

**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**

**February 23, 2016 – 10:00 a.m.**

*Chris Campbell, Director ~ Gordon Dakin, Director ~ H. Jay Kerr, Director ~  
Donald Parker, Director ~ Matthew J. Stamey, Director*

**~MISSION STATEMENT~**

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

**Standing Committees:** Personnel/HR: Chair, Director Stamey and Director Parker; Finance: Chair, Director Kerr and Director Campbell;  
Facilities: Chair, Director Stamey and Director Parker; CERT/PAC: Director Kerr

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

**AGENDA**

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

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

5. **CONSENT CALENDAR**

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

- 5.1 Approve the salaries, payroll taxes and retirement contributions for the month of January 2016, in the amount of \$3,714,334.19
- 5.2 Approve the demand register for the period of January 15, 2016 through February 12, 2016, in the amount of \$2,152,923.80.
- 5.3 Approve the Board minutes from the January 27, 2016 Regular Board meeting.
- 5.4 Approve the Contract for Services with Ken Campo for continued administrative support to the Finance and Human Resources Divisions.

- 5.5 Authorize staff to make a progress payment in the amount of \$114,826.00 to TriTech Software Systems. Funds are allocated in the Annual Budget Fiscal Year 2015/2016.
- 5.6 Authorize staff to award District Temporary Employee Kimberly Pong a merit increase and modify her hourly wage to \$31.67 per hour, effective March 1, 2016.
- 5.7 Authorize staff to hire Purvi Solanki as a part-time District Temporary Employee, in the position of Office Assistant 1, at an hourly wage of \$27.32 per hour, effective March 1, 2016.
- 5.8 Personnel Actions:
  1. Approve staff's recommendation to promote Fire Dispatcher Whitney Bain, Step 5, to Fire Dispatch Supervisor, Step 5; effective February 1, 2016.
  2. Approve staff's recommendation to promote Fire Dispatcher Trisha Klink, Step 5, to Fire Dispatch Supervisor, Step 5; effective February 1, 2016.
  3. Approve staff's recommendation to promote Fire Dispatcher Jennifer Peters, Step 5, to Fire Dispatch Supervisor, Step 5; effective February 1, 2016.
  4. Approve staff's recommendation to award a merit salary increase to Firefighter/Paramedic Mark Mirchandani, to Step 5; effective March 19, 2016.

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

- 6.1 Mid-Year Budget Presentation, Financial Consultant Ken Campo and Controller Martin Koran.

**7. OLD BUSINESS**

- 7.1 Update on Fire Station No. 32.
- 7.2 Monthly update on Communications Center Consolidation Project.
- 7.3 Request authorization to utilize funds to expand the Communications Center 9-1-1 phone system and dispatch workstation capacity to accommodate the increase in call volume and personnel.
- 7.4 Conduct the second reading of Ordinance No. 33; an ordinance of the San Ramon Valley Fire Protection District setting forth the adherence to the standards for recruitment and training established by the Commission of Peace Officer Standards and Training (POST) and adopt by majority vote.
- 7.5 Request authorization to discontinue the software maintenance contract with Intergraph Corporation, as the District will soon be transitioning to TriTech CAD products.
- 7.6 Request authorization to replace up to 26 standard 2.5 inch fire hydrants to a model 64 steamer hydrant with a 4.5 inch outlet connection. Not to exceed the amount of \$40,000 budgeted for FY 2015/2016.

- 7.7 Request approval of (1) the changes to the Memorandum of Understanding between SRVFPD and the International Association of Firefighters Local 3546 for the term of August 1, 2009 through June 30, 2020, as amended and authorize the Fire Chief to execute the Letter of Understanding documenting the MOU changes; and (2) authorize the Fire Chief to proceed with the recruitment of the Community Risk Reduction Manager position, with a salary not to exceed \$12,330.00 per month.

**8. NEW BUSINESS**

- 8.1 The Administration Canon copier has exceeded the useful life of the equipment. (1) Consider authorizing staff to surplus the Canon copier by returning the copier back to the leasing company, at no cost to the District. (2) Consider authorizing staff to enter into a 60 month contract with Shamrock Office Solutions for the lease and maintenance service of a Ricoh MP C8002 (Printer/Copier/Scanner/Fax) machine.
- 8.2 Consider authorizing the Award of Contract to Emergency Construction Services for the upgrade of the interior work area of the San Ramon Valley Public Safety Communications Center, for an amount not to exceed \$70,000. There is no fiscal impact to the budget. Costs for this upgrade are included in the Capital Improvement budget, with a cost share agreement with San Ramon Police Department.
- 8.3 Consider authorizing the Award of Contract to All Pro Property Maintenance to remove and replace Station 38's rain gutters and downspouts, in an amount not to exceed \$17,750.00. There is no fiscal impact to the budget. The funds for the removal and replacement of rain gutters and downspouts are included in the Capital Improvement Plan budget.

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

**10. MONTHLY ACTIVITY REPORTS FOR DECEMBER 2015**

- 10.1 Operations Division-Deputy Chief Phares  
Operations Report of monthly activities
- 10.2 EMS/Logistics – Deputy Chief Krause  
EMS/Logistics Report of monthly activities.
- 10.3 Fire Prevention – Division Chief, Fire Marshal Kiefer  
Fire Prevention Report of monthly activities.
- 10.4 Administrative Services – Financial Consultant Ken Campo  
a). Monthly Finance Activities/Reports  
b). Monthly Human Resources Activities/Reports
- 10.5 Fire Chief – Fire Chief Meyer  
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

**11. GOOD OF THE ORDER**

11.1 Independent Special District Selection Committee (ISDSC) will meet on Monday, April 18, 2016 in conjunction with the quarterly meeting of the Contra Costa Special Districts Association (CCSDA). The ISDSC meeting/election will begin at 10:00 a.m. at the Central Contra Costa Sanitary District Multipurpose Room, located at 5019 Imhoff Place in Martinez. The regular quarterly meeting of the CCSDA will begin immediately following the ISDSC meeting/election. The purpose of this meeting is to select one regular special district member to LAFCO. The vacancy is for the regular member seat currently held by Michael McGill (Central Contra Costa Sanitary District), who seeks re-appointment. The deadline for submitting nominations for the LAFCO seat is March 6th.

**12. CLOSED SESSION**

- 12.1 Labor Negotiations: Conference with Labor Negotiators Chief Paige Meyer and Ken Campo Employee Organization Local 3546 (two matters) [Pursuant to Government Code Section 54957.8]
- 12.2 Possible exposure to litigation (two matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

**13. RETURN TO OPEN SESSION**

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

**15. ADJOURNMENT TO THE NEXT BOARD MEETING SCHEDULED FOR WEDNESDAY, MARCH 23, 2016 7:00 P.M. IN THE BOARDROOM.**

Prepared by:



Donna Maxwell, District Clerk

Agenda posted on February 19, 2016 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 and the San Ramon Valley Fire Protection District's website at [www.firedepartment.org](http://www.firedepartment.org).

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

**CONSENT  
ITEMS**

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

For the Month of: **January 2016**

Department	# Reg Employees	Gross Wages	Payroll Taxes	Retirement	Total	% of Total
<b>GL Acct Number</b>		<b>(5110,5115,5120,5121)</b>	<b>(5140)</b>	<b>(5150,5151)</b>		
Board of Directors	5	623.04	55.08	-	678.12	0.02%
Fire Chief	2	29,406.33	419.54	20,973.02	50,798.89	1.37%
Personnel	2	17,282.41	355.48	5,195.53	22,833.42	0.61%
Finance	3	26,464.47	377.05	9,494.82	36,336.34	0.98%
Fire Prevention	9	105,952.07	1,800.77	55,494.98	163,247.82	4.40%
Technology	2	26,368.08	696.86	7,619.72	34,684.66	0.93%
Facilities	1	6,944.84	123.09	2,349.03	9,416.96	0.25%
Fire Suppression	121	1,969,057.69	27,246.35	1,117,643.42	3,113,947.46	83.84%
Communication Center	10	105,508.20	1,799.78	34,368.67	141,676.65	3.81%
Fleet	2	15,839.88	227.63	5,682.97	21,750.48	0.59%
Training	1	6,451.22	91.48	2,314.54	8,857.24	0.24%
EMS	3	43,550.68	662.93	34,365.66	78,579.27	2.12%
Rescue		11,557.02	-	7,813.50	19,370.52	0.52%
HazMat		6,979.91	-	5,176.45	12,156.36	0.33%
<b>TOTALS</b>	<b>161</b>	<b>2,371,985.84</b>	<b>33,856.04</b>	<b>1,308,492.31</b>	<b>3,714,334.19</b>	<b>100.00%</b>

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 1/15/2016 Through 2/12/2016

Check N...	Check Date	Payee	Check Amount	Transaction Description
214629	1/28/2016	ABA DESIGN AND PHO...	500.00	Deposit-Photographer for ID Card/Board Photos (19)
214689	2/5/2016	ABA DESIGN AND PHO...	1,000.00	Photographer for ID Card/Board Photos (19)
214736	2/11/2016	ACC BUSINESS	1,171.00	Ethernet Access Cost 12/11/15-1/10/16
214630	1/28/2016	AIR LIQUIDE HEALTH...	265.29	Oxygen Tank Cylinder Rental-Dec 2015
	1/28/2016	AIR LIQUIDE HEALTH...	48.35	Oxygen Tank Cylinders (1) - 1/8/16
	1/28/2016	AIR LIQUIDE HEALTH...	19.60	Oxygen Tank Cylinders (1) - 12/11/15
	1/28/2016	AIR LIQUIDE HEALTH...	89.75	Oxygen Tank Cylinders (10) - 12/19/15
	1/28/2016	AIR LIQUIDE HEALTH...	433.10	Oxygen Tank Cylinders (13) - 8/31/15
214737	2/11/2016	AIR LIQUIDE HEALTH...	28.75	Oxygen Tank Cylinders (1) - 11/1/15
	2/11/2016	AIR LIQUIDE HEALTH...	163.35	Oxygen Tank Cylinders (26) - 1/15/16
	2/11/2016	AIR LIQUIDE HEALTH...	32.20	Oxygen Tank Cylinders (7) - 1/22/16
214738	2/11/2016	ALAMO ACE HARDWA...	17.52	Clip Magnets for Board (6)-Stn 35
	2/11/2016	ALAMO ACE HARDWA...	136.89	Gorilla Tape/Faucet Kit/Cable Ties-Stn 35
	2/11/2016	ALAMO ACE HARDWA...	23.38	Gray Primer/Paint-Tower Project
	2/11/2016	ALAMO ACE HARDWA...	128.82	Ladder/Rags/Cleaner/Keys-Training Site
	2/11/2016	ALAMO ACE HARDWA...	52.71	Lightbulbs (2 Cases)-Stn 33
	2/11/2016	ALAMO ACE HARDWA...	107.32	Lightbulbs-Dispatch
	2/11/2016	ALAMO ACE HARDWA...	22.45	Propane Cylinder for B531
	2/11/2016	ALAMO ACE HARDWA...	22.45	Tie Downs for Equipment
02/05/16...	2/5/2016	ALL STAR FIRE EQUIP...	259.23	Station Boots-Academy
214631	1/28/2016	AMERICAN CAPITAL E...	20.12	Reimb Am Capital Interest-Payment for IN7780750
214690	2/5/2016	AMERICAN CAPITAL E...	88.50	FP Collection Fees-December 2015
214739	2/11/2016	AMERICAN MESSAGI...	35.79	Paging Service-2/16
214632	1/28/2016	AP TRITON LLC	4,166.66	EMS Advocate Consulting Services-January 2016
02/11/16...	2/11/2016	ASCOT STAFFING	861.41	Temporary Staffing-Reception (29.5 Hrs) 1/4/16-1/10/16
02/11/16...	2/11/2016	ASCOT STAFFING	825.00	Temporary Staffing-Reception (27.5 Hrs) 1/18/16-1/24/16
EFT 1/2...	1/27/2016	ASCOT STAFFING	825.00	Temporary Staffing-Reception (27.5 Hrs) 1/11/16-1/17/16
214740	2/11/2016	AT T	19.76	Phone Service 12/19/15-1/18/16
214741	2/11/2016	AT T	129.67	Phone Service 12/20/15-1/19/16
214742	2/11/2016	ATT	42.76	Phones/Data/Radio Circuit/Long Distance 12/20/15-1/19/16
214633	1/28/2016	B AND C TRUCK PART...	139.24	Filters (11)-Shop
214634	1/28/2016	BART CORRIE	4.64	Reimb Station to Station Mileage-1/7/16
214584	1/21/2016	BAUER COMPRESSORS	825.00	Annual PM Service/Sample Test with Certificate-Unit 805
214635	1/28/2016	BAY AREA NEWS GRO...	122.40	Legal Notice-RFP Comm Center Remodel Project
214585	1/21/2016	BENEFIT ADMINISTRA...	138.00	Section 125 Plan Admin Fees-1/16
214743	2/11/2016	BENEFIT ADMINISTRA...	138.00	Section 125 Plan Admin Fees-1/16
214636	1/28/2016	BEVERLY BERMAN	110.00	HeartSafe-Los Cerros
214744	2/11/2016	BEVERLY BERMAN	110.00	HeartSafe Charlotte Wood CPR-2/8/16
EFT 1/2...	1/27/2016	BIOMEDICAL WASTE ...	89.00	Bio-Hazard Waste Collection Service-Stn 39
EFT 1/2...	1/27/2016	BIOMEDICAL WASTE ...	89.00	Bio-Hazard Waste Collection Service-Stn 35
EFT 1/2...	1/27/2016	BIOMEDICAL WASTE ...	89.00	Bio-Hazard Waste Collection Service-Stn 34
EFT 1/2...	1/27/2016	BIOMEDICAL WASTE ...	89.00	Bio-Hazard Waste Collection Service-Stn 33
EFT 1/2...	1/27/2016	BIOMEDICAL WASTE ...	89.00	Bio-Hazard Waste Collection Service-Stn 32
EFT 1/2...	1/27/2016	BIOMEDICAL WASTE ...	89.00	Bio-Hazard Waste Collection Service-Stn 31
214637	1/28/2016	BRIAN MEDLEY	245.00	Reimb PHTLS Recertification
214691	2/5/2016	BRIAN MEDLEY	194.00	Reimb Self-Funded Vision
214692	2/5/2016	BRUNO C SPANI	205.00	Reimb Self-Funded Vision
214638	1/28/2016	BUCHANAN AUTO EL...	479.25	Batteries (3)-Shop
	1/28/2016	BUCHANAN AUTO EL...	479.25	Batteries (3)-Unit 600
	1/28/2016	BUCHANAN AUTO EL...	464.06	Batteries (4)-Shop
	1/28/2016	BUCHANAN AUTO EL...	113.42	Light Bar Code Filters (3)-Shop
214586	1/21/2016	BW PRINTWORKS	42.22	Wall Calendars (2)
214639	1/28/2016	CALIFORNIA PRINTER...	125.00	Repair HP DesignJet Printer
Wire 02/...	2/5/2016	CALPERS	466,416.73	Health Insurance-2/16
Wire 1/1...	1/15/2016	CalPERS CERBT (OPEB)	530,911.00	OPEB-Contribution Prefunding Remainder of FY 15/16
214587	1/21/2016	CAPITAL ONE COMME...	1,208.51	Household/Office Supplies/Water

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 1/15/2016 Through 2/12/2016

Check N...	Check Date	Payee	Check Amount	Transaction Description
214693	2/5/2016	CAPITAL ONE COMME...	77.64	DVD Player Repaired to View Tactics/Strategy Training-St
214588	1/21/2016	CAPITOL CLUTCH AN...	2,997.97	Kits for Annuals/Air Dryer Cartridge/Purge Valve-Shop
214640	1/28/2016	CAPTURE TECHNOLO...	3,565.00	Audio Logging Recorder-Progress Payment
214688	2/2/2016	CCC DEPT CONSERVA...	44,941.70	Permit Fees-Trash Enclosure/Stn 32/Grading
214641	1/28/2016	CCC DEPT OF INFO TE...	1,873.23	Telecommunication Services/Radio Services/Parts-12/15
214745	2/11/2016	CCC EMPLOYEES RET...	415,360.95	Employee Retirement Contributions-1/16
214625	1/22/2016	CCC PUBLIC WORKS ...	7,375.54	Public Works Plan Check-New Stn 32
214642	1/28/2016	CCC PUBLIC WORKS ...	712.37	Permits EL1228489/ES1329743/LP0902026 12/31/15-Ne..
214643	1/28/2016	CCC TAX COLLECTOR	1,873.00	Secured Property Taxes-FY 15/16 Admin/Stn 38
	1/28/2016	CCC TAX COLLECTOR	244.50	Secured Property Taxes-FY 15/16 New Stn 32
	1/28/2016	CCC TAX COLLECTOR	654.94	Secured Property Taxes-FY 15/16 Stn 30
	1/28/2016	CCC TAX COLLECTOR	236.35	Secured Property Taxes-FY 15/16 Stn 31
	1/28/2016	CCC TAX COLLECTOR	169.22	Secured Property Taxes-FY 15/16 Stn 33
	1/28/2016	CCC TAX COLLECTOR	355.68	Secured Property Taxes-FY 15/16 Stn 34
	1/28/2016	CCC TAX COLLECTOR	487.78	Secured Property Taxes-FY 15/16 Stn 36
	1/28/2016	CCC TAX COLLECTOR	1,123.80	Secured Property Taxes-FY 15/16 Stn 39
214644	1/28/2016	CINTAS CORPORATION	47.96	Carpet Runners/Mechanics Coverall Cleaning Fee-1/6/16
214746	2/11/2016	CITRIX SYSTEMS INC	1,500.00	Citrix Subscription Advantage
214694	2/5/2016	CITY OF SAN RAMON	585.00	Rental for 2016 Academy Graduation on 4/29/16
214645	1/28/2016	CLARE COMPUTER S...	10,413.00	Virtualization Software for SR PD Disaster Recovery Serve
214646	1/28/2016	CLUB CARE INC	880.00	4-Mth Maintenance on Work Out Equipment (Jan-Apr 201
214589	1/21/2016	COMCAST	151.12	Stn 31 High-Speed Internet 1/23/16-2/22/16
214590	1/21/2016	COMCAST	307.95	Admin Cable Service/High-Speed Internet 1/17/16-2/16/16
214591	1/21/2016	COMCAST	146.12	Stn 34 High-Speed Internet 1/15/16-2/14/16
214647	1/28/2016	COMCAST	205.81	Cable Service 1/26/16-2/25/16 Stn 31
	1/28/2016	COMCAST	195.88	Cable Service 1/26/16-2/25/16 Stn 36
	1/28/2016	COMCAST	180.96	Cable Service 1/27/16-2/26/16 Stn 34
	1/28/2016	COMCAST	219.01	Cable Service 1/27/16-2/26/16 Stn 35
	1/28/2016	COMCAST	221.24	Cable Service 1/27/16-2/26/16 Stn 38
	1/28/2016	COMCAST	212.60	Cable Service 2/1/16-2/29/16 Stn 32
	1/28/2016	COMCAST	184.54	Cable Service 2/1/16-2/29/16 Stn 33
	1/28/2016	COMCAST	184.39	Cable Service 2/1/16-2/29/16 Stn 39
214695	2/5/2016	COMCAST	106.12	High Speed Internet-Alamo Webcam 1/27/16-2/26/16
	2/5/2016	COMCAST	103.01	High Speed Internet/Cable Svc-Training Site 1/26-2/25/16
214747	2/11/2016	COMCAST	194.19	Stn 30 Cable Service 2/13/16-3/12/16
214748	2/11/2016	COMCAST	146.12	Stn 38 High-Speed Internet 2/8/16-3/7/16
214648	1/28/2016	CONCORD UNIFORMS	23.90	Add Patches to Uniform Shirt (2)
214696	2/5/2016	CONTRA COSTA P AN...	188.14	Wash/Wax Soap 12)
214592	1/21/2016	CYTOSPORT INC	3,280.32	Cytomax Hydration Supplement (102 Cases)
214749	2/11/2016	DA PAGE LLC	375.00	Paging Software-2/16
214697	2/5/2016	DALE BAILEY	25.00	Reimb Self-Funded Vision
214593	1/21/2016	DANIEL MCNAMARA	175.00	Reimb ACLS Recertification
214626	1/27/2016	DANIELLE BELL	74.72	Reimb Folders-Emergency Prep Fair/Table-CERT/Heartsaf
214750	2/11/2016	DAY WIRELESS SYSTE...	13,059.50	Telex Vega Software/Headset Equipment/Install-CS131
214751	2/11/2016	DELL MARKETING LP	1,587.03	Dell E5450 Laptop/Docking Station
02/11/16...	2/11/2016	DIAMOND BILL REVIE...	25,683.18	Workers' Compensation Bill Review-November 2015
214649	1/28/2016	DIRECTV	55.99	Cable Service 1/12/16-2/11/16
214650	1/28/2016	DON HOMAN	25.00	Water Tank Lease-2/1/16
214698	2/5/2016	DUBLIN SAN RAMON ...	84.83	Stn 30-Recycled Water Service 12/1-1/31/16
02/05/16...	2/5/2016	EBMUD	259.88	Stn 32 Water Service (Meter 1.0) 11/19/15-1/25/16
214651	1/28/2016	EBMUD	752.49	Admin Water Service (Meter 1.5) 11/10/15-1/14/16
	1/28/2016	EBMUD	392.28	Admin Water Service (Meter 6.0) 11/10/15-1/14/16
	1/28/2016	EBMUD	320.66	Stn 36 Water Service (Meter 1.0) 11/9/15-1/13/16
	1/28/2016	EBMUD	235.69	Stn 36 Water Service (Meter 1.5) 11/9/15-1/13/16
	1/28/2016	EBMUD	392.28	Stn 36 Water Service (Meter 6.0) 11/9/15-1/13/16
214752	2/11/2016	EBMUD	231.10	Stn 34 Water Service (Meter 1.0) 11/30/15-1/29/16



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Check/Voucher Register

From 1/15/2016 Through 2/12/2016

Check N...	Check Date	Payee	Check Amount	Transaction Description
	2/11/2016	EBMUD	200.68	Stn 34 Water Service (Meter 4.0) 11/30/15-1/29/16
214594	1/21/2016	EBS MEDICAL LLC	809.50	Preventive Maintenance-Variou Medical Equipment
214753	2/11/2016	ECMS INC	488.25	Turnout Names-Academy (86)
214652	1/28/2016	EDITH FARRELL	110.00	HeartSafe-Los Cerros
214754	2/11/2016	EDITH FARRELL	110.00	HeartSafe Charlotte Wood CPR-2/8/16
02/11/16...	2/11/2016	EFAX CORPORATE	118.70	eFax Usage-1/16
214627	1/27/2016	ELITE AUTO GLASS INC	276.90	Replaced Driver Side Window-Unit 707
	1/27/2016	ELITE AUTO GLASS INC	263.60	Replaced Windshield-Unit 334
214755	2/11/2016	ENVIRONMENTAL SY...	4,587.00	ESRI Maintenance 4/4/16-4/30/17
214595	1/21/2016	EXTRATEAM AN SPS ...	82,577.57	Partial Billing-Communications Ctr Virtualization Hardwa
213910	1/18/2016	EXTRATEAM-AN SPS ...	(82,577.57)	Partial Billing-Communications Ctr Virtualization Hardwa
214699	2/5/2016	FEDERAL EXPRESS	71.67	Delivery Charges
214756	2/11/2016	FEDERAL EXPRESS	171.57	Delivery Charge-Board Package to Director Dakin in Brazi
214653	1/28/2016	FRANCES B ECHANG	110.00	HeartSafe-Los Cerros
214757	2/11/2016	FRANCES B ECHANG	110.00	HeartSafe Charlotte Wood CPR-2/8/16
214758	2/11/2016	GLOBALSTAR USA	303.17	Satellite Phone Service (6)-1/16
	2/11/2016	GLOBALSTAR USA	44.85	Satellite Phone Service-Dispatch 1/16
	2/11/2016	GLOBALSTAR USA	44.85	Satellite Phone Service-EOC 1/16
214700	2/5/2016	GREGORY C WALKER	90.00	Reimb Self-Funded Vision
214654	1/28/2016	HAVE AIR WILL TRAV...	135.00	Service Call/1 Flat Repair-Unit 529
	1/28/2016	HAVE AIR WILL TRAV...	75.00	Service Call/Flat Repair-Unit 525
	1/28/2016	HAVE AIR WILL TRAV...	135.00	Service Call/Mounts/Dismounts/2 New Tires-Unit 632
	1/28/2016	HAVE AIR WILL TRAV...	964.12	Service Call/Mounts/Dismounts/4 New Tires-Unit 302
	1/28/2016	HAVE AIR WILL TRAV...	265.00	Service Call/Mounts/Dismounts/4 New Tires-Unit 529
	1/28/2016	HAVE AIR WILL TRAV...	1,622.10	Service Call/Mounts/Dismounts/6 New Tires-Unit 882
214759	2/11/2016	HDL COREN AND CONE	4,875.00	Property Tax Consulting Jan-Mar 2016
214596	1/21/2016	HOME DEPOT CREDIT ...	703.45	Forcible Entry/Small Engine Supplies-Academy
	1/21/2016	HOME DEPOT CREDIT ...	181.84	Grinder/Earmuffs-Tower Project
	1/21/2016	HOME DEPOT CREDIT ...	151.46	Lumber & Supplies-Training Site
	1/21/2016	HOME DEPOT CREDIT ...	18.37	Metal Cutting Discs-Tower Project
	1/21/2016	HOME DEPOT CREDIT ...	121.63	Microwave Oven-Training Site
	1/21/2016	HOME DEPOT CREDIT ...	123.71	Paint/Grinding & Cutting Wheels/Screws-Training Site
214655	1/28/2016	HUNT AND SONS INC	640.15	Anti-Freeze (55)
214597	1/21/2016	INNOVATIVE CLAIM S...	7,048.50	Workers' Compensation Claim Admin Fees-Feb 2016
214598	1/21/2016	IRON MOUNTAIN	269.72	Off-Site Backup Media Storage Fee-12/15
214701	2/5/2016	ISINGS CULLIGAN	92.48	Stn 30-Drinking Water Service 1/16
	2/5/2016	ISINGS CULLIGAN	82.43	Stn 31-Drinking Water Service 1/16
214760	2/11/2016	JAMES C HARDER	295.00	Reimb PALS Recertification
214656	1/28/2016	JAMES MARTIN	14.46	Reimb Station to Station Mileage 1/7-1/8/16
214761	2/11/2016	JOHN ARCHULETA	175.00	Reimb ACLS Recertification
214702	2/5/2016	JOHN LEONARD	1,048.79	Reimb Education Asst-Emergency Response Training
214599	1/21/2016	JON MICHAELSON	145.44	Reimb Meals-All Risk Strike Team Course 1/11-1/14/16
214703	2/5/2016	JON MICHAELSON	260.00	Reimb PALS Recertification
Wire 1/2...	1/27/2016	JP MORGAN CHASE B...	13,762.00	2013 COP Interest Payment #2
214600	1/21/2016	JV TELECOM	301.00	Run Data Cable for Enhanced Wifi Coverage-Stn 39
	1/21/2016	JV TELECOM	303.00	Run Replacement Network Cable- 2 Conference Rooms
214704	2/5/2016	JV TELECOM	459.00	Run Data Cables-Stn 33/Admin
214601	1/21/2016	KEN SCHWARTZ	11.88	Reimb Station to Station Mileage 1/14/16
02/05/16...	2/5/2016	KENNETH R CAMPO C...	8,880.00	Finance Consulting Services (74.0 Hours) Jan 2016
214762	2/11/2016	KUSSMAUL ELECTRO...	1,802.03	Auto Chargers (2)-Shop
	2/11/2016	KUSSMAUL ELECTRO...	143.17	Repair Auto Eject Box-Shop
	2/11/2016	KUSSMAUL ELECTRO...	395.17	Repair Kussmaul Charger-Unit 602
	2/11/2016	KUSSMAUL ELECTRO...	(1,739.35)	Returned Auto Charges (2)
214602	1/21/2016	L N CURTIS AND SONS	93.80	Drager Tubes-Variou
	1/21/2016	L N CURTIS AND SONS	253.89	Mic Keeper (8)/Glove Keeper (15)-Academy
214657	1/28/2016	L N CURTIS AND SONS	78.66	Light Bar Red Lenses (10)-Shop

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 1/15/2016 Through 2/12/2016

Check N...	Check Date	Payee	Check Amount	Transaction Description
	1/28/2016	L N CURTIS AND SONS	967.18	Uniform Pants/Shirts-Castro/Bell/Wendel
	1/28/2016	L N CURTIS AND SONS	238.97	Uniform Shirts-Kiefer
214705	2/5/2016	L N CURTIS AND SONS	168.18	Boots-Armario
	2/5/2016	L N CURTIS AND SONS	169.73	Boots-Romero
	2/5/2016	L N CURTIS AND SONS	45.95	Heavy Intrument Tether for Thermal Imaging Camera
	2/5/2016	L N CURTIS AND SONS	576.14	Uniform Pants (3)/Uniform Shirts (3)-Probert
214658	1/28/2016	LARRY FONG	110.00	HeartSafe-Los Cerros
214763	2/11/2016	LARRY FONG	110.00	HeartSafe Charlotte Wood CPR-2/8/16
214659	1/28/2016	LAURA CARSON	110.00	HeartSafe-Los Cerros
214764	2/11/2016	LAURA CARSON	110.00	HeartSafe Charlotte Wood CPR-2/8/16
214603	1/21/2016	LCA ARCHITECTS INC	11,097.03	Professional Services Through 10/29/15-New Station 32
214660	1/28/2016	LEADER EMERGENCY...	174.74	Door Handles-(1) Unit 707/(3) Stock
	1/28/2016	LEADER EMERGENCY...	131.44	Seat Base Lock Handles-(1) Unit 701/(2) Stock
214604	1/21/2016	LINCOLN NATIONAL L...	31,178.87	Dental Insurance-2/16
214605	1/21/2016	LINCOLN NATIONAL L...	17,944.13	Dental Insurance-Retirees 2/16
214706	2/5/2016	LIVERMORE DUBLIN ...	247.03	Garbage Service-1/16 Stn 30
	2/5/2016	LIVERMORE DUBLIN ...	418.00	Garbage Service-1/16 Stn 34
	2/5/2016	LIVERMORE DUBLIN ...	494.07	Garbage Service-1/16 Stn 38
	2/5/2016	LIVERMORE DUBLIN ...	247.03	Garbage Service-1/16 Stn 39
214661	1/28/2016	LIVERMORE SAW AN...	33.77	Repair Starter Rope on Chain Saw-Stn 34
214765	2/11/2016	LOGOBOSS LLC	139.75	VP and President-Name Plates (5)
214662	1/28/2016	LUIS GUZMAN	148.75	Reimb ACLS Recertification
214606	1/21/2016	M AND L OVERHEAD ...	1,366.04	Replaced Torsion Springs/Cables-Apparatus Bay Door Stn
214663	1/28/2016	M AND L OVERHEAD ...	380.00	Repair Cables-Apparatus Bay Door-Stn 38
	1/28/2016	M AND L OVERHEAD ...	437.00	Replace Rollers on Apparatus Bay Door-Stn 30
214664	1/28/2016	MANAGED HEALTH N...	2,571.40	Employee Assistance Premium-2/16
214766	2/11/2016	MATTHEW DAKIN	148.75	Reimb PALS Recertification
214665	1/28/2016	MATTHEW TERRY	245.00	Reimb PHTLS Recertification
214607	1/21/2016	MAXIM SERVICES	1,871.43	Cleaning Service-Admin 1/16
EFT 1/2...	1/27/2016	MAXIM SERVICES	0.00	Cleaning Service-Admin 2/16
214608	1/21/2016	MEYERS NAVE PROFE...	462.00	General Labor and Employment Services-12/15
	1/21/2016	MEYERS NAVE PROFE...	3,009.00	Review Construction Contract-New Station 32
214767	2/11/2016	MEYERS NAVE PROFE...	873.00	General Labor and Employment Services-1/16
	2/11/2016	MEYERS NAVE PROFE...	3,835.00	Review Construction Contract-New Station 32
214707	2/5/2016	MICHAEL A SYLVIA	215.00	Reimb Self-Funded Vision
214708	2/5/2016	MICHAEL ELLIS	148.75	Reimb PALS Recertification
214609	1/21/2016	MIKES AUTO BODY	1,589.13	Repair Front Bumper/Air Deflectors-Unit 344
214610	1/21/2016	MOORE MECHANICAL...	1,401.00	Repair HVAC-Installed New Motor/Pulley/Belt-Stn 31
214611	1/21/2016	MOTOROLA INC	12,171.69	Replace 2 Stolen APX7000 Portable Radios
214666	1/28/2016	MOTOROLA INC	325.45	Spare Antennas for EBRCS Portables (5)
214709	2/5/2016	MOTOROLA INC	26,331.36	Motorola APX7500 Mobile Radios-CS131
214768	2/11/2016	NOB HILL CLEANERS L...	64.00	Patch on Uniform Sleeves (8)
214612	1/21/2016	OFFICE MAX INCORP...	216.36	Household/Office Supplies
214667	1/28/2016	OFFICE MAX INCORP...	111.63	Office Supplies
214710	2/5/2016	OFFICE MAX INCORP...	219.59	Office Supplies
214613	1/21/2016	ORKIN EXTERMINATI...	94.22	Stn 31 Pest Control Service-1/9/16
214769	2/11/2016	ORKIN EXTERMINATI...	94.22	Stn 31 Pest Control Service-2/3/16
02/11/16...	2/11/2016	OSBORN SPRAY SERVI...	67.00	Pest Control Service Stn 32-1/26/16
02/11/16...	2/11/2016	OSBORN SPRAY SERVI...	75.00	Pest Control Service Admin-1/24/16
02/11/16...	2/11/2016	OSBORN SPRAY SERVI...	55.00	Pest Control Service Stn 30-1/15/16
02/11/16...	2/11/2016	OSBORN SPRAY SERVI...	55.00	Pest Control Service Stn 36-1/15/16
02/11/16...	2/11/2016	OSBORN SPRAY SERVI...	55.00	Pest Control Service Stn 35-1/15/16
02/11/16...	2/11/2016	OSBORN SPRAY SERVI...	55.00	Pest Control Service Stn 33-1/15/16
02/11/16...	2/11/2016	OSBORN SPRAY SERVI...	55.00	Pest Control Service Stn 39-1/15/16
2	1/31/2016	PACHECO BROTHERS ...	(0.01)	EFT Test File 12/11/15
214614	1/21/2016	PACHECO BROTHERS ...	1,540.00	Admin/Stn 38/Stn 30/Stn 35 Landscape Maintenance-1/16

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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Check N...	Check Date	Payee	Check Amount	Transaction Description
214711	2/5/2016	PAUL MAST	150.00	Reimb Self-Funded Vision
214615	1/21/2016	PGE	1,503.15	Gas/Electric Service-Stn 36
214712	2/5/2016	PGE	15,033.91	Gas/Electric Service-1/16
	2/5/2016	PGE	46.58	Stn 34 Signal Light-1/16
214713	2/5/2016	PRIMO ESPRESSO CO...	75.60	Coffee Supplies
214668	1/28/2016	RAHUL MAHARAJ	1,665.00	EMD-Q Review Services (37.0 Hours)-12/15
214669	1/28/2016	RAHUL MAHARAJ	1,822.50	EMD-Q Review Services (40.5 Hours)-11/15
02/11/16...	2/11/2016	REPUBLIC SERVICES 2...	583.51	Stn 36-Garbage Service 2/1/16-2/29/16
02/11/16...	2/11/2016	REPUBLIC SERVICES 2...	291.73	Stn 33-Garbage Service 2/1/16-2/29/16
02/11/16...	2/11/2016	REPUBLIC SERVICES 2...	277.65	Stn 32-Garbage Service 2/1/16-2/29/16
02/11/16...	2/11/2016	REPUBLIC SERVICES 2...	583.51	Stn 31-Garbage Service 2/1/16-2/29/16
02/11/16...	2/11/2016	REPUBLIC SERVICES 2...	277.65	Stn 35-Garbage Service 2/1/16-2/29/16
02/11/16...	2/11/2016	REPUBLIC SERVICES 2...	1,004.33	Training Site-Garbage Service 2/1/16-2/29/16
214670	1/28/2016	RESPONSIVE COMMU...	3,086.59	Install Mobile Radio in CS131 (4)
214770	2/11/2016	RESPONSIVE COMMU...	278.00	Interface Mobile Radios to Telex Vega Software
214714	2/5/2016	RICHARD HUETTIS	148.75	Reimb PALS Recertification
214715	2/5/2016	RICHARD PERRY	225.00	Reimb Self-Funded Vision
214716	2/5/2016	ROB L SPIVEY	370.00	Reimb Self-Funded Vision
214717	2/5/2016	ROBERT CAMERA	350.00	Reimb ACLS/PALS Recertification
214616	1/21/2016	SAFE SOFTWARE INC	1,260.00	GIS Software Maintenance (FME)
214718	2/5/2016	SAFETY GLASSES USA...	179.51	Safety Glasses (72)
214771	2/11/2016	SAM BROWN SHIELDS	212.00	Structure Helmet Shields (4)
	2/11/2016	SAM BROWN SHIELDS	293.00	Structure Helmet Shields (7)-Academy
214617	1/21/2016	SAN MATEO REGIONA...	415.00	FireDispatch.com CAD Interface/Radio Audio Streaming
214772	2/11/2016	SAN MATEO REGIONA...	415.00	FireDispatch.com CAD Interface/Radio Audio Streaming
214618	1/21/2016	SCOTT SAUVE	445.00	Reimb Paramedic/ACLS Recertification
214619	1/21/2016	SCOTTS PPE RECON I...	1,100.50	Inspection/Repair of Turnout Gear For Dec 2015
214719	2/5/2016	SEAN MEDINA	180.00	CERT Instructor (6.0 hours) 12/10/15-1/21/16
214720	2/5/2016	SHANE SMITH	470.00	Reimb PALS/ACLS Recertification
214671	1/28/2016	SHAWN RICHARDSON	110.00	HeartSafe-Los Cerros
214773	2/11/2016	SHAWN RICHARDSON	110.00	HeartSafe Charlotte Wood CPR-2/8/16
214721	2/5/2016	SHIELDS HARPER AN...	140.80	Fuel Chip Keys (20)
214774	2/11/2016	SILKE COMMUNICATI...	9,595.76	Zetron Fire Station Alerting Upgrade
214775	2/11/2016	SMILE BUSINESS PRO...	239.62	Annual Service/Maintenance Contract-Sharp Copier in Tra
214776	2/11/2016	SPRINT	692.91	T1 Port AccessBundle-1/18/16
214672	1/28/2016	STAPLES CREDIT PLAN	59.95	Binder/Class Supplies-Academy
214673	1/28/2016	STEVEN A HARMAN A...	5,695.00	HR Consulting Services (67.0 Hours)-January 2016
214620	1/21/2016	STUDIO BLUE REPRO...	21.90	Reproduction of Approved Plans 15-1508
214674	1/28/2016	SUPPLYWORKS	177.99	Paper Towels/Hand Cleaner-Shop
214722	2/5/2016	SUSAN F BROOKS	169.98	Reimb Self-Funded Vision
214777	2/11/2016	SUSAN SUTTER	110.00	HeartSafe Charlotte Wood CPR-2/8/16
214723	2/5/2016	T MOBILE	6.00	Refund Plan Review Fees
214675	1/28/2016	TAWAN UDTAMADILOK	110.00	HeartSafe-Los Cerros
214778	2/11/2016	TAWAN UDTAMADILOK	110.00	HeartSafe Charlotte Wood CPR-2/8/16
214621	1/21/2016	THE HARTFORD PRIO...	1,723.80	Life/AD&D Insurance-2/16
214779	2/11/2016	THOMAS G MCKENZIE	175.00	Reimb PALS Recertification
214724	2/5/2016	THOMAS GENDRON	195.00	Reimb ITLS Recertification
214676	1/28/2016	TIFCO INDUSTRIES INC	125.92	Drill Bits/Screw Driver Bits-Shop
	1/28/2016	TIFCO INDUSTRIES INC	172.65	Hydraulic Couplers (10)-Shop
214725	2/5/2016	TRITECH SOFTWARE S...	6,842.76	Travel Expenses-January 2016
214677	1/28/2016	UNITED PARCEL SERV...	64.45	Delivery Charges-1/16/16
214726	2/5/2016	UNITED PARCEL SERV...	50.55	Delivery Charges-1/23/16
	2/5/2016	UNITED PARCEL SERV...	122.67	Delivery Charges-1/30/16
214780	2/11/2016	UNITED PARCEL SERV...	126.44	Delivery Charges-2/6/16
214732	2/5/2016	US BANK	59.98	2016 HR Planning Calendars
	2/5/2016	US BANK	151.96	Airfare: TriTech Conference-Pangelinan 2/28-3/2/16

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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Check N...	Check Date	Payee	Check Amount	Transaction Description
	2/5/2016	US BANK	453.36	Batteries for Zoll AED Plus (24)
	2/5/2016	US BANK	1,513.67	Bed Slide-Unit 322
	2/5/2016	US BANK	71.58	Binders-Academy
	2/5/2016	US BANK	209.69	Books-Captains Promo Exam 2016
	2/5/2016	US BANK	40.11	Boxes For 2016 Captains Exam Books
	2/5/2016	US BANK	11.78	Cable/Swedges-Shop
	2/5/2016	US BANK	29.90	Coffee-CAD/RMS Workshop 12/16/15
	2/5/2016	US BANK	29.90	Coffee-CAD/RMS Workshop 12/17/15
	2/5/2016	US BANK	12.75	Coffee-Chiefs Meeting
	2/5/2016	US BANK	35.00	Coffee-Johnston Road Fire
	2/5/2016	US BANK	372.00	Concrete Mix/Roof Panels-Academy
	2/5/2016	US BANK	40.00	Constant Contact-CERT Renewal Email System
	2/5/2016	US BANK	19.99	Creative Cloud Subscription-Campo
	2/5/2016	US BANK	7.86	DB25 to DB9 Serial Cable for ANI/ALI Testing-Duncan
	2/5/2016	US BANK	127.42	Digi Terminal Server Adapter Cable-Comm Ctr
	2/5/2016	US BANK	116.59	District Coffee Supplies
	2/5/2016	US BANK	13,513.33	EMS Supplies (CD-15/16-017)
	2/5/2016	US BANK	4.21	Fasteners-Shop
	2/5/2016	US BANK	74.95	Fire Simulator
	2/5/2016	US BANK	306.87	Firedepartment.org/Firedepartment mobi/srvfire.com/srvfp.
	2/5/2016	US BANK	313.56	Firefighter and Employee of the Year Awards
	2/5/2016	US BANK	782.22	Fitness Equipment-Academy
	2/5/2016	US BANK	491.68	Flags (11)
	2/5/2016	US BANK	29,920.34	Fleet Supplies (CD-15/16-017)
	2/5/2016	US BANK	136.61	Hardware-Shop
	2/5/2016	US BANK	49.95	Hostgator Web Hosting-Firedepartment.mobi 11/15
	2/5/2016	US BANK	1,934.50	Indoor Rowing Machines (2)-Academy
	2/5/2016	US BANK	89.70	Kiosk Software to Secure Fire Station Mapping Tablets
	2/5/2016	US BANK	37.95	KVM Cables for PC Maintenance-Duncan
	2/5/2016	US BANK	164.14	LAFCO MSR Dinner/Meeting
	2/5/2016	US BANK	45.85	Lunch-CAD/RMS Workshop 12/15/15
	2/5/2016	US BANK	30.81	Lunch-CAD/RMS Workshop 12/16/15
	2/5/2016	US BANK	151.36	Lunch-CAD/RMS Workshop 12/17/15
	2/5/2016	US BANK	355.92	Lunch-Citizen Corp-RCF Working Group
	2/5/2016	US BANK	227.18	Lunch-Johnston Road Fire
	2/5/2016	US BANK	18.38	Lunches-Dispatch Supervisor Interviews
	2/5/2016	US BANK	130.71	Lunches-HeartSafe Event/Instructors
	2/5/2016	US BANK	240.00	Membership Dues-ICC
	2/5/2016	US BANK	641.52	Metal for Training Tower
	2/5/2016	US BANK	126.02	Misc. Hardware-Shop
	2/5/2016	US BANK	119.20	NFPA 25 CA Edition 2013
	2/5/2016	US BANK	1,000.00	Operation Santa Claus-Annual Donation
	2/5/2016	US BANK	23.62	Paint-Unit 810/Shop
	2/5/2016	US BANK	1,214.39	PPE-Academy
	2/5/2016	US BANK	834.89	Recliner-Stn 33
	2/5/2016	US BANK	7.19	Refreshments-Board Meeting
	2/5/2016	US BANK	16.77	Refreshments-Chief Office
	2/5/2016	US BANK	2,385.00	Registration: TriTech Conference-S Call/P Duncan/J Ricka
	2/5/2016	US BANK	48.13	Replacement Blades for Recip Saw/Fuses
	2/5/2016	US BANK	27.11	Replacement Keyboard-R Wendel
	2/5/2016	US BANK	76.38	Replacement Laptop Battery-Duncan
	2/5/2016	US BANK	433.98	Replacement Monitor-Comm Ctr
	2/5/2016	US BANK	969.02	Replacement Monitors (4)-Comm Ctr
	2/5/2016	US BANK	21.20	Serial to USB Converter for ANI/ALI Testing-Call/Duncan
	2/5/2016	US BANK	432.54	Shift Calendars (30)
	2/5/2016	US BANK	29.75	Shipped Confined Space Air Manifold-USAR 134

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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Check N...	Check Date	Payee	Check Amount	Transaction Description
	2/5/2016	US BANK	89.41	Small Tools for Training Site
	2/5/2016	US BANK	56.73	Storage Boxes-Academy
	2/5/2016	US BANK	1,166.00	Toner Cartridges (12)
	2/5/2016	US BANK	87.28	Training Tower Supplies
	2/5/2016	US BANK	170.99	Winch Cable-USAR Equipment
	2/5/2016	US BANK	61.54	Working Dinner-Director Kerr
	2/5/2016	US BANK	44.39	Working Lunch-Chief Spagnoli SLPD
	2/5/2016	US BANK	51.21	Working Lunch-New Stn 32 Bid Proposal Review
	2/5/2016	US BANK	17.25	Working Lunch-Training Site Fouts/Laugero
Wire 1/2...	1/25/2016	US BANK CORPORATE...	225,597.90	2015 COP Interest Payment
214622	1/21/2016	UTILITY TELEPHONE I...	1,246.86	Internet Access/Ethernet Transport-1/16
214678	1/28/2016	VALLEJO FIRE EXTING...	641.80	Repairs/Hydrostatic Testing for Fire Extinguisher Inspectio
02/05/16...	2/5/2016	VALLEY OIL COMPANY	1,638.30	Unleaded Fuel
02/05/16...	2/5/2016	VALLEY OIL COMPANY	649.50	Unleaded/Diesel Fuel-Stn 34
02/05/16...	2/5/2016	VALLEY OIL COMPANY	141.37	Diesel Fuel-Stn 35
02/05/16...	2/5/2016	VALLEY OIL COMPANY	464.35	Diesel Fuel-Stn 39
02/05/16...	2/5/2016	VALLEY OIL COMPANY	857.22	Unleaded/Diesel Fuel-Stn 33
02/05/16...	2/5/2016	VALLEY OIL COMPANY	184.27	Diesel Fuel-Stn 31
214679	1/28/2016	VALLEY OIL COMPANY	306.73	Diesel Fuel-Stn 31
	1/28/2016	VALLEY OIL COMPANY	299.24	Diesel Fuel-Stn 35
	1/28/2016	VALLEY OIL COMPANY	3,129.90	Unleaded Fuel
	1/28/2016	VALLEY OIL COMPANY	331.87	Unleaded Fuel-Stn 34
	1/28/2016	VALLEY OIL COMPANY	997.83	Unleaded Fuel-Stn 38
	1/28/2016	VALLEY OIL COMPANY	356.87	Unleaded/Diesel Fuel-Stn 30
	1/28/2016	VALLEY OIL COMPANY	515.02	Unleaded/Diesel Fuel-Stn 31
	1/28/2016	VALLEY OIL COMPANY	759.55	Unleaded/Diesel Fuel-Stn 34
214623	1/21/2016	VALLEY PLUMBING H...	134.50	Service Call-Backed Up Urinal/Shower Stalls Stn 34
214628	1/27/2016	VALLEY PLUMBING H...	64.23	Sewer Cleaned Out-Replaced Cement Lid-Stn 34
214680	1/28/2016	VAVRINEK TRINE DAY..	2,500.00	FY14/15 Audit-GASB 68/71
214624	1/21/2016	VERIZON WIRELESS	482.38	Cell Phone Charges 12/4/15-1/3/16
214781	2/11/2016	VERIZON WIRELESS	134.80	Physio-Control Heart Monitor Modems12/24/15-1/23/16
214681	1/28/2016	VICKERS CONSULTIN...	600.00	AFG Grant Application-Thermal Imaging Cameras
214682	1/28/2016	VICKIE CALLAHAN	4,969.57	Bravest Jackets (65)
214782	2/11/2016	VICKIE CALLAHAN	240.00	Vector Art/Digitization Tape Fees-New Jackets Suppression
214683	1/28/2016	VISION SERVICE PLAN	4,796.88	Vision Insurance-2/16
	1/28/2016	VISION SERVICE PLAN	3,430.68	Vision Insurance-Retirees 2/16
214733	2/5/2016	WASTE MANAGEMEN...	191.83	Garbage Recycling Service-1/16 Stn 30
	2/5/2016	WASTE MANAGEMEN...	76.76	Garbage Recycling Service-1/16 Stn 34
	2/5/2016	WASTE MANAGEMEN...	159.51	Garbage Recycling Service-1/16 Stn 38
	2/5/2016	WASTE MANAGEMEN...	76.76	Garbage Recycling Service-1/16 Stn 39
214684	1/28/2016	WESTERN MACHINER...	546.03	Repair Battery Voltage on Generator-Stn 32
02/11/16...	2/11/2016	WILLIAM D ROSS ESQ	6,367.51	Legal Services-General 1/16
02/11/16...	2/11/2016	WILLIAM D ROSS ESQ	1,350.00	Legal Services-Subsequent Billing For EMS Services 1/16
214685	1/28/2016	WILLIAM D ROSS ESQ	7,231.75	Legal Services-General 12/15
	1/28/2016	WILLIAM D ROSS ESQ	1,962.50	Legal Services-Personnel 12/15
	1/28/2016	WILLIAM D ROSS ESQ	2,756.25	Legal Services-Subsequent Billing For EMS Services 12/15
214734	2/5/2016	WILLIAM M FERREIRA	230.00	Reimb Self-Funded Vision
214686	1/28/2016	WITTMAN ENTERPRIS...	16,803.53	Ambulance Collection Fees-12/15
214687	1/28/2016	WORLDPOINT ECC INC	9.00	2015 In-Service Guidelines Update
214735	2/5/2016	ZBATTERY COM INC	427.22	Batteries
Report Total			2,152,923.80	

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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Check N...	Check Date	Payee	Check Amount	Transaction Description
Wire 1/1...	1/15/2016	CalPERS CERBT (OPEB)	530,911.00	OPEB-Contribution Prefunding Remainder of FY 15/16
Wire 02/...	2/5/2016	CALPERS	466,416.73	Health Insurance-2/16
214745	2/11/2016	CCC EMPLOYEES RET...	415,360.95	Employee Retirement Contributions-1/16
Wire 1/2...	1/25/2016	US BANK CORPORATE...	225,597.90	2015 COP Interest Payment
214595	1/21/2016	EXTRATEAM AN SPS ...	82,577.57	Partial Billing-Communications Ctr Virtualization Hardwa
214688	2/2/2016	CCC DEPT CONSERVA...	44,941.70	Permit Fees-Trash Enclosure/Stn 32/Grading
214604	1/21/2016	LINCOLN NATIONAL L...	31,178.87	Dental Insurance-2/16
214732	2/5/2016	US BANK	29,920.34	Fleet Supplies (CD-15/16-017)
214709	2/5/2016	MOTOROLA INC	26,331.36	Motorola APX7500 Mobile Radios-CS131
02/11/16...	2/11/2016	DIAMOND BILL REVIE...	25,683.18	Workers' Compensation Bill Review-November 2015
214605	1/21/2016	LINCOLN NATIONAL L...	17,944.13	Dental Insurance-Retirees 2/16
214686	1/28/2016	WITTMAN ENTERPRIS...	16,803.53	Ambulance Collection Fees-12/15
214712	2/5/2016	PGE	15,033.91	Gas/Electric Service-1/16
Wire 1/2...	1/27/2016	JP MORGAN CHASE B...	13,762.00	2013 COP Interest Payment #2
214732	2/5/2016	US BANK	13,513.33	EMS Supplies (CD-15/16-017)
214750	2/11/2016	DAY WIRELESS SYSTE...	13,059.50	Telex Vega Software/Headset Equipment/Install-CS131
214611	1/21/2016	MOTOROLA INC	12,171.69	Replace 2 Stolen APX7000 Portable Radios
214603	1/21/2016	LCA ARCHITECTS INC	11,097.03	Professional Services Through 10/29/15-New Station 32
214645	1/28/2016	CLARE COMPUTER S...	10,413.00	Virtualization Software for SR PD Disaster Recovery Serve
214774	2/11/2016	SILKE COMMUNICATI...	9,595.76	Zetron Fire Station Alerting Upgrade
02/05/16...	2/5/2016	KENNETH R CAMPO C...	8,880.00	Finance Consulting Services (74.0 Hours) Jan 2016
214625	1/22/2016	CCC PUBLIC WORKS ...	7,375.54	Public Works Plan Check-New Stn 32
214685	1/28/2016	WILLIAM D ROSS ESQ	7,231.75	Legal Services-General 12/15
214597	1/21/2016	INNOVATIVE CLAIM S...	7,048.50	Workers' Compensation Claim Admin Fees-Feb 2016
214725	2/5/2016	TRITECH SOFTWARE S...	6,842.76	Travel Expenses-January 2016
02/11/16...	2/11/2016	WILLIAM D ROSS ESQ	6,367.51	Legal Services-General 1/16
214673	1/28/2016	STEVEN A HARMAN A...	5,695.00	HR Consulting Services (67.0 Hours)-January 2016
214682	1/28/2016	VICKIE CALLAHAN	4,969.57	Bravest Jackets (65)
214759	2/11/2016	HDL COREN AND CONE	4,875.00	Property Tax Consulting Jan-Mar 2016
214683	1/28/2016	VISION SERVICE PLAN	4,796.88	Vision Insurance-2/16
214755	2/11/2016	ENVIRONMENTAL SY...	4,587.00	ESRI Maintenance 4/4/16-4/30/17
214632	1/28/2016	AP TRITON LLC	4,166.66	EMS Advocate Consulting Services-January 2016
214767	2/11/2016	MEYERS NAVE PROFE...	3,835.00	Review Construction Contract-New Station 32
214640	1/28/2016	CAPTURE TECHNOLO...	3,565.00	Audio Logging Recorder-Progress Payment
214683	1/28/2016	VISION SERVICE PLAN	3,430.68	Vision Insurance-Retirees 2/16
214592	1/21/2016	CYTOSPORT INC	3,280.32	Cytomax Hydration Supplement (102 Cases)
214679	1/28/2016	VALLEY OIL COMPANY	3,129.90	Unleaded Fuel
214670	1/28/2016	RESPONSIVE COMMU...	3,086.59	Install Mobile Radio in CS131 (4)
214608	1/21/2016	MEYERS NAVE PROFE...	3,009.00	Review Construction Contract-New Station 32
214588	1/21/2016	CAPITOL CLUTCH AN...	2,997.97	Kits for Annuals/Air Dryer Cartridge/Purge Valve-Shop
214685	1/28/2016	WILLIAM D ROSS ESQ	2,756.25	Legal Services-Subsequent Billing For EMS Services 12/15
214664	1/28/2016	MANAGED HEALTH N...	2,571.40	Employee Assistance Premium-2/16
214680	1/28/2016	VAVRINEK TRINE DAY...	2,500.00	FY14/15 Audit-GASB 68/71
214732	2/5/2016	US BANK	2,385.00	Registration: TriTech Conference-S Call/P Duncan/J Ricka
214685	1/28/2016	WILLIAM D ROSS ESQ	1,962.50	Legal Services-Personnel 12/15
214732	2/5/2016	US BANK	1,934.50	Indoor Rowing Machines (2)-Academy
214641	1/28/2016	CCC DEPT OF INFO TE...	1,873.23	Telecommunication Services/Radio Services/Parts-12/15
214643	1/28/2016	CCC TAX COLLECTOR	1,873.00	Secured Property Taxes-FY 15/16 Admin/Stn 38
214607	1/21/2016	MAXIM SERVICES	1,871.43	Cleaning Service-Admin 1/16
214669	1/28/2016	RAHUL MAHARAJ	1,822.50	EMD-Q Review Services (40.5 Hours)-11/15
214762	2/11/2016	KUSSMAUL ELECTRO...	1,802.03	Auto Chargers (2)-Shop
214621	1/21/2016	THE HARTFORD PRIO...	1,723.80	Life/AD&D Insurance-2/16
214668	1/28/2016	RAHUL MAHARAJ	1,665.00	EMD-Q Review Services (37.0 Hours)-12/15
02/05/16...	2/5/2016	VALLEY OIL COMPANY	1,638.30	Unleaded Fuel
214654	1/28/2016	HAVE AIR WILL TRAV...	1,622.10	Service Call/Mounts/Dismounts/6 New Tires-Unit 882
214609	1/21/2016	MIKES AUTO BODY	1,589.13	Repair Front Bumper/Air Deflectors-Unit 344

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214751	2/11/2016	DELL MARKETING LP	1,587.03	Dell E5450 Laptop/Docking Station
214614	1/21/2016	PACHECO BROTHERS ...	1,540.00	Admin/Stn 38/Stn 30/Stn 35 Landscape Maintenance-1/16
214732	2/5/2016	US BANK	1,513.67	Bed Slide-Unit 322
214615	1/21/2016	PGE	1,503.15	Gas/Electric Service-Stn 36
214746	2/11/2016	CITRIX SYSTEMS INC	1,500.00	Citrix Subscription Advantage
214610	1/21/2016	MOORE MECHANICAL...	1,401.00	Repair HVAC-Installed New Motor/Pulley/Belt-Stn 31
214606	1/21/2016	M AND L OVERHEAD ...	1,366.04	Replaced Torsion Springs/Cables-Apparatus Bay Door Stn
02/11/16...	2/11/2016	WILLIAM D ROSS ESQ	1,350.00	Legal Services-Subsequent Billing For EMS Services 1/16
214616	1/21/2016	SAFE SOFTWARE INC	1,260.00	GIS Software Maintenance (FME)
214622	1/21/2016	UTILITY TELEPHONE L...	1,246.86	Internet Access/Ethernet Transport-1/16
214732	2/5/2016	US BANK	1,214.39	PPE-Academy
214587	1/21/2016	CAPITAL ONE COMME...	1,208.51	Household/Office Supplies/Water
214736	2/11/2016	ACC BUSINESS	1,171.00	Ethernet Access Cost 12/11/15-1/10/16
214732	2/5/2016	US BANK	1,166.00	Toner Cartridges (12)
214643	1/28/2016	CCC TAX COLLECTOR	1,123.80	Secured Property Taxes-FY 15/16 Stn 39
214619	1/21/2016	SCOTTS PPE RECON L...	1,100.50	Inspection/Repair of Turnout Gear For Dec 2015
214702	2/5/2016	JOHN LEONARD	1,048.79	Reimb Education Asst-Emergency Response Training
02/11/16...	2/11/2016	REPUBLIC SERVICES 2...	1,004.33	Training Site-Garbage Service 2/1/16-2/29/16
214689	2/5/2016	ABA DESIGN AND PHO...	1,000.00	Photographer for ID Card/Board Photos (19)
214732	2/5/2016	US BANK	1,000.00	Operation Santa Claus-Annual Donation
214679	1/28/2016	VALLEY OIL COMPANY	997.83	Unleaded Fuel-Stn 38
214732	2/5/2016	US BANK	969.02	Replacement Monitors (4)-Comm Ctr
214657	1/28/2016	L N CURTIS AND SONS	967.18	Uniform Pants/Shirts-Castro/Bell/Wendel
214654	1/28/2016	HAVE AIR WILL TRAV...	964.12	Service Call/Mounts/Dismounts/4 New Tires-Unit 302
214646	1/28/2016	CLUB CARE INC	880.00	4-Mth Maintenance on Work Out Equipment (Jan-Apr 201
214767	2/11/2016	MEYERS NAVE PROFE...	873.00	General Labor and Employment Services-1/16
02/11/16...	2/11/2016	ASCOT STAFFING	861.41	Temporary Staffing-Reception (29.5 Hrs) 1/4/16-1/10/16
02/05/16...	2/5/2016	VALLEY OIL COMPANY	857.22	Unleaded/Diesel Fuel-Stn 33
214732	2/5/2016	US BANK	834.89	Recliner-Stn 33
02/11/16...	2/11/2016	ASCOT STAFFING	825.00	Temporary Staffing-Reception (27.5 Hrs) 1/18/16-1/24/16
214584	1/21/2016	BAUER COMPRESSORS	825.00	Annual PM Service/Sample Test with Certificate-Unit 805
EFT 1/2...	1/27/2016	ASCOT STAFFING	825.00	Temporary Staffing-Reception (27.5 Hrs) 1/11/16-1/17/16
214594	1/21/2016	EBS MEDICAL LLC	809.50	Preventive Maintenance-Various Medical Equipment
214732	2/5/2016	US BANK	782.22	Fitness Equipment-Academy
214679	1/28/2016	VALLEY OIL COMPANY	759.55	Unleaded/Diesel Fuel-Stn 34
214651	1/28/2016	EBMUD	752.49	Admin Water Service (Meter 1.5) 11/10/15-1/14/16
214642	1/28/2016	CCC PUBLIC WORKS ...	712.37	Permits EL1228489/ES1329743/LP0902026 12/31/15-Ne..
214596	1/21/2016	HOME DEPOT CREDIT ...	703.45	Forcible Entry/Small Engine Supplies-Academy
214776	2/11/2016	SPRINT	692.91	T1 Port AccessBundle-1/18/16
214643	1/28/2016	CCC TAX COLLECTOR	654.94	Secured Property Taxes-FY 15/16 Stn 30
02/05/16...	2/5/2016	VALLEY OIL COMPANY	649.50	Unleaded/Diesel Fuel-Stn 34
214678	1/28/2016	VALLEJO FIRE EXTING...	641.80	Repairs/Hydrostatic Testing for Fire Extinguisher Inspectio
214732	2/5/2016	US BANK	641.52	Metal for Training Tower
214655	1/28/2016	HUNT AND SONS INC	640.15	Anti-Freeze (55)
214681	1/28/2016	VICKERS CONSULTIN...	600.00	AFG Grant Application-Thermal Imaging Cameras
214694	2/5/2016	CITY OF SAN RAMON	585.00	Rental for 2016 Academy Graduation on 4/29/16
02/11/16...	2/11/2016	REPUBLIC SERVICES 2...	583.51	Stn 36-Garbage Service 2/1/16-2/29/16
02/11/16...	2/11/2016	REPUBLIC SERVICES 2...	583.51	Stn 31-Garbage Service 2/1/16-2/29/16
214705	2/5/2016	L N CURTIS AND SONS	576.14	Uniform Pants (3)/Uniform Shirts (3)-Probert
214684	1/28/2016	WESTERN MACHINER...	546.03	Repair Battery Voltage on Generator-Stn 32
214679	1/28/2016	VALLEY OIL COMPANY	515.02	Unleaded/Diesel Fuel-Stn 31
214629	1/28/2016	ABA DESIGN AND PHO...	500.00	Deposit-Photographer for ID Card/Board Photos (19)
214706	2/5/2016	LIVERMORE DUBLIN ...	494.07	Garbage Service-1/16 Stn 38
214732	2/5/2016	US BANK	491.68	Flags (11)
214753	2/11/2016	ECMS INC	488.25	Turnout Names-Academy (86)
214643	1/28/2016	CCC TAX COLLECTOR	487.78	Secured Property Taxes-FY 15/16 Stn 36

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214624	1/21/2016	VERIZON WIRELESS	482.38	Cell Phone Charges 12/4/15-1/3/16
214638	1/28/2016	BUCHANAN AUTO EL...	479.25	Batteries (3)-Shop
	1/28/2016	BUCHANAN AUTO EL...	479.25	Batteries (3)-Unit 600
214720	2/5/2016	SHANE SMITH	470.00	Reimb PALS/ACLS Recertification
02/05/16...	2/5/2016	VALLEY OIL COMPANY	464.35	Diesel Fuel-Stn 39
214638	1/28/2016	BUCHANAN AUTO EL...	464.06	Batteries (4)-Shop
214608	1/21/2016	MEYERS NAVE PROFE...	462.00	General Labor and Employment Services-12/15
214704	2/5/2016	JV TELECOM	459.00	Run Data Cables-Stn 33/Admin
214732	2/5/2016	US BANK	453.36	Batteries for Zoll AED Plus (24)
214618	1/21/2016	SCOTT SAUVE	445.00	Reimb Paramedic/ACLS Recertification
214663	1/28/2016	M AND L OVERHEAD ...	437.00	Replace Rollers on Apparatus Bay Door-Stn 30
214732	2/5/2016	US BANK	433.98	Replacement Monitor-Comm Ctr
214630	1/28/2016	AIR LIQUIDE HEALTH...	433.10	Oxygen Tank Cylinders (13) - 8/31/15
214732	2/5/2016	US BANK	432.54	Shift Calendars (30)
214735	2/5/2016	ZBATTERY COM INC	427.22	Batteries
214706	2/5/2016	LIVERMORE DUBLIN ...	418.00	Garbage Service-1/16 Stn 34
214617	1/21/2016	SAN MATEO REGIONA...	415.00	FireDispatch.com CAD Interface/Radio Audio Streaming
214772	2/11/2016	SAN MATEO REGIONA...	415.00	FireDispatch.com CAD Interface/Radio Audio Streaming
214762	2/11/2016	KUSSMAUL ELECTRO...	395.17	Repair Kussmaul Charger-Unit 602
214651	1/28/2016	EBMUD	392.28	Admin Water Service (Meter 6.0) 11/10/15-1/14/16
	1/28/2016	EBMUD	392.28	Stn 36 Water Service (Meter 6.0) 11/9/15-1/13/16
214663	1/28/2016	M AND L OVERHEAD ...	380.00	Repair Cables-Apparatus Bay Door-Stn 38
214749	2/11/2016	DA PAGE LLC	375.00	Paging Software-2/16
214732	2/5/2016	US BANK	372.00	Concrete Mix/Roof Panels-Academy
214716	2/5/2016	ROB L SPIVEY	370.00	Reimb Self-Funded Vision
214679	1/28/2016	VALLEY OIL COMPANY	356.87	Unleaded/Diesel Fuel-Stn 30
214732	2/5/2016	US BANK	355.92	Lunch-Citizen Corp-RCF Working Group
214643	1/28/2016	CCC TAX COLLECTOR	355.68	Secured Property Taxes-FY 15/16 Stn 34
214717	2/5/2016	ROBERT CAMERA	350.00	Reimb ACLS/PALS Recertification
214679	1/28/2016	VALLEY OIL COMPANY	331.87	Unleaded Fuel-Stn 34
214666	1/28/2016	MOTOROLA INC	325.45	Spare Antennas for EBRCS Portables (5)
214651	1/28/2016	EBMUD	320.66	Stn 36 Water Service (Meter 1.0) 11/9/15-1/13/16
214732	2/5/2016	US BANK	313.56	Firefighter and Employee of the Year Awards
214590	1/21/2016	COMCAST	307.95	Admin Cable Service/High-Speed Internet 1/17/16-2/16/16
214732	2/5/2016	US BANK	306.87	Firedepartment.org/Firedepartment mobi/srvfire.com/srvfp.
214679	1/28/2016	VALLEY OIL COMPANY	306.73	Diesel Fuel-Stn 31
214758	2/11/2016	GLOBALSTAR USA	303.17	Satellite Phone Service (6)-1/16
214600	1/21/2016	JV TELECOM	303.00	Run Replacement Network Cable- 2 Conference Rooms
	1/21/2016	JV TELECOM	301.00	Run Data Cable for Enhanced Wifi Coverage-Stn 39
214679	1/28/2016	VALLEY OIL COMPANY	299.24	Diesel Fuel-Stn 35
214760	2/11/2016	JAMES C HARDER	295.00	Reimb PALS Recertification
214771	2/11/2016	SAM BROWN SHIELDS	293.00	Structure Helmet Shields (7)-Academy
02/11/16...	2/11/2016	REPUBLIC SERVICES 2...	291.73	Stn 33-Garbage Service 2/1/16-2/29/16
214770	2/11/2016	RESPONSIVE COMMU...	278.00	Interface Mobile Radios to Telex Vega Software
02/11/16...	2/11/2016	REPUBLIC SERVICES 2...	277.65	Stn 32-Garbage Service 2/1/16-2/29/16
02/11/16...	2/11/2016	REPUBLIC SERVICES 2...	277.65	Stn 35-Garbage Service 2/1/16-2/29/16
214627	1/27/2016	ELITE AUTO GLASS INC	276.90	Replaced Driver Side Window-Unit 707
214598	1/21/2016	IRON MOUNTAIN	269.72	Off-Site Backup Media Storage Fee-12/15
214630	1/28/2016	AIR LIQUIDE HEALTH...	265.29	Oxygen Tank Cylinder Rental-Dec 2015
214654	1/28/2016	HAVE AIR WILL TRAV...	265.00	Service Call/Mounts/Dismounts/4 New Tires-Unit 529
214627	1/27/2016	ELITE AUTO GLASS INC	263.60	Replaced Windshield-Unit 334
214703	2/5/2016	JON MICHAELSON	260.00	Reimb PALS Recertification
02/05/16...	2/5/2016	EBMUD	259.88	Stn 32 Water Service (Meter 1.0) 11/19/15-1/25/16
02/05/16...	2/5/2016	ALL STAR FIRE EQUIP...	259.23	Station Boots-Academy
214602	1/21/2016	L N CURTIS AND SONS	253.89	Mic Keeper (8)/Glove Keeper (15)-Academy
214706	2/5/2016	LIVERMORE DUBLIN ...	247.03	Garbage Service-1/16 Stn 30



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	2/5/2016	LIVERMORE DUBLIN ...	247.03	Garbage Service-1/16 Stn 39
214665	1/28/2016	MATTHEW TERRY	245.00	Reimb PHTLS Recertification
214637	1/28/2016	BRIAN MEDLEY	245.00	Reimb PHTLS Recertification
214643	1/28/2016	CCC TAX COLLECTOR	244.50	Secured Property Taxes-FY 15/16 New Stn 32
214732	2/5/2016	US BANK	240.00	Membership Dues-ICC
214782	2/11/2016	VICKIE CALLAHAN	240.00	Vector Art/Digitization Tape Fees-New Jackets Suppression
214775	2/11/2016	SMILE BUSINESS PRO...	239.62	Annual Service/Maintenance Contract-Sharp Copier in Tra
214657	1/28/2016	L N CURTIS AND SONS	238.97	Uniform Shirts-Kiefer
214643	1/28/2016	CCC TAX COLLECTOR	236.35	Secured Property Taxes-FY 15/16 Stn 31
214651	1/28/2016	EBMUD	235.69	Stn 36 Water Service (Meter 1.5) 11/9/15-1/13/16
214752	2/11/2016	EBMUD	231.10	Stn 34 Water Service (Meter 1.0) 11/30/15-1/29/16
214734	2/5/2016	WILLIAM M FERREIRA	230.00	Reimb Self-Funded Vision
214732	2/5/2016	US BANK	227.18	Lunch-Johnston Road Fire
214715	2/5/2016	RICHARD PERRY	225.00	Reimb Self-Funded Vision
214647	1/28/2016	COMCAST	221.24	Cable Service 1/27/16-2/26/16 Stn 38
214710	2/5/2016	OFFICE MAX INCORP...	219.59	Office Supplies
214647	1/28/2016	COMCAST	219.01	Cable Service 1/27/16-2/26/16 Stn 35
214612	1/21/2016	OFFICE MAX INCORP...	216.36	Household/Office Supplies
214707	2/5/2016	MICHAEL A SYLVIA	215.00	Reimb Self-Funded Vision
214647	1/28/2016	COMCAST	212.60	Cable Service 2/1/16-2/29/16 Stn 32
214771	2/11/2016	SAM BROWN SHIELDS	212.00	Structure Helmet Shields (4)
214732	2/5/2016	US BANK	209.69	Books-Captains Promo Exam 2016
214647	1/28/2016	COMCAST	205.81	Cable Service 1/26/16-2/25/16 Stn 31
214692	2/5/2016	BRUNO C SPANI	205.00	Reimb Self-Funded Vision
214752	2/11/2016	EBMUD	200.68	Stn 34 Water Service (Meter 4.0) 11/30/15-1/29/16
214647	1/28/2016	COMCAST	195.88	Cable Service 1/26/16-2/25/16 Stn 36
214724	2/5/2016	THOMAS GENDRON	195.00	Reimb ITLS Recertification
214747	2/11/2016	COMCAST	194.19	Stn 30 Cable Service 2/13/16-3/12/16
214691	2/5/2016	BRIAN MEDLEY	194.00	Reimb Self-Funded Vision
214733	2/5/2016	WASTE MANAGEMEN...	191.83	Garbage Recycling Service-1/16 Stn 30
214696	2/5/2016	CONTRA COSTA P AN...	188.14	Wash/Wax Soap 12)
214647	1/28/2016	COMCAST	184.54	Cable Service 2/1/16-2/29/16 Stn 33
	1/28/2016	COMCAST	184.39	Cable Service 2/1/16-2/29/16 Stn 39
02/05/16...	2/5/2016	VALLEY OIL COMPANY	184.27	Diesel Fuel-Stn 31
214596	1/21/2016	HOME DEPOT CREDIT ...	181.84	Grinder/Earmuffs-Tower Project
214647	1/28/2016	COMCAST	180.96	Cable Service 1/27/16-2/26/16 Stn 34
214719	2/5/2016	SEAN MEDINA	180.00	CERT Instructor (6.0 hours) 12/10/15-1/21/16
214718	2/5/2016	SAFETY GLASSES USA...	179.51	Safety Glasses (72)
214674	1/28/2016	SUPPLYWORKS	177.99	Paper Towels/Hand Cleaner-Shop
214593	1/21/2016	DANIEL MCNAMARA	175.00	Reimb ACLS Recertification
214761	2/11/2016	JOHN ARCHULETA	175.00	Reimb ACLS Recertification
214779	2/11/2016	THOMAS G McKENZIE	175.00	Reimb PALS Recertification
214660	1/28/2016	LEADER EMERGENCY...	174.74	Door Handles-(1) Unit 707/(3) Stock
214676	1/28/2016	TIFCO INDUSTRIES INC	172.65	Hydraulic Couplers (10)-Shop
214756	2/11/2016	FEDERAL EXPRESS	171.57	Delivery Charge-Board Package to Director Dakin in Brazi
214732	2/5/2016	US BANK	170.99	Winch Cable-USAR Equipment
214722	2/5/2016	SUSAN F BROOKS	169.98	Reimb Self-Funded Vision
214705	2/5/2016	L N CURTIS AND SONS	169.73	Boots-Romero
214643	1/28/2016	CCC TAX COLLECTOR	169.22	Secured Property Taxes-FY 15/16 Stn 33
214705	2/5/2016	L N CURTIS AND SONS	168.18	Boots-Armario
214732	2/5/2016	US BANK	164.14	LAFCO MSR Dinner/Meeting
214737	2/11/2016	AIR LIQUIDE HEALTH...	163.35	Oxygen Tank Cylinders (26) - 1/15/16
214733	2/5/2016	WASTE MANAGEMEN...	159.51	Garbage Recycling Service-1/16 Stn 38
214732	2/5/2016	US BANK	151.96	Airfare: TriTech Conference-Pangelinan 2/28-3/2/16
214596	1/21/2016	HOME DEPOT CREDIT ...	151.46	Lumber & Supplies-Training Site
214732	2/5/2016	US BANK	151.36	Lunch-CAD/RMS Workshop 12/17/15

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214589	1/21/2016	COMCAST	151.12	Stn 31 High-Speed Internet 1/23/16-2/22/16
214711	2/5/2016	PAUL MAST	150.00	Reimb Self-Funded Vision
214714	2/5/2016	RICHARD HUETTIS	148.75	Reimb PALS Recertification
214708	2/5/2016	MICHAEL ELLIS	148.75	Reimb PALS Recertification
214662	1/28/2016	LUIS GUZMAN	148.75	Reimb ACLS Recertification
214766	2/11/2016	MATTHEW DAKIN	148.75	Reimb PALS Recertification
214748	2/11/2016	COMCAST	146.12	Stn 38 High-Speed Internet 2/8/16-3/7/16
214591	1/21/2016	COMCAST	146.12	Stn 34 High-Speed Internet 1/15/16-2/14/16
214599	1/21/2016	JON MICHAELSON	145.44	Reimb Meals-All Risk Strike Team Course 1/11-1/14/16
214762	2/11/2016	KUSSMAUL ELECTRO...	143.17	Repair Auto Eject Box-Shop
02/05/16...	2/5/2016	VALLEY OIL COMPANY	141.37	Diesel Fuel-Stn 35
214721	2/5/2016	SHIELDS HARPER AN...	140.80	Fuel Chip Keys (20)
214765	2/11/2016	LOGOBOSS LLC	139.75	VP and President-Name Plates (5)
214633	1/28/2016	B AND C TRUCK PART...	139.24	Filters (11)-Shop
214585	1/21/2016	BENEFIT ADMINISTRA...	138.00	Section 125 Plan Admin Fees-1/16
214743	2/11/2016	BENEFIT ADMINISTRA...	138.00	Section 125 Plan Admin Fees-1/16
214738	2/11/2016	ALAMO ACE HARDWA...	136.89	Gorilla Tape/Faucet Kit/Cable Ties-Stn 35
214732	2/5/2016	US BANK	136.61	Hardware-Shop
214654	1/28/2016	HAVE AIR WILL TRAV...	135.00	Service Call/Mounts/Dismounts/2 New Tires-Unit 632
	1/28/2016	HAVE AIR WILL TRAV...	135.00	Service Call/1 Flat Repair-Unit 529
214781	2/11/2016	VERIZON WIRELESS	134.80	Physio-Control Heart Monitor Modems 12/24/15-1/23/16
214623	1/21/2016	VALLEY PLUMBING H...	134.50	Service Call-Backed Up Urinal/Shower Stalls Stn 34
214660	1/28/2016	LEADER EMERGENCY...	131.44	Seat Base Lock Handles-(1) Unit 701/(2) Stock
214732	2/5/2016	US BANK	130.71	Lunches-HeartSafe Event/Instructors
214741	2/11/2016	AT T	129.67	Phone Service 12/20/15-1/19/16
214738	2/11/2016	ALAMO ACE HARDWA...	128.82	Ladder/Rags/Cleaner/Keys-Training Site
214732	2/5/2016	US BANK	127.42	Digi Terminal Server Adapter Cable-Comm Ctr
214780	2/11/2016	UNITED PARCEL SERV...	126.44	Delivery Charges-2/6/16
214732	2/5/2016	US BANK	126.02	Misc. Hardware-Shop
214676	1/28/2016	TIFCO INDUSTRIES INC	125.92	Drill Bits/Screw Driver Bits-Shop
214639	1/28/2016	CALIFORNIA PRINTER...	125.00	Repair HP DesignJet Printer
214596	1/21/2016	HOME DEPOT CREDIT ...	123.71	Paint/Grinding & Cutting Wheels/Screws-Training Site
214726	2/5/2016	UNITED PARCEL SERV...	122.67	Delivery Charges-1/30/16
214635	1/28/2016	BAY AREA NEWS GRO...	122.40	Legal Notice-RFP Comm Center Remodel Project
214596	1/21/2016	HOME DEPOT CREDIT ...	121.63	Microwave Oven-Training Site
214732	2/5/2016	US BANK	119.20	NFPA 25 CA Edition 2013
02/11/16...	2/11/2016	EFAX CORPORATE	118.70	eFax Usage-1/16
214732	2/5/2016	US BANK	116.59	District Coffee Supplies
214638	1/28/2016	BUCHANAN AUTO EL...	113.42	Light Bar Code Filters (3)-Shop
214667	1/28/2016	OFFICE MAX INCORP...	111.63	Office Supplies
214675	1/28/2016	TAWAN UDTAMADILOK	110.00	HeartSafe-Los Cerros
214671	1/28/2016	SHAWN RICHARDSON	110.00	HeartSafe-Los Cerros
214636	1/28/2016	BEVERLY BERMAN	110.00	HeartSafe-Los Cerros
214652	1/28/2016	EDITH FARRELL	110.00	HeartSafe-Los Cerros
214653	1/28/2016	FRANCES B ECHANG	110.00	HeartSafe-Los Cerros
214658	1/28/2016	LARRY FONG	110.00	HeartSafe-Los Cerros
214659	1/28/2016	LAURA CARSON	110.00	HeartSafe-Los Cerros
214777	2/11/2016	SUSAN SUTTER	110.00	HeartSafe Charlotte Wood CPR-2/8/16
214778	2/11/2016	TAWAN UDTAMADILOK	110.00	HeartSafe Charlotte Wood CPR-2/8/16
214773	2/11/2016	SHAWN RICHARDSON	110.00	HeartSafe Charlotte Wood CPR-2/8/16
214744	2/11/2016	BEVERLY BERMAN	110.00	HeartSafe Charlotte Wood CPR-2/8/16
214763	2/11/2016	LARRY FONG	110.00	HeartSafe Charlotte Wood CPR-2/8/16
214764	2/11/2016	LAURA CARSON	110.00	HeartSafe Charlotte Wood CPR-2/8/16
214757	2/11/2016	FRANCES B ECHANG	110.00	HeartSafe Charlotte Wood CPR-2/8/16
214754	2/11/2016	EDITH FARRELL	110.00	HeartSafe Charlotte Wood CPR-2/8/16
214738	2/11/2016	ALAMO ACE HARDWA...	107.32	Lightbulbs-Dispatch

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 1/15/2016 Through 2/12/2016

Check N...	Check Date	Payee	Check Amount	Transaction Description
214695	2/5/2016	COMCAST	106.12	High Speed Internet-Alamo Webcam 1/27/16-2/26/16
	2/5/2016	COMCAST	103.01	High Speed Internet/Cable Svc-Training Site 1/26-2/25/16
214613	1/21/2016	ORKIN EXTERMINATI...	94.22	Stn 31 Pest Control Service-1/9/16
214769	2/11/2016	ORKIN EXTERMINATI...	94.22	Stn 31 Pest Control Service-2/3/16
214602	1/21/2016	L N CURTIS AND SONS	93.80	Drager Tubes-Variou
214701	2/5/2016	ISINGS CULLIGAN	92.48	Stn 30-Drinking Water Service 1/16
214700	2/5/2016	GREGORY C WALKER	90.00	Reimb Self-Funded Vision
214630	1/28/2016	AIR LIQUIDE HEALTH...	89.75	Oxygen Tank Cylinders (10) - 12/19/15
214732	2/5/2016	US BANK	89.70	Kiosk Software to Secure Fire Station Mapping Tablets
	2/5/2016	US BANK	89.41	Small Tools for Training Site
EFT 1/2...	1/27/2016	BIOMEDICAL WASTE ...	89.00	Bio-Hazard Waste Collection Service-Stn 39
EFT 1/2...	1/27/2016	BIOMEDICAL WASTE ...	89.00	Bio-Hazard Waste Collection Service-Stn 35
EFT 1/2...	1/27/2016	BIOMEDICAL WASTE ...	89.00	Bio-Hazard Waste Collection Service-Stn 34
EFT 1/2...	1/27/2016	BIOMEDICAL WASTE ...	89.00	Bio-Hazard Waste Collection Service-Stn 33
EFT 1/2...	1/27/2016	BIOMEDICAL WASTE ...	89.00	Bio-Hazard Waste Collection Service-Stn 32
EFT 1/2...	1/27/2016	BIOMEDICAL WASTE ...	89.00	Bio-Hazard Waste Collection Service-Stn 31
214690	2/5/2016	AMERICAN CAPITAL E...	88.50	FP Collection Fees-December 2015
214732	2/5/2016	US BANK	87.28	Training Tower Supplies
214698	2/5/2016	DUBLIN SAN RAMON ...	84.83	Stn 30-Recycled Water Service 12/1-1/31/16
214701	2/5/2016	ISINGS CULLIGAN	82.43	Stn 31-Drinking Water Service 1/16
214657	1/28/2016	L N CURTIS AND SONS	78.66	Light Bar Red Lenses (10)-Shop
214693	2/5/2016	CAPITAL ONE COMME...	77.64	DVD Player Repaired to View Tactics/Strategy Training-St
214733	2/5/2016	WASTE MANAGEMEN...	76.76	Garbage Recycling Service-1/16 Stn 39
	2/5/2016	WASTE MANAGEMEN...	76.76	Garbage Recycling Service-1/16 Stn 34
214732	2/5/2016	US BANK	76.38	Replacement Laptop Battery-Duncan
214713	2/5/2016	PRIMO ESPRESSO CO...	75.60	Coffee Supplies
214654	1/28/2016	HAVE AIR WILL TRAV...	75.00	Service Call/Flat Repair-Unit 525
02/11/16...	2/11/2016	OSBORN SPRAY SERVI...	75.00	Pest Control Service Admin-1/24/16
214732	2/5/2016	US BANK	74.95	Fire Simulator
214626	1/27/2016	DANIELLE BELL	74.72	Reimb Folders-Emergency Prep Fair/Table-CERT/Heartsaf
214699	2/5/2016	FEDERAL EXPRESS	71.67	Delivery Charges
214732	2/5/2016	US BANK	71.58	Binders-Academy
02/11/16...	2/11/2016	OSBORN SPRAY SERVI...	67.00	Pest Control Service Stn 32-1/26/16
214677	1/28/2016	UNITED PARCEL SERV...	64.45	Delivery Charges-1/16/16
214628	1/27/2016	VALLEY PLUMBING H...	64.23	Sewer Cleaned Out-Replaced Cement Lid-Stn 34
214768	2/11/2016	NOB HILL CLEANERS I...	64.00	Patch on Uniform Sleeves (8)
214732	2/5/2016	US BANK	61.54	Working Dinner-Director Kerr
	2/5/2016	US BANK	59.98	2016 HR Planning Calendars
214672	1/28/2016	STAPLES CREDIT PLAN	59.95	Binder/Class Supplies-Academy
214732	2/5/2016	US BANK	56.73	Storage Boxes-Academy
214649	1/28/2016	DIRECTV	55.99	Cable Service 1/12/16-2/11/16
02/11/16...	2/11/2016	OSBORN SPRAY SERVI...	55.00	Pest Control Service Stn 30-1/15/16
02/11/16...	2/11/2016	OSBORN SPRAY SERVI...	55.00	Pest Control Service Stn 36-1/15/16
02/11/16...	2/11/2016	OSBORN SPRAY SERVI...	55.00	Pest Control Service Stn 35-1/15/16
02/11/16...	2/11/2016	OSBORN SPRAY SERVI...	55.00	Pest Control Service Stn 33-1/15/16
02/11/16...	2/11/2016	OSBORN SPRAY SERVI...	55.00	Pest Control Service Stn 39-1/15/16
214738	2/11/2016	ALAMO ACE HARDWA...	52.71	Lightbulbs (2 Cases)-Stn 33
214732	2/5/2016	US BANK	51.21	Working Lunch-New Stn 32 Bid Proposal Review
214726	2/5/2016	UNITED PARCEL SERV...	50.55	Delivery Charges-1/23/16
214732	2/5/2016	US BANK	49.95	Hostgator Web Hosting-Firedepartment.mobi 11/15
214630	1/28/2016	AIR LIQUIDE HEALTH...	48.35	Oxygen Tank Cylinders (1) - 1/8/16
214732	2/5/2016	US BANK	48.13	Replacement Blades for Recip Saw/Fuses
214644	1/28/2016	CINTAS CORPORATION	47.96	Carpet Runners/Mechanics Coverall Cleaning Fee-1/6/16
214712	2/5/2016	PGE	46.58	Stn 34 Signal Light-1/16
214705	2/5/2016	L N CURTIS AND SONS	45.95	Heavy Intrument Tether for Thermal Imaging Camera
214732	2/5/2016	US BANK	45.85	Lunch-CAD/RMS Workshop 12/15/15

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register  
From 1/15/2016 Through 2/12/2016

Check N...	Check Date	Payee	Check Amount	Transaction Description
214758	2/11/2016	GLOBALSTAR USA	44.85	Satellite Phone Service-Dispatch 1/16
	2/11/2016	GLOBALSTAR USA	44.85	Satellite Phone Service-EOC 1/16
214732	2/5/2016	US BANK	44.39	Working Lunch-Chief Spagnoli SLPD
214742	2/11/2016	ATT	42.76	Phones/Data/Radio Circuit/Long Distance 12/20/15-1/19/1
214586	1/21/2016	BW PRINTWORKS	42.22	Wall Calendars (2)
214732	2/5/2016	US BANK	40.11	Boxes For 2016 Captains Exam Books
	2/5/2016	US BANK	40.00	Constant Contact-CERT Renewal Email System
	2/5/2016	US BANK	37.95	KVM Cables for PC Maintenance-Duncan
214739	2/11/2016	AMERICAN MESSAGI...	35.79	Paging Service-2/16
214732	2/5/2016	US BANK	35.00	Coffee-Johnston Road Fire
214661	1/28/2016	LIVERMORE SAW AN...	33.77	Repair Starter Rope on Chain Saw-Stn 34
214737	2/11/2016	AIR LIQUIDE HEALTH...	32.20	Oxygen Tank Cylinders (7) - 1/22/16
214732	2/5/2016	US BANK	30.81	Lunch-CAD/RMS Workshop 12/16/15
	2/5/2016	US BANK	29.90	Coffee-CAD/RMS Workshop 12/16/15
	2/5/2016	US BANK	29.90	Coffee-CAD/RMS Workshop 12/17/15
	2/5/2016	US BANK	29.75	Shipped Confined Space Air Manifold-USAR 134
214737	2/11/2016	AIR LIQUIDE HEALTH...	28.75	Oxygen Tank Cylinders (1) - 11/1/15
214732	2/5/2016	US BANK	27.11	Replacement Keyboard-R Wendel
214697	2/5/2016	DALE BAILEY	25.00	Reimb Self-Funded Vision
214650	1/28/2016	DON HOMAN	25.00	Water Tank Lease-2/1/16
214648	1/28/2016	CONCORD UNIFORMS	23.90	Add Patches to Uniform Shirt (2)
214732	2/5/2016	US BANK	23.62	Paint-Unit 810/Shop
214738	2/11/2016	ALAMO ACE HARDWA...	23.38	Gray Primer/Paint-Tower Project
	2/11/2016	ALAMO ACE HARDWA...	22.45	Propane Cylinder for B531
	2/11/2016	ALAMO ACE HARDWA...	22.45	Tie Downs for Equipment
214620	1/21/2016	STUDIO BLUE REPRO...	21.90	Reproduction of Approved Plans 15-1508
214732	2/5/2016	US BANK	21.20	Serial to USB Converter for ANI/ALI Testing-Call/Duncan
214631	1/28/2016	AMERICAN CAPITAL E...	20.12	Reimb Am Capital Interest-Payment for IN7780750
214732	2/5/2016	US BANK	19.99	Creative Cloud Subscription-Campo
214740	2/11/2016	AT T	19.76	Phone Service 12/19/15-1/18/16
214630	1/28/2016	AIR LIQUIDE HEALTH...	19.60	Oxygen Tank Cylinders (1) - 12/11/15
214732	2/5/2016	US BANK	18.38	Lunches-Dispatch Supervisor Interviews
214596	1/21/2016	HOME DEPOT CREDIT ...	18.37	Metal Cutting Discs-Tower Project
214738	2/11/2016	ALAMO ACE HARDWA...	17.52	Clip Magnets for Board (6)-Stn 35
214732	2/5/2016	US BANK	17.25	Working Lunch-Training Site Fouts/Laugero
	2/5/2016	US BANK	16.77	Refreshments-Chief Office
214656	1/28/2016	JAMES MARTIN	14.46	Reimb Station to Station Mileage 1/7-1/8/16
214732	2/5/2016	US BANK	12.75	Coffee-Chiefs Meeting
214601	1/21/2016	KEN SCHWARTZ	11.88	Reimb Station to Station Mileage 1/14/16
214732	2/5/2016	US BANK	11.78	Cable/Swedges-Shop
214687	1/28/2016	WORLDPOINT ECC INC	9.00	2015 In-Service Guidelines Update
214732	2/5/2016	US BANK	7.86	DB25 to DB9 Serial Cable for ANI/ALI Testing-Duncan
	2/5/2016	US BANK	7.19	Refreshments-Board Meeting
214723	2/5/2016	T MOBILE	6.00	Refund Plan Review Fees
214634	1/28/2016	BART CORRIE	4.64	Reimb Station to Station Mileage-1/7/16
214732	2/5/2016	US BANK	4.21	Fasteners-Shop
EFT 1/2...	1/27/2016	MAXIM SERVICES	0.00	Cleaning Service-Admin 2/16
2	1/31/2016	PACHECO BROTHERS ...	(0.01)	EFT Test File 12/11/15
214762	2/11/2016	KUSSMAUL ELECTRO...	(1,739.35)	Returned Auto Charges (2)
213910	1/18/2016	EXTRATEAM-AN SPS ...	(82,577.57)	Partial Billing-Communications Ctr Virtualization Hardwa
Report Total			2,152,923.80	

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Minutes – January 27, 2016**

**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:** Directors Kerr, Campbell and Stamey

**\*Telephonic participation by Director Parker – teleconference location: 114 Avenida Las Palmas Rancho Mirage, CA 92270 (925)389-6600. \*Telephonic participation also by Director Dakin from Rua Sao Joaquim, SC, #554, Garopaba, Brazil 88495 calling in from 925-395-4939; both addresses publically accessible and noticed locations.**

**Staff Present:** Fire Chief Meyer, Financial Consultant Campo, Fire Marshal Kiefer, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Technology Systems Manager Steve Call, Communications Center Manger Denise Pangelinan, District Counsel Ross and District Clerk Maxwell.

**1. CALL TO ORDER**

*Interim President, Director Kerr called the meeting to order at 7:00 p.m.*

**2. PLEDGE OF ALLEGIANCE**

*Chief Meyer led the Pledge of Allegiance.*

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

*Director Dakin was unavailable for telephonic participation. Interim President Kerr led the meeting. Quorum maintained with Directors Kerr, Stamey and Campbell present and Director Parker participating via teleconference. Agenda Item No. 8.1 was moved up to Special Announcements/Presentations/General Business.*

**4. PUBLIC COMMENTS**

*Don Reed shared his concern about 9-1-1 cellphone calls, within the San Ramon Valley, continuing to route to CHP Dispatch in Vallejo.*

**5. CONSENT CALENDAR**

*Motion by Director Stamey to approve Consent Items No. 5.1 through 5.8, seconded by Director Campbell. Motion carries with (4) ayes and (1) absence.*

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

*\*\*\* 6.1 Agenda Item No. 8.1: Presentation of 2015 District Comprehensive Annual Financial Report (CAFR) by independent auditors Vavrinek, Trine, Day & Company. Financial Consultant Ken Campo introduced Auditor A.J. Major, representing Vavrinek, Trine, Day & Company. Mr. Major discussed the Comprehensive Annual Financial Report for Fiscal Year (CAFR); ended June 30, 2015.*

*At conclusion, staff's recommendation was for the Board to receive the CAFR, Required Communications, and report on the Agreed Upon Procedures Applied to the Appropriations Limit Schedule for fiscal year ended June 15, 2015, with no further Board action required; reports received by the Board.*

## **7. OLD BUSINESS**

### **7.1 Update on Fire Station No. 32.**

*Fire Marshal Kiefer reported that the contract with Pacific Mountain Contractors of California Inc., was executed on January 8, 2016. Construction preparation activities for Fire Station 32 will commence on January 28, 2016. A notice was mailed to residents, living within 500 feet of the property, which provided project contact information and a copy of the Conditions of Approval. FM Kiefer spoke briefly about a visit to the Livermore/Pleasanton Fire Station, with Director Stamey. Director Stamey shared that post visit, he felt very comfortable with the decision to award the contract to PMC; also utilized by the Livermore/Pleasanton Fire Department.*

### **7.2 Adopt Resolution No. 2016-01, approving modifications to fees and charges for various service contained within Resolution No. 2015-04. There are no increases in fees proposed in Resolution No. 2016-01.**

*Fire Marshal Kiefer recommended that the fee for Annual Operating Permits be modified to \$50 for each permit, inclusive of the IT surcharge, with current AOP fees less than \$50, unchanged. In the interest of the taxpayers, the original fee of \$180 was reduced to \$50, at this meeting, with the understanding that the Board will revisit these fees at their Board Retreat taking place on March 10, 2016. Motion by Director Stamey to accept staff's recommendation, seconded by Director Parker. A roll call vote was taken, with Directors Campbell, Stamey and Parker in favor of this action, Director Kerr not in favor and Director Dakin was absent. Motion carried with (3) ayes, (1) no and (1) absence.*

### **7.3 Monthly update on Communications Center Consolidation Project.**

*Communications Center Manager Pangelinan provided the project status update for the month of December. The Department of Justice has authorized access to all databases. Workshops were held for the GIS configuration and CAD and RMS buildouts and configuration. The Public Safety Dispatch flyer has been posted. Internal interviews for Dispatch Supervisor yielded 3 promotions. The Communications Center remodel Request for Proposal has been completed and distributed for bidding. The Mobile Communications Unit will be heading to San Jose to provide backup during Super Bowl 50; staffed by our Communications Center Reserves.*

## **8. NEW BUSINESS**

### **8.1 \*\*\*Moved to Agenda Item No. 6.1**

### **8.2 Open Public Hearing to introduce and conduct the first reading of Proposed Ordinance No. 33; an ordinance of the San Ramon Valley Fire Protection District setting forth the adherence to the standards for recruitment and training established by the Commission of Peace Officer Standards and Training (POST).**

*Presented by Chief Meyer. The proposed ordinance would allow the San Ramon Valley 911 Communications Center to apply to POST, requesting participation in the POST Program for Public*

*Safety Dispatchers. The Public Hearing was open, with no comments made by the public. Motion to approve Ordinance No. 33 was made by Director Stamey and seconded by Director Campbell. Roll call vote was taken with Directors Stamey, Campbell, Parker and Campbell all voting in favor. Motion carried with (4) ayes and (1) absence.*

- 8.3 Authorize the Fire Chief to sign a Letter of Understanding between the San Ramon Valley Fire Protection District and IAFF Local 3546, with regard to the San Ramon Valley Fire Protection District Communications Center; and request approval of a revised salary range and job description for the position of Director of Emergency Communications.

*Chief Meyer relayed that the job descriptions for Dispatcher and Dispatch Supervisor needed amending to include the required POST Certifications and title changes to reflect industry standards for combined Police and Fire Dispatch Centers. Work schedules needed modification to align with the San Ramon Police Department's Patrol Division work schedule which includes Dispatcher rest period and periodic review to ensure effectiveness. Increases in the base salaries for Dispatch and Dispatch Supervisor, in recognition for the additional call volume, and increases the pay differential between the Supervisor and Dispatcher positions, reflecting the additional supervisory level responsibilities; with monetary changes effective April 1, 2016. An additional salary increase for both positions will be considered January 1, 2017; up to 5%, provided performance standards are met. In the event the District and the City of San Ramon determine that their interest is better served by creating a Joint Powers Authority (JPA), the Union will not object. The parties recognize their obligation to meet and confer over the impact of creating a JPA. Future promotions of Dispatch Supervisor may include external as well as internal applicants. Effective July 1, 2016, the name of the Communications Center will be changed to the "San Ramon Valley 911 Communications Center."*

*Effective April 1, 2016, staff also recommended that the position of Communications Center Manager be reclassified to the position of "Director of Emergency Communications," designate the position as unrepresented and allocate the position to a salary range comparable to surrounding areas, incorporating the added duties and responsibilities associated with managing the District's Emergency Communications Center. The Letter of Understanding (LOU) between the SRVFPD and IAFF Local 3546, depicting the details of these changes was provided to the Board for review.*

*Motion my by Director Stamey to approve the Letter of Understanding and authorize the Fire Chief to sign the LOU; approve the position of Director of Emergency Communications with the above-recommended salary range and designate the position as non-represented, seconded by Director Campbell. Motion carries with Directors Kerr, Parker, Stamey and Campbell in favor; (4) ayes and (1) absence.*

- 8.4 Review and consider Letter of Intent to Participate with the Contra Costa County 2016 Hazard Mitigation Planning Partnership.

*Fire Marshal Kiefer told the Board that the County Office of Emergency Services has begun efforts to develop the Contra Costa County 2016 Hazard Mitigation Plan, with one of the goals including a multi-jurisdictional approach to hazard mitigation planning to achieve compliance with the Federal Disaster Mitigation Act for all participating members. Motion made by Director Stamey to approve*

*the Letter of Intent to Participate with the Contra Costa County Hazard Mitigation Planning Partnership, seconded by Director Campbell. Motion carried with (4) ayes and (1) absence.*

- 8.5 Authorize the Fire Chief to proceed with establishment and recruitment of a Human Resources Director position and retain the services of an outside professional to conduct the recruitment and assist with the selection of the Human Resources Director.

*Presented by Chief Meyer. The recommendation was to establish the position of Human Resources Director in order to provide strategic, long-range human resource leadership and planning for the organization. A competitive salary range for the position would be \$165,000 to \$175,000 depending on qualifications. This recommendation also includes the retention of a recruiter that specializes in the recruitment and selection of a human resource professional, with emphasis on the fire service sector; cost not to exceed \$15,000.*

*Motion by Director Stamey to authorize the Fire Chief to proceed with establishment and recruitment of a Human Resources Director position with a benefit structure commensurate with other District management positions and with a salary range to be determined based on current market data, but not to exceed \$175,000; and to retain the services of an outside professional to conduct recruitment and assist with the selection of the Human Resources Director at a cost not to exceed \$15,000. Motion seconded by Director Campbell. Motion carried with (4) ayes and (1) absence.*

- 8.6 Select a date for the Annual Board Budget Workshop. Suggested dates:

Thursday June 2, 2016      Tuesday, June 7, 2016

Wednesday June 8, 2016      Thursday June 9, 2016

*The Board of Directors selected the date of May 25<sup>th</sup> for their Annual Budget Workshop. May 25<sup>th</sup> is the same date of the May Board of Directors meeting. Both meetings to take place that date, starting at 10:00 a.m.*

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

### **10. MONTHLY ACTIVITY REPORTS**

- 10.1 Operations Division-Deputy Chief Phares  
Operations Report of monthly activities.

*Deputy Chief Phares provided an update about the current Firefighter Academy, which began on January 4, 2016, with 5 recruits.*

- 10.2 EMS/Logistics – Deputy Chief Krause  
EMS/Logistics Report of monthly activities.

*Deputy Chief Krause provided positive updates about two cardiac patients transported to local hospitals on November 27<sup>th</sup> and December 2<sup>nd</sup>, respectively.*



10.3 Fire Prevention – Division Chief, Fire Marshal Kiefer  
Fire Prevention Report of monthly activities.

*Fire Marshal Kiefer told the Board that planning efforts are underway for the 2016 Emergency Preparedness Fair, scheduled for Saturday, September 10<sup>th</sup> at the San Ramon Central Park and Community Center. On January 8<sup>th</sup>, the District received its first formal electronic plan review submittal. This effort was initiated and completed primarily by Deputy Fire Marshal David Stevens, Acting Plans Examiner Rian Evitt and Office Assistant Kimmy Pong. Customer support and feedback has been very positive and encouraging. It is intended that this process will greatly improve plan review efficiency and provide cost saving for both the District and customers by improving tools to complete plan review and revising procedures to identify and communicate corrections and approvals. It will significantly reduce costs for printing and archiving plan submittals.*

*The City of San Ramon is anticipating moving into the new city hall building in March/ April 2016. The demolition permit for the City Center project has been issued and is anticipated to begin next month. Code Compliance Office Roy Wendel has been assigned to be the primary contact for tenant improvements to 2600 Bishop Ranch, in an effort to provide a high level of customer service on project coordination.*

10.4 Administrative Services – Financial Consultant Ken Campo  
a). Monthly Finance Activities/Reports  
b). Monthly Human Resources Activities/Reports

*Financial Consultant Ken Campo briefly addressed the CAFR and told the Board that Finance had submitted the report to the Government Finance Officers Association for consideration of the Certificate of Achievement for Excellence in Financial Reporting; this would be the 15<sup>th</sup> consecutive year of receiving the award. The District will receive \$1.5 million more in property tax revenue than budgeted due to increases in assessed values on properties within the District.*

*Controller Koran provided an Account Summary Annual Update from CalPERS, which reflected \$10,494,979.00 in total assets and an average annualized internal rate of return (6/29/09-12/31/15) of 8.57%. Fiscal Year 2015/16 Combined General Fund Reserves showed better than budgeted and above Board policy at \$53,839,929.00. With regard to Cash Fund Balances - All Funds, the District is at \$51,564,118.00, in comparison to \$43,601,259 last year at this time. This includes \$5 million of new bond proceeds from Station 32. After adjusting for bond proceeds, the District is \$2.9 million better off than this time last year. Salaries and Benefits are right on target at \$26,666,756.00. The Ambulance Revenue was slightly better than budgeted at \$1,573,298.00. General Fund Expenditures are slightly better than budgeted at \$29,067,515.00 (2.7%) because of vacancies and savings throughout the District, on services and supplies. General Fund Revenues are slightly ahead of budget at \$36,131,061.00; mostly due to the increased property tax revenue.*

10.5 Fire Chief – Fire Chief Meyer

Verbal report on monthly meetings, seminars, committee meetings, and other District relate activities.

*Chief Meyer spoke about the 2016 Annual Board Reorganization Luncheon which took place on January 5<sup>th</sup> at the Round Hill Country Club, noting that our local representative, Supervisor Candace*

*Andersen is now Chair of the Board of Supervisors. Structure Fires and changes in our Standards of Cover (SOC) have been the topic of discussion in the latest rounds of Officer Meetings. Chief Meyer was invited to be on the San Ramon Chamber of Commerce Executive Board and recently attended his first meeting. He is also open to involvement with the Danville Chamber of Commerce, if requested.*

**11. GOOD OF THE ORDER**

11.1 The February Board meeting was rescheduled to February 23, 2016 at 10:00 a.m. to accommodate scheduling conflicts. Director Stamey spoke about the Redevelopment Oversight Committee and their recent activities in San Ramon with the former Mudd's restaurant property and additional property located in the Town of Danville.

**12. CLOSED SESSION**

- 12.1 Labor Negotiations: Conference with Labor Negotiators Chief Paige Meyer and Ken Campo. Organization Local 3546 (two matters) [Pursuant to Government Code Section 54957.8]
- 12.2 Possible exposure to litigation (three matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

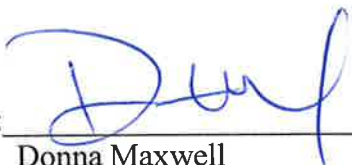
**13. Return to Open Session**

Regular session ended: 8:51 p.m.  
Closed session began: 9:03 p.m.  
Closed session ended: 9:39 p.m.  
Regular session reconvened: 9:39p.m.

**14. Report Upon Return from Closed Session (if applicable)**

**15. Adjournment**

*The meeting adjourned at 9:39 p.m.*

Prepared by:   
Donna Maxwell  
District Clerk

Approved by: \_\_\_\_\_  
H. Jay Kerr, Director  
Interim President



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: February 23, 2016  
To: Board of Directors  
From: Paige Meyer, Fire Chief  
Subject: Contract for Services – Ken Campo

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## **Background:**

Given the District has not filled the Chief Financial Officer and Human Resources Manager positions, staff would like to continue the services of Ken Campo to provide ongoing administrative support to the Finance and Human Resources Divisions to include but would not be limited to:

- Oversight and management of the Human Resources and Finance Divisions;
- Perform month-end closing of accounts and prepare monthly financial reports for the Board of Directors;
- Coordinate the year-end financial audit and preparation of June 30, 2016 Comprehensive Annual Financial Report;
- Ensure timely and accurate filing of annual State and Federal financial reports and required information.

Other duties would include ongoing review of CCCERA retirement rates, provide ongoing assistance with labor negotiations, and other financial planning and operational activities as may be directed by me.

## **Recommended Board Action:**

Staff recommends approval of a Contract for Services with Ken Campo for financial consulting services. Services will be provided at an hourly rate of \$125.00 per hour.



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Date: 2/23/2016

To: Board of Directors

From: Derek Krause, Deputy Chief EMS/Logistics  
Steve Call, Technology Systems Manager

Subject: TriTech Software Systems – Progress Payment

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## **Background:**

In August of this year, the Board authorized staff to enter into a contract with TriTech Software Systems for the purchase of new CAD, police RMS, police Field-based Reporting (FBR), as well as fire and police mobile software in support of the effort to consolidate communications.

A progress payment in the amount of \$114,826.00 for the installation of TriTech software is now due.

## **Recommended Board Action:**

Authorize staff to make a progress payment in the amount of \$114,826.00 to TriTech Software Systems.

## **Financial Impacts:**

Funds are allocated in the Annual Budget Fiscal Year 2015-2016.



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Date: February 23, 2016

To: Board of Directors

From: Paige Meyer, Fire Chief

Subject: Request to award merit increase to District Temporary Employee Kimberly Pong

### **Background:**

The Board approved hiring Kimberly Pong as a District Temporary Employee in the position of Office Assistant II, at an hourly wage of \$28.73 effective June 1, 2015. For more than three years, Ms. Pong has been an exceptional employee supporting the Fire Prevention Division and the Front Desk operations.

### **Recommended Board Action:**

Staff recommends the Board award Ms. Pong a merit increase and modify the hourly wage to \$31.67 effective March 1, 2016.

### **Financial Impact:**

The cost will be within the approved 15/16 Budget.



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Date: February 23, 2016

To: Board of Directors

From: Paige Meyer, Fire Chief

Subject: Request to hire Purvi Solanki as a District Temporary Employee

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### **Background:**

Since August 2015, the position of Office Assistant for the Front Desk Reception has been filled utilizing a temporary employment service, Ascot Staffing. Purvi Solanki has filled the position over this time period. The position is essential for customer service/support and the operation of the Front Desk. In November, Ms. Solanki requested to work part-time, her request was approved. Based on the decision for Ms. Solanki to work part-time the District has filled the additional hours with another temporary employee from Ascot Staffing. This job sharing arrangement of two part-time positions has been an improvement in managing constant staffing at the Front Desk while allowing flexibility for temporary staff employees.

### **Recommended Board Action:**

Staff recommends the Board hire Ms. Solanki as a Part-Time District Temporary Employee in the position of Office Assistant I, at an hourly wage of \$27.32 effective March 1, 2016.

### **Financial Impact:**

The cost will be within the approved 15/16 Budget.

**SPECIAL ANNOUNCEMENTS/  
PRESENTATIONS/  
GENERAL BUSINESS**



# San Ramon Valley Fire Protection District

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

Date: February 23, 2016

To: Board of Directors

From: Paige Meyer, Fire Chief  
Ken Campo, Interim CFO  
Martin Koran, Controller

Subject: 2015-16 Mid-Year Budget Review and Updated Long-Term Forecast

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## **Background**

Last June, the Board of Directors adopted a 2015-16 Annual Operating Budget that reflected the Board's commitment to providing a level of emergency services second to none and keeping the District on a fiscally sustainable path into the foreseeable future. In response to Board policies and direction, the current budget provides for enhancements to emergency services, while responsibly paying down long-term liabilities and maintaining a prudent level of reserves; which we are able to achieve in large measure due to the collaborative efforts of the Board and the employees in addressing both the immediate and longer term fiscal challenges of the District. These significant efforts, combined with a strong rebound in property values, have placed the District's Budget in a financially sustainable path over the foreseeable future, consistent with the Board's strategic goals.

Staff has completed a mid-year budget review to determine how actual operating results compare with the adopted budget, and whether any mid-year budget adjustments are necessary. Attached for your review and consideration are financial summaries comparing actual operating results for 2013-14 and 2014-15 with the Budget and current projections for 2015-16 for the General Fund. Non-General Fund activities (Budget Stabilization, Capital Projects and Debt Service Reserve Funds) are discussed below. Also included is a revised long-term forecast, updated with current financial information. The budget and long-term forecast have also been updated to reflect the consolidation of emergency dispatch operations with the City of San Ramon Police Department following approval and execution of the consolidation agreement.

As discussed in greater detail below, the overall financial outlook for the District continues to improve as we head into the second half of fiscal 2015-16.



## **General Fund Revenues**

General Fund revenue is projected to exceed budget by approximately \$2.5 million, primarily due to increased property tax revenue. The assessed valuation of property within the District, as certified by the County Assessor, rose by \$3 billion, or 7.6%, in 2015. Major components of the increase include \$868 million of Proposition 8 recapture and \$832 million due to higher value sales. The Prop 8 recapture accounts for 29% of the overall growth in assessed value. (Note that on average the District receives 15.2 cents of every property tax dollar collected within the District; which means the District receives roughly \$1.5 million of property tax for every \$1 billion of assessed value.) As a result of the increased valuation, property tax revenue for the year is projected to be \$61 million, or \$1.7 million more than budget. This represents a 5.6% increase over the amount collected last year. The adopted budget for 2015-16 projected a 4.3% increase in property tax revenue.

Ambulance service charges are trending at a growth rate of 3% for the year. The current projection of \$3.2 million exceeds budget by \$173,000. The District continues to apply for enhanced Medicare reimbursement through the state Ground Emergency Medical Transport ("GEMT") program. This year we received \$70,000 of additional reimbursement for 2013-14 fiscal year Medicare transports, and expect to receive another \$80,000 for 2014-15 Medicare transports before fiscal year end.

The GEMT revenue is included under the category of "Reimbursements from State & County," which as a whole, is expected to exceed budget by \$554,000. Of this amount, \$80,000 is attributable to GEMT, with the remainder (\$474,000) from State Office of Emergency Services ("OES") reimbursements for strike team deployments and use of District fire apparatus during last summer.

Interest earnings on District investments are projected at \$238,000, or \$140,000 more than budgeted and roughly four times investment earnings from 2013. The higher investment earnings are attributed to staffs' efforts to actively manage District investments.

## **General Fund Expenditures**

Overall staffing costs, including overtime, are projected to be under budget by \$2.2 million; of which, \$1.6 million is attributable to lower retirement contributions. Last year the District began pre-paying CCCERA retirement contributions to take advantage of the significant pre-payment discount. The pre-payment amount is based on budget estimates, with a "true-up" to actual after fiscal year end, at which time the District would pay any underfunded amount or any overpayment would be credited against the subsequent years' pre-payment amount. The true-up for 2014-15 resulted in an approximate "one-time" credit of \$920,000 against the 2015-16 pre-payment amount. This was the result of several factors: not taking vacancies into account for pre-payment purposes; not factoring in the CCCERA reimbursement for payments to retirees whose benefit exceeds the IRS Section 415 limits; and interest credited on the overpayment

amount. These factors were all considered in this year's pre-payment calculation and we expect the true-up calculation to result in the District being at or below the actual contribution requirement for 2015-16. The balance of the retirement contribution savings is the result of vacancies and the current year pre-payment savings of \$413,000.

Overtime costs are projected at budget for the year. These costs would have been approximately \$450,000 under budget as a result of three less engineer positions to backfill. Overtime related to Strike Team deployments bring the costs in line with budget. OPEB (retiree medical) contributions are projected to be under budget by \$186,000 (or 3%) for the year; while health insurance for active employees is projected to be under budget by \$127,000 (or 3%) for the year. The health insurance budget savings for both retirees and active employees are attributable to lower actual premium cost increases than projected, with vacancies also factoring into the savings for active employees.

Services and supplies are tracking on budget for the year.

Overall, we now project to add \$4 million more to the General Fund reserve balance than initially expected when the budget was adopted last June; of which, \$1 million stems from one-time sources of revenue (\$920,000 of CCCERA 14/15 prepayment carryover and \$70,000 of GEMT reimbursement from the prior year).

### **Capital Projects Fund Revenue and Expenditures**

The District's Capital Improvement Program ("CIP") is administered through the Capital Projects Fund. The CIP is funded annually through a transfer from the General Fund. The adopted budget included a \$2 million transfer to the CIP; however, with the additional ongoing revenue the District is currently experiencing, staff is recommending the transfer be increased to \$2.3 million. This will provide additional funding for the replacement of major apparatus (i.e., trucks, engines and ambulances) when necessary, and reduce the amount of future borrowings.

The Capital Projects Fund received \$740,000 from the sale of the Hemme property in July 2014 and \$5,000,000 in bond proceeds from a bond sale in early 2015. These funds have been earmarked for a new fire station to replace the existing Station 32. The construction contract for the replacement station was awarded in December 2015. The construction contract is for \$4.3 million; with an additional \$500,000 budgeted for permit fees, furnishing and final design. Construction is now underway and expected to be completed within budget.

The other significant CIP project for the current year involves enhancements to the dispatch center and upgrades to dispatch and records management software necessary to accomplish the consolidation of fire and police dispatch. This project was budgeted in the current year CIP at \$1.4 million. Pursuant to the agreement with the City, the District will front the start-up costs and will be repaid within four years from fixed annual payments from the City. Beginning in year five of the agreement, after the District has been repaid the start-up costs, the District and City

will share evenly the costs to operate and maintain the consolidated dispatch center. This CIP project is currently ongoing and expected to come in within budget. The District and City subsequently agreed on approximately \$270,000 of additional remodel costs for the communications center; which may be offset by additional reimbursements from the City and State OES.

Equipment purchases are scheduled to meet CIP budget expectations, except for the Board approved purchase of five additional Autopulse devices to be placed on Front-line ALS engines. This purchase increased the Equipment budget by \$53,000.

Fleet purchases of Command and Staff vehicles have been modified with Board approval to five-year leases. Savings will be achieved in the long-term with the reduction of maintenance costs. The first lease vehicles will be delivered before the end of this fiscal year.

### **Debt Service Fund Revenue and Expenditures**

The District transfers funds annually from the General Fund to the Debt Service Fund in a sufficient amount to meet the regularly scheduled debt payments on lease and bond obligations. In August 2015, the District refinanced a lease obligation associated with the acquisition of emergency apparatus to take advantage of lower interest rates. This refinancing will result in savings of \$25,000 over the remaining term of the lease.

### **Long Term Forecast - Assumptions**

As mentioned earlier, an updated Long-Term Forecast is also included with this report. The forecast model covers the ten year period 2014-15 through 2023-24, and includes the following major assumptions:

- Property tax revenue increase of 3.3% in 2016-17, and 2% per year thereafter.
- EMS charges increase by 2% per year in 2016-17, and 1.5% thereafter.
- Other service charges increase by 1.5% annually beginning 2015-16.
- Cell tower lease revenue based on current lease terms, escalated at 2% per year.
- No salary adjustments included beyond the current fiscal year. Increase for 2016-17 reflects a full year of: salary adjustments approved in 2015-16, recent firefighter academy hires, three additional dispatchers, and COLAs associated with Dispatch Consolidation. Future step increases are assumed to be offset by lower starting salaries for new hires.
- Pension contribution costs are forecasted (by CCCERA) to decrease through 2018-19 as follows: approximately 7% for 2015-16, 4.5% in 2016-17, 3.5% in 2017/18, 2.4% in 2018-19, and then projected to remain flat thereafter.
- Employee/Retiree health insurance costs are projected based on January 1, 2016 rates, current enrollment, and escalated based on healthcare trends provided by the District's latest OPEB actuarial report.
- Services and supplies are based on current budget escalated at 2.5% per year.

- Capital contributions are based on the 12-year average projected capital replacement cost utilizing a 3.5% escalation factor, and include \$300,000 annual contribution for major maintenance related to roofs/asphalt.
- OPEB contributions are comprised of two amounts: the amount required to pay the health premiums for current retirees and beneficiaries; and an amount paid into the OPEB trust fund representing the prefunding of benefits for future retirees. (This latter amount being the actuarially determined Annual Required Contribution, or "ARC.") And beginning in 2016-17, the model includes an additional \$200,000 payment into the OPEB trust fund intended to accelerate the pay-down of the OPEB unfunded liability. These contributions also reflect the 8% health premium cost-share being paid by District employees.

### **Mid-Year Budget Requests**

- Increase the General Fund revenue by \$2,545,000: property tax +\$1,700,000, ambulance transports +\$172,000, State reimbursements +\$554,000, cell tower revenue -\$26,000, Plan Review Fees +\$20,000 and Miscellaneous -\$16,000
- Decrease the General Fund expenditures by \$2,254,000: salaries and benefits by a net -\$308,000, overtime + \$13,000, pension contribution -\$1,646,000, employee insurance -\$127,000, and OPEB Contribution -\$186,000.
- Increase Capital Project Fund expenditures by \$53,000 for additional Autopulse devices.
- Decrease Debt Service Fund expenditures by \$8,000 to reflect savings from refinancing of Vehicle Lease #4 used to purchase emergency apparatus.

### **Attachments**

1. Mid-Year Summary
2. Updated Long-Term Forecast (Ten-Year Cash Flow Model)

# FY15/16

## Mid-Year Summary

### General Fund

	Actual 2013-14	Actual 2014-15	Approved Consolidated Dispatch Budget 2015-16	Projected 2015-16	\$ Variance Budget vs. Projected
<b>Revenue</b>					
Property Tax	\$ 53,139,723	\$ 57,771,509	\$ 59,300,000	\$ 61,000,000	\$ 1,700,000
Interest Income	\$ 79,730	\$ 62,105	\$ 97,312	\$ 237,710	\$ 140,398
Ambulance Services	\$ 2,937,305	\$ 3,124,714	\$ 3,045,720	\$ 3,218,455	\$ 172,735
Reimbursements from State & County	\$ 355,776	\$ 469,887	\$ 117,902	\$ 671,523	\$ 553,621
Inspection, plan review fees & citations	\$ 725,001	\$ 760,407	\$ 753,500	\$ 773,915	\$ 20,415
Cellular Tower rental income	\$ 242,098	\$ 75,060	\$ 71,400	\$ 45,890	\$ (25,510)
Sale of Property	\$ 27,400	\$ 40,477	\$ -	\$ -	\$ -
Miscellaneous	\$ 97,634	\$ 146,859	\$ 200,266	\$ 183,805	\$ (16,461)
Debt Issuance	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 57,604,667</b>	<b>\$ 62,451,018</b>	<b>\$ 63,586,100</b>	<b>\$ 66,131,297</b>	<b>\$ 2,545,197</b>
<b>Expenditures</b>					
Salaries	\$ 19,223,928	\$ 19,456,686	\$ 21,787,156	\$ 21,479,282	\$ (307,874)
Overtime	\$ 5,926,335	\$ 6,470,482	\$ 6,217,024	\$ 6,229,799	\$ 12,775
Pension contribution	\$ 11,282,351	\$ 14,723,941	\$ 15,623,472	\$ 13,977,598	\$ (1,645,874)
Active employee insurance	\$ 4,306,441	\$ 4,476,820	\$ 4,899,536	\$ 4,772,978	\$ (126,558)
OPEB contribution	\$ 2,339,328	\$ 2,788,158	\$ 5,450,219	\$ 5,263,751	\$ (186,468)
Services and supplies	\$ 3,886,018	\$ 3,970,940	\$ 5,264,984	\$ 5,228,074	\$ (36,910)
SubTotal Operating Expenditures	\$ 46,964,401	\$ 51,887,027	\$ 59,242,391	\$ 56,951,482	\$ (2,290,909)
Capital projects contribution	\$ 696,150	\$ -	\$ 2,000,000	\$ 2,300,000	\$ 300,000
Debt service	\$ 1,866,164	\$ 2,006,905	\$ 1,805,992	\$ 1,797,866	\$ (8,126)
<b>TOTAL EXPENDITURES</b>	<b>\$ 49,526,715</b>	<b>\$ 53,893,931</b>	<b>\$ 63,048,383</b>	<b>\$ 61,049,348</b>	<b>\$ (1,999,035)</b>
Reserve addition (use)	\$ 8,077,952	\$ 8,557,086	\$ 537,717	\$ 5,081,949	\$ 4,544,232
Beginning Fund Balance	\$ 33,091,922	\$ 41,169,874	\$ 49,726,960	\$ 49,726,960	\$ -
<b>Ending Fund Balance</b>	<b>\$ 41,169,874</b>	<b>\$ 49,726,960</b>	<b>\$ 50,264,677</b>	<b>\$ 54,808,909</b>	<b>\$ 4,544,232</b>

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

	Consolidated Dispatch									
	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Beginning fund balance	\$41,169,874	\$49,726,960	\$54,808,909	\$57,389,199	\$60,187,797	\$64,053,683	\$68,601,407	\$73,161,671	\$78,842,127	\$85,193,510
Revenue:	8.72%	5.59%	3.30%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Property tax	57,771,509	61,000,000	63,010,917	64,271,135	65,556,558	66,867,689	68,205,043	69,569,143	70,960,526	72,379,737
Ambulance charges	3,124,714	3,218,455	3,282,824	3,332,066	3,382,047	3,432,778	3,484,270	3,536,534	3,589,582	3,643,426
Other service chgs	767,511	789,665	702,990	723,112	743,823	765,140	787,082	809,666	832,912	856,841
Cell tower rent	75,060	45,890	46,808	47,744	48,699	49,673	50,666	51,680	52,713	53,767
Disposal of property	40,477	-	-	-	-	-	-	-	-	-
Interest income	62,105	237,710	214,003	219,370	225,191	233,232	242,691	252,176	263,992	277,203
State & Federal/Meas H	469,887	671,523	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000
Consolidated Dispatch *	-	-	1,250,000	1,300,000	1,350,000	1,400,000	1,702,532	1,735,122	1,768,364	1,802,271
Other/misc	139,755	168,055	143,500	147,088	150,765	154,534	158,397	162,357	166,416	170,576
	<u>\$62,451,018</u>	<u>\$66,131,297</u>	<u>\$68,684,041</u>	<u>\$70,073,514</u>	<u>\$71,490,082</u>	<u>\$72,936,045</u>	<u>\$74,663,681</u>	<u>\$76,149,679</u>	<u>\$77,667,506</u>	<u>\$79,216,821</u>
Expenses:										
Salaries	19,456,686	21,479,282	23,698,091	24,027,632	24,041,620	24,054,010	24,054,010	24,054,010	24,054,010	24,054,010
Overtime	6,470,482	6,229,799	5,248,221	5,490,965	5,521,308	5,521,308	5,521,308	5,521,308	5,521,308	5,521,308
Pension	16,257,168	15,577,975	17,184,497	16,639,703	16,200,266	16,206,320	16,206,320	16,206,320	16,206,320	16,206,320
Pension cost share	(1,533,227)	(1,600,377)	(1,764,165)	(1,789,465)	(1,790,105)	(1,790,892)	(1,790,892)	(1,790,892)	(1,790,892)	(1,790,892)
Insurance	4,476,820	4,772,978	5,364,035	5,774,530	6,216,714	6,702,588	7,236,852	7,236,852	7,236,852	7,236,852
OPEB	2,788,158	5,263,751	6,330,178	6,826,747	7,297,558	7,765,947	8,324,174	8,533,903	9,001,133	9,243,603
Services & supplies	3,970,940	5,228,074	5,733,357	5,618,340	5,879,725	5,907,348	6,177,138	6,267,725	6,583,000	6,355,074
Capital contribution	-	2,300,000	2,512,602	2,891,639	2,989,012	3,090,341	3,448,455	3,512,747	3,579,765	3,697,951
Debt payments	2,006,905	1,797,866	1,796,937	1,794,823	1,268,098	931,350	926,050	927,250	924,625	924,650
	<u>\$53,893,931</u>	<u>\$61,049,348</u>	<u>\$66,103,751</u>	<u>\$67,274,915</u>	<u>\$67,624,196</u>	<u>\$68,388,321</u>	<u>\$70,103,416</u>	<u>\$70,469,223</u>	<u>\$71,316,122</u>	<u>\$71,448,877</u>
Revenue over (under) exp	<u>8,557,086</u>	<u>5,081,949</u>	<u>2,580,290</u>	<u>2,798,598</u>	<u>3,865,885</u>	<u>4,547,724</u>	<u>4,560,264</u>	<u>5,680,456</u>	<u>6,351,384</u>	<u>7,767,943</u>
Ending fund balance	<u>\$49,726,960</u>	<u>\$54,808,909</u>	<u>\$57,389,199</u>	<u>\$60,187,797</u>	<u>\$64,053,683</u>	<u>\$68,601,407</u>	<u>\$73,161,671</u>	<u>\$78,842,127</u>	<u>\$85,193,510</u>	<u>\$92,961,454</u>
"Dry Period" Funding	31,225,509	33,065,649	34,342,021	35,036,757	35,745,041	36,468,023	37,331,840	38,074,839	38,833,753	39,608,410
Budget Stabilization Fund	11,778,786	14,749,870	15,718,230	15,876,655	15,927,037	16,059,596	16,330,992	16,391,295	16,547,271	16,550,185
Amt over (under) Board Policy	6,722,665	6,993,391	7,328,948	9,274,385	12,381,605	16,073,788	19,498,839	24,375,992	29,812,486	36,802,858

**Key Assumptions/Board Policy**

**Revenue growth:** Property tax 5.59% 2015-16 (preliminary estimate 1/1/16), 3.3% 2016-17, 2% thereafter.; Ambulance charges 3% 15/16, 2% 16/17, 1.5% thereafter; Other charges/ Cell Tower rent 1.5%-2% per year.

**Salaries:** Min Staff 39-40 on 11/7/14; 2015-16 EMS BC; Step increases; Across-the board increase (except Fire Chief): 3% effective 4/1/2015. Suppression Captains, Engineers and Firefighters: 6% effective 11/1/15. Across-the board increase (except Fire Chief): 5% effective 1/1/2016. Dispatch: 5% Effective 4/1/16, 5% Performance Effective 1/1/17.

**Pension costs:** Reflects CCCERA 14/15 increases (approx. 27%); rate reductions in: 15/16 (approx. 7%), 16/17 (approx. 4.5%), 17/18 (3.5%), 18/19 (2.4%), and no rate changes thereafter. Remaining 4% of Safety cost share deferred until 7/1/2017. CCCERA prepayment savings in 15/16 and thereafter.

**Insurance:** Active/Retiree costs increases consistent with 6/30/2013 actuarial valuation.

**OPEB:** Employer match beginning 14/15; fully funding ARC in 15/16; 5% growth +\$200K 16/17 and thereafter; Retiree 8% contribution ceases 11/1/15.

**Capital:** No GF contribution 2014-15 due to Training Center reallocation. Additional \$300K thereafter for roofs/asphalt and other major maintenance/replacements.

**Debt Payments:** Reflects 2015 advanced refunding of 2006 COPs with \$5M in new money.

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

**Budget Stabilization Fund:** 20% of operating and debt service expenditures (excludes capital outlay/capital contributions) + \$3M workers' compensation reserve.

**\*NOTE:** June 24, 2015: The District and City of San Ramon approved the terms of a Consolidated Communications Center to enhance public safety services and create efficiencies.

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

Date: February 23, 2016  
To: Board of Directors  
From: Christina Kiefer, Division Chief  
Subject: Update - New Fire Station No. 32

---

### **Background**

On February 2, the District received permits for construction of Fire Station No. 32 from Building, Grading, Planning and Central Contra Costa Sanitation District.

Based on the issuance of the permits stated above and the completion of biological and archaeological surveys; the District issued a Notice to Proceed to Pacific Mountain Contractors of California, Inc. on February 10.

Based on the current schedule, grading for the building pad will be complete on Friday, February 18, and the construction of the foundation will begin the following week.

### **Recommended Action**

This report is a status update only, no action by the Board is required.



# San Ramon Valley Fire Protection District

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DATE: February 23, 2016  
TO: Board of Directors  
FROM: Derek Krause, Deputy Chief EMS/Logistics  
Denise Pangelinan, Communications Center Manager  
Steve Call, Technology Systems Manager  
RE: Communications Center Consolidation Project Update

---

In August 2015 the Board of Directors requested a monthly status update regarding our 9-1-1 Communications Center consolidation with the San Ramon Police Department.

## Project status report for the month of January 2016:

- CAD Functionality Acceptance Testing initiated
- Configured Field Based Reporting workstations and training room in preparation for TriTech workshop
- RMS and FBR workshops completed for police department personnel
- GIS configuration of District zones and Police beats
- District Response Plans completed
- Installed and configured terminal servers
- Configured fire station alerting server to be interfaced with TriTech CAD
- AT&T TelePacific fiber optic line scheduled for connectivity
- Internal emergency and business lines reviewed for expansion of lines
- Dispatch Supervisor promotions announced
- Recruitment announced for Public Safety Dispatcher positions
- Communications Center remodel design complete

## Action Items Pending:

- Request for additional 911 Trunk lines being reviewed by State 911 Office
- Request to POST Commission for participation in the Public Safety Dispatcher Certification

## Financial Update

## Cost

Motorola APX mobile radios	\$26,331.36
Motorola APX mobile radios – Installation	\$ 3,086.59
Motorola backup consolette – Installation and parts	\$ 1,435.58
San Ramon PD RMS/Disaster Recovery software	\$10,413.00

## **Mobile Communications Unit Project Update**

### **Project status update for the month of January 2016:**

- Installed and tested four, dual-band EBRC mobile radios
- Installed and tested software radio consoles and headset interfaces
- Refreshed computers and monitors



# MEMORANDUM

## San Ramon Valley Fire Protection District

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

DATE: February 23, 2016

TO: Denise Pangelinan, Communications Center Manager

FROM: Chris Suter, Communications Reserve Leader

RE: 2016 Super Bowl 50 Debrief

---

The following is an update on the activities of the Communications Support Unit deployment for the Super Bowl 50 event:

As you are aware, CS131 was deployed at the Santa Clara County EOC from January 25 through February 8, 2016. The main purpose of the Communications Support Unit was to provide a full spectrum of radios to monitor all participating agencies involved and to provide tactical interoperability "on the fly" if necessary. It was stated in one of the planning meetings that the San Ramon Valley Fire Protection District's Communications Support Unit (CS131) was the only bay area asset that could perform this function. The City of Fremont also provided a unit, but its use was limited to a Situation Status office, since most of the communications equipment did not have all the correct programming, could not be adjusted on the fly, as well as minimal interoperability functionality.

There were several days in the week prior to the Super Bowl that CS131 was the only unit used by Santa Clara County Fire personnel. Over the deployment period, the reserves performed approximately 230 hours of service covering the unit while it was in Santa Clara. This involved almost all of the reserves, and those that were not deployed had indicated their willingness to assist and were available on standby. The vehicle and personnel performed extremely well, overcoming every pop-up obstacle that presented itself. Fortunately there were no major events.

Santa Clara County was a gracious host, providing meals and refreshments to personnel. In addition, they provided shore power so it was not necessary to run the generator for an extended period of time.

I definitely feel the work and improvements made to the Communications Support Unit (CS131) recently proved to be both valuable and timely, allowing for the mission to go forward unimpeded. Thank you for advocating for the updates and assisting with getting everything completed in a very short period of time.

I believe, based upon the feedback I have heard, that the District can be proud of the role that was played in supporting this world class event.

Thank you,

Chris Suter



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www.firedepartment.org | info@firedepartment.org

Date: February 23, 2016

To: Board of Directors

From: Derek Krause, Deputy Chief – EMS/Logistics  
Denise Pangelinan, Communications Center Manager

Subject: 9-1-1 Phone and Dispatch Workstation Expansion

---

## **Background:**

The State of California 9-1-1 Branch provides start-up funding for public agency's who meet the criteria as a "New" Public Safety Answering Point (PSAP). In September 2015, the City of San Ramon notified the California 9-1-1 Office of their intent to establish a new primary PSAP, and petitioned for funding under the authority of Chapter III of the State of California 9-1-1 Operations Manual.

The funding for an approved "new" PSAP is based on an evaluation of the requesting agency's documented projected 9-1-1 call volume. All documents required by the State have been submitted and approval is under review.

Maintaining the project timeline of consolidating emergency call taking operations with the City of San Ramon is critical. The San Ramon Police must have complete emergency communications capabilities prior to the expiration of their existing contract for these services with Contra Costa County. Consequently, the purchase and installation of essential Communications Center equipment should not be delayed pending State of CA funding decisions.

## **Recommended Board Action:**

Approve the expenditure of funds to expand the Communications Center 9-1-1 Phone System and dispatch workstation capacity to accommodate the increase in call volume and personnel.

## **Financial Impacts:**

Funds to be allocated from the Capital Improvement Plan \$197,467.00



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Date: February 23, 2016

To: Board of Directors

From: Derek Krause, Deputy Chief – EMS/Logistics  
Denise Pangelinan, Communications Center Manager

Subject: Second Reading of Ordinance No. 33 – Accepting the Requirements of the California Penal Code Relating to the Recruitment and Training of Public Safety Dispatchers.

---

## **Background:**

On January 27, 2016, the Board of Directors opened the public hearing, introduced and conducted the first reading in title only, of Ordinance No. 33, an Ordinance of the San Ramon Valley Fire Protection District setting forth the adherence to the standards for recruitment and training established by the Commission of Peace Officer Standards and Training (POST). The Board also scheduled a public hearing and second reading of the ordinance for the February 23, 2016 regular Board Meeting.

As discussed at the regular board meeting on January 27, 2016, the Peace Officer Standards and Training (POST) was established by California Legislature in 1959 to set minimum selection and training standards for California law enforcement staff, including Public Safety Dispatchers. POST training for Public Safety Dispatchers includes a 120 hour basic dispatcher course and recurring training standards. For the District to participate in the POST program, the State requires the Board to adopt an ordinance accepting the requirements of Sections 13510.1 and 13512 of the California Penal Code. A certified copy of the ordinance is a requirement of section 13522 of the Penal Code if the District is to receive reimbursement for courses attended by Public Safety Dispatchers, and must be on file with the Commission.

The purpose of participating in the POST program is to ensure the District's level of professionalism, training and recruitment procedures remain equal to those of other agencies throughout the State. POST has set minimum selection standards for Public Safety Dispatchers that includes a requirement to conduct a pre-employment skills assessment test, interview, background investigation, and probationary period of no less than one year. In addition, POST requires each dispatcher to complete 24 hours of certified training every two years. Participation also allows the District to recover a portion of costs involved in the training of dispatchers.

The proposed ordinance would stipulate that the Board accepts the requirements of Sections 13510.1 and 13522 of the California Penal Code relative to the recruitment and training standards of Public Safety Dispatchers. Section 13510.1 states the Board will adhere to the standards for recruitment and training established by POST for Public Safety Dispatchers. Section 13512 states the Commission and its representatives may make such inquiries as deemed appropriate by the Commission to ascertain the

District's public safety dispatch personnel adhere to standards selection and training established by POST.

The proposed ordinance would allow the San Ramon Valley 911 Communications Center to apply to POST requesting participation in the POST Program for Public Safety Dispatchers.

**Recommended Board Action:**

1. Open the public hearing, and conduct the second reading, of Ordinance No. 33, an ordinance of the San Ramon Valley Fire Protection District setting forth the adherence to the standards for recruitment and training established by the Commission of Peace Officer Standards and Training (POST).
2. Adopt a four-fifths vote, Ordinance No. 33

**Financial Impacts:**

None. There are no annual fees or recurring costs associated with membership.

## ORDINANCE NO. 33

### AN ORDINANCE OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT REQUIRING COMPLIANCE WITH THE STANDARDS OF THE CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING FOR PUBLIC SAFETY DISPATCHERS

The Board of Directors (the "Board") of the San Ramon Valley Fire Protection District (the "District") ordains as follows:

**WHEREAS**, the California Commission of Peace Officer Standards and Training (P.O.S.T.) establishes training mandates for Public Safety Dispatchers;

**WHEREAS**, the San Ramon Valley 9-1-1 Communications Center is a consolidated dispatch communications center;

**WHEREAS**, the primary responsibility of the San Ramon Valley 9-1-1 Public Safety Dispatchers will include providing police, fire and emergency medical dispatching services for the City of San Ramon and the areas covered by the jurisdiction of the San Ramon Valley Fire Protection District;

#### **SECTION 1. ADMINISTRATION.**

**Section 1.** The Board of Directors of the San Ramon Valley Fire Protection District declares the desire to participate in the POST Public Safety Dispatcher Program to ensure the District's level of professionalism, training and recruitment procedures remain equal to those of other public agencies throughout the State.

#### **SECTION 2. INSPECTIONS AND INQUIRIES.**

**Section 2.** The California Commission of Peace Officer Standards and Training and its representatives may conduct inspections and inquiries as deemed necessary to ascertain that the San Ramon Valley 9-1-1 Communications Center adheres to the standards for recruitment and training established by the Commission.

#### **SECTION 3. STANDARDS AND TRAINING.**

**3.1** Pursuant to California Penal Code Section 13510.1 and 13522, the San Ramon Valley 9-1-1 Communications Center personnel will adhere to the selection and training standards of the California Commission of Peace Officer Standards and Training and other Commission requirements specified for Public Safety Dispatchers while participating in the P.O.S.T. Public Safety Dispatcher Program.

#### **SECTION 4. TRAINING REIMBURSEMENT.**

**4.1** The Board declares that it desires the San Ramon Valley 9-1-1 Communications Center receive State aid from the California Commission of Peace Officer Standards and Training pursuant to their rules and regulations.



**SECTION 5. SEVERABILITY**

**5.1** If any section, subsection, subdivision, paragraph, sentence, clause, phrase or word in this Ordinance is for any reason held to be unconstitutional or otherwise invalid, such holding shall not affect the validity of the remaining provisions of this Ordinance. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, phrase or word of this Ordinance regardless of the unconstitutionality or invalidity of any other section, subsection, subdivision, paragraph, sentence, clause, phrase or word herein.

**SECTION 6. PUBLICATION AND EFFECTIVE DATE.**

**6.1** The Clerk of the Board shall cause a summary of this Ordinance to be published twice in a newspaper of general circulation within the District within (15) days after its adoption. The Ordinance shall become effective thirty (30) days after its adoption.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**DATED:** \_\_\_\_\_

\_\_\_\_\_  
Donald Parker, Vice President  
SRVFPD Board of Directors

**ATTEST:**

\_\_\_\_\_  
Donna Maxwell, SRVFPD District Clerk

**APPROVED AS TO CONTENT**

**APPROVED AS TO FORM**

\_\_\_\_\_  
Paige Meyer, SRVFD Fire Chief

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



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

Date: 2/23/2016

To: Board of Directors

From: Derek Krause, Deputy Chief EMS/Logistics  
Steve Call, Technology Systems Manager

Subject: Intergraph Computer-Aided Dispatch (CAD) Software Maintenance

---

## **Background:**

The District utilizes Intergraph Computer-Aided Dispatch (CAD) products to support dispatching, mobile data, Automated Vehicle Location (AVL), paging, fire station alerting, fire station printing and mapping functions. In August, the Board discussed and opted to renew maintenance for the period 9/1/2015 – 2/29/2016. Intergraph Corporation software maintenance for the period 3/1/2016 – 8/31/2016 totals \$37,560.00 and is now due. The District maintains redundant, production CAD servers to minimize the potential for downtime. The District will soon be transitioning to TriTech CAD products. After the transition, Intergraph maintenance will not be required.

## **Recommended Board Action:**

Staff recommends discontinuing maintenance with Intergraph Corporation.

## **Financial Impacts:**

Budgeted expense for FY 2015-2016.



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www.firedepartment.org | info@firedepartment.org

Date: February 23, 2016  
To: Board of Directors  
From: Lon Phares, Deputy Chief Operations  
Subject: Hydrant Replacement

---

## **Background:**

The 2015/2016 Operations Budget includes appropriations to begin replacing standard 2.5 inch fire hydrants remaining in the District. Approximately 92 known standard 2.5 inch fire hydrants remain scattered throughout the District. These standard hydrants are configured with two 2.5 inch outlets and would be replaced with a model 64 steamer hydrant containing a 4.5 inch outlet connection to optimize available flow. The cost for replacement is \$1518 per fire hydrant. The amount budgeted for in the 2015/2016 Operations Budget is \$40,000 which would cover the replacement of up to 26 fire hydrants. The future plan calls on replacing the remaining 66 hydrants over the next two fiscal years.

The fire hydrants chosen for replacement in 2015/2016 were selected as a high priority because of their close proximity to residential care facilities, schools and churches. Additionally, staff inquired with East Bay Municipal Utility District (EBMUD) to ensure these specific hydrants would recognize optimum benefit of replacement by considering factors such as available pressure, pipe sizes, elevation and/or distance from source. EBMUD has confirmed all of these hydrants are fed by a minimum of a 6" lateral and would benefit from replacement.

## **Recommended Board Action:**

Authorize staff to replace up to 26 standard 2.5 inch fire hydrants to a model 64 steamer hydrant with a 4.5 inch outlet connection.

## **Fiscal Impact:**

Not to exceed 2015/2016 budgeted amount of \$40,000.



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www.firedepartment.org | info@firedepartment.org

Date: February 23, 2016

To: Board of Directors

From: Paige Meyer, Fire Chief

Subject: Approval of Letter of Understanding Between San Ramon Valley Fire Protection District and Local 3546 IAFF

---

## Summary

The attached Letter of Understanding (LOU) confirms the understandings that have been reached by the parties as those apply to the Memorandum of Understanding (MOU) between San Ramon Valley Fire Protection District and International Association of Firefighters Local 3546 for the term of August 1, 2009 through June 30, 2020, as amended.

## Discussion

In 2015, the Board approved changes to the MOU that provided for, among other items, the reorganization of the Fire Prevention Division. The purpose of the reorganization is to create and maintain a more flexible work force to better respond to the service needs of the District's clients; this is achieved by implementing a new series of job classifications and associated salary ranges (yet to be negotiated) that will replace the current job classifications as described below.

The District and representatives of the fire prevention employees have met and conferred and reached a tentative agreement addressing the change in working conditions that will arise from the reorganization. The tentative agreement is presented for your consideration and action.

The key points of the tentative agreement include:

1. Change the name of the Fire Prevention Division to Community Risk Reduction Division, effective July 1, 2016.
2. Creates the following new classifications (with salaries pending further negotiation):
  - Community Risk Reduction Manager
  - Community Risk Reduction Inspector
  - Permit Technician
3. New classifications to be classified as "non-safety" for retirement purposes
4. Current Fire Prevention employees: are grandfathered with respect to pay and benefits; will perform the duties and responsibilities as specified for the CRRD Inspector; shall be eligible to compete for the CRRD Manager and CRRD Inspector positions.

5. When an employee in the current classifications of Deputy Fire Marshal, Fire Inspector, Plans Examiner, Code Compliance Officer or Fire Prevention Specialist vacates their position on a permanent basis, the District will hire replacement employees using the classification of Community Risk Reduction Inspector.
6. CRRD Inspector and Permit Technician to be represented by Local 3546 IAFF; CRRD Manager to be unrepresented.

### **Financial Implications**

The District will utilize the savings from four existing vacant positions in the Fire Prevention Division (Plans Examiner, Fire Prevention Specialist and Office Assistant II (2) to fund the cost of the newly created positions. As a result, pending final negotiation of salaries for the new classifications, the reorganization is expected to have minimal impact on the budget and long-range financial forecast.

### **Recommended Action**

Staff recommends the Board (1) approve the changes to the MOU as discussed above and authorize the Fire Chief to execute the Letter of Understanding documenting the MOU changes; and (2) authorize the Fire Chief to proceed with recruitment for Community Risk Reduction Manager with a salary not to exceed \$12,330 per month.

### **Attachments:**

2016 Letter of Understanding

## LETTER OF UNDERSTANDING

Between

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

And

**LOCAL 3546**

**DRAFT**

**January 6, 2016**

The San Ramon Valley Fire Protection District (District) and the International Association of Firefighters Local 3546 (Union) are parties to a Memorandum of Understanding for the period August 1, 2009 through June 30, 2020. On April 22, 2015 the District and the Union entered into a Letter of Understanding that in part, provides for a "reorganization of the Fire Prevention Division."

This Letter of Understanding amends the Memorandum of Understanding between the District and Union as described below.

### Section 1.00 Purpose

The purpose of the reorganization of the Fire Prevention Division is to create and maintain a flexible work force to better respond to the service needs of the District's clients; this is achieved by implementing a new series of job classifications and associated salary ranges which will replace the current job classifications as described below.

### Section 2.00 Transition Period

Represented employees in the classifications of Deputy Fire Marshal, Fire Inspector, Plans Examiner, Code Compliance Officer and Fire Prevention Specialist, employed by the District on the effective date of this Letter of Understanding, will continue to receive negotiated wage and benefit adjustments as provided in the Memorandum of Understanding, subject to the provisions below. Employees in these classifications will perform the duties and responsibilities as specified in the job description for the new position of Community Risk Reduction Inspector. Notwithstanding the provision of 3.11 below, employees in the classification of Deputy Fire Marshal and Fire Inspector currently classified as "Safety" for pension purposes shall continue to perform job duties necessary to continue their "Safety" status for pension purposes. Should an employee not meet the education, experience or training requirements specified in the Community Risk Reduction Inspector job classification, the District shall provide training to ensure that the employee meets the job requirements or is otherwise assigned meaningful work.

### Section 3.00 Job Classifications Created

Effective January 1, 2016 the following classifications are created:

Community Risk Reduction Inspector

Community Risk Reduction Manager

Job descriptions for both new classifications are attached hereto and are part of this Letter of Understanding.

**Section 3.10 Salary Ranges**

Effective January 2, 2016 the salary ranges for Fire Risk Reduction Inspector and Fire Risk Reduction Manager shall be as follows:

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Community Risk Reduction Inspector	TBD				

**Section 3.11 Non Safety Status**

The positions of Community Risk Reduction Inspector and Community Risk Reduction Manager shall, for pension purposes, be classified as "miscellaneous" as neither job classification will require an incumbent perform fire origin and cause investigations.

**Section 3.12 Bargaining Unit Status**

The District recognizes Local 3546 as the bargaining representative of employees in the classification of Community Risk Reduction Inspector. Due to the managerial responsibilities of the Community Risk Reduction Manager, the classification shall be placed in the District's non-represented employee group.

**Section 4.00 Hiring – Community Risk Reduction Inspector**

When an employee in the classifications of Deputy Fire Marshal, Fire Inspector, Plans Examiner, Code Compliance Officer or Fire Prevention Specialist vacates their position on a permanent basis, the District will hire replacement employees using the classification of Community Risk Reduction Inspector.

**Section 4.10 Hiring – Community Risk Reduction Manager**

It is the District's intent to hire two Community Risk Reduction Managers. Such recruitment will be open to both current Fire Prevention Division employees who meet the minimum qualifications for the position and external applicants. Incumbent Fire Prevention Division employees shall be eligible to participate in the promotional process regardless of the prior managerial experience. In the event an internal competitor is selected for the position who is currently classified as a "safety member" for pension purposes, the selected employee will continue to be classified as a "safety member" for pension purposes and will be expected to continue to perform the job tasks necessary to maintain such classification of "safety member" for pension purposes.

Section 5.00 Permit Technician

It is the District's intention to create and hire a Permit Technician to enable the Fire Prevention Division to provide customers with an enhanced level of service. Nothing in this section precludes the District from hiring additional Permit Technicians should it be determined that it is in the District's interest to do so. The District may, at its discretion, use the Office Assistant II candidate list for hiring purposes. If there are no suitable applicants available from the Office Assistant II candidate list, the District may, at its discretion, conduct a recruitment. A copy of the job description is attached hereto and is a part of this Letter of Understanding.

Section 5.10 Salary Range for Permit Technician

Effective January 2, 2016, the monthly salary range for Permit Technician is:

	Step 1	Step 2	Step 3	Step 4	Step 5
Permit Technician	TBD				

5.20 Bargaining Unit Determination

The District has determined that the Permit Technician classification will be represented by Local 3546.

6.00 Miscellaneous Provisions

In order to implement the provisions of this agreement, the parties agree to the following terms.

6.10 Use of Temporary Employees and Contract Services

In order to ensure that the services provided by the Fire Prevention Division are responsive to the needs of customers, the District, in its sole discretion, may employ temporary employees or use the services of a qualified contractor(s). The use of temporary employees and/or qualified contractors shall be driven by workload considerations. The District will not supplant bargaining unit positions with contractors or temporary employees. Temporary employees shall be employed consistent with past practices. As an example, in the past a temporary employee has been hired when a regular employee was on Administrative Leave for an extended period of time or an approved position was vacant for an extended period of time. Other circumstances have included the use of a contract service in order to maintain performance/customer standards such as "five-day turnarounds" for plan review.

6.20 Policy Review



In order to ensure an effective and efficient operation, the District, in collaboration with employees in the Fire Prevention Division and Local 3546, shall, as soon as practicable, undertake review and development of operating policies and procedures.

6.30 Re-Naming of the Fire Prevention Division

Effective July 1, 2016 the Fire Prevention Division shall be changed to Community Risk Reduction Division.

6.40 Standby Duties and Pay

Standby pay for incumbent Fire Prevention Inspectors and Deputy Fire Marshal shall be rolled into the base monthly salary. Fire Prevention Inspectors and Deputy Fire Marshal are relieved of standby duty Monday through Fridays, but shall remain on a list and rotate standby for weekends and recognized District Holidays.

**ON BEHALF OF THE DISTRICT:**

**ON BEHALF OF LOCAL 3546:**

\_\_\_\_\_

**Paige Meyer, Fire Chief**

**DATED:** \_\_\_\_\_



**Mike Mohun, President**

**DATED:** 2/17/16

# **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: 2/23/2016

To: Board of Directors

From: Derek Krause, Deputy Chief EMS/Logistics  
Steve Call, Technology Systems Manager

Subject: Administration Copier Replacement

---

## **Background:**

In December, 2010, the District entered into a 5-year lease agreement with Pacific Office Automation for the Canon copier that is currently in use in the Administration building. The current total payment for the lease and maintenance of the copier is \$867/month. The lease agreement has expired and the District will be required to enter into a new lease agreement or purchase a new copier.

## **Purchase vs. Lease:**

Prior to 2010, the District secured multi-user printing and copying capabilities through the outright purchase of copy machines for the Administration building. As the District-owned copy machines aged beyond the 5-year mark, the District experienced steadily increasing maintenance costs and unreliable performance. In 2011, the Board opted to enter into a 5-year lease agreement with the plan of leasing a new copier every 5 years.

## **Lease Agreement:**

As the lease agreement for the current Administration copier approached expiration, staff searched for a duplication systems provider that could deliver quality equipment, competitive pricing and prompt, reliable service. Shamrock Office Solutions was referred to the District by the City of Dublin as a vendor that would meet all of the above criteria. Staff reviewed the copiers sold by Shamrock to assess the copy/print/scan speed and quality, as well as evaluate the new features offered by the equipment.

Shamrock provided pricing to lease a Ricoh MP C8002 for a period of 60 months, in the amount of \$897/month, which includes the cost of the lease and ongoing maintenance. The lease allows for 14,000 black pages and 6,000 color pages per month, which is a volume consistent with current usage at Admin. Black and color pages exceeding the monthly allowance will be billed monthly in arrears at the same rate charged in the lease allotment. In addition to the Ricoh MP C8002, Shamrock Office Solutions will provide at no additional cost a refurbished Ricoh as a backup copy machine to ensure

maximum productivity for Administration staff in the event of unplanned downtime. Maintenance for the donated copy machine is included in the lease fee. Black and color pages originating from the donated copy machine will be added to the monthly totals for the leased copy machine.

Shamrock Office Solutions provided cooperative, multi-State pricing from the Western States Contracting Alliance (WSCA) contract. As specified in the District Purchasing Policy, when utilizing WSCA pricing, multiple bids are not required.

**Surplus Equipment:**

The Administration Canon copier has exceeded the useful life of the equipment. As part of the new lease agreement, Shamrock Office Solutions will return the Canon copier back to the leasing company at no cost to the District. For data security purposes, the hard drive will be removed from the surplus copy machine and destroyed by staff. A new hard drive will be installed in the surplus equipment, as the leasing company requires the return of all the original equipment.

**Recommended Action:**

Staff recommends the Board approve the surplus of Canon C7065 Administration copier via the method above.

Staff recommends the District contract for 60 months with Shamrock Office Solutions for Lease and Maintenance Service for the Ricoh MP C8002 Printer/Copier/Scanner/Fax machine with monthly lease/maintenance payments of \$897. Impressions in excess of the lease allotment will be billed separately at the BW/color rate of \$.009/.055 per page.

**Financial Impacts:**

None. Funds are allocated in the Annual Budget Fiscal Year 2015-2016.



# 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: February 23, 2016

To: Board of Directors

From: Derek Krause, Deputy Chief EMS/Logistics  
Denise Pangelinan, Communications Center Director

Subject: San Ramon Valley Public Safety Communications Center Upgrade Contract

---

## **Background:**

Public Notice was published December 10<sup>th</sup> and 16<sup>th</sup> and a mandatory pre-bid meeting was held on December 21, 2015. Requests for Proposals were due January 5, 2016. One compliant bid was received, from Emergency Construction Services; references and required insurance and licenses were confirmed and documented.

## **Recommended Board Action:**

Approve the Award of Contract to Emergency Construction Services for the upgrade of the interior work area of the San Ramon Valley Public Safety Communications Center, for an amount not to exceed \$70,000.

## **Fiscal Impact:**

There is no fiscal impact to the budget. Costs for this upgrade are included in the capital improvements budget, with a cost share agreement with San Ramon Police Department.



# San Ramon Valley Fire Protection District

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www.firedepartment.org | info@firedepartment.org

Date: February 23, 2016  
To: Board of Directors  
From: Derek Krause, Deputy Chief EMS/Logistics  
Subject: Rain Gutter and Downspout Replacement for Station 38

---

## **Background:**

Public Notice was published January 7th and 12th and a mandatory pre-bid meeting was held on January 18, 2016. Requests for Proposals were due on January 22<sup>nd</sup>. One compliant bid was received, from All Pro Property Maintenance; references, required insurance, and licenses were confirmed and documented.

## **Recommended Board Action:**

Approve the Award of Contract to All Pro Property Maintenance to remove and replace Station 38's rain gutters and downspouts, in an amount not to exceed \$17,750.

## **Fiscal Impact:**

There is no fiscal impact to the budget. The funds for the removal and replacement of rain gutters and downspouts, as described above, are included in the Capital Improvement Plan budget.

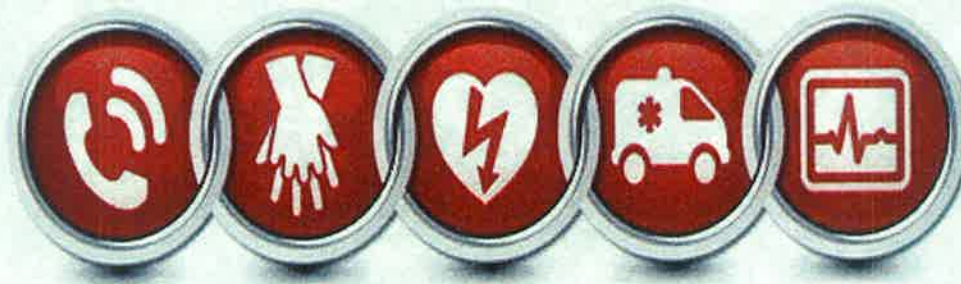
# **CORRESPONDENCE**

# Contra Costa County Emergency Medical Services

Presents this certificate to:

## FF Tom Gendron

On this 9<sup>th</sup> day of December, 2015



**In recognition of the extraordinary care you provided in successfully resuscitating a victim of sudden cardiac arrest on  
November 1, 2015**

A handwritten signature in black ink, appearing to read 'Pat Frost', written over a horizontal line.

Pat Frost  
EMS Director

A handwritten signature in black ink, appearing to read 'David Goldstein', written over a horizontal line.

David Goldstein, MD  
EMS Medical Director

A logo consisting of a stylized sun with yellow rays rising above two green mountain peaks.

CONTRA COSTA  
HEALTH SERVICES  
Emergency Medical Services



# Contra Costa County Emergency Medical Services

Presents this certificate to:

## Engineer Grant Sparkes

On this 9<sup>th</sup> day of December, 2015



In recognition of the extraordinary care you provided in successfully resuscitating a victim of sudden cardiac arrest on  
November 1, 2015

A handwritten signature in black ink, appearing to read 'Pat Frost', written over a horizontal line.

Pat Frost  
EMS Director

A handwritten signature in black ink, appearing to read 'David Goldstein', written over a horizontal line.

David Goldstein, MD  
EMS Medical Director

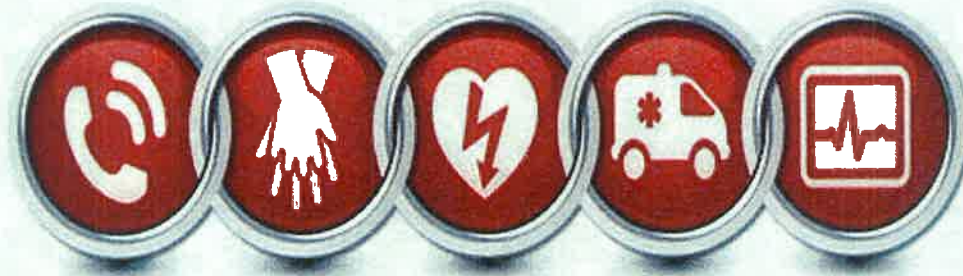


# Contra Costa County Emergency Medical Services

Presents this certificate to:

## Engineer Wes Fredrickson

On this 9<sup>th</sup> day of December, 2015



**In recognition of the extraordinary care you provided in successfully resuscitating a victim of sudden cardiac arrest on  
November 1, 2015**

A handwritten signature in black ink, appearing to read 'Pat Frost', written over a horizontal line.

Pat Frost  
EMS Director

A handwritten signature in black ink, appearing to read 'David Goldstein', written over a horizontal line.

David Goldstein, MD  
EMS Medical Director



# Contra Costa County Emergency Medical Services

Presents this certificate to:

## FF Casey Rivers

On this 9<sup>th</sup> day of December, 2015



**In recognition of the extraordinary care you provided in successfully resuscitating a victim of sudden cardiac arrest on  
November 1, 2015**

A handwritten signature in black ink, appearing to read 'Pat Frost', written over a horizontal line.

Pat Frost  
EMS Director

A handwritten signature in black ink, appearing to read 'David Goldstein', written over a horizontal line.

David Goldstein, MD  
EMS Medical Director



# Contra Costa County Emergency Medical Services

Presents this certificate to:

## Captain Chris Parsons

On this 9<sup>th</sup> day of December, 2015



**In recognition of the extraordinary care you provided in successfully resuscitating a victim of sudden cardiac arrest on  
November 1, 2015**

A handwritten signature in black ink, appearing to read 'Pat Frost', written over a horizontal line.

Pat Frost  
EMS Director

A handwritten signature in black ink, appearing to read 'David Goldstein', written over a horizontal line.

David Goldstein, MD  
EMS Medical Director





City of Tracy  
333 Civic Center Plaza  
Tracy, CA 95376

HUMAN RESOURCES

MAIN 209.831.6150  
FAX 209.831.6165  
[www.ci.tracy.ca.us](http://www.ci.tracy.ca.us)

January 19, 2016

Deputy Chief Derek Krause  
San Ramon Valley Fire Protection District  
1500 Bollinger Canyon Road  
San Ramon, CA 94583

Dear Deputy Chief Krause:

On behalf of the Human Resources Division, I wish to thank you for serving as a member of the EMS Manager Oral Board Panel. Your expertise was invaluable, and I appreciate your input regarding the candidates you assessed.

An eligibility list has been established, and select candidates will be invited to the next step in the process, which is the department level interview. We hope to have our vacancy filled very shortly thereafter.

Again, my sincerest thanks for your willingness to assist in this important process.

Respectfully,

Judy Carlos  
Human Resources Analyst

**Maxwell, Donna**

---

**Subject:** FW: Your note  
**Attachments:** Crystal Reports2.pdf; report-os-im-public-incident.pdf

Begin forwarded message:

**From:** [REDACTED]  
**Date:** February 1, 2016 at 6:33:09 PM PST  
**To:** <[pmeyer@srvfire.ca.gov](mailto:pmeyer@srvfire.ca.gov)>  
**Subject:** Your note

Dear Fire Chief Meyer,

Thank you so much for your card regarding my recent 911 response by your personnel. Fortunately it was nothing serious and I'm okay now.

The firemen and EMTs who responded were extremely courteous, compassionate, and professional. They made a scary time much easier.

I'm very touched that you would followup with a card this way.

Thank you for caring,

Dan [REDACTED]

### **Correspondence Details:**

**Incident Number:** 2015-8758

**Date:** December 15, 2015

**Location:** Danville

**Responders:** Captain John Bahorski, Engineer Ben Wylie and Firefighter/Paramedic Casey Rivers.

Captain Alex Ray, Engineer Steve Avery and Firefighter/Paramedic Brian Medley.

## Maxwell, Donna

---

**From:** Meyer, Paige  
**Sent:** Monday, February 08, 2016 4:57 PM  
**To:** Maxwell, Donna  
**Subject:** FW: Thank you

---

**From:** Ken Kehmna [mailto:ken.kehmna@sccfd.org]  
**Sent:** Monday, February 08, 2016 8:23 AM  
**To:** LaTendresse, Geoff; Meyer, Paige  
**Subject:** Thank you

Chiefs,

What more can I say? You guys are amazing!

I can't even begin to express how grateful I am to both of you for the use of your command/communications vehicles throughout the past week for SB50.

Both units were used to add much needed additional capacity to the Op Area Situation Status Unit. The sit/stat unit proved essential to feeding timely information to the Operations Section of the Op Area EOC and MACC. This allowed us the ability to track virtually every call for service in the county in real time over several successive operational periods.

It was essential to our plan to ensure timely/accurate information was available to make decisions and reduce reflex time if necessary. It gave me great comfort to know that we had a solid plan (A, B & C) in place with great personnel and equipment.

To say that I owe you one is an understatement!

Thank you,

Ken Kehmna  
Fire Chief

Santa Clara County Fire Department  
14700 Winchester Blvd.  
Los Gatos, CA 95032

(O) 408-378-4010  
(C) 408-887-7312

**From:** Meyer, Paige  
**Sent:** Saturday, February 13, 2016 10:13 AM  
**To:** Maxwell, Donna <dmaxwell@srvfire.ca.gov>  
**Subject:** Fwd: Emergency Assistance

Sent from my iPhone

Begin forwarded message:

**From:** [REDACTED]  
**Date:** February 13, 2016 at 10:07:11 AM PST  
**To:** <pmeyer@srvfire.ca.gov>  
**Subject:** Emergency Assistance

Dear Paige; Thank you for the nice card you recently sent to us. In December your emergency personnel responded to our call for help after my wife Wanda fell and fractured a vertebrae. We really appreciated the assistance of your outstanding personnel because I was unable to get her up. They were wonderful in the manner in which they respond to our emergency. Thanks again, Bob & Wanda

### **Correspondence Details:**

**Incident Number:** 2015-8799  
**Date:** December 17, 2015  
**Location:** Alamo  
**Responders:** Captain Richard Huettis, Captain Damon Pellegrini and Engineer Daniel Curtis.



# **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:** February 23, 2016  
**To:** Board of Directors  
**From:** Lon Phares, Deputy Chief Operations  
**Subject:** Monthly Operations Report for January 2016

---

## Operations & Training

- Firefighter Recruit Academy 2016-1 in Progress
- Conducted Quarterly Officer Meetings
- Wellness Fitness Physical Exams in Progress
- Hazardous Materials First Responder Operations Refresher Training
- Multi-Company Drills & Company Performance Standards
- Probationary Battalion Chief & Captain Sign-offs in Progress
- Training Site Upgrades
- Tiller Truck Training in Progress
- Heavy Lifting Obstacle Course Training
- 2016 Captains Test Preparation and Planning Meeting
- Assist with Girl Scout Cookie Distribution Stations 36 & 38
- Radio Operations Training with Station 37 Volunteers
- Training Preparation for Stone Valley Middle School

## Special Teams

### Hazardous Materials Team

- Hazardous Materials Sampling Training

### Technical Rescue Team

- USAR Equipment Operations Training

## Meetings

County Operations

CATF-4 Executive Committee

County Peer Support Meeting

County Training Officers

Coastal Regional Hazardous Materials Response Organization

# Standards of Cover Policy Compliance Report

## January 1, 2016 - January 31, 2016

	SOC Goal 1, 5, 6			SOC Goal 2, 5, 6			SOC Goal 3, 5, 6			SOC Goal 5, 6		
	Urban (Count = 275)			Suburban (Count = 124)			Rural (Count = 1)			Wilderness (Count = 1)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
<b>First Unit Response</b>	7:00	6:58	6:51	8:00	7:29	7:47	15:00	7:38	9:56	45:00	19:11	33:36
		100%	100%		100%	100%		100%	100%		100%	100%

	SOC Goal 4											
	Urban (Count = 0)			Suburban (Count = 0)			Rural (Count = 0)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
<b>ERF Fire Response</b>	11:00	0:00	19:23	12:00	0:00	14:24	21:00	0:00	15:33	45:00	0:00	0:00
		0%	0%		0%	50%		0%	100%		0%	0%

	SOC Goal 8											
	Urban (Count = 124)			Suburban (Count = 54)			Rural (Count = 1)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
<b>ERF Medical Response</b>	9:00	8:46	9:04	10:00	9:47	9:30	21:00	9:11	11:56	45:00	0:00	34:48
		100%	99%		100%	100%		100%	100%		100%	100%

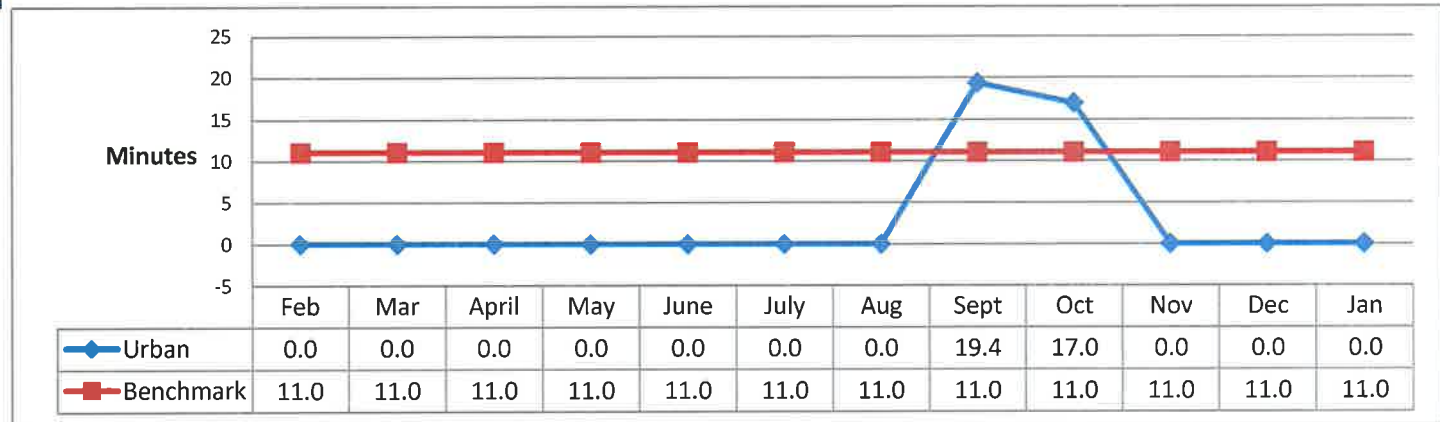
SOC Goal 7					
Call Processing Time			Turnout Time		
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
1:00	0:40	0:43	2:00	1:58	1:58
	100%	100%		100%	100%





## 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, to stop wildfires less than 5 acres in size when noticed promptly, and to treat up to 5 medical patients at once, a multiple-unit response of at least 18 personnel should arrive within 11 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 8 minutes travel time spacing for multiple units. Suburban areas should receive the full first alarm within 12 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, to care for medical patients upon arrival, and to initiate operations on serious wildland fires.

**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***

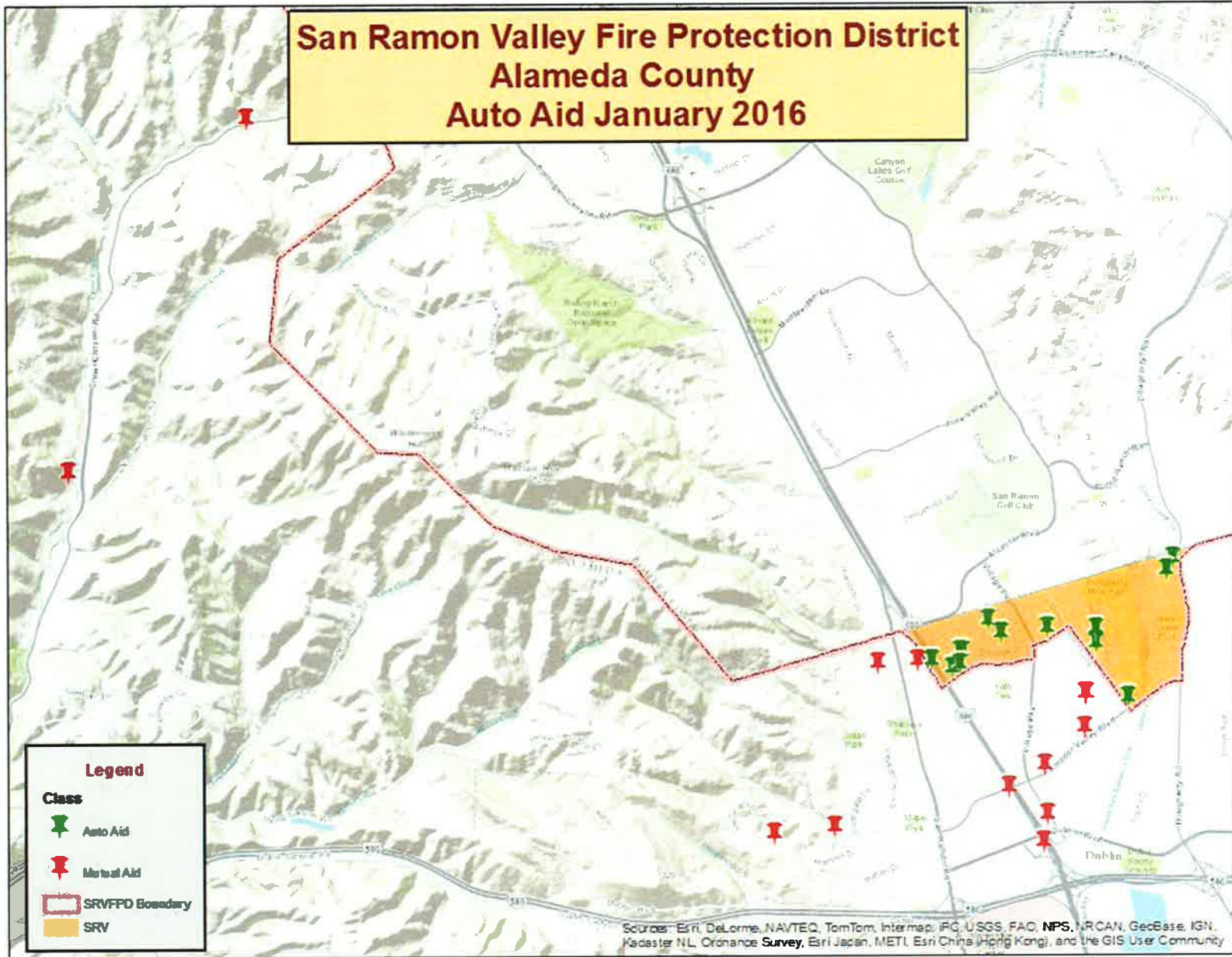
Respond to technical rescue emergencies with enough trained personnel to facilitate a successful rescue. Achieve a total response time consistent with Goal 1, Goal 2 and Goal 3 with the first company capable of operating at the California Rescue System 1 (RS1) level. After size-up and scene evaluation 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***

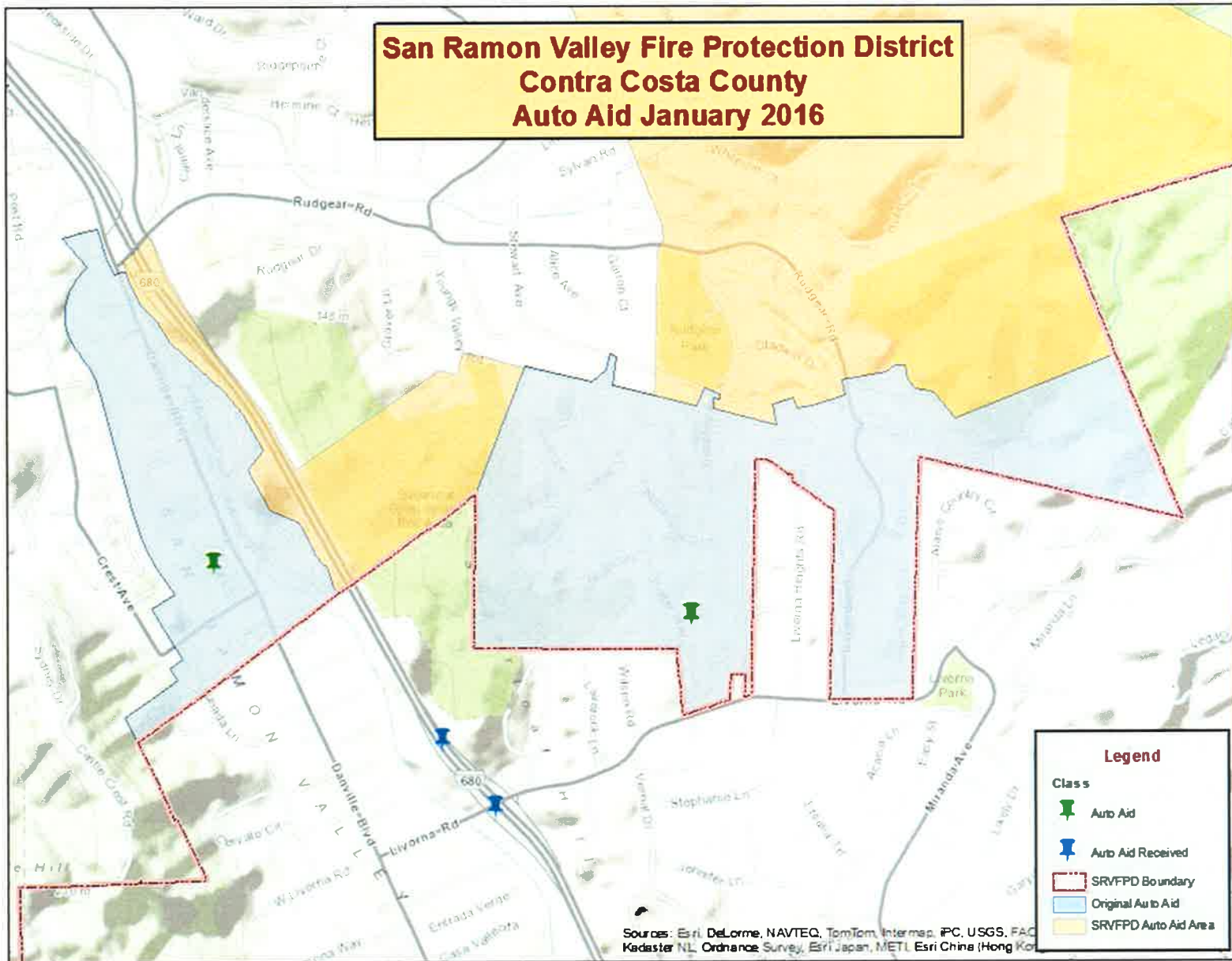
To treat medical patients requiring advanced procedures and skills (defined as Charlie, Delta or Echo), a two-unit response consisting of one paramedic-staffed ambulance and one additional paramedic-staffed unit for a response force of at least five personnel should arrive within 6 minutes travel time 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.



	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
<b>Auto Aid Given</b>	10	4	5	14	7	9	11	16	13	16	9	14
<b>Mutual Aid Given</b>	1	5	9	6	15	10	14	8	17	9	12	13
<b>Mutual Aid Received</b>	0	0	0	0	0	0	0	2	6	1	1	0
<b>Move-up</b>	0	3	0	2	2	4	1	0	0	0	1	0



**San Ramon Valley Fire Protection District  
Contra Costa County  
Auto Aid January 2016**



	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
<b>Auto Aid Given</b>	5	5	8	3	5	3	5	3	5	6	6	2
<b>Mutual Aid Given</b>	0	1	2	0	3	5	1	2	1	5	1	0
<b>AA/MA Received</b>	2	1	3	2	2	2	3	0	2	4	2	2
<b>Move-up</b>	0	0	1	1	2	4	1	0	0	2	1	0

# **EMS/LOGISTICS**



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

**Date:** February 23, 2016  
**To:** Board of Directors  
**From:** Derek Krause, Deputy Chief – EMS/Logistics  
**Subject:** Monthly EMS/Logistics Report for January 2016

---

## EMS

1. EMS Field Saves/Clinical Saves/Follow Ups:
  - a. Cardiac Arrest Incidents
    - i. Jan 23: 57 year old male cardiac arrest at fitness club. CPR and AED applied prior to crew arrival. Return of spontaneous circulation obtained in the field and patient was awake but confused on crew arrival. Station 35 crews responded.
    - ii. Jan 30: 76 year old male collapsed at fitness center. Two off duty personnel from SRVFPD initiated CPR and applied AED from facility. Return of spontaneous circulation obtained and patient regained consciousness, prior to arrival of RM34. Patient was conscious and alert on arrival in the Emergency Department.
  - b. Other
    - i. Jan 10: 4 year old female sustained facial trauma falling from top bed of bunkbed. Directed to Children's Oakland by JMMC. Upgraded to Code 3 and Trauma Activation initiated for suspected head injury.
    - ii. Jan 6: 9 year old male playing on trampoline landed on head hyperextending neck and back. Unable to move lower extremities on arrival Station 34 crew. Transported to code-3 to Children's Hospital for Trauma Activation.
2. Outreach Projects:
  - a. Jan 4: HeartSafe Committee
  - b. Jan 12: Attended Training
  - c. Jan 21: CFCA EMS Section Meeting
  - d. Jan 25: Meeting with Triton Consulting Firm
  - e. Jan 29: DNI Transition Planning Meeting
  - f. Jan 22: Medical Dispatch Review Committee Meeting
3. Ongoing Projects:
  - a. Jan 28: EMS Committee Meeting
  - b. Jan 28: Meeting with CCC EMS agency representatives
  - c. Wednesdays/January: 2016-I Quarterly EMS Training
  - d. 2016-I EMS Academy Planning
  - e. Autopulse Unit Distribution
  - f. Medical Equipment Maintenance

## **Facilities**

1. Communications Center Upgrade: Legal Notice published Dec 10 and 16. Mandatory Pre-Bid Meeting on-site Dec 21. RFPs due Jan 5, 2016. Contract awarded to ECS - \$70,000.
2. #38 Rain Gutter and Downspout Replacement RFP: Legal Notice published Jan 7 and 12. Mandatory Pre-Bid Meeting on Site Jan 18. RFPs due Jan 22, 2016. Contract awarded to All Pro Property Maintenance - \$17,750.
3. Ongoing:  
Conducted preventive maintenance and repairs to effectively manage costs and maintain service.

## **Fleet**

1. Jan 4-5: Mechanic, Rick Nogueira, attended the Cal Chiefs Meeting, Fire Mechanics Section Ontario.
2. Ongoing:
  - a. Conducted preventive maintenance and repairs to effectively manage costs and maintain safety.

## **Technology Systems**

1. Connected Very Early Smoke Detection Alarm (VESDA), smoke detection system into fire alarm panel in Communications Center
2. Configured Field-based Reporting workstations and training room in preparation for upcoming TriTech workshop
3. Installed EBRCS mobile radios in Communications Support Unit (CS131)
4. Upgraded monitors, computers, headset system and radio console software in CS131
5. Configured District network in preparation for ePCR server upgrade
6. Participated in TriTech CAD functionality acceptance testing
7. Installed and configured terminal servers in Communications Center as part of consolidation effort
8. Attended weekly San Ramon PD dispatch services meetings

## **Communications Center**

1. Attended weekly Communications Center consolidation project meetings with San Ramon Police Department personnel.
2. Facilitated Medical Dispatch Review/Steering Committee Meeting.
3. Driver training task books completed for Reserves Mahoney and Egan.
4. Radio and computer software upgrade completed for Communications Support Unit.
5. Dispatch Supervisor interviews completed and promotions announced.

**FIRE PREVENTION  
DIVISION**



## 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: February 23, 2016

To: Board of Directors

From: Christina Kiefer, Division Chief

Subject: Fire Prevention Division Activities

---

### Activities

#### **Fire Prevention Activity Reports**

Attached are the Fire Prevention Activity Reports for the month of January.

#### **Street Smarts**

On January 13, the "Be Reel" Video Contest awards were presented. The "Be Reel" Video Contest gives San Ramon Valley middle school students (grades 6–8) the opportunity to showcase their knowledge of traffic safety by producing public service announcements that educate their friends, family, and community.

The 12<sup>th</sup> annual Storybook Poster Contest is underway. Elementary school students grades K-5 provided illustrations for a 10 page book and cover that highlights Street Smarts messages. Entries are judged by Street Smart Advisory Members. The awards ceremony will be held on March 10, 5-6 p.m. at the Dougherty Valley Performing Arts Center.

#### **RCF Working Group**

The RCF Working Group facilitated the transfer of 200 copies of the Emergency Evacuation Training DVD from Contra Costa County Health Services to the Contra Costa County Ombudsman's Office. The DVD's will be distributed throughout Contra Costa County to Residential Care Facilities with 6 or less residents to provide training to administrators and caregivers. County Ombudsman volunteers and staff will provide a DVD during announced and unannounced visits.

The Contra Costa Health Services Department has implemented a pilot project designated as the Residential Care Facility Outreach and Engagement Plan. This plan is modeled after the San Ramon Valley RCF Working Group and incorporates the Evacuation Training Video into the project targeting Intermediate Care Facilities and Community Care Facilities that care for persons with special needs. This stated goal of the project is to ensure that every residential care facility serving vulnerable residents in Contra Costa County has received adequate training to be able to provide the best care possible to their residents in an emergency situations.

**Community Events**

Event	Location	Time
First Responder for Scouts	Admin Bldg	February 24
Street Smarts- Storybook Poster Contest Awards Ceremony	Dougherty Valley Performing Arts, 10550 Albion Road	March 10 5:00-6:00 pm
PEP	Tri Valley Kannada Sangha	TBA Jan/Feb
PEP	Dougherty Valley-San Ramon Rotary	TBA Feb/Mar
PEP	Alamo Senior Center	March 8
PEP	San Ramon Newcomers	March 17
2016 SRVEPCCC Emergency Preparedness Fair	Central Park, San Ramon	Saturday, September 10

**2015 Year End Statistics**

**San Ramon Valley Emergency Preparedness Citizen Corps Council**

HeartSafe Committee (See detailed list below)

- Hands Only CPR and the Use of an AED; total trained, 4115, total trained since 2011, 14,305.

Community Emergency Response Team (CERT) Program

- CERT; 6 classes and trained 125. Total volunteers; 1505 .
- CERT Refresher classes/events; 12 classes and trained 350. Refresher topics; USGS Earthquake Hazards, Special Needs & Autism Classes, PG&E Presentation for CER , ICS classes, Radio FRS Level 1, Radio FRS Level 2, PEP, Hands Only CPR and the Use of an AED
- All 35 SRVUSD school sites, plus the School District office and the service center, participated in the Annual Great ShakeOut Drill on October 15.

Access and Functional Needs

- RCF Annual Workshop; 103 Care Home Administrators and Caregivers trained.
- Autism Needs ; 5 classes and trained 125.

2015 Special Project

- All 35 SRVUSD school sites updated their Emergency Response Plans and coordinated a uniform system throughout the School District. Additional attention focused on access and functional needs evacuations and protocols.

Community Outreach (see detailed list below)

- Total Public Education; 427 Events, 24,526 in attendance. School Presentation Grades K-5; 263 Events, 14,705 students.

Plan Review and Inspection Activity

- Inspections; 4630
- Plan Review; 1504
- Occupancy Permits Issued; 950
- Hazard Abatement; 17,078 properties, 1 work order

**2015 DETAILED STATISTICS**

<b>Public Education</b>	<b>427</b>	<b>24,526</b>
Community Events	32	5,500
(San Ramon Rotary Senior Smoke/CO Alarm Workday, Pancake Breakfast, Art and Wind Festival, Fourth of July, Hot Summer Nights, National Night Out, Summer Fest, Child Abuse Prevention Day Program, Moonlight on the Mountain, 9-11 Ceremony, Alamo Music Festival, Danville Tree Lighting, Alamo Tree Lighting, 3 Operation Welcome Home, Primos Run, Mt. Diablo Challenge, Residential Care Facility Workshop, Wheels Day, Iron Horse Middle School Career Day, Fire Chaplain Holiday Vigil, Danville d'Elegance, Relay for Life, Girl Scout Cookie Distribution, Monte Vista Homecoming Parade, Danville Fall Crafts, Devil Mountain Run, Prescription Drug Awareness Walk, San Ramon Little League)		
School Presentations (1 <sup>st</sup> – 5 <sup>th</sup> )	215	12,290
Engine Demonstrations	21	1,200
Hug-A-Firefighter Demos (K)	53	2,415
Auctions	9	429
Station Tours	74	1,382
Preschool Program	1	35
Child Safety Class	2	68
Fire Extinguisher	2	50
Juvenile Fire setter	3	6
Ready Person Classes	6	63
Earthquake Preparedness	4	314
Career Day	3	1,170
Health Fair	1	100
Ready Set Go	1	4



**HeartSafe Events**

January 12, 2015	Los Cerros Middle School	250
February 2, 2015	Charlotte Wood Middle School	380
February 10, 2015	Cal High Admin Staff	15
February 11, 2015	Coyote Creek Elem. Teachers	12
February 13, 2015	Diablo Vista Middle Teachers	32
February 18, 2015	Alamo Elementary Teachers	15
February 19, 2015	Gale Ranch Middle	372
March 1, 2015	Dose of Awareness	3
March 2, 2015	Stone Valley Middle	163
March 30, 2015	Diablo Vista Middle School	318
April 18, 2015	SR Little League	30
April 20, 2015	Iron Horse Middle	376
April 22, 2015	Hidden Hills Staff	40
May 11, 2015	Windemere Ranch Middle	419
May 13, 2015	Elementary Office Managers	26
May 20, 2015	Bishop Ranch Health Fair	93
May 31, 2015	Scorpions Lacrosse	52
June 6, 2015	Bay Area CPR Training Day	63
July 20, 2015	CCC Special District Assoc	40
September 9, 2015	Elementary School Admin, teachers, staff	58
September 16, 2015	Elementary School Admin, teachers, staff	72
September 21, 2015	Pine Valley Middle 7th Graders	382
September 21, 2015	Pine Valley Middle Teachers	13
September 23, 2015	Elementary School Admin, teachers, staff	67
September 30, 2015	Elementary School Admin, teachers, staff	66
October 1, 2015	Bishop Ranch Luncheon Seminar	14
October 19, 2015	Gale Ranch Middle 7th Graders	413
October 19, 2015	Gale Ranch Middle Teachers	3
December 7, 2015	Diablo Vista Middle School	326
December 7, 2015	Diablo Vista Middle Staff	2
	<b>Total 2015</b>	<b>4115</b>

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

**FIRE PREVENTION DIVISION**

**MONTHLY BOARD OF DIRECTORS ACTIVITY REPORT**

**January 2016**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>CODE COMPLIANCE</b>													
INSPECTIONS	68	0	0	0	0	0	0	0	0	0	0	0	68
REINSPECTIONS	184	0	0	0	0	0	0	0	0	0	0	0	184
TOTAL *	252	0	0	0	0	0	0	0	0	0	0	0	252

OCCUPANCY PERMITS	23	0	0	0	0	0	0	0	0	0	0	0	23
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<b>ANNUAL INSPECTION PROGRAM</b>													
TOTAL INSPECTABLE OCCS	1458	1458	1458	1458	1458	1458	1458	1458	1458	1458	1458	1458	1458
TOTAL STARTED YTD †	62	0	0	0	0	0	0	0	0	0	0	0	62
% STARTED YTD	4.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.25%
TOTAL COMPLETED YTD ‡	47	0	0	0	0	0	0	0	0	0	0	0	47
% COMPLETED YTD	3.22%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.22%

<b>CONSTRUCTION</b>													
NEW PROJECTS	75	0	0	0	0	0	0	0	0	0	0	0	75
PLAN REVIEWS SUBMITTED	152	0	0	0	0	0	0	0	0	0	0	0	152
PLAN REVIEWS COMPLETED	150	0	0	0	0	0	0	0	0	0	0	0	150
INSPECTIONS	73	0	0	0	0	0	0	0	0	0	0	0	73

\* 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.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

**FIRE PREVENTION DIVISION**

**MONTHLY PLAN REVIEW INTAKE REPORT**

**January 2016**

<b>PROJECT</b>	<b>PLAN REVIEW TYPE</b>	<b>SUBMITTAL</b>	<b>COMPLETED</b>
Obaid Vanjara/Karam Gerges	Automatic fire-extinguishing systems	01/04/2016 09:37:04	01/19/2016 16:31:52
Rite Aid	Construction, alteration, or renovation of a building	01/04/2016 12:11:32	01/05/2016 16:38:13
Alamo Springs Homeowners Association Gate Access	Fire apparatus access, site improvements and related equipment	01/04/2016 16:44:37	01/05/2016 09:43:36
1022 Sky Jasmine Way Capella @ Gale Ranch Lot 63 Plan 2	Automatic fire-extinguishing systems	01/05/2016 09:32:03	01/05/2016 12:16:39
1357 Bayberry View Lane Andorra Lot 74 Plan 2	Automatic fire-extinguishing systems	01/05/2016 09:41:25	01/05/2016 12:18:13
Sherif Ibrahim Residence	Miscellaneous System Plans	01/05/2016 09:43:41	01/05/2016 15:39:21
1361 Bayberry View Lane Andorra Lot 73 Plan 3	Automatic fire-extinguishing systems	01/05/2016 10:06:26	01/05/2016 12:19:06
3044 Gritstone St Ashbury Lot 437 Plan 2C	Automatic fire-extinguishing systems	01/05/2016 11:36:56	01/05/2016 12:17:30
Johnson Residence	Miscellaneous System Plans	01/05/2016 16:46:38	01/06/2016 16:42:18
Askarbivki Mohammadali	Automatic fire-extinguishing systems	01/06/2016 13:17:24	01/22/2016 09:04:24
Rahju Sarangapani Solar PV	Miscellaneous System Plans	01/07/2016 10:05:39	01/07/2016 10:32:29
AT&T 2WestA	Fire alarm and detection systems and related equioment	01/07/2016 10:43:39	01/13/2016 09:23:29
John Muir Medical Group - Alamo Clinic Remodel	Construction, alteration, or renovation of a building	01/07/2016 10:59:24	01/07/2016 11:14:52
Sam Pejhar	Miscellaneous System Plans	01/07/2016 13:40:26	01/11/2016 08:16:15
2011 Trefoil Rd SD Plan 2	Additional Plan Review	01/07/2016 14:06:23	01/29/2016 14:04:26
2011 Trefoil Rd SD Plan 1	Additional Plan Review	01/07/2016 14:08:48	01/29/2016 13:12:10
2011 Trefroil Rd SD Plan 3	Additional Plan Review	01/07/2016 14:09:50	01/29/2016 14:24:38
Boras Addition	Automatic fire-extinguishing systems	01/07/2016 14:10:43	01/22/2016 10:32:16
Dr. Jafarnia's Dental Offices	Compressed Gases	01/08/2016 11:30:29	01/12/2016 17:00:55
Dr. Jafarnia's Dental Offices	After hours plan review and inspection	01/08/2016 11:35:22	01/29/2016 10:13:28
San Ramon Library Renovation and Expansion	Fire alarm and detection systems and related equioment	01/08/2016 13:42:56	01/26/2016 10:57:16
104 Raeanna Dr - Residence	Construction, alteration, or renovation of a building	01/08/2016 14:36:33	01/26/2016 14:28:55
2452 Alamo Glen Dr	Automatic fire-extinguishing systems	01/11/2016 09:33:58	01/26/2016 10:23:08
Steve and Jenee Rehrmann	Automatic fire-extinguishing systems	01/11/2016 10:14:23	01/22/2016 09:32:11
Gross Remodel	Automatic fire-extinguishing systems	01/11/2016 10:15:05	01/22/2016 10:35:41
Emergency Repair	Private fire hydrants and fire protection water supplies	01/11/2016 14:09:50	01/22/2016 09:26:23
Bruce Torrelson Residence	Miscellaneous System Plans	01/12/2016 08:06:34	01/12/2016 08:17:52
Patrick James Retail Store	Construction, alteration, or renovation of a building	01/12/2016 11:12:11	01/12/2016 11:25:18
Danville Cross Roads	Fire alarm and detection systems and related equioment	01/12/2016 11:38:44	01/27/2016 16:35:59
2052 Drysdale St Lot 498 Avery Plan 2B	Miscellaneous System Plans	01/12/2016 15:27:21	01/13/2016 11:20:41
2041 Drysdale St Avery Lot 519 Plan 1C	Miscellaneous System Plans	01/12/2016 15:29:36	01/14/2016 08:33:09
2045 Drysdale St Lot 520 Plan 3B	Miscellaneous System Plans	01/12/2016 15:31:03	01/14/2016 08:28:00
2044 Drysdale Street Avery Lot 500 Plan 2A	Miscellaneous System Plans	01/13/2016 08:43:17	01/14/2016 08:24:16
Labs Relocation AT&T @ 5001 Executive Parkway	Automatic fire-extinguishing systems	01/13/2016 09:21:32	01/13/2016 10:36:40
Gonser Residence	Automatic fire-extinguishing systems	01/13/2016 10:16:46	01/28/2016 09:24:06
Kiley Residence 522 Hemme Ave Lot C	Construction, alteration, or renovation of a building	01/13/2016 10:42:40	01/28/2016 10:01:08
Ostler Residence 542 Hemme Ave Lot A	Construction, alteration, or renovation of a building	01/13/2016 10:49:15	01/28/2016 11:59:49
5162 Rowan Dr Posante @ Gale Ranch Plan 1 Lot 42	Automatic fire-extinguishing systems	01/13/2016 11:28:41	01/30/2016 10:50:53
3052 Sonsilla Ln Posante @ Gale Ranch Plan 2X Lot 82	Automatic fire-extinguishing systems	01/13/2016 11:32:12	01/30/2016 11:56:14

3030 Sonsilla Ln Posante @ Gale Ranch Plan 3 Lot 111	Automatic fire-extinguishing systems	01/13/2016 11:34:34	01/30/2016 12:18:57
5160 Rowan Dr Posante @ Gale Ranch Plan 3X Lot 41	Automatic fire-extinguishing systems	01/13/2016 11:35:42	01/30/2016 14:56:16
3034 Sonsilla Ln Posante @ Gale Ranch Plan 4X Lot 113	Automatic fire-extinguishing systems	01/13/2016 11:36:49	01/30/2016 13:14:27
5051 Ivyleaf Springs Rd Posante @ Gale Ranch Plan 5X Lot 44	Additional Plan Review	01/13/2016 11:39:25	01/30/2016 14:09:46
Bennett Residence	Construction, alteration, or renovation of a building	01/13/2016 11:40:40	01/28/2016 09:41:27
3028 Sonsilla Ln Posante @ Gale Ranch Plan 5 Lot 110	Additional Plan Review	01/13/2016 11:42:53	01/30/2016 14:56:53
5164 Rowan Dr Posante @ Gale Ranch Plan 2 Lot 43	Additional Plan Review	01/13/2016 11:45:52	01/30/2016 14:55:36
Canyon Creek Presbyterian Church Alarm	Fire alarm and detection systems and related equipment	01/13/2016 15:10:59	01/22/2016 09:46:43
19 Baltana Pl Ashbury Lot 442 Plan 1B	Miscellaneous System Plans	01/13/2016 16:12:36	01/15/2016 10:47:25
26 Baltana Pl Ashbury Lot 455 Plan 1C	Miscellaneous System Plans	01/13/2016 16:37:55	01/15/2016 10:50:01
3048 Gritstone St Ashbury Lot 438 Plan 1D	Miscellaneous System Plans	01/13/2016 16:39:45	01/15/2016 10:45:27
15 Baltana Pl Ashbury Lot 441 Plan 2A	Miscellaneous System Plans	01/13/2016 16:43:36	01/15/2016 10:53:52
23 Baltana Pl Ashbury Plan 3B Lot 443	Miscellaneous System Plans	01/13/2016 16:47:42	01/15/2016 11:02:53
10 Baltana Pl Ashbury Plan 3B Lot 458	Miscellaneous System Plans	01/13/2016 16:49:17	01/15/2016 11:01:24
11 Baltana Pl Ashbury Plan 3D Lot 440	Miscellaneous System Plans	01/13/2016 16:52:49	01/15/2016 10:59:40
27 Baltana Pl Ashbury Plan 3D Lot 444	Miscellaneous System Plans	01/13/2016 16:54:16	01/15/2016 10:57:52
3052 Gritstone St Ashbury Plan 3D Lot 439	Miscellaneous System Plans	01/14/2016 09:28:51	01/15/2016 11:04:21
Salons by JC Suite J	Automatic fire-extinguishing systems	01/14/2016 10:08:12	01/28/2016 13:35:06
ADA Access	Fire apparatus access, site improvements and related equipment	01/14/2016 16:35:03	01/26/2016 10:26:02
2040 Drysdale St Lot 501 Plan 3B	Miscellaneous System Plans	01/15/2016 08:45:45	01/15/2016 10:40:38
18 Baltana Pl Ashbury Plan 2B Lot 456	Miscellaneous System Plans	01/15/2016 09:22:30	01/15/2016 10:51:46
14 Baltana Pl Ashbury Plan 1D Lot 457	Miscellaneous System Plans	01/15/2016 09:24:02	01/15/2016 10:42:33
Adept Technology Storage Racks	Construction, alteration, or renovation of a building	01/15/2016 10:21:09	01/15/2016 13:13:33
Adept Technology Storage Racks	After hours plan review and inspection	01/15/2016 11:16:34	01/15/2016 19:00:05
South Lobby Renovation - 3001 Bishop Drive	Additional Plan Review	01/15/2016 11:48:02	01/20/2016 08:57:37
South Lobby Renovation - 3001 Bishop Drive	Automatic fire-extinguishing systems	01/15/2016 11:50:59	01/19/2016 07:21:16
Cheney Residence	Automatic fire-extinguishing systems	01/15/2016 13:52:14	01/22/2016 12:12:33
3144 Ashbourne Cir Lot 227 Plan Montclair	Automatic fire-extinguishing systems	01/15/2016 15:44:50	01/18/2016 10:30:56
6082 Laurelspar Loop Capella @ Gale Ranch Lot 49 Plan 2	Automatic fire-extinguishing systems	01/15/2016 15:48:52	01/18/2016 10:31:52
6078 Laurelspar Loop Capella @ Gale Ranch Lot 48 Plan 2	Automatic fire-extinguishing systems	01/15/2016 15:51:04	01/18/2016 10:31:29
Adept Technology TI	Additional Plan Review	01/15/2016 16:19:17	01/20/2016 16:34:41
Adept Technology TI	After hours plan review and inspection	01/15/2016 16:19:41	01/20/2016 16:38:00
5013-5023 Barrenstar Way - Cantera Building 18(B)	Automatic fire-extinguishing systems	01/18/2016 08:51:02	01/20/2016 08:07:11
McCauley House Tenant Improvement	Construction, alteration, or renovation of a building	01/19/2016 09:11:26	
Telecommunications Facility at Marketplace	Miscellaneous System Plans	01/19/2016 09:16:08	01/28/2016 14:45:12
PG&E Tower at Cedarwood Loop	Miscellaneous System Plans	01/19/2016 09:50:35	01/28/2016 14:29:43
Crow Canyon Country Club Dining & Lounge	Construction, alteration, or renovation of a building	01/19/2016 10:32:51	01/29/2016 09:05:52
Ofogh Residence	Construction, alteration, or renovation of a building	01/19/2016 11:45:31	01/28/2016 14:56:29
Ofogh Residence	Fire apparatus access, site improvements and related equipment	01/19/2016 12:04:42	01/28/2016 14:51:25
Aladdin & Laura Anderson Eldeed Guest House	Automatic fire-extinguishing systems	01/20/2016 11:55:38	01/22/2016 10:00:01
Adept Technology TI	Additional Plan Review	01/21/2016 11:16:33	
9140A - 9140B Alcosta Blvd Enchanted Florist & Gifts	Automatic fire-extinguishing systems	01/21/2016 11:59:32	01/21/2016 10:49:06
Imortgage Suite 420	Construction, alteration, or renovation of a building	01/21/2016 13:16:19	01/28/2016 15:10:02
Cencal Suite 450	Construction, alteration, or renovation of a building	01/21/2016 13:23:58	01/28/2016 15:04:47
2068 Drysdale St Avery Lot 494 Plan 2A	Miscellaneous System Plans	01/21/2016 13:51:54	01/21/2016 15:42:26
2064 Drysdale St Avery Lot 495 Plan 3B	Miscellaneous System Plans	01/21/2016 13:55:00	01/21/2016 16:09:07

2060 Drysdale St Avery Lot 496 Plan 2C	Miscellaneous System Plans	01/21/2016 13:58:16	01/21/2016 16:06:55
2056 Drysdale St Avery Lot 497 Plan 3A	Miscellaneous System Plans	01/21/2016 14:05:36	01/21/2016 16:11:37
2053 Drysdale St Avery Lot 522 Plan 2C	Miscellaneous System Plans	01/21/2016 14:08:56	01/21/2016 15:46:06
2057 Drysdale St Avery Lot 523 Plan 1B	Miscellaneous System Plans	01/21/2016 14:11:29	01/21/2016 15:39:32
2061 Drysdale St Avery Lot 524 Plan 2A	Miscellaneous System Plans	01/21/2016 14:13:27	01/21/2016 15:48:19
Tinity Care Home 4	Construction, alteration, or renovation of a building	01/22/2016 12:26:39	
Adept Technology TI	Additional Plan Review	01/22/2016 15:06:23	
In The Mix	Construction, alteration, or renovation of a building	01/25/2016 09:53:42	01/29/2016 09:22:36
764 El Pintado/18 Quiet Country Ln - Candau Residence	Additional Plan Review	01/25/2016 11:34:49	01/27/2016 19:05:16
2600 Central Dining Facilities Roundhouse Phase II 1561-10-0021	Additional Plan Review	01/25/2016 12:59:08	
PL254 AutoMart - Antennas	Miscellaneous System Plans	01/25/2016 13:48:46	01/29/2016 09:32:17
764 El Pintado/18 Quiet Country Ln - Candau Residence	After hours plan review and inspection	01/25/2016 16:25:11	01/29/2016 10:17:06
109 Turanian Ct Iron Oak @ Alamo Creek Lot 662 Plan 1	Construction, alteration, or renovation of a building	01/26/2016 09:37:33	
1242 Charbray St Iron Oak @ Alamo Creek Lot 588 Plan 2	Construction, alteration, or renovation of a building	01/26/2016 09:43:12	
1258 Charbray St Iron Oak @ Alamo Creek Lot 590 Plan 3	Construction, alteration, or renovation of a building	01/26/2016 09:46:47	
115 Turanian Ct Iron Oak @ Alamo Creek Lot 663 Plan 4	Construction, alteration, or renovation of a building	01/26/2016 09:51:34	
1234 Charbray St Iron Oak @ Alamo Creek Lot 587 Plan 5	Construction, alteration, or renovation of a building	01/26/2016 09:55:22	
121 Turanian Ct Iron Oak @ Alamo Creek Lot 664 Plan 6	Construction, alteration, or renovation of a building	01/26/2016 09:58:38	
109 Turanian Ct Iron Oak @ Alamo Creek Lot 662 Plan 1	Automatic fire-extinguishing systems	01/26/2016 10:13:16	
115 Turanian Ct Iron Oak @ Alamo Creek Lot 663 Plan 4	Automatic fire-extinguishing systems	01/26/2016 10:15:21	
121 Turanian Ct Iron Oak @ Alamo Creek Lot 664 Plan 6	Automatic fire-extinguishing systems	01/26/2016 10:17:05	
Solar PV Pradeep Bhatia Residence	Miscellaneous System Plans	01/26/2016 10:18:48	01/26/2016 12:14:14
Reppas Residence Remodel	Automatic fire-extinguishing systems	01/26/2016 10:57:40	
Steve Ohanian Residence Solar PV	Miscellaneous System Plans	01/26/2016 11:46:09	01/26/2016 12:11:43
Emergency Repair	Private fire hydrants and fire protection water supplies	01/26/2016 14:06:58	01/27/2016 06:03:42
Cox Residence 884 El Pintado Rd	Construction, alteration, or renovation of a building	01/26/2016 14:47:28	01/29/2016 09:43:48
Trinity Care Home 1	Construction, alteration, or renovation of a building	01/26/2016 15:54:31	
Trinity Care Home 2	Construction, alteration, or renovation of a building	01/26/2016 16:00:33	
2032 Poinsetta St Lot 20 Amarante@Gale Ranch Plan 2	Automatic fire-extinguishing systems	01/27/2016 10:08:19	01/27/2016 16:11:15
2030 Poinsetta St Lot 21 Amarante @ Gale Ranch Plan 3	Automatic fire-extinguishing systems	01/27/2016 10:31:24	01/27/2016 16:30:27
2028 Poinsetta St Lot 22 Amarante@Gale Ranch Plan 1	Automatic fire-extinguishing systems	01/27/2016 10:37:02	01/27/2016 16:31:06
2026 Poinsetta St Lot 23 Amarante@Gale Ranch Plan 2	Automatic fire-extinguishing systems	01/27/2016 10:40:04	01/27/2016 16:32:22
2024 Poinsetta St Lot 24 Amarante@Gale Ranch Plan 3	Automatic fire-extinguishing systems	01/27/2016 10:42:26	01/27/2016 16:33:03
2022 Poinsetta St Lot 25 Amarante@Gale Ranch Plan 2	Automatic fire-extinguishing systems	01/27/2016 10:45:21	01/27/2016 16:33:43
2020 Poinsetta St Lot 26 Amarante@Gale Ranch Plan 1	Automatic fire-extinguishing systems	01/27/2016 11:06:57	01/27/2016 16:34:50
2018 Poinsetta St Lot 27 Amarante@Gale Ranch Plan 3	Automatic fire-extinguishing systems	01/27/2016 11:09:50	01/27/2016 16:35:23
Obaid Vanjara/Karam Gerges	Miscellaneous System Plans	01/27/2016 11:11:27	01/27/2016 11:11:58
2016 Poinsetta St Lot 28 Amarante@Gale Ranch Plan 2	Automatic fire-extinguishing systems	01/27/2016 11:12:02	01/27/2016 16:36:13
2014 Poinsetta St Lot 29 Amarante@Gale Ranch Plan 3	Automatic fire-extinguishing systems	01/27/2016 11:14:18	01/27/2016 16:37:05
2012 Poinsetta St Lot 30 Amarante@Gale Ranch Plan 1	Automatic fire-extinguishing systems	01/27/2016 11:19:58	01/27/2016 16:37:48
2010 Poinsetta St Lot 31 Amarante@Gale Ranch Plan 3	Automatic fire-extinguishing systems	01/27/2016 11:23:37	01/27/2016 16:38:28
2008 Poinsetta St Lot 32 Amrante@Gale Ranch Plan 2	Automatic fire-extinguishing systems	01/27/2016 11:25:54	01/27/2016 16:39:12
2006 Poinsetta St Lot 33 Amarante@Gale Ranch Plan 3	Automatic fire-extinguishing systems	01/27/2016 11:27:55	01/27/2016 16:40:00
Ivy Residence	Miscellaneous System Plans	01/27/2016 11:54:26	01/28/2016 09:22:21
104 Raeanna Dr - Residence	Automatic fire-extinguishing systems	01/27/2016 12:43:54	
LUP 15-500-005 Bright Horizons Child Care Center	Planning and site development review	01/27/2016 13:14:59	01/27/2016 13:20:50

Bel Air Bldg J Fire Alarm Panel Replacement	Fire alarm and detection systems and related equipment	01/27/2016 14:59:02	
Bel Air Bldg K Fire Alarm Panel Replacement	Fire alarm and detection systems and related equipment	01/27/2016 15:06:10	
Sleep Train	Construction, alteration, or renovation of a building	01/27/2016 15:37:36	01/29/2016 10:23:10
Demo Old Medical Space	Construction, alteration, or renovation of a building	01/28/2016 08:51:25	01/28/2016 09:09:21
6070 Laurelspar Loop Capella @ Gale Ranch Lot 47 Plan 3	Automatic fire-extinguishing systems	01/28/2016 09:16:25	01/28/2016 12:41:14
6081 Laurelspar Loop Capella @ Gale Ranch Lot 20 Plan 1	Automatic fire-extinguishing systems	01/28/2016 09:24:06	01/28/2016 12:38:09
1341 Bayberry View Ln Andorra Lot 76 Plan 4	Automatic fire-extinguishing systems	01/28/2016 09:59:36	01/28/2016 10:39:07
9140A - 9140B Alcosta Blvd Enchanted Florist & Gifts	Automatic fire-extinguishing systems	01/28/2016 10:20:38	01/28/2016 11:34:49
Subramanian Solar PV	Miscellaneous System Plans	01/28/2016 10:23:41	01/28/2016 10:39:29
1345 Bayberry View Ln Lot 77 Andorra Plan	Automatic fire-extinguishing systems	01/28/2016 11:45:27	01/28/2016 11:55:28
1349 Bayberry View Ln Lot 78 Andorra Plan 3	Automatic fire-extinguishing systems	01/28/2016 11:56:26	01/28/2016 13:24:16
3104 Montbretia Way Lot 90 Avanti Plan 2	Automatic fire-extinguishing systems	01/28/2016 12:03:19	01/28/2016 12:06:41
3098 Montbretia Way Lot 91 Avanti Plan 1	Automatic fire-extinguishing systems	01/28/2016 12:09:19	01/28/2016 12:16:11
3092 Montbretia Way Lot 92 Avanti Plan	Automatic fire-extinguishing systems	01/28/2016 12:25:10	01/28/2016 12:55:01
First Service #255	Construction, alteration, or renovation of a building	01/28/2016 15:20:24	01/29/2016 10:29:10
MB Services Inc	Construction, alteration, or renovation of a building	01/29/2016 08:19:25	
Rhodes Residence	Construction, alteration, or renovation of a building	01/29/2016 08:30:58	
Ken Sheets	Fire apparatus access, site improvements and related equipment	01/29/2016 09:48:29	
Cheema/Darmawan Remodel	Construction, alteration, or renovation of a building	01/29/2016 12:10:06	
5 Guys Burger and Fries	Construction, alteration, or renovation of a building	01/29/2016 12:37:43	
9140A - 9140B Alcosta Blvd Enchanted Florist & Gifts	After hours plan review and inspection	01/29/2016 14:33:36	01/29/2016 15:04:01

# **ADMINISTRATIVE SERVICES**



# 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: February 23, 2016

To: Board of Directors

From: Ken Campo, Financial Consultant

Re: Monthly Administrative Services Report for January 2016

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## Financials:

- Balance Sheet
- Revenues: Budget v. Actual (All Funds)
- General Fund Expenditures: Budget v. Actual (2012/13-2015/16)
- Monthly General Fund Revenue/Expense History (2011/12-2015/16)
- Capital, Debt Service, SRVF Community Fund Expenditures: Budget v. Actual (2012/13-2015/16)
- Employee Illness/Injury Report – January 2016
- Monthly Overtime Analysis – January 2016

## Meetings/Activities:

### Finance:

- Prepaid remaining \$531,000 of FY15/16 budgeted retiree medical premiums (OPEB) in order to take advantage of higher investment yields from OPEB trust fund investments.
- Prepared FY15/16 mid-year review.
- Implemented electronic payments to vendors using Electronic Funds Transfer (EFT). This system transfers money from the District's bank to vendors' banks, improving security and payment efficiency.

### Human Resources:

- Conducted Chief's interview for Dispatch Supervisor position.
- Initiated Human Resources Director recruitment.
- Initiated Public Safety Dispatcher recruitment.
- Processed 5 Firefighter/Paramedic new hires.



**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
COMBINED BALANCE SHEET OF ALL FUND TYPES  
JANUARY 31, 2016**

	GOVERNMENTAL FUND TYPES					AGENCY	ACCOUNT	GROUPS	Totals (Memo Only)
	General Fund - 100	Budget Stabilization - 110	Debt Service Fund - 200	Capital Projects Fund - 300	Special 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	\$ 877,392	\$ 87,332	\$ -	\$ -	\$ 10	\$ 64,300	\$ -	\$ -	\$ 1,029,034
Cash - Bank of the West Money Market @ 0.08%	1,000,936								1,000,936
Cash - Bank of the West Workers' Compensation	(31,151)								(31,151)
Cash - Comerica Flexible Spending	9,817								9,817
Petty Cash	1,250								1,250
Investments - LAIF @ 0.32%	27,542,526	56,809		4,251,802					31,851,137
Investments - Market Value Adjustment	13,438	(34,615)		2,426					(18,752)
Investments - Bank of the West @ 1.57% avg		14,142,275							14,142,275
Investments - Tri-Valley Bank @ 0.5%		1,000,000							1,000,000
Cash with Fiscal Agent (Note #1)			35						35
Investments - US Bank @ 0.37% avg				5,007,630					5,007,630
Accounts Receivable	9,774								9,774
Interest Receivable									-
Prepaid Expenses/Deposits	6,985,142			238,000					7,223,142
Land							6,175,878		6,175,878
Buildings & Improvements/Construction							28,172,543		28,172,543
Equipment							27,117,353		27,117,353
Accumulated Depreciation							(30,618,547)		(30,618,547)
Amount to be Provided for General Long Term Debt								20,837,576	20,837,576
<b>Total Assets</b>	<b>\$ 36,409,124</b>	<b>\$ 15,251,800</b>	<b>\$ 35</b>	<b>\$ 9,499,858</b>	<b>\$ 10</b>	<b>\$ 64,300</b>	<b>\$ 30,847,228</b>	<b>\$ 20,837,576</b>	<b>\$ 112,909,932</b>
<b>LIABILITIES</b>									
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	2,186,712								2,186,712
Deposits Payable	25,672			64		220			25,956
Long Term Debt:									
(1) Certificates of Participation								13,826,000	13,826,000
(2) Vehicle Lease								1,273,363	1,273,363
Claims Payable	9,817							4,100,000	4,109,817
Compensated Absences								1,638,213	1,638,213
<b>Total Liabilities</b>	<b>2,222,201</b>	<b>-</b>	<b>-</b>	<b>64</b>	<b>-</b>	<b>220</b>	<b>-</b>	<b>20,837,576</b>	<b>23,060,061</b>
<b>FUND EQUITY</b>									
Investment in General Fixed Assets							30,847,228		30,847,228
Non-Spendable Fund Balance				238,000					238,000
Restricted Fund Balance			35	97,861					97,896
Committed Fund Balance:									
Dry Period Funding	34,100,042								34,100,042
Budget Stabilization		12,251,800							12,251,800
Workers' Compensation Claims		3,000,000							3,000,000
Capital Projects				9,163,933					9,163,933
Assigned Fund Balance:									
Other Assigned Fund Balance	86,881				10				86,891
Unassigned Fund Balance						64,080			64,080
<b>Total Fund Balance</b>	<b>34,186,923</b>	<b>15,251,800</b>	<b>35</b>	<b>9,499,794</b>	<b>10</b>	<b>64,080</b>	<b>30,847,228</b>	<b>-</b>	<b>89,849,871</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 36,409,124</b>	<b>\$ 15,251,800</b>	<b>\$ 35</b>	<b>\$ 9,499,858</b>	<b>\$ 10</b>	<b>\$ 64,300</b>	<b>\$ 30,847,228</b>	<b>\$ 20,837,576</b>	<b>\$ 112,909,932</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 & Reserve Fund (COP 2006) Market Value \$1; Interest Rate 0.00% (Money Market Fund)

Project Fund (COP 2015) Market Value \$5,007,630. Interest Rate 0.37% (Commercial Paper)

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
REVENUE (ALL FUNDS)  
FISCAL YEAR 2015-2016  
JULY 1, 2015 - JANUARY 31, 2016**

GL CODE	FISCAL YEAR COMPLETED: 58.33%	2012/2013 ACTUAL REVENUE	2013/2014 ACTUAL REVENUE	2014/2015 ACTUAL REVENUE	2015/2016 BUDGETED REVENUE	2015/2016 REALIZED REVENUE
	DESCRIPTION					
<b>4100</b>	<b>TAXES</b>					
4110	PROPERTY TAXES - CURRENT SECURED	\$47,131,813	\$49,002,743	\$53,279,121	\$55,578,014	\$31,672,620
4120	PROPERTY TAXES - SUPPLEMENTAL	653,870	1,118,173	1,187,562	\$0	169,933
4130	PROPERTY TAXES - UTILITIES (Unitary)	937,596	978,438	974,141	\$1,017,967	577,873
4140	PROPERTY TAXES - CURRENT UNSECURED	1,867,991	1,988,210	1,959,968	\$2,028,173	1,705,244
4145	HOMEOWNERS PROPERTY TAX RELIEF	506,644	502,858	487,153	\$507,899	-
4150	RDA PROPERTY TAX	(1,290,812)	630,673	648,506	\$676,775	238,423
4160	LESS COUNTY TAX ADMINISTRATION	(494,146)	(511,904)	(499,102)	(\$508,828)	(138)
4170	PROPERTY TAXES - PRIOR SECURED	(564,431)	(423,621)	(156,204)	\$0	(185,286)
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(126,731)	(132,498)	(83,626)	\$0	(76,721)
4190	PROPERTY TAXES - PRIOR UNSECURED	(114,527)	(13,349)	(26,010)	\$0	35,422
		<b>48,507,267</b>	<b>53,139,723</b>	<b>57,771,510</b>	<b>59,300,000</b>	<b>34,137,369</b>
<b>4200</b>	<b>INTERGOVERNMENTAL REVENUE</b>					
4220	MEASURE "H"	33,000	33,000	33,000	33,000	-
4230	SB-90 MANDATED COSTS	(92,152)	(14,248)	102,278	84,903	22,668
4240	MISCELLANEOUS STATE AID/GRANTS	172,140	284,555	334,609	-	62,254
4245	FEDERAL GRANT REVENUE	1,627,579	1,060,830	-	-	-
4250	OTHER INTERGOVERNMENTAL REVENUE	74,070	62,335	-	-	70,989
		<b>1,814,637</b>	<b>1,426,472</b>	<b>469,887</b>	<b>270,478</b>	<b>155,911</b>
<b>4300</b>	<b>CHARGES FOR SERVICE</b>					
4310	INSPECTION FEES	63,974	110,954	108,818	123,200	97,146
4315	PLAN REVIEW	355,214	524,155	596,692	573,300	388,389
4320	WEED ABATEMENT CHARGES	26,031	5,762	3,347	4,000	1,371
4325	ADMINISTRATIVE CITATION CHARGES	58,485	61,775	51,550	53,000	26,878
4330	AMBULANCE SERVICES	2,743,005	2,937,305	3,125,236	3,045,720	1,817,721
4340	CPR CLASSES	735	800	370	1,015	280
4350	REPORTS/PHOTOCOPIES	6,214	21,555	6,749	7,650	8,071
		<b>3,253,658</b>	<b>3,662,306</b>	<b>3,892,762</b>	<b>3,807,885</b>	<b>2,339,855</b>
<b>4400</b>	<b>USE OF MONEY &amp; PROPERTY</b>					
4410	INVESTMENT EARNINGS	58,257	80,076	144,288	97,312	108,340
		<b>58,257</b>	<b>\$80,076</b>	<b>144,288</b>	<b>97,312</b>	<b>108,340</b>
<b>4500</b>	<b>RENTS, ROYALTIES AND COMMISSIONS</b>					
4510	RENT ON REAL ESTATE	322,020	242,098	75,059	71,400	23,179
		<b>322,020</b>	<b>\$242,098</b>	<b>75,059</b>	<b>71,400</b>	<b>23,179</b>
<b>4600</b>	<b>OTHER REVENUE</b>					
4610	DONATIONS/CONTRIBUTIONS	575	974	10	500	-
4620	SALE OF PROPERTY	367,722	27,400	780,427	-	-
4640	MISCELLANEOUS REVENUE	50,818	97,560	139,755	191,600	32,556
		<b>419,115</b>	<b>125,934</b>	<b>920,192</b>	<b>192,100</b>	<b>32,556</b>
<b>4900</b>	<b>OTHER FINANCING SOURCES</b>					
4910	Debt proceeds	-	3,227,000	13,132,249	-	-
		<b>-</b>	<b>3,227,000</b>	<b>13,132,249</b>	<b>-</b>	<b>-</b>
	<b>REVENUE TOTAL</b>	<b>\$54,374,954</b>	<b>\$61,903,609</b>	<b>\$76,405,948</b>	<b>\$63,739,175</b>	<b>\$36,797,211</b>

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**GENERAL FUND EXPENDITURES**  
**FISCAL YEAR 2015-2016**  
**July 1, 2015 - JANUARY 31, 2016**

FISCAL YEAR COMPLETED - 58.33%								
DESCRIPTION	GL CODE	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
PERMANENT SALARIES	5110	\$20,138,426	\$18,998,580	\$19,188,961	\$22,085,705	\$11,869,184	\$10,216,521	53.74%
TEMPORARY SALARIES	5115	209,966	225,349	267,725	\$218,032	152,294	\$65,738	69.85%
PERMANENT OVERTIME	5120	6,533,121	5,926,335	6,470,482	\$6,217,024	4,519,096	\$1,697,928	72.69%
FICA/MEDICARE	5140	380,153	357,070	373,313	\$420,227	238,131	\$182,096	56.67%
RETIREMENT CONTRIBUTIONS	5150,5151	11,797,439	11,282,351	14,723,941	\$16,069,296	8,747,346	\$7,321,950	54.44%
EMPLOYEE GROUP INSURANCE	5160	3,430,654	3,126,726	3,202,870	\$3,553,873	1,993,847	\$1,560,026	56.10%
RETIREE HEALTH INSURANCE	5170	1,816,302	1,818,859	1,788,158	\$2,194,309	1,133,230	\$1,061,079	51.64%
OPEB CONTRIBUTION	5175	-	520,469	1,000,000	\$3,255,911	1,899,282	\$1,356,630	58.33%
UNEMPLOYMENT INSURANCE	5180	8,351	15,600	821	\$20,000	-	\$20,000	0.00%
WORKERS' COMPENSATION	5190	905,118	807,044	899,816	\$875,000	700,069	\$174,931	80.01%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>5100</b>	<b>45,219,530</b>	<b>43,078,384</b>	<b>47,916,088</b>	<b>54,909,377</b>	<b>31,252,479</b>	<b>23,656,898</b>	<b>56.92%</b>
OFFICE SUPPLIES	5202	27,951	21,051	28,059	33,108	10,713	\$22,395	32.36%
POSTAGE	5204	11,142	15,305	13,996	16,450	5,669	\$10,781	34.46%
TELECOMMUNICATIONS	5206	184,732	166,049	167,750	199,300	105,618	\$93,682	52.99%
UTILITIES	5208	327,386	344,009	342,771	348,193	200,195	\$147,998	57.50%
SMALL TOOLS/EQUIPMENT	5210	62,521	62,256	84,812	126,165	25,593	\$100,572	20.29%
MISCELLANEOUS SUPPLIES	5212	107,157	125,845	99,942	145,488	78,242	\$67,246	53.78%
MEDICAL SUPPLIES	5213	115,735	107,396	122,211	133,090	51,884	\$81,206	38.98%
FIREFIGHTING SUPPLIES	5214	68,903	61,937	66,976	105,800	18,236	\$87,564	17.24%
PHARMACEUTICAL SUPPLIES	5216	34,955	24,849	25,174	33,000	9,840	\$23,160	29.82%
COMPUTER SUPPLIES	5218	33,330	33,962	6,043	7,500	5,016	\$2,484	66.87%
RADIO EQUIPMENT & SUPPLIES	5219	58,493	19,547	19,459	25,000	15,281	\$9,719	61.12%
FILM PROCESSING/SUPPLIES	5220	660	-	-	-	-	\$0	
FOOD SUPPLIES	5222	27,387	16,473	14,910	27,331	15,833	\$11,498	57.93%
PPE INSPECTION & REPAIRS	5223	27,417	19,584	21,310	33,900	9,160	\$24,740	27.02%
SAFETY CLOTHING/SUPPLIES	5224	139,645	94,323	94,155	122,400	36,577	\$85,823	29.88%
CLASS A UNIFORMS & SUPPLIES	5225	3,763	3,775	7,789	12,500	1,845	\$10,655	14.76%
NON-SAFETY CLOTHING/SUPPLIES	5226	8,137	9,756	10,568	31,100	1,512	\$29,588	4.86%
CLASS B UNIFORMS & SUPPLIES	5227	21,686	25,044	29,619	39,000	34,699	\$4,301	88.97%
HOUSEHOLD SUPPLIES	5228	42,006	36,886	51,627	41,000	20,817	\$20,183	50.77%
CENTRAL GARAGE - REPAIRS	5230	78,235	89,512	161,352	102,500	77,650	\$24,850	75.76%
CENTRAL GARAGE - MAINTENANCE	5231	10,050	11,818	12,113	18,450	5,285	\$13,165	28.64%
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	171,440	202,299	166,873	203,063	81,915	\$121,148	40.34%
CENTRAL GARAGE - TIRES	5234	42,139	34,419	39,284	46,125	19,207	\$26,918	41.64%
CENTRAL GARAGE - MANDATED INSP.	5235	5,281	7,315	6,077	9,738	317	\$9,421	3.25%
MAINT./REPAIRS - EQUIPMENT	5236	169,846	116,530	158,207	243,102	104,595	\$138,507	43.03%
MAINT./REPAIRS - RADIO & ELECTRON	5238	267,874	316,272	303,477	322,550	144,736	\$177,814	44.87%
MAINT./REPAIRS - BUILDINGS	5240	124,859	127,738	146,094	217,696	70,389	\$147,307	32.33%
MAINT./REPAIRS - GROUNDS	5242	31,834	37,647	35,350	54,463	24,154	\$30,309	44.35%
RENTS & LEASES-EQUIP./PROPERTY	5246	58,090	36,466	47,933	65,733	37,367	\$28,366	56.85%
PROFESSIONAL/SPECIALIZED SERVICES	5250	618,566	733,356	685,486	1,198,591	416,378	\$782,213	34.74%
RECRUITING COSTS	5251	78,347	44,598	40,120	88,515	40,755	\$47,760	46.04%
LEGAL SERVICES	5252	289,481	186,452	107,352	180,000	105,676	\$74,324	58.71%
INFO TECHNOLOGY SURCHARGE	5253	-	5,000	-	-	-	\$0	
MEDICAL SERVICES	5254	80,761	68,483	65,875	113,405	24,005	\$89,400	21.17%
COMMUNICATIONS SERVICES	5258	-	78,600	79,800	82,500	79,800	\$2,700	96.73%
ELECTION SERVICES	5262	105,565	-	86,856	-	-	\$0	
INSURANCE SERVICES	5264	388,379	432,616	435,810	597,539	559,787	\$37,752	93.68%
PUBLICATION OF LEGAL NOTICES	5270	(73)	1,353	1,633	500	527	(\$27)	105.30%
SPECIALIZED PRINTING	5272	14,813	18,661	14,833	25,333	4,442	\$20,891	17.53%
MEMBERSHIPS	5274	57,710	54,704	57,804	77,573	61,649	\$15,924	79.47%
EDUCATIONAL COURSES/SUPPLIES	5276	39,463	33,911	32,958	71,875	15,887	\$55,988	22.10%
EDUCATIONAL ASSISTANCE	5277	24,037	15,982	12,502	18,500	8,174	\$10,326	44.18%
PUBLIC EDUCATIONAL SUPPLIES	5278	8,412	8,465	9,255	12,000	8,147	\$3,853	67.89%
BOOKS & PERIODICALS	5280	11,345	5,739	11,178	23,046	2,415	\$20,631	10.48%
RECOGNITION SUPPLIES	5282	2,909	1,163	1,502	4,000	358	\$3,642	8.96%
MEETINGS/TRAVEL EXPENSES	5284	23,885	19,687	28,187	28,900	18,387	\$10,513	63.62%
OTHER - CLAIMS EXPENSE	5286	-	9,182	-	-	-	\$0	
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>5200</b>	<b>4,006,252</b>	<b>3,886,016</b>	<b>3,955,079</b>	<b>5,286,022</b>	<b>2,558,729</b>	<b>2,727,293</b>	<b>48.41%</b>
<b>TOTAL G/F OPERATING EXPENDITURES</b>		<b>\$49,225,782</b>	<b>\$46,964,400</b>	<b>\$51,871,166</b>	<b>\$60,195,399</b>	<b>\$33,811,207</b>	<b>\$26,384,192</b>	<b>56.17%</b>

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

Month	2011-12		2012-13		2013-14		2014-15		2015-16	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	\$186,793	\$4,351,134	\$327,098	\$4,374,370	\$303,039	\$4,253,760	\$399,328	\$5,808,943	\$354,684	\$4,771,243
August	\$265,453	\$4,513,204	\$319,178	\$4,123,666	\$393,566	\$4,035,499	\$390,930	\$4,376,310	\$426,922	\$5,260,304
September	\$312,278	\$3,893,321	\$309,945	\$3,903,613	\$230,997	\$4,049,136	\$317,832	\$4,176,216	\$354,095	\$4,581,188
October	\$2,046,255	\$3,735,522	\$2,331,797	\$4,132,784	\$2,205,383	\$3,879,765	\$2,247,021	\$4,157,975	\$2,040,889	\$4,262,202
November	\$188,594	\$4,535,275	\$360,982	\$4,246,986	\$343,280	\$4,023,813	\$295,306	\$4,381,969	\$335,053	\$4,727,586
December	\$25,787,719	\$4,424,050	\$25,961,035	\$4,181,747	\$27,720,683	\$3,843,098	\$30,041,174	\$4,307,582	\$32,619,418	\$5,464,991
January	\$265,253	\$3,990,074	\$628,896	\$4,061,102	\$529,393	\$3,767,912	\$1,149,378	\$4,230,080	\$576,093	\$4,743,692
February	\$508,340	\$4,000,893	\$301,646	\$3,889,221	\$427,492	\$3,570,860	\$291,209	\$4,005,149		
March	\$268,932	\$4,016,648	\$184,995	\$4,115,245	\$360,312	\$3,799,189	\$472,966	\$4,084,004		
April	\$18,036,297	\$3,746,578	\$18,080,208	\$4,184,939	\$20,027,067	\$3,850,555	\$21,844,911	\$4,276,998		
May	\$344,774	\$3,770,965	\$332,777	\$3,999,974	\$324,465	\$3,752,225	\$338,057	\$4,255,627		
June	\$4,472,525	\$4,206,925	\$3,533,633	\$3,949,737	\$4,738,990	\$4,138,587	\$4,663,427	\$3,810,313		

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**CAPITAL PROJECTS, EQUIP/VEHICLES, DEBT SERVICE, SAN RAMON VALLEY FIRE COMMUNITY FUND**  
**FISCAL YEAR 2015-2016**  
**July 1, 2015 - JANUARY 31, 2016**

FISCAL YEAR COMPLETED - 58.33%								
DESCRIPTION	GL CODE	2012/2013 ACTUAL	2013/2014 ACTUAL	2014/2015 ACTUAL	2015/2016 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
RENTS & LEASES - PROPERTY	5246	\$12,500	\$0	\$0	\$0	\$0	\$0	
LEGAL SERVICES	5252	\$0	\$0	\$0	\$0	\$3,009	(\$3,009)	100%
INFO TECH SURCHARGE EXPENDITURE	5253	\$0	\$0	\$0	\$0	\$6,055	(\$6,055)	100%
PUBLICATION OF LEGAL NOTICES	5270	\$0	\$0	\$0	\$0	\$1,548	(\$1,548)	100%
DESIGN/CONSTRUCTION	6105/6110	842,185	49,759	440	0	0	0	
VARIOUS IMPROVEMENTS	6120	70,000	61,583	250,133	6,078,546	164,089	5,914,457	3%
RADIO/ELECTRONIC EQUIPMENT	6230	0	0	302,557	503,770	512,871	-9,101	102%
TOOLS & SUNDRY EQUIPMENT	6240	0	0	51,179	588,204	0	588,204	0%
AUTOS & TRUCKS	6250	768	766,968	27,376	289,752	0	289,752	0%
<b>TOTAL CAPITAL PROJECTS (FUND 300)</b>		<b>925,453</b>	<b>878,310</b>	<b>631,685</b>	<b>7,460,272</b>	<b>687,571</b>	<b>6,772,701</b>	<b>9%</b>
PROFESSIONAL SERVICES	5250	0	0	0	0	0	0	
RADIO/ELECTRONIC EQUIPMENT	6230	2,021,167	347,510	0	0	0	0	
TOOLS & SUNDRY EQUIPMENT (SCBA's)	6240	0	1,267,374	0	0	0	0	
<b>TOTAL FEDERAL GRANT CAPITAL PROJECTS (FUND 310)</b>		<b>2,021,167</b>	<b>1,614,884</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
BOND REDEMPTION - 2003/2006/2013/2015 COP	5310	1,324,708	5,289,519	9,987,291	1,271,981	1,271,981	0	100%
VEHICLE LEASE #4	5310	534,011	534,012	534,012	525,885	262,942	262,942	50%
<b>TOTAL DEBT SERVICE (FUND 200)</b>		<b>1,858,719</b>	<b>5,823,531</b>	<b>10,521,303</b>	<b>1,797,866</b>	<b>1,534,923</b>	<b>262,942</b>	<b>85%</b>
OTHER SPECIAL DISTRICT EXPENDITURES	5286	7,000	1,000	1,000	500	0	500	0%
<b>TOTAL SRVF COMMUNITY FUND (FUND 400)</b>		<b>7,000</b>	<b>1,000</b>	<b>1,000</b>	<b>500</b>	<b>0</b>	<b>1,000</b>	<b>0%</b>
<b>TOTAL - CAPITAL, EQUIPMENT, DEBT SERVICE, SRVF COMMUNITY &amp; FEDERAL GRANT FUND</b>		<b>\$4,812,339</b>	<b>\$8,317,724</b>	<b>\$11,153,988</b>	<b>\$9,258,638</b>	<b>\$2,222,495</b>	<b>\$7,036,643</b>	<b>24%</b>

**Employee Illness/Injury Report  
(January 2016)**

***Reportable Injuries – January 2016:***

**Indemnity (Lost Time)**

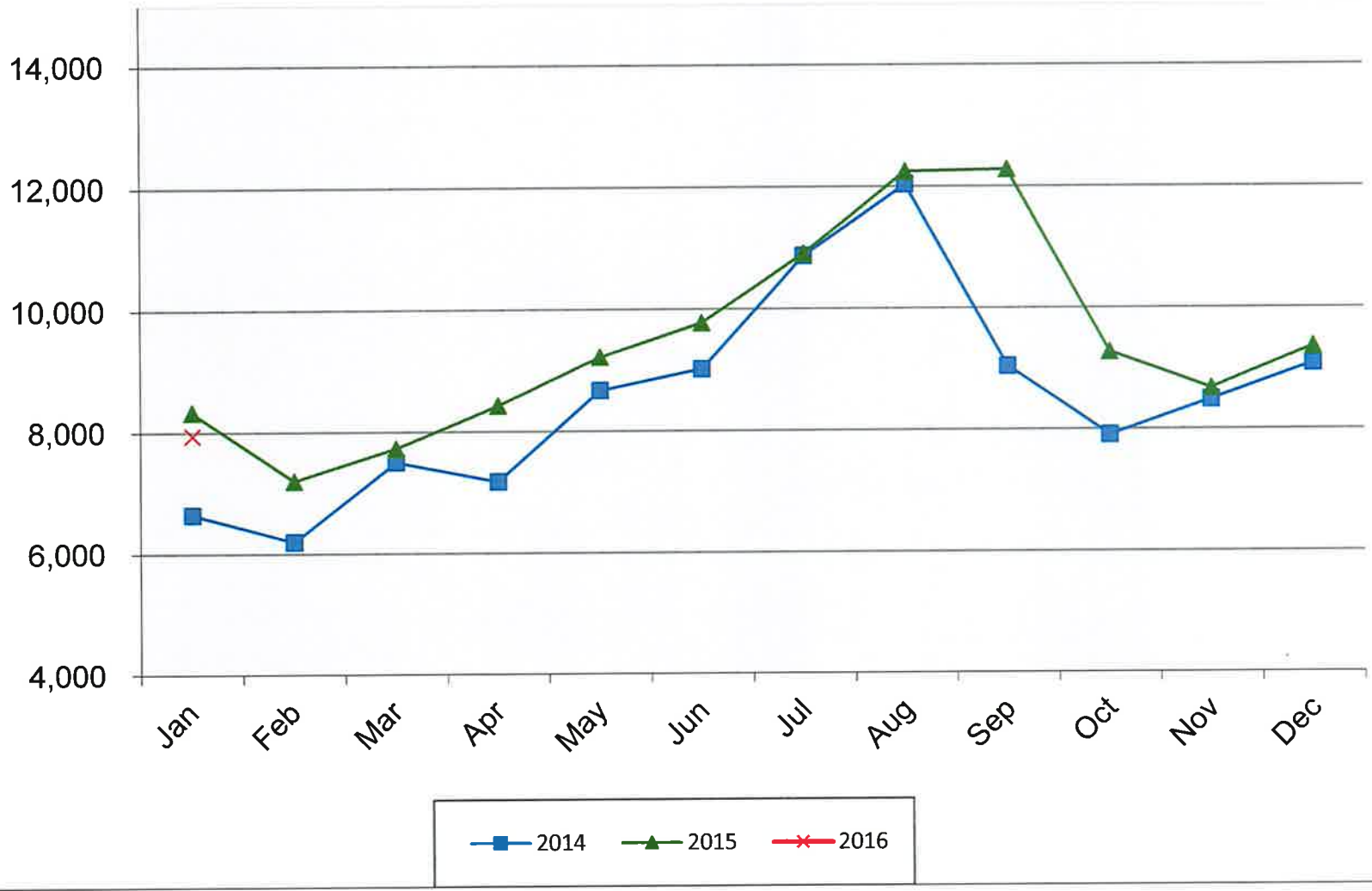
- January 4, 2016      DOI = 1/4/16 – A Captain was diagnosed with pneumonia. Missed 4 shifts.  
*Status:* Returned to full-duty on 1/14/16.
  
- January 21, 2016    DOI = 1/21/16 – An Engineer reinjured back while working out at the station. Missed 4 shifts.  
*Status:* Remained out at month end.

**Medical Only (No Lost Time)**

No medical only claims for month of January.

As of January 31, 2016, there were four (4) employees absent from their regular work assignment. Total lost time due to injuries for the month of January equaled 150 calendar days/50 shifts.

### Total Overtime Hours by Month January 2014-January 2016



## Overtime Assignment Summary Report

1/1/2016 Through 1/31/2016

**WORK CODE: 1 STAFFING**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
101 HOLD OVER FOR CALL	5.08	6.00
103 MISC. STAFFING COVE	7256.37	7257.00
107 LATE/STA. MOVE COVE	7.01	13.00
199 MID SHIFT RECALL	54.75	54.75
<b>Total All Assignments This Work Type:</b>	<b>7,323.21</b>	<b>7,330.75</b>

**WORK CODE: 2 TRAINING**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
201 OPERATIONS TRAINING	1.50	1.50
204 EMS TRNG/INSTRUCTIO	5.00	5.00
209 RESCUE TRAINING	27.00	27.00
210 HAZ-MAT TRAINING	7.45	7.50
214 PARAMEDIC - CONT ED	93.00	93.00
216 EMD/DISPATCH TRAINI	2.00	2.00
222 2016-1 ACADEMY	336.82	338.50
<b>Total All Assignments This Work Type:</b>	<b>472.77</b>	<b>474.50</b>



# Overtime Assignment Summary Report

1/1/2016 Through 1/31/2016

**WORK CODE: 3      ASSIGNMENTS**

ASSIGNMENT	Time Worked	Time Paid
301      MEETINGS/PROJECT DE	25.00	25.00
302      OFC WORK/REPORT WR	11.00	11.00
315      RECRUITMENT INTERN	3.50	3.50
320      PUBLIC EVENTS	8.75	8.75
321      FP REIMBURSED OVER	10.00	10.00
340      PROJECT WORK	73.25	73.25
<b>Total All Assignments This Work Type:</b>	<b>131.50</b>	<b>131.50</b>

**WORK CODE: 7      EMERGENCY**

ASSIGNMENT	Time Worked	Time Paid
720      FIRE INVESTIGATION	.75	2.00
<b>Total All Assignments This Work Type:</b>	<b>0.75</b>	<b>2.00</b>

**Report Grand Total:                      7,928.23      7,938.75**

# Overtime Summary Report

1/1/2016 Through 1/31/2016

<b>WORK CODE:</b>		<b>Time Paid</b>
1	STAFFING	<b>7,330.75</b>
2	TRAINING	<b>474.50</b>
3	ASSIGNMENTS	<b>131.50</b>
7	EMERGENCY	<b>2.00</b>
	<b>Report Grand Total:</b>	<b>7,938.75</b>

# **GOOD OF THE ORDER**

**Maxwell, Donna**

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**Subject:** FW: REMINDER - Special District Election - LAFCO Seat

Greetings,

This is a reminder that the Independent Special District Selection Committee (ISDSC) will meet on **Monday, April 18, 2016** in conjunction with the quarterly meeting of the Contra Costa Special Districts Association (CCSDA). The ISDSC meeting/election will begin at 10:00 a.m. at the Central Contra Costa Sanitary District Multipurpose Room, located at 5019 Imhoff Place in Martinez. The regular quarterly meeting of the CCSDA will begin immediately following the ISDSC meeting/election.

The purpose of this meeting is to select one regular special district member to LAFCO. The vacancy is for the regular member seat currently held by Michael McGill (Central Contra Costa Sanitary District), who seeks re-appointment. The deadline for submitting nominations for the LAFCO seat is **March 6<sup>th</sup>**.

For the ISDSC to hold the election on April 18<sup>th</sup>, a quorum (50% plus one) of independent special districts must be present. Please ensure that your presiding officer or alternate as designated by your governing body, attends this meeting. Only the presiding officer, or designated alternate Board member can vote; staff members/counsel are not authorized to vote. ***Without a quorum of Independent Special Districts no action can be taken at the meeting.*** Please send us the name of your voting delegate(s) as soon as possible.

On January 11<sup>th</sup>, we sent all districts correspondence announcing the vacancy, calling for nominations, and requesting the name of your presiding officer or designee for the election. If your district has not already done so, please provide the LAFCO office with the name of your presiding officer; and, if you choose, any nomination.

As detailed in the January 11<sup>th</sup> memo, and pursuant to the Contra Costa County Special Districts Procedures for the Special District Selection Committee, candidates must be nominated by Special District Board resolution and must be a board member/trustee of an independent district. The nomination should include the name of the nominee and the district they serve. Each independent special district is entitled to nominate a maximum of one board member. Resolutions nominating candidates may be scanned and emailed to [kate.sibley@lafco.cccounty.us](mailto:kate.sibley@lafco.cccounty.us).

Please contact us at 925-335-1032 with any questions or if you would like copies of the January 11<sup>th</sup> materials.

*PLEASE SHARE WITH PRESIDING OFFICERS AND OTHERS AS NECESSARY.*

**Kate**

Kate Sibley, Executive Assistant  
Contra Costa LAFCO  
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925-335-1032