stn 38
07/28/17-09	7/28/2017	MOORE MECHANICAL INC	329.00	Change Out All HVAC Filters-Stn 34
07/28/17-10	7/28/2017	MOORE MECHANICAL INC	719.00	Change All HVAC Filters-Admin
07/28/17-11	7/28/2017	MOORE MECHANICAL INC	308.00	Replaced Capacitor-AC Stn 38
08/04/17-03	8/4/2017	MOORE MECHANICAL INC	217.50	A/C Blower Motor Inspection-Stn 34
08/04/17-04	8/4/2017	MOORE MECHANICAL INC	1,268.00	Replace/Install New A/C Blower Motor-Stn 34
07/28/17-12	7/28/2017	NOB HILL CLEANERS INC	320.00	Patch on Uniform Shirts-Academy
218281	8/4/2017	NORTH BAY AIR SYSTEMS INC	95.00	Rewire A/C Transformer/Clean Condenser Coil-Stn 31 Comm Ctr
218193	7/21/2017	OFFICE DEPOT	313.62	Office Supplies
	7/21/2017	OFFICE DEPOT	(18.40)	Returned-Files
218225	7/28/2017	OFFICE DEPOT	295.25	Office Supplies
218282	8/4/2017	OFFICE DEPOT	152.59	Heavy Duty Paper Trimmer-Admin
	8/4/2017	OFFICE DEPOT	42.94	Office Supplies
	8/4/2017	OFFICE DEPOT	648.70	Office/Household Supplies
218284	8/4/2017	ORKIN	170.00	Stn 36 Pest Control Service-7/24/17
	8/4/2017	ORKIN	85.59	Training Center Pest Control Service-7/24/17
218285	8/4/2017	OVERPAYMENT RECOVERY SERVICES	231.90	Ambulance Refund
07/21/17-01	7/21/2017	PACHECO BROTHERS GARDENING L...	680.00	Irrigation Repairs-Replaced Poppups/Nozzle/Seals-Stn 38/Admin
07/21/17-02	7/21/2017	PACHECO BROTHERS GARDENING L...	575.00	Irrigation Repairs-Replaced Broken Valves/Poppups-Stn 31
07/28/17-13	7/28/2017	PACHECO BROTHERS GARDENING L...	2,131.00	Admin/Stn 38/Stn 30/Stn 35/Stn 31 Landscape Maint-7/2017
08/04/17-05	8/4/2017	PACHECO BROTHERS GARDENING L...	165.00	Stn30 Annual DSRSD Backflow Testing
08/04/17-06	8/4/2017	PACIFIC MOUNTAIN CONTRACTORS ...	105,385.05	Progress Payment #18 Less Retainage-New Fire Station 32
218226	7/28/2017	PETER C BENSON	10,640.00	EMS Medical Director-Consulting Services 6/17
218194	7/21/2017	PGE	512.59	New Stn 32 Electric Service 6/7/17-7/6/17
	7/21/2017	PGE	1,952.10	Stn 36 Gas/Electric Service-7/17
218286	8/4/2017	PGE	21,008.81	Gas/Electric Service-7/17
218262	8/4/2017	SCOTT F DWYER	200.00	Reimb-Paramedic Recertification
218288	8/4/2017	SMILE BUSINESS PRODUCTS INC	263.36	Training Copier Annual Contract-6/1/17-6/30/17
218227	7/28/2017	SUN LIFE FINANCIAL	25,842.80	Dental Insurance-8/17
	7/28/2017	SUN LIFE FINANCIAL	16,743.44	Dental Insurance-Retirees 8/17
218289	8/4/2017	SUNSET DEVELOPMENT COMPANY	232.00	Refund-Plan Review Fees-IN7791740
218195	7/21/2017	SUPERIOR AUTO PARTS WAREHOUSE	136.54	New Battery/Tire Shine-Unit 398
218228	7/28/2017	SUPERIOR AUTO PARTS WAREHOUSE	21.63	Gold Class Car Wash Fluid-Stn 31
218196	7/21/2017	SUPPLYWORKS	4,164.69	Household Supplies
218197	7/21/2017	TIFCO INDUSTRIES INC	261.90	Delineator Post/Base-Training

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register  
From 7/17/2017 Through 8/11/2017

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	7/21/2017	TIFCO INDUSTRIES INC	146.94	Dual Lock Fasteners/Impact Driver Set/Battery-Shop
	7/21/2017	TIFCO INDUSTRIES INC	118.17	Fire Ext Pins-Shop
	7/21/2017	TIFCO INDUSTRIES INC	26.07	Insert Drive Bits (10)-Shop
	7/21/2017	TIFCO INDUSTRIES INC	269.34	Nuts/Washers/Cap Screws/Wrench/Grease Joints/Chemical-Shop
218229	7/28/2017	TODD THOMAS	406.50	Reimb PALS/ACLS Recertification
218291	8/4/2017	TRAVERSOS WORK SHOE HEADQUA...	139.28	Uniform Boots-Evitt
218292	8/4/2017	TREDDENT DATA SYSTEMS	2,380.79	CS131 Switch Refresh
218293	8/4/2017	UNITED PARCEL SERVICE	69.64	Delivery Charges-7/29/17
598476	7/25/2017	US BANK CORPORATE TRUST SVCS	225,275.00	2015 COP Interest Payment #1-FY 2017/18
	7/25/2017	US BANK CORPORATE TRUST SVCS	150,000.00	2015 COP Principal Payment-FY 2017/18
218198	7/21/2017	US BANK EQUIPMENT FINANCE	1,098.96	Admin Ricoh Copiers Lease (2) 7/1/17-8/1/17
218296	8/4/2017	US BANK VOYAGER FLEET SYSTEMS	38.62	Diesel Fuel-Paso Robles Strike Team 7/9/17
218230	7/28/2017	US HEALTHWORKS MEDICAL GROUP...	4,454.16	New Hire Physicals & Wellness Fitness-FF/PM
	7/28/2017	US HEALTHWORKS MEDICAL GROUP...	420.50	New Hire Physicals-Dispatcher
	7/28/2017	US HEALTHWORKS MEDICAL GROUP...	1,320.00	New Hire Physicals-Reserve FF
	7/28/2017	US HEALTHWORKS MEDICAL GROUP...	1,416.04	New Hire Physicals/Wellness Fitness-FF/PM
	7/28/2017	US HEALTHWORKS MEDICAL GROUP...	2,607.08	New Hire Physicals/Wellness Fitness-FF/PM/PT Dispatcher
	7/28/2017	US HEALTHWORKS MEDICAL GROUP...	305.00	Wellness Fitness Physical
218231	7/28/2017	VALLEY OIL COMPANY	398.67	Diesel Fuel-Stn 31 6/22/17
	7/28/2017	VALLEY OIL COMPANY	621.94	Diesel Fuel-Stn 35 6/20/17
	7/28/2017	VALLEY OIL COMPANY	729.86	Diesel Fuel-Stn 36 6/8/17
	7/28/2017	VALLEY OIL COMPANY	528.60	Diesel Fuel-Stn 39 6/13/17
	7/28/2017	VALLEY OIL COMPANY	855.41	Unleaded Fuel-Stn 34 6/20/17
	7/28/2017	VALLEY OIL COMPANY	1,666.54	Unleaded Fuel-Stn 38 6/13/17
	7/28/2017	VALLEY OIL COMPANY	1,550.42	Unleaded Fuel-Stn 38 6/20/17
	7/28/2017	VALLEY OIL COMPANY	895.37	Unleaded/Diesel Fuel-Stn 30 6/08/17
	7/28/2017	VALLEY OIL COMPANY	704.95	Unleaded/Diesel Fuel-Stn 30 6/20/17
	7/28/2017	VALLEY OIL COMPANY	465.35	Unleaded/Diesel Fuel-Stn 31 6/13/17
	7/28/2017	VALLEY OIL COMPANY	914.00	Unleaded/Diesel Fuel-Stn 33 6/13/17
	7/28/2017	VALLEY OIL COMPANY	1,500.04	Unleaded/Diesel Fuel-Stn 34 6/13/17
218294	8/4/2017	VALLEY PLUMBING HOME CTR INC	231.75	ADA Shower Blocked Drain Line Clearing-Stn 31
	8/4/2017	VALLEY PLUMBING HOME CTR INC	141.01	Brass Valve Leak Repairs/Inspect Handle/Valve-Stn 30
	8/4/2017	VALLEY PLUMBING HOME CTR INC	406.61	Kitchen Sink Line Drain Repairs/Replace Washers-Stn 32
	8/4/2017	VALLEY PLUMBING HOME CTR INC	1,619.69	Men's Restroom Blockage Repairs-Admin
	8/4/2017	VALLEY PLUMBING HOME CTR INC	411.09	Men's Restroom Blockage Repairs/Smell Inspection-Admin
	8/4/2017	VALLEY PLUMBING HOME CTR INC	762.58	Men's Shower Valve Repairs-Stn 31
	8/4/2017	VALLEY PLUMBING HOME CTR INC	134.50	Men's Shower Valve/Women's Shower Handle Repairs-Stn 31
218199	7/21/2017	VAN DERMYDEN MADDUX LAW CO...	29,567.63	Personnel Investigation
218232	7/28/2017	VAN DERMYDEN MADDUX LAW CO...	4,590.53	Investigation Services
218295	8/4/2017	VERIZON WIRELESS	653.27	Cell Phone Charges 6/4/17-7/3/17

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

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218233	7/28/2017	VICKI GRANT	900.00	2017 Medical Plan Opt Out 7/17-9/17
218234	7/28/2017	VICKIE CALLAHAN	504.00	Job Shirts (5)-Gilman/Dakin/Laugero/Evitt/Pruett
	7/28/2017	VICKIE CALLAHAN	34.80	Shipping Fee-Invoice 1805
	7/28/2017	VICKIE CALLAHAN	1,243.68	Short Sleeve T-Shirts (Stock)
218235	7/28/2017	WASTE MANAGEMENT OF ALAMED...	200.14	Stn 30 Garbage Recycling Service-7/17
	7/28/2017	WASTE MANAGEMENT OF ALAMED...	86.88	Stn 34 Garbage Recycling Service-7/17
	7/28/2017	WASTE MANAGEMENT OF ALAMED...	172.83	Stn 38 Garbage Recycling Service-7/17
	7/28/2017	WASTE MANAGEMENT OF ALAMED...	86.88	Stn 39 Garbage Recycling Service-7/17
08/04/17-07	8/4/2017	WESTERN MACHINERY ELECTRIC INC	405.00	Replace Damaged Block Heater/Coolant Hose/Coolant-Stn 34
08/04/17-08	8/4/2017	WESTERN MACHINERY ELECTRIC INC	291.03	Generator Faulting Inspection/Reset Generator-Stn 39
Report Total			18,941,357.19	

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Minutes – June 28, 2017**

**Board of Directors Regular Board Meeting**

*MISSION STATEMENT*

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

**Location:** 1500 Bollinger Canyon Road  
Administrative Building-Boardroom  
San Ramon, CA 94583

**Board Members Present:** Board President Parker, Vice-President Campbell, Directors Kerr, Stamey and Stark.

**Staff Present:** Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Director of Emergency Communications Pangelinan, Director of HR Korthamar Wong, Technology Systems Manager Call, EMS Battalion Chief Duggan, FLS Manager Drayton, Executive Assistant Brooks and District Counsel Ross.

**1. CALL TO ORDER**

President Parker chaired the meeting and called for order at 1:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

Director Stark led the pledge of allegiance.

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

There was a quorum and no changes were made to the agenda.

**4. PUBLIC COMMENTS**

Don Reid, a District resident, spoke regarding the new Station 32 event held earlier in June thanking the Board, Chief Meyer, Deputy Chief Krause and the cadets for a wonderful event. Board President Parker thanked Mr. Reid for his kind comments.

**5. CONSENT CALENDAR**

Motion by Director Stamey to approve Consent Items No. 5.1 through 5.7. Motion seconded by Director Campbell. Motion carried. Counsel Ross had a comment regarding Closed Session notes from the April 24, 2017 board meeting, noting the correct Government Code that should have been used.

**6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS**

6.1 Introduction of Dan Rich and Clayton Wiedemann for their Life Saving Efforts.

Chief Meyer provided a brief recap of this incident inviting CHP Captain Christopher Sherry up to present awards to Mr. Rich and Mr. Wiedemann. Chief Meyer and President Parker then presented the two gentlemen with life saving awards from the District. Mr. Rich and Mr. Wiedemann both thanked the CHP and the Fire District for the recognition. The two men received a standing ovation from those present.

- 6.2. Recognition of 45 years of Service – San Ramon Valley Fire Protection District Volunteer Roger Lake.

Chief Meyer presented Volunteer Lake's background and present him with pins commemorating his 45 years of service with the District. Volunteer Lake provided his background with the District and thanked the Board and staff for all of their support. Volunteer Lake then received a standing ovation from those present.

At this time in the meeting, the Board took a 10-minute recess.

## **7. OLD BUSINESS**

- 7.1 Update on Fire Station No. 32.

Chief Meyer thanked everyone for attending the tour and BBQ of the new Station 32 earlier in June. Chief Meyer stated that the station is set to open sometime in mid-July. Director Stamey asked when the dedication/open house might occur, Chief Meyer stated that sometime after Labor Day there would be an open house and ribbon cutting for the new Alamo station. Staff will advise the Board members of the date as soon as a date is chosen.

## **8. NEW BUSINESS**

- 8.1 Discussion and possible adoption of the 2017-18 Annual Operating Budget and Capital Improvement Program. The 2017-18 Proposed Budget can be found on the District's website at: [http://www.firedepartment.org/about/key\\_documents.asp](http://www.firedepartment.org/about/key_documents.asp)."

Chief Meyer stated that two workshops were held regarding the budget, one with the employees and one with the Board of Directors. Financial Consultant Campo stated that there is a \$1.3 million increase in the budget due to a higher property tax check received with these funds to help pay down the District's unfunded liability.

Motion by Director Stamey, seconded by Director Campbell to approve the 2017/18 Annual operating Budget. Motion carried by roll call vote.

Motion by Director Stark, seconded by Director Stamey to approve the 2017/18 Capital Improvement Program. Motion carried by roll call vote.

- 8.2 Discussion and possible authorization to contract with ENGEO for underground tank subsurface assessment in an amount not to exceed \$37,800.

Chief Meyer stated that even though the District is retaining the old Station 32 site, this assessment is still required. Staff and the Directors discussed the plan for this assessment.

Deputy Chief Krause stated that he has been working with the Regional Water Quality Control Board stating that in 2004 the tanks were removed but there was never closure on this issue.

Motion by Director Stamey for authorization to contract with ENGEO for the services outlined in the staff report, not to exceed \$37,800. Motion seconded by Director Campbell. Motion carried.

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

There was no comment regarding correspondence.

## **10. MONTHLY ACTIVITY REPORTS**

- 10.1 Operations Division-Deputy Chief, Lon Phares  
Operations Report of monthly activities

Deputy Chief Phares reviewed his report briefly updating those present on the I-Quest and EVOC trainings held recently.

- 10.2 EMS – Battalion Chief, John Duggan  
EMS Report of monthly activities.

EMS Chief Duggan provided a brief recap of his monthly report.

- 10.3 Logistics – Deputy Chief, Derek Krause  
Logistics Report of monthly activities.

Deputy Chief Krause provided a brief recap of his monthly report highlighting the work done on the Station 31 kitchen remodel.

- 10.4 Fire and Life Safety Division – Deputy Chief, Derek Krause  
Fire and Life Safety Report of monthly activities.

Deputy Chief Krause provided a recap of the FLSD board report. Chief Meyer stated that the recent reorganization in this department seems to be going very well. There was some discussion regarding occupancy inspections and Manager Drayton addressed those comments. Director Kerr thanked Manager Drayton and Deputy Chief Krause for a job well done out in the field.

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

Director Pangelinan stated that a full time dispatcher was recently hired; and the recent meeting held with the City of San Ramon and our Board went very well and stated she would be posting a video shortly of this meeting.

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

Director Korthamar Wong stated that Human Resources has been very busy this past month with recruitments for Firefighter/Paramedic. Director Korthamar Wong stated that she will be bringing a report to the Board at the August Board meeting regarding Board Compensation.

- 10.7 Finance Division – Financial Consultant, Ken Campo and Controller, Martin Koran  
Monthly Finance Report of monthly activities.

Financial Consultant Campo thanked the Board for adopting the 2017/18 Budget. Controller Koran showed a power point presentation of the District financials; and also, thanked the IT department for their help with the submittal of information needed for the CSDA Certificate of Transparency.

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

Chief Meyer stated that he recently attended an Alamo Municipal Advisory Committee meeting with Deputy Chief Krause. Chief Meyer also stated that ten applicants have tested and accepted the position of Firefighter/Paramedic. Regarding the 4<sup>th</sup> of July, Chief asked that if any Board members would like to participate in the parade to please advise staff.

## **11. GOOD OF THE ORDER**

None.

## **12. CLOSED SESSION**

There were no items for closed session for this meeting.

## **13. RETURN TO OPPEN SESSION**

N/A

## **14. REPORT UPON RETURN FROM CLOSED SESSION (IF APPLICABLE)**

N/A

**15. ADJOURNMENT**

The meeting was adjourned by President Parker at 2:55 p.m.

Prepared by: \_\_\_\_\_  
Susan F. Brooks  
Executive Assistant

Approved by: \_\_\_\_\_  
Don Parker, Board President





# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

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

**Date:** August 23, 2017  
**To:** Board of Directors  
**From:** Sue Brooks – Executive Assistant  
**Subject:** LAFCO FY 2017-2018 Billing

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## **Background:**

In accordance with the Cortese Knox Hertzberg Act, (Government Code Section 56000 et seq.), the Local Area Formation Commission (LAFCO) adopts an annual budget. Following adoption, the County Auditor apportions the net operating costs in equal thirds to the County, cities and Independent Special Districts. The Districts portion for FY 2017-2018 is \$36,552.50

## **Recommended Board Action:**

Staff recommends that the Board approve the annual LAFCO billing for FY 2017-2018 in the amount of \$36,552.50.

## **Financial Impact:**

Funds are allocated in the Annual Budget for Fiscal Year 2017-2018.

Office of  
CONTRA COSTA COUNTY AUDITOR-CONTROLLER  
625 COURT STREET, ROOM 103  
Martinez, CA 94553  
(925) 335-8630

# INVOICE

SAN RAMON VALLEY  
FIRE PROTECTION DISTRICT

Invoice Date: 6/20/2017

1500 BOLLINGER CANYON RD  
SAN RAMON CA 94583

Transaction Date	Description of Charges	Amount
6/20/2017	<u>Invoice 1617-0059</u> LAFCO Net Cost Appnt. For Fiscal Year 2017-18	\$36,552.50
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"><p>Date: <u>JUN 26 2017</u></p><p>To: <u>M. Koran</u></p><p>Please submit:</p><p><input checked="" type="checkbox"/> Payment Request Form</p><p><input type="checkbox"/> Packing Slip</p></div>		
<p>If you have any questions Please contact Analiza Pinlac at (925) 335-8632 - THANK YOU</p>		
<b>Total Invoice</b>		<b>\$36,552.50</b>

**PAYMENT DUE IN FULL 08/31/17**

Remit to: CONTRA COSTA CO AUDITOR-CONTROLLER  
ATTN: Special Accounting  
625 COURT STREET, ROOM 103  
MARTINEZ, CA 94553-1282

Note: Please include invoice number on payment



# San Ramon Valley Fire Protection District

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www.firedepartment.org | info@firedepartment.org

Date: August 23, 2017  
To: Board of Directors  
From: Ken Campo, Interim CFO  
Subject: Debt Management Policy

---

## **Background:**

Pursuant to the provisions of section 8855(i) of the California Government Code, prior to the issuance or incurrence of any debt, the District is required to adopt local debt policies concerning the use of debt and that any proposed debt issuance is consistent with those local debt policies.

Staff has developed a debt management policy to provide guidance in the issuance and management of debt by the District or its related entities and is intended to comply with section 8855(i) of the California Government Code that went into effect on January 1, 2017. The main objectives of the policy are to establish conditions for the use of debt, to ensure that debt capacity and affordability are adequately considered, to minimize the District's interest and issuance costs, to maintain the highest possible credit rating, to provide complete financial disclosure and reporting and to maintain financial flexibility for the District

## **Recommended Board Action:**

By simple motion, approve the Debt Management Policy developed by staff.

## **Fiscal Impact:**

As noted, effective January 1, 2017, adoption of a debt management policy in the form attached hereto is required prior to the issuance or incurrence of any debt by the District.

**RESOLUTION NO. 2017-09**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
APPROVING A DEBT MANAGEMENT POLICY**

**RESOLVED**, by the Board of Directors (the "Board") of the San Ramon Valley Fire Protection District (the "District"), Contra Costa County, State of California, as follows:

**WHEREAS**, pursuant to the provisions of section 8855(i) of the California Government Code, prior to the issuance or incurrence of any debt, the District is required to adopt local debt policies concerning the use of debt and that any proposed debt issuance is consistent with those local debt policies; and

**WHEREAS**, a debt management policy has been developed for the District and the Board desires to adopt such policy in connection with any proposed debt of the District;

**NOW, THEREFORE**, it is hereby ORDERED and DETERMINED, as follows:

*Section 1.* The debt management policy, in the form attached hereto as Exhibit A (the "Debt Policy"), is hereby adopted by the Board for the District. The Debt Policy has been developed to provide guidance in the issuance and management of debt by the District or its related entities and is intended to comply with section 8855(i) of the California Government Code effective on January 1, 2017. The main objectives are to establish conditions for the use of debt, to ensure that debt capacity and affordability are adequately considered, to minimize the District's interest and issuance costs, to maintain the highest possible credit rating, to provide complete financial disclosure and reporting and to maintain financial flexibility for the District.

*Section 2.* The President, the Fire Chief, the Chief Financial Officer and other appropriate officials of the District are hereby authorized and directed to take any actions and execute and deliver any and all documents as are necessary to accomplish the provisions and directives of this Resolution.

*Section 3.* This Resolution shall be effective upon adoption by the Board.

\* \* \* \* \*

I, the undersigned hereby certify that the foregoing Resolution was duly and regularly adopted and passed by Board of Directors of the San Ramon Valley Fire Protection District at a regular meeting assembled on the 23rd day of August, 2017, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Don Parker, Board President

**ATTEST:**

\_\_\_\_\_  
Natalie Korthamar Wong, Deputy District Clerk/  
Human Resources Director

**APPROVED AS TO FORM**

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
William D. Ross, District Counsel

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

## EXHIBIT A

### DEBT MANAGEMENT POLICY

This Debt Management Policy (the “Debt Policy”) of the SAN RAMON VALLEY FIRE PROTECTION DISTRICT (the “District”) was approved by the Board of Directors of the District (the “Board”) on August 23, 2017. The Debt Policy may be amended by Board as it deems appropriate from time to time in the prudent management of the debt of the District.

This Debt Policy will also apply to any other public agency for which the Board acts as its legislative body.

The Debt Policy has been developed to provide guidance in the issuance and management of debt by the District or its related entities and is intended to comply with section 8855(i) of the California Government Code effective on January 1, 2017. The main objectives are to establish conditions for the use of debt, to ensure that debt capacity and affordability are adequately considered, to minimize the District’s interest and issuance costs, to maintain the highest possible credit rating, to provide complete financial disclosure and reporting and to maintain financial flexibility for the District.

Debt, properly issued and managed, is a critical element in any financial management program. It assists in the District’s effort to allocate limited resources to provide the highest quality of service to the public. The District understands that poor debt management can have ripple effects that hurt other areas of the District. On the other hand, a properly managed debt program promotes economic growth and enhances the vitality of the District for its residents and businesses.

#### 1. Findings

This Debt Policy shall govern all debt undertaken by the District. The District hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the District’s sound financial position.
- Ensure the District has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the District’s credit-worthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers and constituents of the District.
- Ensure that the District’s debt is consistent with the District’s planning goals and objectives and capital improvement program or budget, as applicable.
- Encourage those that benefit from a facility/improvement to pay the cost of that facility/improvement without the need for the expenditure of limited general fund resources.

## 2. Policies

### A. Purposes For Which Debt May Be Issued

The District will consider the use of debt financing primarily for capital improvement projects ("CIP") when the project's useful life will equal or exceed the term of the financing and when resources are identified sufficient to fund the debt service requirements. An exception to this CIP driven focus is the issuance of short-term instruments such as tax and revenue anticipation notes, which are to be used for prudent cash management purposes and conduit financing, as described below. Bonded debt should not be issued for projects with minimal public benefit or support, or to finance normal operating expenses.

If a division has any project which is expected to use debt financing, the division director/manager is responsible for expeditiously providing the Fire Chief and the Chief Financial Officer with reasonable cost estimates, including specific revenue accounts that will provide payment for the debt service. This will allow an analysis of the project's potential impact on the District's debt capacity and limitations. The division director/manager shall also provide an estimate of any incremental operating and/or additional maintenance costs associated with the project and identify sources of revenue, if any, to pay for such incremental costs.

(i) Long-Term Debt. Long-term debt may be issued to finance or refinance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and/or operated by the District.

(a) Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services.
- When the project to be financed will provide benefit to constituents over multiple years.
- When total debt does not constitute an unreasonable burden to the District and its taxpayers.
- When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

(b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.

(c) The District may use long-term debt financings subject to the following conditions:

- The project to be financed has been or will be approved by the Board.

- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%, unless specific conditions exist that would mitigate the extension of time to repay the debt and it would not cause the District to violate any covenants to maintain the tax-exempt status of such debt, if applicable.

(d) The District estimates that sufficient income or revenues will be available to service the debt through its maturity.

- The District determines that the issuance of the debt will comply with the applicable requirements of state and federal law.
- The District considers the improvement/facility to be of vital, time-sensitive need of the community and there are no plausible alternative financing sources

(e) Periodic reviews of outstanding long-term debt will be undertaken to identify refunding opportunities. Refunding will be considered (within federal tax law constraints, if applicable) if and when there is a net economic benefit of the refunding. Refundings which are non-economic may be undertaken to achieve District objectives relating to changes in covenants, call provisions, operational flexibility, tax status of the issuer, or the debt service profile.

In general, refundings which produce a net present value savings of at least four (4) percent of the refunded debt will be considered economically viable. Refundings which produce a net present value savings of less than four (4) percent or negative savings will be considered on a case-by-case basis, and are subject to approval by the Board.

(ii) Short-term debt. Short-term borrowing may be issued to generate funding for cash flow needs in the form of Tax and Revenue Anticipation Notes ("TRAN").

Short-term borrowing, such as commercial paper, and lines of credit, will be considered as an interim source of funding in anticipation of long-term borrowing. Short-term debt may be issued for any purpose for which long-term debt may be issued, including capitalized interest and other financing-related costs. Prior to issuance of the short-term debt, a reliable revenue source shall be identified to secure repayment of the debt. The final maturity of the short-term debt issued to finance the project shall be consistent with the economic or useful life of the project and, unless the Board determines that extraordinary circumstances exist, must not exceed seven (7) years.

Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment, and such equipment leases may be longer than 7 years.

## **B. Types of Debt**

In order to maximize the financial options available to benefit the public, it is the policy of the District to allow for the consideration of issuing all generally accepted types of debt, including, but not exclusive to the following:



- General Obligation (GO) Bonds: General Obligation Bonds are suitable for use in the construction or acquisition of improvements to real property that benefit the public at large. Examples of projects include libraries, parks, and public safety facilities such as fire stations. All GO bonds shall be authorized by the requisite number of voters in order to pass.
- Lease-Backed Debt/Certificates of Participation (COP/Lease Revenue Bonds): Issuance of Lease-backed debt is a commonly used form of debt that allows a District to finance projects where the debt service is secured via a lease agreement and where the payments are budgeted in the annual budget appropriation by the District from the general fund. Lease-Backed debt does not constitute indebtedness under the state or the District's constitutional debt limit and does not require voter approval.

The District may from time to time find that other forms of debt would be beneficial to further its public purposes and may, subject to Board authorization, approve such debt without an amendment of this Debt Policy.

To maintain a predictable debt service burden, the District will give preference to debt that carries a fixed interest rate. An alternative to the use of fixed rate debt is variable rate debt. The District may choose to issue securities that pay a rate of interest that varies according to a pre-determined formula or results from a periodic remarketing of securities. When making the determination to issue bonds in a variable rate mode, consideration will be given in regards to the useful life of the project or facility being financed or the term of the project requiring the funding, market conditions, credit risk and third party risk analysis, and the overall debt portfolio structure when issuing variable rate debt for any purpose. The maximum amount of variable-rate debt should be limited to no more than 20 percent of the total debt portfolio.

The District will not employ derivatives, such as interest rate swaps, in its debt program. A derivative product is a financial instrument which derives its own value from the value of another instrument, usually an underlying asset such as a stock, bond, or an underlying reference such as an interest rate. As such, these products bear certain risks not associated with standard debt instruments and are to be avoided.

### **C. Relationship of Debt to Capital Improvement Program and Budget**

The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and the capital improvement plan.

The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear, unless a specific revenue source has been identified for this purpose.

The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.

The District shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

#### **D. Policy Goals Related to Planning Goals and Objectives**

The District is committed to financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's annual operating budget.

It is a policy goal of the District to protect taxpayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

Except as described in Section 2.A., when refinancing debt, it shall be the policy goal of the District to realize, whenever possible, and subject to any overriding non- financial policy considerations minimum net present value debt service savings equal to or greater than 4% of the refunded principal amount.

#### **E. Internal Control Procedures**

When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The District will periodically review the requirements of and will remain in compliance with the following:

- any continuing disclosure undertakings under SEC Rule 15c2-12,
- any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
- the District's investment policies as they relate to the investment of bond proceeds.

Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the District will submit written requisitions for such proceeds. The District will submit a requisition only after obtaining the signature of the Fire Chief or the Chief Financial Officer.

### **F. Waivers of Debt Policy**

There may be circumstances from time to time when strict adherence to a provision of this Debt Policy is not possible or in the best interests of the District and the failure of a debt financing to comply with one or more provisions of this Debt Policy shall in no way affect the validity of any debt issued by the District in accordance with applicable laws.



## San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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www.firedepartment.org | info@firedepartment.org

Date: August 23, 2017

To: Board of Directors

From: Ken Campo, Financial Consultant  
Martin Koran, Controller

Subject: CCCERA Retirement Contributions and OPEB Retiree Health Contributions

---

### Contra Costa County Employees' Retirement Association (CCCERA):

The District is projected to save approximately \$588,000 in FY 2017/18 by "prepaying" the annual, required CCCERA retirement contributions. The savings comes in the form of a "discount" against the annual required contributions, with the discount amount determined by applying a discount factor (3.04% for FY 2017/18) against the *estimated* retirement contributions for the year. At fiscal year-end, CCCERA performs a "true-up" calculation based on actual payroll for the year. If the District *underestimated* retirement contributions, an additional payment is required with interest at the same rate as the discount factor. Conversely, if the District *overestimated* the amount of retirement contributions, then the District receives a credit against the following year's retirement contribution in the amount of the overpayment plus interest at the same rate as the discount factor.

For FY 2016/17, the District overestimated retirement contributions by \$315,000 (2%), which is being applied as a credit against the FY 2017/18 retirement contribution. Based on estimated/budgeted payroll for FY 2017/18, the District has determined the CCCERA prepayment amount to be \$16,746,000.

Beginning in FY 2017/18, the Board directed half of the retirement prepayment cost savings be utilized to pay down the CCCERA Unfunded Actuarial Accrued Liability (UAAL). Based on the estimated prepayment savings for the year, the pay-down amount for FY 2017/18 is \$294,000.

On July 25, 2017, the District sent a total payment of \$17,040,000 to CCCERA, consisting of the FY 2017/18 prepayment of \$16,746,000 and the FY 2017/18 UAAL pay-down of \$294,000.

### Other Post-Employment Benefits (OPEB):

The annual required contribution ("ARC") for retiree medical benefits is comprised of two components: the projected medical premiums to be paid on behalf of current retirees and beneficiaries for the ensuing fiscal year, and an annual "prefunding" contribution on the behalf of current employees paid to the OPEB trust fund (an irrevocable trust administered by the California Employer Retirement Benefit Trust, or "CERBT"). Similar to the CCCERA true-up at fiscal year-end, an OPEB true-up needs to occur for any shortfall in the ARC. (OPEB contributions need to equal or exceed the ARC amount for the District to stay

on course for full funding of the benefit.) For FY 2016/17, actual medical premiums were \$461,278 below the projected amount included in the ARC, and in June 2017, the District made an additional payment in this amount to the CERBT. On July 21, 2017, the District made its' first monthly payment to the CERBT for FY 2017/18 ARC in the amount of \$257,949, and will continue to make equal monthly payments in this amount (including the second payment on August 24, 2017) throughout FY 2017/18. (Current financial market conditions warrant contributing to the CERBT on a monthly basis; an investment strategy often referred to as "dollar-cost averaging.").

Recommended Board Action:

Information only. No action required.

Financial Impacts:

The CCCERA and OPEB contributions noted above are within amounts budgeted for FY 2016/17 and FY 2017/18. There is no additional financial impact anticipated at this time.



# San Ramon Valley Fire Protection District

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www.firedepartment.org | info@firedepartment.org

Date: August 23, 2017

To: Board of Directors

From: Martin Koran, Controller

Subject: Quarterly Investment Report – June 30, 2017

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## **Background**

Pursuant to Section 5.3 of the District's Investment Policy, please find attached the Quarterly Investment Report for the three-month period ended June 30, 2017. The investments held on behalf of the District are in compliance with the District's investment policy. Fiscal-year-to-date investment earnings for Fiscal Year 2016/17 are \$443,818, which translates to an average weighted yield-to-maturity of 1.09%.

The District invests in a short-term, laddered portfolio held by Bank of the West that matures at intervals from 6 months to 5 years for funds not required for current operating or capital needs. As of June 2017, the District has approximately \$19.5 million of Budget Stabilization and Capital Project Funds under active management, and \$2 million of Budget Stabilization Funds in a 6-month certificate of deposit with Tri-Valley Bank. These funds have earned \$228,921 fiscal year-to-date, which represents an average weighted yield to maturity of 1.63%.

As of June 30, 2017, the remaining \$27,581 balance of debt proceeds (Station 32 Project Fund) is invested in a money market account at U.S. Bank in order to provide liquidity for the final phase of the Station 32 project. Prior to this, the funds were invested in a short-term laddered portfolio maturing at intervals from 60 – 270 days. These funds earned \$9,977 fiscal year-to-date through June 30, 2017, at an average weighted yield-to-maturity of 0.10%.

Also attached is the Monthly Account Summary for the District's California Employers' Retiree Benefit Trust account (or "OPEB" trust fund). As of June 30, 2017, the balance in the OPEB trust fund was \$16,943,289. This included \$3.8 million of current year contributions and fiscal year-to-date investment earnings of \$1,411,145, for an annualized yield of 10.62%. The purpose of this trust fund is to set-aside funds to pay for health care benefits for retired employees. These

investments are in a pooled fund managed by CalPERS. During Fiscal Year 2016/17, the District contributed \$3,817,170 in order to meet the Annual Required Contribution.

**Recommendation**

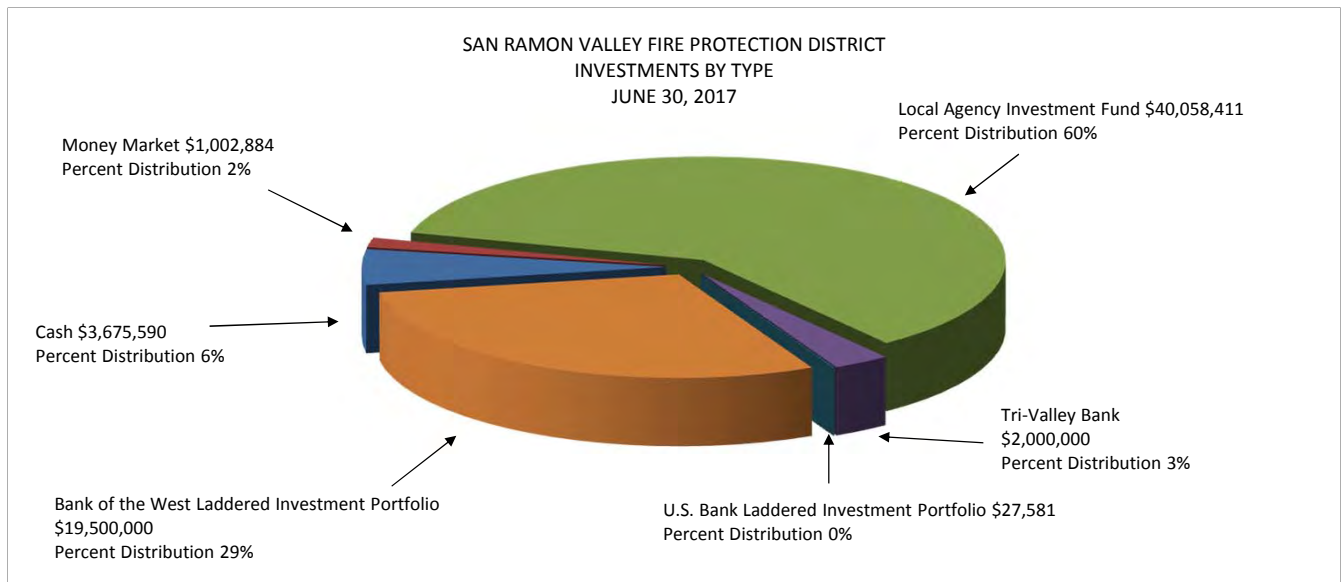
Staff recommends that the Board receive and review the investment report for the quarter ended June 30, 2017, and receive and review the California Employers' Retiree Benefit Trust Statement for the quarter ended June 30, 2017.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
INVESTMENT REPORT  
June 30, 2017**

Type of Investment	Financial Institution	Date of Maturity	Par Value/ Original	Market Value	Rate of Interest	Fiscal Quarter To Date	Gross Interest Earned
Cash	Bank of the West	N/A	3,612,255	3,612,255	0.00%	4	0
Cash	Bank of the West - CERT Funds	N/A	63,335	63,335	0.00%	4	0
Money Market	Bank of the West - Money Market	N/A	1,002,830	1,002,830	0.40%	4	1,563
Laddered Portfolio	Bank of the West - Investments	Various	19,500,000	19,395,215	1.71%	4	218,134
Certificates of Deposit	Tri-Valley Bank - Investment	180 days	2,000,000	2,000,000	0.80%	4	10,787
Laddered Portfolio	U.S. Bank - Investments	Various	27,581	27,581	0.10%	4	9,977
Local Agency Investment Fund	Local Agency Investment Fund	N/A	40,058,411	40,015,976	0.92%	4	203,357
Money Market	U.S. Bank Money Market Deposit Account	N/A	54	54	0.03%	4	0
<b>Total</b>			<b>\$66,264,467</b>	<b>\$66,117,246</b>			<b>\$443,818</b>

Average weighted yield 1.09%  
Total return 0.87%

Market values obtained from monthly statements issued by Bank of the West, Tri-Valley Bank and U.S. Bank.



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

The June 30, 2017 investments are in compliance with the District adopted Investment Policy.



**Bank of the West**

**Investment Portfolio - Budget Stabilization Fund and Capital Project Fund as of June 30, 2017**

Fund	Purch Date	Description	CUSIP	Mat Date	Face	Market Cost	Market	Cost	Mkt Adj	Days	Yield to Maturity
Budget Stabilization	12/11/14	Ally Bank UT	02006LMS9	12/11/17	250,000.00	100.0650	250,162.50	250,000.00	162.50	1,096	1.550
Budget Stabilization	12/11/14	Platinum Bank	72766HBL8	12/11/17	250,000.00	100.0290	250,072.50	250,000.00	72.50	1,096	1.100
Budget Stabilization	12/12/14	Mauch CHNK Trust C	577234CH8	12/12/17	250,000.00	100.0330	250,082.50	250,000.00	82.50	1,096	1.100
Budget Stabilization	12/19/14	Verus Bank of Comr	92535LBH6	12/19/17	250,000.00	100.0270	250,067.50	250,000.00	67.50	1,096	1.050
Budget Stabilization	12/05/14	TVA	880591EC2	04/01/18	1,000,000.00	102.3360	1,023,360.00	1,110,000.00	(86,640.00)	1,213	4.500
Budget Stabilization	12/10/14	Sallie Mae Bank	795450VN2	12/10/18	250,000.00	100.2580	250,645.00	250,000.00	645.00	1,461	2.000
Budget Stabilization	12/10/14	Goldman Sachs Bank	38148JEG2	12/10/18	250,000.00	100.6170	251,542.50	250,000.00	1,542.50	1,461	1.900
Budget Stabilization	12/11/14	American Express Ce	02587DWV6	12/11/18	250,000.00	100.2720	250,680.00	250,000.00	680.00	1,461	2.000
Budget Stabilization	12/12/14	GE Capital Bank	36163FNU3	12/12/18	250,000.00	100.2570	250,642.50	250,000.00	642.50	1,461	1.950
Budget Stabilization	12/05/14	FNMA	3135GOZE6	06/20/19	1,000,000.00	100.6570	1,006,570.00	1,010,000.00	(3,430.00)	1,658	1.750
Budget Stabilization	06/30/16	FNMA (Callable)	3136G3TY1	06/30/20	500,000.00	97.1230	485,615.00	500,000.00	(14,385.00)	1,461	1.250
Budget Stabilization	07/01/15	Discover	254672QY7	07/01/20	250,000.00	101.4710	253,677.50	250,000.00	3,677.50	1,827	2.300
Budget Stabilization	07/01/15	Capital One Bank	140420SX9	07/01/20	250,000.00	100.8870	252,217.50	250,000.00	2,217.50	1,827	2.250
Budget Stabilization	07/13/16	FHLB (Callable)	3130A8MP5	10/13/20	3,000,000.00	99.0250	2,970,750.00	3,000,000.00	(29,250.00)	1,553	1.375
Budget Stabilization	10/29/15	FHLMC (Callable)	3134G73S8	10/29/20	1,000,000.00	99.4010	994,010.00	1,000,000.00	(5,990.00)	1,827	1.000
Budget Stabilization	05/25/16	FNMA (Callable)	3136G3ND3	11/25/20	1,000,000.00	97.9570	979,570.00	1,000,000.00	(20,430.00)	1,645	1.400
Budget Stabilization	03/30/16	FHLB (Callable)	3130A7H24	03/30/21	3,000,000.00	99.2740	2,978,220.00	3,000,000.00	(21,780.00)	1,826	2.014
Budget Stabilization	10/28/16	FHLMC (Callable)	3134GAQY3	10/28/21	500,000.00	97.9100	489,550.00	500,000.00	(10,450.00)	1,826	1.050
Budget Stabilization	11/30/16	FHLB (Callable)	3130A9XY27	11/26/21	1,000,000.00	99.2320	992,320.00	1,000,000.00	(7,680.00)	1,822	1.550
Budget Stabilization	03/29/17	FHLB (Callable)	3130AAVW5	03/29/22	2,000,000.00	99.3110	1,986,220.00	2,000,000.00	(13,780.00)	1,826	1.500
Capital	02/23/17	FHLB (Callable)	3130AAQR2	02/23/22	1,000,000.00	99.3220	993,220.00	1,000,000.00	(6,780.00)	1,826	1.500
Capital	05/03/17	FHLB (Callable)	3130AB7G5	10/27/22	2,000,000.00	99.3010	1,986,020.00	2,000,000.00	(13,980.00)	2,003	1.500
<b>TOTAL</b>					<b>19,500,000.00</b>		<b>19,395,215.00</b>	<b>19,620,000.00</b>	<b>(224,785.00)</b>		<b>1.709</b>
<b>WEIGHTED AVERAGE</b>											<b>1.71</b>

US Bank

**2015 Certificates of Participation Capital Project Fund Investments as of June 30, 2017**

Purch Date	Description	CUSIP	Mat Date	Face	Market	Cost	Mkt Adj	Days	Int Accrual	Yield to Maturity
	U.S. Bank Mmkt			27,581.40	27,581.40	27,581.40	-		-	0.1000
	TOTAL			27,581.40	27,581.40	27,581.40	-		-	0.1000
	WEIGHTED AVERAGE									0.1000

# Account summary

## Account summary as of June 30, 2017

Initial contribution (6/29/2009)	\$3,500,000
Additional contributions	\$10,534,297
Disbursements	(\$1,812,608)
CERBT expenses	(\$62,300)
Investment earnings	\$4,783,900
Total assets	\$16,943,289
Average annualized internal rate of return (6/29/2009-6/30/2017)	9.16%

Agreement effective date: 6/26/2009  
In PEMHCA: Yes

# 2015 Certificates of Participation



All of us serving you®

Invoice Date: 7/19/2017  
 Invoice Number: 598476

SAN RAMON VALLEY FIRE PROTECTION DIST  
 1500 BOLLINGER CANYON ROAD  
 SAN RAMON, California 94583

Contact	Phone	Fax	Email
Mr. Martin Koran	(925)-838-6668	(925)-406-0873	mkoran@srvfire.ca.gov

**Account Number** [REDACTED]

**San Ramon Valley Fire Protection District 2015 Certificates of Participation (Refunding and Capital Projects Financing Invoice for Debt Service Payment on 8/1/2017)**

Cusip	Maturity Date	Accrual Start Date	Accrual End Date	No. of Days	Principal Balance	Interest Rate	Interest	Principal	Premium/Discount
799400CM6	8/1/2017	2/1/2017	7/31/2017	180	\$150,000.00	2.00%	\$1,500.00	\$150,000.00	
799400CN4	8/1/2018	2/1/2017	7/31/2017	180	\$155,000.00	4.00%	\$3,100.00		
799400CP9	8/1/2019	2/1/2017	7/31/2017	180	\$500,000.00	4.00%	\$10,000.00		
799400CQ7	8/1/2020	2/1/2017	7/31/2017	180	\$515,000.00	4.00%	\$10,300.00		
799400CR5	8/1/2021	2/1/2017	7/31/2017	180	\$540,000.00	5.00%	\$13,500.00		
799400CS3	8/1/2022	2/1/2017	7/31/2017	180	\$565,000.00	5.00%	\$14,125.00		
799400CT1	8/1/2023	2/1/2017	7/31/2017	180	\$585,000.00	2.00%	\$5,850.00		
799400CU8	8/1/2024	2/1/2017	7/31/2017	180	\$595,000.00	2.00%	\$5,950.00		
799400CV6	8/1/2025	2/1/2017	7/31/2017	180	\$615,000.00	5.00%	\$15,375.00		
799400CW4	8/1/2026	2/1/2017	7/31/2017	180	\$640,000.00	3.00%	\$9,600.00		
799400CX2	8/1/2027	2/1/2017	7/31/2017	180	\$660,000.00	3.00%	\$9,900.00		
799400CY0	8/1/2028	2/1/2017	7/31/2017	180	\$680,000.00	3.00%	\$10,200.00		
799400CZ7	8/1/2029	2/1/2017	7/31/2017	180	\$700,000.00	3.00%	\$10,500.00		
799400DA1	8/1/2030	2/1/2017	7/31/2017	180	\$725,000.00	3.00%	\$10,875.00		
799400DC7	8/1/2032	2/1/2017	7/31/2017	180	\$1,525,000.00	4.00%	\$30,500.00		
799400DF0	8/1/2035	2/1/2017	7/31/2017	180	\$2,560,000.00	5.00%	\$64,000.00		
					\$11,710,000.00		\$225,275.00	\$150,000.00	

Interest Due:	\$225,275.00
Principal Due:	+ \$150,000.00
Principal Deposit Due:	
<b>Net Due:</b>	<b>\$375,275.00</b>

**PAYMENT SUMMARY**

**Total Interest Due:** \$225,275.00  
**Total Principal Due:** + \$150,000.00

**TOTAL DUE 7/25/2017** \$375,275.00

Notes



# 2013 Certificates of Participation

UNDELIVERABLE MAIL ONLY - BB  
P.O. BOX 6026, MAILCODE IL1-0054  
CHICAGO IL 60680-6026

Customer Number: [REDACTED]

Bill Date: 07/18/17

Due Date: 08/01/17

Billing Period -  
02/01/17 through 07/31/17

Please note that the current interest has  
been projected from 07/18/17 through  
07/31/17

Page 1 of 3



0006120 VLC 001 001 18817 - YNN  
SAN RAMON VALLEY FIRE PROTECTION  
1500 BOLLINGER CANYON RD  
SAN RAMON CA 94583-1756



1005276010020612000610000000

## Commercial Loan Invoice

Invoice Number 000006299

### Summary

Principal Due This Period	\$656,000.00
Past Due Principal	\$0.00
Interest Due This Period	\$9,240.00
Past Due Interest	\$0.00
Fees Due This Period	\$0.00
Past Due Fees	\$0.00
Late Charge This Period	\$0.00
Past Due Late Charges	\$0.00
<b>Total Payment Due</b>	<b>\$665,240.00</b>

If you have questions concerning this invoice, or if your address has  
changed, please contact your relationship manager or Business Service  
Line at 1-800-242-7338.

If you would like future payments automatically deducted from your  
account, please contact your relationship manager.

## Commercial Loan Invoice

(Please detach and return invoice below with payment)

Principal Due This Period	\$656,000.00
Past Due Principal	\$0.00
Interest Due This Period	\$9,240.00
Past Due Interest	\$0.00
Fees Due This Period	\$0.00
Past Due Fees	\$0.00
Late Charge This Period	\$0.00
Past Due Late Charges	\$0.00
<b>Total Payment Due</b>	<b>\$665,240.00</b>

Customer Name SAN RAMON VALLEY FIRE PROTECTION  
 Due Date 08/01/17  
 Account # [REDACTED]  
 Customer/Account # [REDACTED]  
 Invoice # 000006299

Check box if your address has changed and indicate new  
address on reverse

Amount Enclosed \$ [REDACTED]

5000090000000040000000451879894001000000000000009



CHASE  
P.O. BOX 78039  
PHOENIX AZ 85062-8039

⑈0000006299⑈ ⑆500009022⑆ [REDACTED]



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: August 23, 2017

To: Board of Directors

From: Denise Pangelinan, Director of Emergency Communications  
Steve Call, Technology Systems Manager

Subject: Contra Costa County Microwave Services Agreement

---

## **Background**

The District utilizes emergency communications microwave and radio equipment located at four hilltop sites owned or leased by Contra Costa County. The District has an agreement with Contra Costa County to lease space at each of the radio sites to house the District's emergency communications equipment. The agreement allows for ingress or egress and the rights to install equipment, antennas, cables, conduits and wires as necessary to support the needs of the District. Contra Costa County charges the District per rack unit to lease space at each of the hilltop sites and to utilize the county microwave system at each of the sites.

The microwave services and lease fees for FY 2017-2018 total \$36,393.60.

## **Recommendation**

Staff recommends the District authorize a payment of \$36,393.60 to the Contra Costa County Department of Information Technology for microwave services.

## **Financial Impacts:**

None. Budgeted expense for FY 2017-2018.



# San Ramon Valley Fire Protection District

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www.firedepartment.org | info@firedepartment.org

Date: August 23, 2017

To: Board of Directors

From: Natalie Korthamar Wong, Director of Human Resources

Subject: VanDermyden Maddux Law Corporation

---

## **Background:**

The District engaged the firm of VanDermyden Maddux Law Corporation to provide specialized, employment related legal services.

## **Recommended Board Action:**

Authorize staff to pay \$34,509.02 to VanDermyden Maddux Law Corporation for legal services rendered.

## **Financial Impacts:**

Funding for such legal services were included in the adopted budget for FY 2017/2018 budget.



# San Ramon Valley Fire Protection District

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www.firedepartment.org | info@firedepartment.org

Date: August 23, 2017

To: Board of Directors

From: Natalie Korthamar Wong, Director of Human Resources

Subject: Property and Liability Insurance – FY 2017-2018

---

## **Background:**

The San Ramon Valley Fire Protection District participates in the Fire Agencies Insurance Risk Authority for liability and property insurance. This JPA is comprised of over one hundred fire districts in California and Nevada.

The FY 2017-18 charges represent a 2.11% increase in property and liability insurance costs (\$2,439.40) from the prior fiscal year. The proposed total property and liability insurance expense is within the approved budget for FY 2017-18.

## **Recommended Board Action:**

Authorize staff to pay \$118,117.00 to the Fire Agencies Insurance Risk Authority for property and liability insurance for FY 2017-18.

## **Financial Impacts:**

The premium amount is below the \$118,570 budgeted for FY 2017-18.



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**SPECIAL ANNOUNCEMENTS/  
PRESENTATIONS/  
GENERAL BUSINESS**

# SAN RAMON VALLEY

## FIRE PROTECTION DISTRICT

### A PROCLAMATION OF THE BOARD OF DIRECTORS

*WHEREAS, on September 11, 2001, terrorists hijacked four civilian aircraft, crashing two of them into the towers of the World Trade Center in New York City, and a third into the Pentagon outside Washington, D.C.; and*

*WHEREAS, the fourth hijacked aircraft crashed in southwestern Pennsylvania after passengers tried to take control of the aircraft in order to prevent the hijackers from crashing the aircraft into an important symbol of democracy and freedom; and*

*WHEREAS, these attacks were by far the deadliest terrorist attacks ever launched against the United States, killing thousands of innocent people; and*

*WHEREAS, in the aftermath of the attacks the people of the United States stood united in providing support for those in need; and*

*WHEREAS, the Senate and House of Representatives of the United States of America in Congress assembled and designated September 11 as Patriot Day; and*

*WHEREAS, the flag of the United States will be displayed at half-staff on Patriot Day; and a moment of silence will be observed on Patriot Day in honor of the individuals who lost their lives as a result of the terrorist attacks against the United States that occurred on September 11, 2001; and*

*WHEREAS, the President has requested that each year, state and local governments and the people of the United States observe Patriot Day;*

*WHEREAS, on August 24, 2011, recognizing the ten-year anniversary, the Board of Directors of the San Ramon Valley Fire Protection District officially retired badge number 343 in solemn tribute to the 343 firefighters who lost their lives in the World Trade Center attacks;*

*NOW, THEREFORE, be it resolved that the Board of Directors of the San Ramon Valley Fire Protection District proclaim September 11 as Patriot Day, and shall be so designated each year thereafter.*

*Date: August 23, 2017*

---

*Don Parker, Board President*

# **OLD BUSINESS**

---



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: August 23, 2017

To: Board of Directors

From: Denise Pangelinan, Director of Emergency Communications  
Steve Call, Technology Systems Manager

Subject: First OnScene Software Maintenance

---

## **Background:**

The District utilizes First OnScene software products for fire incident, hydrant inspection, hose testing, controlled substance, pre-incident aerial survey, fire prevention and Exterior Hazard Abatement (EHA) records management and reporting.

First OnScene software maintenance for the period 8/1/2017 – 7/31/2018 totals \$37,500.00 and is now due.

## **Recommended Board Action:**

Authorize staff to make a payment to First OnScene, LLC, in the amount of \$37,500.

## **Financial Impacts:**

None. Funds are allocated in the Annual Budget Fiscal Year 2017-2018.



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: August 23, 2017

To: San Ramon Valley Fire Protection District Board of Directors

From: Natalie Korthamar Wong, Director of Human Resources

Subject: Amendment No. 2 to the Employment Agreement between the San Ramon Valley Fire Protection District and Fire Chief Paige Meyer

---

## **Background:**

Pursuant to the employment agreement between the San Ramon Valley Fire Protection District and Fire Chief Meyer, the Board conducted a comprehensive review of Chief Meyer's job performance for the period April 1, 2015 through May 30, 2017. Based on that review, the District Board determined that Chief Meyer has met and exceeded the Board's expectation in all performance areas. Additionally, the Board and the Fire Chief established performance goals for the period April 1, 2017 through March 30, 2018. A copy of the evaluation and mutually agreed performance goals is attached to this report.

Based on the Board's direction to staff, we have prepared Amendment No. 2 to the employment agreement. Effective April 1, 2017, Section 6 – Compensation and Benefits is amended as follows:

1. Section 6.1 "Salary" – the base salary for the Fire Chief shall be \$268,000 per year;
2. Section 6.2 "Vacation" – the maximum accrual of vacation hours shall not exceed 600 hours;
3. Section 6.8 "Reopener" – (this section is being added to the agreement) during the term of the Agreement, if in any month the District's General Fund balance falls below the 20% District Budget Stabilization Fund requirement, an immediate reopener of the Agreement is triggered.

This amendment has been reviewed by Counsel and it has been determined that it complies with various pension rules pertaining to compensation adjustments. There are no other changes to Chief Meyer's employment agreement.

## **Recommended Board Action:**

It is recommended that the District Board consider and approve Amendment No. 2 to the employment agreement between the San Ramon Valley Fire Protection District and Chief Meyer.

## **Financial Impacts:**

The fiscal impact for 2016-17 is \$28,000. Adequate funding is available in the current budget; therefore no additional appropriations are required.



## San Ramon Valley Fire Protection District

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

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

May 24, 2017

To: Chief Meyer  
From: Personnel/HR Subcommittee  
Subject: Annual Review

The Personnel Committee is pleased to provide the prescribed Annual Review and Evaluation as agreed upon between the District and yourself.

The process is an opportunity to benchmark your accomplishments from the past period to the goals set by the Board, discuss your input about the past year, and agree upon and set your goals and Board expectations for the next 12 months.

The Board is pleased by the accomplishments you have achieved this period. Of special note is your leadership managing multiple major projects concurrently with providing guidance, direction, and innovation for the District.

Next year's goals are initiatives that have been discussed and/or are projects currently in progress. Due to the importance of these initiatives, the purpose is to document the goals, measure and benchmark the progress, and insure timely completion.

The vision and the preparation of the District for the next 5 to 10 years will benefit the citizens we serve well into the future. You have shown that you are a true CEO, not a caretaker. Job well done!

The Board values your accomplishments and dedication and we believe in you.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Stamey".

---

Director Matt Stamey, Chair  
Personnel/HR Subcommittee 2017

A handwritten signature in black ink, appearing to read "Shawn Stark".

---

Shawn Stark  
Personnel/HR Subcommittee 2017



**Employee Name:** Paige Meyer

**Date of Evaluation:** May, 2017

**Review Period:** 2015-2017

**Date of Appointment:** March 18, 2013

The purpose of this evaluation is to assess the effectiveness of the administrator in performing job responsibilities and to enhance the ability of the administrator to advance the mission of the San Ramon Valley Fire Protection District. A key element of this process is the mutual establishment of goals within the context of the job description between the Fire Chief under the review and his/her Board of Directors.

**Section I: Evaluation of position responsibilities and performance for period of review**

<i>Identify goals established at beginning of evaluation period</i>	<i>Fully Accomplished</i>	<i>Partially Accomplished</i>	<i>Not Accomplished</i>	<i>Other (Explain)</i>
<i>Maintain current and long-term fiscal stability Maintain 10-Year cash flow model and Capital Improvement Plan (CIP)</i>	X			
<i>Negotiate and institute a primary PSAP consolidated Fire/Police Communications Center a. Develop agreement with the City of San Ramon</i>	X			
<i>Enhance overall effectiveness of the HR Division a. Evaluate the feasibility, in terms of enhanced employee services and cost containment, of joining a fire agency specific pool for workers' compensation administration and excess workers' compensation insurance</i>	X			
<i>Reorganize the Fire Prevention Division to maximize efficiency and effectiveness, include a plan to implement change over the next fiscal year</i>	On Going			
<i>Fire inspection plan for anticipated major construction projects a. San Ramon City Center b. New Farm</i>	X			

<b>Identify goals established at beginning of evaluation period (page 2)</b>	<b>Fully Accomplished</b>	<b>Partially Accomplished</b>	<b>Not Accomplished</b>	<b>Other (Explain)</b>
<p><b>Construction of Station 32 within budget parameters. Explore feasibility of utilizing ‘Lease/Leaseback” approach to</b></p> <p><b>a. construct the station on time and on budget</b></p>	X			
<p><b>Further improve on our high-performing EMS service</b></p>	X			
<p><b>Monitor County ambulance contract for adverse impacts to District, start process at county and state level to establish/reestablish our 201 rights</b></p>	X			
<p><b>Continue to enhance the District’s level of disaster preparedness</b></p> <p><b>a. Explore implementation of early warning earthquake notification system in all stations</b></p> <p><b>b. Inter and Intra County Drills</b></p> <p><b>c. Partnerships with Non-District resources including city, County</b></p> <p><b>d. Evaluate our water delivery system strengths and weaknesses, with emphasis on fire following earthquake or natural disaster</b></p>	X			
<p><b>Training Division</b></p> <p><b>a. Continue Command and Control training</b></p> <p><b>b. Apparatus Operator training</b></p> <p><b>c. Hire and train suppression personnel</b></p> <p><b>d. Enhance safety training where needed based on continual monitor</b></p>	X			
<p><b>Review deployment model for effective allocation of resources</b></p> <p><b>a. Implement closest unit dispatch</b></p>	X			
<p><b>Review and implement a Reserve Firefighter program, focused on developing Reserve Firefighters skills and abilities to become full time paid Firefighters.</b></p>	X			



- Annual goals for this evaluation period are attached.
- Report on accomplishments for this evaluation period is attached.

**Section II: Evaluation of professional skills (where appropriate to position)**

	<i>Commendable</i>	<i>Above Standard</i>	<i>Competent</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
<i><b>LEADERSHIP: Exercises sound judgment. Sets a positive example. Maintains high ethical standards, supports SRVFPD mission and policies</b></i>	X				
<i><b>MANAGEMENT: Plans, executes and delegates work effectively. Manages financial material and human resources efficiently. Provides appropriate direction and professional development opportunities for subordinates. Organizes well.</b></i>	X				
<i><b>PROBLEM SOLVING AND INNOVATION: Produces creative, innovative and workable solutions.</b></i>	X				
<i><b>PROJECT ACCOMPLISHMENT: Develops program initiatives and completes projects in a timely and effective manner.</b></i>	X				
<i><b>TEAMWORK: Works effectively in a team environment. Interacts with coworkers in a positive and cooperative manner.</b></i>	X				
<i><b>DUTIES: Section I of our employment agreement specifies 12 functions and duties for the position of SRVFPD Fire Chief (see attached list). Review and evaluate performance.</b></i>	X				

**Section III: Evaluation of general skills**

	<i>Commendable</i>	<i>Above Standard</i>	<i>Competent</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
<i>JOB KNOWLEDGE: Demonstrates competence in skills and knowledge of functional areas. Understands job requirements, internal and external procedures and regulations and how position interacts with and supports other areas of SRVFPD.</i>	X				
<i>COMMUNICATION: Speaks, writes and presents effectively. Listens well and clarifies questions. Interacts professionally with Directors and staff. Keeps appropriate people informed on status of projects and key issues. Prepared for meetings.</i>	X				
<i>INTERPERSONAL SKILLS: Is aware of and sensitive to needs of others. Considers both sides of an issue. Maintains cooperative and effective working relationships. Motivates and inspires staff.</i>	X				
<i>RESPONSIVENESS: Is results-oriented and assumes responsibility and accountability for own work. Responds appropriately to internal and/or external requests for assistance. Demonstrates initiative and flexibility.</i>	X				

**Commendable:** Performance consistently demonstrated with an extraordinary level of skill and ability. A statement of explanation must be included.

**Above Standard:** Performance objectives have been met and demonstrated with high level of skill and ability.

**Competent:** Performance objectives have been met and demonstrated with a satisfactory level of skill and ability.

**Needs Improvement:** Performance objectives have not been met or have been met only partly with a satisfactory level of skill and ability. The Plan of Professional Development must address these areas.

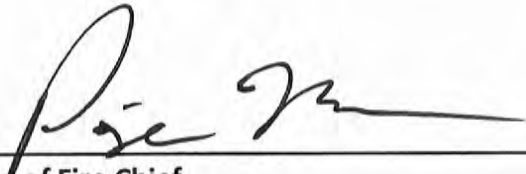
**Unsatisfactory:** Significant performance objectives have not been met and/or performance indicates significant deficit in skill and ability. A statement of explanation must be included.

## Section IV: Required attachments

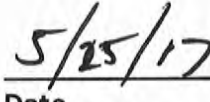
1. Goals for upcoming year have been reviewed and are attached.
2. Professional Plans for upcoming year have been reviewed and are attached.
3. Job description has been reviewed and modified, if needed.

### ***ADDITIONAL RECOMMENDATIONS AND COMMENTS:***

- Thank you for your dedication, focus, commitment to the District
- Self-evaluation highlights his quantifiable achievements of past evaluation period
- Managing major reorganization and MOU negotiations, while increasing District productivity at reduced costs.
- The District's success is based on the Chief's guidance, leadership, and direction
- Met and exceeded Board expectations and goals
- Successfully managed major projects
- Maintained fiscal responsibility
- Developed a strong relationship with the Board, including new members
- Continues to position the District to meet the future needs of the citizens we serve
- Maintained a high level of morale among our personnel
- Recruited personnel to enhance operational efficiency of the District
- Developed a proactive outreach program to strengthen the Districts relationship with our local governments as well as the community at large
- Recommend he continue the professional & self-starter approach to managing the District, maintain his high level of strategic thinking, and to enjoy his achievements.



Signature of Fire Chief



Date

OVERALL MERIT RATING ASSIGNED: Commendable

REVIEWED BY BOARD PRESIDENT:



Signature of Board President



Date

## Mutual Establish Goals

April 2017

Maintain the current & long term fiscal stability

Provide guidance, direction & oversight so each department's written goals (including the Fire Chief's) for 2017/2018 as stated in the Board Retreat-March 2017 document are achieved or exceeded.

Special emphases to the following:

- a) The CIP is reviewed and monitored as required
- b) Proactive procedure to maintain equipment & facilities to proper operational status and replacement tied to the CIP
- c) Updated, automated process for HR documents, data entry, & document retention
- d) Proactive personnel development at all levels/departments, from entry level programs (reserves, etc.) to top levels in the department
- e) Completion of the reorganization
- f) Manage Workman's Comp processes
- g) Monitor Contra Costa County developments for EMS.

Independent evaluation of the near-term IT needs, equipment & timelines to insure the safety of personnel, functionality of equipment, and best capital outlay.

Meet and exceed the expectations with our relationships with the City of San Ramon, Town of Danville, Contra Costa County, and the citizens we serve.

Evaluate & manage the near-term District requirements for facilities (including training site, station coverages, requirements for new local development).

Monitor & advise the Board of any developments in the pension court cases & any pertinent developments which could affect retirements or personnel staffing levels.

Proactive programs to utilize outside resources for training, collaboration, and relationship building, and inter & intra county operational protocols practiced.

Stay Safe & Have fun

**SECOND AMENDMENT AND RESTATEMENT TO EMPLOYMENT  
AGREEMENT BETWEEN THE SAN RAMON VALLEY FIRE PROTECTION  
DISTRICT AND PAIGE MEYER**

This SECOND AMENDMENT and RESTATEMENT ("Second Amendment") is made and entered into as of August 23, 2017, by and between the SAN RAMON VALLEY FIRE PROTECTION DISTRICT ("District") and PAIGE MEYER ("Employee"), with respect to terms and conditions of employment of Employee as District Fire Chief.

**WHEREAS**, District and Employee entered into an Employment Agreement for the position of District Fire Chief ("Agreement"), effective March 18, 2013; and,

**WHEREAS**, the parties modified the terms of the Agreement effective April 1, 2016 (the "First Amendment"), following the District Board of Director's review of Employee; and,

**WHEREAS**, the parties have agreed to again amend, as well as restate, the Agreement; and,

**WHEREAS**, pursuant to Government Code Section 54956(b), this Second Amendment shall be approved at a Regular Meeting of the District Board of Directors.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Effective Date.

All terms and conditions of this Second Amendment shall be effective commencing April 1, 2017.

2. Section 6.1 "Salary" is amended as follows:

District agrees to pay Employee for Employee's services an annual base salary of \$268,000.00 per year.

Additionally, the sentence "Notwithstanding the foregoing, Employee's compensation during the term of this Agreement shall not be less than 20% above the base compensation for the classification of Assistant Fire Chief, Step 5, as established in

the monthly salary schedule for Non-Represented Employees” is deleted from Section 6.1.

3. Section 6.2 “Vacation Leave” is amended as follows:

Employee shall accrue 20 hours of vacation leave on a monthly basis, but in no event shall exceed a maximum accumulation of 600 hours.

4. Section 6.7 “Deferred Compensation,” which was added to the Agreement by the First Amendment, is amended as follows:

During the term of the Agreement the District shall make monthly contributions equal to 3% of Employee’s base salary to Employee’s deferred compensation account.

5. Section 6.8 “Reopener” is added to the Agreement as providing:

During the term of the Agreement, if in any month the District’s General Fund balance falls below the 20% District Budget Stabilization Fund requirement, an immediate reopener of the Agreement is triggered.

6. Section 12 “Goal Setting, Performance Evaluation” is amended to add the following sentence:

At the time at which the parties conduct Employee’s performance review, they may also simultaneously conduct Employee’s annual salary review.

7. Terms of Agreement and First Amendment Remain Effective.

All other terms and conditions of the Agreement and the First Amendment are hereby restated and shall remain in full force and effect except as modified by this Second Amendment.

8. Counterparts.

This Second Amendment and all amendments and supplements to it may be executed in counterparts, together which shall be construed as one document.

IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment as of the date first written above.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Dated: August \_\_\_\_, 2017

By: \_\_\_\_\_  
Donald Parker, President  
Board of Directors

**EMPLOYEE**

Dated: August \_\_\_\_, 2017

By: \_\_\_\_\_  
Paige Meyer

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
William D. Ross  
District Counsel





**PACIFIC-MOUNTAIN CONTRACTORS  
OF CALIFORNIA INC.**

4061 Port Chicago Highway, Suite H • Concord, CA 94520  
 Telephone: 925.603.2652 • Fax: 925.687.8430  
 License No. 921539

August 16, 2017

FIRE STATION 32 – PROJECT STATUS REPORT- AUGUST 2017

AUGUST SCHEDULE

DATE	DESCRIPTION	ACTION / TRADE
<b>8/1/17</b>	CCCPW INSPECTION	CCCPW, PMC
	FUEL TANK - INSTALLATION	PMC, FUEL TANK INSTALLER
<b>8/2/17</b>	PLANTER DRAINAGE WORK-START	PMC, LANDSCAPER
<b>8/3/17</b>	PLANTER DRAINAGE WORK-COMplete	COMPLETED – PMC, LANDSCAPER
<b>8/4/17</b>	CCCDCD – FINAL INSPECTION BUYOFF	PMC, CCCDCD BUILDING INSP
<b>8/4/17</b>	STATION TURNOVER 1:00 PM	SRVFPD, PMC
<b>8/5/17</b>	FUEL TANK - PIPING	PMC, PLUMBING
<b>8/7/17</b>	NOTICE OF COMPLETION FILED	SRVFPD
<b>8/15/17</b>	FUEL TANK-PACKING, COMPLETE	PMC, FUEL TANK INSTALLER
<b>8/16/17</b>	FUEL TANK- FD INSPECTION, COMPLETED	SRVFPD, PMC
	FIX AERATORS – COMPLETED	PMC, PLUMBING
<b>8/17/17</b>	FUELING	SRVFPD

OUTSTANDING ITEMS

DESCRIPTION	TASK	ACTION
<b>PEDESTRIAN BRIDGE</b>	REVISED BRIDGE PLANS IN PLAN CHECK ETA - TBD	CCCPW
	BOND- ETA 8/18/17	PMC



GENSET PUMP AND PIPING



WEST SIDE OF STATION 32 FROM MIRANDA AVE



SW CORNER OF STATION 32



SW CORNER OF FS32 – MIRANDA AVENUE



WEST SIDE – MAIN ENTRANCE

# VIEW 1 - PRESENT



# VIEW 1 - 5 YEAR GROWTH



# VIEW 2 - PRESENT



# VIEW 2 - 5 YEAR GROWTH



# VIEW 3 - PRESENT





# VIEW 3 - 5 YEAR GROWTH





# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: August 23, 2017

To: Board of Directors

From: Paige Meyer, Fire Chief

Subject: Resolution No. 2017-10 Extending the Payment of Salary to Recalled Active Duty SRVFPD Employees

---

## **Background:**

The laws governing the protections of recalled active duty military personnel have been updated since the creation of the District's current military leave policy. As such, staff recommends adoption of Resolution No. 2017-10 and approval of a new military leave policy.

- Call-Up of Reservists: On September 14, 2001, President Bush issued an executive order calling-up many reservists to active duty following the terrorist attacks of September 11, 2001. Some of those reservists are District employees. The call-up is for an indefinite period.
- Rules Governing Military Leave of District Employees: Both federal and state laws contain a series of provisions about the continuation of salary and benefits when public employees are called to active duty.
- Federal: Uniformed Services Employment & Reemployment Rights Act (USERRA) 38 U.S.C. § 4301-4335 ensures that persons who serve or have served in the Armed Forces, Reserves, National Guard or other "uniformed services:" (1) are not disadvantaged in their civilian careers because of their service; (2) are promptly reemployed in their civilian jobs upon their return from duty; and (3) are not discriminated against in employment based on past, present, or future military service.
- State: Military & Veteran's Code (MVC) § 389-399.5; summary:

Salary: Under the California Military and Veterans Code, public employers are obligated to pay the salary of public employees called to active duty for the first thirty (30) days of the call-up. (Please note that there is a different set of rules when public employees are called up for non-active duty; e.g., training. Those provisions are not discussed in this memo).

Salary Beyond the 30 Days: Under Military and Veterans Code §395.03, the SRVFPD Board of Directors may, by resolution, extend the payment of salary beyond the thirty (30) day required time period.

- Resolution No. 2017-10 has been prepared to outline the San Ramon Valley Fire Protection District's implementation for reservists called to active duty; this would include re-employment rights of employees returning from Military Duty. Except in very rare circumstances, employees returning from active military duty are entitled to reemployment if:

The employee gives written or verbal notice of the recall to duty.

The length of absence due to military duty does not exceed 5 years.

The employee submits a reemployment application in accordance with certain timetables depending upon the period of time he or she was on active duty.

#### **Fiscal Impact**

The financial impact is estimated to be minimal, which can be absorbed within the FY 2017/2018 budget; therefore, no additional appropriations are necessary.

#### **Recommended Board Action:**

Adopt by a majority roll call vote, the attached Resolution No. 2017-10.

# ADMINISTRATIVE – POLICY AND PROCEDURE

TOPIC:	<b>Military Leave Policy</b>
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Effective Date:	08/2017	Doc No:	ADM223
Approved By:	Chief Paige Meyer	Orig. Date	08/2017

## I. PURPOSE

To enable employees to receive extended time away from work to satisfy military service

## II. SCOPE

This Policy applies to all employees of the District

## III. AUTHORITIES

Federal: Uniformed Services Employment & Reemployment Rights Act (USERRA) 38 U.S.C. § 4301-4335 ensures that persons who serve or have served in the Armed Forces, Reserves, National Guard or other “uniformed services:” (1) are not disadvantaged in their civilian careers because of their service; (2) are promptly reemployed in their civilian jobs upon their return from duty; and (3) are not discriminated against in employment based on past, present, or future military service.

State: Military & Veteran’s Code (MVC) § 389-399.5.

District: Resolution; 2017-10 (Supplemental Military Pay and Benefits) accepted by the District Board on August 23, 2017; Direction from District Board dated August 23, 2017 (Item 8.4 of District Board Agenda dated August 23, 2017), and Districts Military Leave Policy dated August, 2017 and accepted by the District Board on August 23, 2017.

## IV. POLICY

Employees of the San Ramon Valley Fire District (District) are entitled to benefits for military service in accordance with applicable laws of the State of California and the Federal Government. Benefits in addition to these laws have been provided by Resolution of the District Board and are described in this policy. Direction regarding allowance of military leave for individual cases may be obtained by contacting Human Resources.

### 1. Qualifying Employee

Any District employee who is a member of the Reserve Corps of the Armed Forces of the United States, the National Guard, or the Naval Militia shall be entitled to a military leave of absence while engaged in military duty. For purposes of this policy, military leave consists of:

- Temporary military leave means when an employee is ordered to full-time active military duty for training for a period not to exceed 180 calendar days, including time spent traveling to and from such duty.
  - Extended military leave means when an employee enlists or is ordered into active-duty service of any length or active-duty training more than 180 days or when an employee is ordered into any active Federal military duty as a member of the National Guard or Naval Militia.
  - Emergency National Guard leave means when an employee who as a member of the National Guard is called to active duty by proclamation of the Governor during a state of emergency. An employee who as a member of the National Guard is called to active Federal military duty at the request of the President of the United States is not eligible for emergency National Guard leave, but shall be granted extended military leave.
2. Compensation and Benefits During the First 30 Days of a Military Leave of Absence under California law

Employees who are on temporary military leave (i.e., active duty for training, inactive duty training, encampment, naval cruises, special exercises or like activity) are entitled to receive Military Pay (MLT) from the District, which is equivalent to their full District pay for the first 30 calendar days [MVC § 395.01(a)] of a military tour. Eligible employees shall receive the same vacation, sick leave, seniority and other benefits the employee would have enjoyed had he or she not been absent. Employees, however, must still pay their share of retirement contributions, and any other employee share of benefits, if applicable. Eligible employees may receive MLT pay for up to 30 calendar days per fiscal year, regardless of whether they were involved in a single tour or multiple tours.

3. Definition of Fiscal Year

For purposes of military leave, the District’s fiscal year begins on July 1 and ends on June 30.

4. Optional Supplemental Military Pay and Benefits Program

The District Board has authorized additional paid leave and benefits to military reservists called to active duty beyond the thirty (30) days of leave as specified above. Eligible District employees called to active military duty may elect to continue District benefits and supplemental pay, which when combined with their military pay, will total the pay that they would have received if not on a military leave of absence. Employees participating in the Program are required to allow the District to receive their electronic Department of Defense salary records.

Participation in the District’s Supplemental Military Pay and Benefits Program is optional and if an employee does not participate in the Program, the employee will still receive all rights afforded under applicable federal and state laws.

- Flat Rate Program – An employee participating in the Program will receive a flat rate of supplemental military pay. The flat rate supplemental military pay monthly amount is the difference between a participating employee’s District pay, which includes the employee’s base pay and any additional pays that he or she is eligible for under any applicable Memorandum of Agreement, and the military salary received by the employee. The initial calculation of the flat

rate supplemental military pay is determined by comparing the pay provided by the District in the month prior to the military leave of absence to the military salary received by the employee in the first month of the tour.

- Health Benefits – While on leave under the Program, reservists can elect to continue benefits including, but not limited to medical, dental, vision, and EAP. The District will pay the applicable Employer portion of the premium.
- Leave Accruals and Seniority - While on leave under the Program, employees will continue to accrue sick leave, vacation leave and seniority, both District and Departmental, in proportion with their paid status. If an employee is on partial pay they will receive partial accruals on a pro-rated basis.
- Retirement Service Credit – While on leave under the Program, an employee will continue to accrue retirement credit so long as the employee pays his or her share of retirement contributions, in accordance with whichever retirement plan is applicable. If the employee's supplemental pay is not sufficient to cover his or her retirement contribution, the remaining balance would need to be paid upon return to District service.

If called to active duty, the employee should follow the instructions in the procedures section below, and contact Human Resources at 925-838-5150 or email a Human Resources representative as soon as possible to speak with an Employee Benefits staff member to determine if the employee's active duty assignment qualifies for the Supplemental Military Pay and Benefits Program.

## **V. PROCEDURES**

### Request for military leave less than 30 days

It is the responsibility of the employee to request military leave at least 30-days in advance of the leave (if applicable) through his or her supervisor and provide a military Order or Military Employer letter, prior to the start of the requested leave. If the employee does not submit one of the two above, then the employee is required to submit the contact information of the commanding officer so that the District may verify the Order.

### Request for military leave more than 30 days

Generally, when an employee is requesting military leave greater than 30 days, there is ample time to get Activation or Mobilization Orders to the employer. Advanced notice given to the employer to prepare for an employee's temporary leave of absence helps ensure a smooth transition. It is the responsibility of the employee to request military leave at least 90-days in advance of the leave (if applicable) through his or her supervisor. If the employee does not submit one of the two above, then the employee is required to submit the contact information of the commanding officer so that the District may verify the Order.

**RESOLUTION NO. 2017-10**

**RESOLUTION EXTENDING THE PAYMENT OF SALARY  
TO SAN RAMON VALLEY FIRE PROTECTION DISTRICT EMPLOYEES  
RECALLED TO ACTIVE DUTY**

**WHEREAS**, on or about September 14, 2001, President Bush issued an executive order calling-up approximately 50,000 military reservists to active duty to provide port operations, medical support, engineer support, general civil support, homeland defense and recovery missions following the terrorist attacks of September 11, 2001 in New York, Washington, D.C., and Pennsylvania; and

**WHEREAS**, some of those reservists recalled or subject to recall to active duty are San Ramon Valley Fire Districts employees; and

**WHEREAS**, the call-up is for an indefinite period of time and under California Military and Veterans Code §395.02 those public employees recalled to active duty during a crisis such as this are entitled to continue to receive their normal salary for a period of thirty (30) calendar days from their recall to active duty; and

**WHEREAS**, the District's Board does not believe that those San Ramon Valley Fire District employees recalled to active duty during this crisis should be financially penalized or forced to worry about their ability to provide for their families; and

**WHEREAS**, California Military and Veterans Code §395.03 authorizes the District Board to continue to pay the salary of such employees recalled to active duty as was the case in 1990 during "Desert Storm;" and

**WHEREAS**, on August 23, 2017, the San Ramon Valley Fire District Board adopted Resolution No. 2017-10 authorizing the payment of base salary to District's employees who had been recalled to active duty through August 23, 2018 or until the employee was released from active duty, whichever occurred first; and

**WHEREAS**, Resolution No. 2017-10 further provided that should the recall to active duty appear to be of such magnitude that it may continue beyond one year, District Staff was to reschedule this issue to allow the District Board to consider whether to continue the salary payment for an additional period;

**I HEREBY CERTIFY** that the foregoing resolution was introduced and passed at a regular meeting of the San Ramon Valley Fire Protection District Board of Directors, held on the 23<sup>rd</sup> day of August, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
Natalie Korthamar Wong, Deputy District Clerk

\_\_\_\_\_  
Don Parker, SRVFPD Board President

# **NEW BUSINESS**





# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

**Date:** August 23, 2017  
**To:** Board of Directors  
**From:** Natalie Korthamar Wong, Director of Human Resources  
**Subject:** Board Vacancy Procedures

---

## **Background:**

Director Stark submitted his resignation from the Board of Directors, effective August 6, 2017.

The following are the steps staff has taken regarding Director Stark's vacancy on the Board:

- Notified the County Elections Office of the vacancy, submitting a letter to the County Elections Department August 8, 2017, which I have confirmed that the County is in receipt of.
- Attached is a draft notice of vacancy that will be posted once approved by the Board of Directors. Because Director Stark's resignation is effective August 6, 2017, the District has until October 5, 2017 to fill the vacancy. The Board vacancy can be formally filled on or prior to that date by holding a Special or Regular meeting.
- If the vacancy is not filled by the District within 60 days of the resignation, the County Board of Supervisors may appoint a person to fill the vacancy within 90 days of the effective date of resignation.

## **Recommended Action:**

Staff requests that the Board 1). authorize the posting of the notice of the vacancy, and 2). appoint Director \_\_\_\_\_ (to be appointed at the August 23, 2017 meeting) to fill Director Stark's place on the Personnel subcommittee, if the Personnel Subcommittee with be conducting interviews.



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

## NOTICE OF VACANCY OF OFFICE FOR MEMBER OF THE BOARD OF DIRECTORS OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT

**NOTICE IS HEREBY GIVEN** by the Board of Directors (“Board”) of the San Ramon Valley Fire Protection District (“District”) of the County of Contra Costa, that a vacancy on the Board of Directors has occurred as of August 6, 2017, as a result of the resignation of Shawn Stark, District Board Member, whose term of office expires in November, 2020.

The District Board of Directors will fill the vacancy under the procedures of Government Code Section 1780 by appointing an individual to the office.

Interested candidates should submit summaries of their qualifications to the attention of Executive Assistant, Sue Brooks either by mail at San Ramon Valley Fire Protection District, 1500 Bollinger Canyon Road, San Ramon, CA 94583 or by email at [sbrooks@srvfire.ca.gov](mailto:sbrooks@srvfire.ca.gov) not later than \_\_\_\_\_. Applicants must be residents of the District and capable of attending regular and special meetings of the Board, as well as Board Committee meetings.

The appointed individual must, upon appointment, complete and file an Economic Interest Statement as required by law. Applicants will be considered and selected for appointment to office by the District Board on \_\_\_\_\_.

District Board Members perform those functions which set policy and standards for the District’s delivery of fire prevention, suppression and emergency medical services and those other services authorized by the Fire Protection District Act of 1987 (Health & Safety Code section 13800 *et seq.*)

Dated: \_\_\_\_\_

\_\_\_\_\_  
Natalie Korthamar Wong  
Director of Human Resources/  
Deputy District Clerk



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: August 23, 2017  
To: Board of Directors  
From: Natalie Korthamar Wong, Director of Human Resources  
Re: Update to Salary and Wage Policy No. 600

---

## **Summary**

The District's current policy only allows offering the minimum salary step to a new hire candidate. Staff would like the Fire Chief to have discretion to offer a salary step that is commensurate with the candidates' experience, special skills or credentials, and/or if necessary based on challenges attracting qualified candidates for a difficult to fill classification.

## **Discussion**

Each position at the San Ramon Valley Fire Protection District has a corresponding salary range. Based on current District policy, when the District hires a new employee, only the minimum step in the salary range may be offered. Any offer above the minimum step must be determined by the Board of Directors. In an effort to provide competitive offers, staff recommends the Fire Chief be given the discretion to offer any step within the salary range.

In general, new employees will continue to be placed at the bottom of the salary range for their classification. However, this change in the policy would allow the Fire Chief to approve, in writing, a new employee being placed higher in the applicable salary range if warranted by the applicant's experience, special skills or credentials, and/or if necessary based on challenges attracting qualified candidates for a difficult to fill classification. Having this flexibility will assist the District in recruiting lateral candidates, candidates who have experience that necessitates an offer above the minimum step and difficult to fill classifications.

## **Financial Impacts:**

This change is expected to have minimal financial impact due to employees being budgeted at top step; therefore, no additional appropriations are necessary.

## **Recommended Board Action:**

Authorize the update to Salary and Wage Policy No. 600.



# ADMINISTRATIVE – POLICY AND PROCEDURE

TOPIC:	<b>Wages and Salaries</b>		
Effective Date:	085/2017	Doc No:	ADM600
Approved By:	Chief Paige Meyer	Orig. Date	12/92

## SALARY ADMINISTRATION

### I. PURPOSE

To maintain a program of compensating employees with fair and equitable salaries and benefits.

### II. SCOPE

This policy applies to all compensated employees of the District.

### III. POLICY

The District is aware that individual effort contributes to and is a key component in the success of the District in meeting the needs of the people it serves. The District strives to pay salaries and benefits which are competitive with those in our work community and industry in recognition of those efforts. Final determination of salary policy is the responsibility of the Fire District Board of Directors. ~~\_\_\_~~—Administration is handled by the ~~Personnel department~~Human Resources Division.

### IV. SALARY PROGRAM ELEMENTS

#### A. Salary Grades

Each position in the District has been placed in a salary grade which establishes the value of the position in relation to other positions in the District.

#### B. Salary Ranges

Each salary grade has been assigned a salary range. Within this framework, an employee's salary will be adjusted based on demonstrated performance with regularly scheduled merit salary increases. (Ref: Monthly Salary Schedule)

1. Range Minimum. The minimum of the salary range provides a lower limit of what employees in that classification may be paid. ~~appropriate salary range will be paid to all new employees. There are no provisions within this policy for a new employee to start at a salary level above the minimum. Determination of the new employee's beginning salary, outside of this framework, can only be determined by the Board of Directors.~~

2. Range Maximum. The maximum of a salary range provides an upper limit of what employees in that position may be paid.

C. Salary and Benefits Review Frequency

Review of salaries and benefits is conducted, for those employee positions represented by the San Ramon Valley Fire Fighters Association, IAFF Local 3546, prior to the expiration of the current Memorandum of Understanding (MOU). Any salary or benefit adjustments as a result of the collective bargaining process requires approval by the Board of Directors.

Review of salaries and benefits for non-represented employees may be conducted annually by the management staff. The Fire District Board of Directors is the determining authority for any salary and benefits adjustments for non-represented employees.

D. Relationship Between Pay and Level of Performance

In general, new employees will be placed at the bottom of the salary range for the classification being filled by the District. However, the Fire Chief may approve, in writing, a new employee being placed higher in the applicable salary range of the classification being filled if warranted by the applicant's experience, special skills or credentials, and/or if necessary based on challenges attracting qualified candidates for a difficult to fill classification.

Merit salary increases are granted to those individuals that demonstrate continued satisfactory performance levels. Merit salary reviews are conducted on a predetermined basis according to the monthly salary schedule. Generally, the first merit salary increase consideration is six months from date of hire or promotion, unless the individual is promoted to the top of the salary range for the new position. Merit salary increases are authorized by the Board of Directors and are based on performance evaluations conducted by the supervisor.

E. Promotions Defined

A promotion is a change in status for an employee to a higher position.

F. Promotional Increases

Salary increases are granted immediately upon promotion to the next higher salary level in the new classification, but not less than a five percent (5%) increase.



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: August 23, 2017

To: Board of Directors

From: Natalie Korthamar Wong, Director of Human Resources

Subject: Innovative Claims Solutions Contract Extension

---

## **Background:**

The District utilizes Innovative Claims Solutions (ICS) as its third-party administrator for workers' compensation claims. The District's agreement with ICS expires on August 31, 2017; therefore, staff recommends extending the agreement for one-year at the fee of \$110,000.

## **Discussion:**

ICS has been managing the District's workers' compensation claims for 12 years (since 2005). ICS' administrative fees are driven by direct salary and operating costs incurred in managing claims. For the renewal on 9/1/2014, the District had 68 open indemnity claims that required an allocation of 45% of an examiner plus administrative support costs. The annual fee for 2014/2015 was \$82,118. This equated to \$1,207.61 per open indemnity claim. An annual increase of 3% was added for each subsequent fiscal year, resulting in a fee of \$87,119 for 2016/17.

Since 9/1/2014, the District has experienced an average 29% increase in new indemnity claims (average over the last three years) and a 28% increase in the open indemnity inventory to 87 open indemnity claims as of 7/31/2017. The District now requires 58% of an examiner's time and higher allocation for staffing and costs across the board for supervision and more clerical support, etc. After adjusting for inflation from 9/1/2014 and the increased caseload, ICS' annual fee for 2017/2018 is proposed to be \$110,000, which equates to \$1,264.37 per open indemnity claim. This amounts to a modest 4.7% increase in the cost per open claim over the last three years from 9/1/2014; an average of 1.56% per year.

Lastly, ICS did not invoke language in the agreement for a mid-contract re-negotiation of fees, based on the increase of more than 10% of new indemnity claims or open indemnity inventory. ICS did offer the option of a three-year contract extension. For the Board's review, below is the annual contract cost if the District agreed to a three-year contract:

Current fee - \$87,119

Year 1 – increase to \$100,187 (a 15% increase)

Year 2 – increase to \$108,443 (an 8.2% increase)

Year 3 – increase to \$116,699 (a 7.6% increase)

If a three-year agreement is made, the increases can be spread over the term of the agreement. Given staffs intent to issue an RFP for workers' compensation claim management, staff recommends a one year extension.

District staff and ICS continue to work together closely to provide the care employees need in an expeditious manner so that employees can heal and come back to work.

**Recommended Board Action:**

Authorize staff to extend the agreement with Innovative Claims Solutions for one-year and pay \$110,000 for managing the District's workers' compensation claims.

**Financial Impacts:**

Funding for these services were included in the adopted budget for FY 2017/2018 budget.

# **CORRESPONDENCE**





**Western States Affiliate**  
**Quality & Systems Improvement**

**Luz Aguilar, BSB**  
*Program Director*

**Amy Alonso, RN, BSN**  
*Regional Director*

**Rea Anne Arcangel, BSN, MBA**  
*Vice President*

**Amanda Cahill, MSW, ACM**  
*Regional Director*

**Jennifer Garrow, RN, MN, ARNP**  
*Regional Director*

**Sandeep Gill, MPH, CHES**  
*Program Coordinator*

**Elly Henderson**  
*Program Director*

**Brittany Hoffarth, BSHCA**  
*Program Coordinator*

**Joani Hope**  
*Mission: Lifeline Program Director*

**Bobbie Kane**  
*Mission: Lifeline Program Coordinator*

**Ron Loomis, RN, BSN, CPHQ**  
*Senior Regional Director*

**Elizabeth Peterson, RN, BSN, MPH, CHES**  
*Regional Director*

**Elaina Petrucci Gunn, RN, BSN**  
*Regional Director*

**JoAnne Pineda, MBA**  
*Senior Program Director*

**Mick Smith, EMT-P, FF2, B.A.**  
*Senior Regional Director*

**Tami Swart, LPN, BS, MPH, CPHQ**  
*Senior Regional Director*

**Carrie Vines**  
*Program Coordinator*

**Western States Affiliate**

Serving the states of Alaska • Arizona •  
California • Hawaii • Idaho • Montana • Nevada •  
Oregon • Utah • Washington

1710 Gilbreth Road, Suite 301  
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Tel 650 259 6700  
Fax 650 259 6891  
[www.heart.org](http://www.heart.org)

August 10, 2017

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

Dear San Ramon Valley Fire Protection District,

Congratulations!

On behalf of the American Heart Association/American Stroke Association, we are pleased to recognize your agency's commitment to quality healthcare. That is why we are recognizing EMS agencies such as yours in the enclosed *EMS World* congratulatory advertisement.

We commend you for achieving award-level in our healthcare quality program, Mission: Lifeline EMS, which promotes adherence to research-based treatment guidelines for heart disease and stroke. Feel free to share your accomplishment with everyone at your agency and throughout your community.

In the months and years ahead, we look forward to your continued involvement in the American Heart Association/American Stroke Association's Mission: Lifeline EMS program and future recognition of your agency's achievements.

Sincerely,

**Rea Anne Arcangel, BSN, MBA**  
*Vice President, Quality and Systems Improvement*  
916-446-6505  
[reaanne.arcangel@heart.org](mailto:reaanne.arcangel@heart.org)

May 30, 2017

San Valley Ramon Fire District and medics:

This note is long overdue. I tried to call one day, but I could not get a message through. Please ensure this gets to everyone involved.

My husband collapsed suddenly at our home at [REDACTED] Danville 94506, about 1pm, on the patio. It ended up being cardiac arrest. My daughter, then just 18, did five minutes worth of chest compressions on her dad, fortunately being trained at Stanford summer program the prior summer.

The medics worked on [REDACTED] for about 15 or 20 minutes, finally stabilizing him enough to take him to San Ramon Hospital. They came in before they left ER to tell my daughter what she did was a miracle.

Now, he sadly died the next day, probably largely in part he had pancreatic damage (for an unknown reason that happened early 2015 as he was not a heavy drinker at all) and one kidney from kidney cancer 10 years prior.

However, what you did (as well as a good 911 call that I did while my daughter took action) saved him for over 24 hours so my 20 year-old could fly in from college to what turned out to say goodbye. We all got to say goodbye and know we tried. It's still utter agony, as he was an honorable good man, who passed far too soon at 63; I am 57.

Thank you for telling my daughter what she did was so important—it has gotten her somewhat through the trauma and pain she is going through. She just returned from college [REDACTED] and she has a long way to go. If you had not told her that, I am not sure she would have gotten this far.

[REDACTED] opened his eyes a few times that 24 hours, especially when my son arrived, when he opened his eyes 2/3's, taking all his strength I am sure, upon hearing my son's very deep voice, and then turned side to side about 4 times each to my daughter and to my son at either side of the bed. I shouted to him from the foot of the bed.

IT is still all unreal. We had just put the turkey in the oven; there were no warnings.

Thank you for all you did and for caring for my daughter.

[REDACTED]

## Brooks, Sue

---

**Subject:** FW: Wildland fire on Saturday July 8th.  
**Attachments:** image001.jpg

Begin forwarded message:

**From:** Bryan Craig <craig@rhfd.org>  
**Date:** July 12, 2017 at 6:04:11 PM PDT  
**To:** "Martin, Mike@CALFIRE" <Mike.Martin@fire.ca.gov>, "'rtorres@lpfire.org'" <'rtorres@lpfire.org'>, "Adrian Sheppard" <adrian\_sheppard@ci.richmond.ca.us>, "Jeff Carmen" <JCarm@cccfd.org>, "Jim Ferris" <Jim.Ferris@p66.com>, "Thomas, Charles" <CThom@cccfd.org>, "'Manly M. Moulton Jr.'" <manly\_moulton@ci.richmond.ca.us>, "'dave.rocha@acgov.org'" <'dave.rocha@acgov.org'>, Battalion Chiefs - District <BattalionChiefs-District@cccfd.org>, CommunicationsStaff <CommunicationsStaff@cccfd.org>, "Mike Marcucci" <mike.marcucci@fire.ca.gov>, Lance Maples <lmaples@ci.el-cerrito.ca.us>, Neil Gang <NGang@ci.pinole.ca.us>, "Meyer, Paige" <pmeyer@svfire.ca.gov>, Stephen Healy <shealy@mofd.org>, "Broschard, Lewis" <lbros@cccfd.org>  
**Subject:** Wildland fire on Saturday July 8th.

To All,

On behalf of the Rodeo Hercules Fire Protection District, I would like to share my extreme appreciation to everyone that responded to the Wildland Fire that occurred on Saturday July 8. This is the largest, at 350+ acres, Wildland Fire to occur within the District boundaries in 30 plus years. Because of the expertise and professionalism shown by all, the incident was brought to a successful conclusion with no loss of structures or other District assets. Again my sincere thank you to one and all. Please pass this on to all involved personnel, and anyone I have inadvertently left of the e-mail.

In service,

*Bryan Craig*

Interim Fire Chief  
Rodeo-Hercules Fire Protection District  
1680 Refugio Valley Road  
Hercules, CA 94547  
Wk.510-799-4561  
C. 925-766-6335



## Brooks, Sue

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**From:** Meyer, Paige  
**Sent:** Wednesday, July 05, 2017 7:17 AM  
**To:** Brooks, Sue  
**Subject:** FW: SR Police Youth group photo  
**Attachments:** 20170628\_113834.jpg

---

**From:** "Pangelinan, Denise" <DPangelinan@srv911.org>  
**Date:** Wednesday, June 28, 2017 at 8:44 PM  
**To:** "Mahoney, Thomas" <rand.mahoney@gmail.com>, Ryan Mahoney <rmahoney@srvfire.ca.gov>  
**Cc:** Paige Meyer <pmeyer@srvfire.ca.gov>  
**Subject:** Fwd: SR Police Youth group photo

Rand and Ryan -

Great job today! Love this photo! You both are a huge asset to our District and truly make a difference in our community.

Thank you!

Denise

Sent from iPhone

Begin forwarded message:

**From:** Rand Mahoney <[rand.mahoney@gmail.com](mailto:rand.mahoney@gmail.com)>  
**Date:** June 28, 2017 at 12:54:36 PM PDT  
**To:** Denise Pangelinan <[dpangelinan@srvfire.ca.gov](mailto:dpangelinan@srvfire.ca.gov)>  
**Subject:** SR Police Youth group photo





SRM  
CS 131

SAN RAMON VALLEY  
COMMUNICATIONS

## Brooks, Sue

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**From:** Meyer, Paige  
**Sent:** Monday, July 24, 2017 2:11 PM  
**To:** Brooks, Sue  
**Subject:** FW: Thank You

---

**From:** Henry Perezalonso [mailto:HPerezalonso@danville.ca.gov]  
**Sent:** Friday, July 21, 2017 10:04 AM  
**To:** Joe Calabrigo; Rob Ewing; Allan Shields; Krause, Derek  
**Cc:** Meyer, Paige  
**Subject:** Thank You

Gentlemen,

I wanted to thank you again for coming out to help honor our lifeguards with a job well done. I know that they, along with the entire staff, were grateful for your presence and kind words.

Henry



Parks  
Make  
Life  
Better!

*Henry Perezalonso, CPRE*  
**Recreation, Arts & Community Services Director**  
**President-Elect, California Park & Recreation Society**  
Town of Danville | 233 Front Street | Danville, CA 94526  
(925) 314-3454 | f (925) 838-9141  
[hperezalonso@danville.ca.gov](mailto:hperezalonso@danville.ca.gov) | [www.danville.ca.gov](http://www.danville.ca.gov)

**Stay Connected with us!**



## Brooks, Sue

---

**From:** Meyer, Paige  
**Sent:** Thursday, June 29, 2017 6:24 PM  
**To:** Duggan, John; Brooks, Sue  
**Subject:** Fwd: Recent help from John Duggan

Nice

Sent from my iPhone

Begin forwarded message:

**From:** Pauline Gagnon <[REDACTED]>  
**Date:** June 29, 2017 at 1:03:30 PM PDT  
**To:** "Pmeyer@srvfire.ca.gov" <Pmeyer@srvfire.ca.gov>  
**Subject:** **Recent help from John Duggan**

Dear Chief Meyer,

I want to inform you of how pleased I was to have John Duggan's assistance in resolving a recent billing

problem for me. He understood exactly what my issue was, and informed me that he would look into the

matter, which he quickly did. As a result of his inquiry, the matter was favorably resolved. He was very

thoughtful, helpful and kind to deal with, and I feel fortunate that I happen to reach him when I called for

help.

Regards,

Pauline Gagnon

# CITY OF OAKLAND



LIONEL J. WILSON BUILDING • 150 FRANK H. OGAWA PLAZA, SUITE 3354 • OAKLAND, CA 94612

Administrative Offices  
Oakland Fire Department

(510) 238-3856  
FAX (510) 238-7924  
TDD (510) 238-3254

June 20, 2017

Dear San Ramon Valley Fire District (2 transport gators):

On behalf of the Oakland Fire Department, I would like to thank you for your participation in the planning and support of the 2017 Warriors Championship Parade that took place on June 15, 2017 in Oakland, California.

The parade was a splendid display of support for the Golden State Warriors and of community pride, as so many people came out to celebrate another winning season. Persons of all backgrounds and walks of life came together along Broadway and around Lake Merritt to enjoy a gorgeous sunny day and fantastic parade rally. Hosting an event of this magnitude is no easy task, and it could not have been accomplished if not for our collective efforts with our agency partners.

In closing, on behalf of the million or more persons who came out to partake in this very special event, I would like to extend heartfelt appreciation to you and everyone who worked to make this event a success!

Respectfully,

A handwritten signature in black ink that reads "Darin White". The signature is written in a cursive, flowing style.

Darin White  
Interim Fire Chief



DEAR SRVFD,

THANK YOU FOR RESPONDING SO QUICKLY TO OUR COMMUNITY AND FOR YOUR PROFESSIONAL AND DECISIVE ACTIONS! PLEASE ACCEPT AND ENJOY THESE DELICIOUS STEAKS ON BEHALF OF THE BOARD OF OUR HOA DRCC AND THE MEMBERS OF OUR COMMUNITY!

BEST,

BRET GARDINO AND FAMILY,  
OUR HOA, AND OUR HOA  
BOARD

# **OPERATIONS**



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

**Date:** August 23, 2017  
**To:** Board of Directors  
**From:** Lon Phares, Deputy Chief Operations  
**Subject:** Monthly Operations Report for June & July 2017

---

## Operations & Training

- Single Resource Assignment – Captain Andersen as Safety Officer, Parker Fire
- Single Resource Assignment – BC Viera as Strike Team Leader (T), Detwiler Fire
- Single Resource Assignment – BC McNamara as Division Group Supervisor, Detwiler Fire
- Strike Team Assignment – E339 assigned to the Alamo, Whittier & Detwiler Fires
- Working Structure Fire – Mission Pl, Danville
- Working Structure Fire – Diablo Dr, Danville
- Working Vegetation Fire – Fountain Springs Circle, Danville
- Working Vegetation Fire – Carneal Rd & Manning Rd, Livermore
- Working Structure Fire – Shelly Pl, Danville
- Working Vegetation Fire – Victorine Rd, Livermore
- Working Structure Fire – N. Jackson Way, Alamo
- Probationary Firefighter Manipulative Skills Test Completed for Academy Class 2016-2
- Academy Class 2016-1 Completed Probationary Period
- Chiefs Interviews for Recruit Firefighter Paramedic
- Live Fire Training in Concord & Antioch for E339, E331, E335, E334
- Fire Trail Familiarization Districtwide
- Engineers Test Preparation
- 2017-1 Academy Preparation
- Annual Fire Trail Maintenance Completed
- Mount Diablo Rope Rescue Training Stations 33 & 35
- Tractor Drawn Aerial (Tiller) Training for Recruit Class 2016-2
- Hazardous Material FRO Refresher Training Completed
- Budget Preparation FY17/18
- SCBA Fit Testing Completed
- Hydro Testing for SCBA Bottles in Progress
- Operational & Training Policy Updates

- Annual Wildland Refresher Training
- Probationary Task Book Sign-offs for Engineers (3) & Firefighters (12)
- Station 37 Volunteer Training
- Off-Road Emergency Vehicle Operations Course Training @ Camp Parks

### **Events Attended by Suppression**

- Bay Area CPR Week @ Lunardi's, Danville
- Auction Winner Birthday Party, San Ramon
- Boy Scout Day Camp @ Little Hills Ranch, San Ramon
- Summerfest Demo, Danville
- Blackhawk Auto Museum Father's Day Event, Blackhawk
- Villa San Ramon Senior Center Demo, San Ramon
- 4<sup>th</sup> of July 10k/5k Run, San Ramon
- 4<sup>th</sup> of July Parade, Danville
- Chabad Day Camp @ Vista Grande Elementary, Danville
- Hot Summer Nights, Danville
- Aquatic Safety Training, San Ramon

### **Special Teams**

#### Hazardous Materials Team

- 2<sup>nd</sup> Quarter Training – In-Service Air Monitor Training with Industrial Scientific
- Hazardous Materials Training with w/ San Ramon PD
- Multi-Jurisdictional Hazardous Material Team Drill @ Dow Chemical

#### Technical Rescue Team

- 2<sup>nd</sup> Quarter Training – Mount Diablo High Angle Rope Rescue Training

### **Meetings**

County Chiefs

County Operations

County Training Officers

County Peer Support Meeting

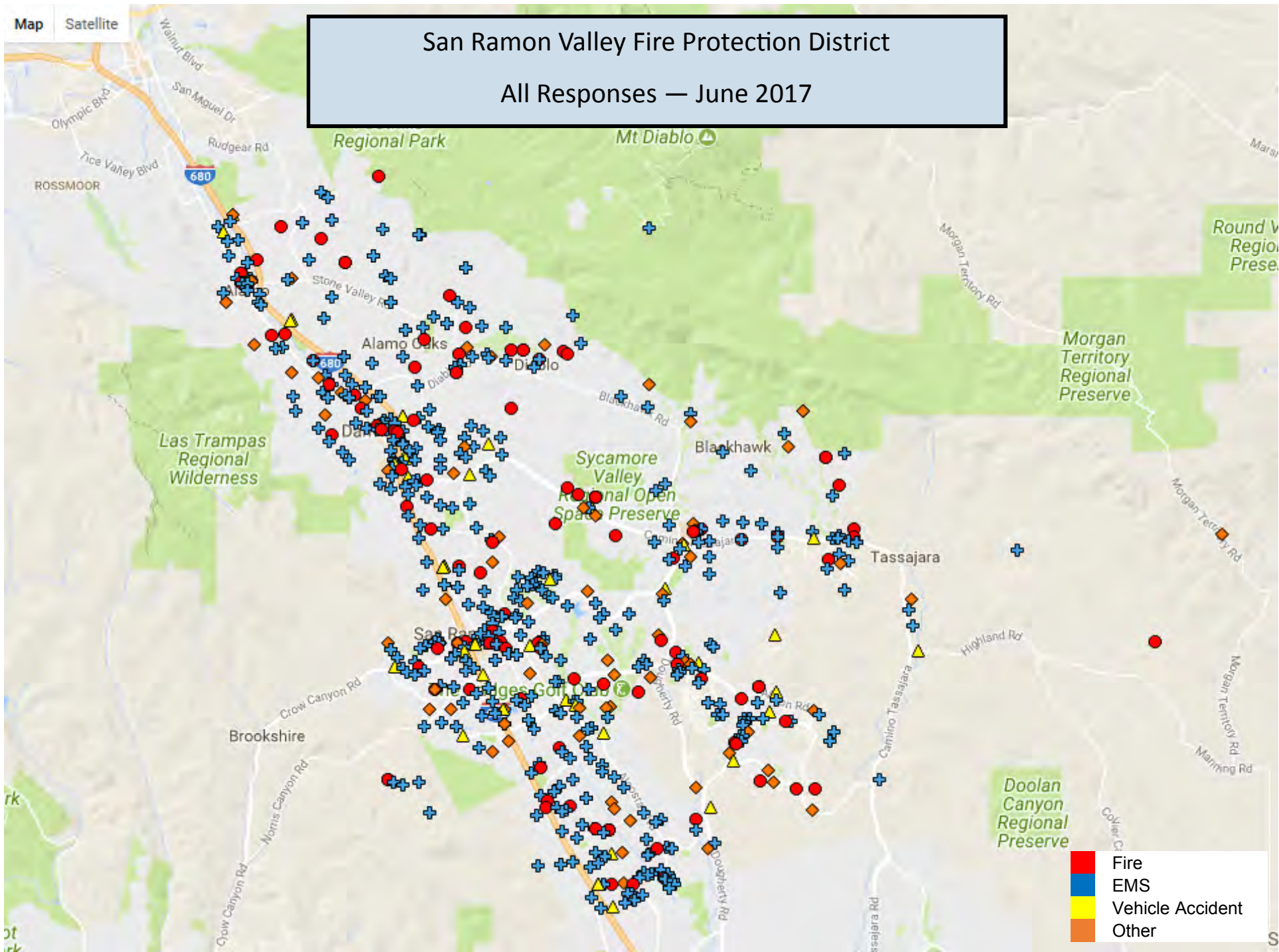
Danville Town Council Meeting

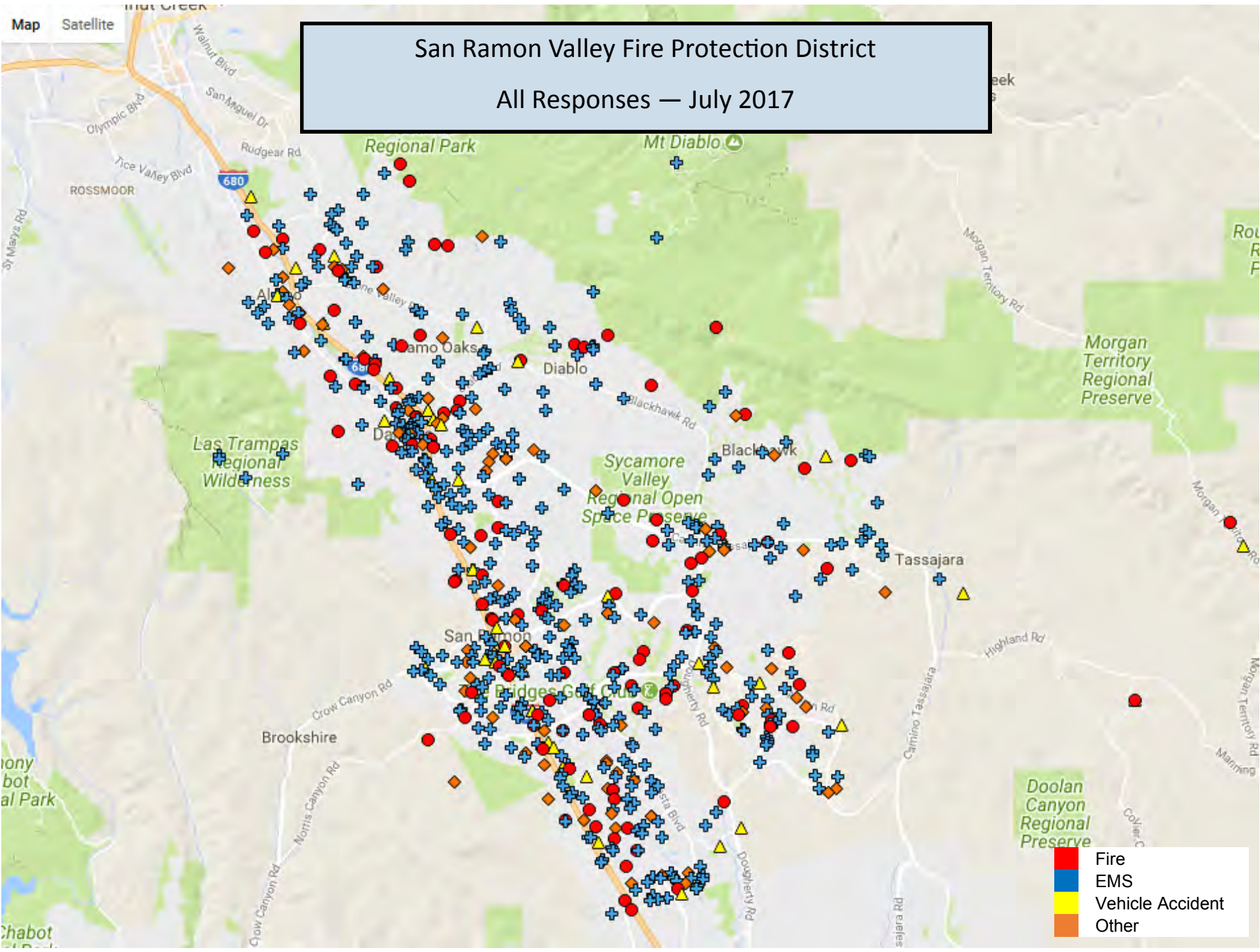
Coastal Regional Hazardous Materials Response Organization

Map Satellite

# San Ramon Valley Fire Protection District

## All Responses — June 2017





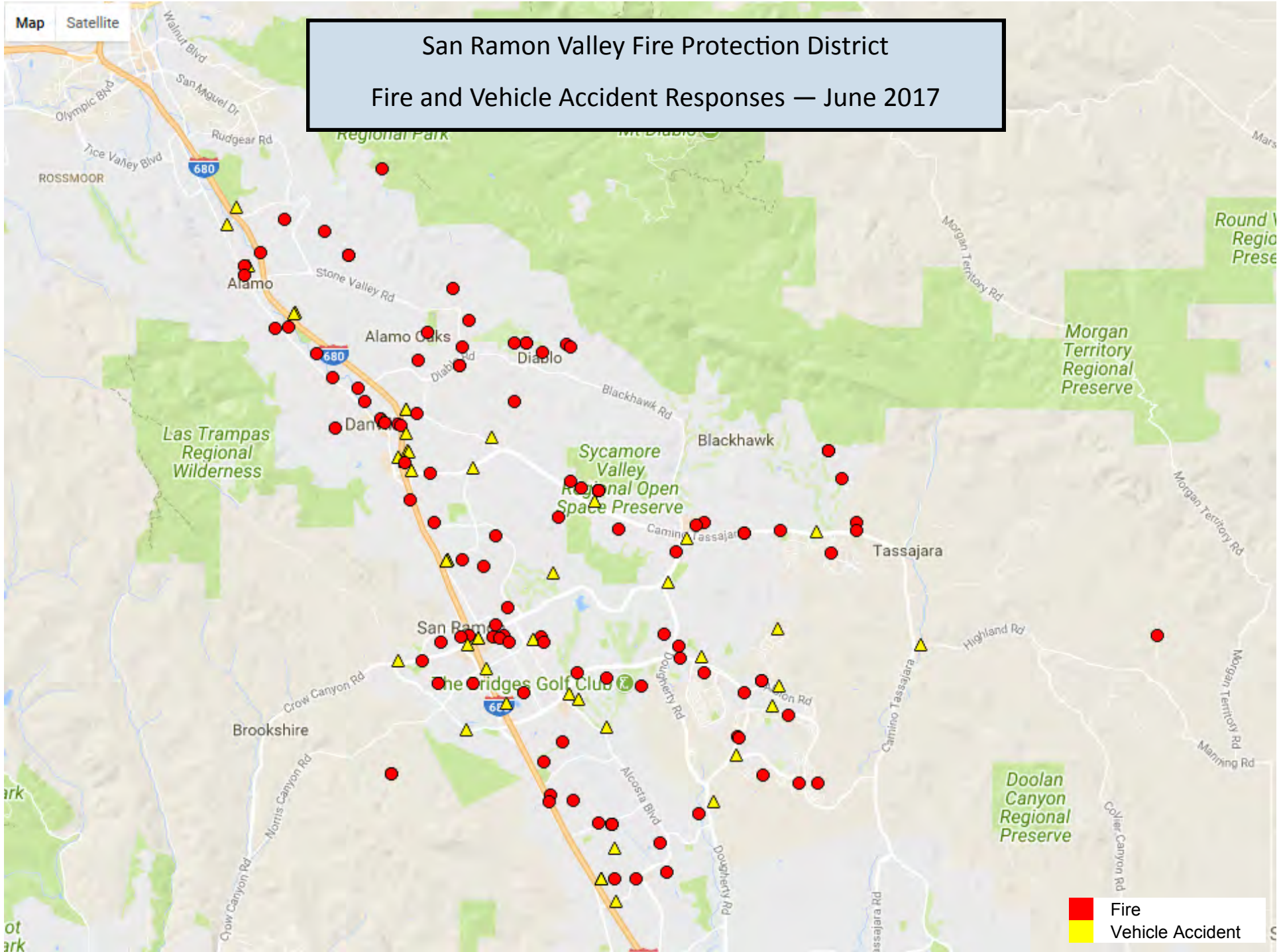
# San Ramon Valley Fire Protection District

## All Responses — July 2017

- Fire
- EMS
- Vehicle Accident
- Other

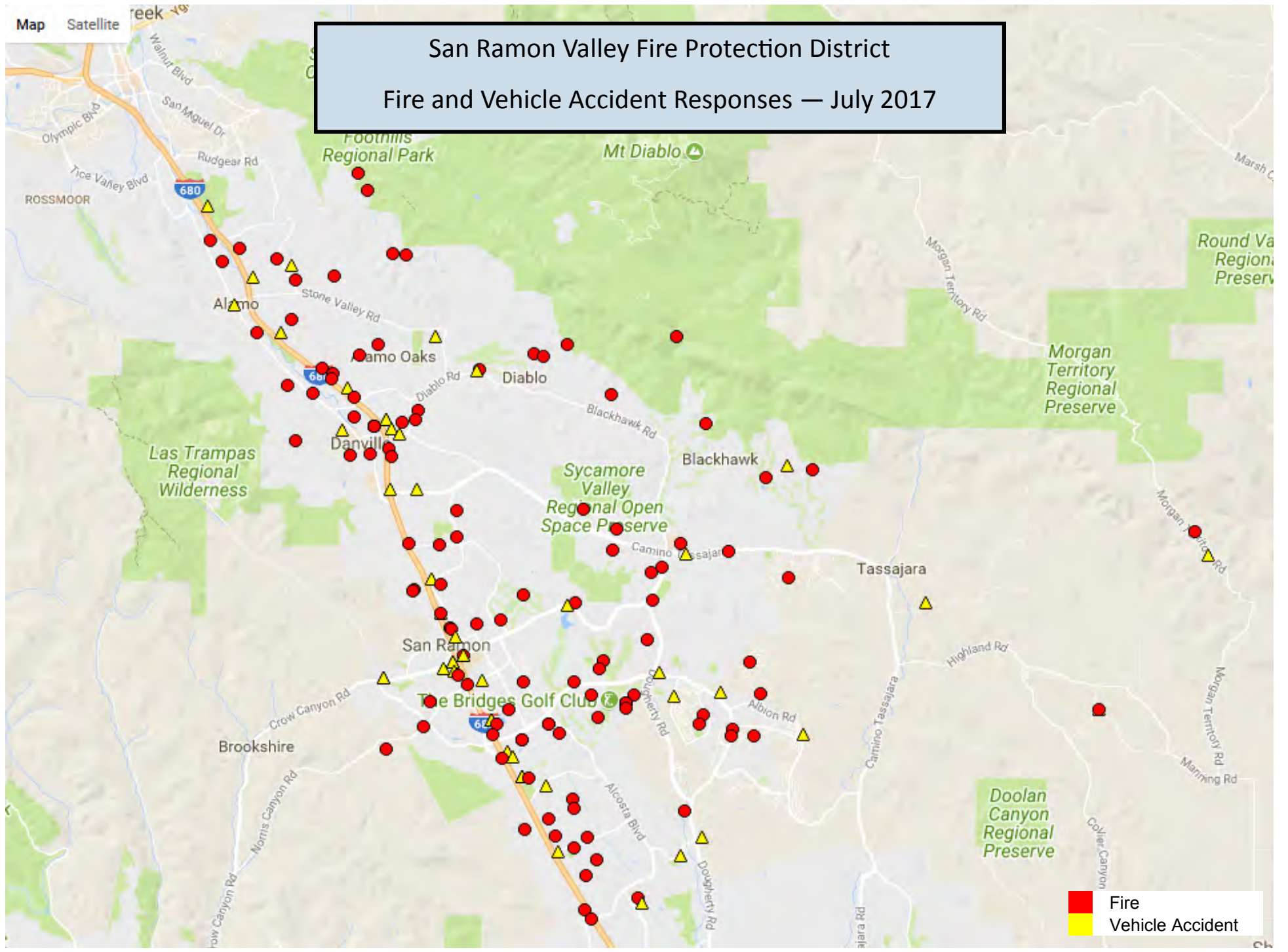
Map Satellite

# San Ramon Valley Fire Protection District Fire and Vehicle Accident Responses — June 2017



Red Circle: Fire  
Yellow Triangle: Vehicle Accident

San Ramon Valley Fire Protection District  
Fire and Vehicle Accident Responses — July 2017

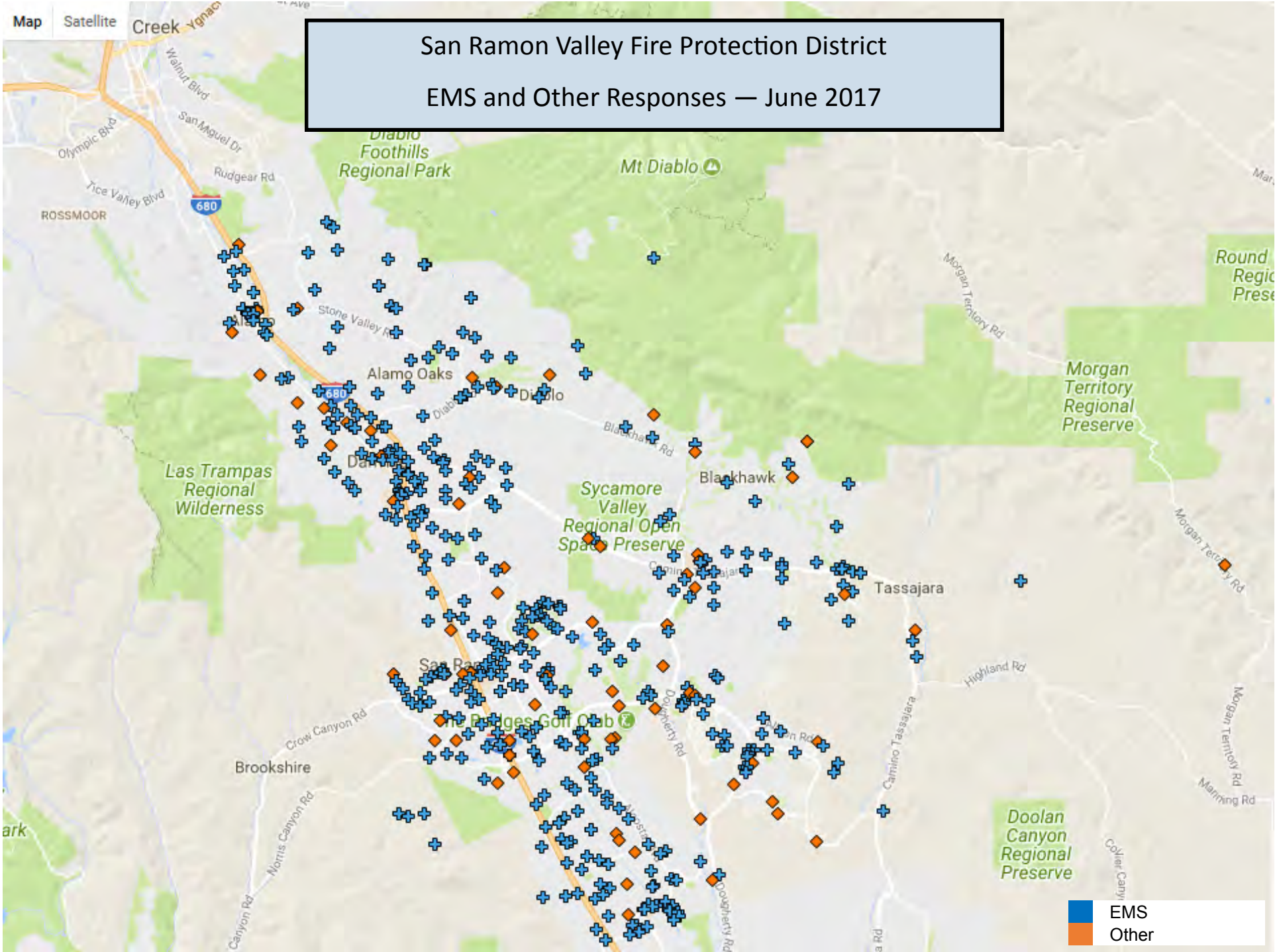


■ Fire  
▲ Vehicle Accident



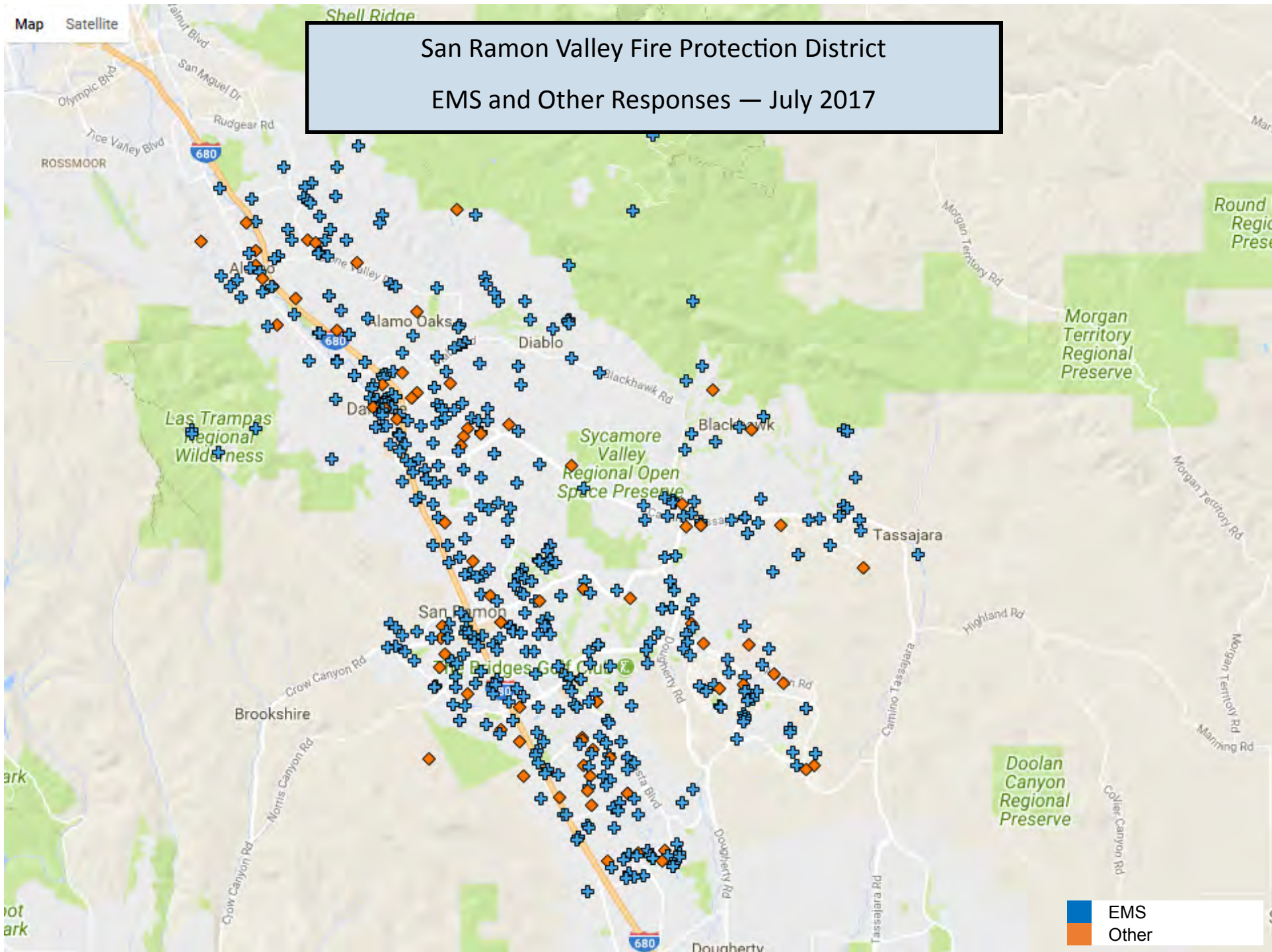
Map Satellite

# San Ramon Valley Fire Protection District EMS and Other Responses — June 2017



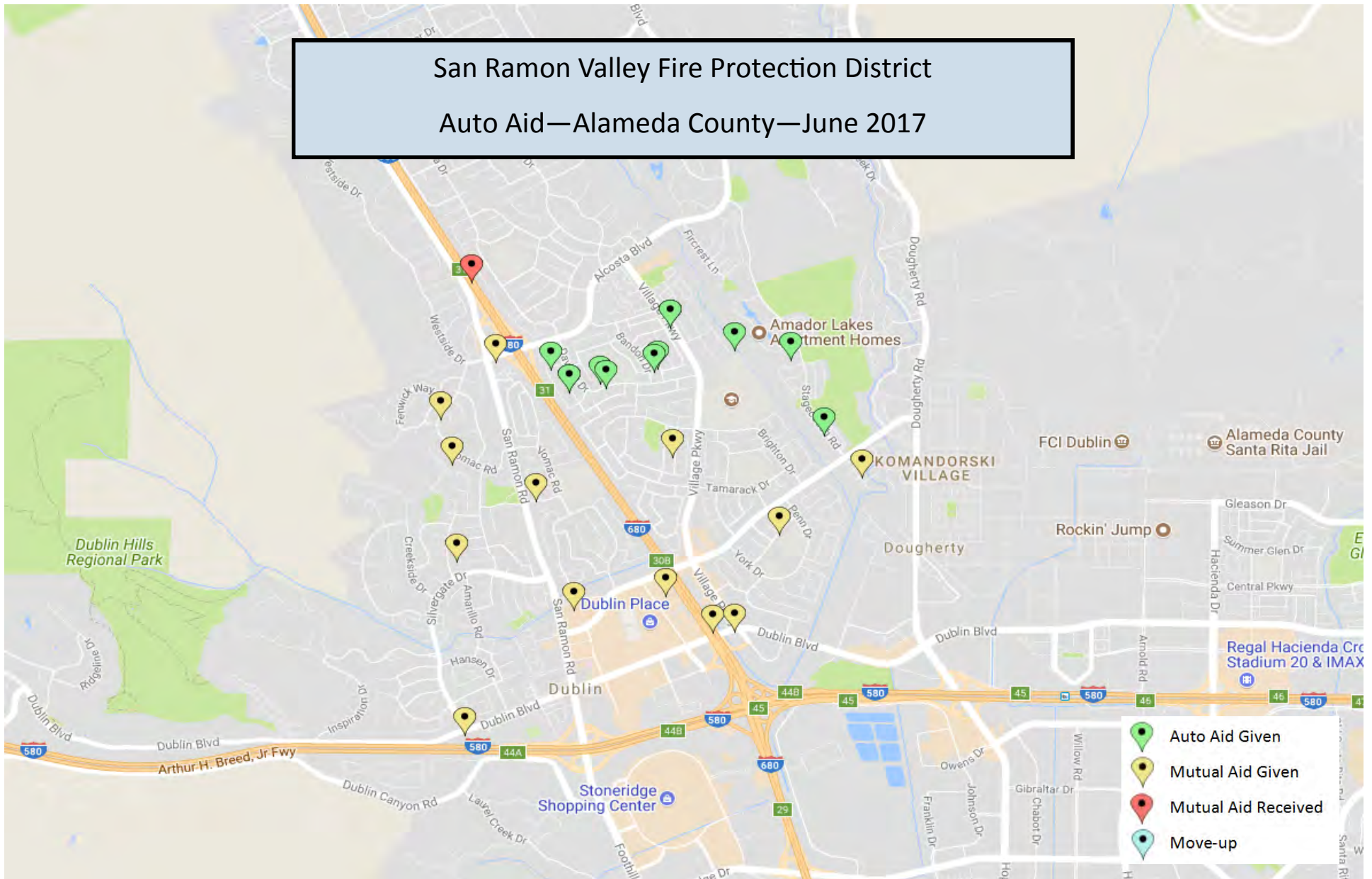
Map Satellite

San Ramon Valley Fire Protection District  
EMS and Other Responses — July 2017



EMS  
Other

## San Ramon Valley Fire Protection District Auto Aid—Alameda County—June 2017



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Auto Aid Given	11	15	7	10	13	10	7	13	13	9	12	12
Mutual Aid Given	6	10	20	7	1	10	12	12	9	13	15	13
Mutual Aid Received	0	0	2	1	0	2	0	0	1	1	0	1
Move-up	0	0	0	1	0	1	1	0	0	0	0	0

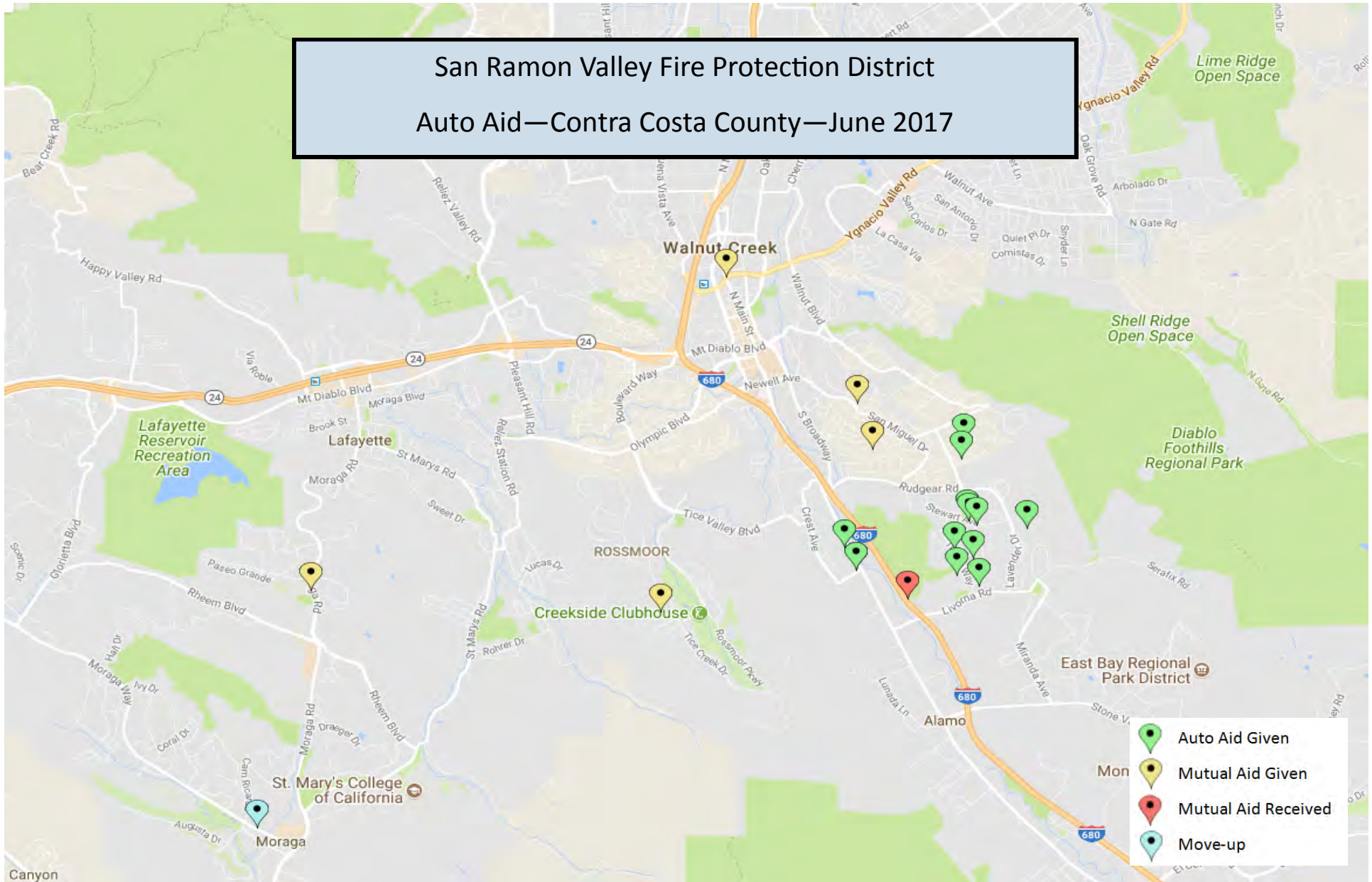
## San Ramon Valley Fire Protection District Auto Aid—Alameda County— July 2017



	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Auto Aid Given	15	7	10	13	10	7	13	13	9	12	12	8
Mutual Aid Given	10	20	7	1	10	12	12	9	13	15	13	13
Mutual Aid Received	0	2	1	0	2	0	0	1	1	0	1	1
Move-up	0	0	1	0	1	1	0	0	0	0	0	0

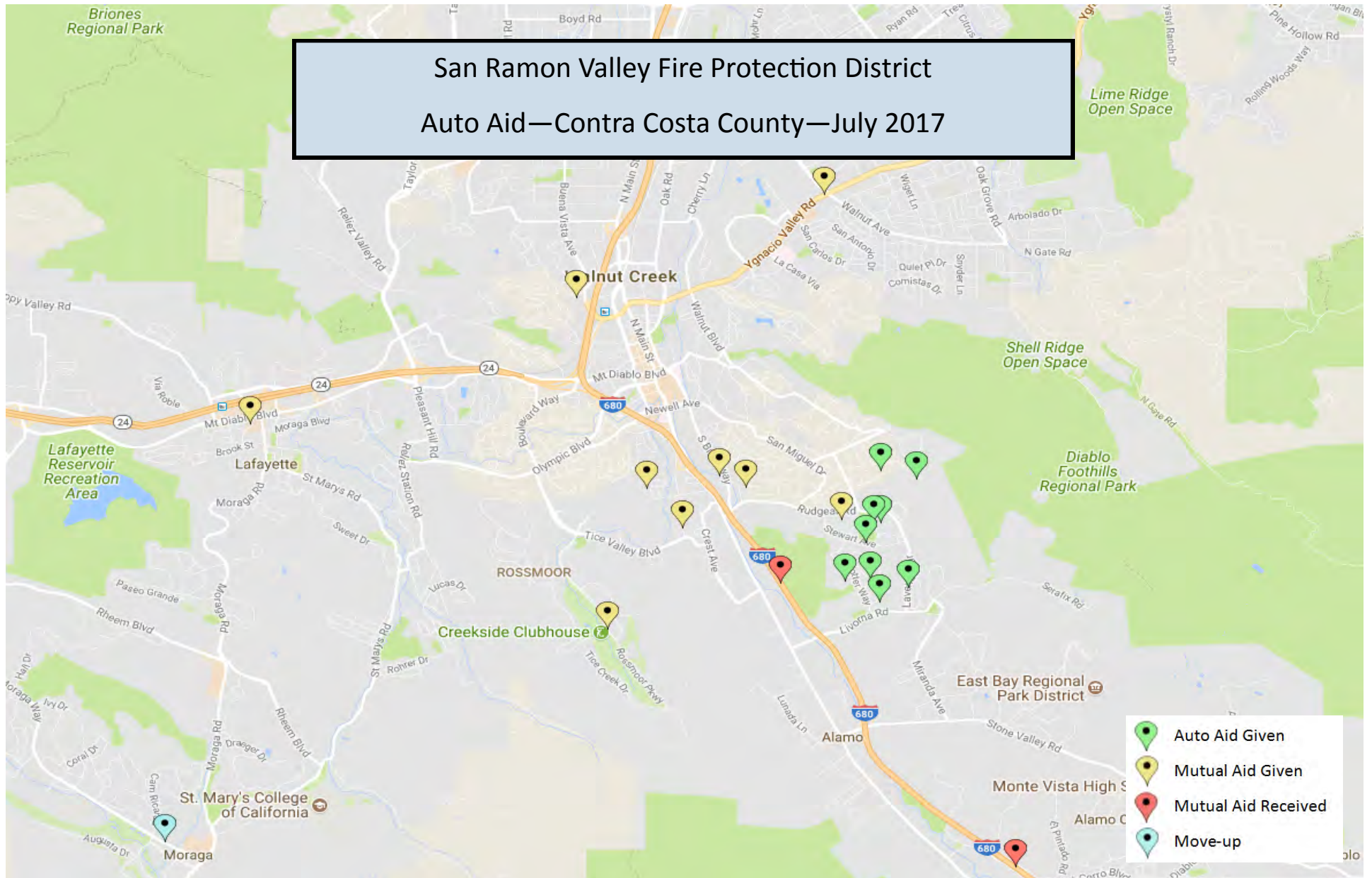
# San Ramon Valley Fire Protection District

## Auto Aid—Contra Costa County—June 2017



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Auto Aid Given	3	2	10	11	4	7	9	8	4	5	5	13
Mutual Aid Given	0	1	2	0	1	0	0	0	0	2	1	5
Auto Aid Received	0	1	0	1	0	4	0	1	0	0	0	1
Move-up	0	0	0	3	0	3	1	0	0	0	1	1

## San Ramon Valley Fire Protection District Auto Aid—Contra Costa County—July 2017



	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Auto Aid Given	2	10	11	4	7	9	8	4	5	5	13	9
Mutual Aid Given	1	2	0	1	0	0	0	0	2	1	5	9
Auto Aid Received	1	0	1	0	4	0	1	0	0	0	1	2
Move-up	0	0	3	0	3	1	0	0	0	1	1	1

## Standards of Cover Policy Compliance Report June 1, 2017 - June 30, 2017

	SOC Goal 1, 5, 6			SOC Goal 2, 5, 6			SOC Goal 3, 5, 6			SOC Goal 5, 6		
	Urban (Count = 275)			Suburban (Count = 94)			Rural (Count = 2)			Wilderness (Count = 1)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
<b>First Unit Response</b>	7:00	7:05	7:09	8:00	7:05	7:47	15:00	12:55	14:27	45:00	26:14	38:08
		99%	99%		100%	100%		100%	100%		100%	100%

	SOC Goal 4											
	Urban (Count = 0)			Suburban (Count = 1)			Rural (Count = 0)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
<b>ERF Fire Response</b>	13:00	0:00	14:13	14:00	10:44	10:44	21:00	0:00	0:00	45:00	0:00	0:00
		0%	80%		100%	100%		0%	0%		0%	0%

	SOC Goal 8											
	Urban (Count = 109)			Suburban (Count = 43)			Rural (Count = 1)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
<b>ERF Medical Response</b>	9:00	8:59	9:29	10:00	9:29	9:42	21:00	15:19	17:58	45:00	0:00	28:47
		100%	96%		100%	100%		100%	100%		0%	100%

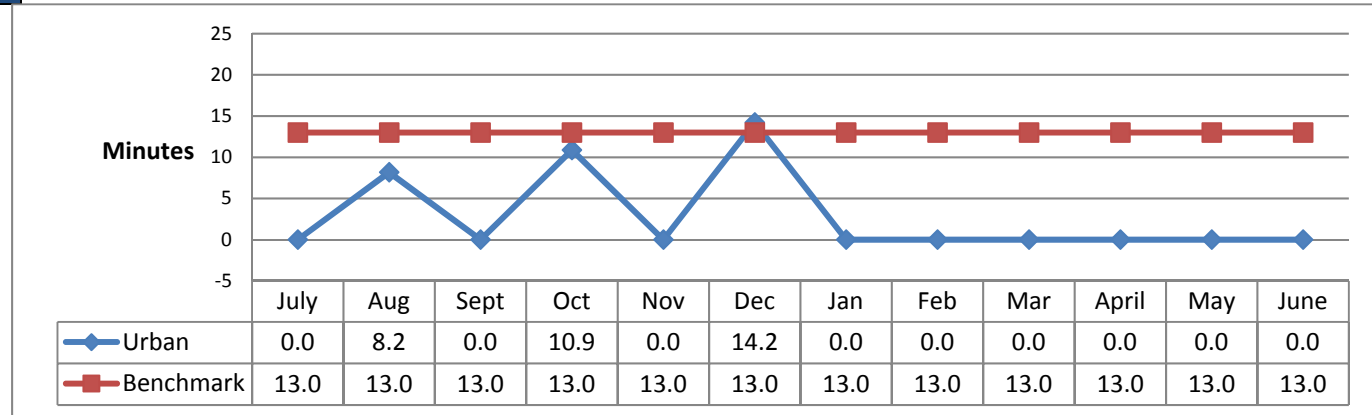
SOC Goal 7					
Call Processing Time			Turnout Time		
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
1:00	1:10	1:13	2:00	1:53	1:54
	96%	94%		100%	100%







## ERF Fire Response Urban



### Goal 1

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

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

### Goal 2

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

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

### Goal 3

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

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

#### **Goal 4**

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

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

#### **Goal 5**

##### *Hazardous Materials Response*

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

#### **Goal 6**

##### *Technical Rescue*

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

#### **Goal 7**

##### *Call processing and turnout times*

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

#### **Goal 8**

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

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

# Standards of Cover Policy Compliance Report

## July 1, 2017 - July 31, 2017

	SOC Goal 1, 5, 6			SOC Goal 2, 5, 6			SOC Goal 3, 5, 6			SOC Goal 5, 6		
	Urban (Count = 284)			Suburban (Count = 99)			Rural (Count = 3)			Wilderness (Count = 4)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
<b>First Unit Response</b>	7:00	6:59	7:10	8:00	7:57	7:47	15:00	7:51	13:07	45:00	25:04	35:27
		100%	99%		100%	100%		100%	100%		100%	100%

	SOC Goal 4											
	Urban (Count = 2)			Suburban (Count = 1)			Rural (Count = 0)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
<b>ERF Fire Response</b>	13:00	9:38	14:13	14:00	8:19	10:44	21:00	0:00	0:00	45:00	0:00	0:00
		100%	86%		100%	100%		0%	0%		0%	0%

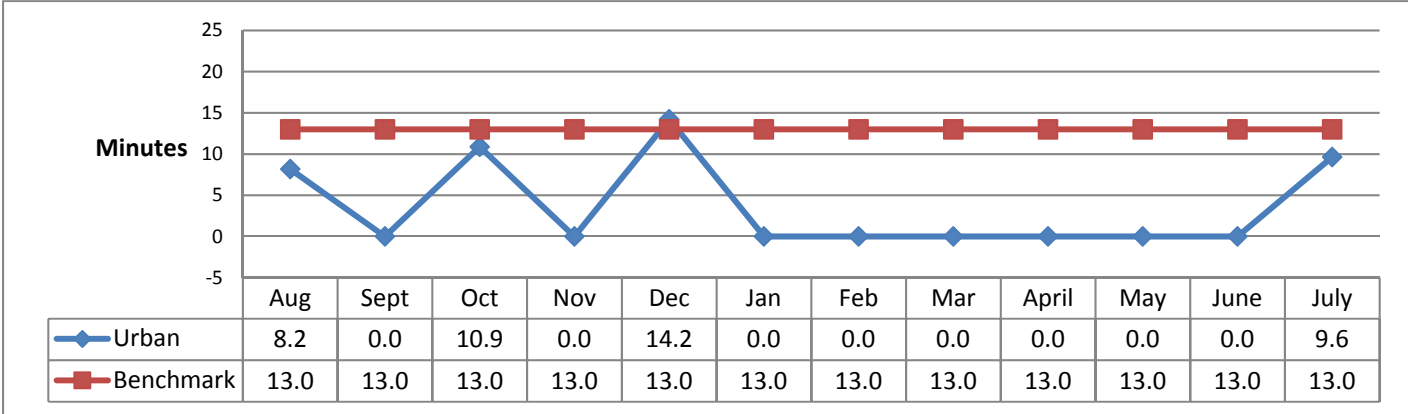
	SOC Goal 8											
	Urban (Count = 125)			Suburban (Count = 48)			Rural (Count = 0)			Wilderness (Count = 1)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
<b>ERF Medical Response</b>	9:00	9:03	9:22	10:00	11:08	9:47	21:00	0:00	27:24	45:00	28:19	28:47
		99%	97%		95%	100%		0%	89%		100%	100%

SOC Goal 7					
Call Processing Time			Turnout Time		
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
1:00	1:10	1:11	2:00	1:46	1:54
	95%	95%		100%	100%





**ERF Fire Response Urban**



**Goal 1**

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

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

**Goal 2**

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

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**Goal 3**

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

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#### **Goal 5**

##### *Hazardous Materials Response*

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

#### **Goal 6**

##### *Technical Rescue*

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

#### **Goal 7**

##### *Call processing and turnout times*

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

#### **Goal 8**

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

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



**EMS**



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: August 23, 2017  
To: Board of Directors  
From: John Duggan, Battalion Chief  
Subject: Monthly EMS Division Communications

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## EMS

- The District responded to approximately 1,110 emergency medical incidents since the June 28<sup>th</sup> Board of Directors' Meeting. Ten of these incidents were in response to patients that had experienced a cardiac arrest. Four of those incidents were in response to witnessed cardiac arrests, with bystander CPR having been initiated prior to the arrival of District resources. In response to on-scene Advanced Life Support (ALS) interventions performed by District personnel, three of these four patients exhibited a return of spontaneous circulation (ROSC) prior to their arrival in the emergency room.

## Ongoing Projects

- Completed EMS component of Recruit Training for the 2017-IA Academy group
- Initiated the Field Provisional Assignments for seven 2017-I Academy Recruits
- Completed CARES Report Training module in support of Annual Goals
- Initiated the retrofitting of three District ambulances with Power Load Systems
- Delivered Pool Safety course for the San Ramon Park and Recreation Department
- Attended multiple workgroup meetings with local and state EMS providers
- Completed biennial AHA CPR Training Center audit with an overall score of 100%
- Delivered blood pressure checks for 200 employees at a Bishop Ranch health fair
- Completed draft curriculum of EPCR Training for 2017 4th Quarter Instruction
- Received Lifeline EMS Recognition Award from the AHA

# LOGISTICS



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

**Date:** August 23, 2017

**To:** Board of Directors

**From:** Derek Krause, Deputy Chief, Logistics

**Subject:** Monthly Logistics Report for June/July 2017

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## Facilities

1. Provided logistical support for new Station #32 soft opening Barbeque for dignitaries
2. Moved all furniture equipment and crews to new Station #32; mitigated numerous issues and coordinated various vendors to make process as turnkey as possible
3. Started subsurface assessment at former site of underground fuel tanks at old FS32 per Regional Water Quality Control Board requirements, via ENGEO engineers/technicians
4. Addressed California Environmental Reporting System (CERS) issues from County Hazardous Material regarding above ground tanks
5. Successfully transitioned to new fuel provider (Hunt & Sons) for all fire station fuel cells
6. District Aides provided support to Human Resources during Skills Assessment held at the Training Site during the month of June
7. District Aides assisted FLSD during its annual weed abatement inspections
8. Annual DSRSD Irrigation Inspection conducted at Station #30, with DSRSD representative and District's landscape company (Pacheco) meeting on-site. District passed
9. Conducted Annual Fire Sprinkler Inspection and Testing in District Facilities
10. Ongoing:  
Conducted preventive maintenance and repairs to effectively manage costs and maintain service.

## Fleet

1. Conducted Ambulance Weight Audit to determine future ambulance payload needs
2. Convened Apparatus Committee to address ambulance weight issues with an objective review of current status and future needs
3. Provided logistical support for annual Fire Trail Maintenance project
4. Annual inspections ongoing
5. Provided logistical support for Annual Fallen Heroes Celebrity Golf Tournament
6. Ongoing:
  - a. Conducted preventive maintenance and repairs to effectively manage costs and maintain safety.

## Meetings

1. 6/6, 7/11/2017: Alamo Municipal Advisory Committee Meeting
2. 6/20, 7/18/2017: Management Meetings
3. 6/1, 7/13/2017: Safety Committee Meeting
4. 6/1/2017: Interviews: Permit Technician
5. 6/1/2017: Deployment Committee Meeting
6. 6/6, 13, 15, 20, 21, 26, 27, 7/5, 8, 10, /2017: Chiefs Interviews: Firefighter Paramedic
7. 6/7/2017: Interactive Process Meetings / with Human Resources
8. 6/7/2017: FLSD Division Meeting
9. 6/8/2017: Hazard Mitigation Planning Meeting regarding target hazard / with Town of Danville staff
10. 6/10/2017: Provided direction for and support of Reserve Firefighter Training Orientation Day / with Captain Costa, Engineer Mariolle, Engineer Varin, Engineer Sabye Firefighter Gendron
11. 6/12/2017: Permit Technician Hiring Planning Meeting / with Human Resources
12. 6/13/2017: Command Staff Meeting
13. 6/13/2017: Presentation of Update of Consolidated Dispatching to San Ramon City Council
14. 6/14/2017: Meet with representatives of Hunt and Sons fuel vendor re: operations
15. 6/14/2017: New FS32 BBQ logistics / with Reserve Firefighters
16. 6/19, 7/11/2017: Labor/Management Meeting
17. 6/19/2017: Recruitment Review Meeting / with Human Resources
18. 6/20/2017: Apparatus Planning Meeting
19. 6/19, 7/17/2017/2017: Alamo Community Liaison Meeting
20. 6/7/2017: Local Hazard Mitigation Planning (LHMP) Steering Committee Meeting
21. 6/9/2017: LHMP Reporting Process Workshop / with Danielle Bell CERT Coordinator
22. 6/2, 9, 16, 30, 7/7, 14, 21, 28/2017: Volunteer Coordinator Meeting
23. 6/28/2017: Board Meeting
24. 7/7/2017: Meeting with CCCFPD re: Investigation Services
25. 7/10/2017: Apparatus Committee Meeting
26. 7/12/2017: Contra Costa County Emergency Medical Care Committee Meeting
27. 7/13/2017: Hot Summer Nights Vehicle Award Presentations
28. 7/13/2017: Fire and Life Safety Division Meeting
29. 7/21/2017: Lifeguard of the Week Lifesaving Award Presentation, Monte Vista Pool
30. 7/24/2017: Tour of New Station 32 for Neighbor, Skidmore and family
31. 7/27/2017: Attend Funeral Service for Retired Captain Gery
32. Various station visits to address Fleet and Facility issues, interface with personnel

# **FIRE & LIFE SAFETY**



# San Ramon Valley Fire Protection District

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**Date:** August , 2017  
**To:** Board of Directors  
**From:** Derek Krause, Deputy Chief, Fire Marshal  
**Subject:** Monthly Fire and Life Safety Division Report for June/July 2017

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## **E-Plan Review Conversion**

Electronic plan review submittals have exceeded paper submittals for the tenth consecutive month with 76.2% of May submittals in electronic form and a 3-month rolling average of 63% digital. To date we have received 68 surveys regarding electronic plan submittal with a 98% approval rating.

## **Inspections**

In June and partly into July, the priority hazard prevention efforts were focused on Exterior Hazard Abatement (EHA) inspections. After that, plan review and construction inspections continue to be a priority to support the active construction projects. Remaining time is being used to follow up on open inspections to accomplish compliance and close out re-inspections. The following inspections were accomplished in June and July.

Weed Abatement	16,557	Re-inspections	593
Plan Review	222		
Construction Inspections	248		
Annual Inspections	236		

## **Heart Safe Committee Activities**

The monthly meeting for June was cancelled due to staff participation in Exterior Hazard Abatement activities.

Staff conducted the July monthly Heart Safe Committee Meeting. The primary focus of this meeting was preparations for this year's 7<sup>th</sup> Grade CPR program and SRVUSD Staff training in Hands Only CPR/AED use/Stroke Awareness.

Staff, Committee members and volunteers administered Hands Only CPR at the following events in June/July:

1. Team members provided "Sidewalk CPR" training for the Town Hall Meeting at Danville Vets Hall – 35 people trained

2. HeartSafe Team participated in the American Heart Association Sidewalk CPR week by coordinating Hands Only CPR Training at the Danville's Farmers Market 93 people trained
3. HeartSafe Team participated in the Bishop Ranch Fair by hosting a Hands Only CPR and AED training booth- 110 people trained
4. HeartSafe Team participated in the Hills Physicians Fair training employees in Hands Only CPR and AED use. – 32 people trained

### **CERT Activities**

1. Staff conducted CERT neighborhood preparedness training in Montair neighborhood
2. Staff working on updating PowerPoint presentations to meet State changes for CERT
3. Staff updating CERT Disaster Service Worker guidelines to meet new National Standards
4. Staff attended Contra Costa County Hazard Mitigation Steering Committee Meeting
5. CERT Leadership Meeting and Contra Costa County Cities Citizen Corps Program Meeting
6. With Fire Marshal, Staff revised and updated District Hazard Mitigation Status Report for Contra Costa County Local Hazard Mitigation Program Reporting
7. Staff attended the Residential Care Facilities meeting to explore CERT integration and support

### **Residential Care Facility Work Group**

Staff conducted the monthly Residential Care Facility (RCF) meeting. Focus for this meeting was determining strategies to expand the member base of care home administrators, a debriefing and lessons learned from a recent local care home fire and determining the agenda for the next Fire and Life Safety Training for caregivers in October.

### **Public Education**

Staff visited the following schools and made Fire Safety presentations to students ranging from grades 1-5:

1. Staff administered 2 Youth Firesetter Interventions
2. Staff participated in Fireworks patrols and neighborhood fireworks education on July 4th
3. Staff administered a Personal Preparedness Class to Bridges Neighborhood
4. Staff conducted Access and Functional Needs / Autism Trainings for Concord PD
5. Staff attended training for Autism and Risk & Safety Management
6. Staff presented Access & Functional Needs Presentation for American Red Cross – Pacific Division Disability Integration. Staff accepted to be a Red Cross Disability Advisor



7. Staff presented at Cal OES Autism presentation for the 1st Annual Functional Assessment Service Team (FAST) Summit
8. Staff attended 16-hour Emergency Operations Center (EOC) management and Operations Class
9. Staff attended 16-hour class on Integrating Access and Functional Needs Class
10. Staff supported Meridian Day Camp at Little Hills Family Radio Service (FRS) Training for 300 local Cub Scouts

### **Community Involvement**

Staff completed a safety inspection for the Blackhawk fireworks presentation

Staff continued to work with Grad Night participants and conducted Grad Night Inspections

### **Meetings**

1. 8/3/2017: Fire and Life Safety Division Meeting
2. 6/7/17: Staff attended Local Hazard Mitigation Planning Steering Committee Meeting
3. 6/21, 6/29, 7/13, 7/26/, 7/27: Staff met with partners to work on Local Hazard Mitigation Planning
4. 7/18/2017: Staff attended FAST Meeting

### **Training**

Hosted and participated in California State Fire Marshal Residential Care Facility Class and the Statutes and Regulations Class.



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Date: August 23, 2017

To: Board of Directors

From: Derek Krause, Deputy Chief, Fire Marshal

Subject: Monthly Fire & Life Safety Division (FLSD) Update

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As requested by the Board of Directors, the report below is a monthly status update regarding the Fire & Life Safety Division (FLSD) for the months of June and July

## **FLSD Project status report for the month of June/July:**

- Evaluation of recruitment process and requirements for Permit Technician position(s) underway including revised minimum qualifications and expanded recruitment planning
- Work practices and policies under review (e.g. Rural Water Supply Standard and Access Standard)
- Standard practices (e.g. Exterior Hazard Abatement resolution, noticing and mailings, workflows, events, meetings, etc.), in process of being memorialized and documented
- Division meetings and collaborative projects scheduled to maximize effectiveness
- Finalized the FLSD Member with Standby Responsibilities Rotational Assignment and Recall Policies
- Annual Occupancy Inspection Program underway
- Reduced plan review wait times from 5 weeks to 2 weeks
- Finalized the Local Hazard Mitigation Plan (LHMP) report and delivered to draft LHMP Committee
- Completed the evaluation of the Administration Building front office workspace for efficiency, and will bring recommendations forward in the near future
- Completed and implemented a new simplified and streamlined submittal process for the City Center tenants to expedite and provide user-friendly interface to FLSD Plans Examiners
- Received two of three Ford Escapes for FLSD replacement vehicles (equity lease), including upfitting with traffic advisor, radio charger and door signage

## **Action Items Pending:**

- Review and update, as needed, all Division Standards
- Create a Standard Planning Conditions document for customers who are planning a future development or project
- Update Local Amendments
- Ordered two CERT trailers to replace donated trailers that cannot be made roadworthy
- Examine existing method of data collection and verify accuracy
- Finalize policies with regard to Military Leave, Fire Investigation and District Issued Equipment

- Relocate the Radio Amateur Civil Emergency Service (RACES) Team to the FLSD workbench area
- Consider redesign of FLSD workspace and cubicles
- Design and approval of exterior wrap and interior redesign of CERT ambulance for increased awareness and public relations

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

**FIRE PREVENTION DIVISION**

**MONTHLY PLAN REVIEW INTAKE REPORT**

**June 2017**

<b>PROJECT</b>	<b>PLAN REVIEW TYPE</b>	<b>SUBMITTAL</b>	<b>COMPLETED</b>	<b>FORMAT</b>
MCL HOLDINGS	Automatic fire-extinguishing systems	06/01/2017 08:25:58	06/01/2017 09:49:11	OTC Digital
Danville Commercial - 312 Railroad Ave	Automatic fire-extinguishing systems	06/01/2017 11:02:28	06/22/2017 12:23:11	Digital
Planning DP17-300-005	Planning and site development review	06/01/2017 14:45:05	06/21/2017 16:08:23	Digital
Faria Preserve Planning Address Assignment - AA17-150-008	Planning and site development review	06/01/2017 15:14:40	06/21/2017 16:47:55	Digital
Sposeto Residence Remodel	Construction, alteration, or renovation of a building	06/02/2017 11:50:44	06/15/2017 11:11:26	Digital
7102 Hyacinthus Ln Romana@Gale Ranch Plan 3 Lot 17	Automatic fire-extinguishing systems	06/02/2017 16:02:04	06/02/2017 16:29:38	Paper
7106 Hyacinthus Ln Romana@Gale Ranch Plan 2 Lot 18	Automatic fire-extinguishing systems	06/02/2017 16:20:36	06/02/2017 16:32:39	Paper
Vacant Space, Q225	Construction, alteration, or renovation of a building	06/05/2017 09:01:54	06/05/2017 15:45:47	Digital
1275 Charbray St. Iron Oak@Alamo Creek plan 5 no casita Lot 617	Automatic fire-extinguishing systems	06/05/2017 13:54:48	06/05/2017 13:58:52	Digital
1362 Charbray St. Iron Oak@Alamo Creek Plan 1 no casita Lot 603	Automatic fire-extinguishing systems	06/05/2017 14:01:18	06/05/2017 14:04:59	Digital
1290 Charbray St. Iron Oak@Alamo Creek Plan 5, no casita Lot 594	Automatic fire-extinguishing systems	06/05/2017 14:06:31	06/05/2017 14:11:50	Digital
1097 Rosamund Dr. Alita@Gale Ranch Plan 2 Lot 28	Automatic fire-extinguishing systems	06/05/2017 14:13:41	06/05/2017 14:25:36	Digital
1101 Rosamund Dr. Alita@Gale Ranch Plan 3 Lot 29	Automatic fire-extinguishing systems	06/05/2017 14:26:40	06/05/2017 14:29:16	Digital
Planning DP17-3016	Planning and site development review	06/05/2017 15:13:43	06/21/2017 17:39:13	Paper
Planning CV17-0036	Planning and site development review	06/05/2017 15:24:58	06/21/2017 17:49:35	Paper
Olson Residence Remodel/Addition	Automatic fire-extinguishing systems	06/05/2017 16:55:24	06/21/2017 18:16:14	Digital
Ward Residence Solar PV	Miscellaneous System Plans	06/06/2017 08:14:46	06/06/2017 09:12:58	OTC Paper
W Salon Suites at 225 Alamo Plaza Suite A	Construction, alteration, or renovation of a building	06/06/2017 08:23:07	06/21/2017 18:06:12	Digital
Blackhawk Museum - African Art Gallery	Fire alarm and detection systems and related equipment	06/06/2017 09:00:00	06/06/2017 16:54:03	Digital
Blackhawk Museum - African Art Gallery	After hours plan review and inspection	06/06/2017 09:03:07	06/07/2017 08:08:35	Digital
TROV	Automatic fire-extinguishing systems	06/07/2017 09:36:29	06/13/2017 11:34:44	Paper
Baagan Restaurant TI	Construction, alteration, or renovation of a building	06/07/2017 10:55:50	06/15/2017 10:37:31	Digital
Ready Suite	Construction, alteration, or renovation of a building	06/07/2017 12:15:12	06/07/2017 17:16:04	Digital
Dr. Robert Brown TI	Automatic fire-extinguishing systems	06/08/2017 09:25:32	06/08/2017 09:53:51	OTC Paper
Sleep Center	Automatic fire-extinguishing systems	06/08/2017 09:35:03	06/08/2017 10:12:48	OTC Paper
In The Mix	Automatic fire-extinguishing systems	06/08/2017 09:43:51	06/08/2017 10:28:22	OTC Paper
Avitus TI on 4th Floor	Construction, alteration, or renovation of a building	06/08/2017 11:32:03	06/08/2017 14:54:11	OTC Digital
Avitus TI on 4th Floor	Fire alarm and detection systems and related equipment	06/08/2017 11:38:36	06/16/2017 10:13:08	Digital
Pandey Residence TI	Automatic fire-extinguishing systems	06/08/2017 16:53:29	06/22/2017 11:20:17	Digital
Vacant Space, Q225	After hours plan review and inspection	06/09/2017 11:18:46	06/15/2017 12:06:39	Digital
Subdivision 9299 Gale Ranch Phase 4	Fire apparatus access, site improvements and related equipment	06/09/2017 14:58:37	06/22/2017 16:17:54	Paper
Starbucks TI	Construction, alteration, or renovation of a building	06/12/2017 15:07:57	06/20/2017 12:44:56	OTC Digital
Employee Lockers in Warehouse	Construction, alteration, or renovation of a building	06/12/2017 15:33:20	06/15/2017 09:30:51	OTC Digital
San Ramon Valley Apartments	Construction, alteration, or renovation of a building	06/12/2017 15:45:52	06/16/2017 07:17:50	Digital
Total Wine & More	Fire alarm and detection systems and related equipment	06/12/2017 15:54:08	06/27/2017 14:48:06	Paper
Ikes Love and Sandwiches	Fire alarm and detection systems and related equipment	06/12/2017 16:03:43	06/14/2017 04:59:18	Paper
7110 Hyacinthus Lane Romana@Gale Ranch Plan 2 Lot 19	Automatic fire-extinguishing systems	06/12/2017 16:25:36	06/12/2017 16:29:22	Paper
US Cryo Therapy TI	Construction, alteration, or renovation of a building	06/13/2017 08:16:03	06/13/2017 08:25:26	OTC Paper
George Residence TI	Construction, alteration, or renovation of a building	06/13/2017 09:17:35	06/15/2017 11:05:37	Digital
TROV	Automatic fire-extinguishing systems	06/13/2017 13:28:04	06/13/2017 15:21:42	Digital
Chevron Building T - Pre-Action	Fire alarm and detection systems and related equipment	06/14/2017 08:34:33	06/14/2017 09:36:42	Paper
Chevron Building T - Pre-Action	After hours plan review and inspection	06/14/2017 08:44:16	06/14/2017 09:36:29	Digital
Ikes Love and Sandwiches	After hours plan review and inspection	06/14/2017 10:02:17	06/15/2017 11:10:40	Digital

Planning DPA 17-310-003 & AR 17-200-027	Planning and site development review	06/14/2017 14:26:47	06/22/2017 11:26:48	Digital
5161 Rowan Dr. Romana@Gale Ranch Plan 3 Lot 20	Automatic fire-extinguishing systems	06/14/2017 15:59:10	06/14/2017 16:05:02	Paper
MCL HOLDINGS	Automatic fire-extinguishing systems	06/15/2017 09:00:00	06/15/2017 09:39:25	OTC Digital
Surplus Lines Suite BB 450	Construction, alteration, or renovation of a building	06/15/2017 09:02:18	06/15/2017 09:58:44	Digital
Total Wine & More	Automatic fire-extinguishing systems	06/15/2017 11:04:44	06/15/2017 11:19:59	OTC Digital
Planning MUP 17-501-010 Sutter Health Clinic	Planning and site development review	06/15/2017 14:17:12	06/22/2017 12:00:26	Digital
Planning AA 17-150-001 Address Change	Planning and site development review	06/15/2017 14:32:58	06/22/2017 11:53:14	Digital
Anthem Telecom - Greenbrook	Fire apparatus access, site improvements and related equipment	06/16/2017 11:38:16	06/22/2017 05:33:38	Digital
CPC Sanctuary Refresh	Construction, alteration, or renovation of a building	06/16/2017 16:54:51	06/29/2017 06:03:39	Digital
Tait Residence	Automatic fire-extinguishing systems	06/19/2017 08:17:34	06/22/2017 17:12:48	Digital
Pete and Suzann Cowing	Automatic fire-extinguishing systems	06/19/2017 09:16:03	06/23/2017 16:46:48	Digital
Mike's Auto Body - Auxilliary Space	Construction, alteration, or renovation of a building	06/19/2017 10:13:52	06/29/2017 07:39:25	Paper
Panetta Multi Family Residential Concept Review DP17-300-007	Planning and site development review	06/19/2017 12:31:13	06/22/2017 15:08:10	Digital
Chevron Products Company SS#9-7578 Fuel Underground Tank	Additional Plan Review	06/19/2017 13:47:16	06/26/2017 12:06:31	Digital
Villalpardo Residence Solar PV	Miscellaneous System Plans	06/20/2017 08:08:37	06/21/2017 17:19:56	OTC Paper
Ready Suite	Automatic fire-extinguishing systems	06/20/2017 09:04:29	06/20/2017 16:06:21	OTC Digital
April 8 Cafe TI	Fire alarm and detection systems and related equipmt	06/20/2017 11:24:08	06/22/2017 12:30:38	Digital
ULTA Beauty Retail at Magnolia Square	Planning and site development review	06/20/2017 12:35:59	06/22/2017 12:48:25	Digital
Exterior Building Facade renovation	Automatic fire-extinguishing systems	06/20/2017 13:20:27	06/22/2017 10:05:03	OTC Digital
Planning MUP 17-501-011	Planning and site development review	06/20/2017 14:00:25	06/22/2017 15:31:39	Digital
Gateway Centre - Bldg G, Drive -Thru Pad DPA 16-310-005, MUP 16-501-023, AR	Planning and site development review	06/20/2017 14:20:23	06/22/2017 15:39:51	Digital
Zainal Deck Addition	Construction, alteration, or renovation of a building	06/20/2017 14:37:09		Digital
Locanda Ravello accessibility upgrade	Construction, alteration, or renovation of a building	06/20/2017 15:55:39	07/22/2017 15:00:29	Digital
Locanda Ravello accessibility upgrade	After hours plan review and inspection	06/20/2017 16:00:24	06/22/2017 15:05:29	Digital
April 8 Cafe TI	After hours plan review and inspection	06/20/2017 16:46:17	06/22/2017 14:17:36	Digital
Camino Ramon MOB Pharmacy Perimeter Upgrade	Construction, alteration, or renovation of a building	06/21/2017 10:13:56	06/22/2017 09:55:56	OTC Digital
1105 Rosamund Dr Alita Plan 1 Lot 30	Automatic fire-extinguishing systems	06/21/2017 12:42:45	06/21/2017 12:44:06	Paper
1109 Rosamund Dr Alita Plan 2 Lot 31	Automatic fire-extinguishing systems	06/21/2017 12:46:39	06/21/2017 12:47:47	Paper
6201 Massara St Iron Oak@Alamo Creek Plan 1 no casita Lot 633	Miscellaneous System Plans	06/21/2017 12:54:24		Digital
5065 Rowan Dr. Romana@Gale Ranch Plan 2 Lot 21	Automatic fire-extinguishing systems	06/21/2017 14:35:10	06/21/2017 14:48:03	Paper
5069 Rowan Dr. Romana@Gale Ranch Plan 3 Lot 22	Automatic fire-extinguishing systems	06/21/2017 15:00:54	06/21/2017 15:06:45	Paper
Manex TI Suite 340	Construction, alteration, or renovation of a building	06/22/2017 08:27:24	06/22/2017 10:43:02	OTC Paper
USLI Office TI, Suite 330	Automatic fire-extinguishing systems	06/22/2017 08:41:42	06/22/2017 10:37:35	OTC Paper
Michael Burns Residence Solar PV	Miscellaneous System Plans	06/22/2017 09:42:44	06/22/2017 10:39:08	OTC Digital
Chevron Building T - Pre-Action	After hours plan review and inspection	06/22/2017 09:55:30	06/26/2017 15:38:37	Digital
Pavan Immaneni Residence Solar PV	Miscellaneous System Plans	06/22/2017 11:06:36	06/22/2017 11:43:40	OTC Paper
26 N Jackson Way House	Construction, alteration, or renovation of a building	06/22/2017 11:21:50		Digital
St. Isadore School - Classrooms Remodel	Automatic fire-extinguishing systems	06/22/2017 12:20:34	06/27/2017 05:32:52	Digital
Auburn Lounge	Construction, alteration, or renovation of a building	06/22/2017 15:45:47		Digital
Grading and Improvement Alamo Glen MS 15-0002	Fire apparatus access, site improvements and related equipment	06/22/2017 15:48:32	06/22/2017 15:48:49	Digital
Blackhawk Country Club Fitness Center	Fire alarm and detection systems and related equipmt	06/23/2017 08:56:50		Digital
St. Isadore School - Classrooms Remodel	After hours plan review and inspection	06/23/2017 10:13:26	06/27/2017 05:32:31	Digital
908 Connemara Ct Iron Oak at Alamo Creek No Casita Lot 606	Miscellaneous System Plans	06/23/2017 13:27:47		Digital
Tait Residence	Automatic fire-extinguishing systems	06/23/2017 16:21:08		Digital
Beeps Burgers	Automatic fire-extinguishing systems	06/26/2017 08:13:15	06/27/2017 06:31:30	OTC Paper
New Custom Home	Automatic fire-extinguishing systems	06/26/2017 09:05:04		Paper
1075 Victorine Rd	Construction, alteration, or renovation of a building	06/26/2017 11:31:14	06/27/2017 16:18:29	Digital
3013 Drysdale St Ashbury@Alamo Creek Plan 3 Lot 537	Automatic fire-extinguishing systems	06/26/2017 16:19:37	06/26/2017 16:49:07	Digital
McDavitt Residence	Construction, alteration, or renovation of a building	06/27/2017 05:00:52	06/27/2017 05:11:24	Digital

943 Connemara Ct Iron Oak @ Alamo Creek Plan 6 Lot 680	Automatic fire-extinguishing systems	06/27/2017 11:04:34	06/27/2017 11:09:25	Paper
940 Connemara Ct. Iron Oak@Alamo Creek Plan 1 no casita Lot 610	Automatic fire-extinguishing systems	06/27/2017 11:10:27	06/27/2017 11:13:43	Paper
Armstrong Residence Second Unit Addition	Construction, alteration, or renovation of a building	06/27/2017 13:36:44	06/28/2017 13:43:48	Paper
Francis Cung, DDS #338	Compressed Gases	06/28/2017 10:24:04		Digital
2017 San Ramon Valley Boulevard	Private fire hydrants and fire protection water supplies	06/28/2017 10:50:16		Digital
PAYCHEX	Construction, alteration, or renovation of a building	06/29/2017 10:19:43	06/29/2017 13:26:31	Digital
305 Wingfield Ct Red Hawk Plan 1 Lot 11	Automatic fire-extinguishing systems	06/29/2017 10:35:18	06/29/2017 10:37:17	Paper
309 Wingfield Ct Red Hawk Plan 3 Lot 10	Automatic fire-extinguishing systems	06/29/2017 10:44:35	06/29/2017 11:00:59	Paper
Raj Harapanahalli Residence Solar PV	Miscellaneous System Plans	06/29/2017 10:51:18	06/29/2017 13:26:59	Digital
306 Wingfield Ct Red Hawk Plan 2 Lot 2	Automatic fire-extinguishing systems	06/29/2017 11:02:06	06/29/2017 11:03:27	Paper
310 Wingfield Ct Red Hawk Plan 1 Lot 3	Automatic fire-extinguishing systems	06/29/2017 11:04:35	06/29/2017 11:05:55	Paper
Ali & Nardin Alijanian Residence	Additional Plan Review	06/29/2017 11:27:57		Digital
Deer Creek Building A North	Fire alarm and detection systems and related equipmt	06/29/2017 12:41:53		Digital
Deer Creek Building B North	Fire alarm and detection systems and related equipmt	06/29/2017 12:45:00		Digital
St. Isadore School - Classrooms Remodel	Fire alarm and detection systems and related equipmt	06/30/2017 09:15:16	06/30/2017 12:50:08	Paper
St. Isadore School - Classrooms Remodel	After hours plan review and inspection	06/30/2017 09:19:16	06/30/2017 12:49:53	Digital
Armanino	Construction, alteration, or renovation of a building	06/30/2017 10:00:35		Digital
Armanino	Fire alarm and detection systems and related equipmt	06/30/2017 10:32:14		Digital
Armanino	Automatic fire-extinguishing systems	06/30/2017 10:35:09		Digital
Faria Neighborhood V - Concept Rev C)DP 17-300-006	Planning and site development review	06/30/2017 10:39:40		Digital
Round Hill Country Club	Fire alarm and detection systems and related equipmt	06/30/2017 12:23:36		Digital
Sutter Retail Walk In Care	Construction, alteration, or renovation of a building	06/30/2017 16:18:47		Digital
Blackhawk Country Club Fitness Center	Automatic fire-extinguishing systems	06/30/2017 16:45:55		Digital

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

**FIRE PREVENTION DIVISION**

**MONTHLY PLAN REVIEW INTAKE REPORT**

**July 2017**

<b>PROJECT</b>	<b>PLAN REVIEW TYPE</b>	<b>SUBMITTAL</b>	<b>COMPLETED</b>	<b>FORMAT</b>
6222-6212 Main Branch Rd Cantera Building 2	Automatic fire-extinguishing systems	07/03/2017 11:41:06	07/03/2017 14:42:49	Digital
3017 Drysdale St Ashbury@Alamo Creek Plan 3 Lot 538	Automatic fire-extinguishing systems	07/03/2017 13:28:12	07/03/2017 14:43:23	Digital
3020 Drysdale St Ashbury@Alamo Creek Plan 1 Lot 539	Automatic fire-extinguishing systems	07/03/2017 13:43:02	07/03/2017 14:44:10	Digital
2049 Elderberry Drive Carmela Lot 140	Automatic fire-extinguishing systems	07/03/2017 13:51:14	07/03/2017 14:44:30	Digital
2045 Elderberry Drive Carmela Lot 141	Automatic fire-extinguishing systems	07/03/2017 14:01:27	07/03/2017 14:46:20	Digital
1096 Rosamund Drive Alita Lot 98	Automatic fire-extinguishing systems	07/03/2017 14:12:53	07/03/2017 14:46:41	Digital
1102 Rosamund Drive Alita Lot 99	Automatic fire-extinguishing systems	07/03/2017 14:22:30	07/03/2017 14:47:01	Digital
Harteker Residence Solar	Miscellaneous System Plans	07/06/2017 11:08:28	07/06/2017 11:18:00	Paper
320 Goldfield Place Cordova Lot 111	Automatic fire-extinguishing systems	07/10/2017 14:19:09	07/10/2017 14:32:21	Digital
326 Goldfield Place Cordova Lot 114	Automatic fire-extinguishing systems	07/10/2017 14:19:18	07/10/2017 14:32:22	Digital
322 Goldfield Place Cordova Lot 112	Automatic fire-extinguishing systems	07/10/2017 14:36:48	07/10/2017 16:12:52	Digital
328 Goldfield Place Cordova Lot 115	Automatic fire-extinguishing systems	07/10/2017 14:37:17	07/10/2017 16:13:24	Digital
330 Goldfield Place Cordova Lot 116	Automatic fire-extinguishing systems	07/10/2017 14:47:27	07/10/2017 16:12:17	Digital
324 Goldfield Place Cordova Lot 113	Automatic fire-extinguishing systems	07/10/2017 14:47:30	07/10/2017 16:11:51	Digital
Planning AR 17-200-032	Planning and site development review	07/10/2017 16:20:22	07/18/2017 17:07:25	Digital
Suffoletta Residence Solar	Miscellaneous System Plans	07/11/2017 08:04:27	07/11/2017 08:52:39	OTC Paper
Scott Clare Residence	Miscellaneous System Plans	07/11/2017 08:23:25	07/11/2017 08:52:42	OTC Paper
1106 Rosamund Drice Alta Lot 100	Automatic fire-extinguishing systems	07/11/2017 10:12:50	07/13/2017 15:49:54	Digital
Maddox residence solar	Miscellaneous System Plans	07/11/2017 10:39:08	07/11/2017 10:58:25	OTC Paper
1110 Rosamund Drive Alta Lot 101	Automatic fire-extinguishing systems	07/11/2017 10:53:41	07/19/2017 15:32:06	Digital
Planning DP17-3024	Planning and site development review	07/11/2017 14:14:37	07/11/2017 16:37:47	Paper
W Salon Suites at 225 Alamo Plaza Suite A	Automatic fire-extinguishing systems	07/11/2017 14:55:40	07/19/2017 17:24:45	Digital
W Salon Suites at 225 Alamo Plaza Suite A	Expedited Plan Review	07/11/2017 15:09:16	07/19/2017 17:29:04	Digital
Olson Residence Remodel/Addition	Automatic fire-extinguishing systems	07/11/2017 16:36:02		Digital
The Rock Church Youth Auditorium	Construction, alteration, or renovation of a building	07/12/2017 06:12:41	07/21/2017 10:50:19	Digital
Pizza Bello	Construction, alteration, or renovation of a building	07/12/2017 11:05:31		Digital
Manex TI Suite 340	Automatic fire-extinguishing systems	07/12/2017 15:01:38		Digital
Rodan & Fields Dermatology @ 3001 Bishop Drive 3rd Floor	Construction, alteration, or renovation of a building	07/12/2017 15:26:07	07/24/2017 07:49:03	Digital
Rodan & Fields Dermatology @ 3001 Bishop Drive 4th Floor	Additional Plan Review	07/12/2017 16:20:05	07/24/2017 11:09:32	Digital
Siddi Qi Residence Solar	Miscellaneous System Plans	07/12/2017 16:52:53	07/13/2017 09:04:37	Paper
Virgilio New Residence	Construction, alteration, or renovation of a building	07/13/2017 08:30:36		Digital
Vinson Lee Residence Solar	Miscellaneous System Plans	07/13/2017 09:31:06	07/13/2017 11:41:12	OTC Paper
Avitus TI on 4th Floor	After hours inspection	07/13/2017 11:29:47	07/19/2017 15:35:28	Digital
Ready Suite	After hours inspection	07/17/2017 10:38:26	07/19/2017 15:35:54	Digital
213 Corriedale Court-Ashbury Lot 550	Automatic fire-extinguishing systems	07/17/2017 12:38:42	07/17/2017 15:29:21	Digital
3012 Drysdale St Ashbury@Alamo Creek Plan 2 Lot 541	Automatic fire-extinguishing systems	07/17/2017 13:49:50	07/17/2017 15:01:03	Digital
629 San Ramon Valley Rd-Round Table Pizza	Automatic fire-extinguishing systems	07/18/2017 09:38:50	07/18/2017 10:19:33	OTC Paper
Planning DP17-03026	Planning and site development review	07/18/2017 09:42:12		OTC Paper
Service Center Fuel Tank Replacement Project	Flammable and combustible liquids	07/18/2017 10:46:58	07/21/2017 06:03:34	Digital
29 Railroad Ave,Suite D19 - AT&T Dealer	Construction, alteration, or renovation of a building	07/18/2017 11:01:18		Digital
Paulapa Residence Solar	Miscellaneous System Plans	07/18/2017 11:18:17	07/18/2017 15:42:37	OTC Paper
2269 San Ramon Valley Blvd. Development	Permit Renewal	07/18/2017 11:39:17	07/20/2017 15:23:15	Digital
MOD Pizza	Construction, alteration, or renovation of a building	07/18/2017 15:04:06		Digital

Rasmussen Residence	Construction, alteration, or renovation of a building	07/18/2017 15:51:25		Digital
Cherno Residence	Automatic fire-extinguishing systems	07/18/2017 16:44:46		Digital
Tenant Improvement, Castle Management	Construction, alteration, or renovation of a building	07/19/2017 13:25:10		OTC Paper
Applied Underwriter's Inc. @ 3001 Bishop Dr, Suite 130	Automatic fire-extinguishing systems	07/19/2017 13:48:04	07/24/2017 12:56:33	Paper
Fire Alarm HVAC Modification	Fire alarm and detection systems and related equipment	07/19/2017 14:00:49	07/19/2017 16:10:13	Paper
Fire Alarm HVAC Modification	Expedited Plan Review	07/19/2017 14:06:27	07/19/2017 16:19:18	Digital
W Salon Suites at 225 Alamo Plaza Suite A	Miscellaneous System Plans	07/19/2017 15:24:06	07/27/2017 15:42:48	Digital
Residential PV	Miscellaneous System Plans	07/20/2017 10:09:21	07/20/2017 10:12:09	OTC Paper
541 Crocus Hill Ct. Const.1	Construction, alteration, or renovation of a building	07/20/2017 10:15:21	07/20/2017 10:31:20	OTC Paper
Surplus Lines Suite BB 450	Automatic fire-extinguishing systems	07/20/2017 11:38:44	07/26/2017 12:23:06	Digital
Ibrahim Residence Renovation & Addition	Construction, alteration, or renovation of a building	07/20/2017 15:11:50		Digital
308 Goldfield Place Cordova Lot 105	Automatic fire-extinguishing systems	07/20/2017 15:44:07	07/21/2017 05:31:09	Digital
310 Goldfield Place Cordova Lot 106	Automatic fire-extinguishing systems	07/20/2017 15:52:12	07/21/2017 05:31:38	Digital
312 Goldfield Place Cordova Lot 107	Automatic fire-extinguishing systems	07/20/2017 16:02:52	07/21/2017 05:32:06	Digital
314 Goldfield Place Cordova Lot 108	Automatic fire-extinguishing systems	07/20/2017 16:11:14	07/21/2017 05:32:36	Digital
316 Goldfield Place Cordova lot 109	Automatic fire-extinguishing systems	07/20/2017 16:23:21	07/21/2017 05:33:03	Digital
318 Goldfield Place Cordova Lot 110	Automatic fire-extinguishing systems	07/20/2017 16:34:27	07/21/2017 05:33:28	Digital
W Salon Suites at 225 Alamo Plaza Suite A	Automatic fire-extinguishing systems	07/21/2017 08:58:44		Digital
Cooper Ranch	Construction, alteration, or renovation of a building	07/21/2017 10:58:43		Digital
Christ Community Church of the Nazarene-Sanctuary	Construction, alteration, or renovation of a building	07/24/2017 09:54:22		Digital
Cooper Ranch	Construction, alteration, or renovation of a building	07/24/2017 11:49:24		Digital
1117 Rosamund Drive Alita lot 33	Automatic fire-extinguishing systems	07/24/2017 15:48:18	07/25/2017 11:24:54	Digital
1113 Rosamund Drive Alita Lot 32	Automatic fire-extinguishing systems	07/24/2017 16:07:44	07/25/2017 11:27:50	Digital
3000 Drysdale St Ashbury Lot 544	Automatic fire-extinguishing systems	07/24/2017 16:37:24	07/25/2017 12:10:21	Digital
1330 Charbray St Iron Oak Lot 599	Automatic fire-extinguishing systems	07/24/2017 16:46:18	07/25/2017 12:08:18	Digital
1331 Charbray St Iron Oak Lot 625	Automatic fire-extinguishing systems	07/24/2017 16:51:26	07/25/2017 12:15:02	Digital
6000 Alpine Blue Drive Romana Lot 48	Automatic fire-extinguishing systems	07/24/2017 17:04:33	07/25/2017 12:00:49	Digital
6004 Alpine Blue Drive Romana Lot 49	Automatic fire-extinguishing systems	07/24/2017 17:10:27	07/25/2017 11:37:39	Digital
TI Adora Bella	Construction, alteration, or renovation of a building	07/25/2017 11:55:43	07/25/2017 12:10:40	OTC Paper
Ken Sheets	Private fire hydrants and fire protection water supplies	07/25/2017 16:58:27		Paper
Fernandez Residence	Automatic fire-extinguishing systems	07/25/2017 17:50:24	07/31/2017 16:40:46	Digital
Scott Molkenbuhr Residence	Miscellaneous System Plans	07/26/2017 10:16:56	07/26/2017 11:15:59	Digital
San Ramon Valley Conference Center AV/Electrical Upgrade	After hours inspection	07/26/2017 14:43:34		Digital
Fernandez Residence	Expedited Plan Review	07/26/2017 17:11:22		
Beeps Burgers	Automatic fire-extinguishing systems	07/27/2017 08:54:15	07/27/2017 14:41:47	OTC Paper
Noble Family Residence Remodel	Construction, alteration, or renovation of a building	07/27/2017 09:55:00		Digital
MCL HOLDINGS	After hours inspection	07/27/2017 10:32:35		Digital
Corradini Residence TI	Construction, alteration, or renovation of a building	07/27/2017 10:51:38	07/27/2017 11:29:16	Paper
BLD 16 Laundry Room Renovation	Automatic fire-extinguishing systems	07/27/2017 10:55:58	07/27/2017 15:24:19	OTC Paper
BLD 8 Laundry Room Renovation	Automatic fire-extinguishing systems	07/27/2017 11:23:58	07/27/2017 15:28:22	OTC Paper
BLDG 12 Laundry Room Renovation	Automatic fire-extinguishing systems	07/27/2017 11:32:25	07/27/2017 15:32:06	Paper
BLD 8 Laundry Room Renovation	Construction, alteration, or renovation of a building	07/27/2017 14:33:44	07/27/2017 15:29:15	Paper
BLD 16 Laundry Room Renovation	Construction, alteration, or renovation of a building	07/27/2017 14:56:15	07/27/2017 15:25:35	Paper
BLDG 12 Laundry Room Renovation	Construction, alteration, or renovation of a building	07/27/2017 14:59:25	07/27/2017 15:33:02	Paper
Rasmussen Residence Remodel	Construction, alteration, or renovation of a building	07/27/2017 15:16:02		Paper
Gomez Residence 3250 Bollinger Canyon San Ramon	Miscellaneous System Plans	07/27/2017 16:11:01	07/27/2017 16:12:30	Paper
MUP 17-501-014 AABBA Karate Studio A7	Planning and site development review	07/28/2017 10:33:28		Digital
Planning 17 - 1029	Planning and site development review	07/28/2017 12:44:35		Paper
1121 Rosamund Dr. Alita Lot 34	Automatic fire-extinguishing systems	07/28/2017 15:20:56		Digital



1125 Rosamund Dr. Lot 35 Alita	Automatic fire-extinguishing systems	07/28/2017 15:32:33		Digital
2057 Elderberry Dr. Carmela Lot 138	Automatic fire-extinguishing systems	07/28/2017 15:42:24		Digital
2053 Elderberry Dr. Carmela Lot 139	Automatic fire-extinguishing systems	07/28/2017 15:46:36		Digital
DEV17-0014 Fraenkel Residence	Planning and site development review	07/31/2017 09:23:48		Paper
XMatters	Construction, alteration, or renovation of a building	07/31/2017 11:27:25		Digital
XMatters	Automatic fire-extinguishing systems	07/31/2017 11:43:29		Digital
XMatters	Fire alarm and detection systems and related equipment	07/31/2017 11:54:14		Digital
Bishop Ranch City Center @ 6000 Bollinger Canyon Rd	Private fire hydrants and fire protection water supplies	07/31/2017 12:59:06		Digital
Surplus Lines Suite BB 450	Fire alarm and detection systems and related equipment	07/31/2017 14:13:55		Digital
Double Check Valve Assembly Replacement	Automatic fire-extinguishing systems	07/31/2017 14:54:35		Digital
Water Tank Replacement, Las Trampas Regional Wilderness	Private fire hydrants and fire protection water supplies	07/31/2017 15:13:26		OTC Paper

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**FIRE PREVENTION DIVISION**  
**MONTHLY BOARD OF DIRECTORS ACTIVITY REPORT**  
**6/1/2017-7/31/2017**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>CODE COMPLIANCE</b>													
INSPECTIONS	19	35	82	69	148	17	16	0	0	0	0	0	386
REINSPECTIONS	73	68	81	36	108	66	137	0	0	0	0	0	569
TOTAL *	<b>92</b>	<b>103</b>	<b>163</b>	<b>105</b>	<b>256</b>	<b>83</b>	<b>153</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>955</b>

OCCUPANCY PERMITS	2	31	20	25	126	54	12	0	0	0	0	0	270
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<b>ANNUAL INSPECTION PROGRAM</b>													
TOTAL INSPECTABLE OCCS	556	556	556	556	556	556	556	556	556	556	556	556	556
TOTAL STARTED YTD †	17	34	74	65	143	12	13	0	0	0	0	0	358
% STARTED YTD	3.06%	6.12%	13.31%	11.69%	25.72%	2.16%	2.34%	0.00%	0.00%	0.00%	0.00%	0.00%	64.39%
TOTAL COMPLETED YTD ‡	9	22	23	33	82	31	65	0	0	0	0	0	265
% COMPLETED YTD	1.62%	3.96%	4.14%	5.94%	14.75%	5.58%	11.69%	0.00%	0.00%	0.00%	0.00%	0.00%	47.66%

<b>CONSTRUCTION</b>													
NEW PROJECTS	59	74	91	62	62	51	83	0	0	0	0	0	482
PLAN REVIEWS SUBMITTED	104	159	197	126	164	116	103	0	0	0	0	0	969
PLAN REVIEWS COMPLETED	86	147	206	110	186	133	88	0	0	0	0	0	956
INSPECTIONS	105	123	128	80	150	142	106	0	0	0	0	0	834

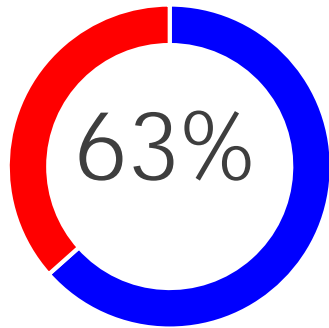
\* Includes all code compliance inspections; Annual inspection program inspections, temporary tents, fireworks display, etc.

† Includes occupancies within annual inspection program that have had the initial inspection completed.

‡ Includes occupancies within annual inspection program that are in compliance and have no outstanding corrections needed.

# e-Plan Review Conversion Project

Percentage of Digital Plans  
May - July



■ Digital ■ Paper

Summary May - July

TOTAL REVIEWS SUBMITTED

380

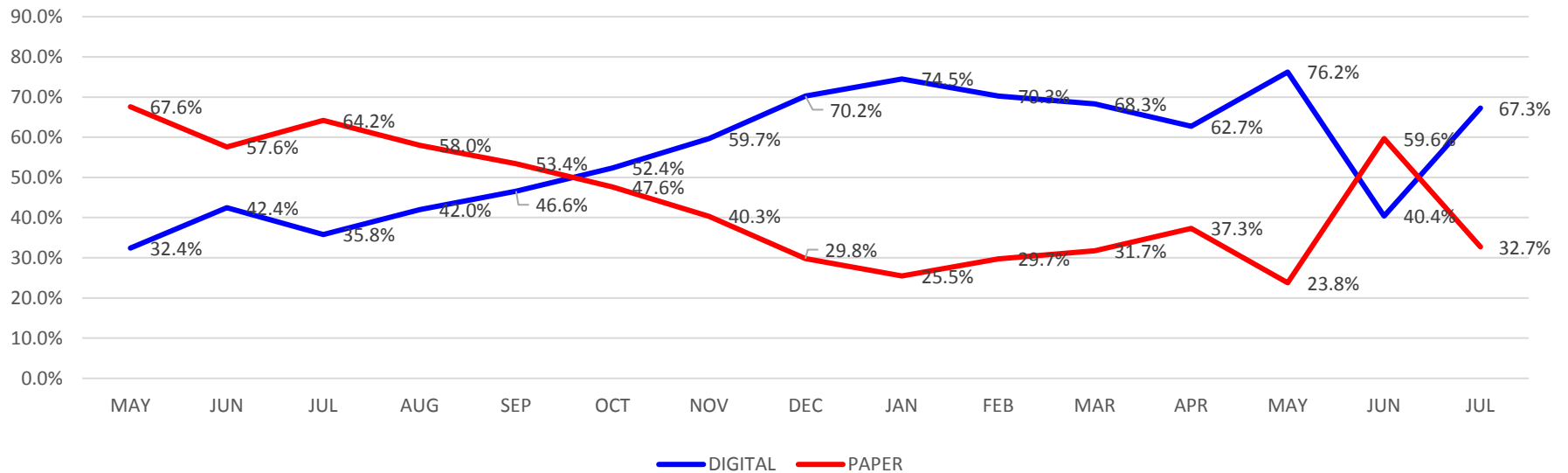
TOTAL DIGITAL SUBMITTED

241 63.4%

TOTAL PAPER SUBMITTED

139 36.6%

Plan Review Submittal Method



# **COMMUNICATIONS**



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

**Date:** August 23, 2017  
**To:** Board of Directors  
**From:** Denise Pangelinan, Director of Emergency Communications  
**Subject:** Monthly Communications Division Report for June and July 2017

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## Communications Center

- Public Safety Dispatcher Recruitment
- Hosted Youth Camp on Communications Procedures
- Dispatcher Angela Calcagno Accepted to Leadership San Ramon Valley
- Dispatcher Dina Taylor Appointed to the County Tactical Dispatch Team

## Technology Systems

- Completed conduit installations at Stations 31 and 34 for audio upgrade
- Attended Station 32 walk through in preparation for occupancy
- Created a District website page for City Center Bishop Ranch plan submittals
- Upgraded Citrix servers and transitioned personnel
- Quarterly hydrant maps printed
- Radio Programming

## Training

- Hosted Advanced CAD/Mobile Admin Training

## Meetings

- San Ramon Police Department Dispatch Services Consolidation
- San Ramon Disaster Council Meeting

## Communications Reserves

- Mobile Communications Overview and Radio Procedures for Youth Camps
- CERT Drills
- Radio Programming

# **HUMAN RESOURCES**



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: August 23, 2017  
To: Board of Directors  
From: Natalie Korthamar Wong, Director of Human Resources  
Re: Monthly Human Resources Report for June and July 2017

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## Recruitment:

- FF PM Recruitment
  - Scheduled the skills assessment, panel interviews and Chief's Interviews
  - Provided conditional and final offer letters
  - Coordinated the background check process (background, polygraph, medical and psychological evaluation)
  - Administered the Fire Team Assessment
  - Held a pre-academy meeting with the new recruits to complete new hire paperwork, review District policies and District provided benefits
  - Conducted a survey of candidates who were scheduled for an interview but who did not end up participating. Summary of the results at the end of this report.
- Additional Recruitment Activity
  - Coordinated the Public Safety Dispatcher recruitment
  - Engineer Recruitment – posted the promotional opportunity and held a planning meeting with the recruitment consultant
  - Posted the Communication Reserves recruitment
  - Posted the FFPM Continuous posting
  - Completed background check process and onboarded 1 full-time dispatcher, 7 FF recruits, and 2 temporary employees

## Additional Activity:

- Implemented the CCCERA rate changes, new job titles and new salary structure
- Completed a program review with ICS, the District's workers' compensation third party administrator
- Completed the OPEB Census Data report for actuarial study
- Attended the Council for Self-Insured Public Agencies training
- Participated in a webinar about 457 Plans and a webinar about hiring a CalPERS retiree
- Met with the CSDA Public Affairs Team

## Report:

- Employee Illness/Injury Report – June and July 2017

### **Results of Firefighter Recruitment Candidate Phone Survey**

There were 43 candidates who withdrew from the initial recruitment process or did not show up for their scheduled interviews. HR staff spoke to 26 individuals (60% response rate).

Overall, candidates rated the District’s recruitment process as “Excellent.” They especially highlighted the District’s new online recruitment system, NEOGOV as a significant improvement from the previous system. Candidates described NEOGOV as “easy, user-friendly and intuitive.” Candidates also liked the easiness and convenience of the online self-schedule tool. No technical issues using NEOGOV were reported by candidates.

#### **1. Reason(s) that attracted the candidate to apply for the Firefighter position.**

<b>REASON</b>	<b>RESPONSES</b>
SRVFPD Reputation/Strong Organization	8
Career Advancement	4
Knows someone who works for SRVFPD	4
Size of the Organization/No. of Stations	3
Actively seeking employment	4
Salary & Benefits	3
Desire to move to the area	2
Lives in the area	2
Personal Growth	2
Specifically looking for paramedic/transport	2
Specifically looking for a lateral position	1
SRVFPD was accepting applications	1
Desire to work closer to home	1
Looking for a long-term agency	1

#### **2. Rate the experience applying online.**

Overall, candidates described the process as easy, user friendly, intuitive, and a significant improvement from the District’s previous online system.

<b>SCALE</b>	<b>RESPONSES</b>
Excellent	23
Good	3
Average	0
Poor	0
Very Poor	0

#### **3. Rate the experience using the online self-scheduling tool for interviews.**

Of the 26 candidates surveyed, 24 rated the online self-schedule tool as good to excellent. Candidates described the online tool as easy and simple to use. One rated it as “average.”



Two candidates provided a “poor” rating to this question. However, it should be noted that the reason for this was not because of the online tool itself, but because of their experience finding an interview date and time that worked with their schedules. They explained that initially there were not enough interview dates available, and that created confusion, but HR staff quickly opened other interview dates. It is a standard practice in recruitment to open additional dates and times as the current ones are filled, and not to make all dates and times available at once. This helps manage the process and resources.

SCALE	RESPONSES
Excellent	21
Good	2
Average	1
Poor	2
Very Poor	0

**4. Reason for withdrawing from the recruitment process.**

The main reason for candidates not attending their scheduled interviews or withdrawing from the process was scheduled conflicts (work and/or personal) (12 candidates), followed by accepting another position (3 candidates). Candidates who were not able to attend their interviews due to a work schedule conflict shared that their agencies are short-staffed, and have mandatory overtime. Two candidates were asked by HR to change their interview time, and the new time did not work with their schedule.

Two lateral candidates shared that they decided to withdraw from the process after learning about the 16-week academy. They felt that this is too long, and not the standard with other agencies. Another shared that his current compensation package, including pension benefits, is higher than the District’s.

Another applicant, who was recently injured on the job, decided to withdraw from the process because he could not participate in the Skills Assessment Test. He shared he did not think it would be right or ethical to go through the process while on Worker’s Compensation.

REASONS	RESPONSES
Work schedule conflict	6
Personal schedule conflict	6
Accepted a position with another agency before the interview	3
Personal emergency	1
In process with another agency	1
Accepted a promotion with current employer	1
Injury	1
Cost/Distance to travel for the interview	1
16-Week Academy	2
SRVFPD Compensation Package	1

**5. Recruitment areas of strength and/or improvement.**

Applicants complimented the HR staff for their excellent communication efforts in keeping them informed throughout every step of the recruitment process. Candidates appreciated how HR staff sent out interview confirmations, and worked with candidates to find alternative interview

dates. A couple of candidates described the recruitment process as “easy, straight forward, and progressive.” Two candidates highlighted the Skills Assessment Test as a good tool to assess candidates; other candidates were surprised by this requirement, and noted that other agencies do not have this requirement. One applicant suggested that a shorter academy may encourage more laterals to apply, but that a 16-week academy is appropriate for entry level.

**6. Consider SRVFPD for future employment opportunity.**

When asked if candidates would be interested in future employment opportunities with the District, over half of them said they would be, and in fact a couple have already done so. Two candidates said no as they have already accepted job offers from other agencies. All surveyed candidates were informed that a new recruitment is in process, and were encouraged to apply.

Yes	15
No	2
Possibly	1

**Recommendations for Future Recruitments**

**Recommendation 1.** *Provide more advanced interview notices to candidates.*

**Recommendation 2.** *Explore holding interviews in “blocked times” instead individual assigned appointments.*

**Recommendation 3.** *Send “failed” letters earlier in the process to candidates who do not meet the minimum qualifications.*

**Recommendation 4.** *Continue to send interview confirmations to candidates.*

**Recommendation 5.** *Hire additional staff support for large, more complex recruitments.*

**Recommendation 6.** *Provide more NEOGOV training to HR Staff.*

## Employee Illness/Injury Report (June & July 2017)

### **Reportable Injuries – June 2017:**

#### **Indemnity (Lost Time)**

- June 3, 2017           DOI = 6/2/17 – A Firefighter struck right elbow on ambulance while transporting patient on medical call. Missed 3 shifts.  
*Status:* Returned to full-duty 6/8/17.
- June 15, 2017        DOI = 6/14/17 – A Captain strained back lifting patient during medical call. Missed 9 shifts, then began modified duty assignment on 7/14/17.  
*Status:* Returned to full-duty 7/28/17.
- June 24, 2017        DOI = 6/24/17 – A Captain strained knee descending stairs during tower training drill. Missed 13 shifts.  
*Status:* Remained out through July at month end.

#### **Medical Only (No Lost Time)**

- June 2, 2017           DOI = 5/29/17 – A Fire Inspector sprained ankle exiting ambulance during demonstration.  
*Status:* Medical Only – No lost time.
- June 6, 2017           DOI = 6/6/17 – A Training Captain experienced eye irritation during Firefighter testing due to debris at the testing site.  
*Status:* Medical Only – No lost time.

As of June 30, 2017, there were nine (9) employees absent from their regular work assignment. Total lost time due to injuries for the month of June equaled 259 calendar days/86 shifts.

### **Reportable Injuries – July 2017:**

#### **Indemnity (Lost Time)**

- July 17, 2017           DOI = 7/11/17 – A Captain injured back on barbell during physical fitness at station. Missed 6 shifts.  
*Status:* Remained out at month end.
- July 17, 2017           DOI = 7/17/17 – A Firefighter strained back bending to retrieve medical equipment on medical call. Missed 6 shifts.  
*Status:* Remained out at month end.

- July 27, 2017                    DOI = 5/11/17 – An Engineer underwent surgery for a previous knee injury sustained exiting engine during training drill. Missed 6 shifts.  
*Status:* Remained out at month end.

**Medical Only (No Lost Time)**

- July 3, 2017                    DOI = 7/3/17 – A Firefighter strained shoulder during physical fitness at station.  
*Status:* Medical Only – No lost time.

As of July 31, 2017, there were eleven (11) employees absent from their regular work assignment. Total lost time due to injuries for the month of July equaled 286 calendar days/95 shifts.

# FINANCE

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# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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Date: August 23, 2017

To: Board of Directors

From: Ken Campo, Financial Consultant

Re: Monthly Financial Report for June 2017 - Preliminary

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## Financials:

- Balance Sheet – June 30, 2017 - Preliminary
- Revenues: Budget v. Actual (All Funds) - Preliminary
- General Fund Expenditures: Budget v. Actual (2013/14-2016/17) - Preliminary
- Capital, Debt Service, SRVF Community Fund Expenditures: Budget v. Actual (2013/14-2016/17) - Preliminary
- Monthly General Fund Revenue/Expense History (2012/13-2016/17)
- Monthly Overtime Analysis – July 2016 - June 2017

## Meetings/Activities:

### Finance:

- Determined the FY2016/17 true-up and FY2017/18 prepayment of employer portion of retirement contributions to the Contra Costa County Employees' Retirement Association (CCCERA).
- Determined the FY2016/17 true-up and FY2017/18 monthly prepayment for the annual required contribution for retiree health care benefits.
- In conjunction with HR, implemented new classifications and salary schedule rolling all incentive pays into base pay based on Letter of Understanding approved by the Board March 22, 2017.
- Prepared FY2016/17 fiscal close for independent, outside audit of District financials.
- Ongoing management of contract and budget for new Station 32.
- Submitted application for CSDA's Special District Leadership Foundation Certificate of Transparency (i.e. "open governance").

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
COMBINED BALANCE SHEET OF ALL FUND TYPES  
JUNE 30, 2017 - PRELIMINARY**

	GOVERNMENTAL FUND TYPES					AGENCY	ACCOUNT	GROUPS	Totals (Memo Only)
	General Fund - 100	Budget Stabilization - 110	Debt Service Fund - 200	Capital Projects Fund - 300	Special Revenue Fund - 400	CERT PROGRAM Fund - 700	General Fixed Assets Fund - 800	General Long-Term Debt Fund - 900	
<b>ASSETS</b>									
Cash - Bank of the West	\$ 2,474,615	\$ 1,098,469	\$ -	\$ 39,142	\$ 30	\$ 63,335	\$ -	\$ -	\$ 3,675,590
Cash - Bank of the West Money Market @ 0.40%	1,002,830								1,002,830
Cash - Bank of the West Workers' Compensation	(46,851)								(46,851)
Cash - Comerica Flexible Spending	8,572								8,572
Petty Cash	1,250								1,250
Investments - LAIF @ 0.92%	37,764,248			2,294,162					40,058,411
Investments - Mrkt Value Adj/Premium/Discount	(40,005)	(54,938)		(23,190)					(118,133)
Investments - Bank of the West @ 1.71% avg		16,500,000		3,000,000					19,500,000
Investments - Tri-Valley Bank @ 0.8%		2,000,000							2,000,000
Cash with Fiscal Agent (Note #1)			54						54
Investments - US Bank Money Market @ 0.10%				27,581					27,581
Accounts Receivable	109,158								109,158
Interest Receivable	77,303	48,145		15,266					140,714
Prepaid Expenses/Deposits	602,896			238,000					840,896
Land							6,000,878		6,000,878
Buildings & Improvements/Construction							30,774,462		30,774,462
Equipment/Vehicles							28,056,540		28,056,540
Accumulated Depreciation							(31,652,781)		(31,652,781)
Amount to be Provided for General Long Term Debt								20,919,273	20,919,273
<b>Total Assets</b>	<b>\$ 41,954,016</b>	<b>\$ 19,591,676</b>	<b>\$ 54</b>	<b>\$ 5,590,961</b>	<b>\$ 30</b>	<b>\$ 63,335</b>	<b>\$ 33,179,099</b>	<b>\$ 20,919,273</b>	<b>\$ 121,298,445</b>
<b>LIABILITIES</b>									
Accounts Payable	\$ 743,455	\$ -	\$ -	\$ 119,465	\$ -	\$ -	\$ -	\$ -	\$ 862,919
Accrued Expenses	2,090,453			236,477					2,326,929
Deposits Payable	17,630			4,535		85			22,250
Long Term Debt:									
(1) Certificates of Participation								13,030,000	13,030,000
(2) Vehicle Lease								520,009	520,009
Claims Payable	8,572							5,527,000	5,535,572
Compensated Absences								1,842,264	1,842,264
<b>Total Liabilities</b>	<b>2,860,110</b>	<b>-</b>	<b>-</b>	<b>360,476</b>	<b>-</b>	<b>85</b>	<b>-</b>	<b>20,919,273</b>	<b>24,139,944</b>
<b>FUND EQUITY</b>									
Investment in General Fixed Assets							33,179,099		33,179,099
Non-Spendable Fund Balance				238,000					238,000
Restricted Fund Balance			54	96,157	30				96,241
Committed Fund Balance:									
Dry Period Funding	39,045,040								39,045,040
Budget Stabilization		16,591,676							16,591,676
Workers' Compensation Claims		3,000,000							3,000,000
Capital Projects				4,896,328					4,896,328
Assigned Fund Balance:									
Other Assigned Fund Balance	48,866								48,866
Unassigned Fund Balance						63,250			63,250
<b>Total Fund Balance</b>	<b>39,093,906</b>	<b>19,591,676</b>	<b>54</b>	<b>5,230,485</b>	<b>30</b>	<b>63,250</b>	<b>33,179,099</b>	<b>-</b>	<b>97,158,501</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 41,954,016</b>	<b>\$ 19,591,676</b>	<b>\$ 54</b>	<b>\$ 5,590,961</b>	<b>\$ 30</b>	<b>\$ 63,335</b>	<b>\$ 33,179,099</b>	<b>\$ 20,919,273</b>	<b>\$ 121,298,445</b>

Note 1 - US Bank:

Reserve Fund (COP 2003) Market Value \$29; Interest Rate 0.03% (Money Market Fund). Lease Fund (COP 2003) Market Value \$5; Interest Rate 0.00% (Money Market Fund)

Lease Fund (COP 2015) Market Value \$20; Interest Rate 0.00% (Money Market Fund)

Project Fund (COP 2015) Market Value \$27,581. Interest Rate 0.10% (Commercial Paper)

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
REVENUE (ALL FUNDS)  
FISCAL YEAR 2016-2017  
JULY 1, 2016 - JUNE 30, 2017 PRELIMINARY**

GL CODE	FISCAL YEAR COMPLETED: 100% DESCRIPTION	2013/2014	2014/2015	2015/2016	AMENDED	2016/2017	PERCENT RECEIVED %
		ACTUAL REVENUE	ACTUAL REVENUE	ACTUAL REVENUE	2016/2017 BUDGET REVENUE	2016/2017 REALIZED REVENUE	
<b>4100</b>	<b>TAXES</b>						
4110	PROPERTY TAXES - CURRENT SECURED	\$49,002,743	\$53,279,121	\$57,616,767	\$61,090,385	\$61,143,436	100.09%
4120	PROPERTY TAXES - SUPPLEMENTAL	1,118,173	1,187,562	1,439,374	459,000	1,762,346	383.95%
4130	PROPERTY TAXES - UTILITIES (Unitary)	978,438	974,141	1,050,678	1,069,077	1,069,077	100.00%
4140	PROPERTY TAXES - CURRENT UNSECURED	1,988,210	1,959,968	1,844,275	1,868,249	1,839,066	98.44%
4145	HOMEOWNERS PROPERTY TAX RELIEF	502,858	487,153	482,390	518,057	475,833	91.85%
4150	RDA PROPERTY TAX	630,673	648,506	916,948	891,862	1,058,717	118.71%
4160	LESS COUNTY TAX ADMINISTRATION	(511,904)	(499,102)	(514,207)	(509,924)	(510,175)	100.05%
4170	PROPERTY TAXES - PRIOR SECURED	(423,621)	(156,204)	(187,115)	(142,357)	(142,357)	100.00%
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(132,498)	(83,626)	(77,821)	(89,990)	(89,990)	100.00%
4190	PROPERTY TAXES - PRIOR UNSECURED	(13,349)	(26,010)	(65,172)	42,335	60,059	141.87%
		<b>53,139,723</b>	<b>57,771,510</b>	<b>62,506,117</b>	<b>65,196,694</b>	<b>66,666,013</b>	102.25%
<b>4200</b>	<b>INTERGOVERNMENTAL REVENUE</b>						
4220	MEASURE "H"	33,000	33,000	33,000	33,000	33,000	100.00%
4230	SB-90 MANDATED COSTS	(14,248)	102,278	22,668	-	-	
4240	MISCELLANEOUS STATE AID/GRANTS	284,555	334,609	505,507	144,577	208,327	144.09%
4245	FEDERAL GRANT REVENUE	1,060,830	-	-	-	-	
4250	LEMSA	62,335	-	143,288	244,400	191,892	78.52%
4251	GEMT	-	-	152,575	65,423	76,294	116.62%
4252	CONSOLIDATED DISPATCH	-	-	-	1,250,000	1,250,000	100.00%
		<b>1,426,472</b>	<b>469,887</b>	<b>857,038</b>	<b>1,737,400</b>	<b>1,759,513</b>	101.27%
<b>4300</b>	<b>CHARGES FOR SERVICE</b>						
4310	INSPECTION FEES	110,954	108,818	124,744	49,865	67,533	135.43%
4315	PLAN REVIEW	524,155	596,692	657,804	574,377	715,299	124.53%
4316	INFO TECHNOLOGY SURCHARGE		97,861	39,127	31,212	39,142	125.41%
4320	WEED ABATEMENT CHARGES	5,762	3,347	2,493	3,000	1,938	64.58%
4325	ADMINISTRATIVE CITATION CHARGES	61,775	51,550	38,328	35,000	7,500	21.43%
4330	AMBULANCE SERVICES	2,937,305	3,125,236	3,344,200	3,282,824	3,426,216	104.37%
4340	CPR CLASSES	800	370	360	568	520	91.55%
4350	REPORTS/PHOTOCOPIES	21,555	6,749	9,976	7,000	13,142	187.74%
		<b>3,662,306</b>	<b>3,990,623</b>	<b>4,217,032</b>	<b>3,983,846</b>	<b>4,271,290</b>	107.22%
<b>4400</b>	<b>USE OF MONEY &amp; PROPERTY</b>						
4410	INVESTMENT EARNINGS	80,076	144,288	376,027	212,970	180,517	84.76%
		<b>80,076</b>	<b>144,288</b>	<b>376,027</b>	<b>212,970</b>	<b>180,517</b>	84.76%
<b>4500</b>	<b>RENTS, ROYALTIES AND COMMISSIONS</b>						
4510	RENT ON REAL ESTATE	242,098	75,059	45,958	70,876	62,807	88.61%
		<b>242,098</b>	<b>75,059</b>	<b>45,958</b>	<b>70,876</b>	<b>62,807</b>	88.61%
<b>4600</b>	<b>OTHER REVENUE</b>						
4610	DONATIONS/CONTRIBUTIONS	974	10	30	-	-	
4620	SALE OF PROPERTY	27,400	780,427	9,950	-	13,482	100.00%
4640	MISCELLANEOUS REVENUE	97,560	139,755	99,201	-	56,651	100.00%
		<b>125,934</b>	<b>920,192</b>	<b>109,181</b>	<b>-</b>	<b>70,133</b>	100.00%
<b>4900</b>	<b>OTHER FINANCING SOURCES</b>						
4910	Debt proceeds	3,227,000	13,132,249	-	-	-	
		<b>3,227,000</b>	<b>13,132,249</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>REVENUE TOTAL</b>	<b>\$61,903,609</b>	<b>\$76,503,809</b>	<b>\$68,111,352</b>	<b>\$71,201,786</b>	<b>\$73,010,272</b>	102.54%





**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**CAPITAL PROJECTS, EQUIP/VEHICLES, DEBT SERVICE, SAN RAMON VALLEY FIRE COMMUNITY FUND**  
**FISCAL YEAR 2016-2017**  
**July 1, 2016 - JUNE 30, 2017 PRELIMINARY**

FISCAL YEAR COMPLETED - 100%								
DESCRIPTION	GL CODE	2013/2014 ACTUAL	2014/2015 ACTUAL	2015/2016 ACTUAL	2016/2017 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
RENTS & LEASES - PROPERTY	5246	\$0	\$0	\$0	\$0	\$0	\$0	0%
LEGAL SERVICES	5252	-	-	8,621	-	-	0	0%
CRR TECH IMPROVEMENTS	5253	-	-	8,360	50,000	40,120	9,880	80%
PUBLICATION OF LEGAL NOTICES	5270	-	-	1,548	-	-	0	0%
DESIGN/CONSTRUCTION	6105/6110	49,759	440	-	-	-	0	0%
VARIOUS IMPROVEMENTS *	6120	61,583	250,133	2,780,361	3,529,808	3,105,797	424,011	88%
RADIO/ELECTRONIC EQUIPMENT	6230	-	302,557	1,234,044	424,567	100,377	324,190	24%
TOOLS & SUNDRY EQUIPMENT	6240	-	51,179	144,052	787,145	625,147	161,998	79%
AUTOS & TRUCKS	6250	766,968	27,376	-	892,814	198,560	694,254	22%
<b>TOTAL CAPITAL PROJECTS (FUND 300)</b>		<b>878,310</b>	<b>631,685</b>	<b>4,176,986</b>	<b>5,684,334</b>	<b>4,070,001</b>	<b>1,614,333</b>	<b>72%</b>
PROFESSIONAL SERVICES	5250	0	0	0	0	0	0	
RADIO/ELECTRONIC EQUIPMENT	6230	347,510	0	0	0	0	0	
TOOLS & SUNDRY EQUIPMENT (SCBA's)	6240	1,267,374	0	0	0	0	0	
<b>TOTAL FEDERAL GRANT CAPITAL PROJECTS (FUND 310)</b>		<b>1,614,884</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
BOND REDEMPTION - 2003/2006/2013/2015 COP	5310	5,289,519	9,987,291	1,271,981	1,271,052	1,270,952	100	100%
VEHICLE LEASE #4	5310	534,012	534,012	525,885	525,885	525,885	0	100%
<b>TOTAL DEBT SERVICE (FUND 200)</b>		<b>5,823,531</b>	<b>10,521,303</b>	<b>1,797,866</b>	<b>1,796,937</b>	<b>1,796,836</b>	<b>100</b>	<b>100%</b>
OTHER SPECIAL DISTRICT EXPENDITURES	5286	1,000	1,000	1,000	0	0	0	0%
<b>TOTAL SRVF COMMUNITY FUND (FUND 400)</b>		<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL - CAPITAL, EQUIPMENT, DEBT SERVICE, SRVF COMMUNITY &amp; FEDERAL GRANT FUND</b>		<b>\$8,317,724</b>	<b>\$11,153,988</b>	<b>\$5,975,852</b>	<b>\$7,481,271</b>	<b>\$5,866,837</b>	<b>\$1,614,434</b>	<b>78%</b>
* Note: Includes new Station 32 construction.								

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
GENERAL FUND  
REVENUE/EXPENDITURE HISTORY**

<i>Month</i>	<i>2012/13</i>		<i>2013/14</i>		<i>2014/15</i>		<i>2015/16</i>		<i>2016/17</i>	
	<i>Revenue</i>	<i>Expenditures</i>	<i>Revenue</i>	<i>Expenditures</i>	<i>Revenue</i>	<i>Expenditures</i>	<i>Revenue</i>	<i>Expenditures</i>	<i>Revenue</i>	<i>Expenditures</i>
July	\$327,098	\$4,374,370	\$303,039	\$4,253,760	\$399,328	\$5,808,943	\$354,684	\$4,771,243	\$282,790	\$5,316,616
August	\$319,178	\$4,123,666	\$393,566	\$4,035,499	\$390,930	\$4,376,310	\$426,922	\$5,260,304	\$363,912	\$5,109,224
September	\$309,945	\$3,903,613	\$230,997	\$4,049,136	\$317,832	\$4,176,216	\$354,095	\$4,581,188	\$377,209	\$5,047,543
October	\$2,331,797	\$4,132,784	\$2,205,383	\$3,879,765	\$2,247,021	\$4,157,975	\$2,040,889	\$4,262,202	\$2,158,269	\$5,282,085
November	\$360,982	\$4,246,986	\$343,280	\$4,023,813	\$295,306	\$4,381,969	\$335,053	\$4,727,586	\$720,990	\$5,554,302
December	\$25,961,035	\$4,181,747	\$27,720,683	\$3,843,098	\$30,041,174	\$4,307,582	\$32,619,418	\$5,464,991	\$34,893,289	\$5,043,510
January	\$628,896	\$4,061,102	\$529,393	\$3,767,912	\$1,149,378	\$4,230,080	\$576,093	\$4,743,692	\$1,242,334	\$5,401,913
February	\$301,646	\$3,889,221	\$427,492	\$3,570,860	\$291,209	\$4,005,149	\$472,114	\$4,837,271	\$690,047	\$5,326,068
March	\$184,995	\$4,115,245	\$360,312	\$3,799,189	\$472,966	\$4,084,004	\$620,681	\$5,229,614	\$433,245	\$5,849,120
April	\$18,080,208	\$4,184,939	\$20,027,067	\$3,850,555	\$21,844,911	\$4,276,998	\$23,795,929	\$4,901,844	\$25,663,196	\$5,297,542
May	\$332,777	\$3,999,974	\$324,465	\$3,752,225	\$338,057	\$4,255,627	\$840,611	\$4,935,586	\$394,206	\$5,452,583
June	\$3,533,633	\$3,949,737	\$4,738,990	\$4,138,587	\$4,663,427	\$3,810,313	\$5,365,634	\$5,219,984	\$5,664,005	\$5,832,652

**San Ramon Valley Fire Protection District**

**OT Hours**

**Year-To-Year Comparison**

8/8/17 4:23 PM

<b>2015/16</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>TOTAL</b>
Strike Team Backfill	118.00	1,489.25	985.00	96.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	155.00	2,843.25
Strike Team	118.00	1,489.25	985.00	96.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	155.00	2,843.25
Red Flag	0.00	38.00	0.00	48.00	0.00	0.00	0.00	0.00	27.00	0.00	0.00	0.00	113.00
Vacation Coverage	3,926.12	2,893.50	2,498.78	2,884.36	2,186.00	2,989.01	1,253.00	1,420.50	1,978.03	1,417.75	1,788.50	3,207.50	28,443.05
Sick Leave	1,464.50	1,835.50	1,558.72	1,552.39	1,276.00	1,578.57	1,286.00	1,670.75	1,724.63	1,248.25	1,517.36	1,470.60	18,183.27
Disability Leave (WC)	1,483.00	1,173.00	1,244.00	787.50	978.50	1,530.50	1,180.50	888.00	1,148.00	2,113.25	2,398.14	2,230.90	17,155.29
Training	79.50	154.50	740.25	58.50	197.50	110.75	474.50	466.50	356.50	504.50	199.75	145.50	3,488.25
Staffing Coverage*	3,720.13	3,168.00	4,262.25	3,749.75	4,027.75	3,148.67	3,744.75	3,720.50	4,011.09	4,008.75	4,627.50	4,721.00	46,910.14
<b>TOTAL</b>	<b>10,909.25</b>	<b>12,241.00</b>	<b>12,274.00</b>	<b>9,272.50</b>	<b>8,665.75</b>	<b>9,357.50</b>	<b>7,938.75</b>	<b>8,166.25</b>	<b>9,245.25</b>	<b>9,292.50</b>	<b>10,531.25</b>	<b>12,085.50</b>	<b>119,979.50</b>

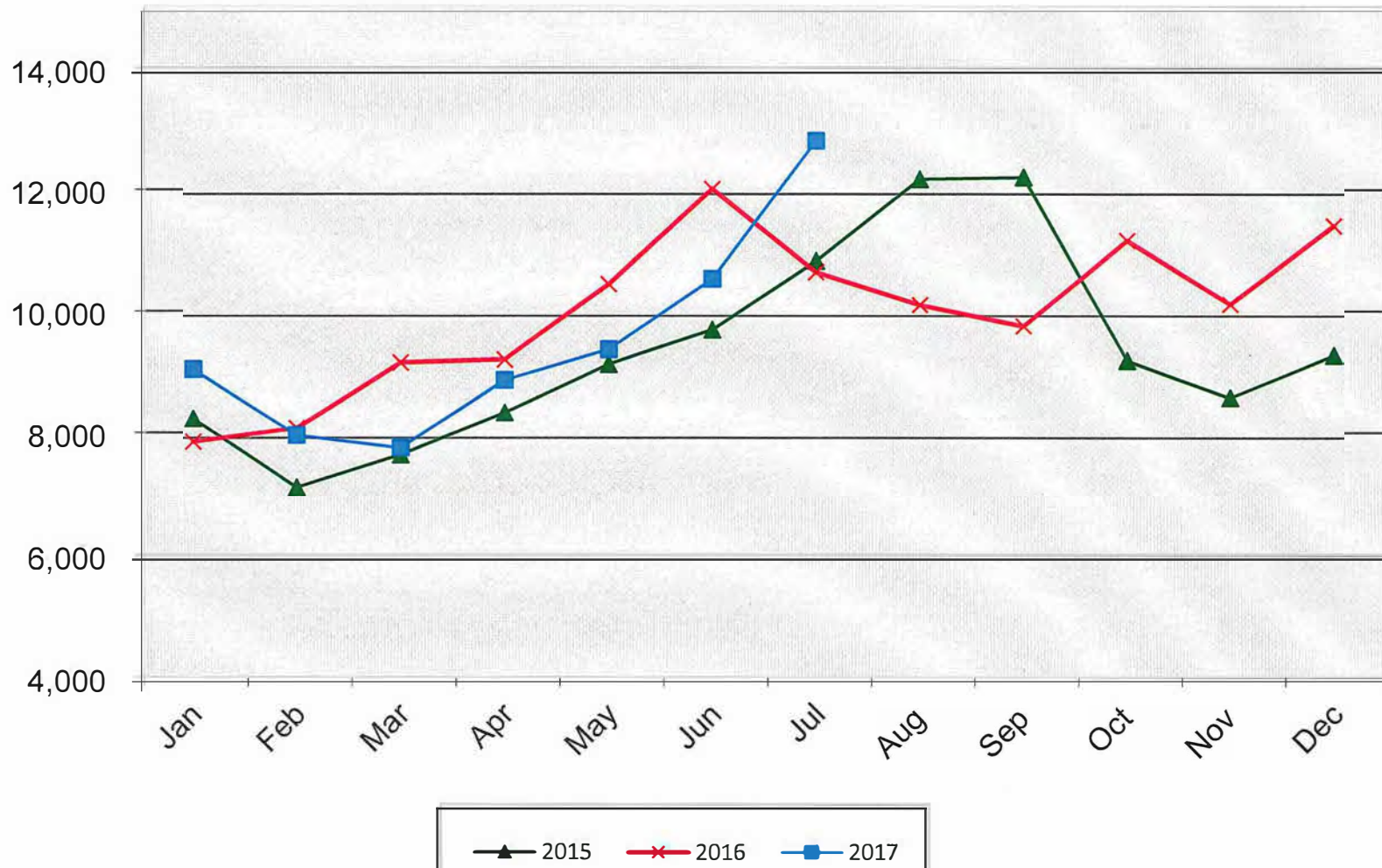
<b>2016/17</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>TOTAL</b>
Strike Team Backfill	132.00	563.50	288.00	53.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,037.00
Strike Team	132.00	563.50	288.00	53.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,037.00
Red Flag	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vacation Coverage	3,501.65	2,451.03	2,325.60	2,745.63	2,274.60	3,337.52	1,048.21	1,142.82	1,615.70	2,248.69	1,968.50	3,286.50	27,946.45
Sick Leave	1,503.98	1,131.50	1,474.50	1,859.75	980.25	1,178.50	1,804.20	1,476.32	1,479.20	1,532.19	1,021.25	1,227.25	16,668.89
Disability Leave (WC)	2,610.87	2,492.70	2,122.40	2,849.20	2,918.40	2,435.98	1,868.50	1,230.24	1,237.60	1,312.62	1,532.00	1,794.17	24,404.68
Training	78.00	118.75	335.75	528.50	603.50	410.75	415.25	192.50	104.50	164.50	469.75	169.25	3,591.00
Staffing Coverage*	2,763.75	2,867.97	3,001.50	3,147.17	3,422.50	4,119.50	4,000.34	4,007.87	3,403.75	3,705.50	4,466.75	4,134.83	43,041.43
<b>TOTAL</b>	<b>10,722.25</b>	<b>10,188.95</b>	<b>9,835.75</b>	<b>11,237.25</b>	<b>10,199.25</b>	<b>11,482.25</b>	<b>9,136.50</b>	<b>8,049.75</b>	<b>7,840.75</b>	<b>8,963.50</b>	<b>9,458.25</b>	<b>10,612.00</b>	<b>117,726.45</b>

**Current (16/17) to Prior (15/16) Year Variances in OT**

<b>OT Type</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>TOTAL</b>
Strike Team Backfill	14.00	(925.75)	(697.00)	(42.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(155.00)	(1,806.25)
Strike Team	14.00	(925.75)	(697.00)	(42.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(155.00)	(1,806.25)
Red Flag	0.00	(38.00)	0.00	(48.00)	0.00	0.00	0.00	0.00	(27.00)	0.00	0.00	0.00	(113.00)
Vacation Coverage	(424.47)	(442.47)	(173.18)	(138.73)	88.60	348.51	(204.79)	(277.68)	(362.33)	830.94	180.00	79.00	(496.60)
Sick Leave	39.48	(704.00)	(84.22)	307.36	(295.75)	(400.07)	518.20	(194.43)	(245.43)	283.94	(496.11)	(243.35)	(1,514.38)
Disability Leave (WC)	1,127.87	1,319.70	878.40	2,061.70	1,939.90	905.48	688.00	342.24	89.60	(800.63)	(866.14)	(436.73)	7,249.39
Training	(1.50)	(35.75)	(404.50)	470.00	406.00	300.00	(59.25)	(274.00)	(252.00)	(340.00)	270.00	23.75	102.75
Staffing Coverage*	(956.38)	(300.03)	(1,260.75)	(602.58)	(605.25)	970.83	255.59	287.37	(607.34)	(303.25)	(160.75)	(586.17)	(3,868.71)
<b>Increase/(Decrease)</b>	<b>(187.00)</b>	<b>(2,052.05)</b>	<b>(2,438.25)</b>	<b>1,964.75</b>	<b>1,533.50</b>	<b>2,124.75</b>	<b>1,197.75</b>	<b>(116.50)</b>	<b>(1,404.50)</b>	<b>(329.00)</b>	<b>(1,073.00)</b>	<b>(1,473.50)</b>	<b>(2,253.05)</b>

\*Note - Staffing Coverage includes: Meetings, Public Events, Emergencies, Recalls, Investigations, etc.

### Total Overtime Hours by Month January 2015-July 2017



# Overtime Assignment Summary Report

6/1/2017 Through 6/30/2017

**WORK CODE: 1 STAFFING**

ASSIGNMENT	Time Worked	Time Paid
101 HOLD OVER FOR CALL	38.34	39.25
103 MISC. STAFFING COVE	9629.92	9630.00
107 LATE/STA. MOVE COVE	8.05	14.00
199 MID SHIFT RECALL	16.50	16.50
<b>Total All Assignments This Work Type:</b>	<b>9,692.81</b>	<b>9,699.75</b>

**WORK CODE: 2 TRAINING**

ASSIGNMENT	Time Worked	Time Paid
201 OPERATIONS TRAINING	79.75	79.75
202 ADMIN SKILLS TRAINI	12.00	12.00
209 RESCUE TRAINING	62.00	62.00
214 PARAMEDIC - CONT ED	15.50	15.50
<b>Total All Assignments This Work Type:</b>	<b>169.25</b>	<b>169.25</b>

**WORK CODE: 3 ASSIGNMENTS**

ASSIGNMENT	Time Worked	Time Paid
301 MEETINGS/PROJECT DE	35.75	35.75
310 MISC. MAINTENANCE	16.66	17.00
315 RECRUITMENT INTERN	363.50	363.50
317 RECRUITMENT EXTER	35.00	35.00
320 PUBLIC EVENTS	44.00	44.00
321 FP REIMBURSED OVER	17.75	17.75
340 PROJECT WORK	224.00	224.00
<b>Total All Assignments This Work Type:</b>	<b>736.66</b>	<b>737.00</b>

# Overtime Assignment Summary Report

6/1/2017 Through 6/30/2017

**WORK CODE: 7      EMERGENCY**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
700      EMERGENCY RECALL	4.26	6.00
<b>Total All Assignments This Work Type:</b>	<u>4.26</u>	<u>6.00</u>
<b>Report Grand Total:</b>	<u>10,602.98</u>	<u>10,612.00</u>

# Overtime Summary Report

6/1/2017 Through 6/30/2017

**WORK CODE:**

**Time Paid**

1	STAFFING	<b>9,699.75</b>
2	TRAINING	<b>169.25</b>
3	ASSIGNMENTS	<b>737.00</b>
7	EMERGENCY	<b>6.00</b>
	<b>Report Grand Total:</b>	<b>10,612.00</b>