

# Board Retreat – Open Session

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Goal Update and Looking Ahead, Prioritizing 2016/2017

Fire Station 32 Modifications

Fire Prevention Fees

Lunch

OPEB

Board Compensation

Closed Session

# Board Retreat

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## Chief's Comments

### Legend

Green – Completed

Blue – In Progress, will be completed by end of FY

Red – Will not be completed by end of FY

# Board of Directors – FY 15/16

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Continue to enhance the District's level of disaster preparedness

Complete construction of Station 32 within budget parameters

Maintain current and long-term fiscal stability

Ensure fiscal policies and procedures are in place to sustain the long term viability of the District

# Fire Chief – FY 15/16

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Negotiate and institute a primary PSAP consolidated  
Fire/Police Communications Center

Reorganize the Fire Prevention Division to maximize efficiency and  
effectiveness ??

Further improve our high-performing EMS services

Monitor County ambulance contract for adverse impacts to District

Start process at county and state level to reaffirm the District's 201 rights

# Operations – FY 15/16

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Assess promotional processes and minimum qualifications for Suppression ranks (*Completed for Deputy Chief, Battalion Chief, Captain and Engineer*)

Monitor the progress of Automatic Vehicle Location (AVL) implementation (Technology and Communications)

Monitor the progress of East Bay Regional Communications System (EBRCS) implementation (Technology and Communications)

Monitor current Deployment methods and as necessary to enhance operations bring effective and efficient recommendations to the Fire Chief

# Operations – FY 15/16

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Continue replacement of 2 ½” outlets on public hydrants

Ensure consistency in Command throughout the organization and Command Staff (*Completed training with Captains and Acting Captains, crew training in progress*)

Facilitate efforts to ensure appropriate District personnel are trained in Disaster Preparation and understand Emergency Operations Center (EOC) activation and operations (*2015 Disaster Assessment Drill Completed*)

# Operations – FY 15/16 – Additional Accomplishments

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Structure Fire Response Plan Changes

Thermal Imaging Camera Evaluation Working Group

Thermal Imaging Camera Grant Application Submitted

Assisted in design and planning of Fire Station 32

TriTech CAD Mobile Data Computer Design

# Operations – FY 16/17

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Monitor the Probationary Firefighter status and exams of recruit class 2016-1

Continue replacement of Standard 2 ½” fire hydrants with 4 ½” Steamer hydrants to optimize flow potential

Ensure consistency in Command throughout the organization and Command Staff



# Operations – FY 16/17

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Assist with Battalion Chiefs promotional exam in the Fall of 2016 (HR)

Evaluate in-building coverage of the East Bay Regional Communications System (EBRCS)

Finalize Thermal Imaging Camera (TIC) evaluation process to identify and purchase replacement TIC's (CIP)

# EMS – FY 15/16

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Replace equipment identified in CIP

- AutoPulse units
- Monitors – evaluating grant funding

Evaluate compliance reporting and data collection systems for RFP development

Enhance response capabilities for standardized operating procedures with law agencies

Evaluate effectiveness of MCI response capabilities

# EMS – FY 15/16

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Evaluate biomedical preventative maintenance and repair services (*All biomedical equipment inventory updated and preventive maintenance complete, reducing costs from \$23K to \$9K*)

Analyze empirical data to determine cause/effect relationship with improved cardiac save rate trend (2014 CARES)

Evaluate/update gurney replacement schedule

Provide appropriate enhanced medical oversight through utilization of District-focused Medical Director services

Research strategic opportunities and maintain legislative awareness through utilization of EMS advocate services

# EMS – FY 15/16 – Additional Accomplishments

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Adopted and implemented DNI Zoll ePCR hosting services

Upgraded EMS equipment preventive maintenance

Researched and evaluated current CE process and audit compliance

Established increased profile in County EMS advisory and oversight bodies

# EMS – FY 15/16 – Additional Accomplishments

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Upgraded CQI process

Addressed and responded to requests for changes to EMS operations

Provided preliminary instruction of PowerLoad equipment

Assisted with Recruitment Process for FF/PM's (HR)

# EMS – FY 15/16 – Additional Accomplishments

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Revitalized EMS Committee

Built EMS Division team

Will be delivering EMS instruction and training to 2016-I FF/PM Recruit Academy

# EMS – FY 16/17

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Evaluate equipment identified in CIP for replacement

- Defibrillator/Monitors (12) (\$466K)
- AutoPulse Units (6) (\$83K)

Establish and implement Advanced First Aid Responder EMS standard, scope and training for 37/40 Volunteers

Fill EMS Senior Office Assistant position with permanent staff member

# EMS – FY 16/17

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Procure independent Patient Care Report review and recommendation services to ensure objective CQI analysis (~\$55K) / Update and formalize District CQI plan

Evaluate effectiveness of EMS contractor and advocate services

- DNI Zoll ePCR hosting
- Fire Service EMS MD
- EMS Advocacy

Deliver EMS Academy to 2016-II FF/PM Recruit Academy

Update Paramedic Intern Program



# Training – FY 15/16

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Plan and develop Training Site upgrades

Develop and update Probationary Task Books and Acting Task Books for all suppression ranks (*Task Books completed for Battalion Chief, Captain, Acting Captain, Engineer, Acting Engineer and Firefighter*)

Provide Command Training for Captains and Acting Captains consistent with that of Command Staff (*Completed Fall 2015*)

# Training – FY 15/16

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Provide Quarterly Firefighter training modules identified in the 2014 District Training Workshop (*Completed: VEIS, Forcible Entry, Air Awareness, Wildland*)

Administer exam for Engineers (*fall of 2015*) and Captains (*spring of 2016*)

Evaluate opportunities to improve academy training in preparation for the 2015/2016 recruit academy

# Training – FY 15/16 – Additional Accomplishments

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Implemented new Training Records Management System

Administered Pipeline Safety Training for all Suppression Personnel

Assisted Human Resources with Recruitment Process for FF/PM's

# Training – FY 16/17

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Evaluate opportunities to improve academy training in preparation for the recruit academy(s)

Ensure suppression personnel receive Emergency Vehicle Operations Course (EVOC) training

Incorporate new State Fire Training curriculum into ongoing training modules and monitor for updates

# Training – FY 16/17

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Deliver Command and Control training for all suppression personnel consistent with training developed by Command Staff and provided to Company Officers

Prepare and deliver Fireline Safety Refresher Training to all personnel assigned to positions with fireline duties

Evaluate future Training Site upgrades and needs

# Facilities – FY 15/16

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Implement revised Purchasing Policy with regard to Facilities acquisitions

Implement Facilities projects identified in the Capital Improvement Plan (CIP) In Progress:

- Roof replacement FS35 (*complete this year*)
- Gutter/downspout replacement FS38 (*complete this year*)
- Generators/switches (5) (*move to next year*)
- Asphalt repair/replacement (1) (*move to next year*)

Adjust CIP for scheduled projects according to updated information/need

# Facilities – FY 15/16

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Implement enhanced inventory tracking system

Evaluate conversion of fire station landscaping to drought resistant designs for water conservation and aesthetic enhancement

Evaluate inventory monitoring procedures for enhanced security of supplies depot

# Facilities – FY 15/16

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Evaluate replacement of Admin copier (Finance and Technology)

Update the surplus equipment policy to effect efficiencies not present in current process

Improve Training Site with training props based on Company Performance Standards



# Facilities – FY 15/16 – Additional Accomplishments

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Facilitated Communications Center remodel to accommodate Consolidated Communications Center project

Conducted evaluation of water intrusion report for FS35 (*Continue to monitor*)

Conducted extensive evaluation of high water usage at FS35

# Facilities – FY 15/16 – Additional Accomplishments

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Facilitated EBMUD pump house leak excavation at FS35

Facilitated improvements at Training Site to accommodate Recruit Academies

Conducted evaluation of vehicle washing drainage system at FS31 per Central Sanitation requirement for follow-up planning

# Facilities – FY 16/17

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Implement Facilities projects identified in the CIP

- Generators/switches (5) (\$312K)
- Asphalt repair/replacement (\$476K)
- Facades (\$26K)
- Roof Maintenance (\$86K)

Redesign/implement fire station landscaping to accommodate Bay Area Standards for water and energy use, reduced maintenance and aesthetic improvement (~ \$50K/station)

Facilitate construction of new Fire Station 32

Resolve water use issues at identified stations

# Facilities – FY 16/17

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Remodel FS31 kitchen area for safety and efficiency (~\$70K)

Enhance security and safety of Communications Center (~\$35K)

Convert barren turf area behind FS35 to gravel or asphalt, in conjunction with EBMUD

Upgrade environmental protection for station emergency generators (~\$10K)

# Facilities – FY 16/17

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Provide independent Hazardous Materials Compliance Reporting to align with increased County Health Services reporting requirements (~\$4K)

Develop pool of part-time District Aides to supplement support services on a daily basis (~\$15K over current, \$31,670 total)

Upgrade vehicle washing drainage system at FS31 per Central Sanitation requirement

Ensure Training Site props are OSHA compliant

# Fleet – FY 15/16

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Evaluate electronic programs to enhance accountability and management of Fleet supplies and reduce labor costs

Implement 90-day apparatus maintenance/inspection/reporting program

Explore partnership opportunities with Dublin/Alameda County Fire Department fleet repair facility

# Fleet – FY 15/16

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Surplus non-essential vehicles as necessary to reduce ongoing Fleet costs

Evaluate fleet preventive maintenance integration into daily reporting process

Replace vehicles identified in CIP

# Fleet – FY 15/16 – Additional Accomplishments

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Replaced WT30 pump

Replaced E509 motor

Upgraded all three Tractor Drawn Apparatus brakes

Performed invasive preventive maintenance on all Cummins motors



# Fleet – FY 15/16 – Additional Accomplishments

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Managed costs on significant repairs in conjunction with District insurance carrier and other outside vendors

Developed specification for upfitting of code 3 equipment on leased Command Staff vehicles

Managed vendors to maximize warranty repairs

Implemented FasTrak HOV lane transponders in all District vehicles per Metropolitan Transportation Commission requirements

# Fleet – FY 16/17

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Evaluate equipment identified in CIP for replacement

- Ambulances (2)
- Fleet Maintenance (1)
- Flatbed Utility (1)
- 12-Passenger Van (1) Evaluate
- CRR pool vehicles (3) Evaluate
- EMS BC/Captain vehicles (2)

Explore utilizing Dublin/Alameda County Fire Department fleet repair facility in terms of service/cost

Surplus admin vehicles resulting from Enterprise Fleet Management Program

# Fleet – FY 16/17

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Convert apparatus headlights to broad spectrum LED for improved safety (~\$40K)

Evaluate replacing FS30 shop heater to increase safety (~\$11K)

Increase servicing capabilities through purchase and implementation of air leak detection machine (~\$4k)

Research and update spec for replacement ambulances

# Community Risk Reduction – FY 15/16

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Implementation of the LOU and reorganization of the Fire Prevention Division is underway

New Fire Station 32 construction is underway and on budget - Estimated completion is April 2017

Draft document has been developed to provide recommendations for minimum number and types of ICS positions and training goals for emergency management organizational structure

The adoption process of the 2015 IFC is underway and will be complete prior to December 31, 2015 in accordance with state law

# Community Risk Reduction – FY 15/16 – Other Accomplishments

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Development of electronic plan review

Continue to promote the RCFE Evacuation Video

Assist SRVUSD in updating emergency response plans for 35 schools

Preliminary Fee Study/ Modification to Fee Resolution

# Community Risk Reduction – FY 16/17

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Implement the organizational changes to the Community Risk Reduction Division - Develop applicable policies and procedures

Continue to manage the construction activities of New Fire Station 32

Adopt the 2015 International Fire Code

# Community Risk Reduction – FY 16/17

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Continue to monitor and evaluate the opportunity to implement the Early Earthquake Warning System into District Facilities

Participate in updating the Contra Costa County Local Hazard Mitigation Plan

Options to enhance lobby security

# Communications – FY 15/16

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Successfully integrate San Ramon Police 911 phone, radio and data infrastructure with existing District Communications operations

Establish the District's communications center as the primary Public Safety Answering Point (PSAP) for the City of San Ramon

Implement EMD software upgrade to maintain compliance with International Academy of Emergency Dispatch (IAED) standards



# Communications – FY 15/16

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Evaluate and provide fire and police dispatch training, protocols and quality assurance standards that meet the NFPA 1061 and/or APCO Project 33 requirements (*Dispatchers are achieving NFPA 1061 compliance through P.O.S.T. training*)

Develop promotional process for Dispatch Supervisors - An assessment center specific to the role of a Dispatch Supervisor was developed (*Three supervisors have been promoted and assigned to shifts*)

# Communications – FY 16/17

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Evaluate the International Academy of Emergency Dispatch (IAED) Fire Protocols as a tool in providing training and consistency with Fire Dispatching

Research software options to assist with resource deployment decisions (EMS Division)

Implement a ReddiNet (Rapid Emergency Digital Data Information Network) interface with TriTech CAD

# Communications – FY 16/17

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Monitor performance standards to ensure the highest level of service to the community

Continue the development of training, policies and procedures for Fire and Police Dispatching

Research deployment options and request the implementation of text to 9-1-1 through the California State 9-1-1 Branch, Office of Emergency Services

EMD re-Accreditation with the International Academy of Emergency Dispatch

# Technology – FY 15/16

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Implemented consolidated Computer-Aided Dispatch (CAD) software

- Server infrastructure – Virtualized, streamlined administration
- Network connection to PD
- Security – DOJ-compliant network
- Interfaces – First OnScene, FirstWatch, Fire Dispatch

Develop and implement the mobile software utilized by first responders on the District's Mobile Data Computers (MDC)

Upgraded end-of-life fire station alerting server hardware and software

# Technology – FY 15/16 – Additional Accomplishments

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Communications Center remodel

Communications Support Unit (CS131) radio and computer hardware refreshed

# Technology – FY 16/17

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Provide ongoing support and software enhancements for the San Ramon Valley 911 Communications Center

Upgrade the District's Mobile Data Computer (MDC) hardware due for replacement - Evaluate the feasibility of emerging tablet technologies (CIP)

Upgrade firedepartment.org and intranet Content Management System (CMS) (CIP)

Upgrade the District's end-of-life wired and wireless network equipment (CIP)

# Finance – FY 15/16

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Implement revised Purchasing Policy to streamline and improve purchasing processes and compliance with State and Federal procurement laws

Implement workflow policies and procedures to improve access to information for staff (*financial documentation, contracts, etc.*) and the public (*approved resolutions/ordinances*) (District Clerk and HR)

Streamline business processes to improve security and reduce paperwork, including electronic payments to vendors

Maintain two-year budget and ten-year financial plan to guide long-term financial decision making and keep District on a fiscally sustainable path

# Finance – FY 16/17

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Implement workflow policies and procedures to improve access to information for staff (*financial documentation, contracts, etc.*) and the public (*approved resolutions, ordinances*) (District Clerk and HR)

Enhance open governance by earning the “District Transparency Certificate of Excellence” from Special District Leadership Foundation

Solicit competitive bids for the District fleet’s fuel needs

Maintain two-year budget and ten-year financial plan to guide long-term financial decision making and keep District on a fiscally sustainable path



# Human Resources – FY 15/16

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Update/Revise/Streamline District Human Resources Policies and Business Systems

Implement upgraded Human Resources technology systems

Streamline Workers Compensation Program Administration

Revise/update Performance Evaluation Program

# Human Resources – FY 16/17

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Consolidate Overtime tracking into one streamlined system (*use Telestaff exclusively*)

Evaluate feasibility of the Special District Risk Management Authority (SDRMA) General Liability and Excess W/C programs for District insurance needs

Administer a Battalion Chiefs promotional exam in the Fall of 2016

Recruitments and promotional examinations

Update non-represented handbook

Performance evaluations

# Volunteer – FY 15/16

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Draft FF Reserve policy in conjunction with stakeholders

Evaluate supplemental FS37/40 support resources for Reserve Firefighter program

Evaluate fleet and facility needs in support of Reserve Firefighter program development

# Volunteer – FY 15/16

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Update Emergency Medical Responder standards in conjunction with Contra Costa County EMS and District Medical Director

Deploy AutoPulse device and training of volunteers

# Volunteer – FY 15/16 – Additional Accomplishments

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Transitioned to UHF pagers for Volunteer alerting

Conducted review of EMS training and scope

- Facilitated instructor orientation
- Scheduled EMS training on revised standards

Updated 37/40 Volunteer Response policy

Facilitated Station 37 water supply pump replacement

# Volunteer – FY 16/17

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Implement Title 22 EMS Standards requirements with oversight by CCC  
EMS Medical Director

Position Task Books for Volunteers (Training)

Initiate trial study for First Responder implementation of AutoPulse device

Improve safety and command capabilities through the replacement 3700  
vehicle

# Station 32 – Recommended Modifications

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<b>TYPE</b>	<b>DESIGN CHANGE</b>	<b>COST - NTE</b>
ADDITION	Ceiling Fans	\$ 10,000
CHANGE	Remove tile from bathroom showers	\$ 10,000
ADDITION	Flag pole monument plaque	\$ 5,000
ADDITION	Sound study - APPROVED	\$ 2,560
	Total	\$ 27,560

# Station 32 – Board Direction

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ADDITION	Station lobby memorial to old station	\$ 1,300
ADDITION	Dedication plaque	\$ 4,600
ADDITION	Preparation for solar equipment	\$ 43,470
	Solar equipment	\$ 180,000
CHANGE	Dorm room HVAC	\$ 50,000
	Total	\$ 279,370



# Station 32 – Required Modifications

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EOO	Sidewalk Bridge	\$	5,000
EOO	DESIGN CHANGE: Sewer line size	\$	13,000
EOO	DESIGN CHANGE: Test station	\$	4,000
EOO	Precast wall	\$	-
EOO	AT&T Utility	\$	-
EOO	Comcast Utility	\$	-
EOO	Trenching for PG&E	\$	-
	Error or Omission Total	\$	22,000

# Discussion ?

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# OPEB Valuation – June 30, 2015

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# OPEB Valuation

*June 30, 2015*

- Bi-annual update
- Required by gov't accounting standards (*GASB 45*) and Calif. Employers' Benefit Trust (*CERBT*)
- Establishes *Annual Required Contribution* ("ARC") for FY's 16/17 & 17/18
  - Actual retiree premiums
  - Contribution to CERBT (*prefunding*)
  - Implicit subsidy credit (*new with this update*)

# OPEB Valuation

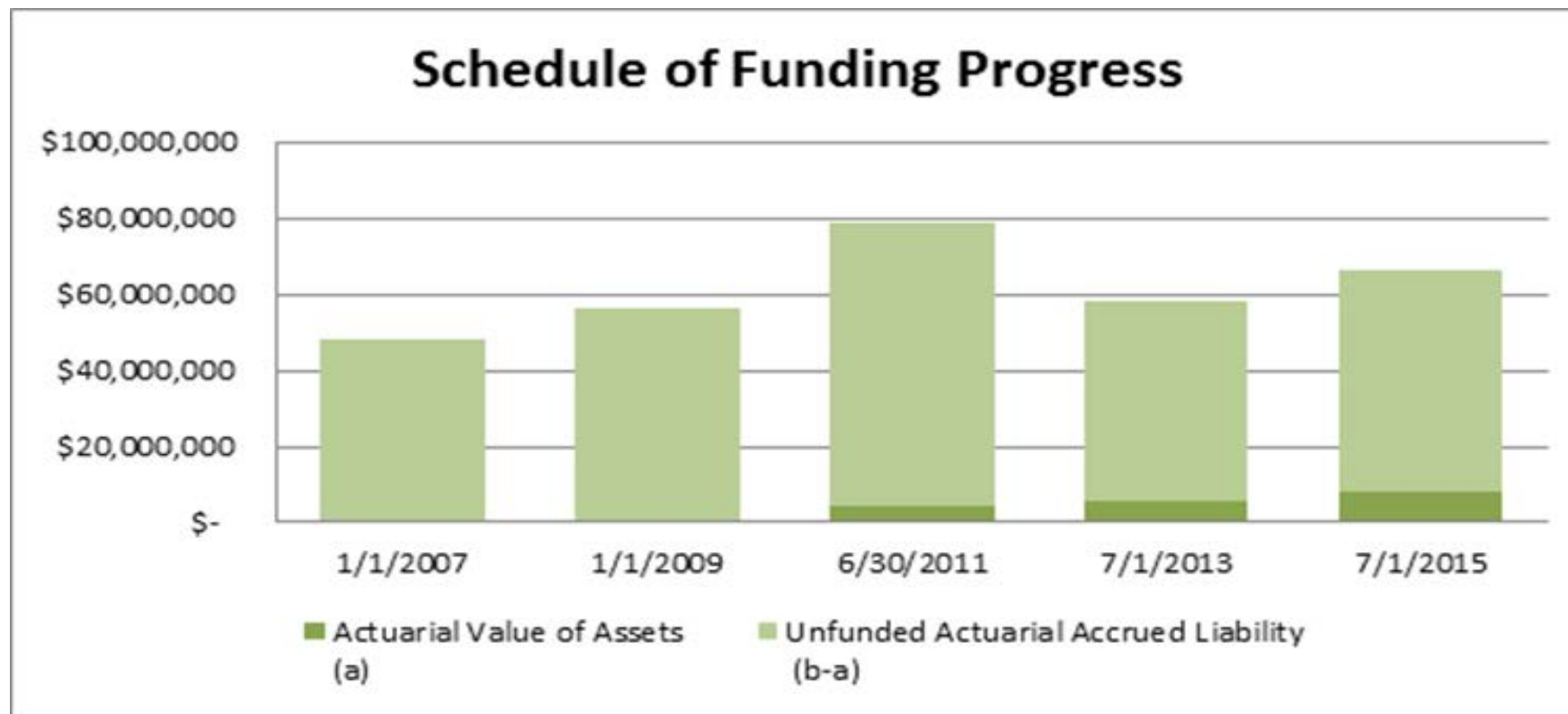
*June 30, 2015*

- Benefit subsidy to retirees
  - “*explicit subsidy*” exists when the employer contributes directly toward retiree healthcare premiums; *this is all we measured in past*
  - “*implicit subsidy*” exists when retiree premiums are lower than age-appropriate premiums
- CalPERS premiums are the *same* for both active employees and pre-Medicare retirees
- This is the first year of including the implicit subsidy

# OPEB Valuation

*June 30, 2015*

- Other changes
  - Increased discount rate due to fully funding the ARC (7% vs. 5.71%)
  - Dropping the 8% retiree premium cost share
  - Projected “*Cadillac Tax*” liability of \$757,000 for retirees expected to be covered by “high cost” plans under the Affordable Care Act (*additional implicit subsidy*)



- The decrease between 2011 and 2013 is consistent with the initialization of the CERBT funding and related increase in the discount rate from 4.75% to 5.71%, and the decrease from 100% to 92% of premium benefit
- The increase in the UAAL between 2013 and 2015 is the net impact of (a) discount rate change (decrease); (b) benefit change (increase back to 100% benefit); (c) favorable plan experience (decrease in UAAL) and (d) recognition of the implicit subsidy liability (increase in UAAL)

# OPEB Valuation

*June 30, 2015*

The Actuarial Accrued Liability and Assets as of July 1, 2015 are shown below:

Subsidy	Explicit	Implicit	Total
Discount Rate	7.0%	7.0%	7.0%
Actuarial Accrued Liability	\$ 56,889,222	\$ 9,386,874	\$ 66,276,096
Actuarial Value of Assets	8,180,817	-	8,180,817
Unfunded Actuarial Accrued Liability	48,708,405	9,386,874	58,095,279
Funded Ratio	14.4%	0.0%	12.3%

***“Actuarial Accrued Liability” = future benefit costs attributable to past year’s service***



# OPEB Valuation

*ARC for 2016/17*

	<u>Explicit</u>	<u>Implicit</u>	<u>Total</u>
<b>Calculation of Expected Contribution</b>			
a. Estimated payments on behalf of retirees	2,700,178	-	2,700,178
b. <b>Estimated current year's implicit subsidy</b>	-	<b>328,999</b>	<b>328,999</b>
c. Estimated contribution to OPEB trust	2,437,035	718,857	3,155,892
d. <b>Total Expected Employer Contribution</b>	<b>5,137,213</b>	<b>1,047,856</b>	<b>6,185,069</b>

- Highlighted \$329K actually stays with the District
- “Net” ARC = \$5.8M for FY 16/17
- Compares to ARC of \$5.9M in 10 yr. forecast

# OPEB Valuation

*ARC for FY 2017/18*

	<u>Explicit</u>	<u>Implicit</u>	<u>Total</u>
<b>Calculation of Expected Contribution</b>			
a. Estimated payments on behalf of retirees	3,066,429	-	3,066,429
b. <b>Estimated current year's implicit subsidy</b>	-	<b>413,948</b>	<b>413,948</b>
c. Estimated contribution to OPEB trust	2,229,200	666,183	2,895,383
d. <b>Total Expected Employer Contribution</b>	<b>5,295,629</b>	<b>1,080,131</b>	<b>6,375,760</b>

- Highlighted \$414K actually stays with the District
- “Net” ARC = \$6M for FY 17/18
- Compares to ARC of \$6.4M in 10 yr. forecast

# OPEB Valuation

## *Schedule of Funding Progress*

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (b)	Unfunded Actuarial Accrued Liability (b-a)	Funded Ratio (a/b)
1/1/2007	\$ -	\$ 48,231,000	\$ 48,231,000	0.0%
1/1/2009	\$ -	\$ 56,146,000	\$ 56,146,000	0.0%
6/30/2011	\$ 4,309,000	\$ 78,785,000	\$ 74,476,000	5.5%
7/1/2013	\$ 5,639,092	\$ 57,897,374	\$ 52,258,282	9.7%
7/1/2015	\$ 8,180,817	\$ 66,276,096	\$ 58,095,279	12.3%

Questions?