

**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, December 20, 2017 – 4:00 p.m.**

*Donald Parker ~ Board President  
Chris Campbell, Board Vice-President ~ H. Jay Kerr, Director  
Matthew J. Stamey, Director ~ Dominique Yancey, 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 demand register for the period November 6, 2017, through December 10, 2017 in the amount of \$1,996,309.98.
- 5.2 Approve the Board minutes from the Regular November 15, 2017 Regular Board Meeting and District Counsel’s Report Upon Return from Closed Session from November 15, 2017.
- 5.3 Approval of salary and payroll taxes and retirement contributions for the month of October, 2017 in the amount of \$4,688,609.26.

- 5.4 Approval of salary and payroll taxes and retirement contributions for the month of November, 2017 in the amount of \$4,699,789.39.
- 5.5 Authorize staff to replace the final (28) 2.5-inch fire hydrants in the District with a model 64 steamer hydrant containing a 4.5-inch outlet connection. The 2017/2018 Operations Budget contains \$54,965 for this program, which is sufficient to cover this year's replacement cost.
- 5.6 Authorize payment to the State of California for the Workers' Compensation Insurance Self-Insurance Assessment for Fiscal Year 2017-18 in the amount of \$62,783.

5.7 **Personnel Actions:**

**Merit Increases:**

- 1. Approve staff's recommendation to award a merit salary increase to District Clerk (Executive Assistant), Donna Marhenke, to Step 6; effective December 1, 2017.

**New Hires:**

- 1. Confirmation of Employment (Lisa Augusto, on-call, part-time Public Safety Dispatcher). Approve staff's recommendation to hire Lisa Augusto at \$41.10 per hour; effective November 27, 2017.
- 2. Confirmation of Employment (John Castanha, Human Resources Generalist). Approve staff's recommendation to hire John Castanha at Step 6; effective December 1, 2017.
- 3. Confirmation of Employment (Stephanie Lopez, Fire and Life Safety Permit Technician). Approve staff's recommendation to hire Stephanie Lopez at Step 1; effective December 4, 2017.

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

- 6.1 Update on Hemme Station Park by Legal Counsel Ross
- 6.2 Recognition of 2017 Firefighter of the Year Mark Anderson; and 2017 Employee of the Year, Ivy Ong.

**7. OLD BUSINESS**

- 7.1 Approval of contract with Engeo, Inc., for Underground Tank Subsurface assessment – Additionally Required evaluation in the amount not to exceed \$40,689.

**8. NEW BUSINESS**

- 8.1 Presentation of the 2017 Comprehensive Annual Financial Report (CAFR) by independent auditors Vavrinek, Trine, Day & Company.  
<http://www.firedepartment.org/civica/filebank/blobdload.asp?BlobID=4476>
- 8.2 Consideration of Resolution No. 2017-13 Authorizing Execution of a Lease/Purchase Agreement with Bank of America in the amount not to exceed \$5.5 million, and approving related documents and actions.
- 8.3 Approval of Resolution No. 2017-12 adding public safety dispatchers to the list of District employees authorized to receive overtime on a "portal to portal" basis when assigned to an emergency under the State mutual aid system.
- 8.4 Nominations for Board President and Vice-President for 2018.

**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**

**12. UPCOMING CALENDAR OF EVENTS**

- Monday and Tuesday, December 25 and 26, 2017 – Christmas Holiday, District offices closed.
- Monday, January 1, 2018 – New Year’s Day, District offices closed.
- Tuesday, January 9, 2018 – noon – CCC Board of Supervisors Annual Luncheon.
- Monday, January 15, 2018 – Martin Luther King Day\* - District floating holiday.
- Friday, January 19, 2018 – 3:00 p.m. Academy Graduation, Roundhouse, San Ramon.
- Wednesday, January 24, 2018 – 1:00 p.m. – Regular Board Meeting.

**13. CLOSED SESSION**

- 13.1 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.

**14. RETURN TO OPEN SESSION**

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

**16. ADJOURNMENT TO THE NEXT REGULARLY SCHEDULED BOARD MEETING AT 1:00 P.M. WEDNESDAY, JANUARY 24, 2018 IN THE BOARDROOM.**

Prepared by:



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Susan F. Brooks, District Clerk

Agenda posted on December 14, 2017 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts website at [www.firedepartment.org](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 District Clerk at (925) 838-6661.

# **CONSENT ITEMS**

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register  
From 11/6/2017 Through 12/10/2017

Check Number	Check Date	Payee	Check Amount	Transaction Description
219325	12/8/2017	ACC BUSINESS	1,185.00	Ethernet Access Cost 10/11/17-11/10/17
11/09/17-01	11/9/2017	ACE AUTO REPAIR AND TIRE CENTER	84.87	Routine Preventative Maintenance-Unit 341
11/20/17-01	11/20/2017	ACE AUTO REPAIR AND TIRE CENTER	736.59	Inspect Alternator Noise/Re-install Rebuilt Alternator-#387
11/20/17-02	11/20/2017	ACE AUTO REPAIR AND TIRE CENTER	471.86	A/C Repairs/Replace High Side Service Port-Unit 704
11/20/17-03	11/20/2017	ACE AUTO REPAIR AND TIRE CENTER	93.15	Routine Prev. Maint/Oil/Filter Change/Rotate Tire-Unit 397
11/20/17-04	11/20/2017	ACE AUTO REPAIR AND TIRE CENTER	106.30	Routine Prev Maint/Oil/Filter Change-Unit 339
11/20/17-05	11/20/2017	ACE AUTO REPAIR AND TIRE CENTER	2,460.98	Brake Repairs/Replace Front Pads & Rotors-Unit 704
11/20/17-06	11/20/2017	ACE AUTO REPAIR AND TIRE CENTER	84.87	Routine Prev. Maint/Oil/Filter Change/Rotate Tire-Unit 359
11/20/17-07	11/20/2017	ACE AUTO REPAIR AND TIRE CENTER	79.47	Routine Prev. Maint/Oil/Filter Change/Rotate Tire-Unit 344
11/30/17-01	11/30/2017	ACE AUTO REPAIR AND TIRE CENTER	74.21	Routine Prev. Maint/Oil/Filter Change-Unit 305
11/30/17-02	11/30/2017	ACE AUTO REPAIR AND TIRE CENTER	53.80	Smog Testing-Unit 327
11/30/17-03	11/30/2017	ACE AUTO REPAIR AND TIRE CENTER	53.80	Smog Testing-Unit 339
11/30/17-04	11/30/2017	ACE AUTO REPAIR AND TIRE CENTER	126.86	Smog Testing/Routine Preventative Maint-Unit 300
11/30/17-05	11/30/2017	ACE AUTO REPAIR AND TIRE CENTER	53.80	Smog Testing-Unit 395
11/30/17-06	11/30/2017	ACE AUTO REPAIR AND TIRE CENTER	53.80	Smog Testing-Unit 324
11/30/17-07	11/30/2017	ACE AUTO REPAIR AND TIRE CENTER	53.80	Smog Testing-Unit 326
11/30/17-08	11/30/2017	ACE AUTO REPAIR AND TIRE CENTER	53.80	Smog Testing-Unit 342
11/30/17-09	11/30/2017	ACE AUTO REPAIR AND TIRE CENTER	132.42	Smog Testing/Routine Preventative Maint-Unit 340
11/30/17-10	11/30/2017	ACE AUTO REPAIR AND TIRE CENTER	53.80	Smog Testing-Unit 396
12/08/17-01	12/8/2017	ACE AUTO REPAIR AND TIRE CENTER	53.80	Smog Testing (Failed)-Unit 337
12/08/17-02	12/8/2017	ACE AUTO REPAIR AND TIRE CENTER	53.80	Smog Testing-Unit 370
12/08/17-03	12/8/2017	ACE AUTO REPAIR AND TIRE CENTER	53.80	Smog Testing-Unit 393
12/08/17-04	12/8/2017	ACE AUTO REPAIR AND TIRE CENTER	53.80	Smog Testing-Unit 334
12/08/17-05	12/8/2017	ACE AUTO REPAIR AND TIRE CENTER	53.80	Smog Testing-Unit 302
12/08/17-06	12/8/2017	ACE AUTO REPAIR AND TIRE CENTER	199.08	Non-Starting Engine/Install New Battery-Unit 398
219099	11/9/2017	AIR EXCHANGE INC	332.50	Plymovent Air Leak/Hose Air Line Repairs-Stn 38 App Bay #4
	11/9/2017	AIR EXCHANGE INC	1,095.66	Plymovent Hose Repairs/Replace Balancer-Stn 35 App Bay 2
	11/9/2017	AIR EXCHANGE INC	528.48	Plymovent/Broken Clasp Repairs/Install Elbow Reducer-Stn 39
219100	11/9/2017	AIRGAS USA LLC	74.61	Oxygen Tank Cylinders (1) 10/2/17
219101	11/9/2017	AIRGAS USA LLC	171.80	Oxygen Tank Cylinders (4) 10/3/17
219102	11/9/2017	AIRGAS USA LLC	251.75	Oxygen Tank Cylinders (5) 10/10/17
219103	11/9/2017	AIRGAS USA LLC	158.26	Oxygen Tank Cylinders (5) 10/17/17
219104	11/9/2017	AIRGAS USA LLC	496.30	Oxygen Tank Cylinders (14) 10/24/17
219239	11/30/2017	AIRGAS USA LLC	81.95	Oxygen Tank Cylinders (1)-11/7/17
219240	11/30/2017	AIRGAS USA LLC	171.75	Oxygen Tank Cylinder Rental-October 2017
219332	12/8/2017	AIRGAS USA LLC	641.90	Oxygen Cylinder Testing Fees (21)
219333	12/8/2017	AIRGAS USA LLC	221.80	Oxygen Tank Cylinders (4)-11/14/17
219334	12/8/2017	AIRGAS USA LLC	581.20	Oxygen Tank Cylinders (16)-11/21/17
219335	12/8/2017	AIRGAS USA LLC	81.95	Oxygen Tank Cylinders (1)-11/28/17
219105	11/9/2017	ALAMEDA COUNTY FIRE DEPARTME...	20,516.73	90-Day Inspection/Various Repairs/Replace Batteries-#527/678

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From 11/6/2017 Through 12/10/2017

Check Number	Check Date	Payee	Check Amount	Transaction Description
	11/9/2017	ALAMEDA COUNTY FIRE DEPARTME...	675.36	Replace Leaking Radiator Hose/Cooler Nut/Ferule-Unit 523
219106	11/9/2017	ALAMO ACE HARDWARE	143.18	Garden Hose/Hose Reel/Nozzles-New Stn 32
219326	12/8/2017	ALAMO ACE HARDWARE	(43.84)	Refund Credit-Garden Hose-New Stn 32
	12/8/2017	ALAMO ACE HARDWARE	144.62	Toilet Seat/Lever Flush/Valve/Air Hose-Stn 33 Toilet Repairs
219327	12/8/2017	ALAMO ACE HARDWARE	58.84	Oil Drip Pans (4)/Fastener-New Stn 32
219328	12/8/2017	ALAMO ACE HARDWARE	66.21	Caster Plate-Stn 34 Dolly Repairs
219329	12/8/2017	ALAMO ACE HARDWARE	9.72	Cabinet Hooks-Stn 35
219330	12/8/2017	ALAMO ACE HARDWARE	28.20	Halyard/Clips-Stn 35 Flag Pole
219331	12/8/2017	ALAMO ACE HARDWARE	12.65	Photoelectric Switch-Stn 35 Flag Pole
11/20/17-08	11/20/2017	ALL STAR FIRE EQUIPMENT INC	274.30	Station Boots-Fredrickson
11/20/17-09	11/20/2017	ALL STAR FIRE EQUIPMENT INC	169.41	Flash Hoods (5)-Academy Trial
11/20/17-10	11/20/2017	ALL STAR FIRE EQUIPMENT INC	266.30	Helmet Pads/Suspension (3)
11/20/17-11	11/20/2017	ALL STAR FIRE EQUIPMENT INC	63.65	Scott Filter Cartridges (6-Pairs)
12/08/17-07	12/8/2017	ALL STAR FIRE EQUIPMENT INC	254.39	Station Boots-Leonard
219241	11/30/2017	AMANDA PERCEVAL	46.70	Mileage Reimb-Admin To Trg Site & Stn 31-10/25-11/22/17
219169	11/20/2017	AMERICAN MESSAGING	267.74	Paging Service-11/17
219336	12/8/2017	AMERICAN MESSAGING	259.64	Paging Service-12/17
219107	11/9/2017	AMERIGAS SAN JOSE	115.81	Training Site Annual Tank Rental Fee 10/1/17-9/30/18
219242	11/30/2017	AMERIGAS SAN JOSE	808.41	Propane Delivered (100.2 Gal)-Stn 37
219243	11/30/2017	ANGELA CALCAGNO	37.92	Reimb-Gasoline/Bridge Toll-Napa Fire 10/19/17
219108	11/9/2017	ANNE KOPP PH D	350.00	Psychological Screening-GIS Analyst
219244	11/30/2017	AP TRITON LLC	4,166.66	EMS Advocate Consulting Services-October 2017
219337	12/8/2017	AP TRITON LLC	4,166.66	EMS Advocate Consulting Services-November 2017
219338	12/8/2017	ARI INVESTIGATIONS INC	4,409.49	Prof Svcs-Administrative Investigations
219339	12/8/2017	ARROW INTERNATIONAL INC	2,261.11	EZ IO 25mm Needles/15mm Needles/Stabilizer-Stock
219170	11/20/2017	ARTHUR J TING MD	272.34	Medical Evaluation-FF
11/09/17-02	11/9/2017	ASCOT STAFFING	241.29	FLSD Temporary Staffing (9.0 Hrs) 10/16-10/22/17
11/09/17-03	11/9/2017	ASCOT STAFFING	214.48	FLSD Temporary Staffing (8.0 Hrs) 10/23-10/29/17
11/30/17-11	11/30/2017	ASCOT STAFFING	120.65	FLSD Temporary Staffing (4.5 Hrs) 10/30-11/5/17
11/30/17-12	11/30/2017	ASCOT STAFFING	80.43	FLSD Temporary Staffing (3.0 Hrs) 11/6-11/12/17
11/30/17-13	11/30/2017	ASCOT STAFFING	241.29	EMS Temporary Staffing (9.0 Hrs) 11/6-11/12/17
12/08/17-08	12/8/2017	ASCOT STAFFING	402.15	EMS Temporary Staffing (15.0 Hrs) 11/13-11/19/17
12/08/17-09	12/8/2017	ASCOT STAFFING	53.62	FLSD Temporary Staffing (2.0 Hrs) 11/20-11/26/17
12/08/17-10	12/8/2017	ASCOT STAFFING	160.86	FLSD Temporary Staffing (6.0 Hrs) 11/20-11/26/17
219171	11/20/2017	ATT	20.51	Phone Service 9/19/17-10/18/17
219172	11/20/2017	ATT	5,297.97	Phones/Data/Radio Circuit/Long Distance 9/20/17-10/19/17
219340	12/8/2017	ATT	20.51	Phone Service 10/19/17-11/18/17
219341	12/8/2017	ATT	5,139.56	Phones/Data/Radio Circuit/Long Distance 10/20/17-11/19/17
219173	11/20/2017	ATT MOBILITY	8,250.91	iPhone 7/Cell Phones/Mobile Data 9/27/17-10/26/17
219342	12/8/2017	ATT MOBILITY	2,812.62	iPhone 8/Cell Phones/Mobile Data 10/27/17-11/26/17

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From 11/6/2017 Through 12/10/2017

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219174	11/20/2017	B AND C TRUCK PARTS INC	434.07	Headlight Repairs-Unit 509
219175	11/20/2017	B AND C TRUCK PARTS INC	434.07	Headlight Repairs-Unit 520
219176	11/20/2017	BENEFIT ADMINISTRATION CORP	150.00	Section 125 Plan Admin Fees-10/17
219245	11/30/2017	BICKMORE	7,500.00	OPEB Actuarial Valuation as of 7/1/17
11/09/17-04	11/9/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 31 Bio-Hazard Waste Collection Service 10/23/17
11/09/17-05	11/9/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 32 Bio-Hazard Waste Collection Service 10/23/17
11/09/17-06	11/9/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 33 Bio-Hazard Waste Collection Service 10/23/17
11/09/17-07	11/9/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 34 Bio-Hazard Waste Collection Service 10/23/17
11/09/17-08	11/9/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 35 Bio-Hazard Waste Collection Service 10/23/17
11/09/17-09	11/9/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 36 Bio-Hazard Waste Collection Service 10/23/17
11/09/17-10	11/9/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 39 Bio-Hazard Waste Collection Service 10/23/17
11/30/17-14	11/30/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 31 Bio-Hazard Waste Collection Service 11/20/17
11/30/17-15	11/30/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	New Stn 32 Bio-Hazard Waste Collection Service 11/20/17
11/30/17-16	11/30/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 33 Bio-Hazard Waste Collection Service 11/20/17
11/30/17-17	11/30/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 34 Bio-Hazard Waste Collection Service 11/20/17
11/30/17-18	11/30/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 35 Bio-Hazard Waste Collection Service 11/20/17
11/30/17-19	11/30/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 36 Bio-Hazard Waste Collection Service 11/20/17
11/30/17-20	11/30/2017	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 39 Bio-Hazard Waste Collection Service 11/20/17
219246	11/30/2017	BLACKROCK GROUP	2,327.50	Background Check-Permit Tech/HR Generalist
11/30/17-21	11/30/2017	BOUNDTREE MEDICAL LLC	842.40	Pharmaceutical Supplies
12/08/17-13	12/8/2017	BOUNDTREE MEDICAL LLC	0.00	Medical Supplies
12/08/17-14	12/8/2017	BOUNDTREE MEDICAL LLC	462.34	Pharmaceutical Supplies
12/08/17-15	12/8/2017	BOUNDTREE MEDICAL LLC	962.10	EMS Pelvic Sling/Leg Traction/Vacuum Splint-Stn 33 Stock
12/08/17-16	12/8/2017	BOUNDTREE MEDICAL LLC	225.50	EMS Carbon Leg Traction Splint-Stn 33 Stock
12/08/17-17	12/8/2017	BOUNDTREE MEDICAL LLC	0.06	Medical Supplies
219247	11/30/2017	BRYAN COLLINS	20,047.25	415 Limit Replacement Benefits-12/1/17
219109	11/9/2017	BUCHANAN AUTO ELECTRIC INC	552.51	Rebuild Primer Motor/Spare Solenoids-Fleet Shop
219177	11/20/2017	BUCHANAN AUTO ELECTRIC INC	562.15	1231MF Batteries (3)-Unit 608
	11/20/2017	BUCHANAN AUTO ELECTRIC INC	381.28	665MF Batteries (2)/678MF Battery (1)-Stock
	11/20/2017	BUCHANAN AUTO ELECTRIC INC	317.50	Battery Charger-Stn 39
219178	11/20/2017	BULYGO AND ASSOCIATES	1,170.00	Prof Svcs-Ambulance Specifications/Documents Review
219248	11/30/2017	CA SPECIAL DISTRICTS ASSOCIATION	6,842.00	2018 CSDA Annual Membership Dues
219359	12/8/2017	CA SPECIAL DISTRICTS ASSOCIATION	300.00	2018 State & Federal Compliance Poster
219361	12/8/2017	CA STATE DEPARTMENT OF JUSTICE	147.00	Fingerprinting Fees (3)
Wire 11/6/17	11/6/2017	CALPERS	2,491.63	CalPERS Health-BOD Nov 2017
	11/6/2017	CALPERS	310,025.28	CalPERS Health-Nov 2017
	11/6/2017	CALPERS	190,089.17	CalPERS Health-Retirees Nov 2017
Wire 11/28/17	11/28/2017	CalPERS CERBT (OPEB)	257,949.00	FY 17/18 OPEB Contribution Prefunding-November 2017
219358	12/8/2017	CAPITAL ONE COMMERCIAL	1,263.69	Drinking Water/Sports Drink-Stock
11/20/17-12	11/20/2017	CCC EMPLOYEES RETIREMENT ASS...	(3,058.58)	Credit-B.Collins 415 Limit-11/17



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Check Number	Check Date	Payee	Check Amount	Transaction Description
	11/20/2017	CCC EMPLOYEES RETIREMENT ASS...	(28,828.56)	Credit-C.Bowen 415 Limit-11/17
	11/20/2017	CCC EMPLOYEES RETIREMENT ASS...	(26,495.67)	Credit-C.Suter 415 Limit-10/17
	11/20/2017	CCC EMPLOYEES RETIREMENT ASS...	(26,495.67)	Credit-C.Suter 415 Limit-11/17
	11/20/2017	CCC EMPLOYEES RETIREMENT ASS...	(22,537.26)	Credit-M.Sylvia 415 Limit-10/17
	11/20/2017	CCC EMPLOYEES RETIREMENT ASS...	(24,924.30)	Credit-M.Sylvia 415 Limit-11/17
	11/20/2017	CCC EMPLOYEES RETIREMENT ASS...	(25,317.67)	Credit-R.Probert 415 Limit-11/17
	11/20/2017	CCC EMPLOYEES RETIREMENT ASS...	398,449.10	Employee Retirement Contributions-10/17
219249	11/30/2017	CCC FIRE COMMISSIONERS ASSOCI...	35.00	CCCFCA 12/14/17 Dinner Meeting-Yancey
219179	11/20/2017	CCC TAX COLLECTOR	1,936.60	Admin/Stn 38-Secured Property Taxes FY 17/18
	11/20/2017	CCC TAX COLLECTOR	672.72	Stn 30-Secured Property Taxes FY 17/18
	11/20/2017	CCC TAX COLLECTOR	236.35	Stn 31-Secured Property Taxes FY 17/18
	11/20/2017	CCC TAX COLLECTOR	169.22	Stn 33-Secured Property Taxes FY 17/18
	11/20/2017	CCC TAX COLLECTOR	362.76	Stn 34-Secured Property Taxes FY 17/18
	11/20/2017	CCC TAX COLLECTOR	518.04	Stn 36-Secured Property Taxes FY 17/18
	11/20/2017	CCC TAX COLLECTOR	1,161.96	Stn 39-Secured Property Taxes FY 17/18
219180	11/20/2017	CHRIS CONLEY	96.30	Reimb-Engineer Books For Exam
219250	11/30/2017	CHRISTOPHER C SUTER	26,416.12	415 Limit Replacement Benefits-12/1/17
219110	11/9/2017	CINTAS CORPORATION	85.43	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-10/18/17
219111	11/9/2017	CINTAS CORPORATION	40.39	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-10/25/17
219181	11/20/2017	CINTAS CORPORATION	40.39	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-11/8/17
219251	11/30/2017	CINTAS CORPORATION	85.43	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-11/15/17
219344	12/8/2017	CINTAS CORPORATION	40.39	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-11/22/17
219112	11/9/2017	CITY OF SAN RAMON	10,000.00	Street Smarts-General Program Support
219182	11/20/2017	CLARK PEST CONTROL	387.00	Training Site Pest Control Spray Service-11/1/17
219252	11/30/2017	CLARK PEST CONTROL	2,424.00	Extensive Rodent Clean-Up/Install Baits/Seal Gaps-#31 Annex
	11/30/2017	CLARK PEST CONTROL	348.00	Stn 31 Pest Control Service-11/3/17
219113	11/9/2017	CLIFFORD SCOTT BUXTON	182.52	Reimb-Meals/Snacks-CERT Class
219253	11/30/2017	CLIFFORD SCOTT BUXTON	1,470.00	CERT Instructor (49.0 hours) 10/20/17-11/14/17
219183	11/20/2017	CLINTON D PRUETT	4.98	Reimb-Station to Station Mileage 10/31-11/6/17
219114	11/9/2017	CLUB CARE INC	1,399.72	Install New Keypad/Running Belt-Admin Treadmill
	11/9/2017	CLUB CARE INC	95.00	Reset Unit/Calibrate/Checked Speed Sensor-Stn 33 Treadmill
219115	11/9/2017	COMCAST	138.28	New Stn 32 Cable Service 11/4/17-12/3/17
219184	11/20/2017	COMCAST	216.00	Stn 30 Cable Service 11/13/17-12/12/17
219185	11/20/2017	COMCAST	146.08	Stn 35 High Speed Internet 11/8/17-12/7/17
219186	11/20/2017	COMCAST	146.08	Stn 36 High Speed Internet 11/1/17-11/30/17
219187	11/20/2017	COMCAST	236.08	New Stn 32 High Speed Internet 11/6/17-12/5/17
219188	11/20/2017	COMCAST	146.08	Stn 33 High Speed Internet 10/31/17-11/30/17
219189	11/20/2017	COMCAST	146.08	Stn 39 High Speed Internet 11/9/17-12/8/17
219190	11/20/2017	COMCAST	146.08	Stn 34 High Speed Internet 11/15/17-12/14/17
219191	11/20/2017	COMCAST	247.73	Stn 38 Cable Service 11/8/17-12/7/17

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219254	11/30/2017	COMCAST	176.04	Stn 33 Cable Service 12/1/17-12/31/17
219255	11/30/2017	COMCAST	254.40	Stn 39 Cable Service 12/1/17-12/31/17
219256	11/30/2017	COMCAST	151.08	Stn 31 High-Speed Internet 11/23/17-12/22/17
219257	11/30/2017	COMCAST	300.39	Admin Cable Service/High-Speed Internet 11/17/17-12/16/17
219345	12/8/2017	COMCAST	240.45	Stn 31 Cable Service 11/26/17-12/25/17
219346	12/8/2017	COMCAST	206.93	Stn 35 Cable Service 11/27/17-12/26/17
219347	12/8/2017	COMCAST	241.15	Stn 36 Cable Service 11/26/17-12/25/17
219348	12/8/2017	COMCAST	239.35	Stn 34 Cable Service 11/27/17-12/26/17
219349	12/8/2017	COMCAST	221.86	Stn 38 Cable Service 11/27/17-12/26/17
219350	12/8/2017	COMCAST	106.08	Alamo Webcam High-Speed Internet 11/27/17-12/26/17
219351	12/8/2017	COMCAST	171.51	Training Site High Speed Internet/Cable Svc 11/26-12/25/17
219352	12/8/2017	COMCAST	146.08	(Old) Stn 32 High-Speed Internet 11/18/17-12/17/17
219353	12/8/2017	COMCAST	146.08	Stn 30 High-Speed Internet 11/30/17-12/29/17
219354	12/8/2017	COMCAST	156.08	Stn 36 High-Speed Internet 12/1/17-12/31/17
219355	12/8/2017	COMCAST	156.08	Stn 33 High-Speed Internet 12/1/17-12/30/17
219356	12/8/2017	CONCERN EAP	2,653.70	Employee Assistance Premium-11/17
219192	11/20/2017	CONCORD UNIFORMS	635.70	Class A Coat/Pants-Brauer
219193	11/20/2017	CONCORD UNIFORMS	611.77	Class A Coat/Pants-Mast
219357	12/8/2017	CONCORD UNIFORMS	70.04	Class A Coat Update-Harder
219258	11/30/2017	CRAIG BOWEN	28,749.01	415 Limit Replacement Benefits-12/1/17
11/20/17-13	11/20/2017	DA PAGE LLC	425.00	Paging Software-10/17
219116	11/9/2017	DARRELL W JONES	2,100.00	State Fire Marshal Fire Prevention 3B Class Instructor
219194	11/20/2017	DEBBIE VANEK	233.43	Reimb-Boots/Candy-New Stn 32 Grand Opening
219195	11/20/2017	DEFINITIVE NETWORKS INC	8,200.00	ePCR Hosting/Support Services-November 2017
219259	11/30/2017	DEFINITIVE NETWORKS INC	4,800.00	ePCR Data Review Service-November 2017
219117	11/9/2017	DELL MARKETING LP	(69.43)	Credit-Shipping/Handling
	11/9/2017	DELL MARKETING LP	754.06	VLA Acrobat Pro DC 2015 License Renewal-FLSD
219196	11/20/2017	DELL MARKETING LP	377.03	VLA Acrobat Pro DC 2015 License Renewal-HR
219197	11/20/2017	DENALECT ALARM COMPANY INC	120.00	Admin Key FOBS (2-Packs)-Stock
219260	11/30/2017	DENALECT ALARM COMPANY INC	200.25	Inspect Smoke Detector/Clean/Replace Head-Stn 31 Dayroom
219261	11/30/2017	DENNIS EVANSON	14,041.34	415 Limit Replacement Benefits-12/1/17
219262	11/30/2017	DEPT OF FORESTRY AND FIRE PROT...	308.00	FSTEP Course Fee (15)-Trench Rescue Class 10/11-10/13/17
219360	12/8/2017	DEPT OF INDUSTRIAL RELATIONS	62,783.00	CA Self Insurance Assessment-Workers Comp-FY 17/18
219263	11/30/2017	DEREK KRAUSE	20.00	Out of Service Gasoline Reimb-Unit 346
219118	11/9/2017	DIABLO GLASS INC	242.00	Broken Glass Window Repairs-Stn 39 App Bay
219119	11/9/2017	DIAMOND SHARP EQUIPMENT CENT...	423.60	Chainsaw Repairs-Stn 30
219264	11/30/2017	DIRECTV	57.99	Cable Service 11/12/17-12/11/17
12/08/17-19	12/8/2017	DON HOMAN	25.00	Water Tank Lease-12/1/17
219120	11/9/2017	DON PARKER	65.00	Reimb-CSDA AB1234 Webinar Training
219362	12/8/2017	DUBLIN SAN RAMON SERVICES DIST...	300.05	Stn 30-Recycled Water Service 10/1-11/30/17

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219121	11/9/2017	DUBLIN SAN RAMON WOMENS CLUB	134.00	Dublin San Ramon Women's Annual Luncheon-Harder/Olson
219198	11/20/2017	EBMUD	558.38	New Stn 32 Water Service (Meter 5/8) 8/21-9/13/17
219265	11/30/2017	EBMUD	458.56	Admin Water Service (Meter 6.0) 9/13/17-11/9/17
219266	11/30/2017	EBMUD	392.36	Admin Water Service (Meter 1.5) 9/13/17-11/9/17
219267	11/30/2017	EBMUD	389.56	Stn 36 Water Service (Meter 1.0) 9/12/17-11/8/17
219268	11/30/2017	EBMUD	458.56	Stn 36 Water Service (Meter 6.0) 9/12/17-11/8/17
219269	11/30/2017	EBMUD	308.66	Stn 36 Water Service (Meter 1.5) 9/12/17-11/8/17
219363	12/8/2017	EBMUD	73.81	(Old) Stn 32 Water Service (Meter 1.0) 9/20/17-11/20/17
219364	12/8/2017	EBS MEDICAL LLC	8,345.00	Annual PM-LP15/AED/Aspirator/Pulse Oximeter/Manual Gurney
219199	11/20/2017	ED JONES COMPANY INC	937.29	October Academy Badges (8)
11/20/17-14	11/20/2017	EFAX CORPORATE	127.90	eFax Usage-10/17
219122	11/9/2017	ELITE AUTO GLASS INC	553.03	New Windshield-Unit 350
	11/9/2017	ELITE AUTO GLASS INC	338.97	New Windshield-Unit 704
219123	11/9/2017	EMPLOYMENT DEVELOPMENT DEPT	3,100.00	Unemployment Insurance Benefit Charge 7/1/17-9/30/17
219200	11/20/2017	ENTERPRISE FM TRUST	7,043.76	Monthly Fleet Lease Payment (11) 11/1/17-11/30/17
219201	11/20/2017	ENTERPRISE RENT A CAR	133.84	Van Rental-New Stn 32 Grand Opening Attendees Transport
219202	11/20/2017	ERGOMETRICS	133.25	FireTEAM Testing-9/6/17
219124	11/9/2017	ERICA GREENBERG	5,238.48	Human Resources Support (107.5 Hrs)-10/2017
219371	12/8/2017	ERICA GREENBERG	4,751.18	Human Resources Support (97.5 Hrs)-11/2017
219270	11/30/2017	ETHER WEB NETWORK LLC	75.00	Wireless Internet Service-8/17-10/17
219125	11/9/2017	FASTSIGNS OF SAN RAMON	44.12	Thin Plastic Logo Sign-Admin Podium Logo Sign
219271	11/30/2017	G RO SOLUTIONS LLC	300.00	CERT Instructor (10.0 hours) 11/2/17-11/4/17
219126	11/9/2017	GALLS LLC	79.15	Uniform Belts (2)-Suppression
219272	11/30/2017	GALLS LLC	436.99	Class A Coat-Harder
219203	11/20/2017	GLOBALSTAR USA	50.29	Satellite Phone Service-Dispatch 10/17
219366	12/8/2017	GLOBALSTAR USA	50.29	Satellite Phone Service-EOC 11/17
219367	12/8/2017	GLOBALSTAR USA	50.29	Satellite Phone Service-Dispatch 11/17
219368	12/8/2017	GLOBALSTAR USA	420.93	Satellite Phone Service (6)-11/17
219204	11/20/2017	GOOGLE INC	220.00	Google Apps Usage-October 2017
219369	12/8/2017	GOOGLE INC	221.12	Google Apps Usage-November 2017
219370	12/8/2017	GOT E WASTE	362.50	Removal/Recycling Fluorescent Lamps-Admin
219205	11/20/2017	GREGORY OCONNELL	29.00	11/15/17 Annual Retiree Luncheon Attendance-Director Yancey
219127	11/9/2017	HAVE AIR WILL TRAVEL INC	105.00	Service Call/Flat Repairs-Unit 523
219128	11/9/2017	HAVE AIR WILL TRAVEL INC	75.00	Svc Call/Check LRO Tire For Damage-Unit 708
219129	11/9/2017	HAVE AIR WILL TRAVEL INC	75.00	Svc Call/Chk Front Right Tire For Damage-Unit 512
219130	11/9/2017	HAVE AIR WILL TRAVEL INC	118.00	Svc Call/Mounts/Dismounts/Replace Rear Steer Tire-Unit 526
219131	11/9/2017	HAVE AIR WILL TRAVEL INC	195.00	Svc Call/Mounts/Dismounts New Tires (4)-Unit 520
219132	11/9/2017	HAVE AIR WILL TRAVEL INC	433.00	New Rear Wheel Polished Aluminum LRO-Unit 527
219133	11/9/2017	HAVE AIR WILL TRAVEL INC	1,319.15	Svc Call/Mounts/Dismounts New Tires (4)-Unit 393
219134	11/9/2017	HAVE AIR WILL TRAVEL INC	110.00	Svc Call/Mounts/Dismounts/Replace LRI Tire-Unit 704

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219206	11/20/2017	HAVE AIR WILL TRAVEL INC	75.00	Service Call to Stn 31-Unit 527
219207	11/20/2017	HAVE AIR WILL TRAVEL INC	195.00	Service Call/Mounts/Dismounts-Unit 527
219208	11/20/2017	HAVE AIR WILL TRAVEL INC	1,076.67	Service Call/Mounts/Dismounts New Tires (4)-Unit 345
219209	11/20/2017	HAVE AIR WILL TRAVEL INC	105.00	Service Call/Flat Repairs-Unit 346
219210	11/20/2017	HAVE AIR WILL TRAVEL INC	105.00	Service Call/Flat Repairs-Unit 708
219135	11/9/2017	HDL COREN AND CONE	5,196.75	Property Tax Consulting Oct-Dec 2017
11/09/17-11	11/9/2017	HI TECH EMERGENCY VEHICLE SVC	3,177.98	Accident Damage Repairs-Unit 704
11/09/17-12	11/9/2017	HI TECH EMERGENCY VEHICLE SVC	3,882.60	Accident Side Damage Repairs-Unit 704
11/09/17-13	11/9/2017	HI TECH EMERGENCY VEHICLE SVC	2,016.55	Primer/Kusmail Repairs/Tank to Pump Valve-Unit 609
11/20/17-15	11/20/2017	HI TECH EMERGENCY VEHICLE SVC	(631.80)	Credit-Hurst Repair Labor
	11/20/2017	HI TECH EMERGENCY VEHICLE SVC	12,924.40	Inspection/Brake/A/C Repairs-Unit 547
219374	12/8/2017	HOME DEPOT CREDIT SERVICES	62.08	32W 4-Ft Soft White Light Tubes/65W Flood Lights-Stn 34
	12/8/2017	HOME DEPOT CREDIT SERVICES	193.52	Academy Lumber Supplies
	12/8/2017	HOME DEPOT CREDIT SERVICES	960.84	Academy Prop Building/Trench Class Supplies
	12/8/2017	HOME DEPOT CREDIT SERVICES	(29.15)	Credit-Incorrect Mineral Oil
	12/8/2017	HOME DEPOT CREDIT SERVICES	59.58	Gas Line/Connection Hose-Stn 38 BBQ Repairs
	12/8/2017	HOME DEPOT CREDIT SERVICES	12.70	Grill Cleaner/Rubbing Compound/Paste Wax
	12/8/2017	HOME DEPOT CREDIT SERVICES	9.40	Lacquer Thinner-Rub Off Vehicles Lettering
	12/8/2017	HOME DEPOT CREDIT SERVICES	90.68	Lumber Supplies-Academy Forcible Entry
	12/8/2017	HOME DEPOT CREDIT SERVICES	110.59	Lumber/Nails-Making Props For Academy
	12/8/2017	HOME DEPOT CREDIT SERVICES	38.87	Mineral Oil/Towels/Nitrite Gloves-Vehicle Decals Removal
	12/8/2017	HOME DEPOT CREDIT SERVICES	201.06	Misc. Supplies-Stn 34 Door Repairs
	12/8/2017	HOME DEPOT CREDIT SERVICES	61.35	PVC Pipe/Paint/Misc Materials-Academy Ventilation Training
	12/8/2017	HOME DEPOT CREDIT SERVICES	9,364.50	Residential/Commerical Ventilation Lumber-Academy
	12/8/2017	HOME DEPOT CREDIT SERVICES	(25.01)	Return Credit-Ventilation Training PVC Pipe
	12/8/2017	HOME DEPOT CREDIT SERVICES	3.23	Velcro Straps-Admin
	12/8/2017	HOME DEPOT CREDIT SERVICES	119.05	Weber BBQ Replacement Parts-Stn 38
11/09/17-14	11/9/2017	HUNT AND SONS INC	138.13	Stn 38 Unleaded Fuel-10/31/17
11/09/17-15	11/9/2017	HUNT AND SONS INC	1,291.11	Stn 30 Unleaded/Diesel Fuel-10/31/17
11/09/17-16	11/9/2017	HUNT AND SONS INC	896.75	Stn 34 Unleaded Fuel-10/31/17
11/09/17-17	11/9/2017	HUNT AND SONS INC	420.51	Stn 35 Diesel Fuel-10/31/17
11/20/17-16	11/20/2017	HUNT AND SONS INC	(525.27)	Credit-Stn 32 Diesel Fuel Pumped Out
	11/20/2017	HUNT AND SONS INC	525.27	Stn 39 Diesel Fuel-11/14/17
11/20/17-17	11/20/2017	HUNT AND SONS INC	(1,013.38)	Credit-Stn 32 Diesel Fuel Pumped Out
	11/20/2017	HUNT AND SONS INC	1,013.38	Stn 38 Unleaded/Diesel Fuel-11/3/17
11/20/17-18	11/20/2017	HUNT AND SONS INC	(142.83)	Credit-Stn 32 Diesel Fuel Pumped Out
	11/20/2017	HUNT AND SONS INC	1,650.79	Stn 34 Unleaded/Diesel Fuel-11/7/17
11/20/17-19	11/20/2017	HUNT AND SONS INC	1,907.53	Stn 31 Unleaded/Diesel Fuel-11/9/17
11/20/17-20	11/20/2017	HUNT AND SONS INC	304.72	Stn 34 Unleaded Fuel-11/10/17
11/20/17-21	11/20/2017	HUNT AND SONS INC	569.07	Stn 38 Diesel Fuel-11/10/17

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11/20/17-22	11/20/2017	HUNT AND SONS INC	4,272.73	New Stn 32 Unleaded/Diesel Fuel-11/13/17
11/20/17-23	11/20/2017	HUNT AND SONS INC	1,657.39	Stn 30 Unleaded/Diesel Fuel-11/14/17
11/20/17-24	11/20/2017	HUNT AND SONS INC	495.70	Stn 31 Unleaded Fuel-11/14/17
11/20/17-25	11/20/2017	HUNT AND SONS INC	768.45	Stn 34 Unleaded Fuel-11/14/17
11/20/17-26	11/20/2017	HUNT AND SONS INC	637.92	Stn 35 Diesel Fuel-11/14/17
11/30/17-22	11/30/2017	HUNT AND SONS INC	364.80	Stn 38 Diesel Fuel-11/21/17
11/30/17-23	11/30/2017	HUNT AND SONS INC	1,879.26	Stn 33 Diesel Fuel-11/16/17
11/30/17-24	11/30/2017	HUNT AND SONS INC	784.86	Stn 34 Unleaded/Diesel Fuel-11/17/17
11/30/17-25	11/30/2017	HUNT AND SONS INC	820.19	Stn 35 Unleaded/Diesel Fuel-11/17/17
11/30/17-26	11/30/2017	HUNT AND SONS INC	222.98	Stn 30 Unleaded Fuel-11/21/17
11/30/17-27	11/30/2017	HUNT AND SONS INC	1,452.94	Stn 31 Unleaded/Diesel Fuel-11/21/17
11/30/17-28	11/30/2017	HUNT AND SONS INC	1,669.52	Stn 34 Unleaded/Diesel Fuel-11/21/17
11/30/17-29	11/30/2017	HUNT AND SONS INC	504.38	Stn 35 Unleaded/Diesel Fuel-11/21/17
11/30/17-30	11/30/2017	HUNT AND SONS INC	596.18	Stn 39 Diesel Fuel-11/21/17
11/30/17-31	11/30/2017	HUNT AND SONS INC	1,205.91	Stn 34 Unleaded/Diesel Fuel-11/24/17
11/30/17-32	11/30/2017	HUNT AND SONS INC	854.36	Stn 38 Unleaded Fuel-11/24/17
12/08/17-20	12/8/2017	HUNT AND SONS INC	606.28	Stn 34 Unleaded Fuel-11/28/17
12/08/17-21	12/8/2017	HUNT AND SONS INC	606.28	Stn 38 Unleaded Fuel-11/28/17
219273	11/30/2017	INDUSTRIAL SAFETY SUPPLY CORP	191.11	Oxygen Monitor Sensor
219375	12/8/2017	INDUSTRIAL SAFETY SUPPLY CORP	341.98	High Pressure RRegulator/Cal Gas 100ppm CO
219274	11/30/2017	INNOVATIVE CLAIM SOLUTIONS	11,615.92	Workers' Comp Claim Admin Fees-12/17/Retroactive-9/17-11/17
219211	11/20/2017	INTERNATIONAL ACADEMIES OF EM...	650.00	EMD ACE Re-Accreditation Maintenance Plan
219275	11/30/2017	INTERWEST CONSULTING GROUP INC	1,316.25	Prof Svcs-Fire Administration/City Ctr Standpipe-9/17-10/17
219212	11/20/2017	IPROMOTEU	2,155.85	District Hats (144)
219276	11/30/2017	IRON MOUNTAIN	360.53	Off-Site Backup Media Storage Fee-10/17
219136	11/9/2017	JEAN GAUTHIER	75.00	Broken Dishwasher Repair vs. Purchase Comparison-Stn 36
	11/9/2017	JEAN GAUTHIER	160.00	Install New Dishwasher/Check For Leaks-Stn 36
219213	11/20/2017	JEAN GAUTHIER	75.00	Svc Call/Re-lit Pilot Oven Bake Burner-Stn 31 Oven
219277	11/30/2017	JEAN GAUTHIER	208.95	Svc Call/Install New Dishwasher Water Inlet Valve-Stn 35
219376	12/8/2017	JEAN GAUTHIER	75.00	Svc Call/Trouble Shooting Washer/Reset Computer-Stn 31
219278	11/30/2017	JOANN BROSKI	109.66	Ambulance Refund
219137	11/9/2017	JOHN D YOUNGBLOOD	312.96	Reimb-PHTLS Class/Books
219138	11/9/2017	JON MICHAELSON	69.36	Reimb-Strike Team Gasoline-Unit 356
219139	11/9/2017	JOSEPH P FARRELL	130.00	HeartSafe Instructor-Diablo Vista Middle School 11/6/17
219214	11/20/2017	JUAN PEDRENO	67.31	Reimb-Uniform Shoes/Belt
219279	11/30/2017	JULIE BARTUSCH	27.18	Mileage Reimb-District Business SR to Emeryville 11/10/17
219377	12/8/2017	JV TELECOM	195.00	Network Cables Relocation-EMS Conference Room
219280	11/30/2017	KAISER	539.24	Ambulance Refund
219281	11/30/2017	KELLY A MURPHY	498.00	Ambulance Refund
11/09/17-18	11/9/2017	KENNETH R CAMPO CPA	12,690.00	Finance Consulting Services (94.0 Hrs)-October 2017

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12/08/17-18	12/8/2017	KENNETH R CAMPO CPA	12,015.00	Finance Consulting Services (89.0 Hrs)-November 2017
12/08/17-11	12/8/2017	KHAE BOHAN	2,500.00	GIS Consulting Services (25.0-Hrs) 10/11/17-10/31/17
12/08/17-12	12/8/2017	KHAE BOHAN	2,700.00	GIS Consulting Services (27.0-Hrs) 11/1/17-11/30/17
11/09/17-19	11/9/2017	KJ HART ELECTRIC AND SON INC	579.75	Replace Power Cord Drop-Stn 34 App Bay
11/20/17-27	11/20/2017	KJ HART ELECTRIC AND SON INC	3,832.80	Remove 8-Ft Strip Lights/Replace w/ LED-Stn 39 App Bay
11/20/17-28	11/20/2017	KJ HART ELECTRIC AND SON INC	731.00	Replace Exterior/Front Entrance Lights-Admin
11/20/17-29	11/20/2017	KJ HART ELECTRIC AND SON INC	710.00	Replace Flag Light w/ LED Light/Parts-Stn 39
219140	11/9/2017	KYLE L JOHNSON	1,400.00	Trench Rescue Tech Class Instructor
219141	11/9/2017	L N CURTIS AND SONS	2,896.73	Adult Rescue Manikins (3)/Child Manikin (1)
	11/9/2017	L N CURTIS AND SONS	121.78	Ora Fox 40 Whistle (15)-Stn 33 Supplies
219215	11/20/2017	L N CURTIS AND SONS	897.39	EMS Coat-Hicks
	11/20/2017	L N CURTIS AND SONS	908.22	EMS Coat-Suter
	11/20/2017	L N CURTIS AND SONS	1,477.61	Helitack Airbag (1)-Rescue
	11/20/2017	L N CURTIS AND SONS	194.85	Pelican Flashlights (3)
	11/20/2017	L N CURTIS AND SONS	169.34	Station Boots-Dakin
	11/20/2017	L N CURTIS AND SONS	102.84	Uniform Pants (1)-Corbett
	11/20/2017	L N CURTIS AND SONS	357.23	Uniform Shirts (3)-Bower/Price
	11/20/2017	L N CURTIS AND SONS	360.47	Uniform Shirts (3)-Suter
219379	12/8/2017	L N CURTIS AND SONS	(411.35)	Credit-Nomex Pants (4)-Martin
	12/8/2017	L N CURTIS AND SONS	(514.19)	Credit-Nomex Pants (5)-Academy
	12/8/2017	L N CURTIS AND SONS	(278.20)	Credit-Station Boots
	12/8/2017	L N CURTIS AND SONS	(416.76)	Credit-Structure Boots-Academy
	12/8/2017	L N CURTIS AND SONS	(691.72)	Credit-Wildland Nomex Coats (3)-Academy
	12/8/2017	L N CURTIS AND SONS	2,919.50	Headlamps/Nomex Gloves/Wildland Gloves/Mic Keeper
	12/8/2017	L N CURTIS AND SONS	678.94	Hose Clamp/Tool Pouches (16)
	12/8/2017	L N CURTIS AND SONS	308.51	Nomex Uniform Pants (3)-Thomas
	12/8/2017	L N CURTIS AND SONS	233.82	Nomex Uniform Shirts (2)-Bartusch
	12/8/2017	L N CURTIS AND SONS	148.84	Nomex Uniform Shirts-Romero
	12/8/2017	L N CURTIS AND SONS	556.40	Station Boots-Alvarez/Suter
	12/8/2017	L N CURTIS AND SONS	167.79	Station Boots-Avery
	12/8/2017	L N CURTIS AND SONS	278.20	Station Boots-Drake
	12/8/2017	L N CURTIS AND SONS	167.79	Station Boots-Huettis
	12/8/2017	L N CURTIS AND SONS	167.79	Station Boots-Scott
	12/8/2017	L N CURTIS AND SONS	167.79	Station Boots-Wiley
	12/8/2017	L N CURTIS AND SONS	167.79	Station Boots-Word
	12/8/2017	L N CURTIS AND SONS	417.79	Station Boots/Zipper-Terry
	12/8/2017	L N CURTIS AND SONS	193.77	Structure Boots-Dakin
	12/8/2017	L N CURTIS AND SONS	416.76	Structure Boots-King
	12/8/2017	L N CURTIS AND SONS	445.99	Structure Boots-Schwartz
	12/8/2017	L N CURTIS AND SONS	706.87	Uniform Pants/Shirts-Bartusch/Suppression

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	12/8/2017	L N CURTIS AND SONS	269.54	Wildland Boots-Terrazas
219142	11/9/2017	LARRY FONG	130.00	HeartSafe Instructor-Diablo Vista Middle School 11/6/17
219143	11/9/2017	LAURA CARSON	130.00	HeartSafe Instructor-Diablo Vista Middle School 11/6/17
219144	11/9/2017	LEADER EMERGENCY VEHICLES	80.29	A/C Valve-Unit 704
219216	11/20/2017	LES SCHWAB TIRE CENTERS	553.32	Emergency New Tires Installation-Unit 706
218976	11/30/2017	LIEBERT CASSIDY WHITMORE	0.00	Professional Services-General 9/30/17
218977	11/30/2017	LIEBERT CASSIDY WHITMORE	0.00	Professional Services-9/30/17
218978	11/30/2017	LIEBERT CASSIDY WHITMORE	0.00	Professional Services-9/30/17
218979	11/30/2017	LIEBERT CASSIDY WHITMORE	0.00	Professional Services-9/30/17
218980	11/30/2017	LIEBERT CASSIDY WHITMORE	0.00	Professional Services-9/30/17
218981	11/30/2017	LIEBERT CASSIDY WHITMORE	0.00	Professional Services-9/30/17
219282	11/30/2017	LIEBERT CASSIDY WHITMORE	525.00	Professional Services-10/31/17
219283	11/30/2017	LIEBERT CASSIDY WHITMORE	280.00	Professional Services-10/31/17
219284	11/30/2017	LIEBERT CASSIDY WHITMORE	3,710.00	Professional Services-10/31/17
219285	11/30/2017	LIEBERT CASSIDY WHITMORE	1,722.00	Professional Services-10/31/17
219286	11/30/2017	LIEBERT CASSIDY WHITMORE	280.00	Professional Services-10/31/17
219287	11/30/2017	LIEBERT CASSIDY WHITMORE	245.00	Professional Services-10/31/17
219288	11/30/2017	LIVERMORE DUBLIN DISPOSAL	616.88	Stn 38 Garbage Service-11/17
219289	11/30/2017	LIVERMORE DUBLIN DISPOSAL	570.94	Stn 34 Garbage Service-11/17
219290	11/30/2017	LIVERMORE DUBLIN DISPOSAL	249.91	Stn 39 Garbage Service-11/17
219291	11/30/2017	LIVERMORE DUBLIN DISPOSAL	249.91	Stn 30 Garbage Service-11/17
219145	11/9/2017	LIVERMORE SAW AND MOWER LLC	30.22	Floto-Pump/Starter Rope Repairs-Training Site
219217	11/20/2017	LOGOBOSS LLC	524.78	Picture Frames (50)-Employee Picture Boards
219218	11/20/2017	LOGOBOSS LLC	46.10	Dsitrict Clerk Name Plate-Brooks
219380	12/8/2017	LOGOBOSS LLC	81.24	Nameplates-Jackson/Pedreno
219387	12/8/2017	LON PHARES	73.00	Reimb-Meals/Ride to Airport-JAC Conference
11/30/17-33	11/30/2017	MAXIM SERVICES	2,055.00	Admin Cleaning Service-11/17
219292	11/30/2017	MEYERS NAVE PROFESSIONAL LAW ...	1,053.00	Prof Svcs-General Labor & Employment Services
219381	12/8/2017	MEYERS NAVE PROFESSIONAL LAW ...	690.00	Prof Svcs-General Labor & Employment Services
219293	11/30/2017	MICHAEL A SYLVIA	24,809.27	415 Limit Replacement Benefits-12/1/17
219146	11/9/2017	MICHAEL SIMAO	130.00	HeartSafe Instructor-Diablo Vista Middle School 11/6/17
219147	11/9/2017	MICHAEL WOLFE	1,700.00	Trench Rescue Tech Class Instructor
219148	11/9/2017	MICKEY BENKO	218.10	Install Deadbolt/Rekey Levers/New Keys-Stn 39 Ofc Bldg Door
11/30/17-34	11/30/2017	MOORE MECHANICAL INC	821.00	A/C Inspection/Replace Thermostats/Filters-Stn 38
219294	11/30/2017	NAPA SOLANO ICC	225.00	Complete Permit Technician Class Fee-R.Wendel 12/4-12/5/17
219295	11/30/2017	NATHAN SILL	80.24	Mileage Reimb-Santa Rosa/Napa Fires 10/16-10/17/17
	11/30/2017	NATHAN SILL	48.41	Mileage Reimb-Santa Rosa/Napa Fires 10/18/17
219382	12/8/2017	NATIONAL PEN	320.03	District LED Flashlight Keychains (250)
219149	11/9/2017	NBS	4,665.00	Prof Services-GEMT Cost Recovery FY 2016/17
219383	12/8/2017	NBS	5,837.50	Prof Services-GEMT Cost Recovery FY 2016/17

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219296	11/30/2017	NICHOLS CARPET CLEANING INC	450.00	Stn 35 Carpet Cleaning
11/20/17-30	11/20/2017	NOB HILL CLEANERS INC	16.00	Patch On Uniform Shirts (2)
11/30/17-35	11/30/2017	NOB HILL CLEANERS INC	24.00	Patch on Uniform Shirts (3)
219297	11/30/2017	NORTH BAY AIR SYSTEMS INC	1,495.00	Furnish/Install HVAC Circuit Board/Wire Harness-Stn 31 Annex
219150	11/9/2017	OFFICE DEPOT	136.43	Office Supplies
219151	11/9/2017	OFFICE DEPOT	9.54	Office Supplies
219152	11/9/2017	OFFICE DEPOT	58.84	Office Supplies
219219	11/20/2017	OFFICE DEPOT	252.22	Office/Household Supplies
219298	11/30/2017	OFFICE DEPOT	133.98	Office/Household Supplies
219299	11/30/2017	OFFICE DEPOT	89.88	Office Supplies
219300	11/30/2017	ORKIN	76.13	New Stn 32 Pest Control Service-11/17/17
219384	12/8/2017	ORKIN	85.59	Training Center Pest Control Service-11/27/17
219385	12/8/2017	ORKIN	170.00	Stn 36 Pest Control Service-11/27/17
11/09/17-20	11/9/2017	OSBORN SPRAY SERVICE INC	75.00	Admin Pest Control Service-10/26/17
11/09/17-21	11/9/2017	OSBORN SPRAY SERVICE INC	55.00	Stn 30 Pest Control Service-10/26/17
11/09/17-22	11/9/2017	OSBORN SPRAY SERVICE INC	55.00	Stn 39 Pest Control Service-10/26/17
11/09/17-23	11/9/2017	OSBORN SPRAY SERVICE INC	55.00	Stn 36 Pest Control Service-10/26/17
11/09/17-24	11/9/2017	OSBORN SPRAY SERVICE INC	55.00	Stn 33 Pest Control Service-10/26/17
11/09/17-25	11/9/2017	OSBORN SPRAY SERVICE INC	55.00	Stn 35 Pest Control Service-10/26/17
11/09/17-26	11/9/2017	OSBORN SPRAY SERVICE INC	180.00	Training Site Pest Control Service-10/12/17
11/09/17-27	11/9/2017	PACHECO BROTHERS GARDENING L...	487.00	Backflow Test/Main Line/Valve Repairs-Stn 35
11/09/17-28	11/9/2017	PACHECO BROTHERS GARDENING L...	402.00	Repaired 2-in Mainline-Parking Lot Between Admin & 38
11/30/17-36	11/30/2017	PACHECO BROTHERS GARDENING L...	2,131.00	Admin/Stn 38/Stn 30/Stn 35/Stn 31 Landscape Maint-11/17
11/30/17-37	11/30/2017	PACIFIC MOUNTAIN CONTRACTORS ...	35,066.74	Progress Payment #22-New 32 Pedestrian Bridge #1 RCO-091/092
219220	11/20/2017	PAUL CONWAY SHIELDS	379.88	Orange Helmet Shields (6)-Academy
219399	12/8/2017	PAUL TURNER	120.00	CERT Instructor (4.0 hours) 11/2/17
219221	11/20/2017	PETER C BENSON	0.00	EMS Medical Director-Consulting Services 10/17
219301	11/30/2017	PETER C BENSON	10,560.00	EMS Medical Director-Consulting Services 10/17
219153	11/9/2017	PGE	46.27	Stn 34 Signal Light-10/17
219222	11/20/2017	PGE	743.54	Stn 36 Gas/Electric Service-10/11/17-11/9/17
219223	11/20/2017	PGE	913.33	New Stn 32 Gas/Electric Service 10/5/17-11/3/17
219302	11/30/2017	PGE	13,793.75	Gas/Electric Service-11/17
219386	12/8/2017	PGE	50.39	Stn 34 Signal Light-11/17
219154	11/9/2017	PHYLLIS LASCHE	76.70	Reimb-First On Scene Small PPE/Rx Bags
219303	11/30/2017	PRIMO ESPRESSO COMPANY	91.53	Admin Coffee Supplies
219155	11/9/2017	PRIORITY DISPATCH	64,200.00	ProQA Fire Software/Training/Maint/Implementation
11/09/17-29	11/9/2017	RAHUL MAHARAJ	2,002.50	EMD-Q Assurance Review Services (44.5 Hours)-10/17
11/09/17-30	11/9/2017	RAHUL MAHARAJ	1,710.00	CCC EMS Compliance Review Services (38.0 Hours)-10/17
12/08/17-22	12/8/2017	RAHUL MAHARAJ	1,890.00	EMD-Q Assurance Review Services (42.0 Hours)-11/17
12/08/17-23	12/8/2017	RAHUL MAHARAJ	1,012.50	CCC EMS Compliance Review Services (22.5 Hours)-11/17



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219304	11/30/2017	RAY A MORGAN COMPANY INC	756.16	FLSD Plans Scanning Project
219388	12/8/2017	RED CLOUD WIRELESS	12.99	Shipping-APX7500 Control Head Warranty Repair
11/20/17-31	11/20/2017	REPUBLIC SERVICES 210	620.72	Stn 36 Garbage Service-11/2017
11/20/17-32	11/20/2017	REPUBLIC SERVICES 210	310.33	Stn 33 Garbage Service-11/2017
11/20/17-33	11/20/2017	REPUBLIC SERVICES 210	620.72	Stn 31 Garbage Service-11/2017
11/20/17-34	11/20/2017	REPUBLIC SERVICES 210	289.72	Stn 35 Garbage Service-11/2017
11/20/17-35	11/20/2017	REPUBLIC SERVICES 210	579.41	Training Site Garbage Service-11/2017
11/20/17-36	11/20/2017	REPUBLIC SERVICES 210	289.72	New Stn 32 Garbage Service-11/2017
11/20/17-37	11/20/2017	RESPONSIVE COMMUNICATION SER...	650.08	Kenwood Microphone Cables (10)
219305	11/30/2017	RICHARD PROBERT	25,236.44	415 Limit Replacement Benefits-12/1/17
219365	12/8/2017	ROBERT SCOTT FULWOOD	8,736.62	ADPP Payment Less Dental/Vision/Life/EAP 11/1-11/30/17
219156	11/9/2017	SAFETY-KLEEN SYSTEMS INC	216.50	Solvent Tank Service-Stn 30 Mechanic Shop 10/11/17
219306	11/30/2017	SAN MATEO REGIONAL NETWORK I...	415.00	FireDispatch.com CAD Interface/Radio Audio Streaming
219307	11/30/2017	SAN RAMON CHAMBER OF COMME...	750.00	SR Chamber Business & Community Awards Dinner (10)-12/7/17
219157	11/9/2017	SAN RAMON TOW INC	8,750.00	4th Quarter Auto Extrication Training
219224	11/20/2017	SAN RAMON TOW INC	1,400.00	4th Quarter Auto Extrication Training-Suppression
	11/20/2017	SAN RAMON TOW INC	2,100.00	Vehicles (6)-Academy Training
219225	11/20/2017	SEAN ODWYER	115.00	Reimb-Commerical Drivers License DMV Physical
	11/20/2017	SEAN ODWYER	250.00	Reimb-HazMat 1C Class Fee
219308	11/30/2017	SECRETARY OF STATE	1.00	Copy of Statement of Facts Form
219158	11/9/2017	SEEVER AND SONS TIRE	2,116.22	New Tires (2)-Unit 520
	11/9/2017	SEEVER AND SONS TIRE	2,116.22	New Tires (2)-Unit 527
219226	11/20/2017	SHAMROCK OFFICE SOLUTIONS INC	10.77	Shipping Fee-Waste Toner Bottle-Admin Copier
219309	11/30/2017	SHAMROCK OFFICE SOLUTIONS INC	121.12	Admin Copier Staple Refill
	11/30/2017	SHAMROCK OFFICE SOLUTIONS INC	10.77	Shipping Fee-Cyan Toner-Admin Copier
219391	12/8/2017	SHAMROCK OFFICE SOLUTIONS INC	313.64	Admin Copier Overage Charge 11/1-11/30/17
219159	11/9/2017	SHAWN RICHARDSON	130.00	HeartSafe Instructor-Diablo Vista Middle School 11/6/17
219310	11/30/2017	SMILE BUSINESS PRODUCTS INC	533.59	Trg Copier Annual Contract/Overage Charge-10/1/17-10/31/17
219227	11/20/2017	SONIA MARTYN	96.03	Reimb-Food-Dispatch Supervisor Recruitment
219228	11/20/2017	SPRINT	711.09	T1 Port Access Bundle-10/18/17
219229	11/20/2017	SPRINT	1,482.40	Mobile Data Wireless Access Fee 9/26/17-10/25/17
219393	12/8/2017	SPRINT	1,481.67	Mobile Data Wireless Access Fee 10/26/17-11/25/17
219394	12/8/2017	SPRINT	711.09	T1 Port Access Bundle-11/18/17
219396	12/8/2017	SQUIRE TECH SOLUTIONS LLC	640.00	Oct 2017 Mobile Responder Svc Overage-Sonoma Mutual Aid
219160	11/9/2017	STATE FIRE TRAINING	200.00	Firefighter II Certification Application Fees (5)
219311	11/30/2017	STEPHEN RODWELL	77.04	Mileage Reimb-Tubbs Fire Strike Team 10/15-10/17/17
219390	12/8/2017	STEPHEN RODWELL	126.28	Mileage Reimb-Tubbs Fire Strike Team 10/21-10/22/17
219392	12/8/2017	STEVE AND SUE SPRINGER	2,300.00	Engine Storage Rent Fee-1/1/18-6/30/18
219395	12/8/2017	STRATEGIC PRODUCTS AND SERVIC...	2,740.00	Nimble DR SAN Maintenance
219397	12/8/2017	SUN LIFE FINANCIAL	28,872.35	Dental Insurance-12/17

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219398	12/8/2017	SUN LIFE FINANCIAL	16,745.27	Dental Insurance-Retirees 12/17
219230	11/20/2017	SUPPLYWORKS	406.25	Janitorial Supplies-New Stn 32
219312	11/30/2017	SUPPLYWORKS	2,952.63	Household Supplies
219313	11/30/2017	SUPPLYWORKS	10.31	Household Supplies
219314	11/30/2017	SUPPLYWORKS	86.56	Janitorial Supplies-New Stn 32
219161	11/9/2017	SUSAN SUTTER	130.00	HeartSafe Instructor-Diablo Vista Middle School 11/6/17
219162	11/9/2017	TAWAN UDTAMADILOK	130.00	HeartSafe Instructor-Diablo Vista Middle School 11/6/17
219372	12/8/2017	THE HARTFORD PRIORITY ACCOUNTS	1,833.00	Life/AD&D Insurance-12/17
219163	11/9/2017	THE ONE HUNDRED CLUB OF CCC	65.00	Annual 100 Club Dinner Meeting Attendance-Director Parker
219231	11/20/2017	TMI CONSULTING INC	1,078.00	Ergonomic Evaluations/Follow-Ups-3/17/17-6/19/17
219164	11/9/2017	TRAVERSOS WORK SHOE HEADQUA...	(242.54)	Credit-Station Boots-Olson
	11/9/2017	TRAVERSOS WORK SHOE HEADQUA...	(871.82)	Credit-Wildland Boots (2)
	11/9/2017	TRAVERSOS WORK SHOE HEADQUA...	275.31	Uniform Boots (2)-Reserve Firefighters
	11/9/2017	TRAVERSOS WORK SHOE HEADQUA...	1,378.74	Uniform Boots (5)-Reserve Firefighters
	11/9/2017	TRAVERSOS WORK SHOE HEADQUA...	435.91	Wildland Boots-Reserve FF Reed
11/09/17-31	11/9/2017	TRILLIUM CNG	12.13	Natural Gas-Unit 303-Oct 2017
12/08/17-24	12/8/2017	TRILLIUM CNG	15.57	Natural Gas-Unit 303-Nov 2017
219165	11/9/2017	TRITECH SOFTWARE SYSTEMS	6,480.00	TriTech IQ Subscription
219166	11/9/2017	UNITED PARCEL SERVICE	79.81	Delivery Charges-11/4/17
219232	11/20/2017	UNITED PARCEL SERVICE	46.06	Delivery Charges-11/11/17
219315	11/30/2017	UNITED PARCEL SERVICE	62.16	Delivery Charges-11/18/17
219400	12/8/2017	UNITED RENTALS INC	1,764.59	Variable Reach Forklift Rental-Academy
219233	11/20/2017	UNITED SITE SERVICES	565.25	Rental/Weekly Svc Porta-Pottys (2)/Sinks (2)-Training Site
219401	12/8/2017	UNITED SITE SERVICES	565.25	Rental/Weekly Svc Porta-Pottys (4)/Sinks (2)-Training Site
AP 10/17-1	11/21/2017	US BANK	69.25	Meals-9/21/17 Officers Meeting
AP 10/17-2	11/21/2017	US BANK	1,504.20	Airfare-JAC Conf-Perceval/Phares/Fouts 11/2-11/4/17
BLS 10/17-1	11/21/2017	US BANK	1,309.40	Water/Sports Drink-Academy
BLS 10/17-2	11/21/2017	US BANK	739.20	Water-Academy
BS 10/17-1	11/21/2017	US BANK	38.20	Push Pull Switch-Antique Engine Restoration Project
BS 10/17-10	11/21/2017	US BANK	26.49	Dash Panel Lamp-Antique Engine Restoration Project
BS 10/17-2	11/21/2017	US BANK	37.70	Nuts/Bolts-Antique Engine Restoration Project
BS 10/17-3	11/21/2017	US BANK	4.31	Wax Paper-SCBA Mask
BS 10/17-4	11/21/2017	US BANK	120.23	Meals-Apparatus Committee Trip (5)
BS 10/17-5	11/21/2017	US BANK	47.61	Overflow Recovery Tank-Antique Engine Restoration Project
BS 10/17-6	11/21/2017	US BANK	13.58	Drill Bit-Antique Engine Restoration Project
BS 10/17-7	11/21/2017	US BANK	50.75	Light Bulbs/Turn Signal-Antique Engine Restoration Project
BS 10/17-8	11/21/2017	US BANK	192.29	Paint Mixing Cup/Grey Metal Primer-Antique Engine Restore
BS 10/17-9	11/21/2017	US BANK	62.67	Mirror Head/Tail Light Assy-Antique Engine Restore Project
BSS 10/17-1	11/21/2017	US BANK	156.95	Whiteboard-HazMat Command Board
BSS 10/17-2	11/21/2017	US BANK	63.94	Rhino Label Tape-HazMat Command Board

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BSS 10/17-3	11/21/2017	US BANK	248.37	Dishwasher Bottom Rack-Stn 30
BW 10/17	11/21/2017	US BANK	119.03	Clor-N-Oil-HazMat
CH 10/17-1	11/21/2017	US BANK	104.99	Printer Toner-Stn 31
CH 10/17-2	11/21/2017	US BANK	210.82	Fuel-Tubbs Fire Strike Team
DB 10/17-1	11/21/2017	US BANK	45.00	Constant Contact-CERT Renewal Email System
DB 10/17-2	11/21/2017	US BANK	131.49	Meals-7th Grade CPR-Heartsafe
DB 10/17-3	11/21/2017	US BANK	82.13	Meals-Danville Fall Festival FLSD Crew
DF 10/17-1	11/21/2017	US BANK	144.86	Welding Handle-Stn 34
DF 10/17-2	11/21/2017	US BANK	5.41	Temporary Patch Repair Kit-Stn 33 Plymovent Hose Leak
DF 10/17-3	11/21/2017	US BANK	81.71	Chainsaw Oil-Academy
DF 10/17-4	11/21/2017	US BANK	84.42	New Drain Grate-Old Stn 32
DF 10/17-5	11/21/2017	US BANK	864.87	New Dishwasher/Haul Away Old Dishwasher-Stn 39
DF 10/17-6	11/21/2017	US BANK	825.25	Ice Machine Repair/Dry Nitrogen/Refrigerant-Stn 35
DK 10/17-1	11/21/2017	US BANK	164.20	Boots-Krause
DK 10/17-2	11/21/2017	US BANK	3,139.24	7-Piece Dining Patio Set-New Stn 32
DK 10/17-3	11/21/2017	US BANK	323.73	Shredding Service-10/16/17
DK 10/17-4	11/21/2017	US BANK	327.77	Collapsible Podium-District Events
DK 10/17-5	11/21/2017	US BANK	226.24	2018 IBC/IFC Code Books--FLSD
DP 10/17-1	11/21/2017	US BANK	365.00	EFD Training Reg Fee-Blackburn
DP 10/17-2	11/21/2017	US BANK	16.23	Dispatch Dorm Supplies
DP 10/17-3	11/21/2017	US BANK	432.99	Kitchen Table/Stools-Comm Center
DP 10/17-4	11/21/2017	US BANK	99.00	Dispatch Fundamentals Supervisor Class Fee-Bain
DP 10/17-5	11/21/2017	US BANK	100.00	EMD Recertification Fee (2)-Klink/DuClois
DV 10/17	11/21/2017	US BANK	46.40	RCF Training Supplies
EF 10/17-1	11/21/2017	US BANK	26.51	Meals-Animal Rescue Trg Class-Falkenstrom 9/27/17
	11/21/2017	US BANK	9.00	Parking-Animal Rescue Trg Class-Falkenstrom 9/27/17
EF 10/17-2	11/21/2017	US BANK	517.44	Trench Rescue Tech Books (10)
EF 10/17-4	11/21/2017	US BANK	24.35	Meals-Trench Rescue Class Instructors
EF 10/17-5	11/21/2017	US BANK	16.85	Nylon Ropes-Training
EMS 10/23/17	11/21/2017	US BANK	17,923.35	EMS Supplies-CD-17/18-023
ES 10/17	11/21/2017	US BANK	44.97	Misc. Supplies-Strike Team Cache
FD 10/17-1	11/21/2017	US BANK	2,223.00	Electronic Plan Submittal Egnyte Connect 12-Mth Subsc Fee
FD 10/17-2	11/21/2017	US BANK	375.00	CCAI Conf Reg Fee-Drayton
Fleet 10/23/17	11/21/2017	US BANK	3,727.48	Fleet Supplies-CD-17/18-023
JA 10/17-1	11/21/2017	US BANK	55.54	Academy Salvage Supplies
JA 10/17-2	11/21/2017	US BANK	181.25	Misc. Office Supplies-Academy
JA 10/17-3	11/21/2017	US BANK	544.92	Lodging (3)-Large Animal Rescue Class 9/25/17
JA 10/17-4	11/21/2017	US BANK	48.69	Coolers-Academy
JA 10/17-5	11/21/2017	US BANK	24.26	Rogue Spring Collars-Academy
JA 10/17-6	11/21/2017	US BANK	140.00	Disposal Fee-Training Site

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JAR 10/17-1	11/21/2017	US BANK	72.68	Bathroom Shower Caddies Replacement-Stn 34
JAR 10/17-2	11/21/2017	US BANK	222.80	J.Archuleta-CalCard Stmt 10/23/17
JB 10/17	11/21/2017	US BANK	40.54	Meals-SORD Training 9/25/17
	11/21/2017	US BANK	9.00	Parking-SORD Training 9/25/17
JC 10/17-1	11/21/2017	US BANK	223.80	Heartsafe Materials Printing Fee-7th Grade CPR
JC 10/17-2	11/21/2017	US BANK	20.38	Meals-Heartsafe 7th Grade CPR
JC 10/17-3	11/21/2017	US BANK	29.42	Clorox Wipes-Heartsafe Mannequin
JC 10/17-4	11/21/2017	US BANK	3.87	Heartsafe 100 Beat Per Minute Song-7th Grade CPR
JD 10/17-1	11/21/2017	US BANK	297.95	Airfare-CalChiefs Conf-Duggan 9/26-9/28/17
JD 10/17-2	11/21/2017	US BANK	142.73	Meals/Parking/Airport Transport-CalChiefs Conf-Duggan
JD 10/17-3	11/21/2017	US BANK	308.18	Lodging-CalChiefs Conf-Duggan 9/26-9/28/17
JL 10/17-1	11/21/2017	US BANK	520.00	2 Circular Saw Blades-Academy Training
JL 10/17-2	11/21/2017	US BANK	43.20	iPhone Holders (2)-Staff Vehicles
JL 10/17-3	11/21/2017	US BANK	19.56	Steel Basket/Hooks-Stn 30 Acting TC
JM 10/17-1	11/21/2017	US BANK	107.28	Lodging-CalChiefs EMS Meeting-Michaelson 9/20-9/21/17
JM 10/17-2	11/21/2017	US BANK	450.32	Microfilm Digital Processing (201 Rights)
JM 10/17-3	11/21/2017	US BANK	1,817.64	CQI Monitor-EMS Conference Room
JM 10/17-4	11/21/2017	US BANK	213.14	CQI Display System-EMS Conference Room CQI Monitor
JM 10/17-5	11/21/2017	US BANK	184.93	Misc. Installation Materials-EMS Conference Room CQI Monitor
JM 10/17-6	11/21/2017	US BANK	160.01	Fuel-#356 Ambulance-Napa Fire Strike Team
	11/21/2017	US BANK	120.39	Fuel-#704 Ambulance-Napa Fire Strike Team
JM 10/17-7	11/21/2017	US BANK	2.09	Refreshment-Napa Fire Strike Team
JS 10/17	11/21/2017	US BANK	48.16	Coffee/Refreshments-9/25/17 Captain Meeting
JV 10/17	11/21/2017	US BANK	1,096.35	Misc. Supplies-Strike Team Cache
LP 10/17-1	11/21/2017	US BANK	38.94	Training Calendar
LP 10/17-2	11/21/2017	US BANK	831.72	Training Site Fence Rental-Trench Rescue Class
LP 10/17-3	11/21/2017	US BANK	29.87	Lunch Meeting-Academy Burn in Dixon
LP 10/17-4	11/21/2017	US BANK	837.45	Lodging-Trench Rescue Class Instructors (2) 10/10-10/13/17
LP 10/17-5	11/21/2017	US BANK	49.77	Misc. Office Supplies
MK 10/17-1	11/21/2017	US BANK	130.40	Meals-CSDA Conf-Koran/Stamey 9/25-9/28/17
MK 10/17-2	11/21/2017	US BANK	457.32	Lodging-CSDA Conf-Koran 9/25-9/28/17
MK 10/17-3	11/21/2017	US BANK	150.00	Intermediate Gov Acctg Class Fee-Koran
MK 10/17-4	11/21/2017	US BANK	119.60	Admin Coffee Supplies
MR 10/17	11/21/2017	US BANK	12.97	Laundry Detergent-Stn 31
NK 10/17-1	11/21/2017	US BANK	134.78	Meals/Refreshment-HR Recruitment 10/3/17
NK 10/17-2	11/21/2017	US BANK	6.00	Parking-HR Seminar-Korthamar
NK 10/17-3	11/21/2017	US BANK	506.51	Meals/Refreshment-Engineer Promotional Exam
NK 10/17-4	11/21/2017	US BANK	371.32	Meals-Napa Fire Strike Team Crew
PM 10/17-1	11/21/2017	US BANK	39.87	Meals/Refreshments-CalChiefs Conf-Meyer 9/26-9/29/17
PM 10/17-2	11/21/2017	US BANK	75.25	Parking-CalChiefs Conf-Meyer 9/26-9/29/17

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 11/6/2017 Through 12/10/2017

Check Number	Check Date	Payee	Check Amount	Transaction Description
PM 10/17-3	11/21/2017	US BANK	308.18	Lodging-CalChiefs Conf-Meyer 9/26-9/29/17
RH 10/17	11/21/2017	US BANK	638.53	R.Huettis-CalCard Stmt 10/23/17
RN 10/17-1	11/21/2017	US BANK	33.00	Meals-Apparatus Committee Mtg
RN 10/17-2	11/21/2017	US BANK	17.14	Misc. Parts-RM 32 Repairs
RN 10/17-3	11/21/2017	US BANK	210.41	Engine Pick-Up Ride Fee-District to Ripon
RN 10/17-4	11/21/2017	US BANK	68.08	Fuel-Unit 520
RN 10/17-5	11/21/2017	US BANK	17.26	Wedge Anchors/Socket Cap Screws/SDS Bit-Fleet Shop
RW 10/17-1	11/21/2017	US BANK	54.10	Tablet Display Port Converter/Cables-Evitt
RW 10/17-2	11/21/2017	US BANK	4.29	Felt Pad-New Cr Card Machine
RW 10/17-3	11/21/2017	US BANK	689.55	Trial KeySecure Unit
SB 10/17-1	11/21/2017	US BANK	350.00	Reg Fee-Incidents Involving Animals Conf-J.Kerr 10/21-10/22
SB 10/17-2	11/21/2017	US BANK	(500.00)	Refund-CSDA Board Secretary/Clerk Conf-Brooks
SB 10/17-3	11/21/2017	US BANK	12.78	Board Meeting Refreshments
SC 10/17-1	11/21/2017	US BANK	10.17	Active911-Mohun
SC 10/17-10	11/21/2017	US BANK	95.26	Black Toner-Stn 38
SC 10/17-11	11/21/2017	US BANK	10.80	iPhone Case-Vanek
SC 10/17-12	11/21/2017	US BANK	638.42	Toner (4)-Brooks
SC 10/17-13	11/21/2017	US BANK	29.95	Kyocera DuraXV Car Chargers (5)-Apparatus Cell Phones
SC 10/17-14	11/21/2017	US BANK	107.17	Amazon Prime Membership
SC 10/17-15	11/21/2017	US BANK	297.67	Yellow/Magenta/Cyan Toners-Stn 31
SC 10/17-16	11/21/2017	US BANK	54.05	USB 2-amp Car Chargers 2 Port (5)-Spares
SC 10/17-17	11/21/2017	US BANK	106.10	2-Packs MaxBoost iPhone Screen Protectors (14)-District
SC 10/17-18	11/21/2017	US BANK	605.33	Dell Docking Stations (4)-Training/McNamara
SC 10/17-2	11/21/2017	US BANK	151.55	Airport Network Equipment-Stn 36
SC 10/17-3	11/21/2017	US BANK	22.67	iPhone Case-Call/iPhone Vent Mounts-Call/Duncan
SC 10/17-4	11/21/2017	US BANK	168.86	Magenta Toner-Comm Center
SC 10/17-5	11/21/2017	US BANK	1,085.53	Docking Station-Leonard
SC 10/17-6	11/21/2017	US BANK	(27.05)	Credit-TP-Link Network Equipment Returned
SC 10/17-7	11/21/2017	US BANK	97.97	Black Toner-Ops Chief
SC 10/17-8	11/21/2017	US BANK	403.36	9.7-in iPad/Cover-Director Yancey
SC 10/17-9	11/21/2017	US BANK	25.96	iPhone Case/iPhone Lightning Cable-Duncan
SS 10/17	11/21/2017	US BANK	26.51	S.Sauve-CalCard Stmt 10/23/17
TW 10/17-1	11/21/2017	US BANK	29.97	Plastic Glasses/Hangers-Station Stock
TW 10/17-2	11/21/2017	US BANK	40.60	Flagging Tape-Wildland
TW 10/17-3	11/21/2017	US BANK	5.52	Batteries-Station Stock
219234	11/20/2017	US BANK EQUIPMENT FINANCE	1,098.96	Admin Ricoh Copiers Lease (2) 11/1/17-12/1/17
219235	11/20/2017	US HEALTHWORKS MEDICAL GROUP...	40.00	DMV Physical (1)
219316	11/30/2017	US HEALTHWORKS MEDICAL GROUP...	110.00	Pre-Employment Physicals-GIS
219236	11/20/2017	VALLEY PLUMBING HOME CTR INC	202.46	Replace Shower Brass Cartridges-Stn 39 Men's Bathroom
219317	11/30/2017	VALLEY PLUMBING HOME CTR INC	844.00	Hydrojet App Bay Clogged Drain/Inspect Catch Trap-Stn 31

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 11/6/2017 Through 12/10/2017

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
219167	11/9/2017	VALLEY POWER SYSTEMS NORTH INC	9,175.83	Top End Engine Work/Oil Leak Repairs-Unit 527
219237	11/20/2017	VERIZON WIRELESS	196.80	Physio-Control Heart Monitor Modems 9/24/17-10/23/17
219318	11/30/2017	VERIZON WIRELESS	924.02	Cell Phone Charges 10/4/17-11/3/17
219402	12/8/2017	VERIZON WIRELESS	196.92	Physio-Control Heart Monitor Modems 10/24/17-11/23/17
219403	12/8/2017	VETERANS OF FOREIGN WARS	180.00	Holiday/Awards Dinner-FFOY/EEOY/Meyer/Phares/Pangelinan
219238	11/20/2017	VICKIE CALLAHAN	897.25	HeartSafe Polos (13)/Sweatshirts (15)
	11/20/2017	VICKIE CALLAHAN	98.78	Navy Pullover-Pangelinan
	11/20/2017	VICKIE CALLAHAN	191.95	Polo Shirts (3)-iQuest
	11/20/2017	VICKIE CALLAHAN	299.56	Polo Shirts (6)-Technology
	11/20/2017	VICKIE CALLAHAN	2,356.60	Uniform Jackets (28)
219319	11/30/2017	VICKIE CALLAHAN	418.46	Jackets/Job Shirts-Jackson/Suppression
	11/30/2017	VICKIE CALLAHAN	388.99	Jackets/Job Shirts-Yancey/Marhenke/Terry
	11/30/2017	VICKIE CALLAHAN	552.54	Jackets/Polos/Job Shirts-Pedereno/Williams
219343	12/8/2017	VICKIE CALLAHAN	2,905.84	T-Shirts (144)/Shorts (24)/Caps (48)-Stock
219168	11/9/2017	VILCIA RODRIGUEZ	4,050.00	Human Resources Support (67.5 Hrs)-10/2017
219389	12/8/2017	VILCIA RODRIGUEZ	4,290.00	Human Resources Support (71.5 Hrs)-11/2017
219320	11/30/2017	WASTE MANAGEMENT OF ALAMED...	172.83	Stn 38 Garbage Recycling Service-11/17
219321	11/30/2017	WASTE MANAGEMENT OF ALAMED...	86.88	Stn 34 Garbage Recycling Service-11/17
219322	11/30/2017	WASTE MANAGEMENT OF ALAMED...	210.59	Stn 30 Garbage Recycling Service-11/17
219323	11/30/2017	WASTE MANAGEMENT OF ALAMED...	86.88	Stn 39 Garbage Recycling Service-11/17
11/09/17-32	11/9/2017	WATTCO	377.02	New Updated Front Red Lights-Unit 512
11/20/17-38	11/20/2017	WATTCO	77,775.58	Command Staff Emergency Vehicle Upfitting (2)
11/20/17-39	11/20/2017	WESTERN MACHINERY ELECTRIC INC	637.91	Stn 36 Quarterly Generator A Inspection/Swapped Battery
11/20/17-40	11/20/2017	WESTERN MACHINERY ELECTRIC INC	370.41	Stn 39 Quarterly Generator A Inspect/Replace Battery Charger
11/09/17-33	11/9/2017	WILLIAM D ROSS ESQ	6,146.80	Legal Services-General Matters 10/17
11/09/17-34	11/9/2017	WILLIAM D ROSS ESQ	2,607.83	Legal Services-Personnel Matters 10/17
11/09/17-35	11/9/2017	WILLIAM D ROSS ESQ	7,818.75	Legal Services-General/EMS Services 10/17
11/30/17-38	11/30/2017	WITTMAN ENTERPRISES LLC	15,013.26	Ambulance Collection Fees-10/17
219324	11/30/2017	ZURICH AMERICAN INSURANCE CO...	1,871.10	Ambulance Refund
Report Total			1,996,309.98	

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register  
From 11/6/2017 Through 12/10/2017

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>	<u>GL Code</u>
157725	12/8/2017	ACE AUTO REPAIR AND TI...	1,035.43	Frozen Caliper Brake Repairs-Unit 707	1125
157874	12/8/2017	ACE AUTO REPAIR AND TI...	515.17	Replaced Rear A/C Expansion Block-Unit 708	1125
158196	12/8/2017	ACE AUTO REPAIR AND TI...	444.09	Replace Batteries-Unit 387	1125
158331	12/8/2017	ACE AUTO REPAIR AND TI...	1,038.03	Routine Prev. Maint/Oil/Filter Change/Rotate Tire-Unit 300	1125
158333	12/8/2017	ACE AUTO REPAIR AND TI...	331.50	Engine Slow Start Repairs-Unit 708	1125
158334	12/8/2017	ACE AUTO REPAIR AND TI...	283.79	A/C Repairs-Unit 701	1125
158387	12/8/2017	ACE AUTO REPAIR AND TI...	79.47	Routine Prev. Maint/Oil/Filter Change/Rotate Tire-Unit 396	1125
2573946	12/8/2017	ZOLL MEDICAL CORPORAT...	485.00	Autopulse 33206 Repairs/Recertification	1125
62243707	12/8/2017	BOUNDTREE MEDICAL LLC	380.76	Blood Pressure Cuffs-Stn 33 Stock	1125
62243708	12/8/2017	BOUNDTREE MEDICAL LLC	1,086.50	Pharmaceutical Supplies	1125
62243820	12/8/2017	BOUNDTREE MEDICAL LLC	41.00	Medical Supplies	1125
62243884	12/8/2017	BOUNDTREE MEDICAL LLC	5,873.51	Medical Supplies	1125
62244708	12/8/2017	BOUNDTREE MEDICAL LLC	165.04	Medical Supplies	1125
62245090	12/8/2017	BOUNDTREE MEDICAL LLC	53.80	Medical Supplies	1125
62245223	12/8/2017	BOUNDTREE MEDICAL LLC	924.90	Batteries-Suction Units	1125
62248203	12/8/2017	BOUNDTREE MEDICAL LLC	167.84	Fentanyl-EMS	1125
622489399	12/8/2017	BOUNDTREE MEDICAL LLC	313.20	Pharmaceutical Supplies	1125
62252712	12/8/2017	BOUNDTREE MEDICAL LLC	1,349.40	Masimo Set RC-EMS	1125
62263359	12/8/2017	BOUNDTREE MEDICAL LLC	2,050.37	Pharmaceutical Supplies	1125
62263660-CM	12/8/2017	BOUNDTREE MEDICAL LLC	3,550.57	Medical Supplies	1125
62264291	12/8/2017	BOUNDTREE MEDICAL LLC	28.80	Pharmaceutical Supplies	1125
62270359	12/8/2017	BOUNDTREE MEDICAL LLC	419.16	Pharmaceutical Supplies	1125
62272303	12/8/2017	BOUNDTREE MEDICAL LLC	1,033.50	Medical Supplies	1125
Report Total			21,650.83		

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Minutes – November 15, 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, Directors Campbell, Kerr, Stamey and Yancey

**Staff Present:** Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Director of Human Resources Korthamar Wong, Technology Systems Manager Call, EMS Battalion Chief Duggan, District Clerk Brooks and District Counsel Ross.

**Guests:** Ross Smith, Sharon Burke, Mr. and Mrs. D. Reid

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

Financial Consultant Ken Campo led the Pledge of Allegiance.

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

There was a quorum and no changes to the agenda.

**4. PUBLIC COMMENT**

District Resident Ross Smith spoke to the Board regarding our e-notify system and seismic warning systems related to opening of our fire house garage doors in case of an earthquake. Board President Parker stated that there is a device where doors can be raised prior to an earthquake. Staff stated that the upgrading of our website might have interfered with our e-notify system.

District Resident Sharon Burke discussed Hemme Station Park.

District Resident Don Reid passed on a comment regarding the District's great ambulance service.

Chief Meyer and the Board thanked these residents for their comments.

**5. CONSENT CALENDAR**

Director Kerr pulled consent calendar item 5.1, the check register item related to legal fees.



Director Stamey discussed consent item 5.3 stating that regarding our purchasing policies, that we are doing a much better job effectively negotiating with vendors.

Motion by Director Stamey to approve Consent Items No. 5.2-5.7. Motion seconded by Director Yancey. Motion carried.

Director Kerr wanted to be sure we are not duplicating our efforts regarding legal fees noticing that the fees were particularly high this past month. Regarding personnel matters, Director Kerr stated that they are not part of Counsel's retainer. District Counsel Ross stated that he would address this issue in closed session.

Motion by Director Kerr to approve consent item 5.1. Motion seconded by Director Stamey. Motion carried.

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

At this time in the meeting, Chief Meyer called up Deputy Chief Krause and presented him with his 25-year service pin. The Board congratulated Chief Krause for his years of service to the District.

Chief Meyer also recognized Training Captain Spani as he too just completed 25 years with the District. The Board congratulated Captain Spani also.

## **7. OLD BUSINESS**

7.1 Approval of purchase of twelve (12) Physio-Control LP-15 Monitor/Defibrillators in an amount not to exceed \$365,000.

EMS Battalion Chief Duggan provided and explained the background for this purchase. Motion by Director Stamey to approve the purchase of twelve Physio Control defibrillators in an amount not to exceed \$365,000. Motion seconded by Director Kerr. Motion carried.

## **8. NEW BUSINESS**

8.1 Approval of reclassification of Human Resources Generalist from "Non-Exempt" to "Exempt" including 40 hours of paid administrative leave as part of the compensation package.

Human Resources Director Korthamar Wong stated that currently the HR Generalist is a non-exempt position and is requesting this reclassification stating that staff in this position exercise independent judgement and would not be eligible for overtime if the position is reclassified to exempt. Board President Parker asked if there were any union issues with this reclassification, Ms. Korthamar Wong stated no as this is a non-represented position. Director Stamey asked if Meyers Nave has weighed in on this issue and Ms. Korthamar Wong indicated he had.

Motion by Director Stamey to approve the reclassification of the Human Resources Generalist from non-exempt to exempt and to include 40 hours of paid administrative leave as part of the compensation package. Motion seconded by Director Campbell. Motion carried.

8.2 Approval of Resolution No.2017-11 authorizing the Initiation of Proceedings to Enter into a Financing Lease to Finance Equipment.

Chief Meyer provided the background on this item introducing Nicki Tallman from Brandis Tallman to provide a brief overview and answer any questions the Board might have. Chief Meyer stated that this purchase will have a positive impact on our CIP and allow for flexibility in our fleet. Director Campbell asked if at the end of the lease term the rigs would be ours and Finance Consultant Campo concurred. Ms. Tallman stated that the results of this item would come back to the board. Motion by Director Stamey to approve Resolution No. 2017-11. Motion seconded by Director Yancey. Motion carried by roll call vote.

8.3 Approval of purchase of Ballistic Protective Equipment in an amount not to exceed \$45,000.

Chief Phares provided the background of this item stating that this one of his department goals for 2017/2018 and due to all the recent events in the country the timing is perfect. Chief Phares showed the Board samples of the helmet and vest and commented that there will also be joint training with the police departments. Director Yancey stated that this is a great idea. Board President Parker asked if we have policies developed for this equipment and suggested external velcro markings be used on the vests. Chief Phares concurred. Motion by Director Yancey to approve this purchase in an amount not to exceed \$45,000. Director Stamey seconded the motion. Motion carried.

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

Board members commented on all of the positive correspondence in this month's packet mainly thanking us for helping with the north bay fires. Board President Parker complimented all of our personnel.

**10. MONTHLY ACTIVITY REPORTS**

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

Deputy Chief Phares reviewed his board report stating that academy graduation is scheduled for January 19, 2018 at the AT & T building here in San Ramon. Chief Phares also stated this past month i-Quest training has taken place as well as the fourth quarter training module, auto extrication.

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

EMS Battalion Chief Duggan reviewed his board report informing the Board that staff responded to approximately 410 incidents this past month with two incidents cardiac arrest related. Lengthy discussion followed by the board and staff regarding the fire danger on the westside of our District, specifically Alamo. Chief Meyer stated that communication is key and that more education is needed to get out to residents regarding points of exit, defensible space and water supply. Chief Phares stated that plans have been discussed relating to the Ready, Set, Go format and that the District does have good fire trail access. Director Kerr stated that residents need to be educated and now is a good time due to all of the recent fires.

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

Deputy Chief Krause highlighted his attendance at several conferences and that the punch list of items at new Station 32 is almost complete. The only issue was regarding the concrete floors in the station.

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

Deputy Chief Krause provided the Fire and Life Safety Division report stating that our E-plan reviews continue to be positive and all of our state mandated inspections should be complete by the end of the year. Chief Krause also stated two permit technicians have been hired with starting dates in December.

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

In Director of Emergency Communications Pangelinan's absence Chief Meyer reported that Director Pangelinan was voted by the San Ramon Chamber of Commerce as Employee of the Year, with a dinner honoring her as well as others in different categories on Thursday, December 7, 2017. Chief Meyer also stated that our reserves were a great help with the recent north bay fires.

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

Human Resources Director Korthamar Wong stated that Human Resources has been extremely busy with recruitments and is also focusing on workers compensation. Board President Parker inquired as to whether employees choose their own physician. Director Wong stated that employees can pre-designate their own doctor.

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

Financial Consultant Campo stated that there were no October financials in the packet due to the early date of this board meeting, they will be included in the December Board packet along with the CAFR. Financial Consultant Campo stated that he attended a CSDA regional meeting where the topic was reallocation of property taxes. Director Kerr asked how this became a CSDA issue and Consultant Campo stated through the Tax Payer's Association.

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

Chief Meyer informed the Board that he attended the 100 Club Annual meeting as well as the Annual Retiree luncheon this past week. Chief Meyer also updated the Board regarding EBRCS and the cost of radios. Chief Meyer thanked those who attended the grand opening of new Station 32 and informed the Board that he has been elected the Chair of the Contra Costa County Executive Chiefs again. Chief Meyer passed out new ball caps for the Board, thanking Training Assistant Perceval who organized the ordering of these caps.

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

- 11.1 CSDA Update provided by Controller Koran, issues addressed were Little Hoover Commission review, LAFCO, transparency, Redevelopment Oversight board, Financial Planning, and SB96 changes to Public Works registration requirements.

Director Stamey asked staff to look into fixing or replacing the Board chairs in the boardroom and that he attended the CSDA conference and Streets Smart program this past month.

Director Yancey attended the survivors luncheon stating what a lovely event it was, thanking Battalion Chief Duggan for organizing the event. Director Yancey also complimented Inspectors Castro and Vanek who provided training on Hands Only CPR.

## **2. UPCOMING CALENDAR OF EVENTS**

Thursday and Friday, November 23 and 24, 2017 – Thanksgiving Holiday, District offices closed.

Thursday, December 7, 2017 – San Ramon Chamber of Commerce Business and Community Awards Dinner, 5:30 p.m., Bridges Golf Club.

Thursday, December 14, 2017 – Assemblywoman Catherine Baker Holiday Open House 6-8 p.m.

Wednesday, December 20, 2017 – Monthly Board Meeting, 4:00 p.m.

Monday, and Tuesday December 25 and 26, 2017 – Christmas Holiday, District offices closed.

The regular meeting adjourned at 3:10 p.m. The Board adjourned to Closed Session at 3:30 p.m. with the Closed Session and meeting concluding at 4:00 p.m.

## **13. CLOSED SESSION**

- 13.1 Possible exposure to litigation (3 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

**14. RETURN TO OPEN SESSION**

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

**16. ADJOURNMENT TO THE NEXT REGULARLY SCHEDULED BOARD MEETING AT 1:00 P.M. WEDNESDAY, DECEMBER 20, 2017 IN THE BOARDROOM.**

Prepared by: \_\_\_\_\_  
Susan F. Brooks  
District Clerk

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

William D. Ross  
Karin A. Briggs  
David Schwarz

Kypros G. Hostetter  
Of Counsel

Law Offices of  
**William D. Ross**  
400 Lambert Avenue  
Palo Alto, California 94306  
Telephone: (650) 843-8080  
Facsimile: (650) 843-8093

Los Angeles Office:

11420 Santa Monica Blvd  
#25532  
Los Angeles, CA 90025

File No: 45/3

December 11, 2017

**VIA ELECTRONIC TRANSMISSION**

[sbrooks@srvfire.ca.gov](mailto:sbrooks@srvfire.ca.gov)

The Honorable Don Parker, President  
and Members of the District Board of Directors  
San Ramon Valley Fire Protection District  
1500 Bollinger Canyon Road  
San Ramon, California 94583

Re: Report Upon Return From Closed Sessions; District Board of Directors,  
Regular Meeting, November 15, 2017

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Dear President Parker and Members of the District Board:

This communication sets forth reportable action, if any, of the Board of Directors ("Board") of the San Ramon Valley Fire Protection District ("District") consistent with provisions of the Ralph M. Brown Open Meeting Act (Government Code section 54950 *et seq.*), resulting from the Closed Session of the November 15, 2017 Regular District Board Meeting.

The Open Session convened at 1:00 p.m. to address matters agendized for Board consideration. The Open Session concluded at 3:10 p.m. and your Board adjourned into Closed Session at 3:30 p.m.

There was one item agendized for Closed Session consideration:

- 13.1 Possible exposure to litigation (3 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

With respect to the first matter considered under Agenda Item No. 13.1, there was reportable action in the form of unanimous direction by the Board that a claim for property damage dated October 17, 2017, advanced by a Ms. Sue Cooley in the amount \$1,509, be denied and referred to the District's carrier for further response.

With respect to the second matter considered under Agenda Item No. 13.1, there was

The Honorable Don Parker, President  
and Members of the District Board of Directors  
San Ramon Valley Fire Protection District  
December 11, 2017  
Page 2

reportable action in the form of unanimous direction by the Board that a claim for property damage dated October 26, 2017, advanced by the entity PJMB in the amount \$2,299.76, be denied and the matter be referred to the District insurance carrier.

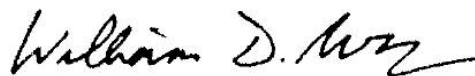
With respect to the third matter considered under Agenda Item No. 13.1, there was no reportable action under the common law attorney-client privilege and that provided by Government Code section 54956.9(d)(2).

The Closed Session concluded at 4:00 p.m. with the indication that a written Report Upon Return from Closed Session would be prepared consistent with the provisions of Government Code section 54957.1 for the matters agendized for Closed Session consideration. The meeting was also adjourned at 4:00 p.m.

This communication should be added to the Agenda for review under the Consent Calendar of your next Regular or Special Meeting.

If there are any questions concerning its content, it may be taken off the Consent Calendar at that time or our office may be contacted in the interim.

Very truly yours,

A handwritten signature in black ink, appearing to read "William D. Ross", written in a cursive style.

William D. Ross

WDR:bk

cc: Paige Meyer, District Chief

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

For the Month of: **October 2017**

Department	# Reg Employees	Gross Wages	Payroll Taxes	Retirement	Total	% of Total
GL Acct Number		(5110,5115,5120,5121)	(5140)	(5150,5151)		
Board of Directors	5	1,245.00	95.26	-	1,340.26	0.03%
Fire Chief	2	38,570.65	840.59	21,513.13	60,924.37	1.30%
Personnel	2	26,861.78	527.93	2,944.33	30,334.04	0.65%
Finance	3	29,405.74	415.05	9,876.98	39,697.77	0.85%
Fire Life Safety	9	113,933.30	2,130.61	49,777.71	165,841.62	3.54%
Technology	2	23,417.36	341.48	7,916.95	31,675.79	0.68%
Facilities	1	8,311.16	240.22	2,453.11	11,004.49	0.23%
Fire Suppression	136	2,730,035.38	37,708.37	1,224,550.25	3,992,294.00	85.15%
Communication Center	12	188,498.90	3,033.43	45,337.17	236,869.50	5.05%
Fleet	1	9,512.88	137.93	3,005.00	12,655.81	0.27%
Training	1	5,647.00	81.03	2,052.12	7,780.15	0.17%
EMS	2	32,988.50	915.74	24,952.24	58,856.48	1.26%
Rescue		26,846.38			26,846.38	0.57%
HazMat		12,488.60			12,488.60	0.27%
<b>TOTALS</b>	<b>176</b>	<b>3,247,762.63</b>	<b>46,467.64</b>	<b>1,394,378.99</b>	<b>4,688,609.26</b>	<b>100.00%</b>



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

For the Month of: **November 2017**

Department	# Reg Employees	Gross Wages	Payroll Taxes	Retirement	Total	% of Total
GL Acct Number		(5110,5115,5120,5121)	(5140)	(5150,5151)		
Board of Directors	5	720.00	55.07	-	775.07	0.02%
Fire Chief	2	35,997.61	695.01	10,068.82	46,761.44	0.99%
Personnel	2	29,750.88	495.89	4,306.77	34,553.54	0.74%
Finance	3	29,233.24	415.05	9,876.98	39,525.27	0.84%
Fire Life Safety	10	124,364.36	1,876.42	60,141.65	186,382.43	3.97%
Technology	2	34,876.95	813.13	10,242.62	45,932.70	0.98%
Facilities	1	9,057.65	276.91	2,453.11	11,787.67	0.25%
Fire Suppression	135	2,516,839.39	34,836.26	1,388,129.12	3,939,804.77	83.83%
Communication Center	12	181,150.02	2,860.59	47,825.34	231,835.95	4.93%
Fleet	1	8,887.74	128.88	3,005.00	12,021.62	0.26%
Training	1	5,859.12	84.11	2,052.12	7,995.35	0.17%
EMS	2	48,084.50	882.04	36,370.73	85,337.27	1.82%
Rescue		20,663.43		14,832.09	35,495.52	0.76%
HazMat		12,287.00		9,293.79	21,580.79	0.46%
<b>TOTALS</b>	<b>176</b>	<b>3,057,771.89</b>	<b>43,419.36</b>	<b>1,598,598.14</b>	<b>4,699,789.39</b>	<b>100.00%</b>



# 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: December 20, 2017  
To: Board of Directors  
From: Lon Phares, Deputy Chief Operations  
Subject: Final Hydrant Replacement Phase

---

## **Background:**

Several years ago the District initiated a program to replace all standard 2.5 inch fire hydrants in the District with a model 64 steamer hydrant containing a 4.5 inch outlet connection in order to optimize available flow. We are aware of 28 standard 2.5 inch hydrants that currently remain scattered throughout the District. The 2017/2018 Operations Budget includes appropriations of \$54,965 to replace all remaining fire hydrants with the model 64 steamer hydrant. The cost for replacement is \$1,518 per fire hydrant, for a total cost of \$44,268. By replacing these remaining 28 hydrants we will conclude the 2.5 inch replacement project in the District.

Additionally, staff has contacted East Bay Municipal Utility District (EBMUD) to ensure the selected hydrants would generate optimum benefit by considering such factors as available pressure, pipe sizes, elevation and/or distance from source.

## **Recommended Board Action:**

Authorize staff to replace 28 standard 2.5 inch fire hydrants with a model 64 steamer hydrant with a cost not to exceed \$44,268.

## **Fiscal Impact:**

The 2017/2018 Operations Budget contains sufficient funding to cover the replacement cost.



# San Ramon Valley Fire Protection District

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www.firedepartment.org | info@firedepartment.org

Date: December 20, 2017

To: Board of Directors

From: Natalie Korthamar Wong, Director of Human Resources

Re: Workers' Compensation Insurance  
Self-Insurance Assessment for Fiscal Year 2017-2018

---

## **Background**

The District is self-insured for workers' compensation insurance. As a self-insured employer, the District is regulated by the State of California, Department of Industrial Relations, Office of Self-Insurance Plans. Labor Code Sections 62.5 and 62.6 authorize the Department of Industrial Relations to assess employers for the cost to administer the workers' compensation program. The assessment is based upon the total indemnity (i.e., paid time off) costs actually paid by the District in FY 2016-2017. The current assessment amount is \$62,783, which is up \$26,595.17 (or 73%) from the previous year.

As we've been discussing, the District experienced a significant increase in the number of long-term, on the job injuries experienced last fiscal year; which led to a significant increase in indemnity costs, backfill overtime costs and relatedly, the assessment from the Department of Industrial Relations.

## **Financial Impacts:**

The Human Resources Division budgeted \$37,000 for the state assessment. The excess workers' compensation insurance premium for the current year was approximately \$28,000 under budget, which is sufficient to cover the additional \$25,783 for the state assessment.

## **Recommended Board Action:**

Authorize payment to the State of California for the Workers' Compensation Insurance Self-Insurance Assessment for Fiscal Year 2017-2018 in the amount of \$62,783.



**Department of Industrial Relations**

Office of Self-Insurance Plans  
 11050 Olson Drive, Suite 230  
 Rancho Cordova, CA 95670  
 (916) 464-7000  
 Fax: (916) 464-7007

**INVOICE**

Invoice Number: OSIP 64602  
 Certificate No.: 7414  
 Invoice Date: December 1, 2017  
 Due Date: December 31, 2017  
 OSIP Federal Tax ID.: 94-3160882

Customer Information:

Billing Address:		Send Payment To:	
Company:	San Ramon Valley Fire Protection District	Company:	Department Of Industrial Relations
Name:	Martin Koran	Name:	Office of Self Insurance Plans
Address:	1500 Bollinger Canyon Rd	Address:	11050 Olson Drive, Suite 230
City/State/Zip	San Ramon, CA 94583	City/State/Zip	Rancho Cordova, CA 95670

For : San Ramon Valley Fire Protection District

**Terms:** Due and payable within 30 days

Factor	Assessment for fiscal year July 1, 2017 through June 30, 2018 using 2016/ 2017 Public Annual Report	Paid Indemnity (Line 4 on the Annual Report)	Assessment Due
0.032620	Workers' Compensation Administration Revolving Fund Assessment (WCARF)	\$ 783,632	\$ 25,562.07
0.007006	Uninsured Employers Benefits Trust Fund Assessment (UEBTF)	\$ 783,632	\$ 5,490.12
0.011754	Subsequent Injuries Benefits Trust Fund Assessment (SIBTF)	\$ 783,632	\$ 9,210.81
0.011066	Occupational Safety and Health Fund Assessment (OSHF)	\$ 783,632	\$ 8,671.67
0.008790	Workers's Compensation Fraud Account Assessment (FRAUD)	\$ 783,632	\$ 6,888.12
0.008882	Labor Enforcement and Compliance Fund (LECF)	\$ 783,632	\$ 6,960.21
<b>License Fee Assessment:</b>			
	Base Fee (determined by total number of employees)		\$ 0.00
	Additional Location Fee (No. of Locations)		\$ 0.00
	Per Capita Employee Charge (# of ee's * 0 )	License Fee Assessment Subtotal:	\$ 0.00
<b>Invoice Totals:</b>			<b>\$ 62,783.00</b>
<b>Amount Paid:</b>			<b>\$ 0.00</b>
<b>Balance Due:</b>			<b>\$ 62,783.00</b>

Notes:

The letter establishing the assessment factors and methodology used for calculation are available on the OSIP website at <http://sip.dir.ca.gov> You can also make an electronic funds transfer(EFT)payment online at <http://www.dir.ca.gov/osip> It is very important to enter the correct invoice number when making an online payment.

**SPECIAL ANNOUNCEMENTS/  
PRESENTATIONS/  
GENERAL 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](http://www.firedepartment.org) | [info@firedepartment.org](mailto:info@firedepartment.org)

Date: December 20, 2017  
To: Board of Directors  
From: William D. Ross, District Counsel  
Subject: Special Presentation – Sale of District “Hemme” Property

---

During the Public Comment period at the last public meeting of the San Ramon Valley Fire Protection District (“District”) Board of Directors, the issue was raised whether there were potential deficiencies in the public notices given to public agencies for the District’s proposed sale of the District “Hemme Property.” Whether the District conducted sufficient environmental review of the Hemme Property was also raised.

By way of background, on June 5, 2014, the District and Contra Costa County entered into a Purchase and Sale Agreement for the sale of surplus District real property commonly referred to as the Hemme Property, located at 1193 Danville Boulevard in Alamo, California, and bearing APN 198-132-017.

Pursuant to the California Surplus Land Act (Government Code section 54220 *et seq.*), certain defined public agencies within the District’s boundaries are to receive 60-days’ notice of the intent to sell the property, in essence giving them a right of first refusal before the property can be sold to the public at large. (See, Government Code Section 54222). Specifically, notice is to be sent to agencies for potential use as either (1) low or moderate-income housing, (2) parks, recreational, or open-space purposes, (3) school facilities, (4) enterprise zone purposes, or (5) infill or transit zone purposes, as defined by statute.

Consistent with this authority, beginning in December 2013 the following agencies were identified as entities that were to receive notice of the District’s intent to sell the Hemme Property. These included the following public entities:

- Town of Danville
- City of San Ramon
- San Ramon Valley Unified School District
- East Bay Regional Park District
- Contra Costa Resource Conservation District
- Mt. Diablo Unified School District
- Dublin-San Ramon Services District
- County of Contra Costa

Form letters notifying these entities of the intended sale were prepared, though it has not been confirmed that all of them received the notices. Based on a review of the records, it is known that the Town of Danville, the City of San Ramon, the San Ramon Valley Unified School District,

and the East Bay Regional Park District were sent executed notices. Public Records Requests are being directed to the remaining entities to determine whether they received the notices as well (attached). It is important to note that *even if* any of these entities did not receive notice, it would *not* invalidate the sale. (Government Code section 54230.5).

As for environmental review of the Hemme Property, we have documented that a Phase I Site Assessment has been performed. Research was conducted by Kleinfelder in 2005 and ENGEO in 2014, both of which had not revealed any problems with the property.

Moreover, records of the State Water Resources Control Board do not indicate that there are any pending environmental cleanup issues with the Hemme Property. In fact, these records indicate that, in order to address the matter, the County requested that ENGEO perform a supplemental review of the Property. In a May 1, 2017 Supplemental Characterization Report, ENGEO concludes that there is "no evidence of impact to the Property" due to the presence of a former gas station.

This would appear to confirm our view that an old picture showing a gasoline pump is not evidence of contamination on the site.

William D. Ross  
Karin A. Briggs  
David Schwarz

Kypros G. Hostetter  
Of Counsel

Law Offices of  
**William D. Ross**  
400 Lambert Avenue  
Palo Alto, California 94306  
Telephone: (650) 843-8080  
Facsimile: (650) 843-8093

Los Angeles Office:

11420 Santa Monica Blvd  
#25532  
Los Angeles, CA 90025

File No: 45/3.1

December 14, 2017

VIA U.S. MAIL

Contra Costa County Clerk-Recorder  
P.O. Box 350  
Martinez, CA 94553

RE: Public Records Request; Offer to Purchase or Lease Surplus Property of the San Ramon Valley Fire Protection District; APN 198-132-017

Dear Sir/Madam:

Pursuant to the California Public Records Act (Govt. Code 6250 *et seq.*), we are requesting the following documents and information from your agency:

1. All notices, letters, communications, reports, and other types of correspondence in any form including writing or electronic data, received from, sent to, or relating to the San Ramon Valley Fire Protection District's ("District") notice of an offer to purchase or lease surplus property of the District located at 1193 Danville Boulevard, Alamo, CA 94507, also known as the "Hemme" Property during the time period of November 2013 – February 2014.

Pursuant to Government Code Section 6253(b), please make the records "promptly available," for inspection and copying, based on payment of "fees covering direct costs of duplication, or statutory fee, if applicable."

If a portion of the information requested is exempt from disclosure by express provisions of law, Government Code Section 6253(a) additionally requires segregation and deletion of that material in order that the remainder of the information may be released. If you determine that an express provision of law exists to exempt from disclosure all or a portion of the material requested, Government Code Section 6253(c) requires notification of the reasons for the determination not later than ten (10) days from your receipt of this request.

Government Code Section 6253(d) prohibits the use of the 10-day period, or any provisions of the Public Records Act "to delay access for purposes of inspecting public records."



December 14, 2017  
Page 2

Please contact our office if you have questions or need additional information.

Very truly yours,

A handwritten signature in black ink, appearing to read "William D. Ross". The signature is fluid and cursive, with a prominent flourish at the end.

William D. Ross

WDR:KAB

William D. Ross  
Karin A. Briggs  
David Schwarz

Kypros G. Hostetter  
Of Counsel

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Los Angeles Office:

11420 Santa Monica Blvd  
#25532  
Los Angeles, CA 90025

File No: 45/3.1

December 14, 2017

VIA U.S. MAIL

Dublin-San Ramon Services District  
7051 Dublin Blvd  
Dublin, CA 94568

RE: Public Records Request; Offer to Purchase or Lease Surplus Property of the San Ramon Valley Fire Protection District; APN 198-132-017

Dear Sir/Madam:

Pursuant to the California Public Records Act (Govt. Code 6250 *et seq.*), we are requesting the following documents and information from your agency:

1. All notices, letters, communications, reports, and other types of correspondence in any form including writing or electronic data, received from, sent to, or relating to the San Ramon Valley Fire Protection District's ("District") notice of an offer to purchase or lease surplus property of the District located at 1193 Danville Boulevard, Alamo, CA 94507, also known as the "Hemme" Property during the time period of November 2013 – February 2014.

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December 14, 2017  
Page 2

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Los Angeles Office:

11420 Santa Monica Blvd  
#25532  
Los Angeles, CA 90025

File No: 45/3.1

December 14, 2017

VIA U.S. MAIL

Contra Costa Resource Conservation District  
5552 Clayton Rd.  
Concord, CA 94521

RE: Public Records Request; Offer to Purchase or Lease Surplus Property of the San Ramon Valley Fire Protection District; APN 198-132-017

Dear Sir/Madam:

Pursuant to the California Public Records Act (Govt. Code 6250 *et seq.*), we are requesting the following documents and information from your agency:

1. All notices, letters, communications, reports, and other types of correspondence in any form including writing or electronic data, received from, sent to, or relating to the San Ramon Valley Fire Protection District's ("District") notice of an offer to purchase or lease surplus property of the District located at 1193 Danville Boulevard, Alamo, CA 94507, also known as the "Hemme" Property during the time period of November 2013 – February 2014.

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December 14, 2017  
Page 2

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William D. Ross

WDR:KAB

William D. Ross  
Karin A. Briggs  
David Schwarz

Kypros G. Hostetter  
Of Counsel

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**William D. Ross**  
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Los Angeles Office:

11420 Santa Monica Blvd  
#25532  
Los Angeles, CA 90025

File No: 45/3.1

December 14, 2017

VIA U.S. MAIL

Mt. Diablo Unified School District  
1936 Carlotta Drive  
Concord, CA 94519

RE: Public Records Request; Offer to Purchase or Lease Surplus Property of the San Ramon Valley Fire Protection District; APN 198-132-017

Dear Sir/Madam:

Pursuant to the California Public Records Act (Govt. Code 6250 *et seq.*), we are requesting the following documents and information from your agency:

1. All notices, letters, communications, reports, and other types of correspondence in any form including writing or electronic data, received from, sent to, or relating to the San Ramon Valley Fire Protection District's ("District") notice of an offer to purchase or lease surplus property of the District located at 1193 Danville Boulevard, Alamo, CA 94507, also known as the "Hemme" Property during the time period of November 2013 – February 2014.

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December 14, 2017  
Page 2

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William D. Ross

WDR:KAB

# **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:** December 20, 2017

**To:** Board of Directors

**From:** Derek Krause, Deputy Chief

**Subject:** Contract with ENGEO Inc. for Underground Tank Subsurface Assessment –  
Additionally Required Evaluation

---

## **Background:**

In 2004, an underground fuel storage tank was removed from the former Station 32 site on Stone Valley Road in Alamo. The District however did not seek a final closure letter from the Regional Water Quality Control Board (RWQCB) as to whether the site was free of any ground contamination because it was deemed not necessary at the time if the station was to remain in operation for the foreseeable future. Now that the station has been decommissioned, the District needs to determine to the extent of any ground contamination and whether any remediation measures are needed. Such determination is a prerequisite to the sale, disposition or other use of the property.

At the June 2017, meeting, the Board authorized staff, following a Request for Proposals, to contract with a hydrogeological firm, ENGEO, to develop a work plan for approval by the local RWQCB. The plan outlined a process to collect samples, prepare a conceptual site model, conduct risk analysis and request a “No Further Action” letter and closure of the underground storage tank (UST) case under the Low Threat Closure policy and criteria. That work was conducted and a closure letter was requested by ENGEO. The RWQCB denied the closure letter based on the fact that soil contamination was detected at the boundaries of the test field. The RWQCB feels that the extent of contamination cannot be determined without further testing and identification of an uncontaminated perimeter. Based on the report from ENGEO and in furtherance of obtaining a closure letter, a revised plan will need to be developed, new meters need to be placed in additional locations, borings conducted, samples taken, additional laboratory analysis conducted and a new closure letter requested. ENGEO has developed a Proposal for Additional Site Characterization at the request of staff for the additional monitoring measures. Staff also received a Request for Change Order for the previous work based on additional time, equipment and materials for the unanticipated thickness of the concrete and the very high clay concentration of the soil requiring additional driller fees, lab fees, permitting fees, sampling time, site visits and professional services. Staff was able to negotiate a reduction in their original request, resulting in the final proposed fee amount before the Board at this time - \$5,088.50 for the change order and \$35,600 for the additional work.

**Recommendation Board Action:**

Authorize staff to contract with ENGEO for the services outlined above for an amount not to exceed \$40,689.

**Fiscal Impact:**

Funds are currently available in the Capital budget and will be replaced through the sale or lease of the surplus property.

# **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:** December 20, 2017

**To:** Board of Directors

**From:** Paige Meyer, Fire Chief  
Ken Campo, Interim CFO

**Subject:** Consideration of Resolution No. 2017-13 Authorizing Execution of a Lease/Purchase Agreement with Bank of America in an amount not to exceed \$5.5 million, and approving related documents and actions.

---

## **Background:**

At the November 15, 2017 meeting, the Board initiated the lease purchase financing proceedings and authorized Brandis Tallman LLC to distribute RFP's to potential lenders. District staff reviewed the results of the RFP process with Brandis Tallman and selected Bank of America as the lender for the equipment. The ten-year term of the lease provides for semi-annual payments totaling approximately \$613,000 per year, based on an interest rate of 2.33%, with a project fund of \$5.4 million. (Note that the proposals received for this financing were heavily influenced by the proposed changes to the federal tax code. Representatives of Brandis Tallman will be present at the Board meeting to further discuss the proposals and selection of Bank of America.)

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

A copy the Master Equipment Lease/Purchase Agreement and related documents are on file with the District Clerk and available for inspection upon request.

## **Recommendation Board Action:**

Staff recommends the Board approve, by roll call vote, Resolution No. 2017-13 Authorizing Execution of a Lease/Purchase Agreement with Bank of America in an amount not to exceed \$5.5 million, and approving related documents and actions.

## **Fiscal Impact:**

As presented at the November 15, 2017, meeting, the District's 10-year (operating) financial forecast has been updated to reflect the projected annual lease payments, along with increased capital contributions to the updated CIP. (The CIP has been updated to reflect current expectations on the replacement of major apparatus.) Ending balances and reserves in the operating and capital funds remain above Board policy throughout the forecast period.

(Attachments: Resolution No. 2017-13)

**RESOLUTION NO. 2017-13**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN RAMON VALLEY FIRE PROTECTION DISTRICT AUTHORIZING  
THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT  
LEASE/PURCHASE AGREEMENT AND SEPARATE LEASE SCHEDULES  
WITH RESPECT TO THE ACQUISITION, PURCHASE, FINANCING AND  
LEASING OF CERTAIN AMBULANCES AND FIRE ENGINES,  
AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS  
REQUIRED IN CONNECTION THEREWITH, AND APPROVING  
RELATED DOCUMENTS AND ACTIONS**

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

**WHEREAS**, the District desires to purchase, acquire and lease ambulances and fire engines (the “Equipment”) constituting personal property necessary for the District to perform essential governmental functions; and

**WHEREAS**, in order to acquire such Equipment, the District proposes to enter into that certain Master Equipment Lease/Purchase Agreement (the “Agreement”) and separate Lease Schedules from time to time as provided in the Agreement with Bank of America, National Association, or an affiliate, as lessor, the form of which has been presented to the Board of Directors of the District (the “Board”) at this meeting; and

**WHEREAS**, the Board deems it for the benefit of the District and for the efficient and effective administration thereof to enter into the Agreement and the separate Lease Schedules as provided in the Agreement for the purchase, acquisition and leasing of the Equipment to be therein described on the terms and conditions therein provided;

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

**Section 1. Approval of Documents.** The form, terms and provisions of the Agreement and the separate Lease Schedules, and any related Escrow Agreement, as provided in the Agreement are hereby approved in substantially the forms presented at this meeting, with such insertions, omissions and changes as shall be approved by the District Fire Chief or designee executing the same, so long as the principal amount of the Agreement does not exceed \$5,500,000, and so long as the interest rate used to calculate the interest component of the Rental Payments payable under the Agreement does not exceed 2.5%. The Fire Chief of the District is hereby authorized and directed to execute, and the District Clerk is hereby authorized and directed to attest and countersign, the Agreement and each Lease Schedule and any related Exhibits attached thereto, and to deliver the Agreement and each Lease Schedule (including such Exhibits) to the respective parties thereto; the execution and delivery of the Agreement and the separate Lease Schedules being conclusive evidence of such approval. The District Fire Chief is hereby authorized, in consultation with legal counsel to the District, to designate

a Lease Schedule as a “tax-exempt obligation” for purposes of Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended.

**Section 2. Other Actions Authorized.** The President, the Fire Chief, the Interim Chief Finance Officer, the District Clerk and all other officers of the District are each authorized and directed in the name and on behalf of the District to take all action necessary or reasonably required by the parties to the Agreement and each Lease Schedule to carry out, give effect to and consummate the transactions contemplated thereby (including the execution and delivery of Acceptance Certificates, Escrow Agreements, disbursement requests, and any tax certificate and agreement, each with respect to separate Lease Schedules, as contemplated in the Agreement) and to take all action necessary in conformity therewith, including, without limitation, the execution and delivery of any closing and other documents required to be delivered in connection with the Agreement and each Lease Schedule.

**Section 3. No General Liability.** Nothing contained in this Resolution, the Agreement, any Lease Schedule nor any other instrument shall be construed with respect to the District as incurring a pecuniary liability or charge upon the general credit of the District, nor shall the breach of any agreement contained in this Resolution, the Agreement, any Lease Schedule or any other instrument or document executed in connection therewith impose any pecuniary liability upon the District or any charge upon its general credit, except to the extent that the Rental Payments payable under each Lease are special limited obligations of the District as provided in such Lease.

**Section 4. Appointment of Authorized District Representatives.** The District Fire Chief or designee are each hereby designated to act as authorized representatives of the District for purposes of the Agreement and each Lease Schedule and related Escrow Agreement until such time as the governing body of the District shall designate any other or different authorized representative for purposes of the Agreement and each Lease Schedule.

**Section 5. Severability.** If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

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

\* \* \* \* \*

I hereby certify that the foregoing Resolution was passed and adopted by the Board of Directors of the San Ramon Valley Fire Protection District, at a regular meeting thereof duly held on the 20th day of December 2017, by a majority vote of all of its members.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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

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

**ATTEST:**

\_\_\_\_\_  
Susan F. Brooks, District Clerk

**ADOPTED** by the following votes:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED AS TO FORM:**

**APPROVED TO CONTENT:**

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

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



# 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: December 20, 2017

To: Board of Directors

From: Martin Koran, Controller

Subject: Update to Overtime and Portal to Portal Pay for Employees Assigned to Emergency Response

---

## **Background:**

The San Ramon Valley Fire Protection District participates in the California Fire Service and Rescue Emergency Mutual Aid System. The California Fire Assistance Agreement (CFAA) is the negotiated reimbursement mechanism for local government fire agency responses under the Mutual Aid System. The CFAA provides for reimbursement of overtime and portal to portal to District employees while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response. The District is currently reimbursed for overtime and portal to portal costs of safety classifications under Resolution 2015-02 (approved March 25, 2015). The attached updated resolution adds Public Safety Dispatch Supervisors and Public Safety Dispatchers. So far in FY2017/18, the District has requested \$517,000 of reimbursements through the CFAA.

## **Recommended Board Action:**

Approve the attached resolution authorizing overtime and portal to portal pay for employees.

## **Financial Impacts:**

Authorizing overtime and portal to portal pay for employees allows the District to continue to be eligible for reimbursement through the CFAA, amounting to a potential average of \$200,000 per year.



**RESOLUTION NO. 2017-12**

**RESOLUTION OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
AUTHORIZING OVERTIME AND PORTAL TO PORTAL PAY FOR EMPLOYEES**

**WHEREAS**, the San Ramon Valley Fire Protection District is a public agency located in the County of Contra Costa, State of California, and

**WHEREAS**, it is the District's desire to provide fair and legal payment to all its employees for time worked; and

**WHEREAS**, the District has in its employ, Fire department response personnel include: Fire Chief, Deputy Chief, Division Chief/Fire Marshal, Battalion Chief, Captain, Engineer, Firefighter/Paramedic, Deputy Fire Marshal, Public Safety Dispatch Supervisor, and Public Safety Dispatcher; and

**WHEREAS**, the District will compensate its employees portal to portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

**WHEREAS**, the District will compensate its employees overtime in accordance with their current Memorandum of Understanding while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.

**NOW THEREFORE BE IT RESOLVED** that the conditions set forth in this resolution, as stated above, take effect upon adoption by the District Board of Directors.

**PASSED, APPROVED AND ADOPTED** this 20th day of December 2017, at a regular meeting of the District Board of Directors at San Ramon, California.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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

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

**ATTEST:**

\_\_\_\_\_  
Susan F. Brooks, District Clerk

**APPROVED AS TO FORM:**

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

**APPROVED TO CONTENT:**

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

# **CORRESPONDENCE**

Kathleen Respini  
Hannah's Children

15 November 2017

Dear Responders,

This is to all of you who are not only first responders, but responders of every area and of every expertise, on the front lines, or behind the scenes, who responded in one way or another, during the wild fire crisis in Northern California during the month of October, 2017.

I am an ordinary citizen of the city of Napa. I was very fortunate in that my home happens to be in a neighborhood that was untouched by the fire. We also had cell phone service and electricity during the entire crisis. That's not to say we weren't very nervous as the situation remained fluid for so many days.

As I had errands to take care of during these days, I couldn't help but notice the multitude of police, sheriff, fire, news, and many other vehicles that originated from so many places...with city or county names I didn't even recognize. It was this that touched me to my core. I know you all will say you were just doing your jobs, but to me, you all are the heroes who came to our aide in our most desperate hours. I thought of the families you left behind, some under evacuation. And I thought of those of you whose homes were burned to the ground as you fought to save our communities. I thought of your selflessness as you worked long hours in unforgiving conditions. I saw the many white tents and the trucks all lined up at the Town and Country Fair Grounds in Napa. As I drove past, I willed my truck to be quiet so as not to disturb your sleep. It felt as though even the ground you slept on was sacred, bringing much needed rest.

I have never witnessed such sacrifice by so many for communities where they are not even known. This is humanity at its best, while in the worst of circumstances. This was nothing short of amazing.

I wish to convey my deepest appreciation to all of you, each and every one, although I doubt there are words adequate to this task.

Thank you from the bottom of my heart.

Sincerely,



Kathleen Respini



STATE OF CALIFORNIA

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

SANTA ROSA OFFICE  
50 D STREET, SANTA ROSA, CA 95402  
1-707-576-2100 • FAX 1-707-576-2113  
www.cdtfa.ca.gov

EDMUND G. BROWN JR.  
Governor

MARYBEL BATJER  
Secretary, Government Operations Agency

NICOLAS MADUROS  
Director

October 26, 2017

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

Dear Chief Paige Meyer

With profound gratitude and deepest appreciation we thank the San Ramon Valley Fire Protection District who courageously provided assistance in our time of need.

In the midst of rapidly developing hardship and destruction you worked selflessly to fight fires, protecting lives and property in our community during the Santa Rosa and North Bay Fire Storm of 2017. With dedication and commitment you worked and fought valiantly to contain the fires for over a week. There are no words to completely express our deepest gratitude to ALL who work in the department. Emergency fire personnel and the fire trucks that traveled to our community are a testament to your dedication of preserving life and property. Your department's assistance felt like divine intervention from above that blessed us at a time we thought we could lose our entire community.

Thank you for all of the courageous efforts in putting your lives on the line to save our lives, peoples' homes, and animals through the fire storm. Your presence was a wonderful reassurance that we would somehow get through this tragic event.

You are true defenders preventing further devastation to our community. Thank you from the bottom of our hearts.

Sincerely the Santa Rosa Staff:  
#sonomastrong



Thank You!  
James Goun?

Thank You!  
M. Lopez

Thank you  
Mohamad  
Thank you for  
ins here.  
plank

Thank you!  
Dana H. @ you!  
Thank you!  
Alicia

♥CB Thank you!  
Amber

Thank you  
Anissa

Thank you!  
James!  
Thank you!  
Janana

Thank you!  
Trevor  
Thank you!  
Eric!

Thank you!  
KATE  
Thank you!  
Daniel

Thank you!  
Cathy

Thank you!  
Rebecca

Eternally grateful!  
Cathy

Thank you!  
Jana

Thank you!  
Alicia

Thank you!  
Salma  
Alice  
Thank you!  
Lisa

Thank you!  
Denise

Thank you!  
Rosa D.

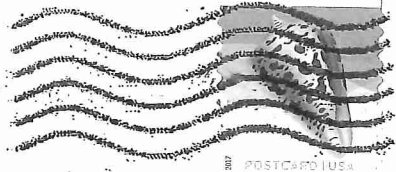
# GABRIEL!

## FIRE FIGHTERS ROC.



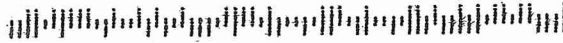
Windsor Presbyterian Church FRANCISCO CA 940

20 NOV 2017 PM 4 L



We appreciate You!  
Thank You for  
Saving Our County!

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



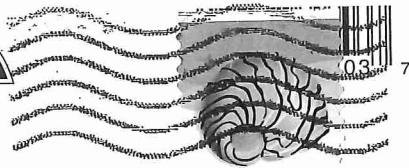
CALIFORNIA STATE FLAG

11-28-17

The modern state flag is white with a wide red stripe along the bottom. There is a red star in the upper left corner and a grizzly bear facing left (toward the hoist) in the center, walking on a patch of green grass. The five-point star is actually taken from the California Lone Star Flag of 1836. The bear on the current flag of California was modeled on the last wild Californian grizzly bear in captivity.



4536



Art © SSI

Thank you for being a  
first responder to the  
Santa Rosa fire. You are  
our heroes!

Susan Hiatt  
Santa Rosa  
California

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www.smith-southwestern.com

San Ramon Valley  
Fire Protection District  
1500 Bollinger Canyon  
Road  
San Ramon CA  
94583



DO NOT WRITE BELOW THIS LINE



"Forever grateful for your  
service during the recent  
North Bay wildfires!"  
Livia & Charlene

*From Keegan and Coppin Co., Inc. and their families,  
thank you from the bottom of our hearts for all  
your hard work and dedication to saving our county.*

*May God Bless You and Yours.*

THANK YOU SO much  
for your help during  
the fires in Santa Rosa!

♥ The Jensen Family  
and neighbors



All Lene

Thank you for helping save our home in Sonoma in the recent California fires. We live just round the corner from the image in the photograph and appreciate everything you all did for our community. You are all brilliant!

Charlie

*Yours Truly* Shutterfly.  
exclusively for shutterfly.com

**Thank you for helping us**



**from**

**Sonoma County**

**Love, John (2)**

Kia Kaha  
Katie

John  
Thank you!

Thank you!  
Beth  
Nicky  
Dorothy

Thank you!  
Don  
John

Blessings  
Linda

Kenwood

Thanks from  
the bottom of our  
hearts!  
John

Thank you for saving  
Sonoma Valley!  
Alex

Thank you  
Kenwood  
John &  
John

TRINITY OAKS  
SURVIVOR  
John & Linda

Forever grateful  
for your efforts  
Donna

"Never was so much owed by so many to so few"

-Winston Churchill, 1940

You guys saved  
my house! Thank you!  
Jane Chappell

You will always be  
remembered for  
your bravery!  
John

God bless  
Thank you!!

You're Awesome!

Ray  
Thank you!

The best  
Kenwood

**Thank you from the bottom  
of our hearts!** 

Kenwood - grateful!

Nancy

**Rotary**



Club of Glen Ellen-Kenwood

# RISE UP



# SONOMA STRONG



Thanks for sharing your First Responders with us in our time of need.



It was amazing seeing all of the different areas that were represented in Sonoma County during the fires. We have been very lucky to have so much support during this difficult time.



Thank you for your part in keeping us safe,  
Santa Rosa Girls Scouts - Service Unit 102



## Brooks, Sue

---

**From:** Meyer, Paige  
**Sent:** Tuesday, November 14, 2017 1:40 PM  
**To:** Brooks, Sue  
**Cc:** Korthamar, Natalie  
**Subject:** FW: Shane Hale

Fyi District aide

---

**From:** Bell, Danielle  
**Sent:** Monday, November 13, 2017 8:43 PM  
**To:** Krause, Derek  
**Cc:** Meyer, Paige; Drayton, Frank  
**Subject:** Shane Hale

Good evening,

I wanted to throw some praise and gratitude Shane's way. Today, we unloaded a huge container at Toyota full of Emergency Supplies that we will use for our CERT Teams. From the second he showed up at Toyota his "can do" attitude became infectious. We had to strategize loading and unloading two trailer full's of supplies most on heavy racks. It became clear he has a wealth of experience in navigating loading/unloading/planning and working with others. Let me just say I could not have imagined today without him. We are temporarily putting some of the supplies in our new trailers. We had a couple hiccups to work through and he is such a great problem solver! Shane quickly pulled his truck up and hitched the trailers up so we could load them up with the stuff we had in the rounds truck. Shane is a hard worker, creative, and is such a team player!

Peace out! Danielle

## Brooks, Sue

---

**From:** Meyer, Paige  
**Sent:** Monday, December 04, 2017 5:17 PM  
**To:** Brooks, Sue  
**Subject:** FW: Fwd:

Hi Paige,

Thanks again for allowing our Den to come to your facility and be trained by Shawnay and Grant. They were awesome! The boys were engaged and really enjoyed the class. Both instructors were extremely professional, knowledgeable, and maintained the boys attention. Please pass this on to their supervisors.

Yours In Scouting,

Starrett Dinwiddie

Cubmaster and Webelos 1 Den Leader

Pack 645- \*

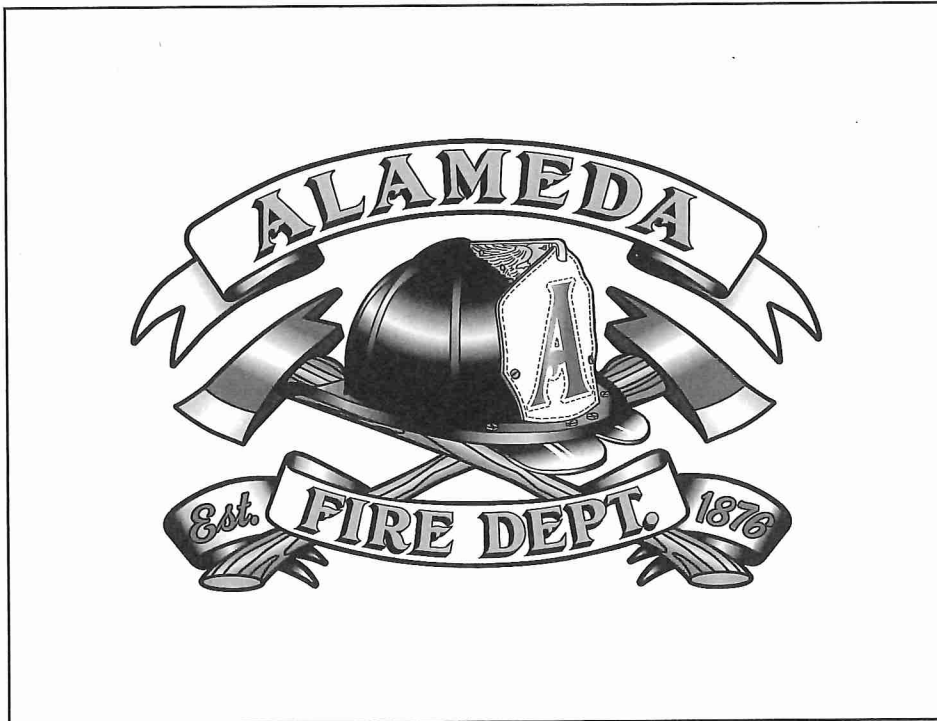
OCTOBER 26, 2017

Dear San Ramon Valley Fire Protection District,

I thank you very much you guys helped with the fire so much you came from out of town to help out. I'm if wasn't for each and everyone of you guys I'm not sure I would still have a home. So thank you for helping me still have a place called home, my family and I truly appreciate it.

Sincerely,  
John Terry

Thank you for coming  
to help our community.  
we are forever grateful.

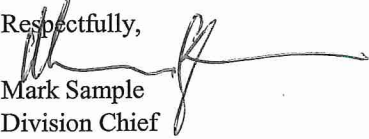


To: Deputy Chief Lon Phares-

On behalf of the Alameda Fire Department, I want to express my gratitude for your assistance during our Division Chief promotional exam. Your assessment of our candidates was crucial to the success of the exam process and to the future of the Alameda Fire Department as we move the organization forward in our service to the City.

If we can be of assistance to you in the future, please do not hesitate to call on us.

Respectfully,

  
Mark Sample  
Division Chief

San Ramon Valley Fire Protection District  
Band of Directors;

On October 17, 2017 at approximately  
8:00 P.M. Engine 32 and Rescue Medic 37  
Responded to my Medical Emergency.  
The district's communication staff performed  
their pre arrival questions, dispatched the  
appropriate units which arrived quickly.  
The responding crews provided excellent  
patient care in a professional caring manner.  
The trip to John Muir was quick and safe.

Everyone involved in the response  
did a very good job. Please extend  
a sincere thank you to those  
involved.

Sincerely,

Rich Probst

Thank you for  
helping to save our  
community!

Antonia  
Santa Rosa

Thank  
you



THANK YOU  
FIRST RESPONDERS  
SONOMA  
COUNTY LIVES YOU!

FOREVER IN  
OUR  
HEARTS ♥

THE LOVE  
IN THE  
AIR IS  
THICKER  
THAN THE  
SMOKE

Thanks  
for  
Your Help  
First Responders  
PG&E Firefighters  
Red Cross  
Police  
Volunteers



Sonoma  
County Says  
Thank You  
to all  
First  
RESPONDERS

Thank YOU ♥ You're  
First Responders True  
HEROES

*When we woke to the "orange glow" on October 8<sup>th</sup>, we had no idea the disaster that would befall our community and county. For the next few days we feared the fires in the near distance would engulf our own neighborhood. The sounds of the screaming sirens and the roaring aircraft in the week that followed rattled our nerves but also reminded us that we had an army of brave and dedicated souls protecting us. We were comforted knowing that all of you were here for us, coming to our rescue and staying with us until we were safe.*

*Thank you so much for caring and for fighting so hard for us. You will be forever in our hearts.*

*Danielle*

*Chris*

# Thank You!

To: Chief Dave Gibson & Richard Huetlin  
& Strike Team 2020A

For your extraordinary efforts  
to keep my husband, Ed Pedersen  
in time of distress during the  
Fountainwood fires - when  
we were evacuated from our  
home with no way to retrieve  
necessary equipment.

We are forever grateful to  
all of you.

Glenn Mansfield

November

72017

November  
7 2017

Dear Mrs Castro,

I appreciate that you donated your time just to come to our classroom. Thank you for teaching us about fire safety. I loved the game you taught us. Thank you for showing us the video to see safety. When I went home and told my parents what I learned we checked our smoke alarms. We made sure that we had an exit plan! You are a very awesome kind wonderful empowered outstanding and the other workers that people that work at the fire depart ment all around the world



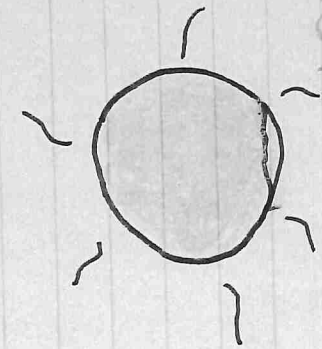
Sincerely,  
Ancy



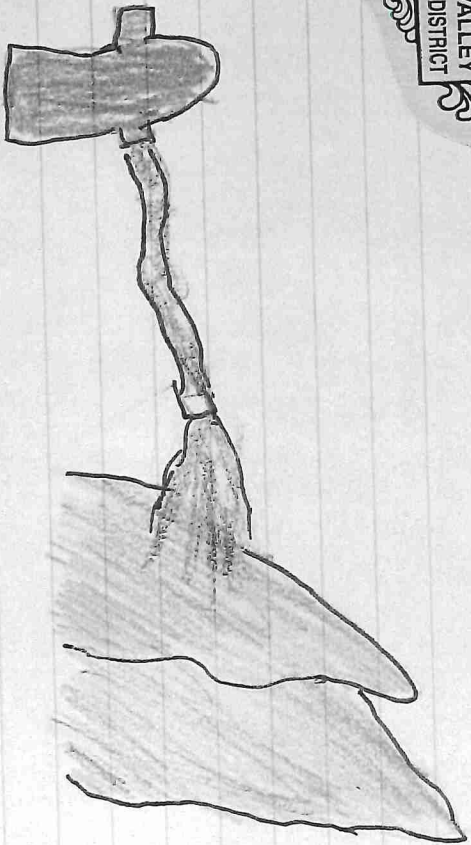
November 7, 2017

Dear Mrs. Castro,

I am thankful that you  
gave your time for teaching  
us strategies about fire safety  
you were an awesome teacher  
about how to see safety.  
After you taught us, I immediately  
went home and talked to my  
parents about it. Now, our family  
has an exit plan. I also  
appreciate how you made  
everything exciting and shared  
information. Thank you a lot!



Sincerely,  
Amyrha



November 7, 2017

Dear Ms. Castro,

You are an excellent Fire Safety Teacher  
You are a great example, And now I can Teach  
my mom and dad what I learned! You Taught the  
Class a lot about Fire Safety!



Sincerely,  
Olivia



November 7, 2017

Dear Mrs. Castro,

You were very thoughtful to take time out of your day. I really appreciate that you taught us a lot of things about fire safety because I really needed to know those things. Also, you taught us a lot of strategies, you also were wonderful, and I thank you so much for coming to our classroom!!!



Sincerely,  
Madison

## Brooks, Sue

---

**From:** Meyer, Paige  
**Sent:** Wednesday, November 22, 2017 10:48 AM  
**To:** Brooks, Sue  
**Subject:** Fwd: Hello

Sent from my iPhone

Begin forwarded message:

**From:** Shoji Kuruvilla  
**Date:** November 22, 2017 at 10:04:09 AM PST  
**To:** "[pmeyer@srvfire.ca.gov](mailto:pmeyer@srvfire.ca.gov)" <[pmeyer@srvfire.ca.gov](mailto:pmeyer@srvfire.ca.gov)>  
**Subject:** Hello

Dear Chief Meyer,

We are extremely grateful to you and the Board of Directors for felicitating Tevin at the San Ramon City Hall. If the timely intervention by Lisa, Tevin, fire and police teams were not there I wouldn't be here to write this email on behalf of my family. I thank all of you and God for keeping me alive.

Kudos to the entire fire dept. for the great work they do, for the community under your leadership.

Happy Thanksgiving!

Best Regards,  
Shoji Kuruvilla



## Brooks, Sue

---

**From:** Meyer, Paige  
**Sent:** Monday, November 20, 2017 8:54 AM  
**To:** Brooks, Sue  
**Subject:** Fwd: Richmond Tiller Demo

Sent from my iPhone

Begin forwarded message:

**From:** "Phares, Lon" <[LPhares@srvfire.ca.gov](mailto:LPhares@srvfire.ca.gov)>  
**Date:** November 20, 2017 at 8:49:29 AM PST  
**To:** "Meyer, Paige" <[pmeyer@srvfire.ca.gov](mailto:pmeyer@srvfire.ca.gov)>  
**Subject:** FW: Richmond Tiller Demo

Chief,

This note is from a Richmond BC following our tiller demo over the weekend. Lon

-----Original Message-----

From: Victor Bontempo [[mailto:Victor\\_Bontempo@ci.richmond.ca.us](mailto:Victor_Bontempo@ci.richmond.ca.us)]  
Sent: Monday, November 20, 2017 5:31 AM  
To: Selover, James <[JSelover@srvfire.ca.gov](mailto:JSelover@srvfire.ca.gov)>; Phares, Lon <[LPhares@srvfire.ca.gov](mailto:LPhares@srvfire.ca.gov)>  
Cc: Viera, John <[JViera@srvfire.ca.gov](mailto:JViera@srvfire.ca.gov)>; Aaron Osorio <[Aaron\\_Osorio@ci.richmond.ca.us](mailto:Aaron_Osorio@ci.richmond.ca.us)>; Manly Moulton <[Manly\\_Moulton@ci.richmond.ca.us](mailto:Manly_Moulton@ci.richmond.ca.us)>; McNamara, Daniel <[DMcNamara@srvfire.ca.gov](mailto:DMcNamara@srvfire.ca.gov)>; Marcus Rayon <[marcus\\_rayon@ci.richmond.ca.us](mailto:marcus_rayon@ci.richmond.ca.us)>; Emon Usher <[Emon\\_Usher@ci.richmond.ca.us](mailto:Emon_Usher@ci.richmond.ca.us)>  
Subject: RE: Richmond Tiller Demo

Chief Selover,

Captain Chris Harder, Engineer Casey Rivers and Firefighter Dan (apologies for not getting his last name) came out on Saturday November 18, 2017 and demonstrated the capabilities of Truck 31. You should be extremely proud of how they represented your agency. Their professionalism, knowledge, skill level and pride for SRVFPD was very apparent to all RFD personnel that were present for the demonstration. The pre-trip or show-and-tell presentation was very informative and gave us some great ideas that we can incorporate on our existing trucks and spec out for our future apparatus. But the icing on the cake was watching your Engineer and Firefighter operate and maneuver Truck 31 on city streets with ease and confidence. In my 23 year career with RFD, I have never seen any of our trucks drive down two of these streets because of the congestion and tight corners. As a final demonstration, the crew completed a U-turn at the end of a tight cul-de-sac both forward and in reverse. We were all very impressed with the TDA's capabilities but more impressed on the skill level of your entire crew. I found it hard to believe that your Engineer has only been in his current position for 7 months and the Tillerman is a probationary firefighter. Their skill level is a testament to your training program and Captain Harder's leadership. Again, I would like to thank you for allowing them to come out to Richmond and spend a few hours with us.

Regards,

Victor A. Bontempo  
Battalion Chief  
Battalion 64 A-Shift  
Richmond Fire Department  
440 Civic Center Plaza  
Richmond, CA 94804  
(510) 620-6989 (office)  
(510) 685-0081 (mobile)  
(510) 233-1596 (fax)

-----Original Message-----

From: Phares, Lon [<mailto:LPhares@srvfire.ca.gov>]

Sent: Tuesday, October 31, 2017 11:08 AM

To: Marcus Rayon

Cc: Viera, John; Aaron Osorio; Manly Moulton; Victor Bontempo; Selover, James; McNamara, Daniel

Subject: RE: Richmond Tiller Demo

Marcus,

Here are two days to choose from for A shift. The contact will be BC Selover @ (925) 570-4428.

Nov 7th 10am

Nov 18th 9am

-----Original Message-----

From: Marcus Rayon [[mailto:Marcus\\_Rayon@ci.richmond.ca.us](mailto:Marcus_Rayon@ci.richmond.ca.us)]

Sent: Friday, October 27, 2017 4:11 PM

To: Phares, Lon <[LPhares@srvfire.ca.gov](mailto:LPhares@srvfire.ca.gov)>

Cc: Viera, John <[JViera@srvfire.ca.gov](mailto:JViera@srvfire.ca.gov)>; Aaron Osorio <[Aaron\\_Osorio@ci.richmond.ca.us](mailto:Aaron_Osorio@ci.richmond.ca.us)>; Manly Moulton <[Manly\\_Moulton@ci.richmond.ca.us](mailto:Manly_Moulton@ci.richmond.ca.us)>; Victor Bontempo <[Victor\\_Bontempo@ci.richmond.ca.us](mailto:Victor_Bontempo@ci.richmond.ca.us)>; Selover, James <[JSelover@srvfire.ca.gov](mailto:JSelover@srvfire.ca.gov)>; McNamara, Daniel <[DMcNamara@srvfire.ca.gov](mailto:DMcNamara@srvfire.ca.gov)>

Subject: RE: Richmond Tiller Demo

Lon and John, thanks again for arranging and allowing your resources to assist us with moving forward.

Marcus

-----Original Message-----

From: Phares, Lon [<mailto:LPhares@srvfire.ca.gov>]

Sent: Friday, October 27, 2017 4:07 PM

To: Marcus Rayon

Cc: Viera, John; Aaron Osorio; Manly Moulton; Victor Bontempo; Selover, James; McNamara, Daniel

Subject: Re: Richmond Tiller Demo

Great, I'm glad it worked out well today. I will leave the remaining A and C shift days to be coordinated by the shift BC's to ensure it works with their scheduling. Both are currently off-duty but should reach out once they return. I have both attached to this email. Let me know if you have any questions. Lon

John Viera

"C" Shift BC  
(925) 567-6996

Jim Selover  
"A" Shift BC  
(925) 570-4428

Sent from my iPhone

On Oct 27, 2017, at 4:00 PM, Marcus Rayon  
<[Marcus\\_Rayon@ci.richmond.ca.us](mailto:Marcus_Rayon@ci.richmond.ca.us)<[mailto:Marcus\\_Rayon@ci.richmond.ca.us](mailto:Marcus_Rayon@ci.richmond.ca.us)>> wrote:

Lon, Ladder Truck Company 31 came out today and did an excellent job with demonstrating the TDA today. They were very informative and demonstrated maneuverability skills un-seen to our personnel. Lon if you can let me know which date they will be coming out for C-Shift, I would like to put it on the calendar and give the on-duty BC a heads up. The location will be the same.

The contact for C and A shift:

C-Shift Contact:

BC Manly Moulton  
510-778-0822

A-Shift Contact:

BC Victor Bontempo  
510-919-8864

Thank you,

Marcus Rayon  
Battalion Chief  
Richmond Fire Department  
Training Division  
510-620-6893 office  
510-774-0409 cell  
510-233-7635 fax

<image002.jpg>

From: Marcus Rayon  
Sent: Thursday, October 26, 2017 6:46 PM  
To: 'Phares, Lon'  
Cc: Viera, John

Subject: RE: Richmond Tiller Demo

Chief, I forgot to include the C=Shift date in the last email. October 29th or November 4th will work for us.

Thank you,

Marcus Rayon  
Battalion Chief  
Richmond Fire Department  
Training Division  
510-620-6893 office  
510-774-0409 cell  
510-233-7635 fax

<image003.jpg>

From: Phares, Lon [<mailto:LPhares@srvfire.ca.gov>]  
Sent: Tuesday, October 24, 2017 5:16 PM  
To: Marcus Rayon  
Cc: Viera, John  
Subject: FW: Richmond Tiller Demo

Marcus,

The following C shift days will work to send a Tiller to Richmond for a demo as we discussed. I have attached Battalion Chief Viera to this email as a contact if one of these dates works well. I'll get back to you with additional dates for A shift when I receive them.

Lon Phares  
Deputy Chief, Operations  
San Ramon Valley Fire District  
(925) 838-6603 office  
(925) 570-4445 mobile  
(925) 886-8411 efax  
[lphares@srvfire.ca.gov](mailto:lphares@srvfire.ca.gov)<<mailto:lphares@srvfire.ca.gov>>

From: Viera, John  
Sent: Tuesday, October 24, 2017 4:19 PM  
To: Phares, Lon <[LPhares@srvfire.ca.gov](mailto:LPhares@srvfire.ca.gov)<<mailto:LPhares@srvfire.ca.gov>>>  
Subject: Re: Richmond Tiller Demo

10/29  
11/4  
11/5  
11/10

11/11

Let me know if any of these work

Thanks John

Sent from my iPhone

On Oct 24, 2017, at 9:36 AM, Phares, Lon <[LPhares@srvfire.ca.gov](mailto:LPhares@srvfire.ca.gov)<<mailto:LPhares@srvfire.ca.gov>>>  
wrote:  
BC's,

Richmond FD is researching a TDA purchase and have asked us if we would be willing to take a short trip on all 3 shifts to give a quick demo of the TDA. It sounds as if they have a couple people on each shift they would like us to pick up and give a short ride around some areas they have identified that might benefit from a Tiller purchase. I was hoping each BC could shoot me a couple dates you would be comfortable sending a staffed Tiller out of district for a couple hours. They stated weekends will work as well as week days. Please take a look at your calendars and let me know what dates you would be comfortable with.

Thank you!

Lon Phares  
Deputy Chief, Operations  
San Ramon Valley Fire District  
(925) 838-6603 office  
(925) 570-4445 mobile  
(925) 886-8411 efax  
[lphares@srvfire.ca.gov](mailto:lphares@srvfire.ca.gov)<<mailto:lphares@srvfire.ca.gov>>

# **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:** December 20, 2017  
**To:** Board of Directors  
**From:** Lon Phares, Deputy Chief Operations  
**Subject:** Monthly Operations Report for November 2017

---

## **Operations & Training**

- Strike Team Assignment – E39 assigned to Skirball Fire, Los Angeles County
- Strike Team Assignment – E31 assigned to Creek Fire, Los Angeles County
- Single Resource Request – BC McNamara assigned to Creek Fire, Los Angeles County
- Engineers Practical Exam, LPFD Training Tower
- 4th Quarter Auto Extrication Training
- Recruit Academy 2017-1 Instruction
- Tiller Truck Demonstration @ Richmond Fire Department
- Annual Wellness Fitness Blood Draws
- VEIS Training @ Training Site
- Ladder Training for Reserve Firefighters
- Company Performance Standards
- Trench Rescue Operations Class
- Operational & Training Policy Updates
- Probationary Task Book Sign-offs for Engineers (3) & Firefighters (7)

## **Events Attended by Suppression**

- Retiree Funeral Detail, Captain Roger Mast
- Fire Prevention Month Demo's
- Auction Winner Engine Visit, Alamo
- County EMS Survivors' Reunion, Walnut Creek

## **Special Teams**

### Hazardous Materials Team

- 4<sup>th</sup> Quarter Training – Level A Suit Confidence Course

### Technical Rescue Team

- 4<sup>th</sup> Quarter Training – Confined Space Training

## **Meetings**

County Chiefs

County Operations

County Training Officers

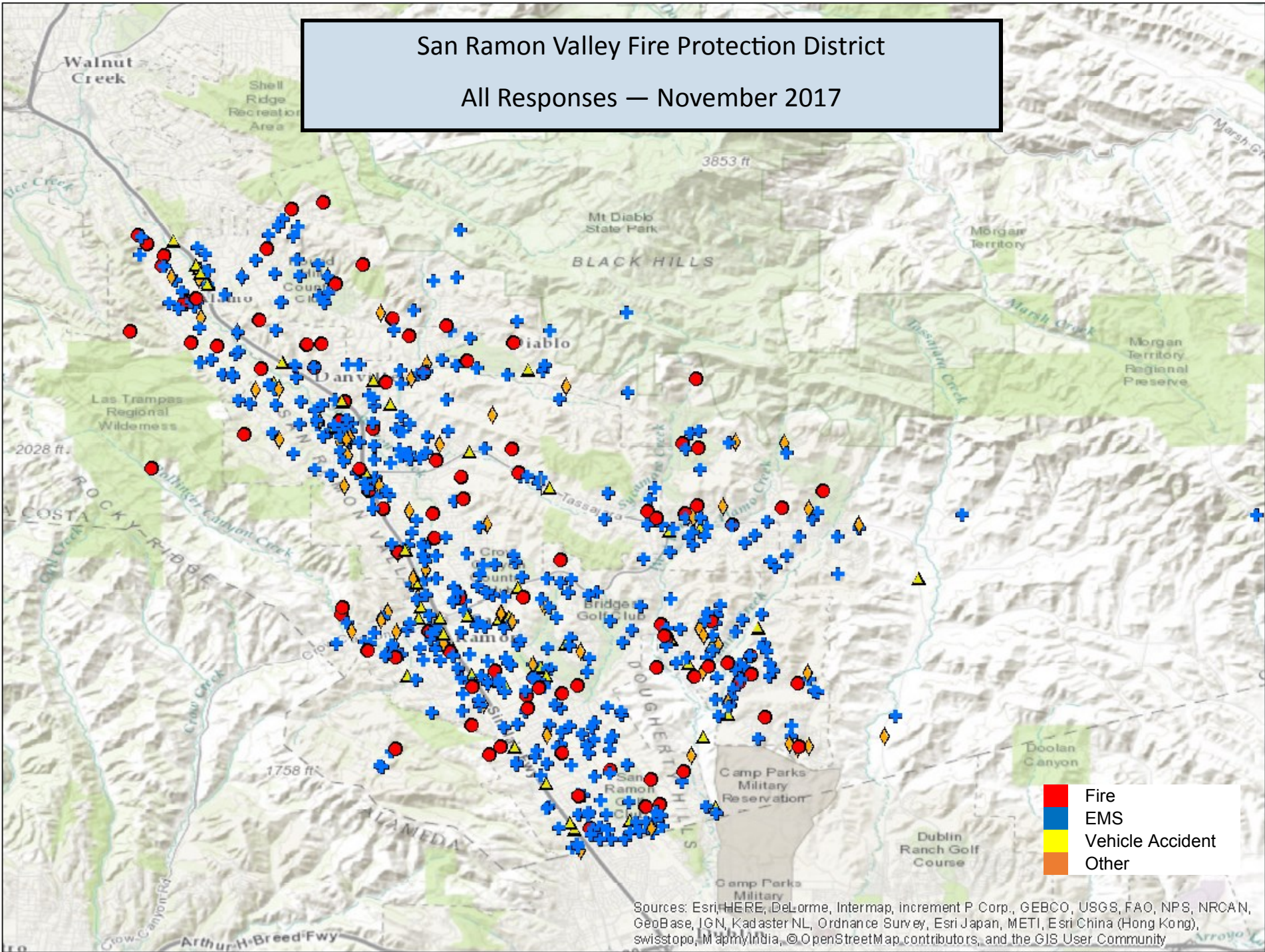
County Peer Support Meeting

Danville Town Council Meeting

Coastal Regional Hazardous Materials Response Organization

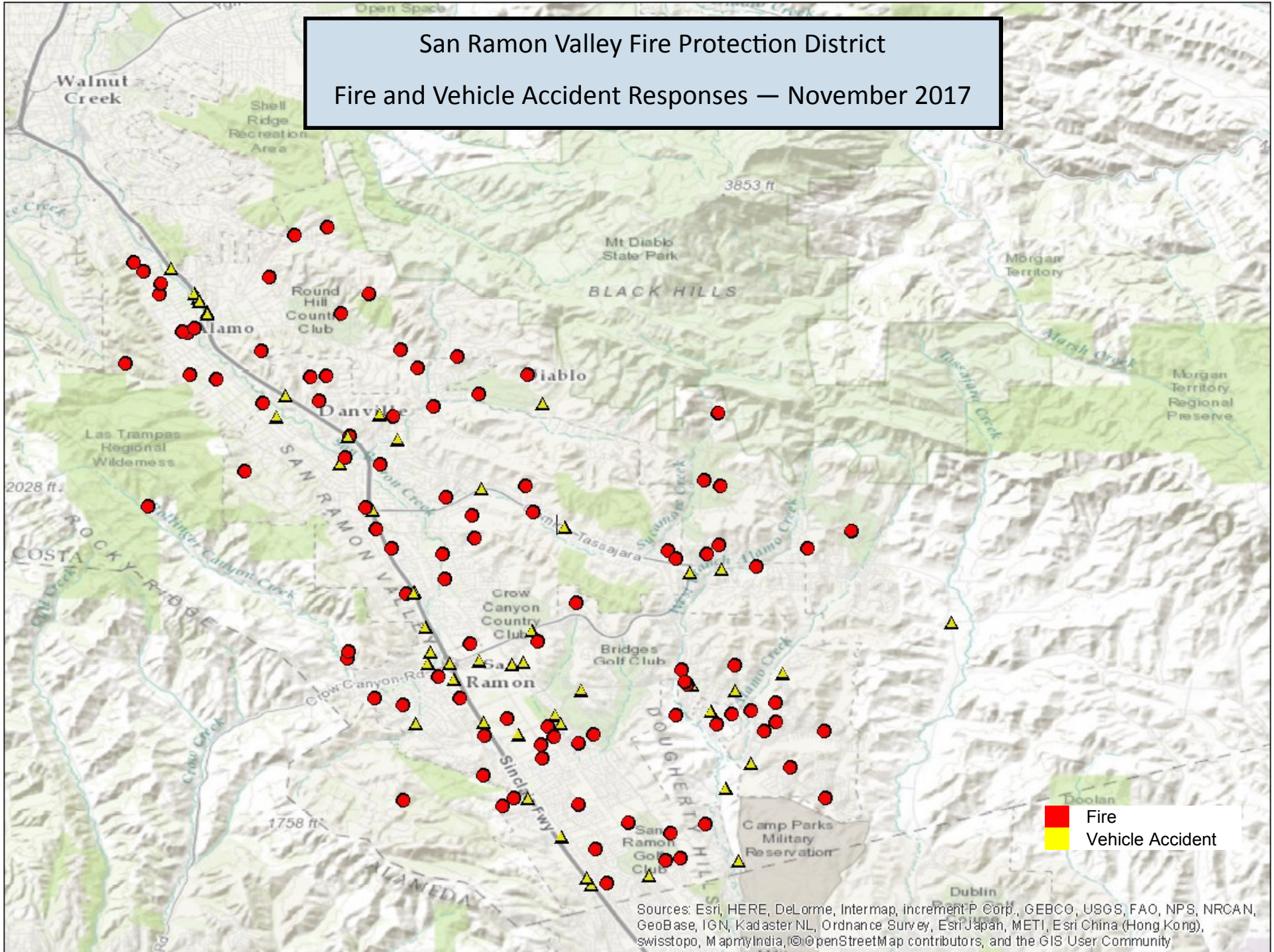


# San Ramon Valley Fire Protection District All Responses — November 2017



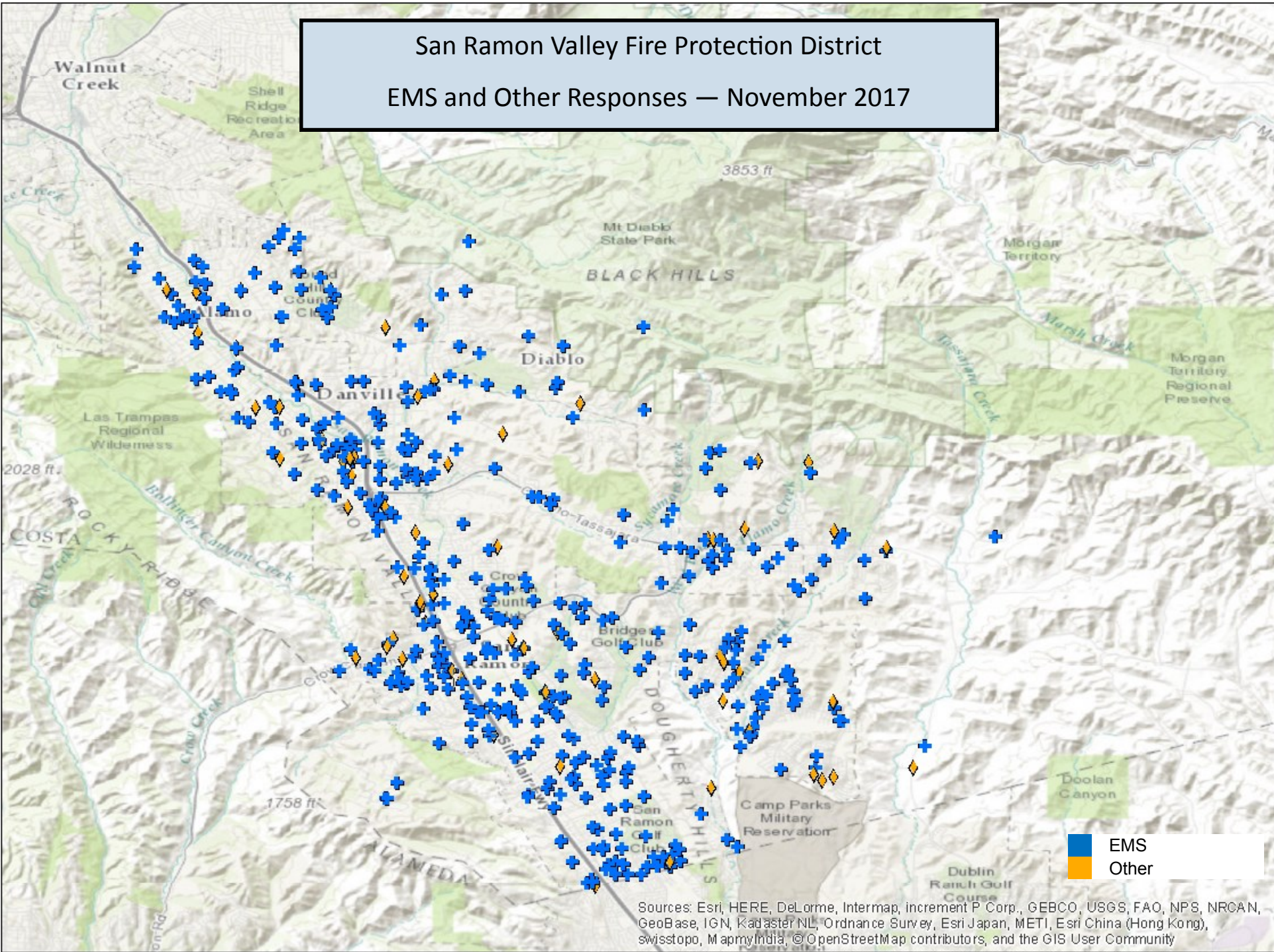
Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, ©OpenStreetMap contributors, and the GIS User Community

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



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, ©openStreetMap contributors, and the GIS User Community

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

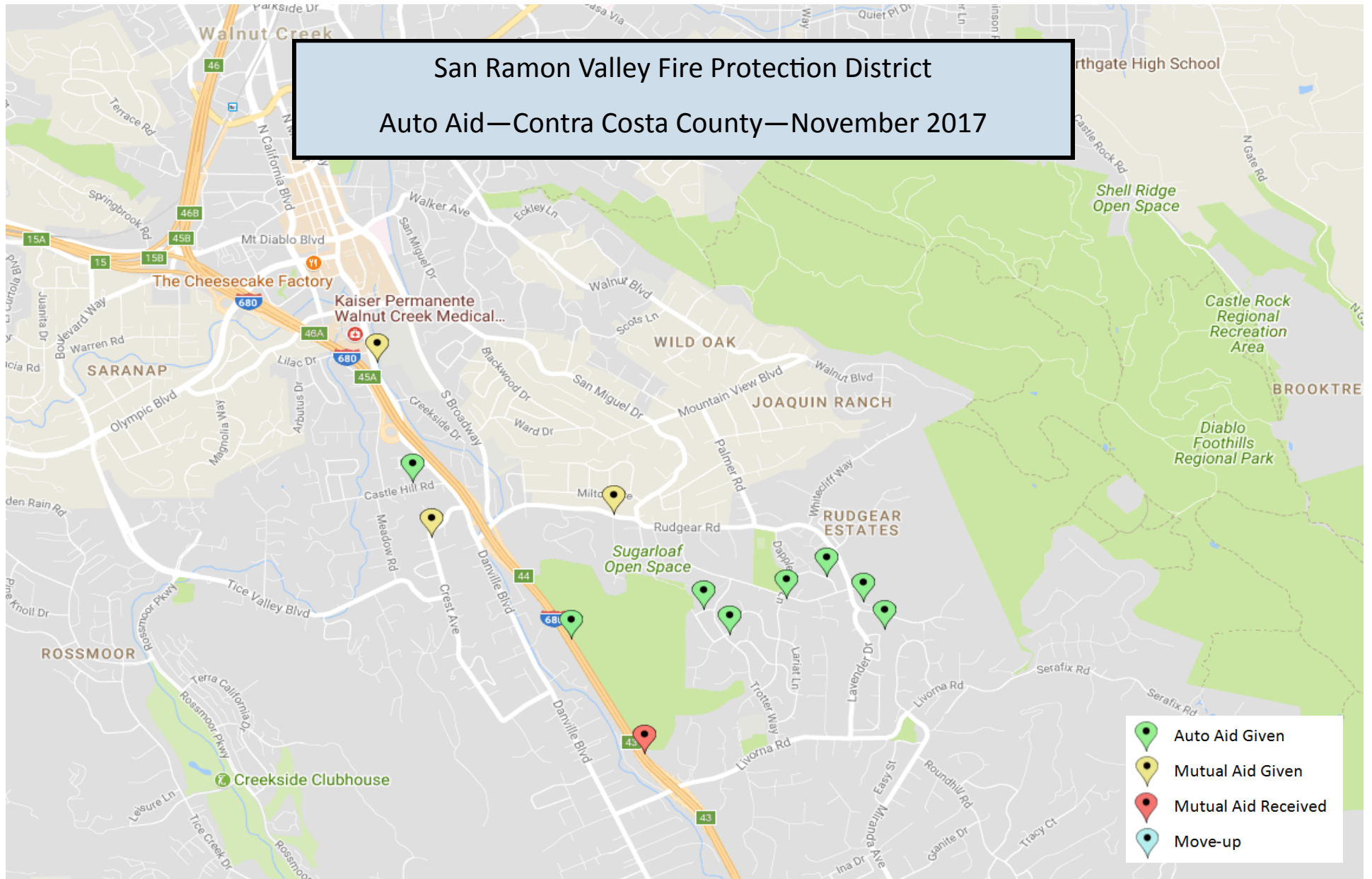


Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, Mapbox India, © OpenStreetMap contributors, and the GIS User Community



# San Ramon Valley Fire Protection District

## Auto Aid—Contra Costa County—November 2017



	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Auto Aid Given	7	9	8	4	5	5	13	9	10	7	6	8
Mutual Aid Given	0	0	0	0	2	1	5	9	1	4	3	3
Auto Aid Received	4	0	1	0	0	0	1	2	1	1	4	1
Move-up	3	1	0	0	0	1	1	1	1	2	2	0

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

	SOC Goal 1, 5, 6			SOC Goal 2, 5, 6			SOC Goal 3, 5, 6			SOC Goal 5, 6		
	Urban (Count = 281)			Suburban (Count = 91)			Rural (Count = 2)			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	7:09	7:08	8:00	8:08	7:51	15:00	29:22	13:39	45:00	23:24	32:15
		96%	99%		96%	100%		50%	100%		100%	100%

	SOC Goal 4											
	Urban (Count = 0)			Suburban (Count = 0)			Rural (Count = 0)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
<b>ERF Fire Response</b>	11:00	0:00	14:13	12:00	0:00	10:44	21:00	0:00	0:00	45:00	0:00	0:00
		0%	80%		0%	100%		0%	0%		0%	0%

	SOC Goal 8											
	Urban (Count = 116)			Suburban (Count = 34)			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	9:47	9:22	10:00	9:21	9:49	21:00	0:00	17:58	45:00	23:12	28:47
		94%	97%		100%	100%		0%	100%		100%	100%

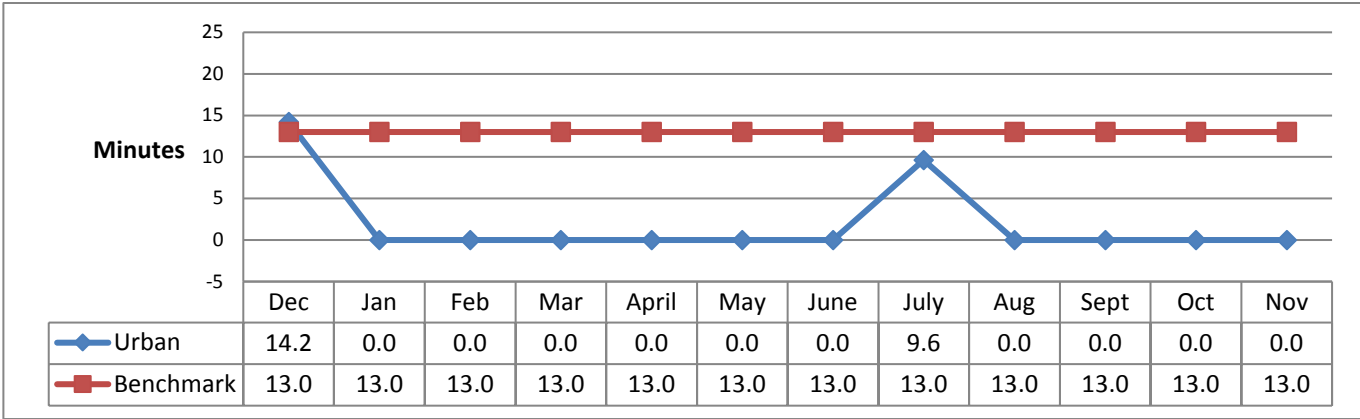
SOC Goal 7					
Call Processing Time			Turnout Time		
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
1:00	1:06	1:09	2:00	1:54	1:54
	97%	96%		100%	100%







**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.

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

Date: December 20, 2017

To: Board of Directors

From: John Duggan, Battalion Chief

Subject: Monthly EMS Division Communications

---

## **EMS**

- The District responded to approximately 550 emergency medical incidents since the November 15th Board of Directors Meeting. Three of these incidents were in response to patients who had experienced a cardiac arrest. Two 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, these two patients exhibited a return of spontaneous circulation (ROSC) prior to their arrival in the emergency room.

## **Ongoing Projects**

- Completed the delivery of a basic Zoll Patient Care Report Training curriculum
- Completed annual preventive maintenance inspection of all District clinical devices
- Researched and assembled data in preparation for the 2018 Ambulance Service RFP
- Completed the acquisition of twelve (12) Physio Control LifePak 15 Monitors
- Completed Prehospital Patient Care CQI Plan for the 2018 submission to CCCEMS
- Attended multiple meetings with local and state EMS stakeholder agencies
- Completed 2017 4th Quarter CPR and AutoPulse training of Station 37 personnel
- Completed 2017 4th Quarter ALS/BLS in-service training of Suppression personnel

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

**Date:** December 20, 2017

**To:** Board of Directors

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

**Subject:** Monthly Logistics Report for November 2017

---

## Facilities

1. Participated in San Ramon Intelligent Transportation System (ITS) Master Plan Workshop to give feedback for future traffic and information technology infrastructure needs relating to traffic controls, camera systems, and potential network interfacing systems.
2. Met with Bay Area Air Quality Management District Inspector regarding generators at FS38 and FS34.
3. Met with contractors, American Integrated to evaluate removal of above ground tank (AGT), at decommissioned FS32.
4. Met with LCA Architect Greg Barton and Station Captain Chris Harder at FS31 to review ongoing design for kitchen remodel, incorporating ideas and feedback from crews
5. Completed rodent infestation exclusion and elimination at the FS31 Annex radio shop and apparatus bay. Met with various contractors on site to update cleanup and restoration quotes and scope of work.
6. Developed plan and received quote to isolate FS35 water meter from landscape irrigation along Blackhawk Road.
7. Completed cleanout and restored functionality of apparatus bay holding tank FS31.
8. Ongoing:  
Conducted preventive maintenance and repairs to effectively manage costs and maintain service

## Fleet

1. Finalized ambulance specifications with updated values, without cost increases.
2. Continued beta testing of new platforms for Engineer Daily Check reports, Vehicle Out-of-Service notifications, Vehicle Repair Requests, and Maintenance and Repair Records documentation processes.
3. Type I Engine Subcommittee conducted additional research with mechanics, owners of various brands of engines and site visits to support new engine purchases.
4. Annual inspections ongoing
5. Ongoing:  
Conducted preventive maintenance and repairs to effectively manage costs and maintain safety.

## **Meetings**

1. 11/1/2017: Monthly FLSD Meeting
2. 11/2/2017: Leadership San Ramon Meet the Chiefs Presentation
3. 11/3, 11/17/2017: Meeting with Volunteer Firefighter Coordinator
4. 11/3/2017: Ambulance Subcommittee Site Visit, Vacaville Fire Department
5. 11/6/2017: Meeting with BAAQMD Inspector re: generators FS38 and FS34
6. 11/7, 11/20, 11/23/2017: Management Meetings
7. 11/7/2017: Alamo Municipal Advisory Committee Meeting
8. 11/8/2017: LEMSA Survivor's Luncheon, all EMS providers and survivors
9. 11/8, 11/16/2017: Meet contractors on site to discuss rodent infestation cleanup and restoration FS31
10. 11/9/2017: "100 Club" annual dinner
11. 11/9/2017: Meet contractor on site to discuss removal of AGT
12. 11/14/2017: FLSD Structure Meeting
13. 11/15/2017: Board Meeting
14. 11/20/2017: Apparatus Planning Meeting
15. 11/20/2017: Alamo Community Liaison Meeting
16. 11/28/2017: Respectful and Positive Interaction in the Workplace, EAP Seminar
17. 11/28/2017: ITS Master Plan Workshop
18. 11/30/2017: Street Smarts Advisory Committee meeting
19. Various station visits to address Fleet and Facility issues, interface with personnel

# **FIRE & LIFE SAFETY**





# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

**Date:** December 20, 2017  
**To:** Board of Directors  
**From:** Derek Krause, Deputy Chief, Fire Marshal  
**Subject:** Monthly Fire and Life Safety Division Report for November 2017

---

## **E-Plan Review Conversion**

Electronic plan review submittals once again have exceeded paper submittals with 69% of the submissions in electronic form for the past 3-months. To date we have received 86 surveys regarding electronic plan submittal with a 99% approval rating.

## **Inspections**

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 October.

Plan Review	137
Construction Inspections	82
Annual Compliance Inspections	112
Re-inspections	170

Completed first inspections on all the (State Mandated) Educational occupancies. Started on permit-based occupancy inspections.

## **Heart Safe Committee Activities**

1. 11/2/2017: Bridge's Home Owners' Association: 21
2. 11/6/2017: Diablo Vista Middle School: 330

**Total Citizens trained in CPR for November: 351**

## **CERT Activities**

1. 11/1/2017: FAST After Action Review – Martinez
2. 11/3-5/2017: CERT Class #78 at Admin
3. 11/13/2017: Staff unloaded Toyota Container Donation and transferred to District Trailers (items will be assessed for viability). Staff to send thank you letter for donation.

## **Residential Care Facility Work Group**

Coordinated and held regularly scheduled monthly meeting

## **Public Education**

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

Quail Run Elementary  
Montair Elementary

## **Community Involvement**

11/6/2017: Meeting at Sycamore CERT Container for Planning

## **Meetings**

1. 11/11/2017: Staff ended Emergency Preparation for Disabilities in Berkeley
2. 11/13/2017: Attend HeartSafe Committee Monthly Meeting
3. 11/20/2017: Staff met with Leadership group about container supplies and creating a plan

## **Training**

1. 11/17/2017: Staff trained City of Dublin Recreation Department on Autism Awareness
2. 11/20/2017: Staff delivered a Personal Emergency Preparedness (PEP) presentation to locally organized Mom's club



# 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:** December 20, 2017

**To:** Board of Directors

**From:** Derek Krause, Deputy Chief, Fire Marshal

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

---

As requested by the Board of Directors, the report below is a monthly status update regarding the Fire & Life Safety Division (FLSD) for the month of November.

## **FLSD Project status report for the month of November:**

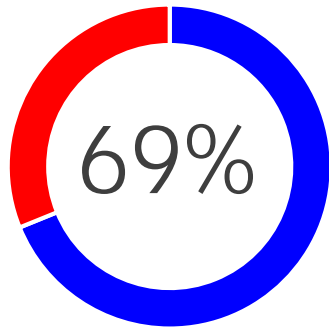
- Hiring process for Permit Technician positions completed, both new Permit Technicians through Permit Technician course. Internal training ongoing.
- Completed the Fire Access Standard
- Division meetings and collaborative projects scheduled to maximize effectiveness
- Annual Occupancy Inspection Program underway with benchmarks consistent with NFPA standards
- Consistently maintaining plan review wait time reduction from five weeks to two weeks
- Completed evaluation of existing method of activity data collection and have increased reporting accuracy
- Completed plan reviews procedure, (Plan pickup, Invoice collection, and Approval letters)
- Completed the relocation of the RACES Team to the FLSD
- Re-aligned District-wide inspection areas from seven to five areas, consistent with Division staffing changes

## **Action Items Pending:**

- Review and update, as needed, all Division Standards and Local Amendments
- Create a Standard Planning Conditions document for customers who are planning a future development or project
- Finalize policies with regard to Fire Investigation and District Issued Equipment
- Design and approval of exterior wrap and interior redesign of CERT ambulance for increased awareness and public relations, demos
- Define and complete the Local Fire Authority Review (Form 810), process with Division of The State Architect (DSA), for State owned projects

# e-Plan Review Conversion Project

Percentage of Digital Plans  
Sep - Nov



■ Digital ■ Paper

Summary Sep - Nov

TOTAL REVIEWS SUBMITTED

334

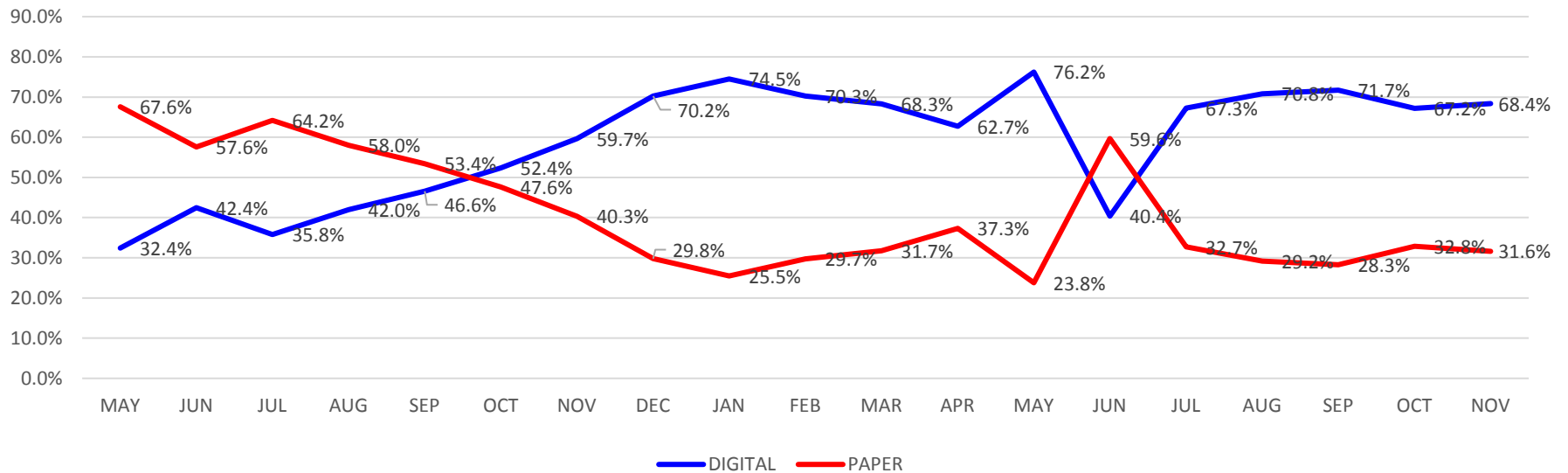
TOTAL DIGITAL SUBMITTED

230 68.9%

TOTAL PAPER SUBMITTED

104 31.1%

Plan Review Submittal Method



**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

**FIRE PREVENTION DIVISION**

**MONTHLY PLAN REVIEW INTAKE REPORT**

**November 2017**

<b>PROJECT</b>	<b>PLAN REVIEW TYPE</b>	<b>SUBMITTAL</b>	<b>COMPLETED</b>	<b>FORMAT</b>
1370 Charbray St Iron Oak Plan 3 with Casita Lot 604	Automatic fire-extinguishing systems	11/02/2017 08:45:38	11/02/2017 08:46:09	Digital
908 Connemara Ct Iron Oak at Alamo Creek No Casita Lot 606	Automatic fire-extinguishing systems	11/02/2017 08:46:59	11/02/2017 08:47:26	Digital
Warrior Jiu Jitsu Tenant Improvement Suite 200	Construction, alteration, or renovation of a building	11/02/2017 10:19:16	11/02/2017 10:24:17	OTC Paper
Robert Half Break Room Suite 500	Construction, alteration, or renovation of a building	11/03/2017 05:30:18	11/04/2017 12:08:52	Digital
Robert Half Break Room Suite 500	Automatic fire-extinguishing systems	11/03/2017 05:31:30	11/04/2017 12:16:47	Digital
Chocolate Works Suite D1	Construction, alteration, or renovation of a building	11/03/2017 05:36:01	11/15/2017 12:47:37	Digital
Residential Remodel	Construction, alteration, or renovation of a building	11/03/2017 05:40:34	11/16/2017 14:31:43	Digital
Warrior Jiu Jitsu Tenant Improvement Suite 200	Planning and site development review	11/03/2017 05:48:31	11/04/2017 15:49:07	Digital
Venugopal Large Family Day Care Planning MUP 17-501-025	Planning and site development review	11/03/2017 05:53:52	11/04/2017 15:49:53	Digital
Sprint Planning LP17-2028	Planning and site development review	11/06/2017 08:00:22	11/16/2017 15:00:07	Digital
City Center East Building @ 6000 Bollinger Canyon Rd	Automatic fire-extinguishing systems	11/06/2017 08:10:43	11/14/2017 11:27:17	Digital
City Center East Building @ 6000 Bollinger Canyon Rd	Standpipe Systems	11/06/2017 08:10:51	11/14/2017 11:29:50	Digital
City Center West Building @ 6000 Bollinger Canyon Rd	Standpipe Systems	11/06/2017 08:11:13	11/14/2017 11:33:03	Digital
City Center West Building @ 6000 Bollinger Canyon Rd	Automatic fire-extinguishing systems	11/06/2017 08:11:20	11/14/2017 11:31:33	Digital
Planning Application Private School in a Residence	Planning and site development review	11/06/2017 10:40:43	11/16/2017 15:21:08	Paper
Cooper Ranch Residence	Private fire hydrants and fire protection water supplies	11/06/2017 12:00:00	11/16/2017 16:00:53	Digital
World Wide Technology (WWT) @ 3001 Bishop Drive	Construction, alteration, or renovation of a building	11/06/2017 15:14:54	11/06/2017 15:22:25	Digital
XMatters	Fire alarm and detection systems and related equipment	11/06/2017 15:48:16	11/20/2017 12:00:39	Digital
Peace Flower Montessori	Fire alarm and detection systems and related equipment	11/06/2017 15:53:22	11/10/2017 12:35:44	Digital
Ground and 2nd floor bathroom ADA upgrade	Construction, alteration, or renovation of a building	11/07/2017 09:16:31	11/07/2017 09:24:02	OTC Paper
Krivanek Residence PV Sysytem	Miscellaneous System Plans	11/07/2017 10:35:40	11/07/2017 10:37:36	OTC Paper
Kumar Residential Solar Install	Miscellaneous System Plans	11/07/2017 15:45:36	11/07/2017 15:54:11	OTC Paper
Building H UPS Battery and battery cabinet replacement	Battery Systems	11/07/2017 15:57:32	11/07/2017 15:59:05	Paper
Golden State Overnight (GSO) Suite 295	After hours inspection	11/07/2017 16:40:59	11/15/2017 09:57:20	Digital
Peace Flower Montessori	Expedited Plan Review	11/08/2017 14:02:59	11/10/2017 12:35:44	Digital
Tenent Improvement wall reloation	Automatic fire-extinguishing systems	11/09/2017 10:49:48		Paper
MOD Pizza	Automatic fire-extinguishing systems	11/09/2017 11:20:47	11/09/2017 11:15:11	Paper
Christ Community Church of the Nazarene-Sanctuary	Construction, alteration, or renovation of a building	11/09/2017 12:00:00	11/20/2017 12:23:25	Digital
Carmela Plan 2 Lot 78	Automatic fire-extinguishing systems	11/09/2017 14:12:15	11/09/2017 14:13:29	Digital
Costas	Automatic fire-extinguishing systems	11/09/2017 14:15:51	11/10/2017 11:55:17	Paper
Costas	Expedited Plan Review	11/09/2017 14:16:45	11/10/2017 11:55:17	Paper
Ready Suite 330	After hours inspection	11/09/2017 14:42:17	11/13/2017 08:10:06	Paper
Serena at Gale Ranch Plan 1	Construction, alteration, or renovation of a building	11/09/2017 15:43:22	11/10/2017 10:28:59	Digital
Serena at Gale Ranch Plan 2	Construction, alteration, or renovation of a building	11/09/2017 15:47:26	11/10/2017 11:03:27	Digital
Serena at Gale Ranch Plan 3	Construction, alteration, or renovation of a building	11/09/2017 15:49:13	11/10/2017 11:33:45	Digital
Gateway Center - Bldg G Drive -Thru Pad	Fire alarm and detection systems and related equipment	11/09/2017 15:53:38	11/10/2017 11:28:41	Digital
Serena at Gale Ranch Plan 1	Expedited Plan Review	11/09/2017 16:01:09	11/10/2017 10:30:55	Digital
Serena at Gale Ranch Plan 2	Expedited Plan Review	11/09/2017 16:05:05	11/10/2017 11:03:27	Digital
Serena at Gale Ranch Plan 3	Expedited Plan Review	11/09/2017 16:09:26	11/10/2017 11:33:45	Digital
Gateway Center - Bldg G Drive -Thru Pad	Expedited Plan Review	11/09/2017 16:30:35	11/10/2017 11:28:41	Digital
Chang Residence Solar PV	Miscellaneous System Plans	11/10/2017 12:57:42	10/09/2017 09:55:05	OTC Paper
5011 Ivyleaf Springs Road Posante Lot 4 Plan 2	Automatic fire-extinguishing systems	11/13/2017 07:57:19	11/13/2017 07:58:40	Digital
5015 Ivyleaf Springs Road Posante Lot 5 Plan 3	Automatic fire-extinguishing systems	11/13/2017 07:59:48	11/13/2017 08:00:26	Digital

Chennavaram Solar Install	Miscellaneous System Plans	11/13/2017 08:02:57	11/14/2017 08:11:21	OTC Digital
The Preserve Welcome Center	Construction, alteration, or renovation of a building	11/13/2017 08:45:37	11/14/2017 06:32:43	Digital
Pollino Residence Addition	Construction, alteration, or renovation of a building	11/13/2017 09:04:05	11/13/2017 09:08:57	OTC Paper
Chang Residence Solar PV	Miscellaneous System Plans	11/13/2017 13:38:32	11/17/2017 13:38:55	OTC Paper
Milz Residence	Expedited Plan Review	11/13/2017 15:28:52	11/14/2017 11:10:04	Digital
Energy Experts Suite 470	Automatic fire-extinguishing systems	11/14/2017 08:36:23	11/20/2017 14:03:53	Digital
Energy Experts Suite 470	Construction, alteration, or renovation of a building	11/14/2017 08:38:42	11/20/2017 13:43:47	Digital
Energy Experts Suite 470	Fire alarm and detection systems and related equipment	11/14/2017 08:40:32	11/20/2017 14:09:15	Digital
Starbucks Commercial TI	Additional Plan Review	11/14/2017 08:47:05	11/20/2017 14:33:39	Digital
Verizon Suite 220 D	Automatic fire-extinguishing systems	11/14/2017 08:55:45	11/14/2017 09:02:10	OTC Paper
Nelson Residence Solar Install	Miscellaneous System Plans	11/14/2017 09:05:50	11/14/2017 09:07:07	Paper
Yim Residence Solar Installation	Miscellaneous System Plans	11/14/2017 10:42:22	11/14/2017 10:56:06	Paper
Cryo Healthy Spa	Construction, alteration, or renovation of a building	11/14/2017 15:41:15		Paper
TRC Suite 525	Construction, alteration, or renovation of a building	11/15/2017 11:09:42	11/20/2017 14:37:58	Digital
TRC Suite 525	Automatic fire-extinguishing systems	11/15/2017 11:19:12	11/20/2017 14:53:22	Digital
TRC Suite 525	Fire alarm and detection systems and related equipment	11/15/2017 11:20:02	11/20/2017 14:59:55	Digital
Peace Flower Montessori	Fire alarm and detection systems and related equipment	11/15/2017 11:23:33	11/16/2017 11:57:32	Digital
Cotton Residence	Automatic fire-extinguishing systems	11/15/2017 11:25:42		Digital
Doughtery Valley High School Portables	Fire apparatus access, site improvements and related equipment	11/16/2017 09:40:08	11/16/2017 09:44:00	Paper
Cryo Healthy Spa	Automatic fire-extinguishing systems	11/16/2017 16:46:26		Digital
Andreini TI Suite 320	Fire alarm and detection systems and related equipment	11/17/2017 12:00:00		Digital
5104 Rowan Drive Posante Lot 3 Plan 1	Automatic fire-extinguishing systems	11/20/2017 10:36:37	11/20/2017 10:47:04	Digital
City Center East Building @ 6000 Bollinger Canyon Rd	Fire alarm and detection systems and related equipment	11/20/2017 10:59:16	11/30/2017 12:23:23	Digital
City Center West Building @ 6000 Bollinger Canyon Rd	Fire alarm and detection systems and related equipment	11/20/2017 10:59:36	11/30/2017 12:26:31	Digital
San Ramon Valley Apartments	Construction, alteration, or renovation of a building	11/20/2017 11:10:46		Digital
Emergency Fire Alarm Replacement Building 2	Fire alarm and detection systems and related equipment	11/20/2017 11:18:13	11/21/2017 06:25:03	Digital
Emergency Fire Alarm Replacement Building 12	Fire alarm and detection systems and related equipment	11/20/2017 11:21:03	11/21/2017 06:29:54	Digital
Sprinkler Coverage Compliance Correction	Automatic fire-extinguishing systems	11/20/2017 11:35:27	11/21/2017 06:22:15	OTC Paper
Residential Solar Variance	Miscellaneous System Plans	11/20/2017 11:37:59	11/21/2017 06:12:30	OTC Paper
Residential Addition	Construction, alteration, or renovation of a building	11/20/2017 11:40:18		Paper
Temporary Water Supply	Private fire hydrants and fire protection water supplies	11/20/2017 11:49:25	11/20/2017 11:51:32	Digital
Bishop Ranch City Center @ 6000 Bollinger Canyon Rd	Additional Plan Review	11/21/2017 08:02:35	11/27/2017 10:49:28	Digital
UST Tank Removal	Flammable and combustible liquids	11/21/2017 10:04:50	11/21/2017 10:10:51	Digital
Cooper Ranch Residence	Private fire hydrants and fire protection water supplies	11/21/2017 12:00:00		Digital
Bishop Ranch City Center @ 6000 Bollinger Canyon Rd	Additional Plan Review	11/22/2017 11:51:00	11/27/2017 13:34:46	Digital
Richard Lee's East-West Kung Fu Tenant Improvement	Construction, alteration, or renovation of a building	11/22/2017 12:00:00		Paper
Energy Experts Suite 470	Fire alarm and detection systems and related equipment	11/27/2017 10:26:00	11/30/2017 12:30:58	Digital
Planning LP17-2029	Planning and site development review	11/27/2017 10:29:26		Digital
Solar Installation Variance	Miscellaneous System Plans	11/27/2017 10:39:57	11/28/2017 10:52:18	OTC Digital
TI Adora Bella	Additional Plan Review	11/27/2017 14:11:54	11/27/2017 14:12:16	Paper
World Wide Technology (WWT) @ 3001 Bishop Drive	After hours inspection	11/28/2017 09:40:23	11/30/2017 06:48:39	Digital
ANDAMAN Restaurant	Automatic fire-extinguishing systems	11/28/2017 10:25:22	11/28/2017 10:26:53	OTC Paper
Fire Alarm System Upgrade	Fire alarm and detection systems and related equipment	11/28/2017 11:10:48		Paper
2269 San Ramon Valley Blvd. Development	Automatic fire-extinguishing systems	11/28/2017 15:17:20		Digital
Fire Alarm Upgrades	Fire alarm and detection systems and related equipment	11/28/2017 15:57:53		Digital
Sheet Metal Workers Union Training Center TI	Automatic fire-extinguishing systems	11/29/2017 10:33:39		Digital
Andreini TI Suite 320	Automatic fire-extinguishing systems	11/30/2017 08:46:33	11/30/2017 10:08:03	OTC Paper
Fraenkel Residence	Construction, alteration, or renovation of a building	11/30/2017 09:43:18	11/30/2017 09:45:59	OTC Paper
Quest Family Guidance Ctr TI	Construction, alteration, or renovation of a building	11/30/2017 10:01:58	11/30/2017 10:03:17	OTC Paper

City Center East Building @ 6000 Bollinger Canyon Rd	Automatic fire-extinguishing systems	11/30/2017 10:22:02		Digital
City Center East Building @ 6000 Bollinger Canyon Rd	Standpipe Systems	11/30/2017 10:22:04		Digital
City Center West Building @ 6000 Bollinger Canyon Rd	Automatic fire-extinguishing systems	11/30/2017 10:22:21		Digital
City Center West Building @ 6000 Bollinger Canyon Rd	Standpipe Systems	11/30/2017 10:22:24		Digital
Genius Kids Expansion (Sunshine Academy LLC)	Automatic fire-extinguishing systems	11/30/2017 10:23:02	11/30/2017 10:26:41	OTC Paper
Brightfox Education	Construction, alteration, or renovation of a building	11/30/2017 11:20:53	11/30/2017 11:26:06	OTC Paper

<b>SAN RAMON VALLEY FIRE PROTECTION DISTRICT</b>													
<b>FIRE PREVENTION DIVISION</b>													
<b>MONTHLY BOARD OF DIRECTORS ACTIVITY REPORT</b>													
<b>November 2017</b>													

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>CODE COMPLIANCE</b>													
INSPECTIONS	19	35	82	69	148	17	17	78	58	97	112	0	732
REINSPECTIONS	73	68	81	36	108	66	137	114	86	83	170	0	1022
TOTAL *	<b>92</b>	<b>103</b>	<b>163</b>	<b>105</b>	<b>256</b>	<b>83</b>	<b>154</b>	<b>192</b>	<b>144</b>	<b>180</b>	<b>282</b>	<b>0</b>	<b>1754</b>

OCCUPANCY PERMITS	2	31	20	25	126	53	12	62	35	77	61	0	504
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<b>ANNUAL INSPECTION PROGRAM</b>													
TOTAL INSPECTABLE OCCS	555	555	555	555	555	555	555	555	555	555	555	555	555
TOTAL STARTED YTD †	17	34	74	65	143	12	14	69	54	93	103	0	678
% STARTED YTD	3.06%	6.13%	13.33%	11.71%	25.77%	2.16%	2.52%	12.43%	9.73%	16.76%	18.56%	0.00%	122.16%
TOTAL COMPLETED YTD ‡	9	22	24	34	84	32	67	76	42	48	72	0	510
% COMPLETED YTD	1.62%	3.96%	4.32%	6.13%	15.14%	5.77%	12.07%	13.69%	7.57%	8.65%	12.97%	0.00%	91.89%

<b>CONSTRUCTION</b>													
NEW PROJECTS	59	74	91	62	62	51	83	65	59	90	42	0	738
PLAN REVIEWS SUBMITTED	104	159	197	125	164	116	103	128	103	145	98	0	1442
PLAN REVIEWS COMPLETED	86	147	206	109	186	133	88	135	129	90	137	0	1446
INSPECTIONS	105	123	128	80	161	146	116	150	109	96	82	0	1296

\* 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.



# 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:** December 20, 2017  
**To:** Board of Directors  
**From:** Denise Pangelinan, Director of Emergency Communications  
**Subject:** Monthly Communications Division Report for November 2017

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## **Communications Center**

- Conducted Dispatch Supervisor assessment center
- Citizen academy presentation for City of San Ramon
- Orientation of communications center for new San Ramon police officer

## **Technology Systems**

- Reviewed requirements for Emergency Fire Dispatch server installation
- Updated GIS data for San Ramon Police Department Records Management System
- District orientation and training for new GIS Analyst
- Communications Center server updates completed

## **Training**

- Text to 911 System Administrator and Operator Training

## **Meetings**

- San Ramon Police Department Dispatch Services Consolidation
- Contra Costa County Manager's Association

## **Communications Reserves**

- Portable repeater deployment training
- Communications Technician certification training
- Presented the Mobile Communications Unit at the Citizen Academy presentation

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

Date: December 20, 2017

To: Board of Directors

From: Natalie Korthamar Wong, Director of Human Resources

Re: Monthly Human Resources Report for November 2017

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## Recruitment:

- Onboarded Part-time GIS Analyst, Permit Technician and Part-time Dispatcher employees
- Coordinated interviews for the Permit Technician, Human Resources Generalist and Dispatch Supervisor positions
- Coordinated various logistics for the Engineer Assessment Center

## Additional Accomplishments:

- Attended the Leadership San Ramon District Presentation with Chief Krause
- Participated on an interview panel for the City of Brentwood
- Held 3 *Concern EAP* Training Sessions which provided information to employees on how to improve various aspects of daily life
- Continued working with the District's benefits broker to implement a new FSA/Dependent Care Account program; held multiple webinars for employees to learn more about the new program and completed enrollment of employees.

## Report:

- Employee Illness/Injury Report – November 2017

## Employee Illness/Injury Report November 2017

### *Reportable Injuries*

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

November 9, 2017    DOI = 11/9/17 – A Firefighter strained his neck following cardiovascular exercise. Missed 2 shifts. *Status:* Returned to full-duty 11/14/17.

November 14, 2017    DOI = 11/14/17 – A Firefighter injured his knee during a training exercise. *Status:* Remained out at month end.

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

November 15, 2017    DOI = 11/15/17 – An Engineer twisted his ankle while responding to a call and stepping off the engine. *Status:* Medical Only – No lost time.

As of November 30, 2017, there were nine (9) employees absent from their regular work assignment. Total lost time due to injuries for the month of November equaled 275 calendar days/92 shifts.

# FINANCE



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: December 20, 2017  
To: Board of Directors  
From: Ken Campo, Financial Consultant  
Re: Monthly Financial Report for October and November 2017

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## **Financials:**

- Balance Sheet – November 30, 2017
- Revenues: Budget v. Actual thru November 2017 (All Funds)
- General Fund Expenditures: Budget v. Actual thru November 2017 (2014/15-2017/18)
- Capital, Debt Service, SRVF Community Fund Expenditures: Budget v. Actual thru November 2017 (2014/15-2017/18)
- Monthly General Fund Revenue/Expense History (2013/14-2017/18)
- Monthly Overtime Analysis – July - November 2017
- CERBT Strategy 1 Investment Performance Report for October 2017 (District assets under management \$19,355,534.22 as of December 5, 2017).

## **Meetings/Activities:**

- Continued development of June 30, 2017 Comprehensive Annual Financial Report: financial statements, Management's Discussion and Analysis (MD&A), footnotes, required supplemental information, and statistical section.
- Assisted NBS Government Finance Group with the District's annual GEMT ("Ground Emergency Medical Transport") Cost Report submittal for additional \$82,000 of Federal reimbursement associated with MediCal transports.
- CCCERA has released the Fiscal Year (FY) 2018/19 retirement rates. Employer rates for safety (legacy rates) decline approximately 2%, while non-safety (legacy rates) decrease by approximately 0.67%. The employee basic rate remains the same, while the employee COLA (cost of living adjustment) rates that employees are responsible for increases approximately 0.47%. The rate decrease results in a projected net decrease in retirement cost of approximately \$450,000 beginning in FY2018/19 due to positive investment gains. CCCERA rates are subject to possible further revision.

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

	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	\$ 1,605,000	\$ -	\$ -	\$ -	\$ 30	\$ 31,805	\$ -	\$ -	\$ 1,636,835
Cash - Bank of the West Money Market @ 0.96%	1,006,803								1,006,803
Cash - Bank of the West Workers' Compensation	(62,511)								(62,511)
Cash - Wells Fargo Flexible Spending	13,195								13,195
Petty Cash	1,250								1,250
Investments - LAIF @ 1.07%	3,157,291			1,538,851					4,696,142
Investments - Mrkt Value Adj/Premium/Discount	(40,005)	(86,025)		(23,190)					(149,220)
Investments - Bank of the West @ 1.68% avg	2,157,382	15,342,618		3,000,000					20,500,000
Investments - Tri-Valley Bank @ 0.95%		2,000,000							2,000,000
Cash with Fiscal Agent (Note #1)			72						72
Investments - US Bank Money Market @ 0.10%									-
Accounts Receivable	1,105,227								1,105,227
Interest Receivable									-
Prepaid Expenses/Deposits	10,090,232			239,000					10,329,232
Land							6,000,878		6,000,878
Buildings & Improvements/Construction							33,728,508		33,728,508
Equipment/Vehicles							28,776,093		28,776,093
Accumulated Depreciation							(33,458,574)		(33,458,574)
Amount to be Provided for General Long Term Debt								20,113,760	20,113,760
<b>Total Assets</b>	<b>\$ 19,033,864</b>	<b>\$ 17,256,593</b>	<b>\$ 72</b>	<b>\$ 4,754,661</b>	<b>\$ 30</b>	<b>\$ 31,805</b>	<b>\$ 35,046,904</b>	<b>\$ 20,113,760</b>	<b>\$ 96,237,690</b>
<b>LIABILITIES</b>									
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	2,823,435			9,760		85			2,833,280
Deposits Payable	2,642								2,642
Deferred Revenue	309,107								309,107
Long Term Debt (1) Certificates of Participation								12,224,000	12,224,000
Long Term Debt (2) Vehicle Lease								260,979	260,979
Liability Assc. with Open Workers' Comp Claims	13,195							5,527,000	5,540,195
Liability for Accumulated Leave								2,101,782	2,101,782
<b>Total Liabilities</b>	<b>3,148,379</b>	<b>-</b>	<b>-</b>	<b>9,760</b>	<b>-</b>	<b>85</b>	<b>-</b>	<b>20,113,760</b>	<b>23,271,984</b>
<b>FUND EQUITY</b>									
Investment in General Fixed Assets							35,046,904		35,046,904
Non-Spendable Fund Balance				239,000					239,000
Restricted Fund Balance			72	97,861	30				97,963
Committed Fund Balance:									
Dry Period Funding	15,826,332								15,826,332
Budget Stabilization		14,256,593							14,256,593
Workers' Compensation Claims		3,000,000							3,000,000
Capital Projects				4,408,041					4,408,041
Assigned Fund Balance:									
Other Assigned Fund Balance	59,153					9,989			69,142
Unassigned Fund Balance						21,731			21,731
<b>Total Fund Balance</b>	<b>15,885,485</b>	<b>17,256,593</b>	<b>72</b>	<b>4,744,901</b>	<b>30</b>	<b>31,720</b>	<b>35,046,904</b>	<b>-</b>	<b>72,965,706</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 19,033,864</b>	<b>\$ 17,256,593</b>	<b>\$ 72</b>	<b>\$ 4,754,661</b>	<b>\$ 30</b>	<b>\$ 31,805</b>	<b>\$ 35,046,904</b>	<b>\$ 20,113,760</b>	<b>\$ 96,237,690</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 \$38; Interest Rate 0.00% (Money Market Fund)

Project Fund (COP 2015) Market Value \$0 as of 8/31/17. Interest Rate 0.10% (Commercial Paper)



**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
REVENUE (ALL FUNDS)  
FISCAL YEAR 2017-2018  
JULY 1, 2017 - NOVEMBER 30, 2017**

GL CODE	FISCAL YEAR COMPLETED: 41.67% DESCRIPTION	2014/2015	2015/2016	2016/2017	2017/2018	2017/2018	PERCENT RECEIVED %
		ACTUAL REVENUE	ACTUAL REVENUE	ACTUAL REVENUE	BUDGETED REVENUE	REALIZED REVENUE	
<b>4100</b>	<b>TAXES</b>						
4110	PROPERTY TAXES - CURRENT SECURED	\$53,279,121	\$57,616,767	\$61,143,436	\$63,416,399	\$0	0.00%
4120	PROPERTY TAXES - SUPPLEMENTAL	1,187,562	1,439,374	1,762,346	528,418	-	0.00%
4130	PROPERTY TAXES - UTILITIES (Unitary)	974,141	1,050,678	1,069,077	1,090,458	-	0.00%
4140	PROPERTY TAXES - CURRENT UNSECURED	1,959,968	1,844,275	1,839,066	1,905,707	1,750,956	91.88%
4145	HOMEOWNERS PROPERTY TAX RELIEF	487,153	482,390	475,833	528,418	-	0.00%
4150	RDA PROPERTY TAX	648,506	916,948	1,058,717	1,079,892	-	0.00%
4160	LESS COUNTY TAX ADMINISTRATION	(499,102)	(514,207)	(510,175)	(520,366)	-	0.00%
4170	PROPERTY TAXES - PRIOR SECURED	(156,204)	(187,115)	(142,357)	0	-	#DIV/0!
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(83,626)	(77,821)	(89,990)	0	-	#DIV/0!
4190	PROPERTY TAXES - PRIOR UNSECURED	(26,010)	(65,172)	60,059	0	-	#DIV/0!
		<b>57,771,510</b>	<b>62,506,117</b>	<b>66,666,013</b>	<b>68,028,926</b>	<b>1,750,956</b>	<b>2.57%</b>
<b>4200</b>	<b>INTERGOVERNMENTAL REVENUE</b>						
4220	MEASURE "H"	33,000	33,000	33,000	33,000	-	0.00%
4230	SB-90 MANDATED COSTS	102,278	22,668			-	
4240	MISCELLANEOUS STATE AID/GRANTS	334,609	505,507	208,327	-	12,168	#DIV/0!
4245	FEDERAL GRANT REVENUE	-				-	
4250	LEMSA	-	143,288	191,892	250,510	89,480	35.72%
4251	GEMT	-	152,575	76,294	65,423	40,627	62.10%
4252	CONSOLIDATED DISPATCH	-	-	1,250,000	1,300,000	650,000	50.00%
4253	USE TAX SHARE REVENUE	-	-	-	-	169	#DIV/0!
		<b>469,887</b>	<b>857,038</b>	<b>1,759,513</b>	<b>1,648,933</b>	<b>792,444</b>	<b>48.06%</b>
<b>4300</b>	<b>CHARGES FOR SERVICE</b>						
4310	INSPECTION FEES	108,818	124,744	67,533	110,000	33,667	30.61%
4315	PLAN REVIEW	596,692	657,804	715,299	600,000	262,380	43.73%
4316	INFO TECHNOLOGY SURCHARGE	97,861	39,127	39,142	35,500	-	0.00%
4320	WEED ABATEMENT CHARGES	3,347	2,493	1,938	3,045	-	0.00%
4325	ADMINISTRATIVE CITATION CHARGES	51,550	38,328	7,500	35,000	-	0.00%
4330	AMBULANCE SERVICES	3,125,236	3,344,200	3,426,216	3,391,157	1,455,316	42.92%
4340	CPR CLASSES	370	360	520	577	400	69.32%
4350	REPORTS/PHOTOCOPIES	6,749	9,976	13,142	10,150	3,149	31.02%
		<b>3,990,623</b>	<b>4,217,032</b>	<b>4,271,290</b>	<b>4,185,429</b>	<b>1,754,912</b>	<b>41.93%</b>
<b>4400</b>	<b>USE OF MONEY &amp; PROPERTY</b>						
4410	INVESTMENT EARNINGS	144,288	376,027	180,517	310,807	137,645	44.29%
		<b>144,288</b>	<b>376,027</b>	<b>180,517</b>	<b>310,807</b>	<b>137,645</b>	<b>44.29%</b>
<b>4500</b>	<b>RENTS, ROYALTIES AND COMMISSIONS</b>						
4510	RENT ON REAL ESTATE	75,059	45,958	62,807	62,808	26,536	42.25%
		<b>75,059</b>	<b>45,958</b>	<b>62,807</b>	<b>62,808</b>	<b>26,536</b>	<b>42.25%</b>
<b>4600</b>	<b>OTHER REVENUE</b>						
4610	DONATIONS/CONTRIBUTIONS	10	30				
4620	SALE OF PROPERTY	780,427	9,950	13,482			#DIV/0!
4630	INDEMNIFYING PROCEEDS	-	-	-		100,000	#DIV/0!
4640	MISCELLANEOUS REVENUE	139,755	99,201	56,651		6,944	#DIV/0!
		<b>920,192</b>	<b>109,181</b>	<b>70,133</b>	<b>-</b>	<b>106,944</b>	<b>#DIV/0!</b>
<b>4900</b>	<b>OTHER FINANCING SOURCES</b>						
4910	Debt proceeds	13,132,249	-	-	-	-	
		<b>13,132,249</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>REVENUE TOTAL</b>	<b>\$76,503,809</b>	<b>\$68,111,352</b>	<b>\$73,010,272</b>	<b>\$74,236,903</b>	<b>\$4,569,436</b>	<b>6.16%</b>

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**GENERAL FUND EXPENDITURES**  
**FISCAL YEAR 2017-2018**  
**JULY 1, 2017 - NOVEMBER 30, 2017**

FISCAL YEAR COMPLETED - 41.67%								
DESCRIPTION	GL CODE	2014/2015 ACTUAL	2015/2016 ACTUAL	2016/2017 ACTUAL	2017/2018 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
PERMANENT SALARIES	5110	\$19,188,961	\$20,945,087	\$23,416,517	\$26,012,674	\$10,459,890	\$15,552,784	40.21%
TEMPORARY SALARIES	5115	267,725	296,679	228,589	293,114	100,058	193,056	34.14%
PERMANENT OVERTIME	5120	6,470,482	7,917,285	8,208,668	7,020,403	4,436,326	2,584,077	63.19%
PERMANENT OVERTIME-TEMP EEs	5121	-	25,937	2,993	-	4,161	(4,161)	#DIV/0!
FICA/MEDICARE	5140	373,313	420,610	449,912	491,024	212,811	278,213	43.34%
RETIREMENT CONTRIBUTIONS	5150	14,723,941	14,694,250	15,280,694	17,051,250	7,093,589	9,957,661	41.60%
RETIREMENT CONTRIB. UAAL	5150	-	-	-	294,000	294,000	0	100.00%
401a CONTRIBUTIONS-ER PAID	5151	-	8,438	7,350	7,688	3,522	4,166	45.82%
EMPLOYEE GROUP INSURANCE	5160	3,202,870	3,533,985	3,750,615	4,301,098	1,568,748	2,732,350	36.47%
RETIREE HEALTH INSURANCE	5170	1,788,158	2,053,562	2,238,230	3,134,909	999,460	2,135,449	31.88%
OPEB CONTRIBUTION	5175	1,000,000	3,396,659	3,817,170	3,095,383	1,289,745	1,805,638	41.67%
UNEMPLOYMENT INSURANCE	5180	821	-	-	20,000	3,100	16,900	15.50%
WORKERS' COMPENSATION	5190	899,816	1,118,289	956,203	1,000,000	447,684	552,316	44.77%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>5100</b>	<b>47,916,087</b>	<b>54,410,780</b>	<b>58,356,941</b>	<b>62,721,543</b>	<b>26,913,096</b>	<b>35,808,447</b>	<b>42.91%</b>
OFFICE SUPPLIES	5202	27,849	27,027	25,857	33,238	12,676	20,562	38.14%
POSTAGE	5204	13,996	14,021	12,436	26,732	1,320	25,412	4.94%
TELECOMMUNICATIONS	5206	167,750	168,728	205,159	234,755	74,691	160,064	31.82%
UTILITIES	5208	344,230	352,055	359,029	365,820	188,345	177,475	51.49%
SMALL TOOLS/EQUIPMENT	5210	85,136	69,710	132,035	155,979	62,765	93,214	40.24%
MISCELLANEOUS SUPPLIES	5212	100,911	100,561	47,878	141,081	40,134	100,947	28.45%
MEDICAL SUPPLIES	5213	122,211	143,955	131,232	139,828	42,654	97,174	30.50%
FIREFIGHTING SUPPLIES	5214	67,463	37,479	29,694	62,753	5,907	56,846	9.41%
PHARMACEUTICAL SUPPLIES	5216	25,174	35,498	30,542	34,671	12,713	21,958	36.67%
COMPUTER SUPPLIES	5218	6,043	7,691	10,053	15,255	2,088	13,167	13.69%
RADIO EQUIPMENT & SUPPLIES	5219	19,459	15,281	25,654	20,500	4,150	16,350	20.24%
FOOD SUPPLIES	5222	14,910	27,628	21,081	34,496	7,623	26,873	22.10%
PPE INSPECTION & REPAIRS	5223	21,309	18,745	16,054	26,213	3,341	22,872	12.74%
SAFETY CLOTHING/SUPPLIES	5224	100,360	80,554	117,887	214,668	66,398	148,270	30.93%
CLASS A UNIFORMS & SUPPLIES	5225	7,789	3,496	5,002	13,134	1,847	11,287	14.07%
NON-SAFETY CLOTHING/SUPPLIES	5226	10,801	5,638	39,111	41,832	10,936	30,896	26.14%
CLASS B UNIFORMS & SUPPLIES	5227	29,619	56,894	72,454	95,750	41,058	54,692	42.88%
HOUSEHOLD SUPPLIES	5228	51,627	43,371	42,804	43,076	18,722	24,354	43.46%
CENTRAL GARAGE - REPAIRS	5230	161,501	174,177	552,762	175,000	198,675	(23,675)	113.53%
CENTRAL GARAGE - MAINTENANCE	5231	12,113	6,534	39,145	38,237	4,098	34,139	10.72%
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	166,873	137,063	148,672	174,231	82,934	91,297	47.60%
CENTRAL GARAGE - TIRES	5234	39,569	40,666	58,544	52,275	16,493	35,782	31.55%
CENTRAL GARAGE - MANDATED INSP.	5235	6,077	9,822	6,758	11,561	2,741	8,820	23.71%
MAINT./REPAIRS - EQUIPMENT	5236	158,021	165,074	197,432	282,850	95,949	186,901	33.92%
MAINT./REPAIRS - RADIO & ELECTRON	5238	303,983	231,239	295,529	314,812	63,288	251,524	20.10%
MAINT./REPAIRS - BUILDINGS	5240	148,734	157,281	195,818	228,717	116,696	112,021	51.02%
MAINT./REPAIRS - GROUNDS	5242	35,350	44,167	43,327	40,653	17,036	23,617	41.91%
RENTS & LEASES-EQUIP./PROPERTY	5246	47,933	64,106	60,643	79,984	39,960	40,024	49.96%
PROFESSIONAL/SPECIALIZED SERVICES	5250	688,486	937,626	1,310,069	1,526,842	451,082	1,075,760	29.54%
RECRUITING COSTS	5251	40,120	102,890	92,293	116,031	64,188	51,843	55.32%
LEGAL SERVICES	5252	107,352	254,331	934,439	292,000	88,177	203,823	30.20%
MEDICAL SERVICES	5254	65,875	74,647	74,585	89,150	2,298	86,852	2.58%
COMMUNICATIONS SERVICES	5258	79,800	79,800	79,800	79,800	-	79,800	0.00%
ELECTION SERVICES	5262	86,856	-	300	-	-	0	#DIV/0!
INSURANCE SERVICES	5264	435,810	559,787	495,579	485,998	421,045	64,953	86.64%
PUBLICATION OF LEGAL NOTICES	5270	1,633	1,475	653	6,384	-	6,384	0.00%
SPECIALIZED PRINTING	5272	14,833	14,941	11,985	28,277	12,019	16,258	42.50%
MEMBERSHIPS	5274	57,804	68,045	68,408	80,151	45,629	34,522	56.93%
EDUCATIONAL COURSES/SUPPLIES	5276	32,958	38,886	47,059	66,428	7,815	58,613	11.76%
EDUCATIONAL ASSISTANCE	5277	12,502	12,978	11,756	16,400	4,552	11,848	27.76%
PUBLIC EDUCATIONAL SUPPLIES	5278	9,255	10,799	9,473	12,608	7,451	5,157	59.10%
BOOKS & PERIODICALS	5280	11,178	10,112	11,914	21,354	6,182	15,172	28.95%
RECOGNITION SUPPLIES	5282	1,502	1,906	2,456	4,050	271	3,779	6.69%
MEETINGS/TRAVEL EXPENSES	5284	28,185	33,347	36,541	42,868	16,257	26,611	37.92%
PROPERTY TAX SHARE AGREEMENT	5290	-	\$84,695	\$46,313	\$52,056	-	52,056	0.00%
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>5200</b>	<b>3,970,940</b>	<b>4,524,727</b>	<b>6,156,215</b>	<b>6,018,498</b>	<b>2,362,205</b>	<b>3,656,293</b>	<b>39.25%</b>
<b>TOTAL G/F OPERATING EXPENDITURES</b>		<b>\$51,887,027</b>	<b>\$58,935,506</b>	<b>\$64,513,156</b>	<b>\$68,740,041</b>	<b>29,275,300</b>	<b>\$39,464,741</b>	<b>42.59%</b>

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
CAPITAL PROJECTS, EQUIP/VEHICLES, DEBT SERVICE, SAN RAMON VALLEY FIRE COMMUNITY FUND  
FISCAL YEAR 2017-2018  
JULY 1, 2017 - NOVEMBER 30, 2017**

FISCAL YEAR COMPLETED - 41.67%								
DESCRIPTION	GL CODE	2014/2015 ACTUAL	2015/2016 ACTUAL	2016/2017 ACTUAL	2017/2018 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
RENTS & LEASES - PROPERTY	5246	\$0	\$0		\$0	\$0	\$0	#DIV/0!
LEGAL SERVICES	5252	-	8,621		-	-	0	#DIV/0!
CRR TECH IMPROVEMENTS	5253	-	8,360		65,000	-	65,000	0%
PUBLICATION OF LEGAL NOTICES	5270	-	1,548		-	-	0	#DIV/0!
DESIGN/CONSTRUCTION	6105/6110	440					0	#DIV/0!
VARIOUS IMPROVEMENTS *	6120	250,133	2,780,361		1,544,159	211,537	1,332,622	14%
RADIO/ELECTRONIC EQUIPMENT	6230	302,557	1,234,044		614,053	91,005	523,048	15%
TOOLS & SUNDRY EQUIPMENT	6240	51,179	144,052	625,147	712,016	62,777	649,239	9%
AUTOS & TRUCKS	6250	27,376	-	198,560	1,456,978	101,198	1,355,780	7%
<b>TOTAL CAPITAL PROJECTS (FUND 300)</b>		<b>631,685</b>	<b>4,176,986</b>	<b>823,707</b>	<b>4,392,206</b>	<b>466,516</b>	<b>3,925,690</b>	<b>11%</b>
BOND REDEMPTION - 2003/2006/2013/2015 COP	5310	9,987,291	1,271,981	1,270,952	1,268,938	1,040,515	228,423	82%
VEHICLE LEASE #4	5310	534,012	525,885	525,885	525,885	262,942	262,943	50%
<b>TOTAL DEBT SERVICE (FUND 200)</b>		<b>10,521,303</b>	<b>1,797,866</b>	<b>1,796,836</b>	<b>1,794,823</b>	<b>1,303,457</b>	<b>491,366</b>	<b>73%</b>
OTHER SPECIAL DISTRICT EXPENDITURES	5286	1,000	1,000	0			0	#DIV/0!
<b>TOTAL SRVF COMMUNITY FUND (FUND 400)</b>		<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>TOTAL - CAPITAL, EQUIPMENT, DEBT SERVICE, SRVF COMMUNITY &amp; FEDERAL GRANT FUND</b>		<b>\$11,153,988</b>	<b>\$5,975,852</b>	<b>\$2,620,543</b>	<b>\$6,187,029</b>	<b>\$1,769,973</b>	<b>\$4,417,056</b>	<b>29%</b>
* Note: Includes new Station 32 construction.								

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

<i>Month</i>	<i>2013/14</i>		<i>2014/15</i>		<i>2015/16</i>		<i>2016/17</i>		<i>2017/18</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	\$303,039	\$4,253,760	\$399,328	\$5,808,943	\$354,684	\$4,771,243	\$282,790	\$5,316,616	\$354,888	\$6,122,636
August	\$393,566	\$4,035,499	\$390,930	\$4,376,310	\$426,922	\$5,260,304	\$363,912	\$5,109,224	\$695,817	\$5,671,451
September	\$230,997	\$4,049,136	\$317,832	\$4,176,216	\$354,095	\$4,581,188	\$377,209	\$5,047,543	\$480,964	\$5,593,302
October	\$2,205,383	\$3,879,765	\$2,247,021	\$4,157,975	\$2,040,889	\$4,262,203	\$2,158,269	\$5,282,085	\$2,593,632	\$5,999,337
November	\$343,280	\$4,023,813	\$295,306	\$4,381,969	\$335,053	\$4,727,586	\$720,990	\$5,554,302	\$362,621	\$5,888,575
December	\$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	\$529,393	\$3,767,912	\$1,149,378	\$4,230,080	\$576,093	\$4,743,692	\$1,242,334	\$5,401,913		
February	\$427,492	\$3,570,860	\$291,209	\$4,005,149	\$472,114	\$4,837,271	\$690,047	\$5,326,068		
March	\$360,312	\$3,799,189	\$472,966	\$4,084,004	\$620,681	\$5,229,614	\$433,245	\$5,849,120		
April	\$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	\$324,465	\$3,752,225	\$338,057	\$4,255,627	\$840,611	\$4,935,586	\$394,206	\$5,452,583		
June	\$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

12/11/17 9:32 AM

2016/17	Jul	Aug	Sep	Oct	Nov	TOTAL
Strike Team Backfill	132.00	563.50	288.00	53.50	0.00	1,037.00
Strike Team	132.00	563.50	288.00	53.50	0.00	1,037.00
Vacation Coverage	3,501.65	2,451.03	2,325.60	2,745.63	2,274.60	13,298.51
Sick Leave	1,503.98	1,131.50	1,474.50	1,859.75	980.25	6,949.98
Disability Leave (WC)	2,610.87	2,492.70	2,122.40	2,849.20	2,918.40	12,993.57
Training	78.00	118.75	335.75	528.50	603.50	1,664.50
Staffing Coverage*	2,763.75	2,867.97	3,001.50	3,147.17	3,422.50	15,202.89
<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>52,183.45</b>

2017/18	Jul	Aug	Sep	Oct	Nov	TOTAL
Strike Team Backfill	1,500.50	692.00	562.00	2,303.75	0.00	5,058.25
Strike Team	1,500.50	692.00	562.00	2,303.75	0.00	5,058.25
Vacation Coverage	4,234.70	2,893.75	2,085.66	3,248.01	2,750.00	15,212.12
Sick Leave	1,100.65	1,819.50	1,742.53	2,170.03	1,503.75	8,336.46
Disability Leave (WC)	2,017.30	1,996.08	1,891.10	1,784.05	1,674.00	9,362.53
Training	47.00	161.01	269.75	739.25	573.75	1,790.76
Staffing Coverage*	2,473.99	1,873.56	3,831.94	2,602.16	3,354.50	14,136.15
<b>TOTAL</b>	<b>12,874.64</b>	<b>10,127.90</b>	<b>10,944.98</b>	<b>15,151.00</b>	<b>9,856.00</b>	<b>58,954.52</b>

#### Current (17/18) to Prior (16/17) Year Variances in OT

OT Type	Jul	Aug	Sep	Oct	Nov	TOTAL
Strike Team Backfill	1,368.50	128.50	274.00	2,250.25	0.00	4,021.25
Strike Team	1,368.50	128.50	274.00	2,250.25	0.00	4,021.25
Vacation Coverage	733.05	442.72	(239.94)	502.38	475.40	1,913.61
Sick Leave	(403.33)	688.00	268.03	310.28	523.50	1,386.48
Disability Leave (WC)	(593.57)	(496.62)	(231.30)	(1,065.15)	(1,244.40)	(3,631.04)
Training	(31.00)	42.26	(66.00)	210.75	(29.75)	126.26
Staffing Coverage*	(289.76)	(994.41)	830.44	(545.01)	(68.00)	(1,066.74)
<b>Increase/(Decrease)</b>	<b>2,152.39</b>	<b>(61.05)</b>	<b>1,109.23</b>	<b>3,913.75</b>	<b>(343.25)</b>	<b>6,771.07</b>

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

## Objective

The objective of the CERBT Strategy 1 portfolio is to seek returns that reflect the broad investment performance of the financial markets through capital appreciation and investment income. There is no guarantee that the portfolio will achieve its investment objective.

## Strategy

The CERBT Strategy 1 portfolio is invested in various asset classes in percentages approved by the CalPERS Board. The specific percentages of portfolio assets allocated to each asset class are shown under "Composition". Generally, equities are intended to help build the value of the employer's portfolio over the long term while bonds are intended to help provide income and stability of principal. Also, strategies invested in a higher percentage of equities seek higher investment returns (but assume more risk) compared with strategies invested in a higher percentage of bonds.

Compared with CERBT Strategy 2 and Strategy 3, this portfolio consists of a higher percentage of equities than bonds and other assets. Historically, equities have displayed greater price volatility and therefore this portfolio may experience greater fluctuation of value. Employers that seek higher investment returns, and are able to accept greater risk and tolerate more fluctuation in returns, may wish to consider this portfolio.

CalPERS Board may change the list of approved asset classes, in composition as well as targeted allocation percentages and ranges at any time.

## Assets Under Management

As of the specified reporting month-end, the aggregate total of assets under management for all CERBT Strategies was

**\$7,513,213,616.**

## Composition

### Asset Class Allocations and Benchmarks

The CERBT Strategy 1 portfolio consists of the following asset classes and corresponding benchmarks:

Asset Class	Target Allocation <sup>1</sup>	Target Range	Benchmark
Global Equity	57%	± 2%	MSCI All Country World Index IMI (net)
Fixed Income	27%	± 2%	Bloomberg Barclays Long Liability Index
Treasury Inflation-Protected Securities ("TIPS")	5%	± 2%	Bloomberg Barclays U.S. TIPS Index, Series L
Real Estate Investment Trusts ("REITs")	8%	± 2%	FTSE EPRA/NAREIT Developed Liquid Index (net)
Commodities	3%	± 2%	S&P GSCI Total Return Index

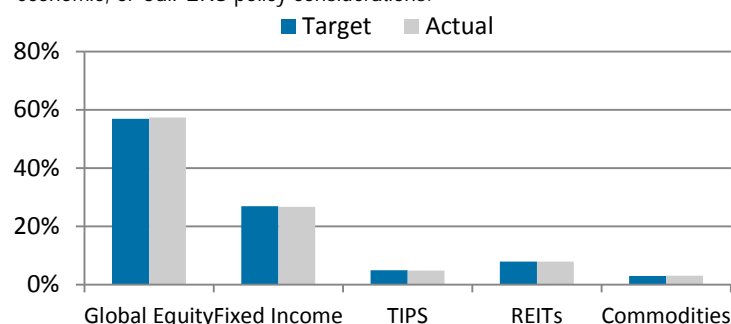
<sup>1</sup> Allocations approved by the Board at the October 2014 Investment Committee meeting

## Portfolio Benchmark

The CERBT Strategy 1 benchmark is a composite of underlying asset class market indices, each assigned the target weight for the asset class it represents.

## Target vs. Actual Asset Class Allocations

The following chart shows policy target allocations compared with actual asset allocations as of the specified reporting month-end. CalPERS may overweight or underweight an allocation to a particular asset class based on market, economic, or CalPERS policy considerations.



## CERBT Strategy 1 Performance as of October 31, 2017

	1 Month	3 Months	Fiscal YTD	1 Year	3 Years*	5 Years*	Since Inception* (June 1, 2007)
Gross Return <sup>1,3</sup>	1.30%	3.11%	5.13%	14.53%	5.93%	8.03%	4.85%
Net Return <sup>2,3</sup>	1.29%	3.09%	5.10%	14.43%	5.84%	7.91%	4.78%
Benchmark returns	1.28%	3.02%	5.04%	13.91%	5.47%	7.60%	4.38%

Performance quoted represents past performance, which is no guarantee of future results that may be achieved by the fund.

\*Returns for periods greater than one year are annualized.

<sup>1</sup> Gross performance figures are provided net of SSGA operating expenses.

<sup>2</sup> Net Performance figures deduct all expenses to the fund, including investment management, administrative and recordkeeping fees.

<sup>3</sup> See the Expense section of this document.



**General Information**

**Information Accessibility**

The CERBT Strategy 1 portfolio consists of assets managed internally by CalPERS and/or external advisors. Since it is not a mutual fund, a prospectus is not available nor is information available from a newspaper source. This summary is designed to provide descriptive information. CalPERS provides a quarterly statement of the employer's account and other information about the CERBT. For total market value, detailed asset allocation, investment policy and current performance information, including performance to the most recent month-end, please visit our website at: [www.calpers.ca.gov](http://www.calpers.ca.gov).

**Portfolio Manager Information**

The CalPERS Investment Committee and Board of Administration directs the investment strategy and investments of the CERBT. Under that direction, CalPERS Investment staff manages fixed income, treasury inflation-protected securities and commodities assets; and State Street Global Advisors (SSGA) manages the global equity and real estate investment trust assets.

**Custodian and Record Keeper**

State Street Bank serves as custodian for the CERBT. Northeast Retirement Services serves as record keeper.

**Expenses**

CERBT is a self-funded trust in which participating employers pay for all administrative and investment expenses. Expenses reduce the gross investment return by the fee amount. The larger the fee, the greater the reduction of investment return. Currently, CERBT expenses are 0.10% which consist of administrative expenses borne by CalPERS to administer and oversee the Trust assets, investment management and administrative fees paid to SSGA to manage the global equity and real estate trust assets, and recordkeeping fees paid to Northeast Retirement Services to administer individual employer accounts. The expenses described herein are reflected in the net asset value per share. CERBT's actual expenses may differ from the amount currently being accrued due to factors such as changes in average fund assets or market conditions. The expense accrual rate may change without notice in order to reflect changes in average portfolio assets or in expense amounts. The CalPERS Board annually reviews the operating expenses and changes may be made as appropriate. Even if the portfolio loses money during a period, the fee is still charged.

**What Employers Own**

Each employer choosing CERBT Strategy 1 owns a percentage of this portfolio, which invests in pooled asset classes managed by CalPERS and/or external advisors. Employers do not have direct ownership of the securities in the portfolio.

**Price**

The value of the portfolio changes daily, based upon the market value of the underlying securities. Just as prices of individual securities fluctuate, the portfolio's value also changes with market conditions.

**Principal Risks of the Portfolio**

The CalPERS CERBT Fund provides California government employers with a trust through which they may prefund retiree medical costs and other post-employment benefits. CERBT is not, however, a defined benefit plan. There is no guarantee that the portfolio will achieve its investment objectives nor provide sufficient funding to meet these employer obligations. Further, CalPERS will not make up the difference between actual health care premiums for payment of future benefits provided to retirees should CERBT assets not be sufficient to cover future obligations.

An investment in the portfolio is not a bank deposit, and it is not insured nor guaranteed by the Federal Deposit Insurance Corporation (FDIC), CalPERS, the State of California or any other government agency.

There are risks associated with investing, including possible loss of principal. The portfolio's risk depends in part on the portfolio's asset class allocations and the selection, weighting and risks of the underlying investments. For more information about investment risks, please see the document entitled "CERBT Principal Investment Risks" located at [www.calpers.ca.gov](http://www.calpers.ca.gov).

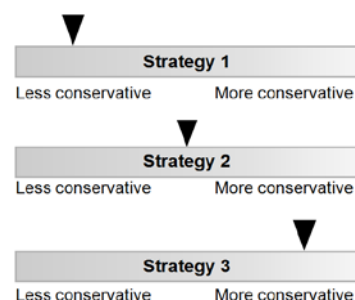
**Fund Performance**

Performance data shown on page 1 represents past performance and is no guarantee of future results. The investment return and principal value of an investment will fluctuate so that an employer's units, when redeemed, may be worth more or less than their original cost. Current performance may be higher or lower than historical performance data shown. For current performance information, please visit [www.calpers.ca.gov](http://www.calpers.ca.gov) and follow the links to California Employers' Retiree Benefit Trust.

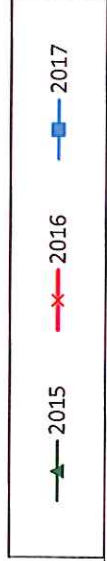
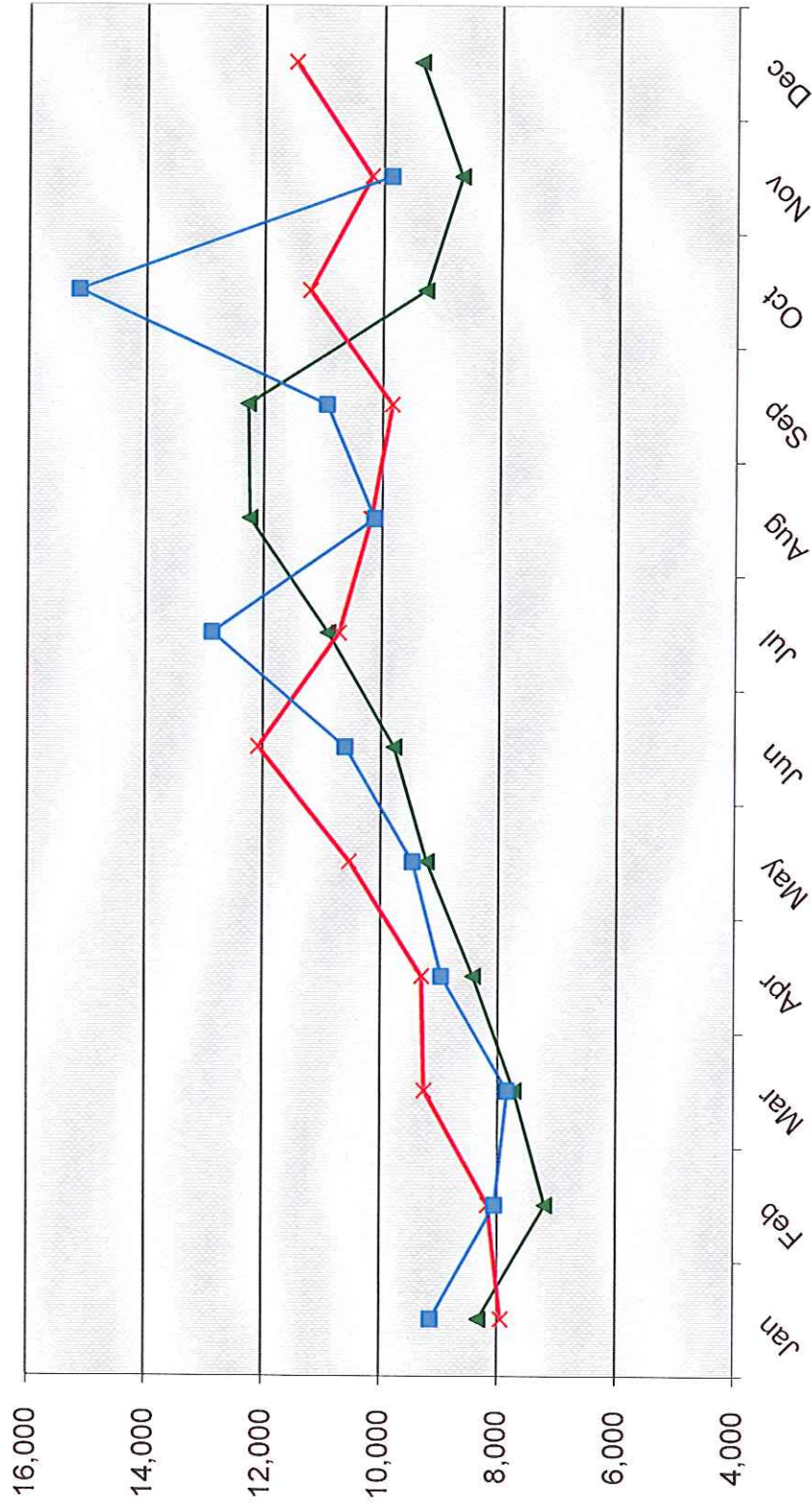
**CERBT Strategy Risk Levels**

CalPERS offers employers the choice of one of three investment strategies. Risk levels among strategies vary, depending upon the target asset class allocations. Generally, equities carry more risk than fixed income securities.

Asset Class Target Allocations	Strategy 1	Strategy 2	Strategy 3
Global Equity	57%	40%	24%
Fixed Income	27%	39%	39%
Treasury Inflation-Protected Securities	5%	10%	26%
Real Estate Investment Trusts	8%	8%	8%
Commodities	3%	3%	3%



**Total Overtime Hours by Month  
January 2015-November 2017**





Total Overtime Hours by Month  
January 2015-October 2017

