

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT AGENDA

## Board of Directors Regular Board Meeting

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

Wednesday, October 28, 2015– 7:00 p.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.*

Telephonic participation by Director Campbell – teleconference location: 136 Gaywood Road, Alamo, CA 94507 Phone number: (925)838-5700

Telephonic participation by Director Parker – teleconference location: 10609 Roundelay Circle Sun City, AZ 85351 Phone number: (925) 389-6600

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 September 2015, in the amount of \$3,623,455.24.
- 5.2 Approve the demand register for the period of September 19, 2015 through October 18, 2015, in the amount of \$1,337,590.08.

- 5.3 Approve of Board minutes from the September 29, 2015 Regular Board meeting.
- 5.4 Approve the TriTech software and services progress payment of \$153,101.63.
- 5.5 Authorize staff to make a progress payment of \$82,577.57 to ExtraTeam for the first shipment of Communications Center virtualization hardware and software.
- 5.6 Authorize staff to declare 22 District printers and 5 fax machines as surplus equipment, list the equipment for sale at public auction; or, if not sold, recycle them through a state-certified e-recycler.
- 5.7 Receive and review the investment report for the quarter, ended September 30, 2015, and receive and review the California Employers' Retiree Benefit Trust Statement for the quarter ended September 30, 2015.
- 5.8 Conduct the second reading of Proposed Ordinance No. 32; an Ordinance of the San Ramon Valley Fire Protection District Repealing Ordinance No. 31 and setting forth purchasing and contracting procedures and authorities; requires a four-fifths vote for adoption. No fiscal impacts are expected by the adoption of this ordinance.
- 5.9 Personnel Actions: No applicable personnel actions for this period.

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

- 6.1 Beverly Lane, author of recently published, *San Ramon Chronicles, Stories of Bygone Days*.
- 6.2 Introduction of Dr. Peter Benson, ER Physician from John Muir Medical Center. Dr. Benson has been selected to serve as the new Fire Service EMS Medical Director.

## **7. OLD BUSINESS**

- 7.1 Update for Fire Station 32.
- 7.2 Monthly update on Communications Center Consolidation Project.
- 7.3 Consider authorizing the District to enter into a contract with Zoll Medical Corporation for the purchase of an additional five Zoll AutoPulse devices to be placed on the FRALS engines in non-ambulance stations and Station 37; cost not to exceed \$73,000.

## **8. NEW BUSINESS**

- 8.1 Consider approving the expenditure of funds to upgrade the Communications Support Unit and Software to enable communications capabilities with EBRCS (700 MHz digital, trunked radio system).

- 8.2 Review and accept the San Ramon Valley Fire Department Worker's Compensation Program Review; 2014-2015. No action is required as this report is for information only.
- 8.3 Authorize the adoption of the Other Post-Employment Benefits (OPEB) Funding Policy and Revision of Fund Balance/ Reserve Policy. This action would further strengthen the long-term fiscal stability of the District without impacting current operations.
- 8.4 Consider the approval of the Letter of Understanding between the SRVFPD and Local 3546 IAFF.
- 8.5 Open Public Hearing and conduct the first reading of the proposed amendment to Ordinance Number 30, to permit cost reimbursement for Emergency Medical Services provided for Mutual Aid and Automatic Aid Responses.

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

### **10. MONTHLY ACTIVITY REPORTS FOR SEPTEMBER 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**

### **12. CLOSED SESSION**

- 12.1 Labor Negotiations: Conference with Labor Negotiators Chief Paige Meyer, Fire Marshal Christina Kiefer, Ken Campo and Steve Harman. Employee Organization Local 3546 [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**

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

**15. PLEASE NOTE DATE CHANGE: ADJOURNMENT TO THE NEXT BOARD MEETING SCHEDULED FOR THURSDAY, NOVEMBER 19, 2015 AT 7:00 P.M. IN THE BOARDROOM.**

Prepared by:



Donna Maxwell, District Clerk

Agenda posted on October 22, 2015 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:      September 2015**

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	623.03	55.08	-	678.11	0.02%
Fire Chief	2	28,709.70	409.40	23,123.09	52,242.19	1.44%
Personnel	2	19,179.98	393.55	4,948.20	24,521.73	0.68%
Finance	3	25,217.10	359.17	9,047.29	34,623.56	0.96%
Fire Prevention	10	115,118.70	1,859.62	55,287.53	172,265.85	4.75%
Technology	2	25,725.29	678.88	7,247.34	33,651.51	0.93%
Facilities	1	7,071.66	152.04	2,237.12	9,460.82	0.26%
Fire Suppression	115	1,964,011.76	27,384.61	1,003,764.32	2,995,160.69	82.66%
Communication Center	10	122,587.94	2,393.53	32,582.69	157,564.16	4.35%
Fleet	2	15,101.12	217.17	5,417.92	20,736.21	0.57%
Training	1	6,143.87	87.28	2,204.27	8,435.42	0.23%
EMS	3	41,668.57	779.34	32,073.01	74,520.92	2.06%
Rescue		13,060.50	-	6,831.16	19,891.66	0.55%
HazMat		15,060.32	-	4,642.09	19,702.41	0.54%
<b>TOTALS</b>	<b>156</b>	<b>2,399,279.54</b>	<b>34,769.67</b>	<b>1,189,406.03</b>	<b>3,623,455.24</b>	<b>100.00%</b>

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register  
From 9/19/2015 Through 10/18/2015

Check ...	Check D...	Payee	Check Amount	Transaction Description
Wire 1...	.../18/2015	CALPERS	418,720.81	Health Insurance-10/15
213691	10/9/2015	CCC EMPLOYEES RETIREMENT ...	381,833.18	Employee Retirement Contributions-9/15
213701	10/9/2015	EBRCSA	79,800.00	EBRCS Subscriber Fees 7/1/15-6/30/16
213658	10/2/2015	LCA ARCHITECTS INC	40,357.13	Professional Services Through 5/31/15-New Station
213659	10/2/2015	LINCOLN NATIONAL LIFE INS CO	31,824.07	Dental Insurance-10/15
213581	9/25/2015	CRAIG BOWEN	26,923.90	415 Limit Replacement Benefits-10/1/15
213698	10/9/2015	DELL MARKETING LP	24,969.03	Dell PowerEdge R730 Server
213576	9/25/2015	CHRISTOPHER C SUTER	24,714.84	415 Limit Replacement Benefits-10/1/15
213664	10/2/2015	PGE	23,277.19	Gas/Electric Service-8/15
213725	10/9/2015	TRENT DATA SYSTEMS	22,548.66	Network Switches
213659	10/2/2015	LINCOLN NATIONAL LIFE INS CO	18,015.69	Dental Insurance-Retirees 10/15
213658	10/2/2015	LCA ARCHITECTS INC	16,288.15	Professional Services Through 7/30/15-New Station
213652	10/2/2015	FIREFIGHTER INSPIRATION REA...	13,900.96	Command/Control Training for Officers Sept 8,9,16
213609	9/25/2015	MICHAEL A SYLVIA	13,841.48	415 Limit Replacement Benefits-10/1/15
213618	9/25/2015	RICHARD PROBERT	13,228.91	415 Limit Replacement Benefits-10/1/15
213710	10/9/2015	KENNETH R CAMPO CPA	11,820.00	Finance Consulting Services (98.5) Sept 2015
213599	9/25/2015	HI TECH EMERGENCY VEHICLE...	10,495.50	Rebuilt Pump/Repair Relief Valve-Unit 658
213634	9/28/2015	CCC PUBLIC WORKS DEPARTM...	8,900.00	Storm Water Control Plans
213745	.../16/2015	DIAMOND BILL REVIEW INC	8,878.10	Workers' Compensation Bill Review-September 201
213680	10/2/2015	WILLIAM D ROSS ESQ	8,083.60	Legal Services-Interagency Agreement 8/15
213669	10/2/2015	STEVEN A HARMAN ASSOCIATE...	8,028.25	HR Consulting Services (94.45 Hours)-September 20
213600	9/25/2015	INNOVATIVE CLAIM SOLUTIONS	7,048.50	Workers' Compensation Claim Admin Fees-Oct 201:
213695	10/9/2015	COSCO FIRE PROTECTION INC	6,739.00	Inspection Deficiencies Repair
213599	9/25/2015	HI TECH EMERGENCY VEHICLE...	6,501.59	Repair Pump Suction Pipe/Connecting Pipes-Unit 6:
213680	10/2/2015	WILLIAM D ROSS ESQ	6,417.30	Legal Services-General 8/15
213678	10/2/2015	VISION SERVICE PLAN	4,614.72	Vision Insurance-10/15
213658	10/2/2015	LCA ARCHITECTS INC	4,511.78	Professional Services Through 6/30/15-New Station
213722	10/9/2015	SAM CLAR OFFICE FURNITURE ...	4,420.29	Chairs (20)-Large/Small Conference Rooms
213698	10/9/2015	DELL MARKETING LP	3,996.79	Dell Latitude E5450 Laptops (4)
213680	10/2/2015	WILLIAM D ROSS ESQ	3,712.50	Legal Services-Subsequent Billing For EMS Service:
213677	10/2/2015	US BANK	3,561.00	SAGE Software-Annual Maintenance FY 15/16
213678	10/2/2015	VISION SERVICE PLAN	3,461.04	Vision Insurance-Retirees 10/15
213777	.../16/2015	VALLEY OIL COMPANY	2,761.46	Unleaded Fuel-Stn 38
213599	9/25/2015	HI TECH EMERGENCY VEHICLE...	2,574.25	Install Striker Power Lift-Unit 700
213661	10/2/2015	MANAGED HEALTH NETWORK 1...	2,426.50	Employee Assistance Premium-10/15
213748	.../16/2015	ELITE BACKGROUNDS INC	2,400.00	Background-Dispatch Peters/Nelson
213745	.../16/2015	DIAMOND BILL REVIEW INC	2,259.36	Workers' Compensation Bill Review-August 2015
213567	9/25/2015	ARROW INTERNATIONAL INC	2,211.03	EZ IO Needles
213606	9/25/2015	L N CURTIS AND SONS	2,187.36	Black Traditional Cairns Helmet (7)-Academy
213641	10/2/2015	CASCADE FIRE EQUIPMENT	2,182.51	Replacement of Damaged Equip-Cuesta Fire
213777	.../16/2015	VALLEY OIL COMPANY	2,152.01	Unleaded/Diesel Fuel-Stn 34
213723	10/9/2015	SPRINT	2,055.23	Mobile Data Wireless Access Fee 8/26/15-9/25/15
213629	9/25/2015	VALLEY OIL COMPANY	1,945.11	Unleaded Fuel-Stn 38
213608	9/25/2015	MAXIM SERVICES	1,871.43	Cleaning Service-Admin 9/15
213599	9/25/2015	HI TECH EMERGENCY VEHICLE...	1,828.85	Hurst Tool Repair
213685	10/9/2015	ATT MOBILITY	1,819.46	Cell Phones/Mobile Data 8/27-9/26/15
213569	9/25/2015	ATT MOBILITY	1,787.93	Cell Phones/Mobile Data 7/27-8/26/15
213737	.../16/2015	BOUNDTREE MEDICAL LLC	1,770.16	Pharmaceutical Supplies
213711	10/9/2015	L N CURTIS AND SONS	1,745.78	Uniform Pants/Shirts
213566	9/25/2015	ALL STAR FIRE EQUIPMENT INC	1,736.00	3/4 Inch Wildland Fire Hoses (50)
213693	10/9/2015	CLIFFORD SCOTT BUXTON	1,665.00	CERT Instructor (55.5 hours) 9/1/15-9/26/15
213671	10/2/2015	THE HARTFORD PRIORITY ACC...	1,645.80	Life/AD&D Insurance-10/15
213730	10/9/2015	VALLEY OIL COMPANY	1,639.80	Unleaded/Diesel Fuel-Stn 38
213727	10/9/2015	UNITED HEALTHCARE SERVICE...	1,636.90	Ambulance Refund
213677	10/2/2015	US BANK	1,600.00	Center for Public Safety-Annual Accreditation Fee
213621	9/25/2015	SEEVER AND SONS TIRE	1,596.20	Tires (4)-Unit 811

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 9/19/2015 Through 10/18/2015

Check...	Check D...	Payee	Check Amount	Transaction Description
213777	.../16/2015	VALLEY OIL COMPANY	1,574.37	Unleaded/Diesel Fuel-Stn 38
213616	9/25/2015	PACHECO BROTHERS GARDENI...	1,540.00	Admin/Stn 38/Stn 30/Stn 35 Landscape Maintenance
213730	10/9/2015	VALLEY OIL COMPANY	1,486.55	Unleaded Fuel-Stn 38
213629	9/25/2015	VALLEY OIL COMPANY	1,444.13	Unleaded/Diesel Fuel-Stn 34
213777	.../16/2015	VALLEY OIL COMPANY	1,381.03	Diesel Fuel-Stn 32
213604	9/25/2015	KUSSMAUL ELECTRONICS CO L...	1,362.76	Auto Chargers (2)-Shop
213599	9/25/2015	HI TECH EMERGENCY VEHICLE...	1,356.46	Install New Shift Shaft-Unit 509
213575	9/25/2015	CAPITOL CLUTCH AND BRAKE I...	1,346.62	Disc Rotors (2)-Shop
213677	10/2/2015	US BANK	1,290.00	Manikins (3)-Public Education Tools
213651	10/2/2015	EXTRATEAM-AN SPS COMPANY	1,260.15	Cisco Enhanced Single User Licenses (6)
213744	.../16/2015	DEBBIE VANEK	1,247.35	Reimb CA Emergency Svc Assoc 9/29-10/1/15
213572	9/25/2015	BOUNDTREE MEDICAL LLC	1,227.37	Medical Supplies
213632	9/25/2015	ZBATTERY COM INC	1,220.20	Batteries
213638	10/2/2015	ASCOT STAFFING	1,178.00	Temporary Staffing-Reception (40.0 Hrs) 8/24-8/30/
213568	9/25/2015	ASCOT STAFFING	1,178.00	Temporary Staffing-Reception (40.0 Hrs) 8/17-8/23/
	9/25/2015	ASCOT STAFFING	1,178.00	Temporary Staffing-Reception (40.0 Hrs) 8/31-9/06/
213638	10/2/2015	ASCOT STAFFING	1,148.55	Temporary Staffing-Reception (39.0 Hrs) 9/14-9/20/
213594	9/25/2015	FOREMOST PROMOTIONS INC	1,120.86	Public Education-Sharpener/Pencil Pouches/First A
213681	10/9/2015	AMERICAN CAPITAL ENT INC	1,113.90	FP Collection Fees-August 2015
213688	10/9/2015	BONNEY PLUMBING HEATING A...	1,080.53	Cleared Main Drain-Raw Sewage in App Bay Stn 36
213583	9/25/2015	CYTOSPORT INC	1,029.12	Cytomax Hydration Supplement (96 cases)
213720	10/9/2015	PITNEY BOWES RESERVE ACCO...	1,000.00	Replenish Postage Reserve Account
213593	9/25/2015	FLINT TRADING INC	969.05	Hydrant Reflector Glue Pads
213677	10/2/2015	US BANK	953.84	Simulated Medications for EMS Hiring
213638	10/2/2015	ASCOT STAFFING	942.40	Temporary Staffing-Reception (32.0 Hrs) 9/7-9/13/1
213564	9/25/2015	49ER COMMUNICATIONS INC	941.29	Speaker Mics-Bendix King Radios (8)
213633	9/25/2015	ZOLL MEDICAL CORPORATION ...	925.00	ResQpods
213588	9/25/2015	DONALD ARMARIO	900.00	2015 Medical Plan Opt Out 10/15-12/15
213605	9/25/2015	L DOUGLAS OTT	900.00	2015 Medical Plan Opt Out 10/15-12/15
213602	9/25/2015	JEFFREY BREASHER	900.00	2015 Medical Plan Opt Out 10/15-12/15
213730	10/9/2015	VALLEY OIL COMPANY	880.19	Unleaded/Diesel Fuel-Stn 31
213586	9/25/2015	DE LAGE LANDEN PUBLIC FINA...	867.00	Admin Copier Lease 8/31/15-9/29/15
213589	9/25/2015	EBMUD	856.11	Admin Water Service (Meter 1.5) 7/15/15-9/14/15
213625	9/25/2015	TEAMVIEWER	839.16	TeamViewer 10 Upgrade
213629	9/25/2015	VALLEY OIL COMPANY	824.85	Unleaded/Diesel Fuel-Stn 30
213707	10/9/2015	JAY KERR	809.79	Reimb Lodging/Mileage-CSDA Conference 9/21/15
213729	10/9/2015	US BANK	792.00	Lodging on Strike Team 8/2-8/9/15
213570	9/25/2015	B AND C TRUCK PARTS INC	778.38	Filters (3)-Shop
213606	9/25/2015	L N CURTIS AND SONS	777.72	Uniform Pants/Shirts-Shafer/McCulloch
213777	.../16/2015	VALLEY OIL COMPANY	775.68	Diesel Fuel-Stn 39
213657	10/2/2015	L N CURTIS AND SONS	742.14	Smoke Fluid for Large Smoke Machine (2)
213677	10/2/2015	US BANK	700.00	Registration-Cal Chiefs Conference P. Meyer/D. Kra
213654	10/2/2015	HEATHS WELDING SUPPLY INC	693.31	Welding Gas-Tower Project
213668	10/2/2015	SPRINT	690.61	T1 Port AccessBundle-9/18/15
213629	9/25/2015	VALLEY OIL COMPANY	678.74	Unleaded/Diesel Fuel-Stn 31
213606	9/25/2015	L N CURTIS AND SONS	672.72	Station Boots-Spani/Shane Smith/Shaffer/Aguiar
213595	9/25/2015	FUTURE FORD LINCOLN OF CO...	659.74	Engine Repairs-Unit 701
213570	9/25/2015	B AND C TRUCK PARTS INC	656.73	Oil Filters (14)-Shop
213592	9/25/2015	ENNIS PAINT INC	640.28	Hydrant Reflectors for Street
213684	10/9/2015	AT T	638.05	Phone Service 8/20/15-9/19/15
213690	10/9/2015	CAPITAL ONE COMMERCIAL	636.48	Water (96)
213749	.../16/2015	GIVE SOMETHING BACK	624.93	Toner Cartridges-C Kiefer/Finance/D Krause
213777	.../16/2015	VALLEY OIL COMPANY	604.59	Diesel Fuel-Stn 31
213771	.../16/2015	SKYHAWK PHOTOGRAPHY	600.00	Updated Preplan-481 Park Central Condominiums
213666	10/2/2015	SKYHAWK PHOTOGRAPHY	600.00	Updated Pre-Plan 419 Danville Hotel
213756	.../16/2015	L N CURTIS AND SONS	589.16	Uniform Pants-Laugero/Bahorski/Selover



**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 9/19/2015 Through 10/18/2015

Check No	Check Date	Payee	Check Amount	Transaction Description
213730	10/9/2015	VALLEY OIL COMPANY	588.52	Unleaded/Diesel Fuel-Stn 30
213768	.../16/2015	REPUBLIC SERVICES 210	583.51	Stn 31-Garbage Service 10/1-10/31/15
	.../16/2015	REPUBLIC SERVICES 210	583.51	Stn 36-Garbage Service 10/1-10/31/15
213677	10/2/2015	US BANK	576.59	New AC for Comm Support Unit
	10/2/2015	US BANK	575.00	Registration-Board Secretary/Clerk Conference 10/1
213747	.../16/2015	EBMUD	570.73	Stn 34 Water Service (Meter 1.0) 7/30/15-9/29/15
213777	.../16/2015	VALLEY OIL COMPANY	570.24	Diesel Fuel-Stn 36
213566	9/25/2015	ALL STAR FIRE EQUIPMENT INC	568.11	Fire Helmet Supplies
213714	10/9/2015	MATT STAMEY	559.83	Reimb Lodging/Mileage-CSDA Conference 9/21/15
213606	9/25/2015	L N CURTIS AND SONS	558.78	Station/Structure Boots-Saybe
213747	.../16/2015	EBMUD	558.40	Stn 31 Water Service (Meter 2.0) 8/3/15-10/1/15
213777	.../16/2015	VALLEY OIL COMPANY	534.99	Diesel Fuel-Stn 35
213712	10/9/2015	LIND ELECTRONIC DESIGN CO L...	529.90	Lind PA 15401-3486 (2)-RM32 and Spare
213630	9/25/2015	VERIZON WIRELESS	524.07	Cell Phone Charges 8/4/15-9/3/15
213677	10/2/2015	US BANK	520.00	CA Special Districts Assoc-Annual Conference 9/22
213627	9/25/2015	ULINE	498.19	Lift Table
213677	10/2/2015	US BANK	474.01	Printing-FY15/16 Budget
213730	10/9/2015	VALLEY OIL COMPANY	460.64	Unleaded/Diesel Fuel-Stn 34
213660	10/2/2015	LIVERMORE DUBLIN DISPOSAL	459.30	Garbage Service-9/15 Stn 38
213697	10/9/2015	DEBORAH WALKER	459.00	Ambulance Refund
213699	10/9/2015	DUBLIN SAN RAMON SERVICES...	457.10	Stn 30-Recycled Water Service 8/1-9/30/15
213623	9/25/2015	STRYKER SALES CORP	455.38	Repair-RM32 Stryker Gurney
213597	9/25/2015	HAVE AIR WILL TRAVEL INC	450.00	Tread Depth Report
213705	10/9/2015	ISG INFRASYS	442.50	Repair Thermal Imaging Camera #2
213732	10/9/2015	VICKIE CALLAHAN	430.27	Uniform Polo Shirts/Job Shirts
213677	10/2/2015	US BANK	430.00	GFOA Annual Membership-Campo/Koran
213607	9/25/2015	LIVERMORE SAW AND MOWER ...	425.61	Replaced Piston/Cylinder/Kit in Carburetor-STIHL 5
213777	.../16/2015	VALLEY OIL COMPANY	425.15	Unleaded/Diesel Fuel-Stn 30
213713	10/9/2015	LINDSEY MAE GARCIA	417.52	Ambulance Refund
213595	9/25/2015	FUTURE FORD LINCOLN OF CO...	417.28	Clutch Assy/Pipe-Shop
213769	.../16/2015	SAN MATEO REGIONAL NETWO...	415.00	FireDispatch.com CAD Interface/Radio Audio Strea
213610	9/25/2015	MOORE MECHANICAL INC	410.00	Repair AC in Dorm/Replaced Contactors-Stn 39
213631	9/25/2015	WESTERN MACHINERY ELECTR...	410.00	Annual Cellular Gen Tracking-Highland Ridge 9/30/
	9/25/2015	WESTERN MACHINERY ELECTR...	410.00	Annual Cellular Gen Tracking-Rocky Ridge 9/30/15
213613	9/25/2015	OFFICE MAX INCORPORATED	407.63	Household/Office Supplies
213611	9/25/2015	NICHOLS CARPET CLEANING INC	400.00	Carpet Cleaning-Stn 35
213751	.../16/2015	HAVE AIR WILL TRAVEL INC	394.56	Service Call/Mounts/Dismounts/4 New Tires-Unit 7
213721	10/9/2015	PRINTER PRO	392.31	Repair HP3005-Human Resources
213747	.../16/2015	EBMUD	392.28	Stn 31 Water Service (Meter 6.0) 8/3/15-10/1/15
213589	9/25/2015	EBMUD	392.28	Admin Water Service (Meter 6.0) 7/15/15-9/14/15
	9/25/2015	EBMUD	392.28	Stn 36 Water Service (Meter 6.0) 7/15/15-9/11/15
213620	9/25/2015	SEAN ODWYER	390.00	Reimb HazMat Training
213653	10/2/2015	G RANDY STUNKEL	390.00	Replacement Ck-Reimb Ed Asst Driver/Op 1A/B 8/
213660	10/2/2015	LIVERMORE DUBLIN DISPOSAL	388.47	Garbage Service-9/15 Stn 34
213773	.../16/2015	TRI VALLEY AUTO INTERIORS	379.50	Re-cover Spartan Seat Cushions/Repair Hose Curtai
213696	10/9/2015	DA PAGE LLC	375.00	Paging Software-10/15
213623	9/25/2015	STRYKER SALES CORP	369.32	Repair-RM32 Stryker Stair Chair
213694	10/9/2015	CONTRA COSTA P AND S	363.48	Paint Gloss (8)/Wash and Wax Soap (12) for Engine
213682	10/9/2015	AMERICAN MESSAGING	363.46	Paging Service-10/15
213705	10/9/2015	ISG INFRASYS	354.00	Repair Thermal Imaging Camera #1
213649	10/2/2015	DEMIAN BANNISTER	345.00	Reimb Education Asst-CSFM Prevention 1
213642	10/2/2015	CHRISTOPHER EBERLE	345.00	Reimb Education Asst-Training Instructor 1A
213760	.../16/2015	NATHAN R SMITH	345.00	Reimb Education Asst-Fire Prevention 1
213758	.../16/2015	MOORE MECHANICAL INC	343.00	Repair A/C Dual Capacitor-Stn 32
213757	.../16/2015	M AND L OVERHEAD DOORS	341.92	Repair App Bay Door-Stn 39
213677	10/2/2015	US BANK	339.50	Fire Engineering-Subscription for Stations

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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Check ...	Check D...	Payee	Check Amount	Transaction Description
213690	10/9/2015	CAPITAL ONE COMMERCIAL	335.50	Food-Firefighter Recruitment/EMS Testing
213627	9/25/2015	ULINE	333.30	Jumbo Blue Wipers (4)
213775	.../16/2015	USA PLUMBING COMPANY	330.00	Snaked Shower Stalls (3)-Stn 34
213759	.../16/2015	MR ROOTER PLUMBING	327.96	Repair Toilets-Stn 36
213596	9/25/2015	GRAINGER INC	322.80	Rotating Mirror Yellow
213761	.../16/2015	NBS	320.00	Prof Services-GEMT Claim Preparation
213636	9/28/2015	RIAN G EVITT	319.50	Advance Meals-ICC Code Hearings 10/1-10/5/15
213580	9/25/2015	COMCAST	305.74	Admin Cable Service/High-Speed Internet 9/17/15-1
213610	9/25/2015	MOORE MECHANICAL INC	304.00	Repair AC in Dorm/Replaced Blown Fuses-Stn 30
213596	9/25/2015	GRAINGER INC	301.10	Pressure Gauge
213703	10/9/2015	GLOBALSTAR USA	299.70	Satellite Phone Service (6)-9/15
213677	10/2/2015	US BANK	298.38	Printing Services-100 Pump Pressure Charts
213768	.../16/2015	REPUBLIC SERVICES 210	291.73	Stn 33-Garbage Service 10/1-10/31/15
213617	9/25/2015	PETERSON TRUCKS INC	290.01	Air Spring
213589	9/25/2015	EBMUD	288.68	Stn 36 Water Service (Meter 1.0) 7/15/15-9/11/15
213677	10/2/2015	US BANK	288.09	Shop Tooling
	10/2/2015	US BANK	287.76	Generator Fan-T31
213607	9/25/2015	LIVERMORE SAW AND MOWER ...	287.38	Replaced Fuel Tank/Grommet/Clutch Springs-STIHL
213629	9/25/2015	VALLEY OIL COMPANY	279.09	Diesel Fuel-Stn 35
213768	.../16/2015	REPUBLIC SERVICES 210	277.65	Stn 35-Garbage Service 10/1-10/31/15
	.../16/2015	REPUBLIC SERVICES 210	277.65	Stn 32-Garbage Service 10/1-10/31/15
213738	.../16/2015	BUCHANAN AUTO ELECTRIC INC	273.31	Batteries
213677	10/2/2015	US BANK	269.79	Television/Bracket Stn 33
213719	10/9/2015	PITNEY BOWES INC	266.91	Postage Meter Rental 7/1/15-9/30/15
213751	.../16/2015	HAVE AIR WILL TRAVEL INC	266.67	Service Call/Mounts/Dismounts/1 New Tire-Unit 70
213662	10/2/2015	MARTIN KORAN	263.90	Reimb Mileage/Meals-CSDA Conference 9/21-9/24/
213677	10/2/2015	US BANK	258.00	Negotiation Dinner
213564	9/25/2015	49ER COMMUNICATIONS INC	257.51	Cloning Cable/Programming Plug for Bendix King-/
213613	9/25/2015	OFFICE MAX INCORPORATED	256.74	Office Supplies
213757	.../16/2015	M AND L OVERHEAD DOORS	252.87	App Bay Door Remotes (5)-Supply
213734	.../16/2015	AIR EXCHANGE INC	250.00	Repair Plymovent-Stn 30
213601	9/25/2015	IRON MOUNTAIN	244.40	Off-Site Backup Media Storage Fee-8/15
213566	9/25/2015	ALL STAR FIRE EQUIPMENT INC	244.13	Station Boots-Spani
213677	10/2/2015	US BANK	242.77	Window Hinges for Tower
213648	10/2/2015	CONTRA COSTA P AND S	239.24	Engine Wash Supplies-Stock
213603	9/25/2015	JOYCE CASTRO	232.62	Reimb Bookmarks for HeartSafe 7th Grade CPR Pro
213758	.../16/2015	MOORE MECHANICAL INC	232.00	Repair A/C Damaged Wire-Comm Center
213660	10/2/2015	LIVERMORE DUBLIN DISPOSAL	229.65	Garbage Service-9/15 Stn 39
	10/2/2015	LIVERMORE DUBLIN DISPOSAL	229.65	Garbage Service-9/15 Stn 30
213677	10/2/2015	US BANK	225.00	Registration-HR Boot Camp for Special 9/3/15
213591	9/25/2015	EMERGENCY ACCESS CONTROLS	225.00	CS131 Cradlepoint Broadband Router Install
213585	9/25/2015	DARYL CASE	225.00	Reimb ACLS Recertification
213677	10/2/2015	US BANK	224.99	Detail Chief's Vehicle
213777	.../16/2015	VALLEY OIL COMPANY	223.09	Unleaded Fuel-Stn 30
213650	10/2/2015	DONNA MAXWELL	218.88	Reimb Mileage/Meal-CSDA Conference 9/21/15-9/2
213626	9/25/2015	TIFCO INDUSTRIES INC	218.18	Power Drive Bits (32)
213677	10/2/2015	US BANK	210.45	Meals-EMS Fire Interviewers
213589	9/25/2015	EBMUD	210.10	Stn 36 Water Service (Meter 1.5) 7/15/15-9/11/15
213645	10/2/2015	COMCAST	208.99	Cable Service 9/27/15-10/26/15 Stn 35
213647	10/2/2015	COMCAST	207.99	Cable Service 9/27/15-10/26/15 Stn 38
213677	10/2/2015	US BANK	206.41	Lodging-VEIS Instructors (2)
213574	9/25/2015	BUCHANAN AUTO ELECTRIC INC	202.03	Batteries (2)
213778	.../16/2015	VALLEY PLUMBING HOME CTR ...	201.92	Backflow Prevention Test/Repair Valve and Air Inle
213643	10/2/2015	COMCAST	201.00	Cable Service 9/26/15-10/25/15 Stn 31
213747	.../16/2015	EBMUD	200.68	Stn 34 Water Service (Meter 4.0) 7/30/15-9/29/15
	.../16/2015	EBMUD	200.68	Stn 31 Water Service (Meter 4.0) 8/3/15-10/1/15

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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213755	.../16/2015	KATHERINE FREEMAN	200.00	Reimb Group Crisis Intervention Training-Chaplain
213672	10/2/2015	TMI CONSULTING INC	200.00	Ergo Evaluation-R. Gilman 8/11/15
213647	10/2/2015	COMCAST	195.66	Cable Service 9/26/15-10/25/15 Stn 36
213692	10/9/2015	CHRISTOPHER EBERLE	195.00	Reimb PALS Recertification
213571	9/25/2015	BAY AREA AIR QUALITY MGMT ...	194.00	Annual Permit Renewal to Operate Fuel-Stn 30
213677	10/2/2015	US BANK	193.77	Letters for Units 345/346
	10/2/2015	US BANK	191.90	Generator Fan
213679	10/2/2015	WASTE MANAGEMENT OF ALA...	191.83	Garbage Recycling Service-9/15 Stn 30
213704	10/9/2015	GOOGLE INC	191.00	Google Apps Usage 9/1/15-9/30/15
213750	.../16/2015	GOOGLE INC	191.00	Google Apps Usage 9/1/15-9/30/15
213743	.../16/2015	COMCAST	189.67	Stn 30 Cable Service 10/13/15-11/12/15
213578	9/25/2015	COMCAST	187.38	Stn 33 Cable Service 10/1/15-10/31/15
213700	10/9/2015	EBMUD	185.04	Stn 32 Water Service (Meter 1.0) 7/23/15-9/22/15
213606	9/25/2015	L N CURTIS AND SONS	184.56	Station Boots-Alvarez
213628	9/25/2015	UNITED PARCEL SERVICE	182.71	Delivery Charges-9/19/15
213647	10/2/2015	COMCAST	180.50	Cable Service 9/27/15-10/26/15 Stn 34
213578	9/25/2015	COMCAST	179.53	Stn 39 Cable Service 10/1/15-10/31/15
213709	10/9/2015	JON MICHAELSON	178.50	Reimb Meals-Command 1B
213578	9/25/2015	COMCAST	176.22	Stn 32 Cable Service 10/1/15-10/31/15
213708	10/9/2015	JERALD TREAT	175.00	Reimb ACLS Recertification
213741	.../16/2015	CHRISTOPHER CUNNINGHAM	175.00	Reimb PALS Recertification
213736	.../16/2015	BENEFIT ADMINISTRATION CORP	174.00	Section 125 Plan Admin Fees-9/15
213639	10/2/2015	BENEFIT ADMINISTRATION CORP	174.00	Section 125 Plan Admin Fees-9/15
213599	9/25/2015	HI TECH EMERGENCY VEHICLE...	171.08	CBP Level 1 Repair Kit-Shop
213657	10/2/2015	L N CURTIS AND SONS	168.18	Station Boots-M. Terry
213606	9/25/2015	L N CURTIS AND SONS	168.18	Station Boots-Anderson
213677	10/2/2015	US BANK	163.95	Sucker Fan-Unit 524
213730	10/9/2015	VALLEY OIL COMPANY	163.06	Diesel Fuel-Stn 35
213677	10/2/2015	US BANK	159.80	Window Latches for Tower
213679	10/2/2015	WASTE MANAGEMENT OF ALA...	159.51	Garbage Recycling Service-9/15 Stn 38
213763	.../16/2015	OFFICE MAX INCORPORATED	156.17	Office Supplies
213770	.../16/2015	SAN RAMON REGIONAL MEDIC...	155.00	TB/Respiratory Tests-Shane Bennett #006306845
213752	.../16/2015	HEATHS WELDING SUPPLY INC	151.35	Welding Supplies-Mechanic Shop
213765	.../16/2015	OSBORN SPRAY SERVICE INC	150.00	Service Call-Ants/Spiders in Kitchen/Dorms Stn 30
213579	9/25/2015	COMCAST	148.95	High-Speed Internet 9/23/15-10/22/15
213724	10/9/2015	STEVE COCHRAN	148.75	Reimb ACLS Recertification
213758	.../16/2015	MOORE MECHANICAL INC	145.00	Repair A/C Unit #10-FP
213754	.../16/2015	JOHN T MARTIN	145.00	Reimb Education Asst-Command 1A
213737	.../16/2015	BOUNDTREE MEDICAL LLC	144.85	Medical Equipment
213731	10/9/2015	VERIZON WIRELESS	143.81	Physio-Control Heart Monitor Modems 8/24/15-9/2:
213689	10/9/2015	CALIFORNIA PRINTER REPAIR I...	141.47	Printer Repair-Stn 33
213677	10/2/2015	US BANK	141.04	Hard Drive-Data Backups
213728	10/9/2015	UNITED PARCEL SERVICE	137.22	Delivery Charges-10/3/15
213702	10/9/2015	EFAX CORPORATE	131.40	eFax Usage-9/15
213677	10/2/2015	US BANK	130.18	iPhone Case-McNamara
213715	10/9/2015	OFFICE MAX INCORPORATED	129.60	Office Supplies
213728	10/9/2015	UNITED PARCEL SERVICE	129.42	Delivery Charges-9/26/15
213751	.../16/2015	HAVE AIR WILL TRAVEL INC	125.00	Service Call for Flat Repair-Unit 700
213606	9/25/2015	L N CURTIS AND SONS	122.32	Inner Pole-Unit 604
213677	10/2/2015	US BANK	119.50	Peet's District Coffee Supplies
213670	10/2/2015	SUPPLYWORKS	118.35	Brown Paper Bags for Supply Orders-Stn 33
213729	10/9/2015	US BANK	116.64	iPhone Dock/Case
213570	9/25/2015	B AND C TRUCK PARTS INC	115.14	Filters-Shop
213677	10/2/2015	US BANK	111.21	Breakfast for Crew-Incident 5074
213624	9/25/2015	SUPERIOR AUTO PARTS WAREH...	109.67	Batteries-Shop
213584	9/25/2015	DANIEL MCNAMARA	108.99	Reimb-Dash Cam for Training

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213644	10/2/2015	COMCAST	103.95	High Speed Internet-Alamo Webcam 9/27/15-10/26/
213677	10/2/2015	US BANK	103.83	Lunches-VEIS Class-LPFD Training Facility
213740	.../16/2015	CHRISTINA KIEFER	103.34	Reimb-2015 International Fire Code
213687	10/9/2015	BLUE SHIELD OF CALIFORNIA	101.71	Ambulance Refund
213646	10/2/2015	COMCAST	100.84	High Speed Internet/Cable Svc-Training Site 9/26/15
213733	.../16/2015	ACE AUTO REPAIR AND TIRE CE...	99.95	Repair Alignment-Unit 707
213706	10/9/2015	ISINGS CULLIGAN	99.23	Stn 30-Drinking Water Service 9/15
213640	10/2/2015	BOUNDTREE MEDICAL LLC	98.82	Pharmaceutical Supplies
213619	9/25/2015	SAFETY GLASSES USA INC	98.51	Safety Glasses (48)
213677	10/2/2015	US BANK	96.92	Lodging-HR Boot Camp for Special Districts 9/3/15
213742	.../16/2015	CINTAS CORPORATION	95.23	Carpet Runners/Mechanics Coverall Cleaning Fee-8,
213677	10/2/2015	US BANK	95.00	Registration: Slice-RS Train the Trainer
213565	9/25/2015	AIR LIQUIDE HEALTHCARE AM...	94.35	Oxygen Tank Cylinders (15) - 9/3/15
213764	.../16/2015	ORKIN EXTERMINATING INC	94.22	Stn 31 Pest Control Service-10/7/15
213683	10/9/2015	AT T	91.91	Phone Service 8/19/15-9/18/15
213715	10/9/2015	OFFICE MAX INCORPORATED	91.64	Office/Kitchen Supplies
213565	9/25/2015	AIR LIQUIDE HEALTHCARE AM...	89.75	Oxygen Tank Cylinders (15) - 8/1/15
213686	10/9/2015	BIOMEDICAL WASTE DISPOSAL ...	89.00	Bio-Hazard Waste Collection Service-Stn 31
	10/9/2015	BIOMEDICAL WASTE DISPOSAL ...	89.00	Bio-Hazard Waste Collection Service-Stn 32
	10/9/2015	BIOMEDICAL WASTE DISPOSAL ...	89.00	Bio-Hazard Waste Collection Service-Stn 33
	10/9/2015	BIOMEDICAL WASTE DISPOSAL ...	89.00	Bio-Hazard Waste Collection Service-Stn 34
	10/9/2015	BIOMEDICAL WASTE DISPOSAL ...	89.00	Bio-Hazard Waste Collection Service-Stn 35
	10/9/2015	BIOMEDICAL WASTE DISPOSAL ...	89.00	Bio-Hazard Waste Collection Service-Stn 39
213637	10/2/2015	AIR LIQUIDE HEALTHCARE AM...	86.16	Oxygen Tank Cylinders (15) - 9/9/15
213655	10/2/2015	JENNIFER PETERS	84.77	Reimb Mileage/Parking-CA CLETS User Grp 9/1/-9
213677	10/2/2015	US BANK	83.94	Food-Office Assistant II Interviews
213742	.../16/2015	CINTAS CORPORATION	83.79	Carpet Runners/Mechanics Coverall Cleaning Fee-9,
	.../16/2015	CINTAS CORPORATION	83.79	Carpet Runners/Mechanics Coverall Cleaning Fee-11
	.../16/2015	CINTAS CORPORATION	81.69	Carpet Runners/Mechanics Coverall Cleaning Fee-7,
213716	10/9/2015	ORKIN EXTERMINATING INC	80.69	Training Site Pest Control Service-9/28/15
213565	9/25/2015	AIR LIQUIDE HEALTHCARE AM...	80.55	Oxygen Tank Cylinders (15) - 8/18/15
213607	9/25/2015	LIVERMORE SAW AND MOWER ...	79.74	Replaced Fuse/Drain Plug-Mechanics Generator-Stn
213735	.../16/2015	BAY AREA NEWS GROUP DIGIT...	77.40	Legal Notice-Repeal Ordinance 31 BOD Meeting
213679	10/2/2015	WASTE MANAGEMENT OF ALA...	76.76	Garbage Recycling Service-9/15 Stn 39
	10/2/2015	WASTE MANAGEMENT OF ALA...	76.76	Garbage Recycling Service-9/15 Stn 34
213565	9/25/2015	AIR LIQUIDE HEALTHCARE AM...	75.95	Oxygen Tank Cylinders (15) - 8/11/15
213677	10/2/2015	US BANK	75.26	Poplar Dowels-Prop for Forcible Entry Training
213615	9/25/2015	OSBORN SPRAY SERVICE INC	75.00	Admin-Pest Control Service 9/21/15
213753	.../16/2015	JEAN GAUTHIER	75.00	Repair Oven=Stn 35
213706	10/9/2015	ISINGS CULLIGAN	70.50	Stn 31-Drinking Water Service 9/15
213677	10/2/2015	US BANK	67.47	Vehicle Organizer/Uniform Belt
213717	10/9/2015	OSBORN SPRAY SERVICE INC	67.00	Pest Control Service Stn 32-9/28/15
213768	.../16/2015	REPUBLIC SERVICES 210	65.68	Training Site-Garbage Service 10/1-10/31/15
213677	10/2/2015	US BANK	64.00	Flowers for Retirement-K Eubanks
213746	.../16/2015	DUBLIN CHEVROLET INC	63.10	Service for Oil/Filters/Seal-Unit 344
213677	10/2/2015	US BANK	63.00	Coffee-VEIS Class-LPFD Training Facility
213566	9/25/2015	ALL STAR FIRE EQUIPMENT INC	62.93	Haix Zipper Tongue-Spani
213762	.../16/2015	NOB HILL CLEANERS INC	56.00	Patch on Uniform Sleeves
213677	10/2/2015	US BANK	55.30	Lunch-Tower Construction Crew
213717	10/9/2015	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service Stn 30-9/15/15
	10/9/2015	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service Stn 33-9/10/15
	10/9/2015	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service Stn 35-9/10/15
	10/9/2015	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service Stn 36-9/10/15
	10/9/2015	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service Stn 39-9/15/15
213590	9/25/2015	ED JONES COMPANY INC	52.69	Name Bar-Wes Fredrickson
213772	.../16/2015	THE BRASS DOOR	50.00	Annual SRVF Retirees' Reunion Luncheon-Meyer/P.

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213677	10/2/2015	US BANK	49.95	Hostgator Web Hosting-Firedepartment.mobi 7/15
	10/2/2015	US BANK	49.95	Hostgator Web Hosting-Firedepartment.mobi 8/15
213718	10/9/2015	PGE	49.36	Stn 34 Signal Light-9/15
213739	10/16/2015	CA STATE DEPARTMENT OF JUS...	49.00	LiveScan-Chaplain
213767	10/16/2015	PRIMO ESPRESSO COMPANY	45.36	Coffee Supplies
213747	10/16/2015	EBMUD	44.44	Stn 31 Water Service (Meter 5/8) 8/3/15-10/01/15
213703	10/9/2015	GLOBALSTAR USA	44.37	Satellite Phone Service-Dispatch 9/15
	10/9/2015	GLOBALSTAR USA	44.37	Satellite Phone Service-EOC 9/15
213677	10/2/2015	US BANK	44.05	Breakfast-VEIS Class-LPFD Training Facility
	10/2/2015	US BANK	43.81	Meals for Dispatch-Incidents 5109/5126
213622	9/25/2015	STAPLES CREDIT PLAN	43.37	Office Supplies/Bins for Construction Files/Pens/Tal
213624	9/25/2015	SUPERIOR AUTO PARTS WAREH...	43.32	Arctic Freeze
213677	10/2/2015	US BANK	42.00	Battery-Front Desk Wireless Phone
213577	9/25/2015	CINTAS CORPORATION	40.47	Carpet Runners/Mechanics Coverall Cleaning Fee-9,
213742	10/16/2015	CINTAS CORPORATION	40.47	Carpet Runners/Mechanics Coverall Cleaning Fee-9,
213766	10/16/2015	PREMIER COMP MEDICAL GRO...	40.00	DMV Physical-Bakalar
213612	9/25/2015	NOB HILL CLEANERS INC	40.00	Patch on Uniform Sleeves
213677	10/2/2015	US BANK	40.00	Constant Contact-CERT Renewal Email System
213663	10/2/2015	NOB HILL CLEANERS INC	40.00	Patch on Uniform Sleeves
213677	10/2/2015	US BANK	40.00	Gift Cards-Office Assistant II Interviews
213573	9/25/2015	BRICKER MINCOLA ASR	35.95	Uniform Belt-Vanek
213729	10/9/2015	US BANK	34.13	Fuel
213665	10/2/2015	RYAN BOCK-WILLMES	33.60	Reimb Respirator Gas Masks (2)
213677	10/2/2015	US BANK	32.50	Flash Drives-File Storage/Transfer
213667	10/2/2015	SPALDING FLY PREDATORS	31.90	Stn 32-Fly Predators Delivery 10/5/15
213598	9/25/2015	HEATHS WELDING SUPPLY INC	30.38	Oxygen-Stn 39
213677	10/2/2015	US BANK	29.10	Brass Fittings-Unit 520
	10/2/2015	US BANK	28.71	Fire Prevention Week Campaign Poster
213606	9/25/2015	L N CURTIS AND SONS	28.70	Boot Saver/Toe Protector-Hirst
213570	9/25/2015	B AND C TRUCK PARTS INC	27.98	Radiator Hose-Shop
213587	9/25/2015	DON HOMAN	25.00	Water Tank Lease-10/1/15
213677	10/2/2015	US BANK	23.58	Copper Tubing/Hardward for Coffee Machine-Stn 31
213614	9/25/2015	OREILLY AUTOMOTIVE INC	21.88	Toggle Cover-Shop
213677	10/2/2015	US BANK	19.99	CFO Adobe Software-8/15
	10/2/2015	US BANK	19.48	Food-Firefighter Recruitment Kickoff Meeting
	10/2/2015	US BANK	18.48	Building Resilience-Book for CERT Class
213774	10/16/2015	UNITED PARCEL SERVICE	17.22	Delivery Charges-10/10/15
213677	10/2/2015	US BANK	15.99	iPhone Case-Swartzell
213582	9/25/2015	CUMMINS PACIFIC LLC	15.93	Seals (4)-Unit 387
213656	10/2/2015	KEN SCHWARTZ	14.95	Reimb Station to Station Mileage 9/11-9/14/15
213677	10/2/2015	US BANK	14.95	Coffee for Crew-Incident 5074
	10/2/2015	US BANK	14.86	Expansion Bolts-Repair Decorative Bell Stn 31
	10/2/2015	US BANK	11.97	Refreshment-Board Meeting 8/20/15
213726	10/9/2015	TRILLIUM CNG	10.47	CNG Fuel-Sept 2015
213729	10/9/2015	US BANK	9.54	Battery
213677	10/2/2015	US BANK	7.00	Express Car Wash-Unit 340
	10/2/2015	US BANK	6.50	Light Switch for Bathroom-Stn 34
	10/2/2015	US BANK	5.28	All About Survival-Books for Kids at Event
	10/2/2015	US BANK	2.50	Food-VEIS Instructor
213570	9/25/2015	B AND C TRUCK PARTS INC	2.00	Molded Radiator Hose-Unit 524
213715	10/9/2015	OFFICE MAX INCORPORATED	(12.36)	Returned Office Supply
213738	10/16/2015	BUCHANAN AUTO ELECTRIC INC	(30.00)	Return Battery Cores
213729	10/9/2015	US BANK	(97.65)	Returned iPhone Case
213626	9/25/2015	TIFCO INDUSTRIES INC	(110.79)	Return Tire Inflator Gauge/Air Line Chuck
213691	10/9/2015	CCC EMPLOYEES RETIREMENT ...	(13,228.91)	Credit-R. Probert 415 Limit
	10/9/2015	CCC EMPLOYEES RETIREMENT ...	(13,841.48)	Credit-M. Sylvia 415 Limit

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 9/19/2015 Through 10/18/2015

<u>Check No.</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	10/9/2015	CCC EMPLOYEES RETIREMENT ...	(24,974.71)	Credit-C. Suter 415 Limit
	10/9/2015	CCC EMPLOYEES RETIREMENT ...	(27,173.68)	Credit-C. Bowen 415 Limit
Report Total			1,337,590.08	

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 9/19/2015 Through 10/18/2015

Check No.	Check Date	Payee	Check Amount	Transaction Description
213564	9/25/2015	49ER COMMUNICATIONS INC	257.51	Cloning Cable/Programming Plug for Bendix King-/
	9/25/2015	49ER COMMUNICATIONS INC	941.29	Speaker Mics-Bendix King Radios (8)
213733	.../16/2015	ACE AUTO REPAIR AND TIRE CE...	99.95	Repair Alignment-Unit 707
213734	.../16/2015	AIR EXCHANGE INC	250.00	Repair Plymovent-Stn 30
213565	9/25/2015	AIR LIQUIDE HEALTHCARE AM...	89.75	Oxygen Tank Cylinders (15) - 8/1/15
	9/25/2015	AIR LIQUIDE HEALTHCARE AM...	75.95	Oxygen Tank Cylinders (15) - 8/11/15
	9/25/2015	AIR LIQUIDE HEALTHCARE AM...	80.55	Oxygen Tank Cylinders (15) - 8/18/15
	9/25/2015	AIR LIQUIDE HEALTHCARE AM...	94.35	Oxygen Tank Cylinders (15) - 9/3/15
213637	10/2/2015	AIR LIQUIDE HEALTHCARE AM...	86.16	Oxygen Tank Cylinders (15) - 9/9/15
213566	9/25/2015	ALL STAR FIRE EQUIPMENT INC	1,736.00	3/4 Inch Wildland Fire Hoses (50)
	9/25/2015	ALL STAR FIRE EQUIPMENT INC	568.11	Fire Helmet Supplies
	9/25/2015	ALL STAR FIRE EQUIPMENT INC	62.93	Haix Zipper Tongue-Spani
	9/25/2015	ALL STAR FIRE EQUIPMENT INC	244.13	Station Boots-Spani
213681	10/9/2015	AMERICAN CAPITAL ENT INC	1,113.90	FP Collection Fees-August 2015
213682	10/9/2015	AMERICAN MESSAGING	363.46	Paging Service-10/15
213567	9/25/2015	ARROW INTERNATIONAL INC	2,211.03	EZ IO Needles
213568	9/25/2015	ASCOT STAFFING	1,178.00	Temporary Staffing-Reception (40.0 Hrs) 8/17-8/23/
	9/25/2015	ASCOT STAFFING	1,178.00	Temporary Staffing-Reception (40.0 Hrs) 8/31-9/06/
213638	10/2/2015	ASCOT STAFFING	942.40	Temporary Staffing-Reception (32.0 Hrs) 9/7-9/13/1
	10/2/2015	ASCOT STAFFING	1,148.55	Temporary Staffing-Reception (39.0 Hrs) 9/14-9/20/
	10/2/2015	ASCOT STAFFING	1,178.00	Temporary Staffing-Reception (40.0 Hrs) 8/24-8/30/
213683	10/9/2015	AT T	91.91	Phone Service 8/19/15-9/18/15
213684	10/9/2015	AT T	638.05	Phone Service 8/20/15-9/19/15
213569	9/25/2015	ATT MOBILITY	1,787.93	Cell Phones/Mobile Data 7/27-8/26/15
213685	10/9/2015	ATT MOBILITY	1,819.46	Cell Phones/Mobile Data 8/27-9/26/15
213570	9/25/2015	B AND C TRUCK PARTS INC	778.38	Filters (3)-Shop
	9/25/2015	B AND C TRUCK PARTS INC	115.14	Filters-Shop
	9/25/2015	B AND C TRUCK PARTS INC	2.00	Molded Radiator Hose-Unit 524
	9/25/2015	B AND C TRUCK PARTS INC	656.73	Oil Filters (14)-Shop
	9/25/2015	B AND C TRUCK PARTS INC	27.98	Radiator Hose-Shop
213571	9/25/2015	BAY AREA AIR QUALITY MGMT ..	194.00	Annual Permit Renewal to Operate Fuel-Stn 30
213735	.../16/2015	BAY AREA NEWS GROUP DIGIT...	77.40	Legal Notice-Repeal Ordinance 31 BOD Meeting
213639	10/2/2015	BENEFIT ADMINISTRATION CORP	174.00	Section 125 Plan Admin Fees-9/15
213736	.../16/2015	BENEFIT ADMINISTRATION CORP	174.00	Section 125 Plan Admin Fees-9/15
213686	10/9/2015	BIOMEDICAL WASTE DISPOSAL ...	89.00	Bio-Hazard Waste Collection Service-Stn 31
	10/9/2015	BIOMEDICAL WASTE DISPOSAL ...	89.00	Bio-Hazard Waste Collection Service-Stn 32
	10/9/2015	BIOMEDICAL WASTE DISPOSAL ...	89.00	Bio-Hazard Waste Collection Service-Stn 33
	10/9/2015	BIOMEDICAL WASTE DISPOSAL ...	89.00	Bio-Hazard Waste Collection Service-Stn 34
	10/9/2015	BIOMEDICAL WASTE DISPOSAL ...	89.00	Bio-Hazard Waste Collection Service-Stn 35
	10/9/2015	BIOMEDICAL WASTE DISPOSAL ...	89.00	Bio-Hazard Waste Collection Service-Stn 39
213687	10/9/2015	BLUE SHIELD OF CALIFORNIA	101.71	Ambulance Refund
213688	10/9/2015	BONNEY PLUMBING HEATING A...	1,080.53	Cleared Main Drain-Raw Sewage in App Bay Stn 36
213572	9/25/2015	BOUNDTREE MEDICAL LLC	1,227.37	Medical Supplies
213640	10/2/2015	BOUNDTREE MEDICAL LLC	98.82	Pharmaceutical Supplies
213737	.../16/2015	BOUNDTREE MEDICAL LLC	144.85	Medical Equipment
	.../16/2015	BOUNDTREE MEDICAL LLC	1,770.16	Pharmaceutical Supplies
213573	9/25/2015	BRICKER MINCOLA ASR	35.95	Uniform Belt-Vanek
213574	9/25/2015	BUCHANAN AUTO ELECTRIC INC	202.03	Batteries (2)
213738	.../16/2015	BUCHANAN AUTO ELECTRIC INC	273.31	Batteries
	.../16/2015	BUCHANAN AUTO ELECTRIC INC	(30.00)	Return Battery Cores
213739	.../16/2015	CA STATE DEPARTMENT OF JUS...	49.00	LiveScan-Chaplain
213689	10/9/2015	CALIFORNIA PRINTER REPAIR I...	141.47	Printer Repair-Stn 33
Wire 1...	.../18/2015	CALPERS	418,720.81	Health Insurance-10/15
213690	10/9/2015	CAPITAL ONE COMMERCIAL	335.50	Food-Firefighter Recruitment/EMS Testing
	10/9/2015	CAPITAL ONE COMMERCIAL	636.48	Water (96)
213575	9/25/2015	CAPITOL CLUTCH AND BRAKE I...	1,346.62	Disc Rotors (2)-Shop

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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Check...	Check D...	Payee	Check Amount	Transaction Description
213641	10/2/2015	CASCADE FIRE EQUIPMENT	2,182.51	Replacement of Damaged Equip-Cuesta Fire
213691	10/9/2015	CCC EMPLOYEES RETIREMENT ...	(27,173.68)	Credit-C. Bowen 415 Limit
	10/9/2015	CCC EMPLOYEES RETIREMENT ...	(24,974.71)	Credit-C. Suter 415 Limit
	10/9/2015	CCC EMPLOYEES RETIREMENT ...	(13,841.48)	Credit-M. Sylvia 415 Limit
	10/9/2015	CCC EMPLOYEES RETIREMENT ...	(13,228.91)	Credit-R. Probert 415 Limit
	10/9/2015	CCC EMPLOYEES RETIREMENT ...	381,833.18	Employee Retirement Contributions-9/15
213634	9/28/2015	CCC PUBLIC WORKS DEPARTM...	8,900.00	Storm Water Control Plans
213740	.../16/2015	CHRISTINA KIEFER	103.34	Reimb-2015 International Fire Code
213576	9/25/2015	CHRISTOPHER C SUTER	24,714.84	415 Limit Replacement Benefits-10/1/15
213741	.../16/2015	CHRISTOPHER CUNNINGHAM	175.00	Reimb PALS Recertification
213642	10/2/2015	CHRISTOPHER EBERLE	345.00	Reimb Education Asst-Training Instructor 1A
213692	10/9/2015	CHRISTOPHER EBERLE	195.00	Reimb PALS Recertification
213577	9/25/2015	CINTAS CORPORATION	40.47	Carpet Runners/Mechanics Coverall Cleaning Fee-9/
213742	.../16/2015	CINTAS CORPORATION	83.79	Carpet Runners/Mechanics Coverall Cleaning Fee-10/
	.../16/2015	CINTAS CORPORATION	81.69	Carpet Runners/Mechanics Coverall Cleaning Fee-7/
	.../16/2015	CINTAS CORPORATION	95.23	Carpet Runners/Mechanics Coverall Cleaning Fee-8/
	.../16/2015	CINTAS CORPORATION	83.79	Carpet Runners/Mechanics Coverall Cleaning Fee-9/
	.../16/2015	CINTAS CORPORATION	40.47	Carpet Runners/Mechanics Coverall Cleaning Fee-9/
213693	10/9/2015	CLIFFORD SCOTT BUXTON	1,665.00	CERT Instructor (55.5 hours) 9/1/15-9/26/15
213578	9/25/2015	COMCAST	176.22	Stn 32 Cable Service 10/1/15-10/31/15
	9/25/2015	COMCAST	187.38	Stn 33 Cable Service 10/1/15-10/31/15
	9/25/2015	COMCAST	179.53	Stn 39 Cable Service 10/1/15-10/31/15
213579	9/25/2015	COMCAST	148.95	High-Speed Internet 9/23/15-10/22/15
213580	9/25/2015	COMCAST	305.74	Admin Cable Service/High-Speed Internet 9/17/15-1
213643	10/2/2015	COMCAST	201.00	Cable Service 9/26/15-10/25/15 Stn 31
213644	10/2/2015	COMCAST	103.95	High Speed Internet-Alamo Webcam 9/27/15-10/26/
213645	10/2/2015	COMCAST	208.99	Cable Service 9/27/15-10/26/15 Stn 35
213646	10/2/2015	COMCAST	100.84	High Speed Internet/Cable Svc-Training Site 9/26/15
213647	10/2/2015	COMCAST	195.66	Cable Service 9/26/15-10/25/15 Stn 36
	10/2/2015	COMCAST	180.50	Cable Service 9/27/15-10/26/15 Stn 34
	10/2/2015	COMCAST	207.99	Cable Service 9/27/15-10/26/15 Stn 38
213743	.../16/2015	COMCAST	189.67	Stn 30 Cable Service 10/13/15-11/12/15
213648	10/2/2015	CONTRA COSTA P AND S	239.24	Engine Wash Supplies-Stock
213694	10/9/2015	CONTRA COSTA P AND S	363.48	Paint Gloss (8)/Wash and Wax Soap (12) for Engine
213695	10/9/2015	COSCO FIRE PROTECTION INC	6,739.00	Inspection Deficiencies Repair
213581	9/25/2015	CRAIG BOWEN	26,923.90	415 Limit Replacement Benefits-10/1/15
213582	9/25/2015	CUMMINS PACIFIC LLC	15.93	Seals (4)-Unit 387
213583	9/25/2015	CYTOSPORT INC	1,029.12	Cytomax Hydration Supplement (96 cases)
213696	10/9/2015	DA PAGE LLC	375.00	Paging Software-10/15
213584	9/25/2015	DANIEL MCNAMARA	108.99	Reimb-Dash Cam for Training
213585	9/25/2015	DARYL CASE	225.00	Reimb ACLS Recertification
213586	9/25/2015	DE LAGE LANDEN PUBLIC FINA...	867.00	Admin Copier Lease 8/31/15-9/29/15
213744	.../16/2015	DEBBIE VANEK	1,247.35	Reimb CA Emergency Svc Assoc 9/29-10/1/15
213697	10/9/2015	DEBORAH WALKER	459.00	Ambulance Refund
213698	10/9/2015	DELL MARKETING LP	3,996.79	Dell Latitude E5450 Laptops (4)
	10/9/2015	DELL MARKETING LP	24,969.03	Dell PowerEdge R730 Server
213649	10/2/2015	DEMIAN BANNISTER	345.00	Reimb Education Asst-CSFM Prevention 1
213745	.../16/2015	DIAMOND BILL REVIEW INC	2,259.36	Workers' Compensation Bill Review-August 2015
	.../16/2015	DIAMOND BILL REVIEW INC	8,878.10	Workers' Compensation Bill Review-September 201
213587	9/25/2015	DON HOMAN	25.00	Water Tank Lease-10/1/15
213588	9/25/2015	DONALD ARMARIO	900.00	2015 Medical Plan Opt Out 10/15-12/15
213650	10/2/2015	DONNA MAXWELL	218.88	Reimb Mileage/Meal-CSDA Conference 9/21/15-9/2
213746	.../16/2015	DUBLIN CHEVROLET INC	63.10	Service for Oil/Filters/Seal-Unit 344
213699	10/9/2015	DUBLIN SAN RAMON SERVICES...	457.10	Stn 30-Recycled Water Service 8/1-9/30/15
213589	9/25/2015	EBMUD	856.11	Admin Water Service (Meter 1.5) 7/15/15-9/14/15
	9/25/2015	EBMUD	392.28	Admin Water Service (Meter 6.0) 7/15/15-9/14/15



**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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Check #	Check Date	Payee	Check Amount	Transaction Description
	9/25/2015	EBMUD	288.68	Stn 36 Water Service (Meter 1.0) 7/15/15-9/11/15
	9/25/2015	EBMUD	210.10	Stn 36 Water Service (Meter 1.5) 7/15/15-9/11/15
	9/25/2015	EBMUD	392.28	Stn 36 Water Service (Meter 6.0) 7/15/15-9/11/15
213700	10/9/2015	EBMUD	185.04	Stn 32 Water Service (Meter 1.0) 7/23/15-9/22/15
213747	.../16/2015	EBMUD	558.40	Stn 31 Water Service (Meter 2.0) 8/3/15-10/1/15
	.../16/2015	EBMUD	200.68	Stn 31 Water Service (Meter 4.0) 8/3/15-10/1/15
	.../16/2015	EBMUD	44.44	Stn 31 Water Service (Meter 5/8) 8/3/15-10/01/15
	.../16/2015	EBMUD	392.28	Stn 31 Water Service (Meter 6.0) 8/3/15-10/1/15
	.../16/2015	EBMUD	570.73	Stn 34 Water Service (Meter 1.0) 7/30/15-9/29/15
	.../16/2015	EBMUD	200.68	Stn 34 Water Service (Meter 4.0) 7/30/15-9/29/15
213701	10/9/2015	EBRCSA	79,800.00	EBRCS Subscriber Fees 7/1/15-6/30/16
213590	9/25/2015	ED JONES COMPANY INC	52.69	Name Bar-Wes Fredrickson
213702	10/9/2015	EFAX CORPORATE	131.40	eFax Usage-9/15
213748	.../16/2015	ELITE BACKGROUNDS INC	2,400.00	Background-Dispatch Peters/Nelson
213591	9/25/2015	EMERGENCY ACCESS CONTROLS	225.00	CS131 Cradlepoint Broadband Router Install
213592	9/25/2015	ENNIS PAINT INC	640.28	Hydrant Reflectors for Street
213651	10/2/2015	EXTRATEAM-AN SPS COMPANY	1,260.15	Cisco Enhanced Single User Licenses (6)
213652	10/2/2015	FIREFIGHTER INSPIRATION REA...	13,900.96	Command/Control Training for Officers Sept 8,9,16
213593	9/25/2015	FLINT TRADING INC	969.05	Hydrant Reflector Glue Pads
213594	9/25/2015	FOREMOST PROMOTIONS INC	1,120.86	Public Education-Sharpener/Pencil Pouches/First A
213595	9/25/2015	FUTURE FORD LINCOLN OF CO...	417.28	Clutch Assy/Pipe-Shop
	9/25/2015	FUTURE FORD LINCOLN OF CO...	659.74	Engine Repairs-Unit 701
213653	10/2/2015	G RANDY STUNKEL	390.00	Replacement Ck-Reimb Ed Asst Driver/Op 1A/B 8/
213749	.../16/2015	GIVE SOMETHING BACK	624.93	Toner Cartridges-C Kiefer/Finance/D Krause
213703	10/9/2015	GLOBALSTAR USA	299.70	Satellite Phone Service (6)-9/15
	10/9/2015	GLOBALSTAR USA	44.37	Satellite Phone Service-Dispatch 9/15
	10/9/2015	GLOBALSTAR USA	44.37	Satellite Phone Service-EOC 9/15
213704	10/9/2015	GOOGLE INC	191.00	Google Apps Usage 9/1/15-9/30/15
213750	.../16/2015	GOOGLE INC	191.00	Google Apps Usage 9/1/15-9/30/15
213596	9/25/2015	GRAINGER INC	301.10	Pressure Gauge
	9/25/2015	GRAINGER INC	322.80	Rotating Mirror Yellow
213597	9/25/2015	HAVE AIR WILL TRAVEL INC	450.00	Tread Depth Report
213751	.../16/2015	HAVE AIR WILL TRAVEL INC	125.00	Service Call for Flat Repair-Unit 700
	.../16/2015	HAVE AIR WILL TRAVEL INC	266.67	Service Call/Mounts/Dismounts/1 New Tire-Unit 70
	.../16/2015	HAVE AIR WILL TRAVEL INC	394.56	Service Call/Mounts/Dismounts/4 New Tires-Unit 70
213598	9/25/2015	HEATHS WELDING SUPPLY INC	30.38	Oxygen-Stn 39
213654	10/2/2015	HEATHS WELDING SUPPLY INC	693.31	Welding Gas-Tower Project
213752	.../16/2015	HEATHS WELDING SUPPLY INC	151.35	Welding Supplies-Mechanic Shop
213599	9/25/2015	HI TECH EMERGENCY VEHICLE...	171.08	CBP Level 1 Repair Kit-Shop
	9/25/2015	HI TECH EMERGENCY VEHICLE...	1,828.85	Hurst Tool Repair
	9/25/2015	HI TECH EMERGENCY VEHICLE...	1,356.46	Install New Shift Shaft-Unit 509
	9/25/2015	HI TECH EMERGENCY VEHICLE...	2,574.25	Install Striker Power Lift-Unit 700
	9/25/2015	HI TECH EMERGENCY VEHICLE...	10,495.50	Rebuilt Pump/Repair Relief Valve-Unit 658
	9/25/2015	HI TECH EMERGENCY VEHICLE...	6,501.59	Repair Pump Suction Pipe/Connecting Pipes-Unit 65
213600	9/25/2015	INNOVATIVE CLAIM SOLUTIONS	7,048.50	Workers' Compensation Claim Admin Fees-Oct 201:
213601	9/25/2015	IRON MOUNTAIN	244.40	Off-Site Backup Media Storage Fee-8/15
213705	10/9/2015	ISG INFRASYS	354.00	Repair Thermal Imaging Camera #1
	10/9/2015	ISG INFRASYS	442.50	Repair Thermal Imaging Camera #2
213706	10/9/2015	ISINGS CULLIGAN	99.23	Stn 30-Drinking Water Service 9/15
	10/9/2015	ISINGS CULLIGAN	70.50	Stn 31-Drinking Water Service 9/15
213707	10/9/2015	JAY KERR	809.79	Reimb Lodging/Mileage-CSDA Conference 9/21/15
213753	.../16/2015	JEAN GAUTHIER	75.00	Repair Oven=Stn 35
213602	9/25/2015	JEFFREY BREASHER	900.00	2015 Medical Plan Opt Out 10/15-12/15
213655	10/2/2015	JENNIFER PETERS	84.77	Reimb Mileage/Parking-CA CLETS User Grp 9/1/-9
213708	10/9/2015	JERALD TREAT	175.00	Reimb ACLS Recertification
213754	.../16/2015	JOHN T MARTIN	145.00	Reimb Education Asst-Command 1A

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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213709	10/9/2015	JON MICHAELSON	178.50	Reimb Meals-Command 1B
213603	9/25/2015	JOYCE CASTRO	232.62	Reimb Bookmarks for HeartSafe 7th Grade CPR Pro
213755	.../16/2015	KATHERINE FREEMAN	200.00	Reimb Group Crisis Intervention Training-Chaplain
213656	10/2/2015	KEN SCHWARTZ	14.95	Reimb Station to Station Mileage 9/11-9/14/15
213710	10/9/2015	KENNETH R CAMPO CPA	11,820.00	Finance Consulting Services (98.5) Sept 2015
213604	9/25/2015	KUSSMAUL ELECTRONICS CO I...	1,362.76	Auto Chargers (2)-Shop
213605	9/25/2015	L DOUGLAS OTT	900.00	2015 Medical Plan Opt Out 10/15-12/15
213606	9/25/2015	L N CURTIS AND SONS	2,187.36	Black Traditional Cairns Helmet (7)-Academy
	9/25/2015	L N CURTIS AND SONS	28.70	Boot Saver/Toe Protector-Hirst
	9/25/2015	L N CURTIS AND SONS	122.32	Inner Pole-Unit 604
	9/25/2015	L N CURTIS AND SONS	184.56	Station Boots-Alvarez
	9/25/2015	L N CURTIS AND SONS	168.18	Station Boots-Anderson
	9/25/2015	L N CURTIS AND SONS	672.72	Station Boots-Spani/Shane Smith/Shafer/Aguiar
	9/25/2015	L N CURTIS AND SONS	558.78	Station/Structure Boots-Saybe
	9/25/2015	L N CURTIS AND SONS	777.72	Uniform Pants/Shirts-Shafer/McCulloch
213657	10/2/2015	L N CURTIS AND SONS	742.14	Smoke Fluid for Large Smoke Machine (2)
	10/2/2015	L N CURTIS AND SONS	168.18	Station Boots-M. Terry
213711	10/9/2015	L N CURTIS AND SONS	1,745.78	Uniform Pants/Shirts
213756	.../16/2015	L N CURTIS AND SONS	589.16	Uniform Pants-Laugero/Bahorski/Selover
213658	10/2/2015	LCA ARCHITECTS INC	40,357.13	Professional Services Through 5/31/15-New Station
	10/2/2015	LCA ARCHITECTS INC	4,511.78	Professional Services Through 6/30/15-New Station
	10/2/2015	LCA ARCHITECTS INC	16,288.15	Professional Services Through 7/30/15-New Station
213659	10/2/2015	LINCOLN NATIONAL LIFE INS CO	31,824.07	Dental Insurance-10/15
	10/2/2015	LINCOLN NATIONAL LIFE INS CO	18,015.69	Dental Insurance-Retirees 10/15
213712	10/9/2015	LIND ELECTRONIC DESIGN CO I...	529.90	Lind PA 15401-3486 (2)-RM32 and Spare
213713	10/9/2015	LINDSEY MAE GARCIA	417.52	Ambulance Refund
213660	10/2/2015	LIVERMORE DUBLIN DISPOSAL	229.65	Garbage Service-9/15 Stn 30
	10/2/2015	LIVERMORE DUBLIN DISPOSAL	388.47	Garbage Service-9/15 Stn 34
	10/2/2015	LIVERMORE DUBLIN DISPOSAL	459.30	Garbage Service-9/15 Stn 38
	10/2/2015	LIVERMORE DUBLIN DISPOSAL	229.65	Garbage Service-9/15 Stn 39
213607	9/25/2015	LIVERMORE SAW AND MOWER ...	287.38	Replaced Fuel Tank/Grommet/Clutch Springs-STIHL
	9/25/2015	LIVERMORE SAW AND MOWER ...	79.74	Replaced Fuse/Drain Plug-Mechanics Generator-Stn
	9/25/2015	LIVERMORE SAW AND MOWER ...	425.61	Replaced Piston/Cylinder/Kit in Carburetor-STIHL
213757	.../16/2015	M AND L OVERHEAD DOORS	252.87	App Bay Door Remotes (5)-Supply
	.../16/2015	M AND L OVERHEAD DOORS	341.92	Repair App Bay Door-Stn 39
213661	10/2/2015	MANAGED HEALTH NETWORK I...	2,426.50	Employee Assistance Premium-10/15
213662	10/2/2015	MARTIN KORAN	263.90	Reimb Mileage/Meals-CSDA Conference 9/21-9/24/
213714	10/9/2015	MATT STAMEY	559.83	Reimb Lodging/Mileage-CSDA Conference 9/21/15
213608	9/25/2015	MAXIM SERVICES	1,871.43	Cleaning Service-Admin 9/15
213609	9/25/2015	MICHAEL A SYLVIA	13,841.48	415 Limit Replacement Benefits-10/1/15
213610	9/25/2015	MOORE MECHANICAL INC	304.00	Repair AC in Dorm/Replaced Blown Fuses-Stn 30
	9/25/2015	MOORE MECHANICAL INC	410.00	Repair AC in Dorm/Replaced Contactors-Stn 39
213758	.../16/2015	MOORE MECHANICAL INC	232.00	Repair A/C Damaged Wire-Comm Center
	.../16/2015	MOORE MECHANICAL INC	343.00	Repair A/C Dual Capacitor-Stn 32
	.../16/2015	MOORE MECHANICAL INC	145.00	Repair A/C Unit #10-FP
213759	.../16/2015	MR ROOTER PLUMBING	327.96	Repair Toilets-Stn 36
213760	.../16/2015	NATHAN R SMITH	345.00	Reimb Education Asst-Fire Prevention 1
213761	.../16/2015	NBS	320.00	Prof Services-GEMT Claim Preparation
213611	9/25/2015	NICHOLS CARPET CLEANING INC	400.00	Carpet Cleaning-Stn 35
213612	9/25/2015	NOB HILL CLEANERS INC	40.00	Patch on Uniform Sleeves
213663	10/2/2015	NOB HILL CLEANERS INC	40.00	Patch on Uniform Sleeves
213762	.../16/2015	NOB HILL CLEANERS INC	56.00	Patch on Uniform Sleeves
213613	9/25/2015	OFFICE MAX INCORPORATED	407.63	Household/Office Supplies
	9/25/2015	OFFICE MAX INCORPORATED	256.74	Office Supplies
213715	10/9/2015	OFFICE MAX INCORPORATED	129.60	Office Supplies
	10/9/2015	OFFICE MAX INCORPORATED	91.64	Office/Kitchen Supplies

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 9/19/2015 Through 10/18/2015

Check...	Check D...	Payee	Check Amount	Transaction Description
	10/9/2015	OFFICE MAX INCORPORATED	(12.36)	Returned Office Supply
213763	.../16/2015	OFFICE MAX INCORPORATED	156.17	Office Supplies
213614	9/25/2015	OREILLY AUTOMOTIVE INC	21.88	Toggle Cover-Shop
213716	10/9/2015	ORKIN EXTERMINATING INC	80.69	Training Site Pest Control Service-9/28/15
213764	.../16/2015	ORKIN EXTERMINATING INC	94.22	Stn 31 Pest Control Service-10/7/15
213615	9/25/2015	OSBORN SPRAY SERVICE INC	75.00	Admin-Pest Control Service 9/21/15
213717	10/9/2015	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service Stn 30-9/15/15
	10/9/2015	OSBORN SPRAY SERVICE INC	67.00	Pest Control Service Stn 32-9/28/15
	10/9/2015	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service Stn 33-9/10/15
	10/9/2015	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service Stn 35-9/10/15
	10/9/2015	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service Stn 36-9/10/15
	10/9/2015	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service Stn 39-9/15/15
213765	.../16/2015	OSBORN SPRAY SERVICE INC	150.00	Service Call-Ants/Spiders in Kitchen/Dorms Stn 30
213616	9/25/2015	PACHECO BROTHERS GARDENI...	1,540.00	Admin/Stn 38/Stn 30/Stn 35 Landscape Maintenance
213617	9/25/2015	PETERSON TRUCKS INC	290.01	Air Spring
213664	10/2/2015	PGE	23,277.19	Gas/Electric Service-8/15
213718	10/9/2015	PGE	49.36	Stn 34 Signal Light-9/15
213719	10/9/2015	PITNEY BOWES INC	266.91	Postage Meter Rental 7/1/15-9/30/15
213720	10/9/2015	PITNEY BOWES RESERVE ACCO...	1,000.00	Replenish Postage Reserve Account
213766	.../16/2015	PREMIER COMP MEDICAL GRO...	40.00	DMV Physical-Bakalar
213767	.../16/2015	PRIMO ESPRESSO COMPANY	45.36	Coffee Supplies
213721	10/9/2015	PRINTER PRO	392.31	Repair HP3005-Human Resources
213768	.../16/2015	REPUBLIC SERVICES 210	583.51	Stn 31-Garbage Service 10/1-10/31/15
	.../16/2015	REPUBLIC SERVICES 210	277.65	Stn 32-Garbage Service 10/1-10/31/15
	.../16/2015	REPUBLIC SERVICES 210	291.73	Stn 33-Garbage Service 10/1-10/31/15
	.../16/2015	REPUBLIC SERVICES 210	277.65	Stn 35-Garbage Service 10/1-10/31/15
	.../16/2015	REPUBLIC SERVICES 210	583.51	Stn 36-Garbage Service 10/1-10/31/15
	.../16/2015	REPUBLIC SERVICES 210	65.68	Training Site-Garbage Service 10/1-10/31/15
213636	9/28/2015	RIAN G EVITT	319.50	Advance Meals-ICC Code Hearings 10/1-10/5/15
213618	9/25/2015	RICHARD PROBERT	13,228.91	415 Limit Replacement Benefits-10/1/15
213665	10/2/2015	RYAN BOCK-WILLMES	33.60	Reimb Respirator Gas Masks (2)
213619	9/25/2015	SAFETY GLASSES USA INC	98.51	Safety Glasses (48)
213722	10/9/2015	SAM CLAR OFFICE FURNITURE ...	4,420.29	Chairs (20)-Large/Small Conference Rooms
213769	.../16/2015	SAN MATEO REGIONAL NETWO...	415.00	FireDispatch.com CAD Interface/Radio Audio Strea
213770	.../16/2015	SAN RAMON REGIONAL MEDIC...	155.00	TB/Respiratory Tests-Shane Bennett #006306845
213620	9/25/2015	SEAN ODWYER	390.00	Reimb HazMat Training
213621	9/25/2015	SEEVER AND SONS TIRE	1,596.20	Tires (4)-Unit 811
213666	10/2/2015	SKYHAWK PHOTOGRAPHY	600.00	Updated Pre-Plan 419 Danville Hotel
213771	.../16/2015	SKYHAWK PHOTOGRAPHY	600.00	Updated Preplan-481 Park Central Condominiums
213667	10/2/2015	SPALDING FLY PREDATORS	31.90	Stn 32-Fly Predators Delivery 10/5/15
213668	10/2/2015	SPRINT	690.61	T1 Port AccessBundle-9/18/15
213723	10/9/2015	SPRINT	2,055.23	Mobile Data Wireless Access Fee 8/26/15-9/25/15
213622	9/25/2015	STAPLES CREDIT PLAN	43.37	Office Supplies/Bins for Construction Files/Pens/Tal
213724	10/9/2015	STEVE COCHRAN	148.75	Reimb ACLS Recertification
213669	10/2/2015	STEVEN A HARMAN ASSOCIATE...	8,028.25	HR Consulting Services (94.45 Hours)-September 20
213623	9/25/2015	STRYKER SALES CORP	455.38	Repair-RM32 Stryker Gurney
	9/25/2015	STRYKER SALES CORP	369.32	Repair-RM32 Stryker Stair Chair
213624	9/25/2015	SUPERIOR AUTO PARTS WAREH...	43.32	Arctic Freeze
	9/25/2015	SUPERIOR AUTO PARTS WAREH...	109.67	Batteries-Shop
213670	10/2/2015	SUPPLYWORKS	118.35	Brown Paper Bags for Supply Orders-Stn 33
213625	9/25/2015	TEAMVIEWER	839.16	TeamViewer 10 Upgrade
213772	.../16/2015	THE BRASS DOOR	50.00	Annual SRVF Retirees' Reunion Luncheon-Meyer/P.
213671	10/2/2015	THE HARTFORD PRIORITY ACC...	1,645.80	Life/AD&D Insurance-10/15
213626	9/25/2015	TIFCO INDUSTRIES INC	218.18	Power Drive Bits (32)
	9/25/2015	TIFCO INDUSTRIES INC	(110.79)	Return Tire Inflator Gauge/Air Line Chuck
213672	10/2/2015	TMJ CONSULTING INC	200.00	Ergo Evaluation-R. Gilman 8/11/15

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 9/19/2015 Through 10/18/2015

Check...	Check D...	Payee	Check Amount	Transaction Description
213725	10/9/2015	TRENT DATA SYSTEMS	22,548.66	Network Switches
213773	10/16/2015	TRI VALLEY AUTO INTERIORS	379.50	Re-cover Spartan Seat Cushions/Repair Hose Curtain
213726	10/9/2015	TRILLIUM CNG	10.47	CNG Fuel-Sept 2015
213627	9/25/2015	ULINE	333.30	Jumbo Blue Wipers (4)
	9/25/2015	ULINE	498.19	Lift Table
213727	10/9/2015	UNITED HEALTHCARE SERVICE...	1,636.90	Ambulance Refund
213628	9/25/2015	UNITED PARCEL SERVICE	182.71	Delivery Charges-9/19/15
213728	10/9/2015	UNITED PARCEL SERVICE	137.22	Delivery Charges-10/3/15
	10/9/2015	UNITED PARCEL SERVICE	129.42	Delivery Charges-9/26/15
213774	10/16/2015	UNITED PARCEL SERVICE	17.22	Delivery Charges-10/10/15
213677	10/2/2015	US BANK	5.28	All About Survival-Books for Kids at Event
	10/2/2015	US BANK	42.00	Battery-Front Desk Wireless Phone
	10/2/2015	US BANK	29.10	Brass Fittings-Unit 520
	10/2/2015	US BANK	111.21	Breakfast for Crew-Incident 5074
	10/2/2015	US BANK	44.05	Breakfast-VEIS Class-LFPD Training Facility
	10/2/2015	US BANK	18.48	Building Resilience-Book for CERT Class
	10/2/2015	US BANK	520.00	CA Special Districts Assoc-Annual Conference 9/22
	10/2/2015	US BANK	1,600.00	Center for Public Safety-Annual Accreditation Fee
	10/2/2015	US BANK	19.99	CFO Adobe Software-8/15
	10/2/2015	US BANK	14.95	Coffee for Crew-Incident 5074
	10/2/2015	US BANK	63.00	Coffee-VEIS Class-LFPD Training Facility
	10/2/2015	US BANK	40.00	Constant Contact-CERT Renewal Email System
	10/2/2015	US BANK	23.58	Copper Tubing/Hardware for Coffee Machine-Stn 31
	10/2/2015	US BANK	224.99	Detail Chief's Vehicle
	10/2/2015	US BANK	14.86	Expansion Bolts-Repair Decorative Bell Stn 31
	10/2/2015	US BANK	7.00	Express Car Wash-Unit 340
	10/2/2015	US BANK	339.50	Fire Engineering-Subscription for Stations
	10/2/2015	US BANK	28.71	Fire Prevention Week Campaign Poster
	10/2/2015	US BANK	32.50	Flash Drives-File Storage/Transfer
	10/2/2015	US BANK	64.00	Flowers for Retirement-K Eubanks
	10/2/2015	US BANK	19.48	Food-Firefighter Recruitment Kickoff Meeting
	10/2/2015	US BANK	83.94	Food-Office Assistant II Interviews
	10/2/2015	US BANK	2.50	Food-VEIS Instructor
	10/2/2015	US BANK	191.90	Generator Fan
	10/2/2015	US BANK	287.76	Generator Fan-T31
	10/2/2015	US BANK	430.00	GFOA Annual Membership-Campo/Koran
	10/2/2015	US BANK	40.00	Gift Cards-Office Assistant II Interviews
	10/2/2015	US BANK	141.04	Hard Drive-Data Backups
	10/2/2015	US BANK	49.95	Hostgator Web Hosting-Firedepartment.mobi 7/15
	10/2/2015	US BANK	49.95	Hostgator Web Hosting-Firedepartment.mobi 8/15
	10/2/2015	US BANK	130.18	iPhone Case-McNamara
	10/2/2015	US BANK	15.99	iPhone Case-Swartzell
	10/2/2015	US BANK	193.77	Letters for Units 345/346
	10/2/2015	US BANK	6.50	Light Switch for Bathroom-Stn 34
	10/2/2015	US BANK	96.92	Lodging-HR Boot Camp for Special Districts 9/3/15
	10/2/2015	US BANK	206.41	Lodging-VEIS Instructors (2)
	10/2/2015	US BANK	55.30	Lunch-Tower Construction Crew
	10/2/2015	US BANK	103.83	Lunches-VEIS Class-LFPD Training Facility
	10/2/2015	US BANK	1,290.00	Manikins (3)-Public Education Tools
	10/2/2015	US BANK	43.81	Meals for Dispatch-Incidents 5109/5126
	10/2/2015	US BANK	210.45	Meals-EMS Fire Interviewers
	10/2/2015	US BANK	258.00	Negotiation Dinner
	10/2/2015	US BANK	576.59	New AC for Comm Support Unit
	10/2/2015	US BANK	119.50	Peet's District Coffee Supplies
	10/2/2015	US BANK	75.26	Poplar Dowels-Prop for Forcible Entry Training
	10/2/2015	US BANK	298.38	Printing Services-100 Pump Pressure Charts

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 9/19/2015 Through 10/18/2015

Check	Check D	Payee	Check Amount	Transaction Description
	10/2/2015	US BANK	474.01	Printing-FY15/16 Budget
	10/2/2015	US BANK	11.97	Refreshment-Board Meeting 8/20/15
	10/2/2015	US BANK	575.00	Registration-Board Secretary/Clerk Conference 10/1
	10/2/2015	US BANK	700.00	Registration-Cal Chiefs Conference P. Meyer/D. Kra
	10/2/2015	US BANK	225.00	Registration-HR Boot Camp for Special 9/3/15
	10/2/2015	US BANK	95.00	Registration; Slice-RS Train the Trainer
	10/2/2015	US BANK	3,561.00	SAGE Software-Annual Maintenance FY 15/16
	10/2/2015	US BANK	288.09	Shop Tooling
	10/2/2015	US BANK	953.84	Simulated Medications for EMS Hiring
	10/2/2015	US BANK	163.95	Sucker Fan-Unit 524
	10/2/2015	US BANK	269.79	Television/Bracket Stn 33
	10/2/2015	US BANK	67.47	Vehicle Organizer/Uniform Belt
	10/2/2015	US BANK	242.77	Window Hinges for Tower
	10/2/2015	US BANK	159.80	Window Latches for Tower
213729	10/9/2015	US BANK	9.54	Battery
	10/9/2015	US BANK	34.13	Fuel
	10/9/2015	US BANK	116.64	iPhone Dock/Case
	10/9/2015	US BANK	792.00	Lodging on Strike Team 8/2-8/9/15
	10/9/2015	US BANK	(97.65)	Returned iPhone Case
213775	10/16/2015	USA PLUMBING COMPANY	330.00	Snaked Shower Stalls (3)-Stn 34
213629	9/25/2015	VALLEY OIL COMPANY	279.09	Diesel Fuel-Stn 35
	9/25/2015	VALLEY OIL COMPANY	1,945.11	Unleaded Fuel-Stn 38
	9/25/2015	VALLEY OIL COMPANY	824.85	Unleaded/Diesel Fuel-Stn 30
	9/25/2015	VALLEY OIL COMPANY	678.74	Unleaded/Diesel Fuel-Stn 31
	9/25/2015	VALLEY OIL COMPANY	1,444.13	Unleaded/Diesel Fuel-Stn 34
213730	10/9/2015	VALLEY OIL COMPANY	163.06	Diesel Fuel-Stn 35
	10/9/2015	VALLEY OIL COMPANY	1,486.55	Unleaded Fuel-Stn 38
	10/9/2015	VALLEY OIL COMPANY	588.52	Unleaded/Diesel Fuel-Stn 30
	10/9/2015	VALLEY OIL COMPANY	880.19	Unleaded/Diesel Fuel-Stn 31
	10/9/2015	VALLEY OIL COMPANY	460.64	Unleaded/Diesel Fuel-Stn 34
	10/9/2015	VALLEY OIL COMPANY	1,639.80	Unleaded/Diesel Fuel-Stn 38
213777	10/16/2015	VALLEY OIL COMPANY	604.59	Diesel Fuel-Stn 31
	10/16/2015	VALLEY OIL COMPANY	1,381.03	Diesel Fuel-Stn 32
	10/16/2015	VALLEY OIL COMPANY	534.99	Diesel Fuel-Stn 35
	10/16/2015	VALLEY OIL COMPANY	570.24	Diesel Fuel-Stn 36
	10/16/2015	VALLEY OIL COMPANY	775.68	Diesel Fuel-Stn 39
	10/16/2015	VALLEY OIL COMPANY	223.09	Unleaded Fuel-Stn 30
	10/16/2015	VALLEY OIL COMPANY	2,761.46	Unleaded Fuel-Stn 38
	10/16/2015	VALLEY OIL COMPANY	425.15	Unleaded/Diesel Fuel-Stn 30
	10/16/2015	VALLEY OIL COMPANY	2,152.01	Unleaded/Diesel Fuel-Stn 34
	10/16/2015	VALLEY OIL COMPANY	1,574.37	Unleaded/Diesel Fuel-Stn 38
213778	10/16/2015	VALLEY PLUMBING HOME CTR ...	201.92	Backflow Prevention Test/Repair Valve and Air Inle
213630	9/25/2015	VERIZON WIRELESS	524.07	Cell Phone Charges 8/4/15-9/3/15
213731	10/9/2015	VERIZON WIRELESS	143.81	Physio-Control Heart Monitor Modems 8/24/15-9/2
213732	10/9/2015	VICKIE CALLAHAN	430.27	Uniform Polo Shirts/Job Shirts
213678	10/2/2015	VISION SERVICE PLAN	4,614.72	Vision Insurance-10/15
	10/2/2015	VISION SERVICE PLAN	3,461.04	Vision Insurance-Retirees 10/15
213679	10/2/2015	WASTE MANAGEMENT OF ALA...	191.83	Garbage Recycling Service-9/15 Stn 30
	10/2/2015	WASTE MANAGEMENT OF ALA...	76.76	Garbage Recycling Service-9/15 Stn 34
	10/2/2015	WASTE MANAGEMENT OF ALA...	159.51	Garbage Recycling Service-9/15 Stn 38
	10/2/2015	WASTE MANAGEMENT OF ALA...	76.76	Garbage Recycling Service-9/15 Stn 39
213631	9/25/2015	WESTERN MACHINERY ELECTR...	410.00	Annual Cellular Gen Tracking-Highland Ridge 9/30/
	9/25/2015	WESTERN MACHINERY ELECTR...	410.00	Annual Cellular Gen Tracking-Rocky Ridge 9/30/15
213680	10/2/2015	WILLIAM D ROSS ESQ	6,417.30	Legal Services-General 8/15
	10/2/2015	WILLIAM D ROSS ESQ	8,083.60	Legal Services-Interagency Agreement 8/15
	10/2/2015	WILLIAM D ROSS ESQ	3,712.50	Legal Services-Subsequent Billing For EMS Service

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 9/19/2015 Through 10/18/2015

Check No.	Check Date	Payee	Check Amount	Transaction Description
213632	9/25/2015	ZBATTERY COM INC	1,220.20	Batteries
213633	9/25/2015	ZOLL MEDICAL CORPORATION	925.00	ResQpods
Report Total			1,337,590.08	

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Minutes – September 29, 2015**

**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

DRAFT

**Board Members Present:** Directors Kerr, Dakin, Campbell and Parker

**Telephonic participation by Director Stamey – teleconference location: 2560 Kekaa Dr #E101, Lahaina Hi 96761. Phone number: 808-667-7242**

**Staff Present:** Fire Chief Meyer, Financial Consultant Campo, Fire Marshal Kiefer, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Legal Counsel Ross, Human Resources Consultant Harman and District Clerk Maxwell.

**1. CALL TO ORDER**

*Board President Kerr called the meeting to order at 1:59 p.m.*

**2. PLEDGE OF ALLEGIANCE**

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

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

**4. PUBLIC COMMENTS**

*Citizen Don Reed relayed that his concern with regard to 911 has been resolved and that his calls no longer go to CHP, but instead transfers directly to Martinez.*

**5. CONSENT CALENDAR**

*Discrepancy found, by way of omission, in the August 20, 2015 Board meeting minutes, in that Director Dakin stepped down from the Fire Prevention Subcommittee and was replaced by Director Campbell. Motion to approve consent items 5-1 through 5-5, with amended correction to the August 20, 2015 minutes (Item 5.3) made by Director Dakin and seconded by Director Stamey. Motion carried.*

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

6.1 Recognize Captain Mark Anderson for 30 years of dedicated service, effective October 1, 2015.

*Chief Meyer and Deputy Chief Lon Phares spoke about Captain Anderson's years of service: two years as a Shasta College Firefighter (during semesters) and three summers as a Moraga Orinda paid Reserve Firefighter. Hired in 1985 by SRVFPD, served as an Engineer from 1988-1992 and was promoted to Captain in 1992. He is an original member of the District's Honor Guard and a member of the Rescue Division. He has also spent several years doing GIS mapping work for the District.*

6.2 Recognize Captain David Atkin for 30 years of dedicated service, effective October 1, 2015.

*Chief Meyer and Deputy Chief Lon Phares discussed Captain Atkin's accomplishments, since starting his fire career in 1981, with the Marin Wood Fire Department. Captain Anderson was hired in 1985 by the SRVFPD, promoted to Captain by 1992 and has served as acting Battalion Chief. He has served on multiple committees including: Deployment, Hiring, Safety and EMS. He worked on ambulance procurement and currently serves as the Union Vice President. His community activities include Event Coordinator for the Alisa Ann Rich Burn Foundation and Red Cross Volunteer.*

6.3 Proclamation in Recognition of Fire Prevention Week October 4 - 10, 2015.

*October 4<sup>th</sup> through 10<sup>th</sup>, 2015, was proclaimed "Fire Prevention Week," by the Board. Director Kerr urged all of the citizens to engage in the many public safety activities offered this week and "to install smoke alarms in every bedroom, outside each sleeping area and on every level of the home."*

*At this time the Board took a brief recess from 2:38 p.m. until 2:46 p.m.*

**7. OLD BUSINESS**

7.1 Authorize staff to purchase a Nimble SAN from ExtraTeam in an amount not to exceed \$43,176.43. Funds are allocated in the Annual Budget Fiscal Year 2015-2016.

*Motion made by Director Dakin to authorize staff to purchase a Nimble SAN from ExtraTeam, in an amount not to exceed \$43,176.43, with a second offered by Director Parker. Motion carried 5/0.*

7.2 Monthly update on Communications Center Consolidation Project.

*Chief Meyer provided the Board with an update of the Communications Center Consolidation Project with the City of San Ramon. He relayed that Communications Center personnel have completed all Department of Justice fingerprinting requirements, through the San Ramon Police Department. Job descriptions have been updated for Dispatcher and Supervisor positions. Project kick-off for the development of the new Computer Aided Dispatch, through Tri-Tech, was successful and began on September 17, 2015.*



- 7.2 Authorize staff to pay the East Bay Regional Communications System Authority (EBRCSA) operating payment in the amount of \$79,800. This is a budgeted expense for FY 2015-2016.

*Motion by Director Campbell was made to authorize staff to pay the EBRCSA operating payment, in the amount of \$79,800, with second offered by Director Dakin. Motion carried 5/0.*

- 7.3 Update on new Fire Station 32.

*Fire Marshal Kiefer provided the update for Fire Station 32, discussing briefly the minimum qualifications for the construction management firm sought to build the station, including, but not limited to, a minimum of 3 years public sector projects delivered utilizing the CMAR (Construction Management At-Risk) delivery method (or similar cost control project delivery methods); previous experience constructing at least 2 fire stations; adding, that additional consideration maybe be provided for services on Essential Services facilities as defined in California Health and Safety Code Section 16000-16001. All proposals will be evaluated based on the firm's construction management at-risk capabilities, qualifications and technical capabilities, previous experience, cost control and financial strength, knowledge of local conditions and with a cost guaranteed maximum price. Fire Marshal Kiefer is hopeful that a RFQ/RFP will be provided to the Board at the October 28<sup>th</sup> meeting.*

## 8. NEW BUSINESS

- 8.1 Open Public Hearing to introduce and conduct the first reading of Proposed Ordinance No. 32; an Ordinance of the San Ramon Valley Fire Protection District Repealing Ordinance No. 31 and setting forth purchasing and contracting procedures and authorities.

*Fire Marshal Kiefer reported that Ordinance Number 32 repeals and replaces Ordinance Number 31 and provides a uniform and comprehensive approach to the District's purchasing and contracting procedures. Substantial changes in the new ordinance include: a four-fifths vote of the governing body to delegate the appropriate authority to the fire chief to procure equipment, services and supplies without giving notice for bids, in the event of an emergency; additionally, Section 4.1(f), "Exceptions of the Bidding Process: has been modified to add the word "federal." Director Kerr opened the public hearing, with no members of the public appearing, and the hearing was closed. The second hearing of the Ordinance will take place at the next Board of Directors meeting on October 28, 2015. Motion to accept the report provided by Fire Marshal Kiefer made by Director Stamey, with a second by Director Dakin. A roll-call vote was taken. Ayes: Campbell, Kerr, Parker, Stamey and Dakin Noes: None Motion carried 5/0.*

- 8.2 Consider authorizing the District to enter into a Master Equity Lease Agreement with Enterprise Fleet Management.

*Deputy Chief Krause reported that the District presently supports a fleet of 32 staff vehicles. An outside evaluation revealed that these vehicles, while some are underutilized and therefore a pull on maintenance and generally unreliable, many are past their effective service life, which puts unnecessary risk/liability to District personnel and the public. Were the District to lease, rather than purchase staff vehicles, advantages would include: fuel mileage savings, technological advancements and enhanced safety features. The District's Capital Improvement Plan includes costs for the purchase of 4 staff vehicles in FY 15/16 and three in FY 16/17. All of the Command Staff vehicles scheduled for replacement have 90,000 up to 100,000+ miles.*

*Motion made by Director Parker to authorize the District to enter into a Master Equity Lease Agreement with Enterprise Fleet Management for the acquisition of the aforesaid staff vehicles, with the initial lease covering the seven staff vehicles to replace the CIP-listed Command Staff vehicles due for replacement in FY15/16 and FY16/17. Any subsequent vehicles obtained under the Master Lease Agreement would be brought back for Board approval prior to the execution of the lease. Motion seconded by Director Stamey. Further discussion ensued with a REVISION to Director Parker's motion, reducing the number from 7 vehicles to 5 vehicles, with a second made by Director Campbell. Motion carried 5/0.*

- 8.3 Consider authorizing the District to enter into a contract with Zoll Medical Corporation for the purchase of five Zoll AutoPulse devices.

*Deputy Chief Krause relayed that District EMS staff proposes the purchase of five Zoll AutoPulse devices in FY15/16. Reportedly, this would be to replace the highly used, aging devices currently on the frontline ambulances and move these devices to the backup ambulances, as well as provide one device to the Station 37/40 area. In FY15/16 another 6 devices will be purchased to cover the most highly used frontline ambulance devices and the year-old devices will be moved to the backup ambulances and the Station 37/40 area, with the remaining device used as a spare and/or for training. Zoll Medical is the only provider of the Zoll Autopulse devices and this purchase would include a single-source attestation.*

*Motion made by Director Dakin to authorize the District to enter into a contract with Zoll Medical Corporation for the purchase of five Zoll AutoPulse devices, to replace the CIP-listed devices due for replacement in FY15/16, in an amount not to exceed \$73,000. Second motion made by Director Campbell. Motion carried 5/0. Recommendation by Director Dakin for staff to return to the October 28<sup>th</sup> Board meeting to discuss purchasing additional AutoPulse devices.*

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

10. **MONTHLY ACTIVITY REPORTS FOR JUNE AND JULY 2015**

10.1 Operations Division-Deputy Chief Phares

Operations Report of monthly activities.

*Deputy Chief Phares relayed that suppression personnel have been busy responding to out of county requests for assistance, but that all units are back in the District at this time. Two working fires this past week involved a residential fire and a quarter-acre vegetation fire; both in Alamo. Deputy Chief Phares provided the Board with photos depicting upgrades to the training site; located at 6100 Camino Tassajara, Pleasanton. While the upgrades are not complete, all work is being done by District personnel. Plans are in place to use the upgraded training site for the next Fire academy.*

10.2 EMS/Logistics – Deputy Chief Krause

EMS/Logistics Report of monthly activities.

*Deputy Chief Krause reported that three patients found in cardiac arrest were resuscitated in the field and transported to local hospitals; 2 patients have since expired. With regard to Facilities,*

*DC Krause relayed how much his division has appreciated the assistance, on various projects, provided by Sentinels of Freedom veteran, Keith Hughes. Logistics staff reviewed e-signature and electronic plan review products and services with Fire Prevention staff. Staff also transitioned to new online portal provided by the District's Managed Print Services vendor and evaluated firewall solutions with the City of San Ramon's I.T. staff for consolidated dispatch efforts. DC Krause stated that the Communications Center participated in a county-wide MCI table top drill. Communications Center Manager Denise Pangelinan attends weekly San Ramon PD Dispatch service meetings and has been quite an asset to the SRVFPD/City of San Ramon Dispatch Consolidation project.*

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

*In August, Fire Prevention Specialist Joyce Castro held a class for property owners who received a citation from the District. The class was offered to the residents, in lieu of paying a fine. Included in the class was property specific information to help the homeowners maintain exterior hazard abatement standards applicable to their property.*

*In 2012, Deputy Fire Marshal Stevens and Fire Inspector Probert completed a fire investigation that recently resulted in the felony convictions of two residents; two counts of arson, four counts of insurance fraud. The investigation revealed that the same property owners had experienced another structure fire, within the District three years prior. The Contra Costa County District Attorney's office, the California Office of Insurance, ATF and the Danville Police Department, worked in cooperation with Deputy Fire Marshal Stevens and Fire Inspector Probert to close this case. Restitution for the District, with regard to investigative/court time, is still being considered by the CCCDA.*

*Deputy Fire Marshal Stevens and Fire Inspector Probert participated in the August East Bay Incident Management Team Activation event. Skills acquired by their participation will prove valuable, should a major incident take place within the District.*

*In August, Fire Marshal Kiefer gave a presentation to the Fire Prevention subcommittee, which provided an overview of the Fire Prevention Division; roles, responsibilities and voluntary and mandated programs.*

10.4 Administrative Services – Financial Consultant Ken Campo

- a). Monthly Finance Activities/Reports
- b). Monthly Human Resources Activities/Reports

*FC Campo reported the following information to the Board: Vehicle Lease #4 (used to purchase three Type 1 engines, four Type 3 engines and two ambulances) has been executed, lowering the interest rate from 2.58% to 1.5%, resulting in a savings of about \$25,000. Finance closed the books on FY2014/15 and has prepared for an independent, outside audit of the District Financials. The accounting system has been upgraded to incorporate an electronic funds transfer module and staff has continued working with the bank to improve District payment systems such as online bill pay, to streamline the current business processes and enhance fraud protection. Finance implemented a single purchase card system throughout the District, to streamline the business process and enhance rebate opportunities. Finance is currently testing a new purchase card system for vendors, specifically medical suppliers. Finance recently improved and disseminated an Annual*

*Employee Letter, detailing all aspects of total compensation, deductions and District contributions toward employee benefits.*

*Martin Koran, the District Controller, presented the Administrative Services Division Financial Report; fiscal year-to-date through August 31, 2015. In his report, Controller Koran communicated that the FY2015/16 Combined General Fund Reserves, in the amount of \$37,730,000, were actually higher than budgeted and that they were above Board policy. Cash Balances (all funds), in comparison to this time last year, were up by \$3.1 million, at \$31,042,547. Salaries and benefits are in line with budget expectations at \$9,122,108 and the District saved about \$480,000 by prepaying CCCERA contributions. Ambulance revenues received were slightly better than budgeted at an amount of \$567,832. General Fund Expenditures were as expected at \$10,031,548 and General Fund Revenues were on-track at \$781,606, which is up in comparison to the prior year's budget.*

*Human Resources Consultant Steve Harman provided an update on behalf of the Human Resources Division. Interviews were conducted for the position of Fire Prevention Assistant II, resulting in an eligibility list of 12 candidates. The Firefighter/Paramedic recruitment process yielded 18-22, potential recruits. Multiple meetings were held to prepare interview panels to assess the readiness of the Firefighter/Paramedic applicants, EMS skills and Firefighting skills.*

*Recruitment for the position of Fire Engineer, resulted in 13 applicants, with the written exam held on September 8<sup>th</sup>. Also facilitated was the development of the validation study of the Fire Engineer written examination and performance test.*

*Human Resources staff participated in several webinars pertaining to the annual CalPERS open enrollment period. Staff also continued the compilation of ADP conversion data for transition of Human Resources/Benefits system conversions and compliance with ACA reporting requirements. Human Resources staff met with Fire Dispatch employees to discuss the contract for Police Dispatch Services with the City of San Ramon.*

#### 10.5 Fire Chief – Fire Chief Meyer

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

*Chief Meyer spoke briefly about recent conferences that he and Admin staff attended, including the Cal Chiefs Conference he went to with Deputy Chief Krause. He informed the Board that the EMS Advocate position has been filled, with AP Triton, LLC. Staff is meeting with an ISO representative to assess what areas need to be focused on to improve the District's rating, from a Class 2 to a Class 1.*

### 11. GOOD OF THE ORDER

*Director Kerr spoke briefly about the CSDA Conference which he, Director Stamey, Controller Koran and District Clerk Maxwell recently attended. He was particularly impressed with the cyber-security presentation (offered by Michael Bazzell, Computer Security Specialist and Privacy Consultant) at the conference. The Board, in unison, made comments about receiving an update at the next Board meeting from IT, with regard to the District's own cyber-security. Director Dakin provided information about the Contra Costa County Tax Payers Association, suggesting that the new EMS Advocate join for awareness.*

12. **CLOSED SESSION**

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

*Closed session did not take place; therefore, meeting adjourned with Regular session.*

13. **Return to Open Session**

Regular session ended: 4:43 p.m.  
Closed session began: n/a  
Closed session ended: n/a  
Regular session reconvened: n/a

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

15. **Adjournment**

The meeting adjourned at 4:43 p.m.

Prepared by:



Donna Maxwell  
District Clerk

Approved by: \_\_\_\_\_

H. Jay Kerr  
Board President



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: 10/28/2015

To: Board of Directors

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

Subject: Communications Center Virtualization Hardware and Software Progress Payment

---

## **Background:**

The District owns and maintains voice and data server infrastructure in the Communications Center in support of District-wide operations. In August, the Board authorized staff to enter into a contract totaling 116,886.27 with ExtraTeam for the purchase of virtualization hardware and software for the Communications Center in support of the fire and police consolidation effort.

The virtualization hardware and software required for the project was ordered from ExtraTeam. The first shipment of hardware and software has been received by the District and a progress payment of \$82,577.57 is now required. The payment includes the cost of the first shipment of hardware and software, as well as 5 years of 24x7 production support.

## **Recommended Board Action:**

Authorize staff to make a progress payment of \$82,577.57 to ExtraTeam for the first shipment of Communications Center virtualization hardware and software.

## **Financial Impacts:**

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



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Date: 10/28/2015

To: Board of Directors

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

Subject: Authorization to Declare District Printers and Fax Machines as Surplus Equipment

---

## **Background:**

Each year, District Information Technology personnel replace end-of-life computers and peripherals that are no longer suitable for District use due to age, performance, technological obsolescence, as well as the cost of ongoing maintenance and repair. Equipment taken out of service is placed in storage until declared surplus property. The District currently has ten inkjet printers, twelve laserjet printers and five fax machines that are currently in storage.

Staff requests authorization to declare the printers and fax machines as surplus property. Once declared, the equipment will be listed for sale at public auction. The equipment, if not sold at public auction, will be taken to a state-certified e-recycler as scrap.

## **Recommended Board Action:**

Authorize staff to declare twenty-two printers and five fax machines as surplus equipment, list the equipment for sale at public auction; or, if not sold, recycle them through a state-certified e-recycler.

## **Financial Impacts:**

None. If sold at public auction, the District will be charged 7% of the total sales price. If the items do not sell, or if the items are declared scrap, there is no financial impact.



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Date: October 28, 2015  
To: Board of Directors  
From: Martin Koran, Controller  
Subject: Quarterly Investment Report – September 30, 2015

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## **Background**

Pursuant to Section 5.3 of the District's Investment Policy, staff is required to present a quarterly report of investments to the Board of Directors. The investment report for the quarter ended September 30, 2015, is attached. The investments held on behalf of the District are in compliance with the District's investment policy. Overall investment earnings for Fiscal Year 2015/16 are \$46,823 at an average weighted yield-to-maturity of 0.73%, in comparison to this point last year where the District earned 0.23%.

In December 2014, the District invested \$10,000,000 of Budget Stabilization Funds into a short-term laddered portfolio at Bank of the West maturing at intervals from 6 months to 5 years. In June 2015, the District invested an additional \$1,000,000 of supplemental property tax revenue. As investments mature, they are reinvested in order to achieve the highest yield possible while retaining safety and liquidity. These funds earned \$25,525 for the quarter ended September 30, 2015, at an average weighted yield-to-maturity of 1.57%.

In March 2015, the District invested \$5,000,000 in debt proceeds (for the Station 32 Project Fund) into a short-term laddered portfolio at U.S. Bank maturing at intervals from 60 – 270 days. As investments mature, they are being reinvested in order to achieve the highest yield possible while retaining safety and liquidity. These funds earned \$2,077 for the quarter ended September 30, 2015, at an average weighted yield-to-maturity of 0.37%.

Also attached is the quarterly statement for the District's California Employers' Retiree Benefit Trust account for the quarter ended September 30, 2015. As of September 30, 2015, the balance is \$10,253,722. The purpose of this trust fund is to set-aside funds to pay for health care benefits for retired employees. These investments are in a pooled fund managed by CalPERS. In July 2015,



the District made a deposit of \$2,725,000 into the OPEB Trust fund. This amount was paid early to take advantage of the higher earnings potential on OPEB assets.

**Recommendation**

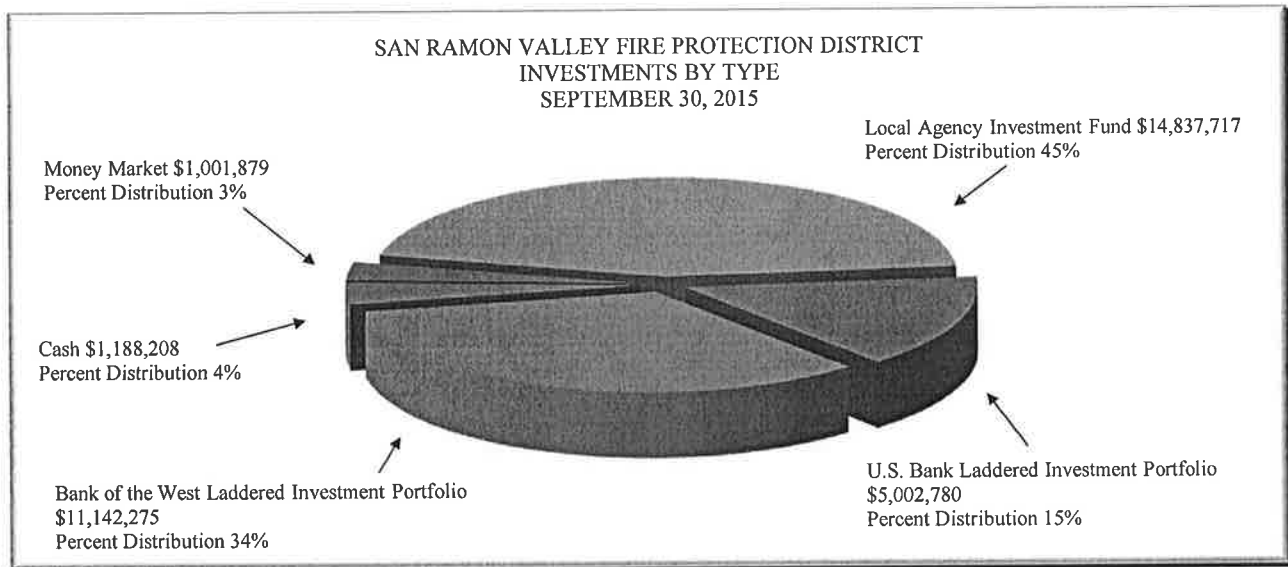
Staff recommends that the Board receive and review the investment report for the quarter ended September 30, 2015, and receive and review the California Employers' Retiree Benefit Trust Statement for the quarter ended September 30, 2015.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
INVESTMENT REPORT  
September 30, 2015**

Type of Investment	Financial Institution	Date of Maturity	Par Value/ Original	Market Value	Rate of Interest	Fiscal Year-to-Date Income
Cash	Bank of the West	N/A	1,143,881	1,143,881	0.00%	0
Cash	Bank of the West - CERT Funds	N/A	44,327	44,327	0.00%	0
Money Market	Bank of the West - Money Market	N/A	1,000,667	1,000,667	0.08%	202
Laddered Portfolio	Bank of the West - Investments	Various	11,142,275	11,108,400	1.57%	25,525
Laddered Portfolio	U.S. Bank - Investments	Various	5,002,780	5,002,780	0.37%	2,077
Local Agency Investment Fund	Local Agency Investment Fund	N/A	14,837,717	14,846,540	0.32%	19,019
Money Market	U.S. Bank Money Market Deposit Account	N/A	1,212	1,212	0.03%	1
<b>Total</b>			<b>\$33,172,859</b>	<b>\$33,147,806</b>		<b>\$46,823</b>

Average weighted yield 0.73%  
Total return 0.65%

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



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

The September 30, 2015 investments are in compliance with the District adopted Investment Policy.

Bank of the West

Investment Portfolio - Budget Stabilization Fund as of September 30, 2015

Purch Date	Description	CUSIP	Mat Date	Face	Market Cost	Market	Cost	Mkt Adj	Days	Int Accrual	Yield to Maturity
07/01/15	Discover	254672QY7	01/01/16	250,000.00	99.3830	248,457.50	250,000.00	(1,542.50)	184	-	2.300
12/05/14	FHLMC	3137EADQ9	05/13/16	1,000,000.00	100.1070	1,001,070.00	1,004,308.18	(3,238.18)	525	(738.55)	0.500
12/12/14	Commerce State B	20070PGW1	12/12/16	250,000.00	100.1640	250,410.00	250,000.00	410.00	731	-	0.750
12/10/14	TCF National Bank	872278JQ0	12/12/16	250,000.00	100.1640	250,410.00	250,000.00	410.00	733	-	0.700
12/19/14	Luana Savings Bank	549103QU6	12/19/16	250,000.00	100.1410	250,352.50	250,000.00	352.50	731	-	0.700
12/26/14	Conestoga Bank	20701P8K9	12/27/16	250,000.00	100.1520	250,380.00	250,000.00	380.00	732	-	0.800
12/11/14	Ally Bank UT	02006LMS9	12/11/17	250,000.00	100.0220	250,055.00	250,000.00	55.00	1,096	-	1.550
12/11/14	Platinum Bank	72766HBL8	12/11/17	250,000.00	99.8510	249,627.50	250,000.00	(372.50)	1,096	-	1.100
12/12/14	Mauch CHNK Trust	577234CH8	12/12/17	250,000.00	99.8690	249,672.50	250,000.00	(327.50)	1,096	-	1.100
12/19/14	Versus Bank of Con	92535LBH6	12/19/17	250,000.00	99.8250	249,562.50	250,000.00	(437.50)	1,096	-	1.050
12/05/14	TVA	880591EC2	04/01/18	1,000,000.00	108.7000	1,087,000.00	1,110,000.00	(23,000.00)	1,213	(8,161.58)	4.500
06/30/15	FHLB (Callable)	3130A4VT6	04/27/18	1,000,000.00	100.0650	1,000,650.00	1,000,000.00	650.00	1,032	-	1.080
10/10/14	Sallie Mae Bank	795450VN2	10/10/18	250,000.00	99.6070	249,017.50	250,000.00	(982.50)	1,461	-	2.000
12/10/14	Goldman Sachs Bar	38148JEG2	12/10/18	250,000.00	99.6370	249,092.50	250,000.00	(907.50)	1,461	-	1.900
12/11/14	American Express C	02587DWV6	12/11/18	250,000.00	99.6340	249,085.00	250,000.00	(915.00)	1,461	-	2.000
12/12/14	GE Capital Bank	36163FNU3	12/12/18	250,000.00	99.5990	248,997.50	250,000.00	(1,002.50)	1,461	-	1.950
12/05/14	FNMA	3135GOZE6	06/20/19	1,000,000.00	101.9620	1,019,620.00	1,010,000.00	9,620.00	1,658	(542.82)	1.750
12/30/14	FHLB (Callable)	3130A3MK7	12/30/19	1,000,000.00	100.2250	1,002,250.00	1,000,000.00	2,250.00	1,826	-	1.250
12/30/14	FHLB (Callable)	3130A3MK7	12/30/19	2,000,000.00	100.2250	2,004,500.00	2,000,000.00	4,500.00	1,826	-	1.250
06/25/15	FHLB (Callable)	3130A5HM4	06/25/20	500,000.00	99.9470	499,735.00	499,750.00	(15.00)	1,827	12.32	1.250
07/01/15	Capital One Bank	140420SX9	07/01/20	250,000.00	99.3820	248,455.00	250,000.00	(1,545.00)	1,827	-	2.250
TOTAL				11,000,000.00		11,108,400.00	11,124,058.18	(15,658.18)		(9,430.64)	1.511
WEIGHTED AVERAGE											1.57

US Bank

2015 Certificates of Participation Capital Project Fund Investments as of October 7, 2015

Purch Date	Description	CUSIP	Mat Date	Face	Market	Cost	Mkt Adj	Days	Int Accrual	Yield to Maturity
06/01/15	U.S. Bank (0.3%)	0492229064	07/01/15	500,000.00	500,000.00	500,000.00	-	30	125.00	0.3000
04/01/15	Abbey Nat'l	0027A1ZQ5	12/27/15	500,000.00	499,070.00	498,257.08	812.92	270	580.97	0.4800
04/01/15	U.S.Bancorp	0492222806	12/27/15	250,000.00	249,535.00	249,480.83	54.17	270	173.06	0.2800
04/01/15	U.S. Bank	0492222822	12/27/15	250,000.00	249,535.00	249,480.83	54.17	270	173.06	0.2800
07/30/15	Abbey Nat'l	00280NAR1	01/27/16	1,000,000.00	997,961.00	997,961.39	(0.39)	181	1,013.67	0.4200
06/01/15	Abbey Nat'l	0027A0BS9	02/26/16	501,000.00	499,331.67	499,158.83	172.84	270	613.72	0.5000
10/07/15	Abbey Nat'l	00280ND49	04/04/16	1,000,000.00	997,750.00	997,750.00	-	180	1,125.00	0.4597
10/07/15	Abbey Nat'l	00280NG12	07/01/16	1,000,000.00	995,533.33	995,533.33	0.00	268	1,500.00	0.6124
	U.S. Bank Mmkt			8,459.59	8,459.59	8,459.59	-		-	0.0200
<b>TOTAL</b>				<b>5,009,459.59</b>	<b>4,997,175.59</b>	<b>4,996,081.88</b>	<b>1,093.71</b>		<b>5,304.48</b>	<b>0.3725</b>
<b>WEIGHTED AVERAGE</b>										<b>0.4537</b>



**Market Value Summary:**

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$8,180,817.46	\$8,180,817.46
Contribution	2,725,000.00	2,725,000.00
Distribution	(450,744.00)	(450,744.00)
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	(650,025.86)	(650,025.86)
Admin Expense	(1,195.26)	(1,195.26)
Investment Expense	(873.89)	(873.89)
Other	0.00	0.00
<b>Ending Balance</b>	<b>\$9,802,978.45</b>	<b>\$9,802,978.45</b>
YTD Accrual	450,744.00	450,744.00
<b>Grand Total</b>	<b>\$10,253,722.45</b>	<b>\$10,253,722.45</b>

**Unit Value Summary:**

	QTD Current Period	Fiscal Year to Date
Beginning Units	654,615.543	654,615.543
Unit Purchases from Contributions	205,799.063	205,799.063
Unit Sales for Withdrawals	(34,314.548)	(34,314.548)
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
<b>Ending Units</b>	<b>826,100.058</b>	<b>826,100.058</b>
Period Beginning Unit Value	13.185696	13.185696
Period Ending Unit Value	12.412204	12.412204

Please note that the Grand Total is your actual fund account balance at the end of the period, including all accrued Contributions and Distributions. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

Statement of Transaction Detail for the Quarter Ending 09/30/2015

San Ramon Valley Fire Protection District

Entity #: SKB0-6056948863



Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
07/01/2015	YE Accrual Distribution Reversal	\$149,567.00				
07/01/2015	YE Accrual Distribution Reversal	\$301,177.00				
07/06/2015	Distribution	(\$450,744.00)	\$13.135653	(34,314.548)		
08/03/2015	Contribution	\$2,725,000.00	\$13.241071	205,799.063	WIRE 2015073100410 135	

Client Contact:  
CERBT4U@CalPERS.ca.gov



# 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: October 28, 2015

To: Board of Directors

From: Christina Kiefer, Division Chief

Subject: Ordinance No. 32, Modifying Policies and Procedures for District Purchasing and Contracts for Goods and Services

---

## **Background:**

On September 29, 2015 the Board of Directors opened the public hearing, introduced and conducted the first reading in title only, of Ordinance No. 32, an Ordinance of the San Ramon Valley Fire Protection District Repealing Ordinance No. 31 and Setting Forth Purchasing and Contracting Procedures and Authorities. The Board also scheduled a public hearing and second reading of the Ordinance for the October 28, 2015 regular Board Meeting.

As discussed at the regular Board Meeting on September 29, 2015, the San Ramon Valley Fire Protection District ("District") is authorized by the Fire Protection District Law of 1987 (Health & Safety Code section 13800 *et seq.*) to contract for goods and services needed to perform its authorized functions, consistent with the public bidding provisions set forth in the California Public Contract Code. The District's purchasing and contracting procedures are currently governed by District Ordinance No. 31, adopted by the Board on December 17, 2014.

Staff has recently drafted an administrative policy to assist in consistently implementing the purchasing and contracting procedures. Due to this effort, there were two items identified that warranted a modification to the current ordinance. Both items are considered exceptions to the public bidding process and are described in the Public Contracts Code.

The first item addresses purchasing and contracting procedures during an emergency. Pursuant to section 22050 of the Public Contracts Code, in the case of an emergency, a public agency, may by ordinance and pursuant to a four-fifths vote of its governing body, delegate the authority to the fire chief to take any necessary action to repair or replace a public facility, or take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.

If this action is not taken by the Board, the result would require that in the event of an emergency, the Board meet and determine that the procurement without giving notice for bids is necessary to respond to the emergency. There is concern that in some cases of emergency, immediate action will be necessary and that any procedural delays would not be in the best interest of the community and essential services provided.

The second item addresses the District's ability to purchase through an existing agreement with a federal agency, wherein the original agreement was properly awarded through the appropriate public bid process. Currently, Ordinance No. 31 addresses this option for state and local agencies but does not specify federal agencies.

A new Ordinance No. 32 has been prepared to address both items discussed above. Ordinance No. 32 repeals and replaces Ordinance No. 31, and provides a uniform and comprehensive approach to the District's purchasing and contracting procedures.

The proposed Ordinance modifies the thresholds for which an exception to the public bidding process is authorized for certain types of circumstances, as described.

Substantive changes in the new Ordinance No. 31 include the following:

1. The fourth recital in the Ordinance is added to provide for the necessary four-fifths vote of the governing body to delegate the appropriate authority to the fire chief to procure equipment, services, and supplies without giving notice for bids, in the event of an emergency.
2. Section 4.1(b), "Exceptions to the Bidding Process" has been modified to reflect the delegation of authority to the fire chief to procure equipment, services, and supplies without giving notice for bids, in the event of an emergency.
3. Section 4.1(f), "Exceptions to the Bidding Process" has been modified to add the word federal.

The proposed Ordinance has been reviewed and approved as to form by District Counsel, and there are no identified costs associated with its adoption.

The Ordinance will be published consistent with Government Code Section 25124(b)(1) and 25131.

**Recommended Board Action:**

1. Open the public hearing, and conduct the second reading, of Ordinance No. 32, an Ordinance of the San Ramon Valley Fire Protection District Repealing Ordinance No. 31 and Setting Forth Purchasing and Contracting Procedures and Authorities.
2. Adopt by a four-fifths vote, Ordinance No. 32.

**Financial Impacts:**

No fiscal impacts are expected by the adoption of the proposed Ordinance.

**Environmental Determination:**

The adoption of the proposed Ordinance is not a "Project" and has no potential for causing a significant physical impact on the environment and therefore is not subject to review under the California Environmental Quality Act ("CEQA," Public Resources Code Section 21000 *et seq.*). In addition, the proposed Ordinance is exempt under the definition of a "project" in Section 15378(b)(2) of the regulations implementing CEQA (the "CEQA Guidelines," Title 14 of the California Code of Regulations,



Sections 15000 *et seq.*) in that the proposed Ordinance concerns the District's administrative activities and general policy and procedure making.

**Attachments:**

1. Ordinance No. 32, an Ordinance of the San Ramon Valley Fire Protection District Repealing Ordinance 31 and Setting Forth Purchasing and Contracting Procedures and Authorities. (With new text underlined)
2. Ordinance No. 32, an Ordinance of the San Ramon Valley Fire Protection District Repealing Ordinance 31 and Setting Forth Purchasing and Contracting Procedures and Authorities. (Clean Version)

**ORDINANCE NO. 32**

**AN ORDINANCE OF THE SAN RAMON VALLEY  
FIRE PROTECTION DISTRICT REPEALING  
ORDINANCE 31 AND SETTING FORTH  
PURCHASING AND CONTRACTING PROCEDURES  
AND AUTHORITIES**

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

**WHEREAS**, on December 17, 2014, the District adopted Ordinance No. 31 establishing purchasing and contracting procedures and authorities, and the District now desires to revise those procedures and authorities; and,

**WHEREAS**, the District is authorized by the Fire Protection District Law of 1987 (Health & Safety Code section 13800 *et seq.*, the "Act") to contract for goods and services needed to perform its authorized functions which includes the purchase of all equipment, material, supplies and the securing of services to be utilized by the District in meeting its mission in providing fire and emergency services to the public; and,

**WHEREAS**, Public Contract Code section 20812(b) requires that the District must follow the contracting procedures of Public Contract Code section 20812(c), or the procedures of Contra Costa County; and,

**WHEREAS**, consistent with Public Contract Code section 22050, the District Board of Directors may, by a four-fifths vote, delegate by resolution or ordinance, the fire chief with the authority, in the case of an emergency, to take immediate action required by that emergency, and procure the necessary equipment, services and supplies for those purposes pursuant to the emergency contracting procedures as described in this section; and

**WHEREAS**, the District has created several form contracts which can be amended for distinct but similar situations.

**NOW THEREFORE BE IT RESOLVED**, as of the effective date of this Ordinance, Ordinance No. 31 is hereby repealed and replaced, in its entirety, with the provisions of this Ordinance. The District establishes the following purchasing system for the purpose of setting forth efficient procedures for the purchase of supplies, materials, equipment and services; to secure for the District those supplies, materials, equipment and services at the lowest possible cost in an efficient manner without unnecessary delays; to

exercise positive financial control over purchases; to clearly define the delegated authority for the purchasing and contracting functions; in compliance with the Act, Government Code section 4526 and Public Contract Code section 20812(a) and (c); and to ensure the quality of the purchases and contracts for services accomplished by the District.

## **SECTION 1. ADMINISTRATION.**

**1.1 General.** The purpose of this Ordinance is to provide a single resource of information for the purchase of all equipment, material, supplies and the securing of services to be utilized by the District in meeting its mission in providing fire and emergency services to the public.

The intent of the Ordinance is to seek the best use of public funds to purchase Tangible Personal Property and services at a standard consistent with the required levels of quality.

For those purchases of Tangible Personal Property and services that do not require the informal or formal bidding process, staff is encouraged to research, evaluate, and assure that the best price is obtained for the items.

## **SECTION 2. DEFINITIONS.**

**2.1 General.** The following words and phrases have the following meanings:

**2.1.1 Formal Bidding** shall be used primarily for large dollar purchases and requires the use of competitive bidding under the Public Contract Code, with the exceptions as outlined in the Ordinance.

**2.1.2 General Services** shall mean all services which are not Special Services, including the following:

- (a) Maintenance or nonstructural repair of District buildings, structures or improvements which does not require engineering plans, specifications or design, including but not limited to unscheduled replacement of broken window panes, fire extinguisher maintenance, minor roof repairs, and pest control;
- (b) Repair, modification, and maintenance of District equipment and software;
- (c) Analysis, testing, moving, removal or disposal (other than by sale) of District materials, supplies, and equipment; or other District Tangible Personal Property.
- (d) Replanting, care or maintenance of public grounds, including but not limited to trees, shrubbery, flowers, lawns;
- (e) Provide temporary personnel services;
- (f) Provide other miscellaneous services to facilitate District operations;

- (g) Perform repair, demolition or other work required to abate nuisances;
- (h) Licensing software;
- (i) Leasing or renting of Tangible Personal Property for use by the District.

**2.1.3 Informal Bidding** shall mean a cost-effective competitive process for canvassing the marketplace to identify vendors most likely to provide appropriate supplies or services at a reasonable price and in an efficient manner.

**2.1.4 Lowest Responsible Bidder** shall mean a bidder that is deemed responsible by the District and has demanded the least compensation from the District. When determining whether a bidder is responsible, the District shall consider one or more of the following factors as appropriate:

- (a) The ability, capacity, and skill of the bidder;
- (b) Whether the bidder has the facilities to perform the contract promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- (d) The bidder's record of performance of previous contracts;
- (e) Previous and existing compliance by the bidder with laws and ordinances relating to the contract;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract;
- (g) The available insurance held by the bidder;
- (h) The quality and availability of the supplies, equipment, or services purchased, and the adaptability of the above to the particular use required;
- (i) The ability of the bidder to provide future maintenance and service for the supplies, equipment, or services purchased;
- (j) The number and scope of conditions attached to the bid;
- (k) Any referrals or comments regarding the bidder made by knowledgeable persons familiar with the bidder and/or the bidder's business, industry or finances.
- (l) For Public Projects, the bidder's promise to comply with the requirements of Government Code section 4303 which requires Public Projects to use only:
  - (i) unmanufactured materials produced in the United States, and
  - (ii) manufactured materials which were made in the United States and substantially all of which were from materials produced in the United States.
- (m) For contracts for Professional Services, consistent with the Act, Government Code section 4526 and Public Contract Code section 20812(a) and (c), whether the business is (i) a "small business" within the definition of Government Code section 14837(d), which is "an independently owned and operated business which is not dominant in its field of operation, the principal office of which is

located in California, the offices of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years," or (ii) a manufacturer within the meaning of Government Code section 14837(c) and has 100 or fewer employees.

**2.1.5 Open Market Purchases** shall mean off-the-shelf purchases of items or services.

**2.1.6 Professional Services** shall mean all services provided by private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms, as described in Government Code section 4526 and the retention of counsel as described in the Act. Professional Services are exempt from the bidding process and selection shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

**2.1.7 Public Project** shall have the same meaning set forth in California Public Contract Code section 20161 which defines "Public Project" as:

- (a) A project for the erection, improvement, painting, or repair of public buildings and works;
- (b) Work in or about streams, bays, waterfronts, embankments or other work for protection against overflow;
- (c) Street or sewer work except maintenance or repair;
- (d) Furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.

**2.1.8 Purchasing and Contracting Authority** shall mean the representative or representatives of the District, whether members of its staff or its Board, who, depending on the size and type of transaction at issue, are authorized to approve a particular purchasing transaction or award a contract after completion of the applicable selection process.

**2.1.9 Request for Proposal** shall mean a written description of the goods and services the District desires to purchase, and which is used to solicit bids from appropriate bidders.

**2.1.10 Special Services** shall have the same meaning set forth in Public Contract Code section 20812, which includes only "the fields of accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the

operation of the District."

- 2.1.11 Tangible Personal Property** shall mean goods, material, supplies, vehicles, machinery, furnishings, equipment and any other tangible article; Tangible Personal Property shall not include financial instruments including bonds, stocks, certificates of deposit, or insurance.

### **SECTION 3. BIDDING AND PURCHASING PROCEDURES.**

- 3.1 Open Market Purchases** do not involve any formal or informal solicitation and evaluation of competitive bids, but rather relies on the experience and judgment of the Purchasing and Contracting Authority to quickly and efficiently make the best decision among purchase sources, based on the same criteria used to determine the Lowest Responsible Bidder. This purchase is typically utilized for small, frequent retail items necessary for the District's day-to-day operations, particularly when convenience and immediate availability are critical.
- 3.2 Informal Bidding** procedures require the Purchasing and Contracting Authority to solicit written, faxed, electronic or verbal price quotations from a minimum of three (3) vendors. The solicitation may be either written or verbal, as dictated by the circumstances and judgment of the Purchasing and Contracting Authority. The bid shall be awarded to the Lowest Responsible Bidder as defined above. As used in this Section, an "electronic" quotation may mean a transmission via the Internet, including, but not limited to e-mail and secure Internet purchasing system.
- 3.3 Formal Bidding** procedures require compliance with the following:
- 3.3.1 Plans and Specifications:** The District shall prepare plans and specifications providing adequate direction to enable any competent contractor or other builder to carry them out.
- 3.3.2 Notice:** Notice requesting sealed bids shall set a date for the opening of sealed bids. The first publication or posting of the notice shall be at least ten (10) days before the date of opening the sealed bids. Notice shall be published at least twice, not less than five (5) days apart, in a newspaper of general circulation in the District, or if there is none, it shall be posted in at least three (3) public places in the District.
- 3.3.3 Posting Bonds:** Subject to the provisions of Chapter 7 (commencing with section 3247) of Title 15 of Part 4 of Division 3 of the Civil Code, the District Board may require in the public notice for bids that the bidder provide bidder's security, insurance, and/or the posting of those bonds it deems desirable as a condition to the filing of a bid or the letting of a contract. A surety insures the faithfulness of the bid and insures the performance of a contract. The intent is to protect the District from losses, damages, claims and

liabilities in the event the vendor fails to execute a contract. For all Public Projects in excess of \$25,000, posting of a bond shall be required.

- 3.3.4 Time Stamping Bids:** Bids received shall be time-stamped by the Clerk and deposited unopened in the bid file. Any bid received subsequent to the time of closing as stated on the request for bid shall be time-stamped and returned to the bidder.
- 3.3.5 Tendering Bids:** Bidders shall be entitled to the return of bid security, except that a successful bidder shall forfeit its bid security upon refusal or failure to execute the contract within ten (10) days after the notice of award has been mailed, or a time agreed upon in writing by both the successful bidder and the District, unless the District is responsible for the delay. The Purchasing and Contracting Authority may, on refusal or failure of the successful bidder to execute the contract, award the contract to the next Lowest Responsible Bidder. The District shall apply the amount of the lowest bidder's forfeited security to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder. The successful bidder's check or bond will be held until submission of the performance bond.
- 3.3.6 Cost Records:** Cost records of the work shall be kept in the manner provided in Chapter 1 (commencing with section 4000) of Division 5 of Title 1 of the Government Code.
- 3.3.7 Sealed Bids – Submittal and Opening:** Bids, including bids for construction contracts, shall be submitted to the District via the District's approved secure online purchasing system, or on paper submitted in a sealed envelope, from a minimum of three (3) vendors. Bids submitted on paper shall be delivered to the District Clerk and shall be identified as a sealed bid on the envelope containing the same. Sealed bids shall not be opened prior to the time specified in the public notice and must be opened only at the time and place stated in the public notice. A summation of all sealed bids received must be prepared by the Purchasing and Contracting Authority and must be made available for public inspection during regular business hours for a period of not less than thirty (30) days after the bid opening.
- 3.3.8 Award of Bid:** If any bid is awarded, it shall be awarded to the Lowest Responsible Bidder using the criteria defined within this Ordinance. In its discretion, the Board may reject any or all bids presented pursuant to the provisions of this Ordinance and the Public Contract Code, and re-advertise for bids.
- 3.3.9 Tie bids:** Pursuant to Public Contract Code sections 20812 and 20813, if two (2) or more bids are the same and the lowest, the Purchasing and Contracting Authority may accept the bid of any of the Lowest Responsible Bidders. The Purchasing and Contracting Authority may also accept one of the tie bids, or may negotiate with the tie bidders for a lower price and make its

selection based upon price as the ultimate criterion.

**3.3.10 Rejection of bids:** The Purchasing and Contracting Authority may reject any bid. If the District Board rejects all bids, it may either re-advertise or adopt a resolution, by two-thirds vote, declaring the service can be performed more economically by District employees or obtained at a lower price in the open market. Upon adoption of the resolution, the District Board may undertake the service contract without further complying with this section.

**3.3.11 Contractor Requirements:** Contracts authorized by the Board shall be let only to a holder of a valid State Contractor's license unless such work is exempt from such licensing requirement by any other provision of law.

**3.4 General Service Contracts** involve the following procedures:

**3.4.1** For all General Service contracts under \$5,000, no comparison shopping or bidding shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase process and his or her own discretion when selecting the most appropriate vendor to provide the service.

**3.4.2** For all General Service contracts of \$5,000 or more, the Informal Bidding Procedure shall be utilized. Formal Bidding shall not be required for contracts or purchase orders for General Services.

**3.5 Professional Service Contracts** involve the following procedures: Consistent with the Act and Government Code section 4526, Professional Service contracts shall be awarded on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The factors listed in section 2.1.4 to determine whether a bidder is "responsible" shall be utilized when making this determination. Consistent with the Act and Government Code section 4528, the Chief and/or his or her designee shall negotiate with the best qualified firms until one of the firms agrees to an amount the Chief and/or his or her designee determines is fair and reasonable.

**3.6 Special Services Contracts** involve the following procedures:

**3.6.1** Consistent with Public Contract Code section 20812, for all Special Service Contracts under \$25,000, no comparison shopping or bidding shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase process and his or her own discretion when selecting the most appropriate vendor to provide the service.

**3.6.2** For all Special Service contracts above \$25,000, the Formal Bidding Procedure shall be utilized.

**3.7 Public Projects** involve the following procedures:



- 3.7.1 For all Public Projects under \$5,000, no comparison-shopping or bidding process shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase procedure and his or her own discretion when selecting the Lowest Responsible Bidder.
- 3.7.2 For all Public Projects of at least \$5,000 and less than \$10,000, the Informal Bidding Procedure, and where applicable, all other procedures required by the Public Contract Code shall be utilized.
- 3.7.3 Pursuant to Public Contract Code section 20813, for all contracts for Public Projects of \$10,000 or more, the Formal Bidding procedure and all other applicable procedures required by the Public Contract Code shall be utilized.
- 3.7.4 **Prevailing Wage Requirements.** For Public Projects over \$1,000, not less than the general prevailing rate of per diem wages for work of a similar character in the locality where the work is performed shall be paid to all workers employed on Public Projects with the exception of work carried out by a public agency's own forces pursuant to Labor Code section 1771.

**3.8 Purchases of Tangible Personal Property** involve the following procedures:

- 3.8.1 For all purchases of Tangible Personal Property under \$5,000, no comparison shopping or bidding process shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase procedure and his or her own discretion when selecting the Lowest Responsible Bidder.
- 3.8.2 For all purchases of Tangible Personal Property of at least \$5,000, the Informal Bidding procedure, and where applicable, all other procedures required by the Public Contract Code shall be utilized.
- 3.8.3 Notwithstanding section 3.8.1, for purchases of gasoline or other automotive fuel, the Informal Bidding procedure, and where applicable, all other procedures required by the Public Contract Code shall be utilized.

**SECTION 4. EXCEPTIONS TO THE BIDDING PROCESS.**

- 4.1 Notwithstanding the amount of the proposed contract or purchase, the Open Market procedure may be utilized in the following circumstances:
  - (a) When a patented proprietary item is being purchased; or
  - (b) The purchase is made under the circumstances of an Emergency, as defined in the Public Contract Code section 1102 which is a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, environment or essential public services," and the fire chief has authorized such actions pursuant to Public Contract Code section 22050, Emergency Contracting Procedures; or

- (c) When the following types of personal property or services are being acquired, obtained, rented or leased: (i) advertising; (ii) books, recordings, films, subscriptions; (iii) election supplies; (iv) insurance; (v) public utility services; (vi) travel services; (vii) property or services provided by or through other governmental agencies; or obtainable from suppliers which have in force a current contract with another governmental agency for the same item or service; or (viii) property or services the price of which is fixed by law; or
- (d) The supplies, materials, services or equipment are produced only by one manufacturer or are available from only one source; or
- (e) Purchases of investment instruments.
- (f) Consistent with Public Contract Code sections 10298 and 10299, when a purchase is made through a master agreement, multiple award schedule or cooperative agreement with any federal, state or local agency wherein the original agreement was properly awarded through the appropriate public bid process.

**SECTION 5. PURCHASING AND CONTRACTING AUTHORITIES.**

**5.1 General.** This section identifies the Purchasing and Contracting Authority for different types of purchases. The funding included in the annual budget approved by the Board for the purchase of Tangible Personal Property shall constitute spending authority to the Fire Chief or Fire Chief's Designee for such items of Tangible Personal Property up to the amounts listed in section 5.4, below. All such purchases shall meet the requirements, if any, of the Informal or Formal Bidding requirements prior to purchase and the contracting limits as specified in section 5.4 below.

**5.2 Public Projects:** For Public Projects of \$10,000 or more, the District Board shall be the only Purchasing and Contracting Authority.

**5.3 Professional Services:** The Fire Chief or his or her designee shall be the contracting authority, consistent with Section 3.5 of this Ordinance.

**5.4 All Other Contracts and Purchases:** For all other types of purchases and contracts, each of the following persons shall be authorized to be a District Purchasing and Contracting Authority:

Any amount more than \$25,000:	District Board of Directors
Any amount less than \$25,000:	District Fire Chief
Any amount less than \$10,000:	Deputy Fire Chief Assistant Fire Chief Chief Financial Officer or Controller Division Chief/Fire Marshal

All contracts, purchase orders, terminations, amendments and change orders shall be in a form approved by District Counsel.

#### **SECTION 6. PROHIBITED ACTS.**

- 6.1 In no event shall any Purchasing and Contracting Authority allow any unlawful activity including, but not limited to, rebates, kickbacks or other unlawful consideration in fulfilling the requirements of this Ordinance nor shall any individual participate in the selection process when he or she has a financial interest as defined in Government Code section 87100, *et seq.* with a person or business entity seeking a contract.

#### **SECTION 7. SUFFICIENT FUNDS REQUIRED.**

- 7.1 Nothing in this Ordinance shall be interpreted to allow any purchase or contract for which insufficient District funds have been appropriated.

#### **SECTION 8. USE OF DISTRICT FORM CONTRACTS REQUIRED.**

- 8.1 **Form Of Contract For Purchase Of Services.** The District shall utilize a form contract provided by the District and approved by District Counsel ("Form Contract") to memorialize agreements for provision of General Services, Special Services, or Professional Services whenever the District is agreeing to pay \$5,000.00 or more. If the agreement will require the District to expend \$4,999.99 or less, the District may utilize a Form Contract. The Form Contract shall contain insurance requirements for each specific District engagement.
- 8.2 **Form Of Contract For Purchase Of Tangible Personal Property.** For any purchase of Tangible Personal Property, the District may utilize a Form Contract.

#### **SECTION 9. PROTEST PROCEDURE.**

- 9.1 After the award of any contract, any unsuccessful bidder may challenge the bid procedure by filing a written protest with the Purchasing and Contracting Authority. The protest must set forth the reasons for the challenge and must be filed within ten (10) days of the award of the contract. The Purchasing and Contracting Authority shall review the protest and provide a written reply in an expeditious manner. The decision of the Purchasing and Contracting Authority with respect to the protest shall be final. Failure to file a timely protest shall be deemed a waiver of any challenge to the selection procedure or the award of a contract. Notice of this procedure shall be included in any formal or informal District solicitation for the purchase of supplies, materials, equipment or the performance of services.

**SECTION 10. SPLITTING ORDERS PROHIBITED.**

**10.1** Consistent with Public Contract Code sections 20116, 20123.5, 20150.11, and 22033, it shall be unlawful to split or separate purchases, orders or contracts for services into smaller quantities or amounts for the purpose of avoiding the competitive bidding provisions or the Purchasing and Contracting Authority provisions of this Ordinance.

**SECTION 11. INSPECTION AND TESTING.**

**11.1** The Purchasing and Contracting Authority shall have the power to inspect all supplies, materials and equipment delivered pursuant to any District purchase or any service provided by District contract to determine their conformance with the specifications for the involved supplies, materials, equipment or service. The Purchasing and Contracting Authority shall also have the power to require chemical and physical tests of samples submitted with bids and samples of deliveries, as necessary to determine their quality and conformance with specifications and applicable law.

**SECTION 12. PURCHASING MATRIX.**

**12.1** The District Purchasing Matrix is attached as Exhibit A and incorporated herein by this reference.

**SECTION 13. SEVERABILITY.**

**13.1** 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 14. ENVIRONMENTAL REVIEW: PUBLICATION AND EFFECTIVE DATE.**

**14.1** This Ordinance is exempt from environmental review pursuant to the California Environmental Quality Act ("CEQA", Public Resources Code Section 21000 *et seq.*) because it is not a "Project" as defined by CEQA and has no potential for causing a significant physical impact on the environment. Moreover, the Ordinance is also exempt pursuant to Section 15378(b)(2) of the regulation implementing CEQA (the "CEQA Guidelines," Section 15000 *et seq.* of Title 14 of the California Code of Regulations) in that that Ordinance concerns administrative activities and general policy and procedure making of the District.

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

**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

---

H. Jay Kerr, President

**ATTEST:**

**APPROVED AS TO FORM**

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Paige Meyer, District Chief

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William D. Ross, District Counsel

CATEGORIES	EXAMPLES OF PURCHASES	BIDDING REQUIREMENTS	AWARDING AUTHORITY	GLOBAL DEFINITIONS & EXCEPTIONS FROM BIDDING
<p><b>Professional Services</b></p> <p>(Gov't Code § 4526)</p>	<p>Private architectural, landscape architectural, engineering environmental, surveying or construction project management firms.</p>	<p><b>Professional services are exempt</b> from the bidding process and selection shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.</p>	<p>The Chief or his/her designee shall negotiate with the best qualified firms until one of the firms agrees to an amount the Chief or his/her designee determines is fair and reasonable</p>	<p><b>Form Contract:</b> The District shall utilize a form contract provided by the District and approved by District Counsel for payments of \$1,000 or more.</p> <p><b>Insurance Requirements:</b> Insurance shall be required for each purchase/contract category in the amount and manner specified in the corresponding Form Contract</p>
<p><b>Special Services</b></p> <p>(Public Contracts Code § 20812)</p>	<p>Accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the operation of the District</p>	<p><b>Special Service Contracts Under \$25,000:</b> No comparison shopping or bidding shall be required and the Purchasing Authority shall utilize the Open Market Purchase process and his or her own discretion when selecting the most appropriate vendor to provide the service.</p> <p><b>For all Special Service Contracts above \$25,000,</b> the Formal Bidding Procedure shall be utilized.</p>	<p><b>Any amount Less than \$10,000:</b> Deputy Fire Chief or designee, Assistant Fire Chief Chief Financial Officer or Controller Division Chief/Fire Marshal</p> <p><b>Any amount less than \$25,000:</b> District Fire Chief</p> <p><b>Any amount more than \$25,000:</b> Board of Directors</p>	<p><b>Informal bidding</b> means soliciting at least 3 quotations from vendors. Solicitations may be made by phone, fax, email, or mail. The quotes do not need to be sealed or secured.</p> <p><b>Formal Bidding</b> requires sealed bids, either electronically or on paper, and shall be awarded to the Lowest Responsible Bidder. Notice of the solicitation shall be published at least twice, not less than 5 days apart, beginning at least 10 days before opening the bids, in a newspaper of general circulation in the District, or if there is none, posted in at least 3 public places in the District.</p>
<p><b>General Services</b></p> <p>(All services that are not "Special Services")</p>	<p>All services that are not "Special Services," such as: Maintenance or nonstructural repair of buildings, structures or improvements which does not require engineering plans, specifications or design, including but not limited to replacement of broken window panes, fire extinguisher maintenance, minor roof repairs, and pest control; Repair, modification, maintenance of District equipment and software; analysis, testing, moving, removal or disposal (other than by sale) of District materials, supplies, equipment or other tangible personal property; Replanting, care or maintenance of public grounds, including but not limited to trees, flowers, lawns; Providing temporary personnel services; Other misc. services to facilitate District operations; Perform repair to abate nuisances; licensing software; leasing or renting of personal property to District.</p>	<p><b>General Services under \$5,000:</b> No comparison shopping or bidding is required and the Purchasing and Contracting Authority shall utilize the Open Market process and his or her own discretion when selecting the most appropriate vendor to provide the service.</p> <p><b>General Services of \$5,000 or more:</b> The Informal Bidding Procedure shall be utilized. Formal bidding shall <u>not</u> be required for contracts or purchase orders for General Services.</p>	<p><b>Any amount Less than \$10,000:</b> Deputy Fire Chief or designee, Assistant Fire Chief Chief Financial Officer or Controller Division Chief/Fire Marshal</p> <p><b>Any amount less than \$25,000:</b> District Fire Chief</p> <p><b>Any amount more than \$25,000:</b> Board of Directors</p>	<p><b>Exceptions to the Bidding Process:</b> Regardless of the amount of the proposed contract or purchase, the open market procedure may be used in the following instances:</p> <p>(a) When a patented proprietary item is being purchased; or</p>

<p><b>Tangible Personal Property</b></p>	<p>Goods, material, supplies, vehicles, machinery, furnishings, equipment and any other tangible article. Tangible Personal Property shall not include financial instruments including bonds, stocks, certificates of deposit or insurance.</p>	<p><b>Tangible Personal Property under \$5,000:</b> No comparison shopping or bidding shall be required, and the Purchasing Authority shall utilize the Open Market Purchase Procedure and his/her own discretion when selecting the Lowest Responsible Bidder.</p> <p><b>Tangible Personal Property over \$5,000:</b> The Informal Bidding Procedure shall be required, along with applicable procedures required by the Public Contract Code.</p>	<p><b>Any amount Less than \$10,000:</b> Deputy Fire Chief or designee, Assistant Fire Chief Chief Financial Officer or Controller Division Chief/Fire Marshal</p> <p><b>Any amount less than \$25,000:</b> District Fire Chief</p> <p><b>Any amount more than \$25,000:</b> Board of Directors</p>	<p>(b) The purchase is made in an emergency (as defined by Public Contract Code § 1102)</p> <p>(c) When the following types of personal property or services are being acquired, obtained, rented or leased: (i) advertising; (ii) books, recordings, films, Subscriptions; (iii) election supplies; (iv) insurance; (v) public utility services; (vi) travel services; (vii) property or services provided by or through other governmental agencies; or obtainable from suppliers which have in force a current contract with another governmental agency for the same item or service; or (viii) property or services the price of which is fixed by law; or,</p>
<p><b>Public Works Projects</b>  (Public Contracts Code § 1101).</p>	<p>The erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.</p>	<p><b>Public Works Projects under \$5,000:</b> No comparison shopping/bidding is required. The Purchasing Authority shall utilize the Open Market Purchase Procedure and his/her own discretion when selecting the Lowest Responsible Bidder.</p> <p><b>Public Works Projects over \$5,000 but less than \$10,000:</b> the Informal Bidding Procedure is required.</p> <p><b>Contracts for Public Works Projects of \$10,000 or more:</b> The Formal Bidding Procedure is required, along with applicable procedures required by the Public Contract Code.</p>	<p>For all Public Projects of \$10,000 or more, the District Board of Directors shall be the only Purchasing Authority.</p> <p><b>Prevailing Wage Requirements:</b> For Public Works projects over \$1,000, not less than the general prevailing rate of per diem wages for work of a similar character in the locality where the work is performed shall be paid to all workers employed on public works, with the exception of work carried out by a public agency's own forces. (Labor Code § 1771)</p>	<p>(d) The supplies, materials, services or equipment are produced only by one manufacturer or are available from only one source; or,</p> <p>(e) Purchases of investment instruments; or,</p> <p>(f) Consistent with Public Contract Code §§ 10298 and 10299, when a purchase is made via a master agreement, multiple award schedule or cooperative agreement with a state or local agency where the original agreement was properly awarded via the appropriate public bid process.</p>

**ORDINANCE NO. 32**

**AN ORDINANCE OF THE SAN RAMON VALLEY  
FIRE PROTECTION DISTRICT REPEALING  
ORDINANCE 31 AND SETTING FORTH  
PURCHASING AND CONTRACTING PROCEDURES  
AND AUTHORITIES**

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

**WHEREAS**, on December 17, 2014, the District adopted Ordinance No. 31 establishing purchasing and contracting procedures and authorities, and the District now desires to revise those procedures and authorities; and,

**WHEREAS**, the District is authorized by the Fire Protection District Law of 1987 (Health & Safety Code section 13800 *et seq.*, the "Act") to contract for goods and services needed to perform its authorized functions which includes the purchase of all equipment, material, supplies and the securing of services to be utilized by the District in meeting its mission in providing fire and emergency services to the public; and,

**WHEREAS**, Public Contract Code section 20812(b) requires that the District must follow the contracting procedures of Public Contract Code section 20812(c), or the procedures of Contra Costa County; and,

**WHEREAS**, consistent with Public Contract Code section 22050, the District Board of Directors may, by a four-fifths vote, delegate by resolution or ordinance, the fire chief with the authority, in the case of an emergency, to take immediate action required by that emergency, and procure the necessary equipment, services and supplies for those purposes pursuant to the emergency contracting procedures as described in this section; and

**WHEREAS**, the District has created several form contracts which can be amended for distinct but similar situations.

**NOW THEREFORE BE IT RESOLVED**, as of the effective date of this Ordinance, Ordinance No. 31 is hereby repealed and replaced, in its entirety, with the provisions of this Ordinance. The District establishes the following purchasing system for the purpose of setting forth efficient procedures for the purchase of supplies, materials, equipment and services; to secure for the District those supplies, materials, equipment and services at the lowest possible cost in an efficient manner without unnecessary delays; to



exercise positive financial control over purchases; to clearly define the delegated authority for the purchasing and contracting functions; in compliance with the Act, Government Code section 4526 and Public Contract Code section 20812(a) and (c); and to ensure the quality of the purchases and contracts for services accomplished by the District.

## **SECTION 1. ADMINISTRATION.**

**1.1 General.** The purpose of this Ordinance is to provide a single resource of information for the purchase of all equipment, material, supplies and the securing of services to be utilized by the District in meeting its mission in providing fire and emergency services to the public.

The intent of the Ordinance is to seek the best use of public funds to purchase Tangible Personal Property and services at a standard consistent with the required levels of quality.

For those purchases of Tangible Personal Property and services that do not require the informal or formal bidding process, staff is encouraged to research, evaluate, and assure that the best price is obtained for the items.

## **SECTION 2. DEFINITIONS.**

**2.1 General.** The following words and phrases have the following meanings:

**2.1.1 Formal Bidding** shall be used primarily for large dollar purchases and requires the use of competitive bidding under the Public Contract Code, with the exceptions as outlined in the Ordinance.

**2.1.2 General Services** shall mean all services which are not Special Services, including the following:

- (a) Maintenance or nonstructural repair of District buildings, structures or improvements which does not require engineering plans, specifications or design, including but not limited to unscheduled replacement of broken window panes, fire extinguisher maintenance, minor roof repairs, and pest control;
- (b) Repair, modification, and maintenance of District equipment and software;
- (c) Analysis, testing, moving, removal or disposal (other than by sale) of District materials, supplies, and equipment; or other District Tangible Personal Property.
- (d) Replanting, care or maintenance of public grounds, including but not limited to trees, shrubbery, flowers, lawns;
- (e) Provide temporary personnel services;
- (f) Provide other miscellaneous services to facilitate District operations;

- (g) Perform repair, demolition or other work required to abate nuisances;
- (h) Licensing software;
- (i) Leasing or renting of Tangible Personal Property for use by the District.

**2.1.3 Informal Bidding** shall mean a cost-effective competitive process for canvassing the marketplace to identify vendors most likely to provide appropriate supplies or services at a reasonable price and in an efficient manner.

**2.1.4 Lowest Responsible Bidder** shall mean a bidder that is deemed responsible by the District and has demanded the least compensation from the District. When determining whether a bidder is responsible, the District shall consider one or more of the following factors as appropriate:

- (a) The ability, capacity, and skill of the bidder;
- (b) Whether the bidder has the facilities to perform the contract promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- (d) The bidder's record of performance of previous contracts;
- (e) Previous and existing compliance by the bidder with laws and ordinances relating to the contract;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract;
- (g) The available insurance held by the bidder;
- (h) The quality and availability of the supplies, equipment, or services purchased, and the adaptability of the above to the particular use required;
- (i) The ability of the bidder to provide future maintenance and service for the supplies, equipment, or services purchased;
- (j) The number and scope of conditions attached to the bid;
- (k) Any referrals or comments regarding the bidder made by knowledgeable persons familiar with the bidder and/or the bidder's business, industry or finances.
- (l) For Public Projects, the bidder's promise to comply with the requirements of Government Code section 4303 which requires Public Projects to use only:
  - (i) unmanufactured materials produced in the United States, and
  - (ii) manufactured materials which were made in the United States and substantially all of which were from materials produced in the United States.
- (m) For contracts for Professional Services, consistent with the Act, Government Code section 4526 and Public Contract Code section 20812(a) and (c), whether the business is (i) a "small business" within the definition of Government Code section 14837(d), which is "an independently owned and operated business which is not dominant in its field of operation, the principal office of which is

located in California, the offices of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years," or (ii) a manufacturer within the meaning of Government Code section 14837(c) and has 100 or fewer employees.

**2.1.5 Open Market Purchases** shall mean off-the-shelf purchases of items or services.

**2.1.6 Professional Services** shall mean all services provided by private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms, as described in Government Code section 4526 and the retention of counsel as described in the Act. Professional Services are exempt from the bidding process and selection shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

**2.1.7 Public Project** shall have the same meaning set forth in California Public Contract Code section 20161 which defines "Public Project" as:

- (a) A project for the erection, improvement, painting, or repair of public buildings and works;
- (b) Work in or about streams, bays, waterfronts, embankments or other work for protection against overflow;
- (c) Street or sewer work except maintenance or repair;
- (d) Furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.

**2.1.8 Purchasing and Contracting Authority** shall mean the representative or representatives of the District, whether members of its staff or its Board, who, depending on the size and type of transaction at issue, are authorized to approve a particular purchasing transaction or award a contract after completion of the applicable selection process.

**2.1.9 Request for Proposal** shall mean a written description of the goods and services the District desires to purchase, and which is used to solicit bids from appropriate bidders.

**2.1.10 Special Services** shall have the same meaning set forth in Public Contract Code section 20812, which includes only "the fields of accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the

operation of the District."

- 2.1.11 Tangible Personal Property** shall mean goods, material, supplies, vehicles, machinery, furnishings, equipment and any other tangible article; Tangible Personal Property shall not include financial instruments including bonds, stocks, certificates of deposit, or insurance.

### **SECTION 3. BIDDING AND PURCHASING PROCEDURES.**

- 3.1 Open Market Purchases** do not involve any formal or informal solicitation and evaluation of competitive bids, but rather relies on the experience and judgment of the Purchasing and Contracting Authority to quickly and efficiently make the best decision among purchase sources, based on the same criteria used to determine the Lowest Responsible Bidder. This purchase is typically utilized for small, frequent retail items necessary for the District's day-to-day operations, particularly when convenience and immediate availability are critical.
- 3.2 Informal Bidding** procedures require the Purchasing and Contracting Authority to solicit written, faxed, electronic or verbal price quotations from a minimum of three (3) vendors. The solicitation may be either written or verbal, as dictated by the circumstances and judgment of the Purchasing and Contracting Authority. The bid shall be awarded to the Lowest Responsible Bidder as defined above. As used in this Section, an "electronic" quotation may mean a transmission via the Internet, including, but not limited to e-mail and secure Internet purchasing system.
- 3.3 Formal Bidding** procedures require compliance with the following:
- 3.3.1 Plans and Specifications:** The District shall prepare plans and specifications providing adequate direction to enable any competent contractor or other builder to carry them out.
- 3.3.2 Notice:** Notice requesting sealed bids shall set a date for the opening of sealed bids. The first publication or posting of the notice shall be at least ten (10) days before the date of opening the sealed bids. Notice shall be published at least twice, not less than five (5) days apart, in a newspaper of general circulation in the District, or if there is none, it shall be posted in at least three (3) public places in the District.
- 3.3.3 Posting Bonds:** Subject to the provisions of Chapter 7 (commencing with section 3247) of Title 15 of Part 4 of Division 3 of the Civil Code, the District Board may require in the public notice for bids that the bidder provide bidder's security, insurance, and/or the posting of those bonds it deems desirable as a condition to the filing of a bid or the letting of a contract. A surety insures the faithfulness of the bid and insures the performance of a contract. The intent is to protect the District from losses, damages, claims and

liabilities in the event the vendor fails to execute a contract. For all Public Projects in excess of \$25,000, posting of a bond shall be required.

- 3.3.4 Time Stamping Bids:** Bids received shall be time-stamped by the Clerk and deposited unopened in the bid file. Any bid received subsequent to the time of closing as stated on the request for bid shall be time-stamped and returned to the bidder.
- 3.3.5 Tendering Bids:** Bidders shall be entitled to the return of bid security, except that a successful bidder shall forfeit its bid security upon refusal or failure to execute the contract within ten (10) days after the notice of award has been mailed, or a time agreed upon in writing by both the successful bidder and the District, unless the District is responsible for the delay. The Purchasing and Contracting Authority may, on refusal or failure of the successful bidder to execute the contract, award the contract to the next Lowest Responsible Bidder. The District shall apply the amount of the lowest bidder's forfeited security to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder. The successful bidder's check or bond will be held until submission of the performance bond.
- 3.3.6 Cost Records:** Cost records of the work shall be kept in the manner provided in Chapter 1 (commencing with section 4000) of Division 5 of Title 1 of the Government Code.
- 3.3.7 Sealed Bids – Submittal and Opening:** Bids, including bids for construction contracts, shall be submitted to the District via the District's approved secure online purchasing system, or on paper submitted in a sealed envelope, from a minimum of three (3) vendors. Bids submitted on paper shall be delivered to the District Clerk and shall be identified as a sealed bid on the envelope containing the same. Sealed bids shall not be opened prior to the time specified in the public notice and must be opened only at the time and place stated in the public notice. A summation of all sealed bids received must be prepared by the Purchasing and Contracting Authority and must be made available for public inspection during regular business hours for a period of not less than thirty (30) days after the bid opening.
- 3.3.8 Award of Bid:** If any bid is awarded, it shall be awarded to the Lowest Responsible Bidder using the criteria defined within this Ordinance. In its discretion, the Board may reject any or all bids presented pursuant to the provisions of this Ordinance and the Public Contract Code, and re-advertise for bids.
- 3.3.9 Tie bids:** Pursuant to Public Contract Code sections 20812 and 20813, if two (2) or more bids are the same and the lowest, the Purchasing and Contracting Authority may accept the bid of any of the Lowest Responsible Bidders. The Purchasing and Contracting Authority may also accept one of the tie bids, or may negotiate with the tie bidders for a lower price and make its

selection based upon price as the ultimate criterion.

**3.3.10 Rejection of bids:** The Purchasing and Contracting Authority may reject any bid. If the District Board rejects all bids, it may either re-advertise or adopt a resolution, by two-thirds vote, declaring the service can be performed more economically by District employees or obtained at a lower price in the open market. Upon adoption of the resolution, the District Board may undertake the service contract without further complying with this section.

**3.3.11 Contractor Requirements:** Contracts authorized by the Board shall be let only to a holder of a valid State Contractor's license unless such work is exempt from such licensing requirement by any other provision of law.

**3.4 General Service Contracts** involve the following procedures:

**3.4.1** For all General Service contracts under \$5,000, no comparison shopping or bidding shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase process and his or her own discretion when selecting the most appropriate vendor to provide the service.

**3.4.2** For all General Service contracts of \$5,000 or more, the Informal Bidding Procedure shall be utilized. Formal Bidding shall not be required for contracts or purchase orders for General Services.

**3.5 Professional Service Contracts** involve the following procedures: Consistent with the Act and Government Code section 4526, Professional Service contracts shall be awarded on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The factors listed in section 2.1.4 to determine whether a bidder is "responsible" shall be utilized when making this determination. Consistent with the Act and Government Code section 4528, the Chief and/or his or her designee shall negotiate with the best qualified firms until one of the firms agrees to an amount the Chief and/or his or her designee determines is fair and reasonable.

**3.6 Special Services Contracts** involve the following procedures:

**3.6.1** Consistent with Public Contract Code section 20812, for all Special Service Contracts under \$25,000, no comparison shopping or bidding shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase process and his or her own discretion when selecting the most appropriate vendor to provide the service.

**3.6.2** For all Special Service contracts above \$25,000, the Formal Bidding Procedure shall be utilized.

**3.7 Public Projects** involve the following procedures:

- 3.7.1 For all Public Projects under \$5,000, no comparison-shopping or bidding process shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase procedure and his or her own discretion when selecting the Lowest Responsible Bidder.
- 3.7.2 For all Public Projects of at least \$5,000 and less than \$10,000, the Informal Bidding Procedure, and where applicable, all other procedures required by the Public Contract Code shall be utilized.
- 3.7.3 Pursuant to Public Contract Code section 20813, for all contracts for Public Projects of \$10,000 or more, the Formal Bidding procedure and all other applicable procedures required by the Public Contract Code shall be utilized.
- 3.7.4 **Prevailing Wage Requirements.** For Public Projects over \$1,000, not less than the general prevailing rate of per diem wages for work of a similar character in the locality where the work is performed shall be paid to all workers employed on Public Projects with the exception of work carried out by a public agency's own forces pursuant to Labor Code section 1771.

**3.8 Purchases of Tangible Personal Property** involve the following procedures:

- 3.8.1 For all purchases of Tangible Personal Property under \$5,000, no comparison shopping or bidding process shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase procedure and his or her own discretion when selecting the Lowest Responsible Bidder.
- 3.8.2 For all purchases of Tangible Personal Property of at least \$5,000, the Informal Bidding procedure, and where applicable, all other procedures required by the Public Contract Code shall be utilized.
- 3.8.3 Notwithstanding section 3.8.1, for purchases of gasoline or other automotive fuel, the Informal Bidding procedure, and where applicable, all other procedures required by the Public Contract Code shall be utilized.

**SECTION 4. EXCEPTIONS TO THE BIDDING PROCESS.**

- 4.1 Notwithstanding the amount of the proposed contract or purchase, the Open Market procedure may be utilized in the following circumstances:
  - (a) When a patented proprietary item is being purchased; or
  - (b) The purchase is made under the circumstances of an Emergency, as defined in the Public Contract Code section 1102 which is a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, environment or essential public services," and the fire chief has authorized such actions pursuant to Public Contract Code section 22050, Emergency Contracting Procedures; or

- (c) When the following types of personal property or services are being acquired, obtained, rented or leased: (i) advertising; (ii) books, recordings, films, subscriptions; (iii) election supplies; (iv) insurance; (v) public utility services; (vi) travel services; (vii) property or services provided by or through other governmental agencies; or obtainable from suppliers which have in force a current contract with another governmental agency for the same item or service; or (viii) property or services the price of which is fixed by law; or
- (d) The supplies, materials, services or equipment are produced only by one manufacturer or are available from only one source; or
- (e) Purchases of investment instruments.
- (f) Consistent with Public Contract Code sections 10298 and 10299, when a purchase is made through a master agreement, multiple award schedule or cooperative agreement with any federal, state or local agency wherein the original agreement was properly awarded through the appropriate public bid process.

**SECTION 5. PURCHASING AND CONTRACTING AUTHORITIES.**

- 5.1 General.** This section identifies the Purchasing and Contracting Authority for different types of purchases. The funding included in the annual budget approved by the Board for the purchase of Tangible Personal Property shall constitute spending authority to the Fire Chief or Fire Chief's Designee for such items of Tangible Personal Property up to the amounts listed in section 5.4, below. All such purchases shall meet the requirements, if any, of the Informal or Formal Bidding requirements prior to purchase and the contracting limits as specified in section 5.4 below.
- 5.2 Public Projects:** For Public Projects of \$10,000 or more, the District Board shall be the only Purchasing and Contracting Authority.
- 5.3 Professional Services:** The Fire Chief or his or her designee shall be the contracting authority, consistent with Section 3.5 of this Ordinance.
- 5.4 All Other Contracts and Purchases:** For all other types of purchases and contracts, each of the following persons shall be authorized to be a District Purchasing and Contracting Authority:

Any amount more than \$25,000:	District Board of Directors
Any amount less than \$25,000:	District Fire Chief
Any amount less than \$10,000:	Deputy Fire Chief Assistant Fire Chief Chief Financial Officer or Controller Division Chief/Fire Marshal



All contracts, purchase orders, terminations, amendments and change orders shall be in a form approved by District Counsel.

**SECTION 6. PROHIBITED ACTS.**

- 6.1** In no event shall any Purchasing and Contracting Authority allow any unlawful activity including, but not limited to, rebates, kickbacks or other unlawful consideration in fulfilling the requirements of this Ordinance nor shall any individual participate in the selection process when he or she has a financial interest as defined in Government Code section 87100, *et seq.* with a person or business entity seeking a contract.

**SECTION 7. SUFFICIENT FUNDS REQUIRED.**

- 7.1** Nothing in this Ordinance shall be interpreted to allow any purchase or contract for which insufficient District funds have been appropriated.

**SECTION 8. USE OF DISTRICT FORM CONTRACTS REQUIRED.**

- 8.1 Form Of Contract For Purchase Of Services.** The District shall utilize a form contract provided by the District and approved by District Counsel ("Form Contract") to memorialize agreements for provision of General Services, Special Services, or Professional Services whenever the District is agreeing to pay \$5,000.00 or more. If the agreement will require the District to expend \$4,999.99 or less, the District may utilize a Form Contract. The Form Contract shall contain insurance requirements for each specific District engagement.
- 8.2 Form Of Contract For Purchase Of Tangible Personal Property.** For any purchase of Tangible Personal Property, the District may utilize a Form Contract.

**SECTION 9. PROTEST PROCEDURE.**

- 9.1** After the award of any contract, any unsuccessful bidder may challenge the bid procedure by filing a written protest with the Purchasing and Contracting Authority. The protest must set forth the reasons for the challenge and must be filed within ten (10) days of the award of the contract. The Purchasing and Contracting Authority shall review the protest and provide a written reply in an expeditious manner. The decision of the Purchasing and Contracting Authority with respect to the protest shall be final. Failure to file a timely protest shall be deemed a waiver of any challenge to the selection procedure or the award of a contract. Notice of this procedure shall be included in any formal or informal District solicitation for the purchase of supplies, materials, equipment or the performance of services.

**SECTION 10. SPLITTING ORDERS PROHIBITED.**

**10.1** Consistent with Public Contract Code sections 20116, 20123.5, 20150.11, and 22033, it shall be unlawful to split or separate purchases, orders or contracts for services into smaller quantities or amounts for the purpose of avoiding the competitive bidding provisions or the Purchasing and Contracting Authority provisions of this Ordinance.

**SECTION 11. INSPECTION AND TESTING.**

**11.1** The Purchasing and Contracting Authority shall have the power to inspect all supplies, materials and equipment delivered pursuant to any District purchase or any service provided by District contract to determine their conformance with the specifications for the involved supplies, materials, equipment or service. The Purchasing and Contracting Authority shall also have the power to require chemical and physical tests of samples submitted with bids and samples of deliveries, as necessary to determine their quality and conformance with specifications and applicable law.

**SECTION 12. PURCHASING MATRIX.**

**12.1** The District Purchasing Matrix is attached as Exhibit A and incorporated herein by this reference.

**SECTION 13. SEVERABILITY.**

**13.1** 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 14. ENVIRONMENTAL REVIEW: PUBLICATION AND EFFECTIVE DATE.**

**14.1** This Ordinance is exempt from environmental review pursuant to the California Environmental Quality Act ("CEQA", Public Resources Code Section 21000 *et seq.*) because it is not a "Project" as defined by CEQA and has no potential for causing a significant physical impact on the environment. Moreover, the Ordinance is also exempt pursuant to Section 15378(b)(2) of the regulation implementing CEQA (the "CEQA Guidelines," Section 15000 *et seq.* of Title 14 of the California Code of Regulations) in that that Ordinance concerns administrative activities and general policy and procedure making of the District.

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

**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

---

H. Jay Kerr, President

**ATTEST:**

**APPROVED AS TO FORM**

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Paige Meyer, District Chief

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William D. Ross, District Counsel

CATEGORIES	EXAMPLES OF PURCHASES	BIDDING REQUIREMENTS	AWARDING AUTHORITY	GLOBAL DEFINITIONS & EXCEPTIONS FROM BIDDING
<b>Professional Services</b>  (Gov't Code § 4526)	Private architectural, landscape architectural, engineering environmental, surveying or construction project management firms.	<b>Professional services are exempt</b> from the bidding process and selection shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.	The Chief or his/her designee shall negotiate with the best qualified firms until one of the firms agrees to an amount the Chief or his/her designee determines is fair and reasonable	<b>Form Contract:</b> The District shall utilize a form contract provided by the District and approved by District Counsel for payments of \$1,000 or more.  <b>Insurance Requirements:</b> Insurance shall be required for each purchase/contract category in the amount and manner specified in the corresponding Form Contract
<b>Special Services</b>  (Public Contracts Code § 20812)	Accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the operation of the District	<b>Special Service Contracts Under \$25,000:</b> No comparison shopping or bidding shall be required and the Purchasing Authority shall utilize the Open Market Purchase process and his or her own discretion when selecting the most appropriate vendor to provide the service.  <b>For all Special Service Contracts above \$25,000,</b> the Formal Bidding Procedure shall be utilized.	<b>Any amount Less than \$10,000:</b> Deputy Fire Chief or designee, Assistant Fire Chief, Chief Financial Officer or Controller, Division Chief/Fire Marshal  <b>Any amount less than \$25,000:</b> District Fire Chief  <b>Any amount more than \$25,000:</b> Board of Directors	<b>Informal bidding</b> means soliciting at least 3 quotations from vendors. Solicitations may be made by phone, fax, email, or mail. The quotes do not need to be sealed or secured.  <b>Formal Bidding</b> requires sealed bids, either electronically or on paper, and shall be awarded to the Lowest Responsible Bidder.
<b>General Services</b> (All services that are not "Special Services")	All services that are not "Special Services," such as: Maintenance or nonstructural repair of buildings, structures or improvements which does not require engineering plans, specifications or design, including but not limited to replacement of broken window panes, fire extinguisher maintenance, minor roof repairs, and pest control; Repair, modification, maintenance of District equipment and software; analysis, testing, moving, removal or disposal (other than by sale) of District materials, supplies, equipment or other tangible personal property; Replanting, care or maintenance of public grounds, including but not limited to trees, flowers, lawns; Providing temporary personnel services; Other misc. services to facilitate District operations; Perform repair to abate nuisances; licensing software; leasing or renting of personal property to District.	<b>General Services under \$5,000:</b> No comparison shopping or bidding is required and the Purchasing and Contracting Authority shall utilize the Open Market process and his or her own discretion when selecting the most appropriate vendor to provide the service.  <b>General Services of \$5,000 or more:</b> The Informal Bidding Procedure shall be utilized. Formal bidding shall <u>not</u> be required for contracts or purchase orders for General Services.	<b>Any amount Less than \$10,000:</b> Deputy Fire Chief or designee, Assistant Fire Chief, Chief Financial Officer or Controller, Division Chief/Fire Marshal  <b>Any amount less than \$25,000:</b> District Fire Chief  <b>Any amount more than \$25,000:</b> Board of Directors	Notice of the solicitation shall be published at least twice, not less than 5 days apart, beginning at least 10 days before opening the bids, in a newspaper of general circulation in the District, or if there is none, posted in at least 3 public places in the District.  <b>Exceptions to the Bidding Process:</b> Regardless of the amount of the proposed contract or purchase, the open market procedure may be used in the following instances:  (a) When a patented proprietary item is being purchased; or

<p><b>Tangible Personal Property</b></p>	<p>Goods, material, supplies, vehicles, machinery, furnishings, equipment and any other tangible article. Tangible Personal Property shall not include financial instruments including bonds, stocks, certificates of deposit or insurance.</p>	<p><b>Tangible Personal Property under \$5,000:</b> No comparison shopping or bidding shall be required, and the Purchasing Authority shall utilize the Open Market Purchase Procedure and his/her own discretion when selecting the Lowest Responsible Bidder.</p> <p><b>Tangible Personal Property over \$5,000:</b> The Informal Bidding Procedure shall be required, along with applicable procedures required by the Public Contract Code.</p>	<p><b>Any amount Less than \$10,000:</b> Deputy Fire Chief or designee, Assistant Fire Chief Chief Financial Officer or Controller Division Chief/Fire Marshal</p> <p><b>Any amount less than \$25,000:</b> District Fire Chief</p> <p><b>Any amount more than \$25,000:</b> Board of Directors</p>	<p>(b) The purchase is made in an emergency (as defined by Public Contract Code § 1102)</p> <p>(c) When the following types of personal property or services are being acquired, obtained, rented or leased: (i) advertising; (ii) books, recordings, films, Subscriptions; (iii) election supplies; (iv) insurance; (v) public utility services; (vi) travel services; (vii) property or services provided by or through other governmental agencies; or obtainable from suppliers which have in force a current contract with another governmental agency for the same item or service; or (viii) property or services the price of which is fixed by law; or,</p>
<p><b>Public Works Projects</b>  (Public Contracts Code § 1101).</p>	<p>The erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.</p>	<p><b>Public Works Projects under \$5,000:</b> No comparison shopping/bidding is required. The Purchasing Authority shall utilize the Open Market Purchase Procedure and his/her own discretion when selecting the Lowest Responsible Bidder.</p> <p><b>Public Works Projects over \$5,000 but less than \$10,000:</b> the Informal Bidding Procedure is required.</p> <p><b>Contracts for Public Works Projects of \$10,000 or more:</b> The Formal Bidding Procedure is required, along with applicable procedures required by the Public Contract Code.</p>	<p>For all Public Projects of \$10,000 or more, the District Board of Directors shall be the only Purchasing Authority.</p> <p><b>Prevailing Wage Requirements:</b> For Public Works projects over \$1,000, not less than the general prevailing rate of per diem wages for work of a similar character in the locality where the work is performed shall be paid to all workers employed on public works, with the exception of work carried out by a public agency's own forces. (Labor Code § 1771)</p>	<p>(d) The supplies, materials, services or equipment are produced only by one manufacturer or are available from only one source; or,</p> <p>(e) Purchases of investment instruments; or,</p> <p>(f) Consistent with Public Contract Code §§ 10298 and 10299, when a purchase is made via a master agreement, multiple award schedule or cooperative agreement with a state or local agency where the original agreement was properly awarded via the appropriate public bid process.</p>

**SPECIAL ANNOUNCEMENTS/  
PRESENTATIONS/  
GENERAL BUSINESS**

# **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: October 28, 2015  
To: Board of Directors  
From: Christina Kiefer, Division Chief  
Subject: Update for New Fire Station 32

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### **Background**

Currently, the construction documents have been submitted to Public Works, Central Contra Costa Sanitation District and the Contra Costa County Building Department for review. The plan review and approval process is expected to be several weeks.

The Request for Qualifications/Proposal (RFQP) and contract documents have been drafted and provided to District Counsel for review.

### **Recommended Action**

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





# MEMORANDUM

## 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: October 28, 2015

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

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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 September:

- Project kick-off for the development of the New Computer Aided Dispatch (CAD).
- Three day project system orientation for CAD/Mobile and RMS was facilitated by TriTech and included a team of personnel from San Ramon Valley Fire, San Ramon Police and TriTech system experts.
- TriTech GIS data review requirements completed.
- District GIS data submitted to TriTech Engineers for review.
- Initial review of CAD interfaces for Zetron Station Alerting, Paging and ANI/ALI completed with TriTech Engineers.
- CAD/Mobile/RMS installation service requests spread sheets submitted.
- All Dispatch personnel received mandatory criminal history training instructed by the Department of Justice.
- Dispatch personnel attended California CLETS User's Training Conference (CCUG).

### Action Items Pending:

- Letter sent to the State of California 9-1-1 office advising of the intent to establish a new primary Public Safety Answering Point (PSAP) and request start-up funding for phone equipment and dispatch workstations.
- Two additional radio workstation positions have been requested through East Bay Regional Communications System Authority (EBRCSA).
- Application submitted to the DOJ requesting access to their computer system. Additional documents were also submitted for security requirements.

### Financial Update

	Cost
TriTech 20% Software & Services Invoice Received	\$153,101.53
Virtualization Hardware and Software progress payment to Extra Team	\$ 82,577.57



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Date: 10/28/2015  
To: Board of Directors  
From: Derek Krause, Deputy Chief EMS/Logistics  
Subject: AutoPulse Replacement Purchase - Part II

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## **Background:**

The information below was presented at the September Board of Directors meeting and approval was given at that meeting to purchase five (5) new AutoPulse units. The Board also gave direction at that meeting to consider purchasing additional AutoPulse units and to evaluate the effectiveness of the deployment plan for the additional units. Specifically, the EMS Division was asked to consider the positive effect to patient outcomes of purchasing five (5) additional AutoPulse units and deploying them on the four (4) First-Responder-ALS (FRALS) engines in the non-ambulance stations, as well as one (1) in the area where the Volunteers are first to arrive on scene. The EMS Division developed a deployment schedule and presented it to the EMS Committee and the District's Fire Service EMS Medical Director for input. The EMS Committee and the Medical Director validated the plan as a highly effective use of limited EMS resources to significantly enhance the District's lifesaving capabilities, for minimal additional cost.

### **Background Information from the September Board Meeting**

*The District proudly touts its record as having one of the best sudden cardiac arrest (SCA) save rates in the world. Some of the reasons for these phenomenal statistics are the highly trained, extremely experienced, career firefighter/paramedics; the vertical integration of the initial treatment personnel with the transport personnel ("pit crew concept"); the District-wide focus on EMS and high quality patient care; and the early adoption and use of techniques and equipment that have the potential to save additional lives. One of those tools that the District trialed in 2004 and has since proved its effectiveness is now an essential tool on all SCA medical calls. It is the Zoll AutoPulse CPR device. The first such device was donated by the Alamo Women's Club and since then the District has purchased enough AutoPulse units for each of the frontline ambulances and one backup/training device. This tool has proven to be an integral component of the saves and the subsequent hospital discharges of several citizens of the District.*

*The original AutoPulse units have reached the end of their effective service life and the District needs to replace them as the frequency and severity of repairs has increased and at least one "in-service" breakdown has occurred as a result of their continued high use. Additionally, an area of the District that could significantly benefit from the AutoPulse device is the remote area protected by Stations 37 and 40. An SCA patient in the Station 37/40 area could potentially*

*require manual CPR compressions for 20 minutes or more before an ambulance with the AutoPulse arrives.*

District EMS staff proposes the purchase of five (5) more Zoll AutoPulse devices in addition to the five (5) devices approved for purchase at the September Board meeting. These units would be deployed on the FRALS engines and Engine 37, where there are currently no AutoPulse units. The AutoPulse devices that are currently on the frontline ambulances will move to the backup ambulances. For FY16/17, the EMS Division will evaluate purchasing additional replacement AutoPulse units for the reserve ambulances, to ensure that all District ambulances have updated equipment in place, ready to be placed into service during periods of high volume of concurrent calls.

Zoll Medical Corporation is the only provider of the Zoll AutoPulse device and purchase would include a single-source purchasing attestation. The District will negotiate an agreement with Zoll such that for any significant design improvements affecting the effectiveness, ease of use, or efficiency of AutoPulse devices within the lifespan of these newly purchased devices, the District will receive due consideration or upgrades.

**Recommended Board Action:**

Authorize the District to enter into a contract with Zoll Medical Corporation for the purchase of an additional five (5) Zoll AutoPulse devices to be placed on the FRALS engines in non-ambulance stations and Station 37, for a not to exceed price of \$73,000.

**Fiscal Impact:**

Funds for (11) AutoPulse units are budgeted in the CIP for fiscal years 2015/16 and 2016/17. This purchase of ten (10) total units this fiscal year would accelerate the purchases planned for FY16/17. There would be no impact to the current year General Fund operating budget.

# **NEW BUSINESS**



# San Ramon Valley Fire Protection District

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Date: October 28, 2015  
To: Board of Directors  
From: Derek Krause, Deputy Chief – EMS/Logistics  
Denise Pangelinan, Communications Center Manager  
Subject: Mobile Communications Support Unit

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## **Background:**

The District's Communications Support Unit is a critical asset designed as a back up 911 Center, Mobile Command Post for District emergencies, and mobile communications platform for regional and mutual aid events. On-board hardware and software enable communications with nearly all public-safety radio frequencies throughout the state, with the exception of digital trunked radio systems. This was the optimum set-up with the District's legacy radio system prior to migration to EBRCS, currently the shared radio infrastructure by all Contra Costa and Alameda County public safety agencies. EBRCS is a digital, trunked 700 MHz system.

The District, in cooperation with the San Ramon Police Department, continues to work toward the establishment of a Fire and Police 911 Communications Center. Soon we will jointly transition to a Primary Public Safety Answering Point (PSAP) whereas all 911 calls from our respective service areas will be received directly by our newly formed consolidated Communications Center. Considering this, it is imperative that the Communications Support Unit receives hardware and software upgrades to enable communications capabilities via EBRCS as well as all other digital, trunked radio systems.

Recently, we received a request from the Super Bowl 50 Public Safety Planning Committee to utilize the District's Communications Support Unit. It has been requested to function as the mobile communications platform for police and fire assets assigned to the Super Bowl 50 event. Interoperability capabilities with digital, trunked radio systems will be essential for this deployment. This is further evidence that the District's Communications Support Unit is widely viewed as one of the most valuable mobile communications assets in the State.

## **Recommended Board Action:**

Approve the expenditure of funds to upgrade the Communications Support Unit hardware and software to enable communications capabilities with EBRCS (700 MHz digital, trunked radio systems).

## **Financial Impacts:**

\$50,000 from the General Fund



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Date: October 28, 2015  
 To: Board of Directors  
 From: Steven A. Harman, Human Resources Consultant  
 Subject: San Ramon Valley Fire Department Workers Compensation Program Review 2014-2015

## **Background:**

The San Ramon Valley Fire Department administers a self-funded Workers Compensation Program. The District contracts with Innovative Claim Solutions, Inc. as its third-party administrator. ICS has been the Workers Compensation administrator for thirteen years. The purpose of this report is to provide the Board with the Workers Compensation Program highlights for FY 2014 – 2015.

The table below provides a statistical snapshot of the Workers Compensation Program for FY 2014 – 2015 along with comparative data for FY 2013 – 2014.

### **2014 – 2015 Workers Compensation Program Highlights**

<b>Twelve Months by Date Claim Entered</b>	<b>7/1/2013 – 6/30/2014</b>	<b>7/1/2014 – 6/30/2015</b>	<b>Percentage Change</b>
Total Claims	44	64	+45%
Total Indemnity Claims	29	46	+59%
Total Medical Only Claims	15	18	+20%
Average Incurred Cost per Claim	\$18,153	\$14,631	-19%
Closed Indemnity Claims (% of Total)	15 (52%)	17 (37%)	+13%
Closed Medical Only Claims (% of Total)	7 (47%)	14 (78%)	+100%
Total Closed Claims (% of Total)	22 (50%)	31 (48%)	+41%
Total Paid	\$463,852	\$438,741	-5%
Total Estimated Future Liability (Claims Filed)	\$334,893	\$497,621	+49%
Open Claim Inventory	68 (as of 6/30/2014)	82 (as of 6/30/2015)	+21%
Open Claim Inventory – Estimated Future Liability	\$2,268,901	\$2,991,666	+32%

Closed Indemnity Claims	58	40	-31%
Closed Medical Only Claims	13	18	+38%
Total Closed Claims	71	58	-18%

Discussion

The data presented in the table above provides information about the District’s Workers Compensation program for the period July 1, 2014 through June 30, 2015. The highlights are:

- While there is an increase in the total number of claims filed in FY 2014-2015 of 45% over the previous year, the average cost per claim decreased by 19%, indicating that the injuries are less severe.
- The number of cases closed during FY 2014 – 2015 increased by 41%
- In FY 2014 – 2015, the total dollars paid for claims decreased by 5% from the prior year
- The estimated future liability for all open claims increased by 32% from the prior year

From FY 2000 through FY 2014, the average number of workers compensation claims filed per year was 50; over the same period of time, the average cost per claim was \$21,062. While we are concerned about the increase in the number of claims filed in FY 2014 – 2015 from the prior year, the average cost per claim is 30 percent below the fifteen year historical average. This means that in FY 2014 – 2015, while there were more claims filed, there appear to be less severe.

The Human Resources Division works closely with the District’s workers compensation third party administrator, Innovative Claim Solution, Inc. to properly and effectively manage the program. Elements of our strategy include:

- Promoting safety awareness among the employees of the District
- Early development and management of individual plans of action combines with reserving for ultimate value based on the facts in each case file
- Prompt closure of cases when appropriate
- Aggressive pursuit of subrogation/contribution efforts
- Successful resolution of claims
- Management of “lost-time claims” to continue the trend of reducing the number of days an employee is off work due to an industrial injury (from 39 days in FY 2013 – FY 2014 to 22 days in FY 2014 – FY 2015)

**Recommended Board Action:**

No action is required; this report is for information only.

**Financial Impacts:**

None at this time



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Date: October 28, 2015

To: Board of Directors

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

Subject: Adoption of Other Post-Employment Benefits (OPEB) Funding Policy and Revision of Fund Balance/Reserve Policy

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## OPEB Funding Policy

The purpose of this OPEB Funding Policy (OPEB Policy) is to incorporate the District's current funding strategy for retiree medical benefits into a formal Board approved policy, as well as provide for additional contributions to the OPEB trust fund beyond the annual required contributions (ARC) if financial conditions warrant. The OPEB Policy is intended to reflect a reasonable, conservative approach to funding retiree medical benefits which, to the greatest extent possible, funds the cost of the benefits as they are earned and ensures funds are available to pay benefits when an employee retires. In essence, the OPEB funding policy would mirror the manner in which the District funds retirement benefits administered by CCCERA. The additional payment beyond the ARC is intended to accelerate the pay down of the unfunded OPEB liability.

The 2015-16 budget included full funding of the ARC in the amount of \$5.5 million; part of which is offset by contributions from current employees and retirees equivalent to 8% of their monthly medical premiums. The proposed OPEB funding policy would limit such contributions to active employees only.

## Fund Balance/Reserve Policy

The Fund Balance and Reserve Policy serves to strengthen the long-term fiscal stability of the District. The existing policy is made up of two components:

*Dry Period Funding* – maintaining a minimum reserve requirement of 50% of General Fund revenues to cover the timeframe from April property tax payments to December property tax payments.

*Budget Stabilization Fund* – operational reserve of 20% of General Fund expenses to withstand unanticipated revenue declines or expenditure increases, as well as an unanticipated capital expenditure; plus a contingency for future payments





## **DISTRICT – POLICY AND PROCEDURE**

### **OTHER POST EMPLOYMENT BENEFITS (OPEB) FUNDING POLICY**

#### **INTRODUCTION**

The purpose of this OPEB Funding Policy (“Policy”) is to establish a methodology for funding current and future costs associated with the District’s contractual obligation to provide retiree medical benefits as set forth in District labor agreements. It is anticipated that current assets, plus future assets from employer contributions, employee contributions, and investment earnings will be sufficient to fund the retiree medical benefits when due. The Policy is intended to reflect a reasonable, conservative approach to funding which, to the greatest extent possible, funds the cost of the benefits as they are earned. This Policy recognizes that there will be investment market place volatility and that actual economic and demographic experience will differ from assumed experience. Accordingly, this Policy is intended to provide flexibility to smooth such volatility and experience in a reasonable, systematic, and financially sound manner. Further, it is the intent that this Policy comply with Governmental Accounting Standard No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions* (“GASB 45”).

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

#### **NORMAL COSTS**

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

#### **UNFUNDED ACTUARIAL ACCRUED LIABILITY (UAAL)**

The actuarial valuation calculates an Unfunded Actuarial Accrued Liability (UAAL) as of the valuation date. The UAAL represents the difference between OPEB assets available in the trust fund and the OPEB liability related to prior employment service for former and existing employees. The UAAL (or funding shortfall) is amortized as a level dollar amount over a

closed period (23 years as of July 1, 2015), and is also paid annually along with the normal cost into the OPEB retirement trust fund.

Also, the assumptions used in the actuarial valuations may vary from actual results. Significant assumptions include the discount rate (or assumed annual investment earnings rate; currently 7.25%) and health care costs increases ranging from 8.5% in 2015 to 4.50% in 2024 and beyond. To the extent these assumptions vary from the actual results, the District could incur additional liabilities resulting from these differences.

### **ANNUAL REQUIRED CONTRIBUTIONS (ARC)**

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

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

### **ADDITIONAL CONTRIBUTION**

If financial conditions warrant, and until such time as the UAAL is fully amortized, it is the District's policy to make an additional contribution to the OPEB trust fund to further pay down the UAAL. When the General Fund budget projects an operating surplus (i.e., operating revenues exceed expenditures and transfers), the Districts shall make an additional contribution into the OPEB trust fund equal to 10% of the projected surplus amount, but not to exceed \$200,000 during the budget year.

### **INVESTMENT/TRUST VEHICLE**

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

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

## **DISTRICT – POLICY AND PROCEDURE**

### **FUND BALANCE/RESERVE POLICY**

#### **INTRODUCTION**

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

#### **PURPOSE**

To provide procedures for reporting fund balance classifications, establish prudent reserve requirements, and establish a hierarchy of fund balance expenditures.

#### **DEFINITIONS**

Fund balance - The difference between assets and liabilities.

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

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

#### **POLICY**

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

1. *Non-Spendable Fund Balance* – Fund Balance amounts set aside for items that do not represent available, spendable resources such as prepaid expenses or inventory amounts.
2. *Restricted Fund Balance* - Fund Balance amounts that have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the funds to be used only for a specific purpose.
3. *Committed Fund Balance* - Fund Balance amounts that have constraints imposed by formal action of the Board. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or reverse the limitation.
4. *Assigned Fund Balance* - Fund Balance amounts that are constrained by the

District's intent to be used for a specific purpose, but are neither restricted nor committed.

5. *Unassigned Fund Balance* - represents residual amounts that have not been restricted, committed or assigned.

The District will maintain in the General Fund at fiscal year-end a Dry Period Funding balance equivalent to at least 50% of General Fund operating revenues, excluding grant and other one-time revenues, for the current fiscal year. Such amount establishes the minimum Fund Balance for the General Fund.

The District will maintain a Budget Stabilization Fund separate from the General Fund with a minimum Fund Balance equivalent to 20% of General Fund operating expenditures (excluding capital contributions) and debt service expenditures, plus an amount equal to the District's excess workers' compensation insurance deductible (or self-insured retention; which is currently \$1,000,000).

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

1. *Dry Period Funding* – Fund Balance committed to covering operational costs during the “dry period” between the receipt of property taxes in April and the receipt of property taxes in December, when expenditures typically far outpace revenues. The amount will be equal to 50% of General Fund operating revenues (excluding grant and other one-time revenues, for the current fiscal year) and will be maintained in the General Fund.
2. *Workers' Compensation Claims* - Fund Balance committed to pay for catastrophic workers' compensation claims that exceed the District's regular workers' compensation expenditures or excess workers' compensation insurance deductible. The amount will be maintained in the Budget Stabilization Fund and is to be based upon the estimated liability for unpaid losses as determined by an independent actuarial review of the District's Self-Insured Workers' Compensation Program; with such amount currently set at \$3,000,000.
3. *Budget Stabilization* – Fund Balance committed to provide a source of funds to mitigate the effects to the General Fund during a prolonged economic downturn or fund an unanticipated major expenditure, and can only be used pursuant to action taken by the Board of the Directors. The amount will be equal to 20% of General Fund operating expenditures (excluding capital contributions) and debt service expenditures for the current fiscal year, and will be maintained in the Budget Stabilization Fund.

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

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

The District considers restricted amounts to have been spent prior to unrestricted amounts when an expenditure is incurred for purposes for which both are available. Committed, assigned and unassigned amounts, in this order, are considered to be spent when an expenditure is incurred for purposes for which either is available.



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www.firedepartment.org | info@firedepartment.org

Date: October 28, 2015

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

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## **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, 2018, as amended.

## **Discussion**

The parties to the MOU have now reached a tentative agreement on the attached LoU, significant elements of which include:

- Effective November 1, 2015 the base monthly salaries for the classifications of Firefighter, Fire Engineer and Fire Captain shall be increased by six percent (6.00%). This salary increase is based on MOU Section 31 for the wage re-opener in July 2016. The next wage (Section 16) and health care re-opener is July 2017.
- In consideration for the wage adjustment described above, the District will reduce promotions by a total of six, three (3) Captains and three (3) Fire Engineers.

## **Financial Implications**

The financial impact to the District's operating budget of the 6% wage increase for the Safety classifications listed above, and reducing the six promotional opportunities for Safety employees, is roughly \$2.5 million of additional annual cost. Given the strong rebound in property values, the District is well positioned to absorb the added cost. Staff has updated the 10-year cash flow model with the added costs, and the model indicates the District is able to cover ongoing operating expenses and debt service obligations, fund the Capital Improvement Program (CIP), maintain "Dry Period" and "Budget Stabilization" reserve funds pursuant to Board policy and continue to add to the General Fund ending balance throughout the ten year period of the forecast.

## **Recommended Action**

Staff recommends the Board approve the changes to the MOU outlined above and authorize the Fire Chief to execute the Letter of Understanding documenting the MOU changes.

**LETTER OF UNDERSTANDING**  
**Between**  
**San Ramon Valley Fire Protection District**  
**And**  
**San Ramon Valley Firefighters, IAFF Local 3546**

The San Ramon Valley Fire Protection District (District) and the San Ramon Valley Firefighters, International Association of Firefighters Local 3546 (Union) agree to modify the existing Memorandum of Understanding (MOU), as previously modified, effective for the period August 1, 2009 through June 30, 2020. All terms and conditions of the existing MOU currently in effect will continue except as modified below.

1. Section 16.1 is amended as follows:

Effective November 1, 2015 the base monthly salaries in effect on October 31, 2015 for the classifications of Firefighter, Fire Engineer and Fire Captain shall be increased by six percent (6.00%). This salary increase is based on MOU Section 31 for the wage re-opener in July 2016. The next wage (Section 16) and health care (Section 17) re-opener is July 2017.

2. In consideration for the wage adjustment described above, the District will reduce promotions by a total of six, three (3) Captain and three (3) Fire Engineers.

This Letter of Understanding shall be effective following the signatures indicated below and ratification by the membership of the Union and by the District's Board of Directors.

\_\_\_\_\_  
Paige Meyer, Fire Chief  
San Ramon Valley Fire  
Protection District

\_\_\_\_\_  
Mike Mohun, President  
IAFF Local 3546

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

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





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Date: October 28, 2015  
To: Board of Directors  
From: Paige Meyer, Fire Chief  
Derek Krause, Deputy Chief  
Subject: Ordinance 30 Amendment to Permit Cost Reimbursement for Emergency Medical Services Provided for Mutual Aid and Automatic Aid Responses

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## **Background:**

The San Ramon Valley Fire Protection District ("District") is authorized by the Fire Protection District Law of 1987 (Health & Safety Code section 13800 *et seq.*, the "Act") to provide life and safety services. District Ordinance 30, adopted pursuant to Health and Safety Code Section 13916 *et seq.*, a portion of the Act, permits the District to recover costs for the provision of emergency medical services ("EMS"). The District's EMS fee schedule and structure are currently governed by District Ordinance No. 30, adopted by the Board on January 1, 2014, and subsequent Resolution 2015-05.

The purpose of Ordinance 30 is to recover District costs of providing emergency medical services, including but not limited to first responder services for individual assessments that result in ambulance transport and individual assessments that do not result in ambulance transport. This Ordinance shall be interpreted in a manner consistent with the Act and applicable law. The fees imposed by this Ordinance are for the purpose of recovering the cost of certain District operating expenses, including not limited to employee wage rate and benefits, medical supplies, ambulance costs and the contracting of services with specialized firms or individuals, which are reasonably related to the actual and on-going expenses incurred by the District for the services and expenses described in this Section.

Through the implementation of Automatic Aid or Mutual Aid agreements the District responds to requests for EMS outside of the District's jurisdiction, when initiated by request from the agency having jurisdiction for the response area. This amendment of Ordinance 30 will permit the District to charge patients who are assessed in an automatic aid or mutual aid area the standard EMS fees that are charged to patients within the District. The preservation of life is the District's highest priority and the sustainability of providing potentially life-saving EMS is a critical need for the District. This amendment supports these efforts by enhancing the fiscal sustainability of these services.

The proposed Ordinance amendment modifies the Applicability, Section 2.1, of Ordinance 30 to include those patients assessed and/or transported while outside of the District's boundaries, if requested by the jurisdictional agency and if supported by an Automatic Aid or Mutual Aid agreement.

The proposed Ordinance has been reviewed and approved as to form by District Counsel and will be published consistent with Government Code Section 25124(b)(1) and 25131.

**Recommended Board Action:**

1. Open the public hearing, introduce and conduct the first reading in title only, of Ordinance No. 30 as amended, an Ordinance of the San Ramon Valley Fire Protection District Establishing a First Responder Assessment Without Transport Fee, Modifying Ambulance Transport Fees and Repealing Existing Ambulance Transport Fees Contained Within Ordinance No, 28.
2. Schedule a public hearing and second reading of the Ordinance for the November 19, 2015 regular Board Meeting.

**Financial Impacts:**

Adoption of the proposed Ordinance would enhance cost reimbursement for EMS services the District is already providing.

**Environmental Determination:**

The adoption of the proposed Ordinance is not a "Project" and has no potential for causing a significant physical impact on the environment and therefore is not subject to review under the California Environmental Quality Act ("CEQA," Public Resources Code Section 21000 *et seq.*). In addition, the proposed Ordinance is exempt under the definition of a "Project" in Section 15378(b)(2) of the regulations implementing CEQA (the "CEQA Guidelines," Title 14 of the California Code of Regulations, Sections 15000 *et seq.*) in that the proposed Ordinance concerns the District's administrative activities and general policy and procedure making.

**Attachments:**

1. Ordinance No. 30 amended, an Ordinance of the San Ramon Valley Fire Protection District Establishing a First Responder Assessment Without Transport Fee, Modifying Ambulance Transport Fees and Repealing Existing Ambulance Transport Fees Contained Within Ordinance No, 28. (With new text underlined)

**ORDINANCE NO. 30**

**AN ORDINANCE OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT ESTABLISHING A FIRST RESPONDER ASSESSMENT WITHOUT TRANSPORT FEE, MODIFYING AMBULANCE TRANSPORT FEES AND REPEALING EXISTING AMBULANCE TRANSPORT FEES CONTAINED WITHIN ORDINANCE NO. 28**

**WHEREAS**, the costs of providing fire protection and life safety services as authorized by provisions of the Fire Protection District Law of 1987 (Health & Safety Code Section 13800 *et seq.*, the "Act") continues to increase; and,

**WHEREAS**, the San Ramon Valley Fire Protection District ("District") is funded by taxes levied on real property located within the geographic boundaries of the District; and,

**WHEREAS**, numerous services offered by the District directly benefit specific members of the general public for which fees may properly be imposed; and,

**WHEREAS**, pursuant to Health and Safety Code Section 13916 (b), and Government Code Section 6066, the District has given notice of its intent to establish and impose such Fees/Charges as may be adopted by this Ordinance; and,

**WHEREAS**, Health and Safety Code Sections 13916 - 13919 provide that the schedule of fees established by this Ordinance may be authorized pursuant to such sections; and,

**NOW THEREFORE BE IT ORDAINED THAT** the Board of Directors ("Board") of the District declares as follows:

**SECTION 1. AUTHORIZATION AND PURPOSE.**

**1.1.** This Ordinance is adopted pursuant to Health and Safety Code Section 13916 *et seq.*, a portion of the Act. The purpose of the Ordinance is to recover District costs of providing emergency medical services, including but not limited to first responder services for individual assessments that result in ambulance transport and individual assessments that do not result in ambulance transport. This Ordinance shall be interpreted in a manner consistent with the Act and applicable law. The fees imposed by this Ordinance are for the purpose of recovering the cost of certain District operating expenses, including not limited to employee wage rate and benefits, medical supplies, ambulance costs and the contracting of services with specialized firms or individuals, which are reasonably related to the actual and on-going expenses incurred by the District for the services and expenses described in this Section.

**SECTION 2.**

**APPLICABILITY.**

2.1 This Ordinance sets forth the fees and the amount to be charged by the District, as permitted by Health and Safety Code Section 13916. As authorized by Health and Safety Code Section 13918, public agencies that are not covered by a mutual aid agreement shall be charged the authorized fee, unless waived by the District pursuant to Ordinance Section 3. All parties who are assessed by District personnel but not transported, as well as all parties who are assessed by District personnel and transported by a District ambulance, and all parties who are assessed by District personnel and transported by a non-District ambulance, shall pay the specified fee pursuant to this Ordinance, whether or not the parties are assessed within the District boundaries or in an area outside the District boundaries but under the protection of a mutual aid or automatic aid agreement where said agreement is the basis for initiating the assessment.

By adopting this Ordinance, the District is enacting user fees to defray costs associated with emergency medical services and described within as a First Responder Assessment Without Transport Fee and an Ambulance Transport Fee as permitted by this Ordinance.

**SECTION 3.**

**WAIVER OF FEES.**

3.1 As permitted by Health and Safety Code Section 13919, the District Board may waive charges/fees established by this Ordinance and may delegate its authority to the Fire Chief or his/her designee to determine that charges/fees would not be in the public interest, as in cases where there are reciprocal services provided by other public agencies, employee welfare, or personal hardship.

**SECTION 4.**

**SPECIFIED FEE.**

4.1 Unless waived pursuant to Ordinance Section 3, every public agency and/or party involved shall pay a specified fee pursuant to this Ordinance. The fee for services shall be set by the District Board and shall not exceed the reasonable amount necessary to recover the costs of providing the specified service as allowed by law. The specified fee for service may be modified pursuant to Health and Safety Code Section 13917.

**SECTION 5. NO WAIVER OF OTHER MEANS OF COST RECOVERY.**

5.1 This Ordinance does not preclude the District from pursuing any additional means of cost recovery, including, but not limited to, actions pursuant to Health and Safety Code Section 13009 (for negligent actions which cause the use of services or facilities of the District) and actions against parties whose willful, grossly negligent, or criminal conduct causes the use of District services or facilities.

**SECTION 6. REPEAL OF CONFLICTING ORDINANCE SECTION**

6.1 District Ordinance No. 28, Part 4, "Ambulance Transport Fees" shall be repealed in concurrence with the effective date of this Ordinance and all other portions of Ordinance No. 28 shall remain in full force and effect.

**SECTION 7. SCHEDULE OF FEES**

7.1 Fees for services related to Ambulance Transport and First Responder Assessment Without Transport shall be charged as set forth in Section 7.

7.2 Part 1 Ambulance Transport Fees - Bundle Rates  
Fees for services related to Ambulance Transport shall be charged as set forth in Table 1-A.

<b>Table 1-A</b>	
<b>BUNDLED RATES FOR:</b>	<b>FEE</b>
BLS	\$1034
ALS 1	\$1461
ALS 2	\$1548
Oxygen	\$103
Mileage	\$28.80 per mile

7.3 Part 2 First Responder Assessment Without Transport Fee  
Fees for services related to the First Responder Assessment Without Transport Fee shall be charged at \$450 per individual assessment.

7.3 Part 3 Fee Modification  
These fees may be increased in the future by District resolution consistent with applicable law, including but not limited to annual adjustments each July 1 based on the annual change in the Consumer Price Index (CPI) Urban Wage Earners, San Francisco-Oakland-San Jose, CA region, measured as of February of each year.

**SECTION 8. CEQA COMPLIANCE**

8.1 The increase of Ambulance Transport Fees and establishment of First Responder Assessment Without Transport Fees are not subject to review under the California

Environmental Quality Act (Public Resources Code Section 21000 *et seq.*) ("CEQA") because the District's approval of the Fees is an activity covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment (14 CCR 15061(b)(3)). The Fees in and of themselves do not have a significant effect on the environment and therefore, are not subject to CEQA.

**SECTION 9.**

**SEVERABILITY**

**9.1** 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 10.**

**EFFECTIVE DATE**

**10.1** This Ordinance shall take effect and be in full force on January 1, 2014, but no earlier than 30 days after its final passage and adoption.

**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

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H. Jay Kerr, President

**ATTEST:**

**APPROVED AS TO FORM**

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Paige Meyer, District Chief

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William D. Ross, District Counsel

# **CORRESPONDENCE**

## Maxwell, Donna

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**From:** Leonard, John  
**Sent:** Saturday, October 17, 2015 10:42 AM  
**To:** \*ALL  
**Subject:** 13th Annual California Firefighter Memorial Ceremony

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

All,

Today, hundreds will join together to memorialize the sacrifice and dedication of California's fallen heroes at the 13<sup>th</sup> Annual California Firefighters Memorial Ceremony. The ceremony is being held at the California Firefighters Memorial located in Capitol Park, Sacramento California.

Here is a picture taken this am of our guys representing. Left to right....Brandon Eynck, Paul Taylor, John Youngblood and Chris Harder





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

**Date:** October 28, 2015  
**To:** Board of Directors  
**From:** Lon Phares, Deputy Chief Operations  
**Subject:** Monthly Operations Report for September 2015

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## **Operations & Training**

- Working Structure Fire – Vernal Drive, Alamo
- Working Vegetation Fire – Mount Diablo Scenic, Danville
- Working Vegetation Fire – Massara Street, Danville
- Single Resource Request – Dispatcher Mary Camacho as Radio Operator, Butte Fire
- Single Resource Request – Reserve Ed Ritchie as Communications Manager, Valley Fire
- Vent Enter Isolate Search (VEIS) Class Preparation
- Firefighter Recruitment Interviews and Evaluations
- Firefighter Academy Preparation
- Engineers Exam Training Days
- Multi-Company Drills & Company Performance Standards in Progress
- Probationary Captain & Firefighter Sign-offs in Progress
- Training Site Upgrades in Progress
- Tiller Truck Training in Progress

## **Public Events Attended by Suppression**

- 9/11 Memorial - Ceremony Oak Hill Park, Alamo
- Diablo Country Club Camp Out
- Danville d'Elegance Parade
- Iron Horse Mothers Club, San Ramon
- Donation Booth for Fire Victims, Monte Vista High School
- Memorial Service for Student, Goldenview Elementary School
- Birthday Party Auction Winner, San Ramon

## **Special Teams**

### Hazardous Materials Team

- CA Department of Public Health, Richmond (Biological Weapons & Sampling Training)

### Technical Rescue Team

- Heavy Lifting Obstacle Course

## **Meetings**

County Operations

County Chiefs

County Training Officer

CATF-4 Executive Committee

Coastal Regional Hazardous Materials Response Organization

## Standards of Cover Policy Compliance Report September 1, 2015 - September 30, 2015

	SOC Goal 1, 5, 6			SOC Goal 2, 5, 6			SOC Goal 3, 5, 6			SOC Goal 5, 6		
	Urban (Count = 270)			Suburban (Count = 100)			Rural (Count = 8)			Wilderness (Count = 3)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
<b>First Unit Response</b>	7:00	7:00	6:55	8:00	7:29	7:51	15:00	9:13	10:35	45:00	34:52	33:36
		100%	100%		100%	100%		100%	100%		100%	100%

	SOC Goal 4											
	Urban (Count = 1)			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	19:23	19:23	12:00	0:00	17:03	21:00	0:00	0:00	45:00	0:00	0:00
		0%	20%		0%	33%		0%	0%		0%	0%

	SOC Goal 8											
	Urban (Count = 108)			Suburban (Count = 49)			Rural (Count = 1)			Wilderness (Count = 2)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
<b>ERF Medical Response</b>	9:00	9:26	9:08	10:00	9:49	9:30	21:00	8:46	13:06	45:00	35:25	35:25
		96%	99%		100%	100%		100%	100%		100%	100%

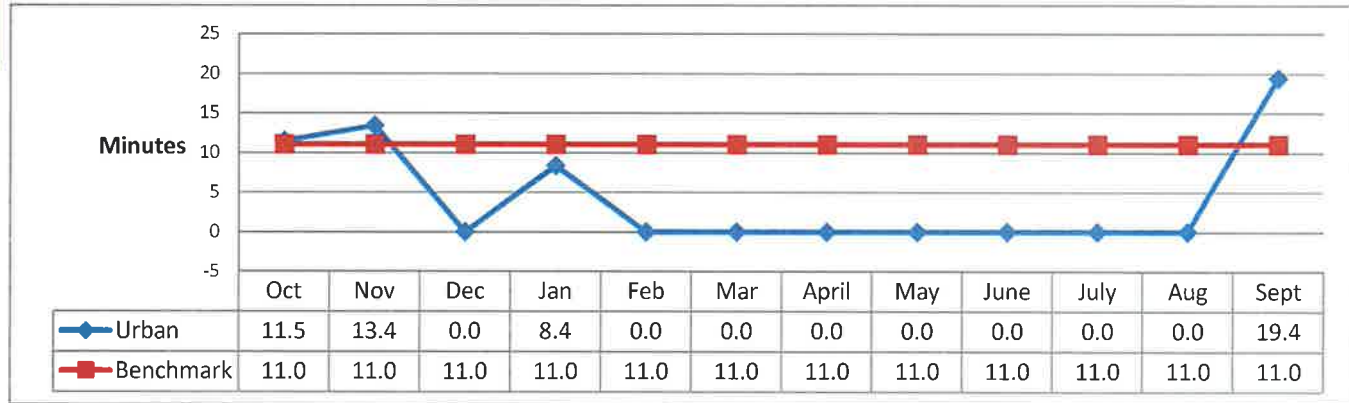
SOC Goal 7					
Call Processing Time			Turnout Time		
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
1:00	0:45	0:47	2:00	2:01	1:57
	100%	100%		100%	100%





**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.

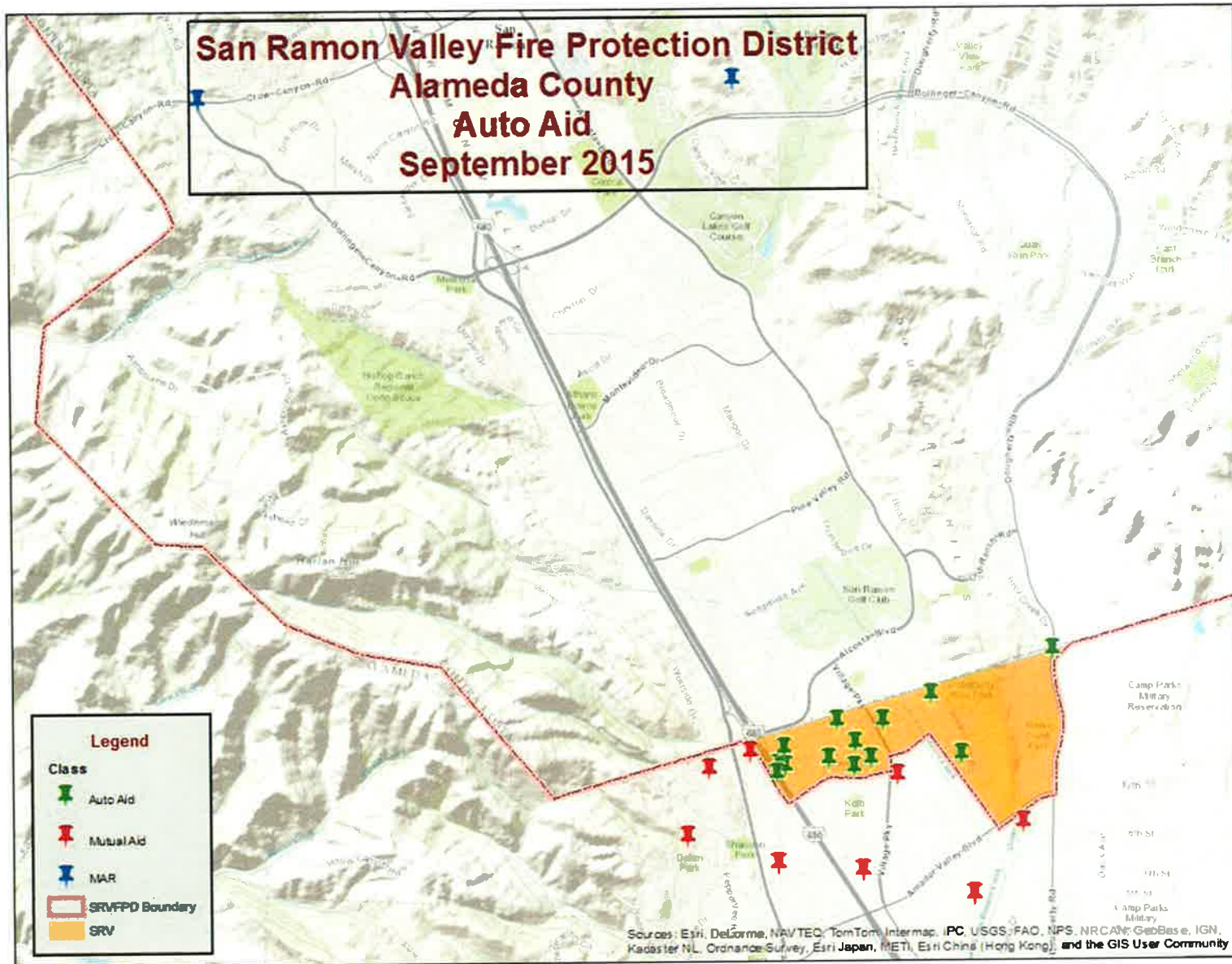
**Goal 7*****Call processing and turnout times***

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***

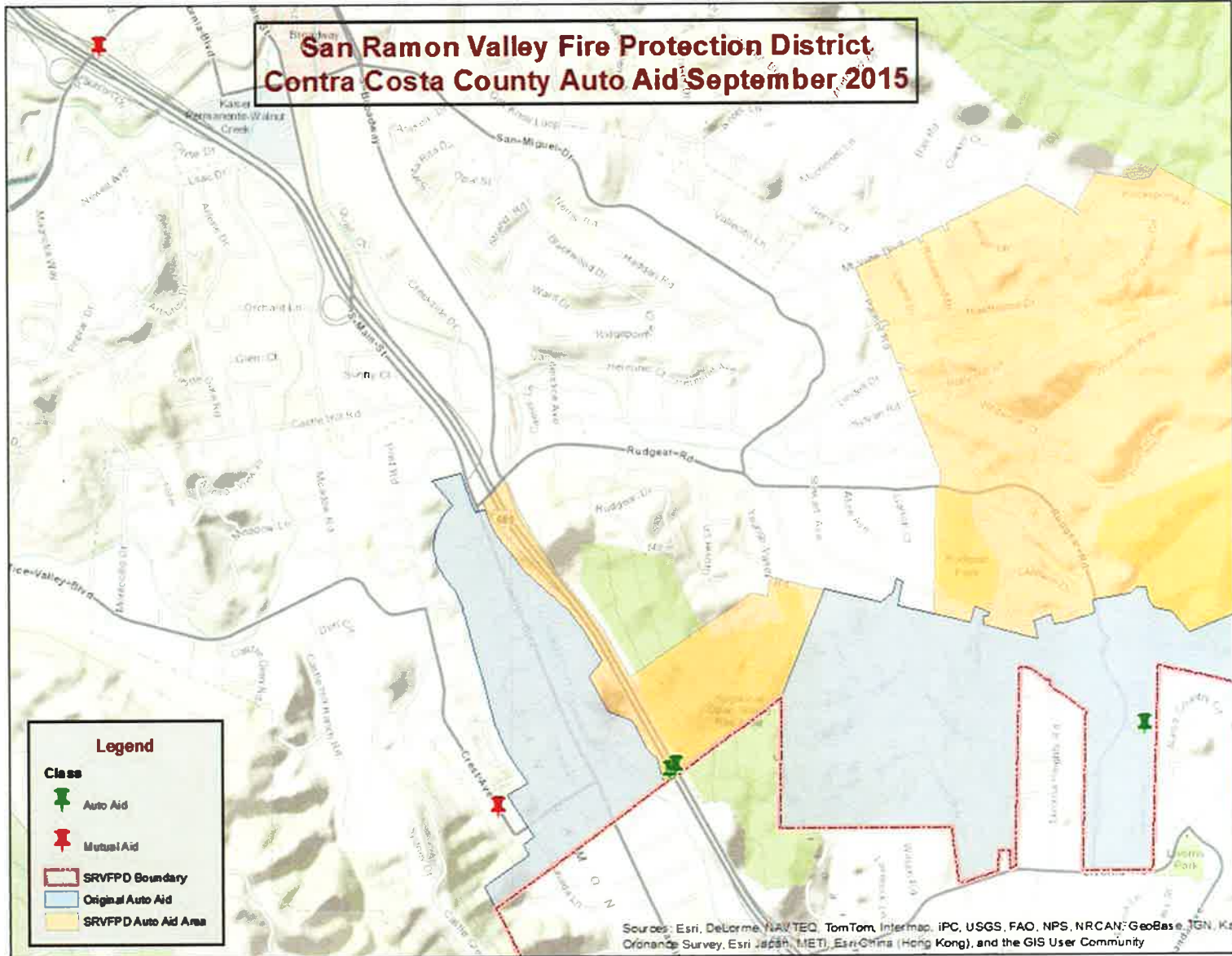
To treat medical patients requiring advanced procedures and skills (defined as Charlie, Delta or Echo), a two-unit response consisting of one paramedic-staffed ambulance and one additional paramedic-staffed unit for a response force of at least five personnel should arrive within 6 minutes travel time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





	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<b>Auto Aid Given</b>	4	10	9	13	10	4	5	14	7	9	11	16
<b>Mutual Aid Given</b>	20	6	17	6	1	5	9	6	15	10	14	8
<b>Mutual Aid Received</b>	0	0	0	0	0	0	0	0	0	0	0	2
<b>Move-up</b>	3	0	1	0	0	3	0	2	2	4	1	0

## San Ramon Valley Fire Protection District Contra Costa County Auto Aid September 2015



Sources: Esri, DeLorme, NAVTEQ, TomTom, Intermap, iPC, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadorna Survey, Esri Japan, METI, Esri China (Hong Kong), and the GIS User Community

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<b>Auto Aid Given</b>	8	11	10	7	5	5	8	3	5	3	5	3
<b>Mutual Aid Given</b>	7	1	0	6	0	1	2	0	3	5	1	2
<b>AA/MA Received</b>	0	0	0	0	2	1	3	2	2	2	3	0
<b>Move-up</b>	2	0	0	4	0	0	1	1	2	4	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:** October 28, 2015  
**To:** Board of Directors  
**From:** Derek Krause, Deputy Chief – EMS/Logistics  
**Subject:** Monthly EMS/Logistics Report for September 2015

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## EMS

1. EMS Field Saves/Clinical Saves/Follow Ups:
  - a. One patient in sudden cardiac arrest had a return of spontaneous circulation
  - b. Critical Interfacility Transport
    - i. Transported a 13 year old patient with an intracranial bleed caused by a fall, to Children's Hospital Oakland Trauma Center for neurosurgical evaluation
2. Projects
  - a. Met with new SRRMC Emergency Department Director for agency interface relationship
  - b. Participated in training on new Target Solutions report-creating ability
  - c. Met with vendor to provide feedback on new disposable CPAP equipment
  - d. Met with County EMS to review proposed changes to 2016 treatment guidelines/policies
  - e. EMS scenario hiring panel for academy – 8 days – 128 candidates
  - f. Participated in County EMS "Train-the-Trainer" session on 2016 guideline changes
  - g. SRVUSD Elementary School teachers/staff training in Hands-Only CPR and AED
  - h. Supported requests from peer agencies on SRVFPD operations for best EMS practices
3. September Meetings
  - a. Contra Costa County EMS Quality Leadership (formerly Contra Costa County Continuous Quality Improvement)
  - b. Contra Costa County Medical Advisory Committee
  - c. Contra Costa County Ambulance Provider Committee
4. Ongoing:
  - a. Quarter IV First Responder ALS/BLS EMS curriculum developed and personnel training started

## Facilities

1. Coordinated logistics for 9-11 Oak Hills Memorial event
2. Ongoing:  
Conducted preventive maintenance and repairs to effectively manage costs and maintain service

## Fleet

1. Engine #551 declared Surplus last month. Contacted Cal Fire regarding Engine for Hire. Will pursue this option prior to Public Surplus.
2. Annual inspections on all apparatus have been completed

3. Apparatus pump testing and annual maintenance has been completed
4. Mechanic Rick Nogueira selected to be 1 of 10 in State of California to assist with the State Fire Training Curriculum Cadre Development
5. Ongoing:
  - a. Conducted preventive maintenance and repairs to effectively manage costs and maintain safety. Safety: Updating Tiller Steer Axles for better brakes and rotors. All 3 will be completed by October.

### **Technology Systems**

1. Attended TriTech Computer Aided Dispatch (CAD) and Records Management System (RMS) mobile system orientation
2. Commenced review of District Geographic Information Systems (GIS) data with TriTech as part of consolidation project
3. Installed updated Long Term Evolution (LTE) broadband modem in Communications Support 31
4. Updated GIS data to include Dublin Transit Center on District CAD map
5. Reviewed and printed hydrant maps for 4<sup>th</sup> quarter inspections
6. Attended weekly San Ramon PD dispatch services meetings
7. Attended Regional Radio and District working group meetings
8. Evaluated feasibility/need for radio repeater as part of Alamo cell tower request for approval

### **Communications Center**

1. Attended TriTech CAD/RMS/Mobile System Orientation
2. Facilitated Reserve Drills
3. Attended review of District GIS data with TriTech and District Technology Division
4. Coordinated mandatory Department of Justice Training for communications personnel
5. Dispatchers Klink and Peters attended California CLETS\* Users Group (CCUG) conference
6. Attended weekly communications consolidation project meetings with San Ramon Police Department personnel
7. Dispatcher Nelson assigned by OES to the Butte Fire Incident in Amador County as part of the Incident Dispatch Team (IDT)

\*California Law Enforcement Telecommunications System

**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: October 28, 2015  
To: Board of Directors  
From: Christina Kiefer, Fire Marshal  
Subject: Report of Division Activities

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## Activities

### Fire Prevention Activity Reports

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

### Fee Study Update

The fee study is near complete. As part of the contract for service, NBS will provide a memorandum discussing the outcome of the study. There have been challenges in assembling data from the Fire Prevention record management system. Related to time tracking and the direct relationship of data with fee items, the data is not readily available for a complete and comprehensive analysis. The result is requiring a significant amount of staff time to extrapolate the data.

### New Legislation- Assembly Bill 287

On October 2, 2015 Governor Brown approved AB 287, authored by Senator Ben Hueso. The law will require that most new buildings constructed after January 1, 2017 and have an occupancy of 200 or more be required to have an AED on premises. The exceptions include, multi-family dwellings and Storage type facilities.

### Bishop Ranch- 2600 Camino Ramon, Emergency Vehicle Access

As part of the tenant improvement of 2600 Camino Ramon (previously AT&T Building), Deputy Fire Marshal David Stevens and Code Compliance Officer Roy Wendel organized a training/demonstration event with Sunset Development to verify the acceptability of the existing turf block emergency vehicle/aerial access at the building site. Truck 34 crew and Chief Jim Selover participated in the exercise. As a result of the training, conditions were determined that required mitigation including; managing existing trees, modifying proposed changes to the plaza and landscape areas. The 2600 Camino Ramon building is 4 story and approximately 2 million square feet. Currently under renovation as part of the Bishop Ranch office park, the building is designed to accommodate nearly 8,000 employees and is set on over 100 acres.

### City Center Bishop Ranch – Update

The City Center Bishop Ranch project features 300,000 square feet of shopping, dining and entertainment including a movie theatre. The project is scheduled to begin construction in late spring 2016. Construction is expected to be approximately two years.

**Upcoming Public Education Classes and Events Scheduled**

<b>Event</b>	<b>Location</b>	<b>Date/Time</b>
Train the Trainer Hands Only CPR for SRVUSD Nurses	Administration Building	Oct 30, Friday 9:00 am – 10:00 am
7 <sup>th</sup> Grade CPR Program	Diablo Vista Middle School	Nov 9, Monday 7:30 am – 4:00 pm
Child Safety Class for Au Pairs	Administration Building	Nov 9, Monday 7:00 pm – 8:00 pm
Personal Emergency Preparedness	Administration Building	Nov 18, Wednesday 6:00 pm – 8:30 pm



**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**FIRE PREVENTION DIVISION**  
**MONTHLY BOARD OF DIRECTORS ACTIVITY REPORT - September 2015**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>CODE COMPLIANCE</b>													
INSPECTIONS	130	73	128	61	36	3	34	150	158	0	0	0	773
REINSPECTIONS	156	195	179	241	119	24	21	80	168	0	0	0	1183
TOTAL *	<b>286</b>	<b>268</b>	<b>307</b>	<b>302</b>	<b>155</b>	<b>27</b>	<b>55</b>	<b>230</b>	<b>326</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1956</b>

OCCUPANCY PERMITS	44	22	50	54	11	11	29	81	139	0	0	0	441
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<b>ANNUAL INSPECTION PROGRAM</b>													
TOTAL INSPECTABLE OCCS	1427	1427	1427	1427	1427	1427	1427	1427	1427	1427	1427	1427	1427
TOTAL STARTED YTD †	94	65	108	50	59	11	16	119	221	0	0	0	743
% STARTED YTD	6.59%	4.56%	7.57%	3.50%	4.13%	0.77%	1.12%	8.34%	15.49%	0.00%	0.00%	0.00%	52.07%
TOTAL COMPLETED YTD ‡	89	57	93	47	48	10	15	94	107	0	0	0	560
% COMPLETED YTD	6.24%	3.99%	6.52%	3.29%	3.36%	0.70%	1.05%	6.59%	7.50%	0.00%	0.00%	0.00%	39.24%

<b>CONSTRUCTION</b>													
NEW PROJECTS	134	46	60	62	80	63	65	64	66	0	0	0	640
PLAN REVIEWS SUBMITTED	67	111	128	97	128	105	128	126	181	0	0	0	1071
PLAN REVIEWS COMPLETED	95	115	112	117	113	116	112	133	189	0	0	0	1102
INSPECTIONS	64	73	97	69	79	109	103	142	118	0	0	0	854

\* 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

September 2015

PROJECT	PLAN REVIEW TYPE	SUBMITTAL	COMPLETED
Community Presbyterian Church 1st Fl Restroom	Construction, alteration, or renovation of a building	09/01/2015 11:03:19	09/09/2015 14:01:24
St James Pl Commercial Shell	Fire alarm and detection systems and related equipment	09/01/2015 11:33:17	09/02/2015 12:30:46
1413 Bayberry View Lane Andorra Lot 58 Plan 4	Automatic fire-extinguishing systems	09/01/2015 13:49:08	09/01/2015 19:00:51
3020 Gritstone St Ashbury Lot 432 Plan 2	Automatic fire-extinguishing systems	09/01/2015 14:18:19	09/11/2015 14:54:07
1413 Bayberry View Lane Andorra Lot 58 Plan 4	After hours plan review and inspection	09/01/2015 16:00:49	09/01/2015 19:00:54
1413 Bayberry View Lane Andorra Lot 58 Plan 4	Automatic fire-extinguishing systems	09/01/2015 16:38:42	09/02/2015 09:03:07
Central Area Phase 1	After hours plan review and inspection	09/02/2015 08:35:22	
Heritage Bank TI	Automatic fire-extinguishing systems	09/02/2015 11:43:55	09/09/2015 18:39:23
Residence	Automatic fire-extinguishing systems	09/02/2015 13:49:30	09/10/2015 14:27:04
1417 Bayberry View Lane Andorra Lot 59 Plan 2	Automatic fire-extinguishing systems	09/02/2015 14:56:55	09/02/2015 15:02:14
1421 Bayberry View Lane Andorra Lot 60 Plan 3	Automatic fire-extinguishing systems	09/02/2015 15:03:44	09/02/2015 15:08:20
Congo Residence	Automatic fire-extinguishing systems	09/02/2015 16:05:39	09/02/2015 16:04:41
1072-1084 S Monarch Rd - Cantera Building 11(DR)	Private fire hydrants and fire protection water supplies	09/03/2015 09:27:07	09/18/2015 16:03:08
3001-3011 Blackberry Ave - Cantera Building 10(C)	Private fire hydrants and fire protection water supplies	09/03/2015 09:33:37	09/18/2015 16:38:59
5001-5011 Barrenstar Way - Cantera Building 17(CR)	Private fire hydrants and fire protection water supplies	09/03/2015 09:37:48	09/18/2015 16:43:25
1024-1038 S Monarch Rd - Cantera Building 14(E)	Private fire hydrants and fire protection water supplies	09/03/2015 09:41:20	09/18/2015 16:14:12
5049-5057 Barrenstar Way - Cantera Building 21(A)	Private fire hydrants and fire protection water supplies	09/03/2015 09:44:39	09/18/2015 16:33:29
Danville Hotel Building 1	Fire alarm and detection systems and related equipment	09/03/2015 10:50:20	09/03/2015 10:51:20
Danville Hotel Building 1	Construction, alteration, or renovation of a building	09/03/2015 12:39:31	09/03/2015 12:40:02
5013-5023 Barrenstar Way - Cantera Building 18(B)	Private fire hydrants and fire protection water supplies	09/03/2015 13:21:43	09/18/2015 16:28:23
3001 Bishop Drive South Corridor 2nd & 3rd Floor Demolition	Construction, alteration, or renovation of a building	09/03/2015 14:31:08	09/18/2015 15:49:00
ACI Suite 200	After hours plan review and inspection	09/03/2015 14:45:49	09/04/2015 06:47:09
ACI Suite 200	Automatic fire-extinguishing systems	09/04/2015 06:47:54	08/31/2015 13:19:41
ACI Suite 200	Fire alarm and detection systems and related equipment	09/04/2015 06:47:57	08/31/2015 13:26:26
ACI Suite 200	Construction, alteration, or renovation of a building	09/04/2015 06:48:03	08/31/2015 13:02:21
ACI Suite 200	After hours plan review and inspection	09/04/2015 08:53:36	09/04/2015 19:00:51
Deinger Residence	Construction, alteration, or renovation of a building	09/04/2015 09:33:32	09/09/2015 18:56:01
Lawyers Title	Automatic fire-extinguishing systems	09/04/2015 10:09:12	09/10/2015 14:01:41
Fast Signs of San Ramon	Construction, alteration, or renovation of a building	09/04/2015 12:23:42	09/18/2015 08:50:47
Don and Teresa Lau	Automatic fire-extinguishing systems	09/04/2015 14:18:02	09/04/2015 14:52:43
815 Henley Ct Norris Canyon Lot 127 Plan Tassajara	Automatic fire-extinguishing systems	09/04/2015 14:18:02	09/04/2015 14:52:43
LP15-2033 - Remove (4) existing Verizon Wireless Antennas/Install (6) new	Planning and site development review	09/06/2015 08:42:39	09/06/2015 09:01:16
VR15-1036 Variance for side yard set backs	Planning and site development review	09/06/2015 09:19:12	09/06/2015 09:49:20
DP15-3025 Tutoring, part-time preschool and after school program	Planning and site development review	09/06/2015 11:09:21	09/07/2015 20:59:03
T.Y. Lin	Fire alarm and detection systems and related equipment	09/07/2015 10:17:57	09/10/2015 16:00:15
Deinger Residence	Automatic fire-extinguishing systems	09/08/2015 11:07:18	09/08/2015 10:57:37
Adora Bella Salon	Construction, alteration, or renovation of a building	09/08/2015 11:21:41	09/08/2015 11:34:50
3004 Sonsilla Dr SD 9325 Plan 1	Automatic fire-extinguishing systems	09/08/2015 13:19:02	09/08/2015 15:07:52
3002 Sonsilla Dr SD 9325 Plan 3	Automatic fire-extinguishing systems	09/08/2015 13:19:18	09/08/2015 15:31:16
MUP15-501-020 Venkatesan Large Family Daycare	Planning and site development review	09/08/2015 14:05:21	09/08/2015 14:45:08

Chevron Bldg D Fan Wall Revision	Fire alarm and detection systems and related equipment	09/08/2015 14:14:50	09/08/2015 06:00:05
Chevron Bldg D Fan Wall Revision	After hours plan review and inspection	09/08/2015 14:30:01	09/09/2015 06:00:05
Chevron Bldg H Data Room 1st Floor	Fire alarm and detection systems and related equipment	09/08/2015 14:37:26	09/21/2015 09:10:20
3006 Sonsilla Dr SD 9325 Plan 2	Automatic fire-extinguishing systems	09/08/2015 14:49:54	09/08/2015 15:00:02
MPU 15-501-021 B. Tiger Tae Kwon Do	Planning and site development review	09/08/2015 15:17:27	09/08/2015 16:05:27
3000 Sonsilla Dr SD 9325 Plan 2	Automatic fire-extinguishing systems	09/08/2015 15:33:56	09/08/2015 15:38:03
Chevron SRCP Mech & Elec Equip Replacement	Fire alarm and detection systems and related equipment	09/08/2015 15:56:00	09/07/2015 17:00:05
Chevron SRCP Mech & Elec Equip Replacement	After hours plan review and inspection	09/08/2015 16:05:20	09/08/2015 17:00:05
DEV15-0043 (LUP) Auto Sales Business	Planning and site development review	09/08/2015 16:19:25	09/08/2015 16:23:38
Roadway Access	Planning and site development review	09/08/2015 16:32:20	09/08/2015 16:35:30
Avery @Alamo Creek Plan 1 Lot 509	Miscellaneous System Plans	09/09/2015 08:57:55	09/14/2015 15:02:14
2004 Drysdale St Avery Lot 507 Plan 1	Miscellaneous System Plans	09/09/2015 09:03:06	09/14/2015 15:02:59
2013 Drysdale St Avery Lot 512 Plan 1	Miscellaneous System Plans	09/09/2015 09:06:32	09/14/2015 15:03:36
3008 Gritstone St Ashbury Lot 429 Plan 1	Miscellaneous System Plans	09/09/2015 09:09:29	09/14/2015 15:04:13
3324 Ironwood Drive Avanti Lot 66 Plan 2	Automatic fire-extinguishing systems	09/09/2015 11:14:19	09/09/2015 11:21:42
2600 Central Dining Facilities Roundhouse Phase II	Construction, alteration, or renovation of a building	09/09/2015 11:35:40	09/21/2015 09:59:44
2633 Camino Ramon Suite 400-425 Enterprise Rent A Car	Construction, alteration, or renovation of a building	09/09/2015 11:49:25	09/21/2015 11:02:21
2633 Camino Ramon Suite 400-425 Enterprise Rent A Car	Automatic fire-extinguishing systems	09/09/2015 12:03:17	09/24/2015 08:46:49
2633 Camino Ramon Suite 400-425 Enterprise Rent A Car	Fire alarm and detection systems and related equipment	09/09/2015 12:05:54	09/22/2015 09:17:51
Cornerstone at Gale Ranch	Fire alarm and detection systems and related equipment	09/09/2015 13:58:04	09/15/2015 08:50:12
3330 Ironwood Drive Avanti Lot 65 Plan 3	Automatic fire-extinguishing systems	09/09/2015 15:20:03	09/09/2015 15:28:35
Deinger Residence	After hours plan review and inspection	09/10/2015 07:48:28	09/10/2015 06:00:12
Deinger Residence	Additional Plan Review	09/10/2015 07:49:55	09/10/2015 06:00:12
Ornelas Residence	Automatic fire-extinguishing systems	09/10/2015 09:46:19	09/10/2015 13:34:49
Cornerstone at Gale Ranch	After hours plan review and inspection	09/10/2015 09:59:01	09/15/2015 08:53:27
Ornelas Residence	Miscellaneous System Plans	09/10/2015 10:00:53	09/10/2015 13:38:18
Corepower Yoga	Automatic fire-extinguishing systems	09/10/2015 12:02:58	09/22/2015 10:10:11
Danville San Ramon Eye Medical Corp	Automatic fire-extinguishing systems	09/10/2015 12:28:54	09/15/2015 10:53:51
Danville San Ramon Eye Medical Corp	After hours plan review and inspection	09/10/2015 12:30:42	09/15/2015 11:03:32
2017 San Ramon Valley Boulevard	Fire apparatus access, site improvements and related equipment	09/10/2015 12:42:06	09/18/2015 15:36:14
Boben Designs - 200 Railroad Ave Suite F	Construction, alteration, or renovation of a building	09/11/2015 13:21:24	09/18/2015 09:15:26
112 Capari Court Ashbury Lot 469 Plan 2	Miscellaneous System Plans	09/11/2015 15:10:25	09/14/2015 15:04:43
2025 Drysdale Street Avery Lot 515 Plan 2	Miscellaneous System Plans	09/14/2015 09:33:54	09/14/2015 15:05:23
2026 Drysdale Street Avery Lot 504 Plan 2	Miscellaneous System Plans	09/14/2015 09:37:52	09/14/2015 15:05:53
2000 Drysdale St Avery Lot 508 Plan 2	Miscellaneous System Plans	09/14/2015 09:39:53	09/14/2015 15:06:29
2016 Drysdale St Avery Lot 505 Plan 2	Miscellaneous System Plans	09/14/2015 09:43:26	09/14/2015 15:07:01
2009 Drysdale St Avery Lot 511 Plan 2	Miscellaneous System Plans	09/14/2015 09:45:35	09/14/2015 15:07:34
3012 Gritstone St Ashbury Lot 430 Plan 2	Miscellaneous System Plans	09/14/2015 10:01:50	09/14/2015 15:08:06
3020 Gritstone St Ashbury Lot 432 Plan 2	Miscellaneous System Plans	09/14/2015 10:07:02	09/14/2015 15:08:44
106 Capari Ct Ashbury Lot 470 Plan 1	Miscellaneous System Plans	09/14/2015 10:16:27	09/14/2015 15:09:48
107 Capari Court Ashbury Lot 468 Plan 1	Miscellaneous System Plans	09/14/2015 10:18:06	09/14/2015 15:10:25
2010 Drysdale St Avery Lot 506 Plan 3	Miscellaneous System Plans	09/14/2015 10:22:10	09/14/2015 15:12:13
2017 Drysdale St Avery Lot 513 Plan 3	Miscellaneous System Plans	09/14/2015 10:23:55	09/14/2015 15:12:49
2021 Drysdale Street Avery Lot 514 Plan 3	Miscellaneous System Plans	09/14/2015 10:26:29	09/14/2015 15:13:20
Alvarez Guest Cottage	Construction, alteration, or renovation of a building	09/14/2015 12:16:30	09/18/2015 08:44:44
815 Henley Ct Norris Canyon Lot 127 Plan Tassajara	Automatic fire-extinguishing systems	09/14/2015 14:09:44	09/18/2015 15:25:51

Casa D'Onsori - Building B	Automatic fire-extinguishing systems	09/14/2015 14:20:51	09/22/2015 12:13:15
4844 Cornflower St Iriana Lot 6 Plan 3A	Automatic fire-extinguishing systems	09/15/2015 08:32:26	09/16/2015 15:17:55
4848 Cornflower St Iriana Lot 7 Plan 5A	Automatic fire-extinguishing systems	09/15/2015 08:37:54	09/16/2015 16:01:25
3126 Ashbourne Circle Norris Canyon Lot 224 Plan Montclair	Automatic fire-extinguishing systems	09/15/2015 09:21:00	09/16/2015 16:16:01
3333 Ironwood Dr Avanti Lot 76 Plan 3	Automatic fire-extinguishing systems	09/15/2015 09:29:22	09/15/2015 10:42:05
3327 Ironwood Dr Avanti Lot 75 Plan 1	Automatic fire-extinguishing systems	09/15/2015 09:33:26	09/15/2015 10:41:15
2032 Drysdale St Avery Lot 503 Plan 3	Automatic fire-extinguishing systems	09/15/2015 09:38:59	09/22/2015 16:05:04
2036 Drysdale St Avery Lot 502 Plan 1	Automatic fire-extinguishing systems	09/15/2015 09:43:21	09/15/2015 10:46:42
Community Presbyterian Church 1st Fl Restroom	Automatic fire-extinguishing systems	09/15/2015 10:00:36	09/18/2015 14:35:03
2032 Drysdale St Avery Lot 503 Plan 3	Miscellaneous System Plans	09/15/2015 11:02:10	09/24/2015 16:21:03
Melo's Pizza	Automatic fire-extinguishing systems	09/15/2015 11:17:38	09/18/2015 08:59:43
2017 San Ramon Valley Boulevard	Miscellaneous System Plans	09/15/2015 15:35:23	09/18/2015 12:23:21
Fast Signs of San Ramon	Automatic fire-extinguishing systems	09/16/2015 10:37:49	09/18/2015 15:09:19
Allen, Robert and Natalie	Miscellaneous System Plans	09/16/2015 13:07:51	09/18/2015 09:57:50
Black Bear Diner	Automatic fire-extinguishing systems	09/16/2015 14:44:40	09/22/2015 13:25:48
2036 Drysdale St Avery Lot 502 Plan 1	Miscellaneous System Plans	09/16/2015 15:08:02	09/24/2015 16:22:52
Orchard Supply	Private fire hydrants and fire protection water supplies	09/16/2015 15:32:02	09/22/2015 09:13:36
Engeo, Inc	Construction, alteration, or renovation of a building	09/16/2015 15:40:11	09/16/2015 15:51:57
Orchard Supply	Construction, alteration, or renovation of a building	09/16/2015 16:04:11	09/16/2015 16:04:22
Danville San Ramon Eye Medical Corp	Automatic fire-extinguishing systems	09/16/2015 16:19:13	09/16/2015 16:19:24
American Heart Association 09/20/15 BR Event	After hours plan review and inspection	09/17/2015 08:21:39	09/17/2015 08:26:04
Oksana Grooming	Construction, alteration, or renovation of a building	09/17/2015 09:23:25	09/18/2015 12:27:58
Teramar Retail Office	Construction, alteration, or renovation of a building	09/17/2015 09:30:30	09/18/2015 12:42:46
South Lobby Renovation - 3001 Bishop Drive	Construction, alteration, or renovation of a building	09/17/2015 10:58:18	
S Wing Restroom Demo & Remodel 2nd, 3rd, 4th Fls Bldg 6	Construction, alteration, or renovation of a building	09/17/2015 10:59:48	09/28/2015 16:49:36
AT&T (Tec Center) 1st Floor	Fire alarm and detection systems and related equipment	09/17/2015 11:32:07	09/22/2015 14:20:02
Biryani	Automatic fire-extinguishing systems	09/17/2015 13:04:20	09/22/2015 14:27:42
3016 Gritstone St Ashbury Lot 431 Plan 3	Miscellaneous System Plans	09/17/2015 15:13:38	09/17/2015 15:19:05
106 Capari Ct Ashbury Lot 470 Plan 1	Miscellaneous System Plans	09/17/2015 15:30:16	09/17/2015 15:30:49
100 Capari Ct Ashbury Lot 471 Plan 2	Miscellaneous System Plans	09/17/2015 15:35:45	09/17/2015 15:36:38
3012 Gritstone St Ashbury Lot 430 Plan 2	Miscellaneous System Plans	09/17/2015 15:47:00	09/17/2015 15:47:35
ATL Environmental Test Chamber	Automatic fire-extinguishing systems	09/18/2015 10:03:21	09/23/2015 14:06:47
Casa D'Onsori - Building A	Automatic fire-extinguishing systems	09/18/2015 13:48:44	09/24/2015 11:54:43
Corepower Yoga	Fire alarm and detection systems and related equipment	09/18/2015 14:24:26	09/24/2015 12:46:21
New Residence	Construction, alteration, or renovation of a building	09/18/2015 15:52:22	09/21/2015 05:44:58
MB Services Inc	Construction, alteration, or renovation of a building	09/21/2015 09:18:45	09/24/2015 16:19:33
Danville Hotel Premarket Suites for Building 1	Construction, alteration, or renovation of a building	09/21/2015 09:54:47	09/25/2015 17:19:28
Christian and Jill Pfeiffer	Automatic fire-extinguishing systems	09/21/2015 10:57:35	09/25/2015 17:23:03
Danville Hotel Premarket Suites for Building 2	Construction, alteration, or renovation of a building	09/21/2015 14:18:18	09/25/2015 17:27:31
Corepower Yoga	After hours plan review and inspection	09/21/2015 15:32:01	09/24/2015 12:53:28
Salons by JC Suite J	Automatic fire-extinguishing systems	09/22/2015 09:18:48	09/25/2015 17:29:45
Premier Financial Alliance	Construction, alteration, or renovation of a building	09/22/2015 10:17:12	09/22/2015 10:24:34
Danville Hotel Premarket Suites for Building 2	Automatic fire-extinguishing systems	09/22/2015 11:29:50	09/25/2015 17:38:57
Jane Yoon	Fire apparatus access, site improvements and related equipment	09/22/2015 12:02:52	09/22/2015 12:24:17
Danville Hotel Premarket Suites for Building 1	Automatic fire-extinguishing systems	09/22/2015 12:22:27	09/25/2015 18:05:09
Oksana Grooming	Automatic fire-extinguishing systems	09/22/2015 12:59:29	09/25/2015 18:09:33

Teramar Retail Office	Automatic fire-extinguishing systems	09/22/2015 13:12:48	09/25/2015 18:12:01
4824 Cornflower St Iriana Lot 1 Plan 4A	Automatic fire-extinguishing systems	09/22/2015 13:54:22	09/22/2015 14:03:06
Residence	Construction, alteration, or renovation of a building	09/22/2015 15:52:45	09/28/2015 17:01:01
Tracy Allen	Miscellaneous System Plans	09/23/2015 09:05:34	09/23/2015 09:35:37
HVAC Unit Replacement	Miscellaneous System Plans	09/23/2015 12:06:31	09/23/2015 12:29:38
Temorary Kindergarten Portable	Fire alarm and detection systems and related equipment	09/23/2015 13:06:41	09/28/2015 16:28:42
Tassajara Critical Care	Construction, alteration, or renovation of a building	09/23/2015 13:58:37	09/25/2015 18:15:12
Askarbivki Mohammadali	Construction, alteration, or renovation of a building	09/23/2015 14:12:18	09/28/2015 16:15:29
San Ramon Valley Conference Center Security	Fire apparatus access, site improvements and related equipment	09/23/2015 15:13:07	09/23/2015 15:25:28
Melo's Pizza	Automatic fire-extinguishing systems	09/24/2015 09:06:37	09/24/2015 13:58:34
Melo's Pizza	After hours plan review and inspection	09/24/2015 09:13:41	09/24/2015 14:21:34
Xue Residence	Construction, alteration, or renovation of a building	09/24/2015 10:46:23	09/24/2015 11:22:18
3321 Ironwood Dr Avanti Lot 74 Plan 3	Automatic fire-extinguishing systems	09/24/2015 12:38:00	09/24/2015 14:58:08
407 Glastonbury Ct Avanti Lot 82 Plan 3	Automatic fire-extinguishing systems	09/24/2015 12:40:55	09/24/2015 14:59:23
1025 Sky Jasmine Way Capella Lot 39 Plan 2	Automatic fire-extinguishing systems	09/24/2015 12:48:04	09/24/2015 15:01:18
3024 Gritstone St Ashbury Lot 433 Plan 1	Automatic fire-extinguishing systems	09/24/2015 12:58:30	09/24/2015 15:00:19
2633 Camino Ramon Suite 400-425 Enterprise Rent A Car	Fire alarm and detection systems and related equipment	09/24/2015 16:00:00	09/25/2015 14:16:24
Domino's Pizza	Construction, alteration, or renovation of a building	09/25/2015 10:20:04	09/25/2015 14:09:03
Blackhawk Meadows Lot 4 Plan 2	Construction, alteration, or renovation of a building	09/25/2015 10:46:51	09/28/2015 16:43:26
Casa D'Onsori - Building A	Private fire hydrants and fire protection water supplies	09/25/2015 11:26:41	09/28/2015 09:11:03
Casa D'Onsori - Building B	Private fire hydrants and fire protection water supplies	09/25/2015 11:31:39	09/28/2015 09:40:44
AT&T (Tec Center) 1st Floor	After hours plan review and inspection	09/25/2015 13:41:41	
Casa D'Onsori - Building A	Automatic fire-extinguishing systems	09/25/2015 14:36:57	09/30/2015 14:48:10
1409 Bayberry View Ln Andorra Lot 61 Plan 3	Automatic fire-extinguishing systems	09/28/2015 11:49:29	09/28/2015 14:10:49
Church of the Valley	Automatic fire-extinguishing systems	09/28/2015 14:36:56	
6113 Alpine Blue Dr Lot 27 SD 9247 Romana Plan 1	Automatic fire-extinguishing systems	09/29/2015 10:42:52	
6117 Alpine Blue Dr Lot 26 SD 9247 Romana Plan 2	Automatic fire-extinguishing systems	09/29/2015 10:59:32	
Mason McDuffie	Automatic fire-extinguishing systems	09/29/2015 11:10:07	
1000-1010 S Monarch Rd - Cantera Building 16(C)	Fire alarm and detection systems and related equipment	09/29/2015 11:21:01	
815 Henley Ct Norris Canyon Lot 127 Plan Tassajara	Miscellaneous System Plans	09/29/2015 11:24:08	09/29/2015 11:47:59
807 Henley Ct Lot 74 Plan Tassajara	Miscellaneous System Plans	09/29/2015 11:25:59	09/29/2015 11:44:16
5013-5023 Barrensar Way - Cantera Building 18(B)	Fire alarm and detection systems and related equipment	09/29/2015 11:35:00	
5001-5011 Barrenstar Way - Cantera Building 17(CR)	Fire alarm and detection systems and related equipment	09/29/2015 11:52:50	
2074 Poinsetta St SD 9325 Plan 3	Automatic fire-extinguishing systems	09/29/2015 12:07:57	09/29/2015 15:12:37
2072 Poinsetta St SD 9325 Plan 2	Automatic fire-extinguishing systems	09/29/2015 12:10:08	09/29/2015 15:11:16
2068 Poinsetta St SD 9325 Plan 3	Automatic fire-extinguishing systems	09/29/2015 12:20:48	09/29/2015 15:12:12
2064 Poinsetta St SD 9325 Plan 2	Automatic fire-extinguishing systems	09/29/2015 12:22:34	09/29/2015 15:11:46
2070 Poinsetta St SD 9325 Plan 1	Automatic fire-extinguishing systems	09/29/2015 12:26:19	09/29/2015 15:10:51
2066 Poinsetta St SD 9325 Plan 1	Automatic fire-extinguishing systems	09/29/2015 12:27:39	09/29/2015 15:10:10
6121 Alpine Blue Dr Lot 25 SD 9247 Plan 3	Automatic fire-extinguishing systems	09/29/2015 13:22:16	
FR Crow Canyon LLC AKA Federal Realty	Fire alarm and detection systems and related equipment	09/29/2015 16:54:16	
Adept Technology TI	Construction, alteration, or renovation of a building	09/30/2015 09:34:06	09/30/2015 09:50:51
Dr. Jafarnia's Dental Offices	Construction, alteration, or renovation of a building	09/30/2015 09:39:24	09/30/2015 11:21:56
Melo's Pizza	Automatic fire-extinguishing systems	09/30/2015 10:14:03	09/30/2015 11:12:40
Robert Half	Construction, alteration, or renovation of a building	09/30/2015 11:25:58	
Robert Half	After hours plan review and inspection	09/30/2015 11:40:40	

Xue Residence	Automatic fire-extinguishing systems	09/30/2015 11:45:12	09/30/2015 12:02:02
3144 Ashbourne Cir Lot 227 Plan Montclair	Miscellaneous System Plans	09/30/2015 15:15:22	09/30/2015 16:02:52
Cornelius Residence	Miscellaneous System Plans	09/30/2015 15:28:42	
2257 Ashbourne Dr Lot 46 Plan Carlsbad	Miscellaneous System Plans	09/30/2015 16:53:04	09/30/2015 16:53:58

# **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: October 28, 2015  
To: Board of Directors  
From: Ken Campo, Financial Consultant  
Re: Monthly Administrative Services Report for September 2015

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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 – September 2015
- Monthly Overtime Analysis – September 2015

## Meetings/Activities:

### Finance:

- Completed and submitted the following required State Controller's Office reports by the statutory filing deadline October 19, 2015: Local Government Financial Transactions Report for FY2014-2015; and Government Compensation Report for calendar 2014.
- Retained NBS Government Finance Group to update the District's Cost Allocation Plan and submit GEMT ("Ground Emergency Medical Transport") cost reports for additional Medicare reimbursement.
- Disseminated Request for Proposal for General Office Supplies in order to achieve additional cost savings to the District.

### Human Resources:

- Attended ICS workers' compensation annual program review.
- Conducted the written examination for the Engineer promotional examination.
- Finalized evolutions for the Engineer practical examination.
- Conducted the EMS practical skills testing for the Firefighter/Paramedic recruitment.
- Conducted the panel interviews for the Firefighter/Paramedic recruitment.
- Conducted the Firefighting skills testing for the Firefighter/Paramedic recruitment.



- Initiated the annual open enrollment period for medical benefits.
- Compiled and provided census data to ADP for the transition of Human Resources/Benefits system conversions and compliance with ACA reporting requirements.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
COMBINED BALANCE SHEET OF ALL FUND TYPES  
SEPTEMBER 30, 2015**

	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	\$ 834,700	\$ 3,025	\$ 4,500	\$ 301,647	\$ 10	\$ 44,327	\$ -	\$ -	\$ 1,188,208
Cash - Bank of the West Money Market @ 0.08%	1,000,667								1,000,667
Cash - Bank of the West Workers' Compensation	(37,303)								(37,303)
Cash - Comerica Flexible Spending	9,817								9,817
Petty Cash	1,250								1,250
Investments - LAIF @ 0.32%	8,200,597	2,056,787		4,580,334					14,837,717
Investments - Market Value Adjustment	13,438	(34,615)		2,426					(18,752)
Investments - Bank of the West @ 1.57% avg		11,142,275							11,142,275
Cash with Fiscal Agent (Note #1)			1,212						1,212
Investments - US Bank @ 0.37% avg				5,002,780					5,002,780
Accounts Receivable	16,276								16,276
Interest Receivable		10,437							10,437
Prepaid Expenses/Deposits	12,702,638			238,000					12,940,638
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								21,116,333	21,116,333
<b>Total Assets</b>	<b>\$ 22,742,079</b>	<b>\$ 13,177,908</b>	<b>\$ 5,712</b>	<b>\$ 10,125,188</b>	<b>\$ 10</b>	<b>\$ 44,327</b>	<b>\$ 30,847,228</b>	<b>\$ 21,116,333</b>	<b>\$ 98,058,784</b>
<b>LIABILITIES</b>									
Accounts Payable	\$ 155,363	\$ -	\$ -	\$ 61,157	\$ -	\$ 1,354	\$ -	\$ -	\$ 217,874
Accrued Expenses	2,240,984								2,240,984
Deposits Payable	13,027					155			13,182
Long Term Debt:									
(1) Certificates of Participation								13,826,000	13,826,000
(2) Vehicle Lease								1,532,120	1,532,120
Claims Payable	9,817							4,120,000	4,129,817
Compensated Absences								1,638,213	1,638,213
<b>Total Liabilities</b>	<b>2,419,192</b>	<b>-</b>	<b>-</b>	<b>61,157</b>	<b>-</b>	<b>1,509</b>	<b>-</b>	<b>21,116,333</b>	<b>23,598,191</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			5,712	97,861					103,573
Committed Fund Balance:									
Dry Period Funding	20,236,006								20,236,006
Budget Stabilization	-	12,177,908							12,177,908
Workers' Compensation Claims	-	1,000,000							1,000,000
Capital Projects				9,728,170					9,728,170
Assigned Fund Balance:									
Other Assigned Fund Balance	86,881				10				86,891
Unassigned Fund Balance						42,817			42,817
<b>Total Fund Balance</b>	<b>20,322,887</b>	<b>13,177,908</b>	<b>5,712</b>	<b>10,064,030</b>	<b>10</b>	<b>42,817</b>	<b>30,847,228</b>	<b>-</b>	<b>74,460,593</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 22,742,079</b>	<b>\$ 13,177,908</b>	<b>\$ 5,712</b>	<b>\$ 10,125,188</b>	<b>\$ 10</b>	<b>\$ 44,327</b>	<b>\$ 30,847,228</b>	<b>\$ 21,116,333</b>	<b>\$ 98,058,784</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 Payment Fund (COP 2015) Market Value \$1,177; Interest Rate 0.03% (Money Market Fund)  
Lease & Reserve Fund (COP 2006) Market Value \$1; Interest Rate 0.00% (Money Market Fund)  
Project Fund (COP 2015) Market Value \$5,002,780. Interest Rate 0.37% (Commercial Paper)

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
REVENUE (ALL FUNDS)  
FISCAL YEAR 2015-2016  
July 1, 2015 - SEPTEMBER 30, 2015**

GL CODE	FISCAL YEAR COMPLETED: 25% DESCRIPTION	2012/2013 ACTUAL REVENUE	2013/2014 ACTUAL REVENUE	2014/2015 ACTUAL REVENUE	2015/2016 BUDGETED REVENUE	2015/2016 REALIZED REVENUE
<b>4100</b>	<b>TAXES</b>					
4110	PROPERTY TAXES - CURRENT SECURED	\$47,131,813	\$49,002,743	\$53,279,121	\$55,578,014	\$0
4120	PROPERTY TAXES - SUPPLEMENTAL	653,870	1,118,173	1,187,562	\$0	-
4130	PROPERTY TAXES - UTILITIES (Unitary)	937,596	978,438	974,141	\$1,017,967	-
4140	PROPERTY TAXES - CURRENT UNSECURED	1,867,991	1,988,210	1,959,968	\$2,028,173	-
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	-
4160	LESS COUNTY TAX ADMINISTRATION	(494,146)	(511,904)	(499,102)	(\$508,828)	-
4170	PROPERTY TAXES - PRIOR SECURED	(564,431)	(423,621)	(156,204)	\$0	-
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(126,731)	(132,498)	(83,626)	\$0	-
4190	PROPERTY TAXES - PRIOR UNSECURED	(114,527)	(13,349)	(26,010)	\$0	-
		<b>48,507,267</b>	<b>53,139,723</b>	<b>57,771,510</b>	<b>59,300,000</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	5,569
4240	MISCELLANEOUS STATE AID/GRANTS	172,140	284,555	334,609	-	9,300
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>117,903</b>	<b>85,858</b>
<b>4300</b>	<b>CHARGES FOR SERVICE</b>					
4310	INSPECTION FEES	63,974	110,954	108,818	123,200	21,646
4315	PLAN REVIEW	355,214	524,155	596,692	573,300	177,419
4320	WEED ABATEMENT CHARGES	26,031	5,762	3,347	4,000	-
4325	ADMINISTRATIVE CITATION CHARGES	58,485	61,775	51,550	53,000	7,750
4330	AMBULANCE SERVICES	2,743,005	2,937,305	3,125,236	3,045,720	803,501
4340	CPR CLASSES	735	800	370	1,015	200
4350	REPORTS/PHOTOCOPIES	6,214	21,555	6,749	7,650	4,073
		<b>3,253,658</b>	<b>3,662,306</b>	<b>3,892,762</b>	<b>3,807,885</b>	<b>1,014,590</b>
<b>4400</b>	<b>USE OF MONEY &amp; PROPERTY</b>					
4410	INVESTMENT EARNINGS	58,257	80,076	144,288	97,312	15,808
		<b>58,257</b>	<b>\$80,076</b>	<b>144,288</b>	<b>97,312</b>	<b>15,808</b>
<b>4500</b>	<b>RENTS, ROYALTIES AND COMMISSIONS</b>					
4510	RENT ON REAL ESTATE	322,020	242,098	75,059	71,400	11,473
		<b>322,020</b>	<b>\$242,098</b>	<b>75,059</b>	<b>71,400</b>	<b>11,473</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	17,567
		<b>419,115</b>	<b>125,934</b>	<b>920,192</b>	<b>192,100</b>	<b>17,567</b>
<b>4900</b>	<b>OTHER FINANCING SOURCES</b>					
4910	Debt proceeds	-	3,227,000	13,132,249	-	-
		-	<b>3,227,000</b>	<b>13,132,249</b>	-	-
	<b>REVENUE TOTAL</b>	<b>\$54,374,954</b>	<b>\$61,903,609</b>	<b>\$76,405,948</b>	<b>\$63,586,600</b>	<b>\$1,145,295</b>

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
GENERAL FUND EXPENDITURES  
FISCAL YEAR 2015-2016  
July 1, 2015 - SEPTEMBER 30, 2015**

FISCAL YEAR COMPLETED - 25%								
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	\$21,451,430	\$4,830,117	\$16,621,313	22.52%
TEMPORARY SALARIES	5115	209,966	225,349	267,725	\$218,032	60,323	\$157,709	27.67%
PERMANENT OVERTIME	5120	6,533,121	5,926,335	6,470,482	\$6,490,024	2,212,018	\$4,278,006	34.08%
FICA/MEDICARE	5140	380,153	357,070	373,313	\$411,190	101,856	\$309,334	24.77%
RETIREMENT CONTRIBUTIONS	5150,5151	11,797,439	11,282,351	14,723,941	\$15,581,618	3,563,556	\$12,018,063	22.87%
EMPLOYEE GROUP INSURANCE	5160	3,430,654	3,126,726	3,202,870	\$3,569,760	868,760	\$2,701,000	24.34%
RETIREE HEALTH INSURANCE	5170	1,816,302	1,818,859	1,788,158	\$2,194,309	477,119	\$1,717,190	21.74%
OPEB CONTRIBUTION	5175	-	520,469	1,000,000	\$3,255,911	908,333	\$2,347,578	27.90%
UNEMPLOYMENT INSURANCE	5180	8,351	15,600	821	\$20,000	-	\$20,000	0.00%
WORKERS' COMPENSATION INS.	5190	905,118	807,044	899,816	\$875,000	241,222	\$633,778	27.57%
<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>54,067,274</b>	<b>13,263,304</b>	<b>40,803,970</b>	<b>24.53%</b>
OFFICE SUPPLIES	5202	27,951	21,051	28,059	33,108	5,223	\$27,885	15.78%
POSTAGE	5204	11,142	15,305	13,996	16,450	2,074	\$14,376	12.61%
TELECOMMUNICATIONS	5206	184,732	166,049	167,750	199,300	28,847	\$170,453	14.47%
UTILITIES	5208	327,386	344,009	342,771	348,193	95,476	\$252,717	27.42%
SMALL TOOLS/EQUIPMENT	5210	62,521	62,256	84,812	126,165	12,994	\$113,171	10.30%
MISCELLANEOUS SUPPLIES	5212	107,157	125,845	99,942	145,488	50,060	\$95,428	34.41%
MEDICAL SUPPLIES	5213	115,735	107,396	122,211	133,090	23,737	\$109,353	17.84%
FIREFIGHTING SUPPLIES	5214	68,903	61,937	66,976	105,800	10,678	\$95,122	10.09%
PHARMACEUTICAL SUPPLIES	5216	34,955	24,849	25,174	33,000	3,711	\$29,289	11.25%
COMPUTER SUPPLIES	5218	33,330	33,962	6,043	22,500	1,559	\$20,941	6.93%
RADIO EQUIPMENT & SUPPLIES	5219	58,493	19,547	19,459	25,000	1,199	\$23,801	4.80%
FILM PROCESSING/SUPPLIES	5220	660	-	-	-	-	\$0	
FOOD SUPPLIES	5222	27,387	16,473	14,910	27,331	6,050	\$21,281	22.14%
PPE INSPECTION & REPAIRS	5223	27,417	19,584	21,310	33,900	-	\$33,900	0.00%
SAFETY CLOTHING/SUPPLIES	5224	139,645	94,323	94,155	122,400	5,506	\$116,894	4.50%
CLASS A UNIFORMS & SUPPLIES	5225	3,763	3,775	7,789	12,500	276	\$12,224	2.21%
NON-SAFETY CLOTHING/SUPPLIES	5226	8,137	9,756	10,568	31,100	523	\$30,577	1.68%
CLASS B UNIFORMS & SUPPLIES	5227	21,686	25,044	29,619	39,000	7,864	\$31,136	20.16%
HOUSEHOLD SUPPLIES	5228	42,006	36,886	51,627	41,000	7,873	\$33,127	19.20%
CENTRAL GARAGE - REPAIRS	5230	78,235	89,512	161,352	102,500	36,759	\$65,741	35.86%
CENTRAL GARAGE - MAINTENANCE	5231	10,050	11,818	12,113	18,450	2,643	\$15,807	14.32%
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	171,440	202,299	166,873	203,063	41,846	\$161,217	20.61%
CENTRAL GARAGE - TIRES	5234	42,139	34,419	39,284	46,125	8,621	\$37,504	18.69%
CENTRAL GARAGE - MANDATED INSP.	5235	5,281	7,315	6,077	9,738	-	\$9,738	0.00%
MAINT./REPAIRS - EQUIPMENT	5236	169,846	116,530	158,207	243,102	35,578	\$207,524	14.63%
MAINT./REPAIRS - RADIO & ELECTRON	5238	267,874	316,272	303,477	322,550	125,491	\$197,059	38.91%
MAINT./REPAIRS - BUILDINGS	5240	124,859	127,738	146,094	217,696	26,474	\$191,222	12.16%
MAINT./REPAIRS - GROUNDS	5242	31,834	37,647	35,350	54,463	16,359	\$38,104	30.04%
RENTS & LEASES-EQUIP./PROPERTY	5246	58,090	36,466	47,933	65,733	35,499	\$30,234	54.00%
PROFESSIONAL/SPECIALIZED SERVICES	5250	618,566	733,356	685,486	1,191,092	150,763	\$1,040,329	12.66%
RECRUITING COSTS	5251	78,347	44,598	40,120	88,515	3,033	\$85,482	3.43%
LEGAL SERVICES	5252	289,481	186,452	107,352	180,000	64,436	\$115,564	35.80%
INFO TECHNOLOGY SURCHARGE	5253	-	5,000	-	-	-	\$0	
MEDICAL SERVICES	5254	80,761	68,483	65,875	113,405	7,692	\$105,713	6.78%
COMMUNICATIONS SERVICES	5258	-	78,600	79,800	82,500	-	\$82,500	0.00%
ELECTION SERVICES	5262	105,565	-	86,856	-	-	\$0	
INSURANCE SERVICES	5264	388,379	432,616	435,810	588,000	460,597	\$127,403	78.33%
PUBLICATION OF LEGAL NOTICES	5270	(73)	1,353	1,633	500	258	\$242	51.52%
SPECIALIZED PRINTING	5272	14,813	18,661	14,833	25,333	1,314	\$24,019	5.19%
MEMBERSHIPS	5274	57,710	54,704	57,804	77,573	42,979	\$34,594	55.40%
EDUCATIONAL COURSES/SUPPLIES	5276	39,463	33,911	32,958	71,875	5,510	\$66,365	7.67%
EDUCATIONAL ASSISTANCE	5277	24,037	15,982	12,502	18,500	4,143	\$14,357	22.40%
PUBLIC EDUCATIONAL SUPPLIES	5278	8,412	8,465	9,255	12,000	7,538	\$4,462	62.82%
BOOKS & PERIODICALS	5280	11,345	5,739	11,178	23,046	1,303	\$21,743	5.65%
RECOGNITION SUPPLIES	5282	2,909	1,163	1,502	4,000	-	\$4,000	0.00%
MEETINGS/TRAVEL EXPENSES	5284	23,885	19,687	28,187	28,900	6,946	\$21,954	24.03%
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>5,283,984</b>	<b>1,349,431</b>	<b>3,934,553</b>	<b>25.54%</b>
<b>TOTAL G/F OPERATING EXPENDITURES</b>		<b>\$49,225,782</b>	<b>\$46,964,400</b>	<b>\$51,871,166</b>	<b>\$59,351,258</b>	<b>\$14,612,735</b>	<b>\$44,738,523</b>	<b>24.62%</b>

**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 - SEPTEMBER 30, 2015**

FISCAL YEAR COMPLETED - 25%								
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	
DESIGN/CONSTRUCTION	6105/6110	842,185	49,759	440	0		0	
VARIOUS IMPROVEMENTS	6120	70,000	61,583	250,133	6,078,546	96,288	5,982,258	2%
RADIO/ELECTRONIC EQUIPMENT	6230	0	0	302,557	503,770	20,475	483,295	4%
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>116,764</b>	<b>7,343,508</b>	<b>2%</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	1,031,444	240,537	81%
VEHICLE LEASE #4	5310	534,011	534,012	534,012	534,011	0	534,011	0%
<b>TOTAL DEBT SERVICE (FUND 200)</b>		<b>1,858,719</b>	<b>5,823,531</b>	<b>10,521,303</b>	<b>1,805,992</b>	<b>1,031,444</b>	<b>774,548</b>	<b>57%</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>\$9,266,764</b>	<b>\$1,148,208</b>	<b>\$8,119,056</b>	<b>12%</b>

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

<i>Month</i>	<i>2011-12</i>		<i>2012-13</i>		<i>2013-14</i>		<i>2014-15</i>		<i>2015-16</i>	
	<i>Revenue</i>	<i>Expenditures</i>	<i>Revenue</i>	<i>Expenditures</i>	<i>Revenue</i>	<i>Expenditures</i>	<i>Revenue</i>	<i>Expenditures</i>	<i>Revenue</i>	<i>Expenditures</i>
July	\$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		
November	\$188,594	\$4,535,275	\$360,982	\$4,246,986	\$343,280	\$4,023,813	\$295,306	\$4,381,969		
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		
January	\$265,253	\$3,990,074	\$628,896	\$4,061,102	\$529,393	\$3,767,912	\$1,149,378	\$4,230,080		
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		

## **Employee Illness/Injury Report (September 2015)**

### ***Reportable Injuries – September 2015:***

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

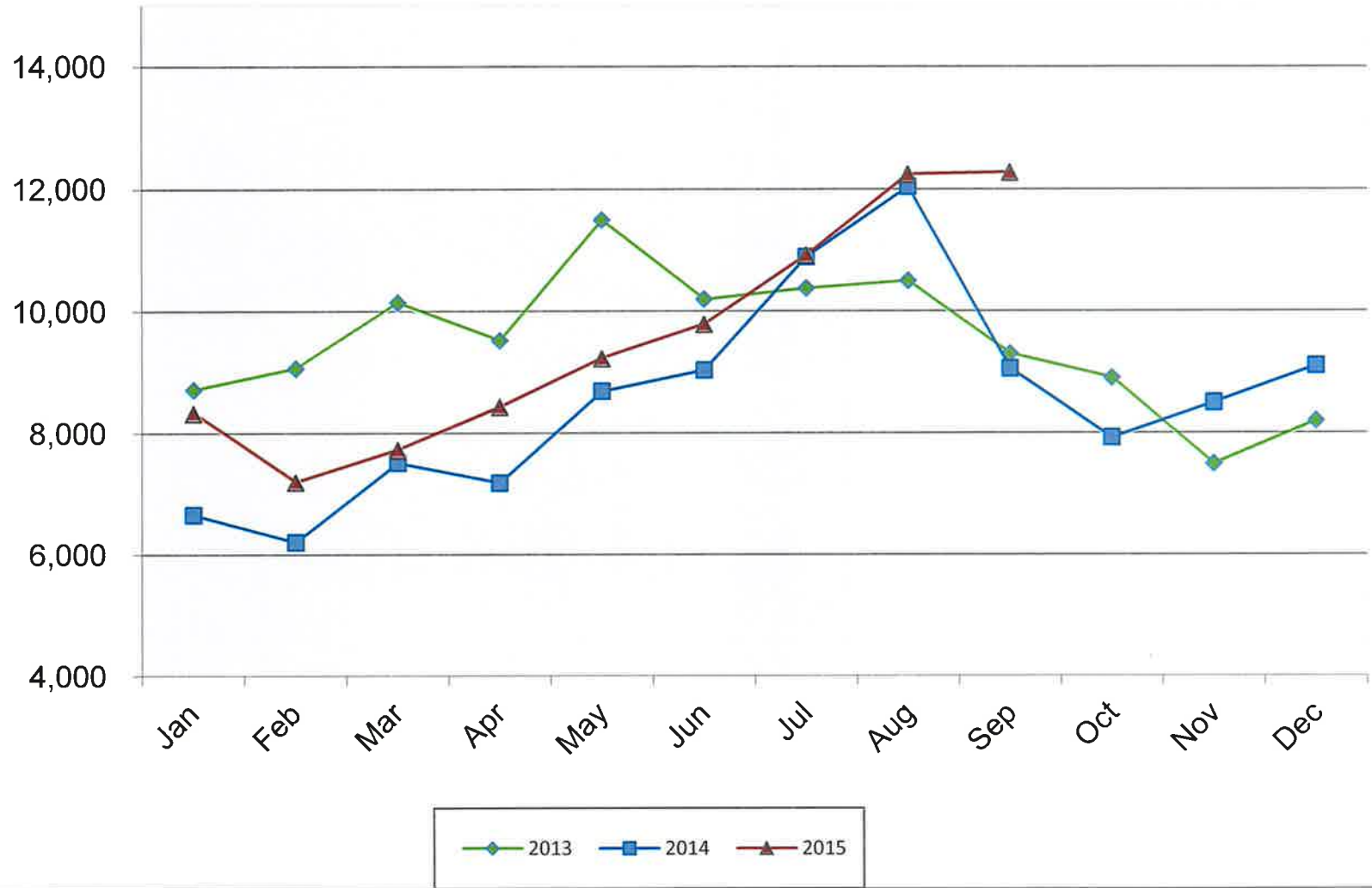
- September 4, 2015    DOI = 8/13/15 – A Captain strained neck and shoulder lifting tree during strike team deployment. Missed 8 shifts.  
*Status:* Remained out at month end.
  
- September 13, 2015    DOI = 9/13/15 – A Captain strained lower back lifting equipment and driving over rough terrain on wildland fire. Missed 5 shifts.  
*Status:* Remained out at month end.

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

- September 10, 2015    DOI = 4/15/15 – A Captain strained right shoulder performing CPR on a patient during a medical call.  
*Status:* Medical Only – No lost time.
  
- September 21, 2015    DOI = 9/3/15 – A Firefighter/Paramedic injured left wrist after being struck by roof tile during structure fire.  
*Status:* Medical Only – No lost time.

As of September 30, 2015, there were four (4) employees absent from their regular work assignment. Total lost time due to injuries for the month of September equaled 155 calendar days/52 shifts.

## Total Overtime Hours by Month January 2013-September 2015





# Overtime Assignment Summary Report

9/1/2015 Through 9/30/2015

**WORK CODE: 1 STAFFING**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
101 HOLD OVER FOR CALL	12.98	16.25
103 MISC. STAFFING COVE	9506.57	9507.50
107 LATE/STA. MOVE COVE	12.00	16.50
199 MID SHIFT RECALL	47.00	47.00
<b>Total All Assignments This Work Type:</b>	<b>9,578.55</b>	<b>9,587.25</b>

**WORK CODE: 2 TRAINING**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
201 OPERATIONS TRAINING	478.25	478.25
204 EMS TRNG/INSTRUCTIO	8.00	8.00
209 RESCUE TRAINING	69.25	69.25
210 HAZ-MAT TRAINING	143.83	144.00
214 PARAMEDIC - CONT ED	26.00	26.00
216 EMD/DISPATCH TRAINI	14.75	14.75
<b>Total All Assignments This Work Type:</b>	<b>740.08</b>	<b>740.25</b>

# Overtime Assignment Summary Report

9/1/2015 Through 9/30/2015

**WORK CODE: 3      ASSIGNMENTS**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
301      MEETINGS/PROJECT DE	24.00	24.00
302      OFC WORK/REPORT WR	52.16	53.50
308      STRIKE TEAM/OES ASSI	985.00	985.00
315      RECRUITMENT INTERN	643.07	643.75
317      RECRUITMENT EXTER	12.50	12.50
320      PUBLIC EVENTS	1.50	1.50
321      FP REIMBURSED OVER	4.00	4.00
340      PROJECT WORK	148.50	148.50
<b>Total All Assignments This Work Type:</b>	<b>1,870.73</b>	<b>1,872.75</b>

**WORK CODE: 7      EMERGENCY**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
700      EMERGENCY RECALL	38.38	39.00
720      FIRE INVESTIGATION	32.85	34.75
<b>Total All Assignments This Work Type:</b>	<b>71.23</b>	<b>73.75</b>
<b>Report Grand Total:</b>	<b>12,260.59</b>	<b>12,274.00</b>

# Overtime Summary Report

9/1/2015 Through 9/30/2015

**WORK CODE:**

**Time Paid**

1	STAFFING	<b>9,587.25</b>
2	TRAINING	<b>740.25</b>
3	ASSIGNMENTS	<b>1,872.75</b>
7	EMERGENCY	<b>73.75</b>
	<b>Report Grand Total:</b>	<b>12,274.00</b>

**GOOD OF THE ORDER**