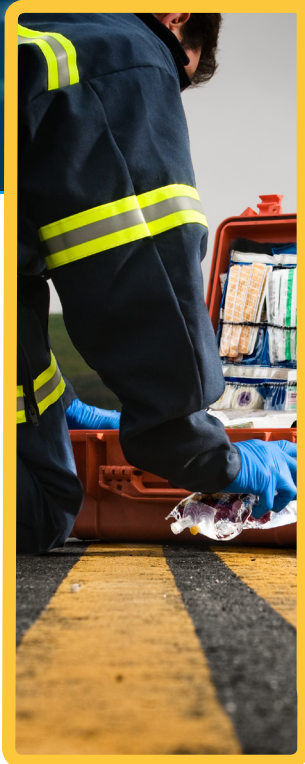


2013/2014

# Annual Operating Budget

San Ramon Valley Fire Protection District



## **ONE TEAM, ONE MISSION**

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

### **Board of Directors**

**Matthew J. Stamey, President**

**Glenn W. Umont, Vice President**

**Gordon Dakin, Director**

**H. Jay Kerr, Director**

**Jennifer G. Price, Director**

### **The Role of the Board**

**The Board of Directors is the elected policy-making body for the San Ramon Valley Fire Protection District. The Directors provide financial oversight and strategic policy direction to maximize the public value of District services.**

### **Fire Chief/Treasurer**

**Paige Meyer**

### **The Role of the Chief**

**The Fire Chief is the Chief Executive Officer of the District. In collaboration with the Board of Directors and in partnership with all members of the organization, the Chief provides direction, protection and order to the District.**

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## STAFFING SUMMARY

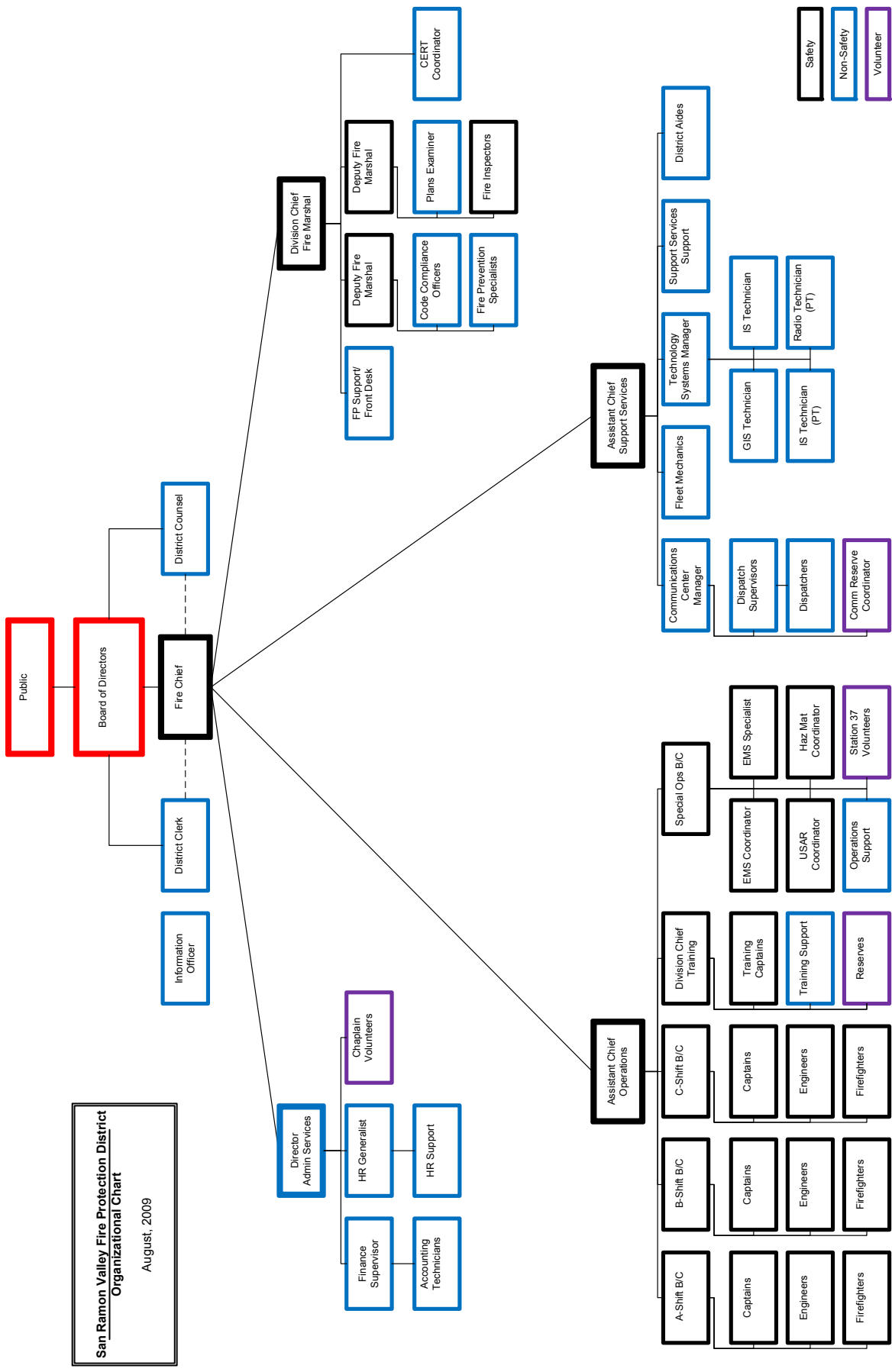
DIVISION	2009-10	2010-11	2011-12	2012-13	Proposed 2013-14
<b>Board of Directors</b>					
Director	5	5	5	5	5
Total	5	5	5	5	5
<b>Fire Chief</b>					
Fire Chief	1	1	1	1	1
District Clerk	1	1	1	1	1
Total	2	2	2	2	2
<b>Human Resources</b>					
Director	1	1	1	1	0.5
Generalist	1	1	1	1	1
Office Assistant	2	1	1	1	1
Total	4	3	3	3	2.5
<b>Finance</b>					
Director					0.5
Supervisor	1	1	1	1	1
Finance Asst Part Time	1				
Accounting Technician	2	2	2	2	2
Total	4	3	3	3	3.5
<b>Training</b>					
Division Chief	1	1	1	1	1
Training Captain	3	2	2	2	2
Senior Office Assistant	1	1	1	1	1
Total	5	4	4	4	4
<b>Technology</b>					
GIS Analyst	1	1	1	1	1
Technology Systems Mgr	1	1	1	1	1
Information Systems Tech	1	1	2	1	1
Computer Asst Part Time	1	1			
Radio Tech Part Time	1	1	1	1	1
Total	5	5	5	4	4

## STAFFING SUMMARY

DIVISION	2009-10	2010-11	2011-12	2012-13	Proposed 2013-14
<b>Communications Center</b>					
Comm Center Manager	1	1	1	1	1
Dispatcher	9	9	9	9	9
<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Facilities</b>					
Assistant Chief	1	1	1	1	0
Senior Office Assistant	2	1	1	1	1
<b>Total</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>
<b>Fire Prevention</b>					
Division Chief/Fire Marshal	1	1	1	1	1
Deputy Fire Marshal	2	2	2	2	1
Inspector	2	2	2	2	2
Code Compliance Officer	4	3	3	3	3
Prevention Specialist	2	2	2	2	2
Office Assistant	1	2	2	2	1
Plans Examiner	1	1	1	1	1
CERT Prog Coord Part Time	1	1	1	1	1
<b>Total</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>12</b>
<b>Emergency Operations</b>					
Assistant Chief	1	1	1	1	1
Battalion Chief	4	4	4	4	4
Captain	39	39	39	39	39
Engineer	39	39	39	39	39
Firefighter/Paramedic	60	53	54	54	47
Station 37 Coordinator	1	1	1	1	1
Senior Office Assistant		1	1	1	1
<b>Total</b>	<b>144</b>	<b>138</b>	<b>139</b>	<b>139</b>	<b>132</b>
<b>Fleet</b>					
Mechanic	2	2	2	2	2
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

## STAFFING SUMMARY

DIVISION	2009-10	2010-11	2011-12	2012-13	Proposed 2013-14
<b>Emergency Medical</b>					
EMS Coordinator	1	1	1	1	1
EMS Specialist	1	1	1	1	1
Senior Office Assistant	1				
Total	3	2	2	2	2
<b>GRAND TOTAL</b>	201	190	191	190	180



**San Ramon Valley Fire Protection District Organizational Chart**  
August, 2009



# STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

*FY 2013-2014*

	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	SRV FIRE COMMUNITY	APP/EQUIP	FEDERAL GRANT CAPITAL PROJECTS	OPEB	TOTAL
<b>PROJECTED REVENUES</b>								
Taxes	49,264,960							49,264,960
Intergovernmental	123,000					922,829		1,045,829
Charges for services	3,179,000							3,179,000
Use of money & prop	118,000	600						118,600
Rent	350,000							350,000
Other	25,000			500				25,500
Debt issuance								0
<b>TOTAL</b>	<b>53,059,960</b>	<b>600</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>922,829</b>	<b>0</b>	<b>53,983,889</b>
<b>PROJECTED EXPENDITURES</b>								
Salaries & benefits	44,967,596							44,967,596
Services & supplies	4,916,264		12,500	500				4,929,264
Debt service		2,163,273						2,163,273
Capital projects			225,000					225,000
Debt purchases			0					0
Equipment purchases					732,750	1,862,186		2,594,936
OPEB contribution	520,473							520,473
<b>TOTAL</b>	<b>50,404,333</b>	<b>2,163,273</b>	<b>237,500</b>	<b>500</b>	<b>732,750</b>	<b>1,862,186</b>	<b>0</b>	<b>55,400,542</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>								
	2,655,627	(2,162,673)	(237,500)	0	(732,750)	(939,357)	0	(1,416,653)
Transfers in (out)	(4,036,664)	2,162,673	225,000		732,750	916,241	0	0
Net change	(1,381,037)	0	(12,500)	0	0	(23,116)	0	(1,416,653)
<b>PROJECTED FUND BALANCE</b>								
<b>JULY 1, 2013</b>	<b>31,812,000</b>	<b>1,330,000</b>	<b>2,916,000</b>	<b>300</b>	<b>0</b>	<b>23,116</b>	<b>0</b>	<b>36,081,416</b>
<b>PROJECTED FUND BALANCE</b>								
<b>JUNE 30, 2014</b>	<b>\$30,430,963</b>	<b>\$1,330,000</b>	<b>\$2,903,500</b>	<b>\$300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,664,763</b>

## FUND BALANCE POLICY MEASURE

*PROJECTED JUNE 30, 2014*

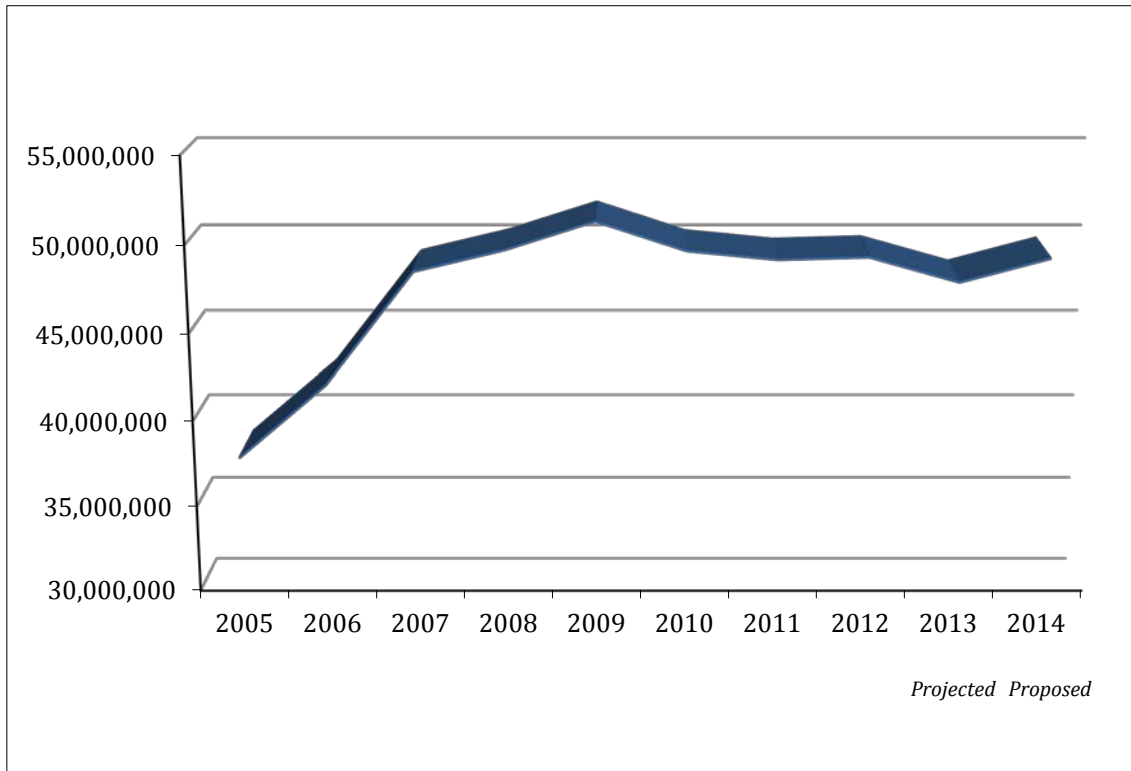
	GENERAL FUND	CAPITAL PROJECTS FUND
<b>FUND BALANCE</b>		
<b>Nonspendable</b>		\$238,000
<b>Committed:</b>		
Workers' Compensation Claims	\$1,000,000	
Refinery Property Tax Claim	460,000	
Tactical Training Center		2,665,500
Station 32/Capital Improvement Projects	4,400,000	
Budget Stabilization	16,600,000	
<b>Assigned:</b>		
Budgetary Deficit	2,700,000	
<b>Unassigned</b>	5,270,963	
<b>Total Fund Balance</b>	<b>\$ 30,430,963</b>	<b>\$2,903,500</b>

<b>FUND BALANCE POLICY MEASURE</b>	
Projected Fund Balance at June 30, 2014:	
General Fund	\$30,430,963
Capital Projects Fund	2,903,500
Total	33,334,463
50% of General Fund Revenues Minimum per Fund Balance Policy	26,529,980
Amount Over Minimum Reserve	\$6,804,483
Percent Over Minimum Reserve	25.65%

## TEN YEARS OF PROPERTY TAX REVENUE

Year	2005	2006	2007	2008	2009
<b>Actual</b>	37,844,880	42,094,029	48,521,551	49,729,211	51,335,992
<b>% Increase</b>	9.11%	11.23%	15.27%	2.49%	3.23%

Year	2010	2011	2012	2013	2014
<b>Actual</b>	49,680,045	49,184,817	49,329,131	47,913,571	49,264,960
<b>% Increase</b>	-3.23%	-1.00%	0.29%	-2.87%	2.82%



## REVENUE GENERAL FUND

*FY 2013-2014*

DESCRIPTION	GL CODE	ACTUALS FY 11-12	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Prop Taxes Current Secured	4110	47,933,548	47,111,198	48,053,422
Prop Taxes Supplemental	4120	489,994	168,175	171,539
Prop Taxes Utilities/Unitary	4130	959,401	937,596	956,348
Prop Taxes Current Unsecur	4140	1,841,275	1,740,801	1,775,617
Homeowner Prop Tax Relief	4145	526,371	494,700	504,594
Taxes Returned to County	4150	(1,251,584)	(1,340,030)	(1,340,030)
County Tax Administration	4160	(496,473)	(494,146)	(504,029)
Prop Taxes Prior Secured	4170	(449,321)	(564,431)	(282,000)
Prop Taxes Prior Supp	4180	(187,054)	(125,509)	(63,000)
Prop Taxes Prior Unsecured	4190	(37,026)	(14,783)	(7,500)
<b>TOTAL TAXES</b>		<b>\$49,329,131</b>	<b>\$47,913,571</b>	<b>\$49,264,960</b>
Measure H	4220	112,184	33,000	33,000
SB-90 Mandated Costs	4230	13,323	(95,672)	
Misc State Aid/Grants	4240	91,609	156,425	35,000
Federal Grant	4245			55,000
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$217,116</b>	<b>\$93,753</b>	<b>\$123,000</b>
Inspection Fees	4310	60,323	54,000	57,000
Plan Review Fees	4315	248,626	339,000	356,000
Info Technology Surcharge	4316		10,000	20,000
Weed Abatement Charges	4320	2,984	25,200	4,000
Administrative Citations	4325	35,321	40,000	35,000
Ambulance Services	4330	2,439,773	2,600,000	2,700,000
CPR Classes	4340	2,555	1,000	2,000
Reports/Photocopies	4350	5,464	5,500	5,000
<b>TOTAL CHARGES FOR SERVICES</b>		<b>\$2,795,046</b>	<b>\$3,074,700</b>	<b>\$3,179,000</b>
Investment Earnings	4410	98,211	90,000	118,000
<b>TOTAL USE OF MONEY &amp; PROP</b>		<b>\$98,211</b>	<b>\$90,000</b>	<b>\$118,000</b>

## REVENUE GENERAL FUND

*FY 2013-2014*

DESCRIPTION	GL CODE	ACTUALS FY 11-12	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Rent on Real Estate	4510	189,978	350,000	350,000
<b>TOTAL RENT</b>		<b>\$189,978</b>	<b>\$350,000</b>	<b>\$350,000</b>
Sale of Property	4620	7,960	368,000	
Miscellaneous Revenue	4640	45,769	50,100	25,000
<b>TOTAL OTHER REVENUE</b>		<b>\$53,729</b>	<b>\$418,100</b>	<b>\$25,000</b>
<b>TOTAL REVENUES</b>		<b>\$52,683,211</b>	<b>\$51,940,124</b>	<b>\$53,059,960</b>

## EXPENDITURES (GENERAL FUND)

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14	BUDGET % CHANGE
Permanent Salaries	5110	21,933,333	20,176,115	20,706,445	-6%
Temporary Salaries	5115	146,191	171,960	146,191	0%
Permanent Overtime	5120	4,767,500	6,557,442	5,217,500	9%
FICA Contributions	5140	384,505	381,352	373,806	-3%
Retirement Contributions	5150	12,993,780	11,845,756	12,189,853	-6%
Employee Group Insurance	5160	3,711,590	3,438,855	3,592,587	-3%
Retiree Health Insurance	5170	1,850,000	1,855,000	1,901,214	3%
OPEB Contribution				520,473	
Unemployment Insurance	5180	20,000	12,000	20,000	0%
Workers Comp Claims	5190	800,000	820,000	820,000	3%
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$46,606,899</b>	<b>\$45,258,480</b>	<b>\$45,488,069</b>	<b>-2%</b>
Office Supplies	5202	28,250	31,900	34,700	23%
Postage/Freight	5204	12,700	11,700	12,700	0%
Telecommunications	5206	201,560	201,560	193,100	-4%
Utilities	5208	281,500	300,000	309,900	10%
Small Tools/Equip/Furn	5210	92,000	82,000	97,300	6%
Miscellaneous Supplies	5212	117,100	89,800	121,600	4%
Medical Supplies	5213	103,000	134,000	103,000	0%
Firefighting Supplies	5214	100,252	51,050	90,750	-9%
Pharmaceutical Supplies	5216	36,500	47,000	36,500	0%
Computer Supplies	5218	39,500	35,000	38,500	-3%
Radio Equipment & Supplies	5219	139,850	75,000	25,000	-82%
Food Supplies	5222	20,450	26,723	26,450	29%
PPE Inspections & Repairs	5223	36,000	36,000	36,000	0%
Safety Clothing & Supplies	5224	239,498	165,500	159,200	-34%
Class A Uniforms & Supplies	5225	1,000	1,600	6,000	500%
Non-Safety Clothing	5226	23,200	17,100	22,000	-5%
Class B Uniforms & Supplies	5227	25,000	18,000	25,000	0%
Household Supplies	5228	40,000	40,000	40,000	0%
Central Garage Repairs	5230	100,000	70,000	100,000	0%
Central Garage Maintenance	5231	20,000	12,000	20,000	0%
Central Garage Gas & Oil	5232	199,500	149,500	207,000	4%

## EXPENDITURES (GENERAL FUND)

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14	BUDGET % CHANGE
Central Garage Tires	5234	40,000	40,000	45,000	13%
Central Garage Inspectons	5235	12,500	12,500	13,000	4%
Maintenance/Repairs Equip	5236	126,004	166,390	145,704	16%
Maintenance/Repairs Radio	5238	355,006	286,700	344,900	-3%
Maintenance/Repairs Bldgs	5240	131,750	130,000	145,000	10%
Maintenance/Repairs Grnds	5242	37,500	25,000	38,500	3%
Rents/Leases Equip & Prop	5246	71,300	57,292	68,300	-4%
Prof & Specialized Services	5250	989,526	781,900	1,006,645	2%
Recruiting Costs	5251	82,800	72,000	94,200	14%
Legal Services	5252	336,000	365,000	360,000	7%
Info Technology Surcharge	5253		10,000	20,000	
Medical Services	5254	126,500	103,500	111,100	-12%
Communications Services	5258	78,600	14,210	78,600	0%
Election Services	5262	117,768	105,565		-100%
Insurance Services	5264	437,000	400,000	460,000	5%
Publication of Legal Notices	5270	500	500	500	0%
Specialized Printing	5272	26,620	19,400	26,900	1%
Dues & Memberships	5274	58,195	61,686	68,130	17%
Educational Courses	5276	59,000	42,800	61,000	3%
Educ Assistance Program	5277	45,000	20,000	45,000	0%
Public Education Supplies	5278	11,000	11,000	11,000	0%
Books & Periodicals	5280	25,800	12,725	18,635	-28%
Recognition Supplies	5282	6,500	5,000	5,000	-23%
Meetings & Travel Expenses	5284	45,000	27,050	44,450	-1%
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$5,076,730</b>	<b>\$4,365,651</b>	<b>\$4,916,264</b>	<b>-3%</b>
<b>TOTAL EXPENDITURES</b>		<b>\$51,683,629</b>	<b>\$49,624,131</b>	<b>\$50,404,333</b>	<b>-2%</b>

## **BOARD OF DIRECTORS**

### **PURPOSE**

The Board of Directors is the elected policy-making body for the San Ramon Valley Fire Protection District. It is comprised of five members elected at-large who serve four-year overlapping terms. The Board of Directors provide financial oversight and strategic policy direction to maximize the public value of District services.

### **STANDARD LEVEL OF PERFORMANCE**

1. Strive to provide the highest quality of service by the District.
2. Actively oversee the financial matters and policy direction of the District.
3. Exercise prudence and integrity in the management of funds in all financial transactions.
4. Be sensitive and responsive to the needs and rights of the public.
5. Uphold both the letter and the spirit of the constitution, legislation and regulations governing actions.
6. Provide the public, surrounding agencies and the media with a greater awareness of the District's role in the Valley.
7. Maintain the high professional standards set forth in the District's policies, as well as, the District's Mission Statement.
8. Review and update the Strategic Plan at a frequency of no less than every five years.
9. Oversee the annual review and revision of the Business Plan.
10. Define Board committee roles and membership on an annual basis.

### **GOALS AND OBJECTIVES FOR FY 2013-2014**

### **MEMBERS OF THE BOARD**

Director (5)



## BOARD OF DIRECTORS

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	12,045	15,500	14,940
FICA Contributions	5140	921	1,245	1,328
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$12,966</b>	<b>\$16,745</b>	<b>\$16,268</b>
Non-Safety Clothing	5226	500	200	500
Prof & Specialized Services	5250	25,000	20,000	25,000
Legal Services	5252	291,000	305,000	310,000
Election Services	5262	117,768	105,565	
Dues & Memberships	5274	27,450	35,000	35,860
Educational Courses	5276	2,000	800	2,000
Books & Periodicals	5280	500	200	500
Recognition Supplies	5282	3,500	3,000	3,000
Meetings & Travel Expenses	5284	4,000	1,500	3,900
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$471,718</b>	<b>\$471,265</b>	<b>\$380,760</b>
<b>TOTAL EXPENDITURES</b>		<b>\$484,684</b>	<b>\$488,010</b>	<b>\$397,028</b>

## BOARD OF DIRECTORS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Clothing	500		
<b>Sub-total</b>	<b>\$ 500</b>	<b>5226</b>	<b>Non-Safety Clothing</b>
Website, Consulting Svcs, Grants	25,000		
<b>Sub-total</b>	<b>\$ 25,000</b>	<b>5250</b>	<b>Professional Services</b>
Legal Fees - District Counsel	255,000		
Legislative Advocate	55,000		
<b>Sub-total</b>	<b>\$ 310,000</b>	<b>5252</b>	<b>Legal Services</b>
Alamo Chamber of Commerce	75		
CCC Fire Commissioner's Assoc	100		
Danville Chamber of Commerce	300		
San Ramon Chamber of Commerce	350		
California Special Districts Assoc	5,000		
Museum of San Ramon Valley	35		
LAFCO	30,000		
<b>Sub-total</b>	<b>\$ 35,860</b>	<b>5274</b>	<b>Dues &amp; Memberships</b>
Special Districts (CSDA) Workshops	900		
Government Affairs Day	500		
Miscellaneous Conferences	600		
<b>Sub-total</b>	<b>\$ 2,000</b>	<b>5276</b>	<b>Educational Courses</b>
Manuals, Publications	500		
<b>Sub-total</b>	<b>\$ 500</b>	<b>5280</b>	<b>Books &amp; Periodicals</b>
Retirement/Promotion Recognitions	1,500		
Miscellaneous Recognition	1,500		
<b>Sub-total</b>	<b>\$ 3,000</b>	<b>5282</b>	<b>Recognition Supplies</b>

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Board Meeting Refreshments	400		
Special Districts (CSDA) Workshops	1,500		
Fire Commissioners Quarterly Mtg	500		
Miscellaneous Conferences	1,500		
<b>Sub-total</b>	<b>\$ 3,900</b>	<b>5284</b>	<b>Meetings/Travel Exp</b>
<b>TOTALS</b>	<b>\$ 380,760</b>		

## **FIRE CHIEF**

### **PURPOSE**

The Fire Chief is the Chief Executive Officer of the District. In collaboration with the Board of Directors and in partnership with all members of the organization, the Fire Chief provides direction, protection and order to the District. The Fire Chief also serves as the Treasurer of the District and is responsible for implementation of policies established by the Board of Directors and the San Ramon Valley Fire Protection District Financing Corporation.

### **STANDARD LEVEL OF PERFORMANCE**

1. Adhere to all legal and contractual requirements that govern the Fire District.
2. Responsible for the day-to-day conduct of the administration of the District and Public Financing Authority.
3. As Treasurer, oversee financial activities of the District and update the annual Multi-Year Business Plan.
4. Conduct long-range fiscal planning and provide the framework and oversight for the development and administration of the annual operating and capital budgets.
5. Ensure the safety of the citizens and employees of the District during daily operations and emergency situations.
6. Ensure that all requests for assistance are handled promptly and courteously.
7. Ensure that planning is performed on a continual basis for future growth demands.
8. Develop staff to meet the future needs of the organization.
9. Maintain political liaison with all local and regional jurisdictions.
10. Continue to evaluate and adjust programs and structure to maximize the organizational effectiveness and public value of District services.

## **GOALS AND OBJECTIVES FOR FY 2013-1214**

### **STAFFING SUMMARY**

Fire Chief<sup>1</sup>

District Clerk

<sup>1</sup> The Fire Chief also serves as the Treasurer of the District.

## FIRE CHIEF

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	306,788	172,000	348,230
FICA Contributions	5140	4,448	2,500	5,049
Retirement Contributions	5150	161,321	75,300	191,687
Employee Group Insurance	5160	37,271	23,000	41,894
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$509,828</b>	<b>\$272,800</b>	<b>\$586,860</b>
Office Supplies	5202	1,000	600	1,500
Small Tools & Equipment	5210	7,000	10,000	5,000
Miscellaneous Supplies	5212	1,000	700	1,000
Food Supplies	5222	1,000	1,000	1,000
Non-Safety Clothing	5226	2,000	2,000	2,000
Prof & Specialized Services	5250	25,000	2,000	16,000
Specialized Printing	5272	5,200	5,000	5,200
Dues & Memberships	5274	6,745	4,000	8,150
Educ Courses District Wide	5276	39,000	20,000	39,000
Books & Periodicals	5280	250	0	250
Travel Exp District Wide	5284	40,450	25,000	40,550
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$128,645</b>	<b>\$70,300</b>	<b>\$119,650</b>
<b>TOTAL EXPENDITURES</b>		<b>\$638,473</b>	<b>\$343,100</b>	<b>\$706,510</b>

## FIRE CHIEF

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Office Supplies	1,500		
<b>Sub-total</b>	<b>\$ 1,500</b>	<b>5202</b>	<b>Office Supplies</b>
Badges, Name Tag, Collar Brass, Pins	4,000		
Misc. Tools and Equipment	1,000		
<b>Sub-total</b>	<b>\$ 5,000</b>	<b>5210</b>	<b>Small Tools/Equip</b>
Misc. Supplies	1,000		
<b>Sub-total</b>	<b>\$ 1,000</b>	<b>5212</b>	<b>Misc Supplies</b>
Misc. Food Supplies/Meals	1,000		
<b>Sub-total</b>	<b>\$ 1,000</b>	<b>5222</b>	<b>Food Supplies</b>
Uniforms - District Clerk	1,000		
Uniforms - Fire Chief	1,000		
<b>Sub-total</b>	<b>\$ 2,000</b>	<b>5226</b>	<b>Non-Safety Clothing</b>
Newsletter Writing/Design	1,000		
Consultant/Professional Services	15,000		
<b>Sub-total</b>	<b>\$ 16,000</b>	<b>5250</b>	<b>Professional Services</b>
Document Services	5,000		
Business Cards	200		
<b>Sub-total</b>	<b>\$ 5,200</b>	<b>5272</b>	<b>Specialized Printing</b>
Exchange Club San Ramon Valley	160		
Fire Districts Assoc of California	550		
California State Firefighters Assoc	75		
Contra Costa Co. Special Dist Assoc.	50		
National Fire Protection Association	165		
CCC Fire Chiefs Association	500		
International Assoc. of Fire Chiefs	3,000		
Intl. Assoc. of Wildland Fire	250		
Annual Accreditation Fee	1,500		
Intl. City/County Mgmt Assoc.	1,400		
Contra Costa CAER	500		
<b>Sub-total</b>	<b>\$ 8,150</b>	<b>5274</b>	<b>Dues &amp; Memberships</b>

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Educational Courses - District Wide	39,000		
<b>Sub-total</b>	<b>\$ 39,000</b>	<b>5276</b>	<b>Educational Courses</b>
Misc. Fire Service Books/Magazines	250		
<b>Sub-total</b>	<b>\$ 250</b>	<b>5280</b>	<b>Books &amp; Periodicals</b>
Meetings/Travel Exp - District Wide	40,550		
<b>Sub-total</b>	<b>\$ 40,550</b>	<b>5284</b>	<b>Meetings/Travel Exp</b>
<b>TOTALS</b>	<b>\$ 119,650</b>		



## **HUMAN RESOURCES**

### **PURPOSE**

The Human Resources Department is responsible for recruiting, hiring, employee relations and communications, personnel policies and procedures, labor negotiations, workers' compensation, employee record keeping, benefits administration, and risk management oversight. The Human Resources staff act as advocates for both the District and the people who work for the District.

### **STANDARD LEVEL OF PERFORMANCE**

1. Through appropriate managers, ensure the District and employees adhere to administrative policies and procedures, rules and regulations.
2. Maintain positive labor relations through open, fair communications.
3. Negotiate collective bargaining agreement and update human resources policies and procedures through the "Meet and Confer" process with represented group.
4. Update and improve procedures and guidelines as necessary.
5. Deliver examination processes in a fair and legal manner.
6. Recruit and hire new employees as needed following all legal requirements.
7. Ensure standards pertaining to the Injury Illness Prevention Program, Workers' compensation, salary and benefit administration, and attendance/leave policies are met.
8. Appropriately process and participate in resolution of grievances, complaints, discipline, coaching/counseling and evaluation activities.
9. Administer the District's Chaplain Program.
10. Maintain an ergonomically sound work environment.
11. Manage and administer the District's employee benefits program.
12. Prepare the administration staffing roster daily; review and audit suppression staffing roster daily.
13. Maintain and reconcile all health benefit billings, track COBRA payments, reconcile Section 125 Plan and vision plan/claims.

14. Provide prompt, courteous responses to employees seeking information or assistance.

### **GOALS AND OBJECTIVES FOR FY 2013-2014**

1. Complete performance appraisal system roll-out and training to Suppression. (Operations)
2. Research and institute procedures and program (ABRA) updates to assist with the compilation of information required for compliance with the Affordable Care Act. (Finance)
3. Finalize outstanding policy updates, including the following:
  - a. Policy #211            Use of Sick Leave
  - b. Policy #320            Communication Equipment
  - c. Policy #322            Prohibiting Workplace Violence
  - d. Policy #512            Attendance
  - e. Policy #515            Social Media Policy – Personal Use (New Policy)
  - f. Policy #516            Make-Up Time Policy (New Policy)
4. Continue to update District policies as required.
5. Review all Category 7 and Category 9C Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/14 for inclusion in the CFAI Annual Compliance Report.

### **STAFFING SUMMARY**

Administrative Services Director (.5)

Human Resources Generalist

Office Assistant

## HUMAN RESOURCES

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	344,178	344,150	248,582
Temporary Salaries	5115	20,000	7,110	20,000
Permanent Overtime	5120	5,000	3,000	5,000
FICA Contributions	5140	4,991	5,560	3,604
Retirement Contributions	5150	126,899	126,790	89,863
Employee Group Insurance	5160	43,659	42,160	42,215
Retiree Health Insurance	5170	1,850,000	1,855,000	1,901,214
OPEB Contribution				520,473
Unemployment Insurance	5180	20,000	12,000	20,000
Workers Comp Claims	5190	800,000	820,000	820,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$3,214,727</b>	<b>\$3,215,770</b>	<b>\$3,670,951</b>
Office Supplies	5202	1,500	1,000	1,500
Postage/Freight	5204	1,000	1,000	1,000
Small Tools & Equipment	5210	2,500	2,000	2,500
Food Supplies	5222	3,500	3,500	7,500
Non-Safety Clothing	5226	3,000	2,000	3,000
Prof & Specialized Services	5250	142,300	120,000	126,700
Recruiting Costs	5251	82,800	72,000	94,200
Legal Services	5252	45,000	60,000	50,000
Medical Services	5254	126,500	103,500	111,100
Insurance Services	5264	437,000	400,000	460,000
Specialized Printing	5272	2,200	1,200	2,200
Dues & Memberships	5274	3,000	3,000	3,200
Educational Courses	5276			2,000
Books & Periodicals	5280	800	800	1,000
Recognition Supplies	5282	3,000	2,000	2,000
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$854,100</b>	<b>\$772,000</b>	<b>\$867,900</b>
<b>TOTAL EXPENDITURES</b>		<b>\$4,068,827</b>	<b>\$3,987,770</b>	<b>\$4,538,851</b>

## HUMAN RESOURCES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Pictures/Frames-Admin	300		
General Office Supplies	500		
Plaques, Name Plates, Misc.	200		
Blank ID Cards & Printer Supplies	500		
<b>Sub-total</b>	<b>\$ 1,500</b>	<b>5202</b>	<b>Office Supplies</b>
Postage/Freight	1,000		
<b>Sub-total</b>	<b>\$ 1,000</b>	<b>5204</b>	<b>Postage/Freight</b>
Chaplain Supplies	1,000		
Ergonomic Furniture/Supplies	1,500		
<b>Sub-total</b>	<b>\$ 2,500</b>	<b>5210</b>	<b>Small Tools/Equip</b>
Assessment Center - Captain	1,000		
Assessment Center - Engineer	1,000		
Recruitment - FF/PM	2,000		
Recruitment - Management	500		
Recruitment - EMS	500		
Recruitment - Comm Center	500		
Recruitment - Administrative	500		
Miscellaneous Testing	500		
Management/Union Meetings	1,000		
<b>Sub-total</b>	<b>\$ 7,500</b>	<b>5222</b>	<b>Food Supplies</b>
Uniforms - Chaplain	1,000		
Uniforms - Support Staff	1,750		
Uniforms - Misc.	250		
<b>Sub-total</b>	<b>\$ 3,000</b>	<b>5226</b>	<b>Non-Safety Clothing</b>

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Taleo/Performance Appraisals	5,600		
HRIS Software Support (ABRA)	3,300		
IEDA	24,000		
IEDA - Document Warehouse	800		
Crisis - Trauma Intervention	4,000		
Health Insurance Administrative Fee	20,000		
Compensation Studies	10,000		
Safety Committee/Training/Consult	5,000		
Ergonomic Consulting	10,000		
Fingerprint Services/DOJ	4,000		
Investigation Services	25,000		
Human Resources Consulting	15,000		
<b>Sub-total</b>	<b>\$ 126,700</b>	<b>5250</b>	<b>Professional Services</b>
Assessment Center - Captain	16,500		
Assessment Center - Engineer	16,500		
Recruitment - FF/PM	1,500		
Recruitment - Management	1,500		
Recruitment - EMS	1,500		
Recruitment - Comm Center	1,500		
Recruitment - Administrative	1,500		
Study Books/Materials	4,000		
Background Investigations - 16	19,200		
Physical Examinations - 16	18,000		
Polygraph/Psych - 12	7,500		
Miscellaneous Recruiting Costs	5,000		
<b>Sub-total</b>	<b>\$ 94,200</b>	<b>5251</b>	<b>Recruiting Costs</b>
Legal Services - Employee Relations	50,000		
<b>Sub-total</b>	<b>\$ 50,000</b>	<b>5252</b>	<b>Legal Services</b>
Wellness Exam Physicals/EKG	85,000		
Various Vaccines/Tests	20,000		
DMV Physicals	2,100		
Medical Consulting/Fitness for Duty	2,000		
Miscellaneous Medical Services	2,000		
<b>Sub-total</b>	<b>\$ 111,100</b>	<b>5254</b>	<b>Medical Services</b>

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Excess Workers' Comp Insurance	300,000		
Property & Liability Insurance Pool	98,000		
Self-Insured Certification-State of CA	62,000		
<b>Sub-total</b>	<b>\$ 460,000</b>	<b>5264</b>	<b>Insurance Services</b>
Forms/Posters/Card Shells	500		
Recognition Supplies	500		
Survivor Benefit Handbook	1,000		
Misc. Employee Materials/Handouts	200		
<b>Sub-total</b>	<b>\$ 2,200</b>	<b>5272</b>	<b>Specialized Printing</b>
Society for Human Resources	400		
California Chamber Of Commerce	600		
National Seminar Training - HR	400		
CAL PELRA	350		
PARMA	100		
IPMA/Nor Cal IPMA	650		
Chaplain Federation	500		
Miscellaneous Dues/Memberships	200		
<b>Sub-total</b>	<b>\$ 3,200</b>	<b>5274</b>	<b>Dues &amp; Memberships</b>
Leadership San Ramon Valley	2,000		
<b>Sub-total</b>	<b>\$ 2,000</b>	<b>5276</b>	<b>Educational Courses</b>
Labor Monthly Newsletter	250		
Western Cities	50		
Public Retirement Newsletter	200		
Miscellaneous Subscriptions	500		
<b>Sub-total</b>	<b>\$ 1,000</b>	<b>5280</b>	<b>Books &amp; Periodicals</b>
Employee Events	1,000		
Miscellaneous Recognition Supplies	1,000		
<b>Sub-total</b>	<b>\$ 2,000</b>	<b>5282</b>	<b>Recognition Supplies</b>
<b>TOTALS</b>	<b>\$ 867,900</b>		

## **FINANCE**

### **PURPOSE**

The Finance Department is responsible for the financial policies, cash management and investments, accounting and budgeting, accounts receivable/payable, payroll, purchasing, grant administration and fixed asset programs of the District.

### **STANDARD LEVEL OF PERFORMANCE**

1. Adhere to legal and contractual requirements under which the District is operated for all financial transactions.
2. Facilitate and coordinate the preparation of the annual budget, business plan financial data, annual CAFR, report to State Controller, and the District independent audit.
3. Provide debt service management (arbitrage regulations, trustee accounts, debt service payments).
4. Provide a prudent investment program consistent with the District's investment policy through ongoing analysis of cash requirements and market conditions.
5. Maintain and reconcile all accounts and general ledger transactions, including purchase order management and registers.
6. Provide financial statements and overtime usage reports to the Board of Directors on a monthly basis.
7. Deposit cash, post and prepare monthly report of cash receipts, track accounts receivable, audit ambulance billings, provide training and support to District staff for financial information.
8. Respond to vendor inquiries, maintain current files and issue applicable tax documents.
9. Maintain real property listings, equipment schedules for capital assets, depreciation schedules, disposal of surplus equipment and an annual physical inventory count of fixed assets.

10. Track capital expenditures related to COP issues and Lease Purchase Agreements, including draw-down schedules.
11. Process payroll, retirement reporting, maintain records, respond to employee inquiries and other related payroll tasks.
12. Process billing to outside agencies using District resources or services.
13. Seek out grant funding as a District resource and monitor grant purchases for Single Audit guidelines, including response to Federal audit inquiries.
14. Provide analytical support to all departments/divisions of the organization.

### **GOALS AND OBJECTIVES FOR FY 2013-2014**

1. Administer the financial elements and close the following grants in accordance with Federal regulations by June 30, 2014: Assistance to Firefighters Grant for mobile radios and base stations, Assistance to Firefighters Grant for self-contained breathing apparatus and the Urban Areas Security Initiative Grant for development of a training video. (Operations and Fire Prevention)
2. Develop policy guidelines and implement a capital improvement program by June 30, 2014.
3. Implement the Affordable Care Act by June 30, 2014. (Human Resources)
4. Implement inventory control software and establish written procedures by March 31, 2014. (6E.5) (Operations and EMS)
5. Review all Category 4 Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by June 30, 2014 for inclusion in the CFAI Annual Compliance Report.

### **STAFFING SUMMARY**

Administrative Services Director (.5)

Finance Supervisor

Accounting Technician (2)



## FINANCE

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	288,677	295,000	385,584
Temporary Salaries	5115	0	6,538	0
Permanent Overtime	5120	5,000	442	5,000
FICA Contributions	5140	4,186	5,110	5,591
Retirement Contributions	5150	106,435	109,000	139,389
Employee Group Insurance	5160	69,149	70,000	72,913
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$473,447</b>	<b>\$486,090</b>	<b>\$608,477</b>
Office Supplies	5202	10,000	9,000	10,000
Postage/Freight	5204	7,000	6,000	7,000
Food Supplies	5222	4,000	4,500	4,500
Non-Safety Clothing	5226	2,000	1,500	2,000
Maintenance/Repairs Equip	5236	14,804	14,690	15,004
Rents/Leases Equip & Prop	5246	1,200	1,066	1,200
Prof & Specialized Services	5250	316,800	300,000	321,800
Specialized Printing	5272	8,000	6,500	7,000
Dues & Memberships	5274	1,030	1,000	1,030
Books & Periodicals	5280	1,020	1,225	1,020
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$365,854</b>	<b>\$345,481</b>	<b>\$370,554</b>
<b>TOTAL EXPENDITURES</b>		<b>\$839,301</b>	<b>\$831,571</b>	<b>\$979,031</b>

## FINANCE

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Office Supplies-Administration	10,000		
<b>Sub-total</b>	<b>\$ 10,000</b>	<b>5202</b>	<b>Office Supplies</b>
District-wide Postage/Freight	7,000		
<b>Sub-total</b>	<b>\$ 7,000</b>	<b>5204</b>	<b>Postage/Freight</b>
Coffee Supplies-Administration	4,500		
<b>Sub-total</b>	<b>\$ 4,500</b>	<b>5222</b>	<b>Food Supplies</b>
Uniforms	2,000		
<b>Sub-total</b>	<b>\$ 2,000</b>	<b>5226</b>	<b>Non-Safety Clothing</b>
Canon Color Copier-Admin	10,404		
Sage Software Maintenance	3,400		
Postage Machine Maint. Agreement	1,200		
<b>Sub-total</b>	<b>\$ 15,004</b>	<b>5236</b>	<b>Maint/Repairs-Equip</b>
Postage Meter Lease	1,200		
<b>Sub-total</b>	<b>\$ 1,200</b>	<b>5246</b>	<b>Rents &amp; Leases</b>
Ambulance Collection Fees	170,000		
Audit Fees	31,000		
SCBA Grant - Single Audit Fees	5,000		
COP-Annual Trustee Fees	3,000		
SB-90 Claim Preparation	5,000		
Payroll Charges - Admin Fees	21,000		
Section 125 Plan - Admin Fees	2,900		
Access Database Consultant	2,000		
CAFR Overlapping Debt Schedule	900		
GASB 45 Actuarial Retire Benefits	18,000		
Inventory Process Improvements	10,000		
Investment Management Fees	28,000		
Bank & Credit Card Fees	5,000		
Affordable Care Act - Legal Fees	20,000		
<b>Sub-total</b>	<b>\$ 321,800</b>	<b>5250</b>	<b>Professional Services</b>

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Budget Printing	3,000		
CAFR Printing	3,000		
Check Printing	1,000		
<b>Sub-total</b>	<b>\$ 7,000</b>	<b>5272</b>	<b>Specialized Printing</b>
Calif Municipal Finance Officers	250		
Government Finance Officers Assoc	450		
Calif Association Public Procurement	130		
Costco - District Wide	200		
<b>Sub-total</b>	<b>\$ 1,030</b>	<b>5274</b>	<b>Dues &amp; Memberships</b>
GFOA/CAFR Submission Fee	520		
Newspaper/Wall Street Journal	200		
Government Tax Manual	300		
<b>Sub-total</b>	<b>\$ 1,020</b>	<b>5280</b>	<b>Books &amp; Periodicals</b>
<b>TOTALS</b>	<b>\$ 370,554</b>		

## **FIRE PREVENTION**

### **PURPOSE**

The Fire Prevention Division provides fire prevention and other community risk reduction services through the use of long range planning, inspection and plan review, code compliance, exterior hazard abatement, emergency preparedness, public information, community education and public counter services. The purpose is to foster a resilient and vital community.

### **STANDARD LEVEL OF PERFORMANCE**

1. Treat customers with respect, providing prompt resolution to customer needs that include realistic expectations and honest communication.
2. Provide prompt and courteous customer service and administrative support at the Public Counter for both internal and external customers.
3. Perform long range community development activities ensuring infrastructure contains emergency fire and life safety elements for both the public and emergency responders.
4. Perform engineering activities and inspections of construction projects in a timely manner, ensuring compliance with fire and life safety codes and standards.
5. Conduct code compliance activities and investigate hazard concerns, meeting 100% inspection of targeted occupancies and properties, ensuring compliance with fire and life safety codes and all standards, including the Exterior Hazard Abatement Program.
6. Deliver community education programs that provide knowledge in fire safety, life safety, community health and emergency preparedness in collaboration with partner agencies and stakeholders.
7. Continue ongoing staff development to assure personnel are well qualified to meet current and future needs.

8. Continue to manage and develop the emergency management and preparedness activities consistent with the Citizen Corps Council directives.
9. Perform investigations of fire incidents to determine their cause and origin, conduct post incident inspections to determine performance of building fire and life safety elements.
10. Strengthen relationships with law enforcement agencies; delineate roles and responsibilities for criminal investigations and evidence collection for incendiary fires.
11. Strengthen and protect the District image and reputation among both its internal and external stakeholders through actions that promote communication among stakeholders, transparency and community/media relations.
12. Manage prevention policies, contracts, standards, ordinances and fee schedules.

#### **GOALS AND OBJECTIVES FOR FY 2013-2014**

1. Provide support to the SRVEPCCC to properly administer the Urban Area Security Initiative grant awarded in the amount of \$55,000. (Finance)
2. Identify technology improvements for fee related services that are in accordance with the lawful use of the IT surcharge and within the fund balance. (SP4, 5B.4) (Technology)
3. Develop a policy that outlines service charges related to negligent actions which cause the use of services or facilities of the District pursuant to Health and Safety Code §13009. (SP3, 5B) (Operations, Finance)
4. Develop staff knowledge and training in ICS and/or NIMS compliant emergency management elements. (5H.1, 5H.6, 5H.9) (Training)
5. Review all Category 5B, 5C, and 5D Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/14 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Division Chief/Fire Marshal

Deputy Fire Marshal (2)

Fire Inspector (2)

Fire Code Compliance Officer (3)

Fire Prevention Specialist (2)

CERT Coordinator (Part-time)

Plans Examiner

Office Assistant (2)

## FIRE PREVENTION

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	1,359,171	1,325,000	1,349,216
Permanent Overtime	5120	25,000	30,000	30,000
FICA Contributions	5140	19,726	19,500	19,582
Retirement Contributions	5150	648,856	641,200	644,823
Employee Group Insurance	5160	256,889	255,500	259,752
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$2,309,642</b>	<b>\$2,271,200</b>	<b>\$2,303,373</b>
Office Supplies	5202	2,500	1,300	1,500
Postage	5204	4,700	4,700	4,700
Small Tools & Equipment	5210	1,500	1,000	1,500
Firefighting Supplies	5214	1,050	1,050	750
Food Supplies	5222	1,000	1,000	1,000
Safety Clothing & Supplies	5224	1,000	1,000	1,000
Non-Safety Clothing	5226	5,000	4,000	4,000
Maintenance/Repairs Equip	5236	1,000	500	1,000
Prof & Specialized Services	5250	22,500	12,500	77,500
Info Technology Surcharge	5253		10,000	20,000
Publication of Legal Notices	5270	500	500	500
Specialized Printing	5272	4,000	4,000	8,500
Dues & Memberships	5274	13,470	13,470	11,240
Public Education Supplies	5278	11,000	11,000	11,000
Books & Periodicals	5280	6,250	1,000	2,250
Meetings & Travel Expenses	5284	550	550	
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$76,020</b>	<b>\$67,570</b>	<b>\$146,440</b>
<b>TOTAL EXPENDITURES</b>		<b>\$2,385,662</b>	<b>\$2,338,770</b>	<b>\$2,449,813</b>

## FIRE PREVENTION

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Miscellaneous Office Supplies	1,500		
<b>Sub-total</b>	<b>\$ 1,500</b>	<b>5202</b>	<b>Office Supplies</b>
Plans Mail Back	2,000		
Exterior Hazard Abatement Mailing	2,500		
Bulk Mail Maintenance Account	200		
<b>Sub-total</b>	<b>\$ 4,700</b>	<b>5204</b>	<b>Postage/Freight</b>
PIO, Code Officers & Invest Tools	1,500		
<b>Sub-total</b>	<b>\$ 1,500</b>	<b>5210</b>	<b>Small Tools/Equip</b>
Cars - Auto Extrication Demos	750		
<b>Sub-total</b>	<b>\$ 750</b>	<b>5214</b>	<b>Firefighting Supplies</b>
Staff Meals - Pub Ed Events	1,000		
<b>Sub-total</b>	<b>\$ 1,000</b>	<b>5222</b>	<b>Food Supplies</b>
Potential Replacement Gear	1,000		
<b>Sub-total</b>	<b>\$ 1,000</b>	<b>5224</b>	<b>Safety Clothing</b>
Non-Safety Uniform Replacement	4,000		
Tailoring	0		
<b>Sub-total</b>	<b>\$ 4,000</b>	<b>5226</b>	<b>Non-Safety Clothing</b>
General Maintenance & Repair	1,000		
<b>Sub-total</b>	<b>\$ 1,000</b>	<b>5236</b>	<b>Maint/Repairs-Equip</b>
Residential Care Facilities Grant	55,000		
Specialized Plan Check Services	1,000		
Weed Abatement Contractor	15,000		
E-Business Services	6,500		
<b>Sub-total</b>	<b>\$ 77,500</b>	<b>5250</b>	<b>Professional Services</b>
Technology Improvements	20,000		
<b>Sub-total</b>	<b>\$ 20,000</b>	<b>5253</b>	<b>Info Tech Surcharge</b>



DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Publication of Legal Notices	500		
<b>Sub-total</b>	<b>\$ 500</b>	<b>5270</b>	<b>Legal Notices</b>
Coloring Contest	750		
Coloring Books-2yr Supply	4,500		
Citation Books	250		
Exterior Hazard Abatement	2,500		
Public Education Brochure	500		
<b>Sub-total</b>	<b>\$ 8,500</b>	<b>5272</b>	<b>Specialized Printing</b>
NorCal FPO	165		
CCAI	325		
ICC	180		
NFPA	150		
CCC Chiefs	25		
CalBO	215		
Diablo Firesafe Council	50		
ICC East Bay	30		
Citizen Corps Council	10,000		
CFCA	100		
<b>Sub-total</b>	<b>\$ 11,240</b>	<b>5274</b>	<b>Dues &amp; Memberships</b>
General Public Education Supplies	5,000		
Public Education Program Supplies	6,000		
<b>Sub-total</b>	<b>\$ 11,000</b>	<b>5278</b>	<b>Pub Ed Supplies</b>
NFPA Standards Online Subscription	1,000		
Barclays Publishing, CCR Title 19	250		
Misc. Books & Periodicals	1,000		
<b>Sub-total</b>	<b>\$ 2,250</b>	<b>5280</b>	<b>Books &amp; Periodicals</b>
<b>TOTALS</b>	<b>\$ 146,440</b>		

## **TECHNOLOGY**

### **PURPOSE**

The Technology Division is responsible for the acquisition and maintenance of the records and geographical information systems, communication systems, and computing resources of the District.

### **STANDARD LEVEL OF PERFORMANCE**

1. Furnish all the necessary computer equipment and peripheral devices.
2. Provide the necessary infrastructure to support the data and voice communications needs of the District.
3. Continue the ongoing program to keep the PC technology current with today's standards.
4. Produce and maintain accurate maps of the District as changes occur to assure the timely delivery of emergency services.
5. Provide GIS mapping and display services to various divisions and entities for special events.
6. Provide spatial analysis of land use and other planning features.
7. Maintain a comprehensive radio network to support all operations of the District.
8. Provide all on duty suppression and investigation employees with appropriate communication devices as needed.
9. Oversee the Web Content Management System platform and application updates.

### **GOALS AND OBJECTIVES FOR FY 2013-2014**

1. Complete a Computer-aided Dispatch (CAD) deployment workshop and assist with the implementation of closest-unit dispatch. (Operations, Communications)
2. Install fire station tablets with digital mapping integration in fire stations.

3. Replace District computers identified in the second phase of the multi-year replacement schedule.
4. Upgrade the operating system and office productivity software on all District computers.
5. Review all Category 2A, 2B, 2C and Category 9D Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/14 for inclusion in the CFAI Annual Compliance Report.

### **STAFFING SUMMARY**

Assistant Chief, Support Services<sup>1</sup>

Technology Systems Manager

Geographical Information Analyst

Information System Technician

Radio Technician (Part-time)

<sup>1</sup> Assistant Chief, Support Services budgeted under Facilities (20-45).

## TECHNOLOGY

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	348,584	348,200	348,621
Temporary Salaries	5115	37,171	37,171	37,171
Permanent Overtime	5120	5,000	0	0
FICA Contributions	5140	7,898	8,000	7,899
Retirement Contributions	5150	128,523	128,366	126,026
Employee Group Insurance	5160	56,007	55,625	57,166
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$583,183</b>	<b>\$577,362</b>	<b>\$576,883</b>
Telecommunications	5206	201,560	201,560	193,100
Computer Supplies	5218	39,500	35,000	38,500
Radio Equipment & Supplies	5219	139,850	75,000	25,000
Non-Safety Clothing	5226	1,500	1,250	1,500
Maintenance/Repairs Radio	5238	352,256	285,000	342,450
Rents/Leases Equip & Prop	5246	42,500	42,500	37,500
Prof & Specialized Services	5250	24,056	6,000	20,000
Communications Services	5258	78,600	14,210	78,600
Dues & Memberships	5274	500	500	500
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$880,323</b>	<b>\$661,020</b>	<b>\$737,150</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,463,506</b>	<b>\$1,238,382</b>	<b>\$1,314,033</b>

## TECHNOLOGY

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
24x7 Network Support	9,000		
Cell Phone Service	36,000		
Fire Dispatch	4,800		
Internet Fax Service	2,100		
Internet Service	19,000		
Mobile Data Service	24,000		
Mobile Data T-1	8,000		
Pager Service	13,500		
Phone Maintenance	5,000		
Phone/Network Service	61,000		
Satellite Internet Service	6,000		
Satellite Phone Service	4,200		
Station 37 - Wireless	500		
<b>Sub-total</b>	<b>\$ 193,100</b>	<b>5206</b>	<b>Telecommunications</b>
Computer Replacements	21,000		
Computer Supplies and Parts	7,500		
Fire Station and EMS Tablets - 10	10,000		
<b>Sub-total</b>	<b>\$ 38,500</b>	<b>5218</b>	<b>Computer Supplies</b>
Radios & Components	25,000		
<b>Sub-total</b>	<b>\$ 25,000</b>	<b>5219</b>	<b>Radio Equip/Supplies</b>
Uniforms-Non Safety	1,500		
<b>Sub-total</b>	<b>\$ 1,500</b>	<b>5226</b>	<b>Non-Safety Clothing</b>

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Hardware Maint-Disp. & Admin UPS	4,600		
Hardware Maint-Disp. Audio Logger	7,000		
Hardware Maint-Disp. Fire Stn. Alert	7,250		
Hardware Maint-Document Imaging	2,250		
Hardware Maint-Firewall & VPN	2,500		
Hardware Maint-Network	21,000		
Hardware Maint-Servers	6,000		
Hardware Maint-Weather Station	3,000		
Misc. Maintenance & Repair	18,000		
Radio Maintenance & Repair	45,000		
Software Maint-Anti-virus	3,500		
Software Maint-Backup	6,500		
Software Maint-CAD	67,500		
Software Maint-Database Reporting	1,350		
Software Maint-Disp. & Mobile Map	10,000		
Software Maint-Document Imaging	7,000		
Software Maint-EMD	1,500		
Software Maint-GIS	6,000		
Software Maint-Network Admin.	1,500		
Software Maint-Network Monitoring	3,500		
Software Maint-Remote Access	1,500		
Software Maint-RMS	40,000		
Software Maint-Spam Filter	2,500		
Software Maint-Staffing	9,750		
Software Maint-Virtualization	750		
Software Maint-Website	9,000		
Software-Office Productivity	45,000		
Software-Operating System	9,000		
<b>Sub-total</b>	<b>\$ 342,450</b>	<b>5238</b>	<b>M &amp; R-Radio/Elec</b>
County Radio Sites	30,000		
State Radio Site	7,500		
<b>Sub-total</b>	<b>\$ 37,500</b>	<b>5246</b>	<b>Rents &amp; Leases</b>

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Closest Unit Dispatch Workshop	15,000		
Professional Services-Other	5,000		
<b>Sub-total</b>	<b>\$ 20,000</b>	<b>5250</b>	<b>Professional Services</b>
EBRCS - Subscriber Fees	78,600		
<b>Sub-total</b>	<b>\$ 78,600</b>	<b>5258</b>	<b>Comm Services</b>
Dues & Membership	500		
<b>Sub-total</b>	<b>\$ 500</b>	<b>5274</b>	<b>Dues &amp; Memberships</b>
<b>TOTALS</b>	<b>\$ 737,150</b>		

## **COMMUNICATIONS CENTER**

### **PURPOSE**

The Communications Center is responsible for ensuring that citizens in need of emergency and non-emergency services are matched quickly and effectively with the most appropriate resources. The Communications Center monitors incident radio traffic and maintains location and status information of District resources.

### **STANDARD LEVEL OF PERFORMANCE**

1. Provide professional emergency and non-emergency dispatch services on a 24-hour basis.
2. Serve as a 24-hour communications resource for the general public.
3. Continually review the current standards of care and practice in EMD, Fire, and other areas of Public Safety Telecommunications.
4. Maintain an Accredited Center of Excellence (ACE) Emergency Medical Dispatch Program.
5. Ensure that all communications center personnel are trained to appropriate industry standards.

### **GOALS AND OBJECTIVES FOR FY 2013-2014**

1. Achieve EMD Re-Accreditation from the National Academy of Emergency Dispatch.
2. Procure and install a "Next Generation" 9-1-1 Phone System. (Technology)
3. Develop and implement all workflow, policy and computer-aided dispatch (CAD) changes necessary for the Communications Center to perform nearest unit dispatch using Automatic Vehicle Location (AVL) based response. (Technology)
4. Provide dispatcher training to support operations transition to Automatic Vehicle Location (AVL) based response.



5. Review all Category 9B Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 6/30/14 for inclusion in the CFAI Annual Compliance Report.

### **STAFFING SUMMARY**

Assistant Chief, Support Services<sup>1</sup>

Communications Center Manager

Supervising Dispatcher (3)

Dispatcher (6)

<sup>1</sup> Assistant Chief, Support Services budgeted under Facilities (20-45).

## COMMUNICATIONS CENTER

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	1,028,473	960,000	1,040,357
Temporary Salaries	5115	40,000	76,000	40,000
Permanent Overtime	5120	167,500	167,500	167,500
FICA Contributions	5140	17,313	22,100	17,485
Retirement Contributions	5150	373,214	341,300	366,822
Employee Group Insurance	5160	176,418	172,000	185,002
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$1,802,918</b>	<b>\$1,738,900</b>	<b>\$1,817,166</b>
Office Supplies	5202	4,500	4,000	4,500
Small Tools & Equipment	5210	4,500	4,500	4,500
Safety Clothing & Supplies	5224	3,000	2,500	3,000
Non-Safety Clothing	5226	3,500	3,000	3,500
Maintenance/Repairs Radio	5238	1,950	1,500	1,950
Prof & Specialized Services	5250	27,000	27,000	27,000
Dues & Memberships	5274	1,000	1,000	1,000
Books & Periodicals	5280	5,000	5,000	5,000
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$50,450</b>	<b>\$48,500</b>	<b>\$50,450</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,853,368</b>	<b>\$1,787,400</b>	<b>\$1,867,616</b>

## COMMUNICATIONS CENTER

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Office Supplies	4,500		
<b>Sub-total</b>	<b>\$ 4,500</b>	<b>5202</b>	<b>Office Supplies</b>
Small Tools/Equipment/Furniture	4,500		
<b>Sub-total</b>	<b>\$ 4,500</b>	<b>5210</b>	<b>Small Tools/Equip</b>
Safety Clothing/Supplies -Comm Vol	3,000		
<b>Sub-total</b>	<b>\$ 3,000</b>	<b>5224</b>	<b>Safety Clothing</b>
Non-Safety Clothing-Dispatchers	3,500		
<b>Sub-total</b>	<b>\$ 3,500</b>	<b>5226</b>	<b>Non-Safety Clothing</b>
Communications Center Headsets	1,000		
Annual Card Set Maintenance Fee	950		
<b>Sub-total</b>	<b>\$ 1,950</b>	<b>5238</b>	<b>M &amp; R-Radio/Elec</b>
Professional Team Development	2,000		
EMD Call Review Services	25,000		
<b>Sub-total</b>	<b>\$ 27,000</b>	<b>5250</b>	<b>Professional Services</b>
Dues & Memberships	500		
EMD Recertification Fees-Dispatcher	500		
<b>Sub-total</b>	<b>\$ 1,000</b>	<b>5274</b>	<b>Dues &amp; Memberships</b>
Cross Directory Renewals	1,000		
Maps/Atlas	3,000		
Reference Books	1,000		
<b>Sub-total</b>	<b>\$ 5,000</b>	<b>5280</b>	<b>Books &amp; Periodicals</b>
<b>TOTALS</b>	<b>\$ 50,450</b>		

## **FACILITIES**

### **PURPOSE**

The Facilities Division is responsible for the design, construction, management and maintenance of all District facilities. The Facilities Division also researches and implements new technology to improve operational efficiency and conducts site inspections, facility audits, work order progress reports, and other related reports.

### **STANDARD LEVEL OF PERFORMANCE**

1. Maintain the facilities in peak condition.
2. Continuously review maintenance costs and look for alternative strategies to save money and/or improve life expectancy of the facilities.
3. Monitor all major development projects within the District.
4. Forecast the need for future fire stations and other facilities.

### **GOALS AND OBJECTIVES FOR FY 2013-2014**

1. In conjunction with the Training Division plan and develop the Training Site Improvements.
2. Coordinate and perform repairs and improvements as identified in the Reserve Study.
3. Coordinate Public Access AED records and associated notifications. (SP3)
4. Develop tracking and coordination system for required facility inspections.
5. Review programs and processes for efficiency and effectiveness.
6. Review all Category 6A and 6F Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 6/30/14 for inclusion in the CFAI Annual Compliance Report.

## STAFFING SUMMARY

Assistant Chief, Support Services<sup>1</sup>

Senior Office Assistant<sup>2</sup>

<sup>1</sup> Assistant Chief, Support Services also responsible for Technology, Communications Center and Fleet oversight.

<sup>2</sup> Senior Office Assistant also supports Fleet.

## FACILITIES

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	258,775	72,300	294,691
Temporary Salaries	5115	31,200	27,058	31,200
FICA Contributions	5140	6,742	3,157	6,660
Retirement Contributions	5150	163,078	26,650	169,480
Employee Group Insurance	5160	44,843	24,200	45,018
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$504,638</b>	<b>\$153,365</b>	<b>\$547,049</b>
Utilities	5208	281,500	300,000	309,900
Small Tools & Equipment	5210	8,000	8,000	10,000
Miscellaneous Supplies	5212	12,000	5,000	12,000
Household Supplies	5228	40,000	40,000	40,000
Central Garage Gas & Oil	5232	19,500	19,500	22,000
Maintenance/Repairs Equip	5236	64,500	90,000	80,000
Maintenance/Repairs Bldgs	5240	131,750	130,000	145,000
Maintenance/Repairs Grnds	5242	37,500	25,000	38,500
Rents/Leases Equip & Prop	5246	5,000	5,000	8,000
Prof & Specialized Services	5250	44,100	44,100	15,000
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$643,850</b>	<b>\$666,600</b>	<b>\$680,400</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,148,488</b>	<b>\$819,965</b>	<b>\$1,227,449</b>

## FACILITIES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Gas/Electricity	220,000		
Water	33,000		
Waste Services	26,400		
Cable/Satellite Services	10,000		
Sewer (CCC Sanitary)	16,500		
Propane Tanks	4,000		
<b>Sub-total</b>	<b>\$ 309,900</b>	<b>5208</b>	<b>Utilities</b>
Misc. Equipment/Furniture	10,000		
<b>Sub-total</b>	<b>\$ 10,000</b>	<b>5210</b>	<b>Small Tools/Equip</b>
Miscellaneous Supplies	12,000		
<b>Sub-total</b>	<b>\$ 12,000</b>	<b>5212</b>	<b>Misc Supplies</b>
Miscellaneous Household Supplies	40,000		
<b>Sub-total</b>	<b>\$ 40,000</b>	<b>5228</b>	<b>Household Supplies</b>
HazMat Permit Fees	8,000		
CUPA/SPCC	9,000		
Generator Permit Fees/BAAQMD	3,000		
Miscellaneous Fuel/Gas/Repair	2,000		
<b>Sub-total</b>	<b>\$ 22,000</b>	<b>5232</b>	<b>Central Garage-Gas</b>
HVAC Maintenance/Repairs	40,000		
Generator Maintenance/Repairs	30,000		
Workout Equipment Prev. Maint.	3,500		
Workout Equipment Repairs	4,000		
Extinguisher Maintenance	2,500		
<b>Sub-total</b>	<b>\$ 80,000</b>	<b>5236</b>	<b>Maint/Repairs-Equip</b>

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Building Repairs & Maintenance	66,000		
Admin Cleaning Contract	25,000		
Carpet/Upholstery Cleaning	5,000		
Lock/Key Repairs	2,000		
Pest Control Service	3,000		
Plumbing Repairs	5,000		
Sectional Door Maint. & Repairs	25,000		
Security Alarm Monitoring/Repairs	9,000		
Annual Sprinkler Inspections	5,000		<b>Maint &amp; Repairs-</b>
<b>Sub-total</b>	<b>\$ 145,000</b>	<b>5240</b>	<b>Buildings</b>
Admin Maintenance	25,000		
Hemme Property Fencing	2,000		
Hemme Property Maintenance	2,000		
Station 30 Landscape	5,500		
Station 35, Blackhawk Rd. Maint.	3,000		
Misc. Grounds Maintenance	1,000		<b>Maint &amp; Repairs-</b>
<b>Sub-total</b>	<b>\$ 38,500</b>	<b>5242</b>	<b>Grounds</b>
Rents & Leases	8,000		
<b>Sub-total</b>	<b>\$ 8,000</b>	<b>5246</b>	<b>Rents &amp; Leases</b>
Commercial Real Estate Services	15,000		
<b>Sub-total</b>	<b>\$ 15,000</b>	<b>5250</b>	<b>Professional Services</b>
<b>TOTALS</b>	<b>\$ 680,400</b>		



## **EMERGENCY OPERATIONS**

### **PURPOSE**

Emergency Operations is responsible for providing a coordinated and organized response to emergencies and other requests for service within the District.

### **STANDARD LEVEL OF PERFORMANCE**

1. Organize and coordinate fire suppression personnel and equipment.
2. In coordination with the Special Operations Battalion Chief, oversees the Emergency Medical Services (EMS) Division to provide for the highest level of medical services and continuous quality improvement.
3. Assist the Training Division in identifying, prioritizing, developing, and delivering the necessary training to provide safe and efficient delivery of emergency services.
4. In coordination with the Special Operations Battalion Chief, provide direction and assist in setting goals for the USAR and the Hazmat Teams.
5. Coordinate with Support Services and Apparatus Committee in determining future equipment and vehicle needs.
6. In coordination with the Special Operations Battalion Chief, oversee the Station 37 Volunteer Firefighter program.
7. In coordination with the Special Operations Battalion Chief, oversee the Reserve Firefighter program.
8. Coordinate and network with other fire agencies in meeting mutual aid objectives and liaison with city and county officials in addressing areas of mutual concerns, i.e. Hazmat, EMS, fire trails, exterior hazard abatement etc.
9. Review, monitor, and investigate emergency calls for proper response and adherence to established policies.
10. Manage and coordinate the annual CFAI self-assessment compliance process.

## **GOALS AND OBJECTIVES FOR FY 2013-2014**

1. In conjunction with Technology and Communications implement Automatic Vehicle Location (AVL) technology into dispatch processes to enable closest unit response capability. (SP3)
2. In conjunction with Technology and Communications transition to and implement the East Bay Regional Communications System (EBRCS).
3. Complete SCBA evaluation process and replace current SCBAs with AFG Funding.
4. Provide officer development training to Company Officers in coordination with the Training Division.
5. Review all Category 5A, 5H, 6E and 9A Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new / modified practice in writing to the Accreditation Manager by 6/30/14 for inclusion in the CFAI Annual Compliance Report.
6. Replace twenty additional 2 ½" outlet only public hydrants.
7. Review programs and processes for efficiency and effectiveness.

## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>1</sup>

Battalion Chief, Suppression (3)

Battalion Chief, Special Operations<sup>2</sup>

Captain (39); Engineer (39); Firefighter/Paramedic (47)

Senior Office Assistant

<sup>1</sup> Assistant Chief, Operations also responsible for Training and Special Operations oversight.

<sup>2</sup> Battalion Chief, Special Operations responsible for Emergency Medical, Rescue, Hazardous Materials and Volunteer Fire oversight.

## EMERGENCY OPERATIONS

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	16,883,450	15,600,000	15,602,470
Permanent Overtime	5120	4,332,000	6,235,000	4,850,000
FICA Contributions	5140	302,652	300,000	291,321
Retirement Contributions	5150	10,640,021	9,800,000	9,837,775
Employee Group Insurance	5160	2,879,924	2,648,000	2,722,636
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$35,038,047</b>	<b>\$34,583,000</b>	<b>\$33,304,202</b>
Office Supplies	5202	7,000	15,000	14,000
Small Tools & Equipment	5210	12,000	3,000	12,000
Miscellaneous Supplies	5212	8,000	8,000	16,000
Firefighting Supplies	5214	99,202	50,000	90,000
Food Supplies	5222	8,500	12,000	10,000
PPE Inspection & Repairs	5223	36,000	36,000	36,000
Safety Clothing & Supplies	5224	220,298	155,000	140,000
Class A Uniforms & Supplies	5225	1,000	1,600	6,000
Class B Uniforms & Supplies	5227	25,000	18,000	25,000
Maintenance/Repairs Equip	5236	1,000	2,500	5,000
Prof & Specialized Services	5250	154,975	100,000	170,000
Specialized Printing	5272	1,300	1,300	1,300
Dues & Memberships	5274	1,000	1,000	1,000
Books & Periodicals	5280	2,000	0	1,000
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$577,275</b>	<b>\$403,400</b>	<b>\$527,300</b>
<b>TOTAL EXPENDITURES</b>		<b>\$35,615,322</b>	<b>\$34,986,400</b>	<b>\$33,831,502</b>

## EMERGENCY OPERATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Office Supplies	14,000		
<b>Sub-total</b>	<b>\$ 14,000</b>	<b>5202</b>	<b>Office Supplies</b>
Shop Tools/Station Supplies	12,000		
<b>Sub-total</b>	<b>\$ 12,000</b>	<b>5210</b>	<b>Small Tools/Equip</b>
Disaster Preparedness Supplies	16,000		
<b>Sub-total</b>	<b>\$ 16,000</b>	<b>5212</b>	<b>Misc Supplies</b>
Misc. Firefighting Supplies	90,000		
<b>Sub-total</b>	<b>\$ 90,000</b>	<b>5214</b>	<b>Firefighting Supplies</b>
Emergency Meals/Officer Meetings	10,000		
<b>Sub-total</b>	<b>\$ 10,000</b>	<b>5222</b>	<b>Food Supplies</b>
PPE Repairs & Maintenance	15,000		
PPE Annual Inspection	21,000		
<b>Sub-total</b>	<b>\$ 36,000</b>	<b>5223</b>	<b>PPE Inspection</b>
PPE Clothing-New Firefighters (7)	64,000		
Unscheduled PPE Replacement	20,000		
Scheduled PPE Replacement (20)	44,000		
PPE Research & Development	5,000		
EMS Coats-New Firefighters (7)	7,000		
<b>Sub-total</b>	<b>\$ 140,000</b>	<b>5224</b>	<b>Safety Clothing</b>
Class A Uniforms	6,000		
<b>Sub-total</b>	<b>\$ 6,000</b>	<b>5225</b>	<b>Class A Uniforms</b>
Class B Uniforms	25,000		
<b>Sub-total</b>	<b>\$ 25,000</b>	<b>5227</b>	<b>Class B Uniforms</b>
Misc. FF Equipment Repairs/Maint	5,000		
<b>Sub-total</b>	<b>\$ 5,000</b>	<b>5236</b>	<b>Maint/Repairs-Equip</b>

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Officer Development	35,000		
Fire Hydrant Flow Coding	1,000		
Fire Hydrant Upgrades & Maint.	40,000		
Fire Trail Grading and Maintenance	25,000		
Preplan Updates and Maintenance	15,000		
Respiratory Protection Prog/Fit Test	14,000		
SCBA Annual Maint. & Testing	20,000		
Miscellaneous Projects	20,000		
<b>Sub-total</b>	<b>\$ 170,000</b>	<b>5250</b>	<b>Professional Services</b>
Shift Calendars	500		
Business Cards	500		
Misc. Printing	300		
<b>Sub-total</b>	<b>\$ 1,300</b>	<b>5272</b>	<b>Specialized Printing</b>
Cal Chiefs-IAFC	1,000		
<b>Sub-total</b>	<b>\$ 1,000</b>	<b>5274</b>	<b>Dues &amp; Memberships</b>
Miscellaneous Books/Publications	1,000		
<b>Sub-total</b>	<b>\$ 1,000</b>	<b>5280</b>	<b>Books &amp; Periodicals</b>
<b>TOTALS</b>	<b>\$ 527,300</b>		

## **FLEET**

### **PURPOSE**

The Fleet Division manages District apparatus and vehicles encompassing all operations from acquisition to disposal. Maintenance activities strive to ensure a high state of readiness, reduce overall operating costs, and ensure compliance with all applicable laws and regulations.

### **STANDARD LEVEL OF PERFORMANCE**

1. Maintain a yearly schedule for the District's vehicles and equipment, including mandated maintenance and inspections.
2. Process vehicle maintenance requests in a timely manner.
3. Evaluate the District's vehicle maintenance vendors for timeliness and cost effectiveness.
4. Maintain comprehensive vehicle records.
5. Coordinate with other Divisions to ensure the availability of vehicles and equipment.
6. Coordinate with Emergency Operations and Apparatus Committee in determining future equipment and vehicle needs.
7. Place new apparatus in service.
8. Manage the disposition of surplus apparatus and equipment.

### **GOALS AND OBJECTIVES FOR FY 2013-2014**

1. Review and revise vehicle inspection policies and forms.
2. Create and implement vehicle log books for tracking.
3. Coordinate the acquisition and commission of new ambulances.
4. Coordinate the bid and purchase of new light vehicles.
5. Review maintenance, repair and inspection programs for efficiency and effectiveness.

6. Review all Category 6B, 6C and 6D Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 6/30/14 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Assistant Chief, Support Services<sup>1</sup>

Mechanic (2)

Senior Office Assistant<sup>2</sup>

<sup>1</sup> Assistant Chief, Support Services budgeted under Facilities (20-45).

<sup>2</sup> Senior Office Assistant budgeted under Facilities (20-45).

## FLEET

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	174,858	171,800	174,833
Permanent Overtime	5120	0	3,500	0
FICA Contributions	5140	2,535	2,535	2,535
Retirement Contributions	5150	64,470	63,350	63,203
Employee Group Insurance	5160	28,766	27,800	27,950
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$270,629</b>	<b>\$268,985</b>	<b>\$268,521</b>
Office Supplies	5202	100	100	200
Small Tools & Equipment	5210	6,000	7,000	10,000
Miscellaneous Supplies	5212	71,000	60,000	70,000
Non-Safety Clothing	5226	900	900	1,000
Central Garage Repairs	5230	100,000	70,000	100,000
Central Garage Maintenance	5231	20,000	12,000	20,000
Central Garage Gas & Oil	5232	180,000	130,000	185,000
Central Garage Tires	5234	40,000	40,000	45,000
Central Garage Inspections	5235	12,500	12,500	13,000
Maintenance/Repairs Equip	5236	1,000	5,000	1,000
Prof & Specialized Services	5250	35,000	35,000	35,000
Dues & Memberships	5274	500	500	2,000
Books & Periodicals	5280	100	100	100
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$467,100</b>	<b>\$373,100</b>	<b>\$482,300</b>
<b>TOTAL EXPENDITURES</b>		<b>\$737,729</b>	<b>\$642,085</b>	<b>\$750,821</b>



## FLEET

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Office Supplies	200		
<b>Sub-total</b>	<b>\$ 200</b>	<b>5202</b>	<b>Office Supplies</b>
Misc. Small Tools/Equipment	10,000		
<b>Sub-total</b>	<b>\$ 10,000</b>	<b>5210</b>	<b>Small Tools/Equip</b>
Miscellaneous Supplies	70,000		
<b>Sub-total</b>	<b>\$ 70,000</b>	<b>5212</b>	<b>Misc Supplies</b>
Non-Safety Clothing	1,000		
<b>Sub-total</b>	<b>\$ 1,000</b>	<b>5226</b>	<b>Non-Safety Clothing</b>
Vehicle Repairs	100,000		<b>Central Garage -</b>
<b>Sub-total</b>	<b>\$ 100,000</b>	<b>5230</b>	<b>Repairs</b>
Staff Vehicles	6,000		
Ambulances	6,000		
Hurst Tool Service	4,000		
Ladder Service	4,000		
<b>Sub-total</b>	<b>\$ 20,000</b>	<b>5231</b>	<b>Central Garage-Maint.</b>
Diesel/Unleaded Fuel/Oil	185,000		<b>Central Garage -</b>
<b>Sub-total</b>	<b>\$ 185,000</b>	<b>5232</b>	<b>Gas, Diesel, Oil</b>
Misc. Tires Repair/Replacement	45,000		
<b>Sub-total</b>	<b>\$ 45,000</b>	<b>5234</b>	<b>Central Garage-Tires</b>
Ground Ladder Testing	6,500		
Mandated Annual Pump Testing	1,000		
Mandated Annual Ladder Cert.	5,000		
Smog Testing-Staff Vehicles	500		<b>Central Garage -</b>
<b>Sub-total</b>	<b>\$ 13,000</b>	<b>5235</b>	<b>Mandated Inspection</b>
Misc. Small Equip. Repairs/Maint.	1,000		
<b>Sub-total</b>	<b>\$ 1,000</b>	<b>5236</b>	<b>Maint/Repairs-Equip</b>

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Fleet/Vehicle Software Develop	35,000		
<b>Sub-total</b>	<b>\$ 35,000</b>	<b>5250</b>	<b>Professional Services</b>
CFCA Fire Mechanics	2,000		
<b>Sub-total</b>	<b>\$ 2,000</b>	<b>5274</b>	<b>Dues &amp; Memberships</b>
Miscellaneous Books/References	100		
<b>Sub-total</b>	<b>\$ 100</b>	<b>5280</b>	<b>Books &amp; Periodicals</b>
<b>TOTALS</b>	<b>\$ 482,300</b>		

## **TRAINING**

### **PURPOSE**

The Training Division is responsible for developing and implementing an effective district-wide training program that teaches and supports the safe and appropriate actions of District personnel. The Training Division ensures that systems and practices are in place and exercised to provide for documentation of all training activities.

### **STANDARD LEVEL OF PERFORMANCE**

1. Develop and implement a Training Calendar which is coordinated with all District divisions and is maintained in the District's Operations calendar.
2. Continually review training mandates and requirements, make recommendations for adoption of industry standards and practices.
3. Develop, administer, and update academies and probationary programs for Suppression personnel.
4. Coordinate with the EMS Division to support continuing education requirements.
5. Provide leadership and direction to the District's Safety Committee, as part of the District's Injury and Illness Prevention Program.
6. Provide technical and direct assistance to Human Resources for entry level hiring and promotional processes.
7. Administer the Education Assistance Program.
8. Manage all aspects of the CPR Program for District personnel and the public.
9. Develop, maintain and monitor the use of the Training Library and support material.
10. Maintain individual training records for all District personnel; ensure completeness and accuracy of all records; preserve original rosters and other audit documentation.

11. Develop and reinforce cooperation with regional, State and Federal fire training communities (CCCTOA, NCTOA, etc).
12. Administer the Contra Costa County CICCS peer review process.
13. Administer the Joint Apprenticeship Committee Program (JAC).
14. Coordinate with Emergency Operations to develop and revise the Standard Operating Procedures, Training/Safety Bulletins, and Performance Standards.
15. Deliver and coordinate District hosted and/or outside training classes for all District personnel, as appropriate.
16. Prepare and deliver Recruit Training Academies and Reserve/Volunteer Training Academies, as needed.
17. Develop and implement the Quarterly Training Module Program for Operations, including EMS, Hazardous Materials and Rescue Divisions, to meet District needs.

#### **GOALS AND OBJECTIVES FOR FY 2013-2014**

1. In conjunction with the Fire Chief and Local 3546, evaluate the current staffing model of the District's Training Division. These efforts will identify potential options that would improve efficiency in the execution of the Training Division's mission, while reducing costs relating to that effort.
2. Conduct the 2013 District Training Summit in October 2013 as a component of the process utilized to identify current and future District wide training needs, and the most efficient methods to be used in order to achieve those goals.
3. Conclude the 2013 Firefighter II Recruit Academy in August 2013 and evaluate the successfulness of the academy training delivery model used by the District. Evaluate these findings in order to improve efficiencies while planning for the 2014 Firefighter II Recruit Academy, tentatively scheduled to begin in April 2014. (SP2)
4. Enhance the delivery of Public CPR instruction by converting to an on-line delivery of didactic instruction. This will reduce personnel overtime costs, while enhancing the public's access and participation in the program.

5. Evaluate the efficiencies and cost savings associated with the District's planned subscription to IFSTA textbooks via an electronic platform. This effort may reduce repeated annual costs incurred by both the District's Training Division and Human Resources. (8C.3)

### **STAFFING SUMMARY**

Assistant Chief, Operations<sup>1</sup>

Division Chief, Training

Training Captain (2)

Senior Office Assistant

<sup>1</sup> Assistant Chief, Operations budgeted under Emergency Operations (30-55).

## TRAINING

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	493,999	450,000	491,561
Permanent Overtime	5120	60,000	9,000	60,000
FICA Contributions	5140	8,070	6,600	8,071
Retirement Contributions	5150	294,944	261,000	296,463
Employee Group Insurance	5160	82,769	85,000	89,189
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$939,782</b>	<b>\$811,600</b>	<b>\$945,284</b>
Office Supplies	5202	700	500	700
Small Tools & Equipment	5210	12,000	8,000	12,000
Miscellaneous Supplies	5212	17,000	8,000	17,000
Food Supplies	5222	2,000	4,373	2,000
Safety Clothing & Supplies	5224	7,000	3,000	7,000
Non-Safety Clothing	5226	800	500	800
Rents/Leases Equip & Prop	5246	20,000	7,726	20,000
Prof & Specialized Services	5250	144,000	91,350	144,000
Specialized Printing	5272	800	300	800
Dues & Memberships	5274	1,500	1,051	1,500
Educ Assistance Program	5277	45,000	20,000	45,000
Books & Periodicals	5280	5,000	2,000	5,000
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$255,800</b>	<b>\$146,800</b>	<b>\$255,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,195,582</b>	<b>\$958,400</b>	<b>\$1,201,084</b>

## TRAINING

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Miscellaneous Office Supplies	700		
<b>Sub-total</b>	<b>\$ 700</b>	<b>5202</b>	<b>Office Supplies</b>
Software/Video Editing	800		
Tool Cache for Training Site	1,400		
Digital/Video Camera/Supplies	500		
Power Tools Supplies	800		
Classroom Upgrades	5,000		
Hand Tools	1,000		
Training Module Equip/Supplies	2,000		
Misc. Small Tools/Equipment	500		
<b>Sub-total</b>	<b>\$ 12,000</b>	<b>5210</b>	<b>Small Tools/Equip</b>
Vehicle Extrication Cars/Supplies	5,700		
Training Prop Supplies	4,500		
Simulation Software	4,500		
Tool Training	200		
Driver Training Class Expenses	1,500		
Dump Fees Training Modules/Props	300		
Miscellaneous Supplies	300		
<b>Sub-total</b>	<b>\$ 17,000</b>	<b>5212</b>	<b>Misc Supplies</b>
Training Summit	500		
Blue Card Training Class	950		
Trg Events/Instructors/Academy	500		
Miscellaneous Food Supplies	50		
<b>Sub-total</b>	<b>\$ 2,000</b>	<b>5222</b>	<b>Food Supplies</b>
Division Chief/Captains	7,000		
<b>Sub-total</b>	<b>\$ 7,000</b>	<b>5224</b>	<b>Safety Clothing</b>
Uniforms-Support Staff	800		
<b>Sub-total</b>	<b>\$ 800</b>	<b>5226</b>	<b>Non-Safety Clothing</b>

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Training Facilities Rental	12,000		
Sharp Color Copier	3,000		
Miscellaneous Rents/Leases	5,000		
<b>Sub-total</b>	<b>\$ 20,000</b>	<b>5246</b>	<b>Rents &amp; Leases</b>
Target Safety Web-Based Training	19,000		
CPR Supplies	3,000		
FSTEP/CSFM	6,000		
EVOC	10,000		
Other Outside Instructors	5,000		
Miscellaneous Training	1,000		
Firefighter Academy	100,000		
<b>Sub-total</b>	<b>\$ 144,000</b>	<b>5250</b>	<b>Professional Services</b>
Training Materials	800		
<b>Sub-total</b>	<b>\$ 800</b>	<b>5272</b>	<b>Specialized Printing</b>
CCC Fire Training & Safety Officers	300		
IAFC	150		
Fire Dept. SO Association	300		
CFCA-NorCal Training Officers Assoc	300		
AFSS Cal Chief Admin Northern Div	450		
<b>Sub-total</b>	<b>\$ 1,500</b>	<b>5274</b>	<b>Dues &amp; Memberships</b>
Educational Assistance	45,000		
<b>Sub-total</b>	<b>\$ 45,000</b>	<b>5277</b>	<b>Educational Assistance</b>
Training Library Reference Materials	3,500		
Books/Materials-Recruits/Res/Vol	1,500		
<b>Sub-total</b>	<b>\$ 5,000</b>	<b>5280</b>	<b>Books &amp; Periodicals</b>
<b>TOTALS</b>	<b>\$ 255,800</b>		



## **EMERGENCY MEDICAL**

### **PURPOSE**

The Emergency Medical Division is responsible for providing leadership and operational support for the District EMS program by providing appropriate systems, processes and performance measures. The Emergency Medical Division also provides for the ongoing professional development and continuing education of District paramedics and EMTs.

### **STANDARD LEVEL OF PERFORMANCE**

1. Insure compliance with Contra Costa County Ambulance Contract, and applicable Federal and State laws.
2. Planning and implementation of emergency medical service training, in conjunction with the Training Division for all suppression personnel.
3. Evaluate system, paramedic and EMT-1 performance by direct observation and data analysis.
4. Provide maintenance and coordination of the electronic Patient Care Reporting system.
5. Provide information and assistance to the Paramedics and EMTs in regards to standards of care and in maintaining their certifications, licenses and accreditation.
6. Planning and implementation of EMS QI program.
7. Act as a liaison with the State EMS Authority, Contra Costa County EMS Agency and local hospitals.
8. Coordinate Continuing Education classes for District Paramedics.
9. In conjunction with the Administrative Services Director, coordinate required immunizations and other medical tests as required.
10. Upgrade and maintain EMS equipment, as necessary.

### **GOALS AND OBJECTIVES FOR FY 2013-2014**

1. To refine Medication Inventory and Resupply Policy and procedures.
2. Develop and train new EMS Specialist position.

3. In conjunction with the Technology department, review and evaluate feasibility of utilizing tablet E-PCR programs.
4. Evaluate the Affordable Care Act and future possibilities of Community Healthcare Paramedic.
5. Review all Category 5G Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new / modified practice in writing to the Accreditation Manager by 6/30/14 for inclusion in the CFAI Annual Compliance Report.

### **STAFFING SUMMARY**

Assistant Chief, Operations<sup>1</sup>

Battalion Chief, Special Operations<sup>2</sup>

EMS Coordinator

EMS Specialist

<sup>1</sup> Assistant Chief, Operations budgeted under Emergency Operations (30-55).

<sup>2</sup> Battalion Chief, Special Operations budgeted under Emergency Operations (30-55).

## EMERGENCY MEDICAL

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	252,439	252,240	228,860
Permanent Overtime	5120	0	0	0
FICA Contributions	5140	3,660	3,660	3,318
Retirement Contributions	5150	160,425	160,300	132,139
Employee Group Insurance	5160	30,895	31,250	43,852
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$447,419</b>	<b>\$447,450</b>	<b>\$408,169</b>
Office Supplies	5202	600	250	600
Small Tools & Equipment	5210	31,000	31,000	32,500
Miscellaneous Supplies	5212	3,000	3,000	1,000
Medical Supplies	5213	103,000	134,000	103,000
Pharmaceutical Supplies	5216	36,500	47,000	36,500
Food Supplies	5222	200	100	200
Safety Clothing & Supplies	5224	1,500	1,500	1,500
Non-Safety Clothing	5226	1,000	500	1,000
Maintenance/Repairs Equip	5236	40,100	50,000	40,100
Prof & Specialized Services	5250	24,745	23,000	24,745
Specialized Printing	5272	4,920	1,000	1,700
Dues & Memberships	5274	400	565	1,550
Educational Courses	5276	18,000	22,000	18,000
Books & Periodicals	5280	1,150	1,150	1,215
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$266,115</b>	<b>\$315,065</b>	<b>\$263,610</b>
<b>TOTAL EXPENDITURES</b>		<b>\$713,534</b>	<b>\$762,515</b>	<b>\$671,779</b>

## EMERGENCY MEDICAL

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Office Supplies	600		
<b>Sub-total</b>	<b>\$ 600</b>	<b>5202</b>	<b>Office Supplies</b>
Non-Disposable Medical Supplies	27,000		
Replacement Biometric Batteries (10	5,000		
Miscellaneous Small Tools/Equip	500		
<b>Sub-total</b>	<b>\$ 32,500</b>	<b>5210</b>	<b>Small Tools/Equip</b>
P-100/N-95 Masks	1,000		
<b>Sub-total</b>	<b>\$ 1,000</b>	<b>5212</b>	<b>Misc Supplies</b>
Medical Grade Oxygen Delivery	8,000		
Disposable Medical Supplies	95,000		
<b>Sub-total</b>	<b>\$ 103,000</b>	<b>5213</b>	<b>Medical Supplies</b>
Pharmaceutical Supplies	36,500		
<b>Sub-total</b>	<b>\$ 36,500</b>	<b>5216</b>	<b>Pharmaceutical Supp</b>
Food Supplies	200		
<b>Sub-total</b>	<b>\$ 200</b>	<b>5222</b>	<b>Food Supplies</b>
Safety Clothing & Supplies	1,500		
<b>Sub-total</b>	<b>\$ 1,500</b>	<b>5224</b>	<b>Safety Clothing</b>
Non-Safety Clothing	1,000		
<b>Sub-total</b>	<b>\$ 1,000</b>	<b>5226</b>	<b>Non-Safety Clothing</b>
Prev. Maint-Biomedical Equipment	21,805		
Biomedical Equipment Repairs	10,000		
Auto Pulse Extended Warranty	2,395		
METI Man Maintenance/Warranty	4,900		
Other Equipment Maint/Repairs	1,000		
<b>Sub-total</b>	<b>\$ 40,100</b>	<b>5236</b>	<b>Maint/Repairs-Equip</b>

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Expired Controlled Substance Collect	4,000		
Bio-Hazard Collection from Stations	11,400		
EMT Recert. Fee to CCCEMS (65)	6,305		
AHA CPR HCP Certs-Target Solutions	3,040		
<b>Sub-total</b>	<b>\$ 24,745</b>	<b>5250</b>	<b>Professional Services</b>
Business Cards	200		
EMS Academy Materials	1,000		
Forms and PCRs	500		
<b>Sub-total</b>	<b>\$ 1,700</b>	<b>5272</b>	<b>Specialized Printing</b>
CA Ambulance Association	700		
Nat'l Assoc. of EMS Educators	350		
Cal Chiefs EMS Section	500		
<b>Sub-total</b>	<b>\$ 1,550</b>	<b>5274</b>	<b>Dues &amp; Memberships</b>
Paramedic CE Reimbursement	18,000		
<b>Sub-total</b>	<b>\$ 18,000</b>	<b>5276</b>	<b>Educational Courses</b>
The Source	65		
JEMS Magazines-All Stations	450		
Journal Watch of ER Medicine	30		
ACLS/PALS Textbooks	200		
EMS Insider Periodicals	255		
Prehospital Care Journal	215		
<b>Sub-total</b>	<b>\$ 1,215</b>	<b>5280</b>	<b>Books &amp; Periodicals</b>
<b>TOTALS</b>	<b>\$ 263,610</b>		

## **RESCUE**

### **PURPOSE**

The Rescue Division supports the District's specialized Rescue Team which responds when a situation is particularly difficult or dangerous. The Rescue Team is trained and equipped to operate on any terrain (confined space, trench, cliffside, etc.) when a conventional rescue cannot be safely performed.

### **STANDARD LEVEL OF PERFORMANCE:**

1. Maintain skill levels for all District Emergency Operation personnel for Basic, Light and appropriate Medium level techniques.
2. Identify, clarify and prioritize rescue responsibilities.
3. Assure continuity, safety and accountability for rescue training.
4. Implement new rescue techniques, strategies and equipment.
5. Interact with other professional rescue groups, associations and affiliations.
6. Develop Rescue Division expertise and knowledge.
7. Be prepared to carry out assigned duties related to the District's disaster response operations.
8. Facilitate the ongoing replacement of rescue rope that has reached its end of service lifespan.
9. Provide ongoing SORD quarterly training to 90% of Rescue Division members.

### **GOALS AND OBJECTIVES FOR FY 2013-2014**

1. Appoint and train new Rescue Team members.
2. In conjunction with Facilities and the Training Division, assist with Training site development and rescue props.
3. Evaluate increased training for team members to the California State Fire Marshal Instructor level I series. (SP3)
4. Inspect and examine all disposable supplies, equipment, and tools to ensure that such items that include a manufacturer's expiration date are removed from

service. Examples of these types of items include disposable medical supplies, canister filters, lift bags, and personal protective equipment. (5E.4)

5. Review all Category 5E Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/14 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>1</sup>

Battalion Chief, Special Operations<sup>2</sup>

Team Members (40)

<sup>1</sup> Assistant Chief, Operations budgeted under Emergency Operations (30-55).

<sup>2</sup> Battalion Chief, Special Operations budgeted under Emergency Operations (30-55).

## RESCUE

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	101,760	96,700	101,280
Permanent Overtime	5120	96,000	65,000	50,000
Retirement Contributions	5150	64,668	61,000	69,326
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$262,428</b>	<b>\$222,700</b>	<b>\$220,606</b>
Small Tools & Equipment	5210	5,000	5,000	5,000
Miscellaneous Supplies	5212	1,500	1,500	1,500
Safety Clothing & Supplies	5224	1,000	1,000	1,200
Non-Safety Clothing	5226	1,000	1,000	700
Maintenance/Repairs Equip	5236	1,000	1,100	1,000
Rents/Leases Equip & Prop	5246	1,100	500	100
Prof & Specialized Services	5250	250	250	200
Books & Periodicals	5280	750	750	500
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$11,600</b>	<b>\$11,100</b>	<b>\$10,200</b>
<b>TOTAL EXPENDITURES</b>		<b>\$274,028</b>	<b>\$233,800</b>	<b>\$230,806</b>



## RESCUE

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Equipment Update	5,000		
<b>Sub-total</b>	<b>\$ 5,000</b>	<b>5210</b>	<b>Small Tools/Equip</b>
Miscellaneous Supplies	1,500		
<b>Sub-total</b>	<b>\$ 1,500</b>	<b>5212</b>	<b>Misc Supplies</b>
PPE Replacement and Repairs	1,200		
<b>Sub-total</b>	<b>\$ 1,200</b>	<b>5224</b>	<b>Safety Clothing</b>
Uniforms Replacement-Task Force 4	700		
<b>Sub-total</b>	<b>\$ 700</b>	<b>5226</b>	<b>Non-Safety Clothing</b>
Maintenance/Repairs Equipment	1,000		
<b>Sub-total</b>	<b>\$ 1,000</b>	<b>5236</b>	<b>Maint/Repairs-Equip</b>
Property/Equipment Rental	100		
<b>Sub-total</b>	<b>\$ 100</b>	<b>5246</b>	<b>Rents &amp; Leases-Equip</b>
Annual Equipment Recertification	200		
<b>Sub-total</b>	<b>\$ 200</b>	<b>5250</b>	<b>Professional Services</b>
Miscellaneous Books & Periodicals	500		
<b>Sub-total</b>	<b>\$ 500</b>	<b>5280</b>	<b>Books &amp; Periodicals</b>
<b>TOTALS</b>	<b>\$ 10,200</b>		

## **HAZARDOUS MATERIALS**

### **PURPOSE**

The Hazardous Material Division supports the District's specialized Hazmat Team which intervenes in chemical, biological, and radiological accidents. The Hazmat Team is trained and equipped to deal with accidents and spills involving materials that are radioactive, flammable, explosive, corrosive, oxidizing, asphyxiating, bio-hazardous, toxic, pathogenic, or allergenic.

### **STANDARD LEVEL OF PERFORMANCE**

1. Respond to hazardous materials emergencies within the District and region.
2. Plan and deliver training to Hazmat Team members and others as assigned.
3. Monitor team and team member certifications.
4. Attend District, State and Federal Hazmat response agency meetings to assimilate information concerning current regulations, grants and training.
5. Provide on-scene technical assistance to the Incident Commander regarding hazardous material incident response.
6. Participate in Hazmat FRA, and FRO decontamination training for all line personnel.
7. Perform required Hazmat equipment inspections.

### **GOALS AND OBJECTIVES FOR FY 2013-2014**

1. Enhance Hazardous Materials Team Leader designation to include job descriptions, expectations, roles and responsibilities, as well as a new process for position appointment.
2. Develop a position Task Book for New Hazardous Materials Team members in order to ensure each Team member is sufficiently trained and competent with District specific equipment and procedures.
3. In conjunction with Facilities and the Training Division, assist with Training site development and haz mat props.

4. Conduct audit of CSFM/CSTI certifications for Team members for internal record keeping accuracy and accountability.
5. Review all Category 5F Performance Indicators that state the current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/14 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>1</sup>

Battalion Chief, Special Operations<sup>2</sup>

Team Members (30)

<sup>1</sup> Assistant Chief, Operations budgeted under Emergency Operations (30-55).

<sup>2</sup> Battalion Chief, Special Operations budgeted under Emergency Operations (30-55).

## HAZARDOUS MATERIALS

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Permanent Salaries	5110	80,136	73,225	77,220
Permanent Overtime	5120	72,000	44,000	50,000
Retirement Contributions	5150	50,926	48,000	52,857
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$203,062</b>	<b>\$165,225</b>	<b>\$180,077</b>
Office Supplies	5202	250	100	100
Small Tools & Equipment	5210	2,200	2,200	2,000
Miscellaneous Supplies	5212	3,500	3,500	3,000
Safety Clothing & Supplies	5224	3,700	1,000	3,500
Maintenance/Repairs Equip	5236	2,500	2,500	2,500
Maintenance/Repairs Radio	5238	800	200	500
Rents/Leases Equip & Prop	5246	1,500	500	1,500
Prof & Specialized Services	5250	3,600	500	3,500
Specialized Printing	5272	100	100	100
Dues & Memberships	5274	1,500	500	1,000
Books & Periodicals	5280	400	400	200
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$20,050</b>	<b>\$11,500</b>	<b>\$17,900</b>
<b>TOTAL EXPENDITURES</b>		<b>\$223,112</b>	<b>\$176,725</b>	<b>\$197,977</b>

## HAZARDOUS MATERIALS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Office Supplies	100		
<b>Sub-total</b>	<b>\$ 100</b>	<b>5202</b>	<b>Office Supplies</b>
OES Type I Equipment	1,000		
Misc. Small Tools/Equipment	1,000		
<b>Sub-total</b>	<b>\$ 2,000</b>	<b>5210</b>	<b>Small Tools/Equip</b>
Draeger Tubes Replacement	1,000		
Biological Supplies	1,000		
Absorbents/Neutralizing Agents	800		
Misc. Tactical Supplies	200		
<b>Sub-total</b>	<b>\$ 3,000</b>	<b>5212</b>	<b>Misc Supplies</b>
Gloves	100		
Chemical Protective Boots	500		
Level B Suits Replacement	1,500		
Level A Training Suits	1,200		
Misc. Chemical Protective Clothing	200		
<b>Sub-total</b>	<b>\$ 3,500</b>	<b>5224</b>	<b>Safety Clothing</b>
Monitor/Detector Maintenance	1,500		
Misc. Equipment Maint/Repairs	1,000		
<b>Sub-total</b>	<b>\$ 2,500</b>	<b>5236</b>	<b>Maint/Repairs-Equip</b>
Software Updates	300		
Misc. Radio/Computer Maint/Repair	200		
<b>Sub-total</b>	<b>\$ 500</b>	<b>5238</b>	<b>Maint/Repairs-Radio</b>
Off Site Facility/Equip. Rental Fees	1,500		
<b>Sub-total</b>	<b>\$ 1,500</b>	<b>5246</b>	<b>Rents &amp; Leases</b>
Outside Instructors	3,500		
<b>Sub-total</b>	<b>\$ 3,500</b>	<b>5250</b>	<b>Professional Services</b>
Training Materials	100		
<b>Sub-total</b>	<b>\$ 100</b>	<b>5272</b>	<b>Specialized Printing</b>

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Certifying Dues	1,000		
<b>Sub-total</b>	<b>\$ 1,000</b>	<b>5274</b>	<b>Dues &amp; Memberships</b>
Misc. Books/Periodicals	200		
<b>Sub-total</b>	<b>\$ 200</b>	<b>5280</b>	<b>Books &amp; Periodicals</b>
<b>TOTALS</b>	<b>\$ 17,900</b>		

## **VOLUNTEER FIRE**

### **PURPOSE**

Under the general direction of Emergency Operations, provides volunteer first responder services to the southern portion of Morgan Territory. Morgan Territory is on the east side of Mount Diablo in Contra Costa County.

### **STANDARD LEVEL OF PERFORMANCE**

1. Provide 24/7 emergency fire and EMS coverage for surrounding neighborhoods, working out of two unstaffed stations located at 10207A Morgan Territory Road (Station 37) and 9017 Double Tree Lane (Station 40).
2. Assist the District with an additional fire company when available and requested for significant incidents.

### **GOALS AND OBJECTIVES FOR FY 2013-2014**

1. In conjunction with the Training Division, provide realistic training for all 37/40 personnel according to Local, State and National standards.
2. Evaluate apparatus deployment plan.
3. In conjunction with the Training Division, provide ASHI First Responder standard EMS training to all 37/40 personnel. (SP3)
4. In conjunction with the Fire Prevention Division, implement a hazard and risk mitigation program for residential properties within Fire Station 37 and Fire Station 40 zones. Program should include levels of service and associated costs so that hazard mitigation can be implemented at an appropriate level, dependent on available funding. (SP3)

## STAFFING SUMMARY

Assistant Chief<sup>1</sup>

Battalion Chief, Special Operations<sup>2</sup>

Station 37 Coordinator

FS37 Volunteers (18)

<sup>1</sup> Assistant Chief budgeted under Emergency Operations (30-55).

<sup>2</sup> Battalion Chief, Special Operations budgeted under Emergency Operations (30-55).



## VOLUNTEER FIRE

*FY 2013-2014*

DESCRIPTION	GL CODE	AMENDED BUDGET FY 12-13	PROJECTED ACTUALS FY 12-13	PROPOSED BUDGET FY 13-14
Temporary Salaries	5115	17,820	18,083	17,820
FICA Contributions	5140	1,363	1,385	1,363
Retirement Contributions	5150	10,000	3,500	10,000
Employee Group Insurance	5160	5,000	4,320	5,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$34,183</b>	<b>\$27,288</b>	<b>\$34,183</b>
Office Supplies	5202	100	50	100
Small Tools & Equipment	5210	300	300	300
Miscellaneous Supplies	5212	100	100	100
Food Supplies	5222	250	250	250
Safety Clothing & Supplies	5224	2,000	500	2,000
Non-Safety Clothing	5226	2,000	250	2,000
Maintenance/Repairs Equip	5236	100	100	100
Prof & Specialized Services	5250	200	200	200
Specialized Printing	5272	100	0	100
Dues & Memberships	5274	100	100	100
Books & Periodicals	5280	2,580	100	600
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$7,830</b>	<b>\$1,950</b>	<b>\$5,850</b>
<b>TOTAL EXPENDITURES</b>		<b>\$42,013</b>	<b>\$29,238</b>	<b>\$40,033</b>

## VOLUNTEER FIRE

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Office Supplies	100		
<b>Sub-total</b>	<b>\$ 100</b>	<b>5202</b>	<b>Office Supplies</b>
Small Tools & Equipment	300		
<b>Sub-total</b>	<b>\$ 300</b>	<b>5210</b>	<b>Small Tools/Equip</b>
Miscellaneous Supplies	100		
<b>Sub-total</b>	<b>\$ 100</b>	<b>5212</b>	<b>Misc Supplies</b>
Food Supplies	250		
<b>Sub-total</b>	<b>\$ 250</b>	<b>5222</b>	<b>Food Supplies</b>
Safety Clothing	2,000		
<b>Sub-total</b>	<b>\$ 2,000</b>	<b>5224</b>	<b>Safety Clothing</b>
New Volunteers	1,000		
Uniforms Replacement	1,000		
<b>Sub-total</b>	<b>\$ 2,000</b>	<b>5226</b>	<b>Non-Safety Clothing</b>
Maint/Repairs-Equipment	100		
<b>Sub-total</b>	<b>\$ 100</b>	<b>5236</b>	<b>Maint/Repairs-Equip</b>
DMV Med	200		
<b>Sub-total</b>	<b>\$ 200</b>	<b>5250</b>	<b>Professional Services</b>
Specialized Printing	100		
<b>Sub-total</b>	<b>\$ 100</b>	<b>5272</b>	<b>Specialized Printing</b>
Memberships	100		
<b>Sub-total</b>	<b>\$ 100</b>	<b>5274</b>	<b>Dues &amp; Memberships</b>
FR EMR Textbooks-Volunteer FFs	200		
Firehouse Magazine	400		
<b>Sub-total</b>	<b>\$ 600</b>	<b>5280</b>	<b>Books &amp; Periodicals</b>
<b>TOTALS</b>	<b>\$ 5,850</b>		

**SAN RAMON VALLEY FIRE COMMUNITY FUND 400  
STATEMENT OF REVENUES AND EXPENDITURES**

*FY 2013-2014*

**Revenues**

<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>	<b>2012-13 AMENDED BUDGET</b>	<b>2012-13 PROJECTED ACTUALS</b>	<b>2013-14 PROPOSED BUDGET</b>
4610	Donations/Contributions	5,000	500	500
	<b>TOTAL REVENUES</b>	<b>\$5,000</b>	<b>\$500</b>	<b>\$500</b>

**Expenditures**

<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>	<b>2012-13 AMENDED BUDGET</b>	<b>2012-13 PROJECTED ACTUALS</b>	<b>2013-14 PROPOSED BUDGET</b>
5286	Other Special District Exp	7,000	7,000	500
	<b>TOTAL EXPENDITURES</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$500</b>

**CAPITAL PROJECTS FUND 300  
STATEMENT OF REVENUES AND EXPENDITURES**

*FY 2013-2014*

**Expenditures**

<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>	<b>2012-13 AMENDED BUDGET</b>	<b>2012-13 PROJECTED ACTUALS</b>	<b>2013-14 PROPOSED BUDGET</b>
5246	Rents/Leases Property		12,500	12,500
6110	Land/Design/Construct	1,808,988	842,185	0
6120	Various Improvements	70,000	70,000	225,000
<b>TOTAL EXPENDITURES</b>		<b>\$1,878,988</b>	<b>\$924,685</b>	<b>\$237,500</b>

## CAPITAL PROJECTS FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
5246	Ground Lease - Training Center Property	\$12,500
6120	Station 30 - Exterior Paint	20,000
6120	Station 31 - SCBA Room Improvements	15,000
6120	Station 36 - Exterior Paint	10,000
6120	Station 39 - Generator	60,000
6120	Station 39 - Kitchen Renovation	50,000
6120	Facilities Contingency	70,000
<b>TOTAL CAPITAL PROJECTS FUND ACQUISITION</b>		<b>\$225,000</b>
6110	Station 32 - Architect and Construction Management	267,800
6110	Station 32 - Permit Fees	239,086
6110	Station 32 - Utilities	428,480
6110	Station 32 - Construction	5,390,000
6110	Station 32 - Furnishings & Equipment	125,000
6110	Station 32 - Contingency	338,566
<b>TOTAL CERTIFICATES OF PARTICIPATION ACQUISITION</b>		
<b>TOTAL CAPITAL PROJECTS FUND</b>		<b>\$237,500</b>

**APPARATUS/EQUIPMENT REPLACEMENT FUND 600  
STATEMENT OF REVENUES AND EXPENDITURES**

*FY 2013-2014*

**Expenditures**

<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>	<b>2012-13 AMENDED BUDGET</b>	<b>2012-13 PROJECTED ACTUALS</b>	<b>2013-14 PROPOSED BUDGET</b>
6230	Radio & Electronic Equip	37,500	37,500	9,750
6240	Operating/Misc Equip	1,580,798	80,798	0
6250	Autos & Trucks	980,000	752,000	723,000
	<b>TOTAL EXPENDITURES</b>	<b>\$2,598,298</b>	<b>\$870,298</b>	<b>\$732,750</b>

## APPARATUS/EQUIPMENT REPLACEMENT FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
6230	Payroll System Hardware/Software Upgrade	9,750
<b>TOTAL COMPUTER/RADIO/ELECTRONIC EQUIPMENT</b>		<b>\$9,750</b>
6250	Water Tender - 1	590,000
6250	Vehicle - Training Captain - 1	55,000
6250	Command Vehicle - Battalion Chief - 1	78,000
<b>TOTAL AUTOS &amp; TRUCKS</b>		<b>\$723,000</b>
<b>TOTAL APPARATUS/EQUIPMENT REPLACEMENT FUND</b>		<b>\$732,750</b>

**FEDERAL GRANT CAPITAL PROJECTS FUND 310  
STATEMENT OF REVENUES AND EXPENDITURES**

*FY 2013-2014*

**Revenues**

<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>	<b>2012-13 AMENDED BUDGET</b>	<b>2012-13 PROJECTED ACTUALS</b>	<b>2013-14 PROPOSED BUDGET</b>
4245	Federal Grant	1,906,683	1,627,579	867,104
4250	Other Intergovernmental	444,711	72,800	55,725
<b>TOTAL REVENUES</b>		<b>\$2,351,394</b>	<b>\$1,700,379</b>	<b>\$922,829</b>

**Expenditures**

<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>	<b>2012-13 AMENDED BUDGET</b>	<b>2012-13 PROJECTED ACTUALS</b>	<b>2013-14 PROPOSED BUDGET</b>
6230	Radio & Electronic Equip	2,724,155	2,021,167	362,186
6240	Operating/Misc Equip	0	0	1,500,000
<b>TOTAL EXPENDITURES</b>		<b>\$2,724,155</b>	<b>\$2,021,167</b>	<b>\$1,862,186</b>



## FEDERAL GRANT CAPITAL PROJECTS FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
6230	Mobile Radio & Base Station Excess Funds Purchase	362,186
6240	Self-Contained Breathing Apparatus Replacement	1,500,000
<b>TOTAL FEDERAL GRANT CAPITAL PROJECTS FUND</b>		<b>\$1,862,186</b>

**DEBT SERVICE FUND 200**  
**STATEMENT OF REVENUES AND EXPENDITURES**

*FY 2013-2014*

**Revenues**

<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>	<b>2012-13 AMENDED BUDGET</b>	<b>2012-13 PROJECTED ACTUALS</b>	<b>2013-14 PROPOSED BUDGET</b>
4410	Investment Earnings	600	600	600
	<b>TOTAL REVENUES</b>	\$600	\$600	\$600

**Expenditures**

<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>	<b>2012-13 AMENDED BUDGET</b>	<b>2012-13 PROJECTED ACTUALS</b>	<b>2013-14 PROPOSED BUDGET</b>
5310	Vehicle Lease #4	534,011	534,011	534,012
5310	Debt Service 2003 COP	727,873	727,873	729,926
5310	Debt Service 2006 COP	596,835	596,835	599,335
5310	Debt Service 2012 COP	180,000	0	300,000
	<b>TOTAL EXPENDITURES</b>	\$2,038,719	\$1,858,719	\$2,163,273

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
LEASE AGREEMENT - SCHEDULE #4**

*FY 2013-2014*

**PURPOSE: Purchase three Type 1 Engines, four Type 3 Engines  
and two Ambulances**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2013				\$2,489,997
Reduction in Principal Balance				472,800
Interest Due				61,212
Total Payment Due				534,012
Principal Outstanding as of June 30, 2014				\$2,017,197
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2011-2012	2.58%	\$449,170	\$84,841	\$534,011
2012-2013	2.58%	460,833	73,178	534,011
2013-2014	2.58%	472,800	61,212	534,012
2014-2015	2.58%	485,077	48,935	534,012
2015-2016	2.58%	497,672	36,339	534,011
2016-2017	2.58%	510,595	23,416	534,011
2017-2018	2.58%	523,853	10,159	534,012
<b>TOTALS</b>		<b>\$3,400,000</b>	<b>\$338,080</b>	<b>\$3,738,080</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2003 REFUNDING ISSUE - \$9,015,000**

*FY 2013-2014*

**PURPOSE: Refund debt issued in 1989 to purchase Station 38 and Administration Building and to perform code updates and remodels of Stations 31 and 33**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2013				\$4,470,000
Reduction in Principal Balance				575,000
Interest Due				154,926
Total Payment Due				729,926
Principal Outstanding as of June 30, 2014				\$3,895,000
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2003-2004	2.00%	\$0	\$176,239	\$176,239
2004-2005	2.00%	465,000	270,008	735,008
2005-2006	2.00%	475,000	260,608	735,608
2006-2007	2.10%	480,000	250,818	730,818
2007-2008	2.10%	490,000	240,633	730,633
2008-2009	2.10%	500,000	230,238	730,238
2009-2010	2.50%	515,000	218,550	733,550
2010-2011	2.75%	525,000	204,894	729,894
2011-2012	3.00%	540,000	189,576	729,576
2012-2013	3.10%	555,000	172,873	727,873
2013-2014	3.25%	575,000	154,926	729,926
2014-2015	3.40%	590,000	135,552	725,552
2015-2016	3.55%	615,000	114,606	729,606
2016-2017	3.70%	635,000	91,943	726,943
2017-2018	3.80%	660,000	67,656	727,656
2018-2019	3.90%	685,000	41,758	726,758
2019-2020	4.00%	710,000	14,200	724,200
<b>TOTALS</b>		<b>\$9,015,000</b>	<b>\$2,835,078</b>	<b>\$11,850,078</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2006 CERTIFICATES OF PARTICIPATION - \$9,485,000**

*FY 2013-2014*

**PURPOSE: Design and construction of Station 36 and Station 31  
Apparatus Storage Building, purchase Hemme land  
and Station 32 land**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2013				\$8,410,000
Reduction in Principal Balance				205,000
Interest Due				394,335
Total Payment Due				599,335
Principal Outstanding as of June 30, 2014				\$8,205,000
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2006-2007	3.50%	\$0	\$367,990	\$367,990
2007-2008	3.50%	165,000	434,329	599,329
2008-2009	3.50%	170,000	428,466	598,466
2009-2010	3.50%	175,000	422,429	597,429
2010-2011	3.75%	180,000	415,991	595,991
2011-2012	3.75%	190,000	409,054	599,054
2012-2013	3.75%	195,000	401,835	596,835
2013-2014	3.75%	205,000	394,335	599,335
2014-2015	4.00%	210,000	386,291	596,291
2015-2016	4.00%	220,000	377,691	597,691
2016-2017	4.00%	230,000	368,691	598,691
2017-2018	4.10%	240,000	359,171	599,171
2018-2019	4.13%	245,000	349,198	594,198
2019-2020	4.25%	260,000	338,620	598,620
2020-2021	4.30%	270,000	327,290	597,290
2021-2022	4.38%	280,000	315,360	595,360
2022-2023	4.40%	290,000	302,855	592,855
2023-2024	4.50%	305,000	289,613	594,613
2024-2025	5.00%	320,000	274,750	594,750
2025-2026	5.00%	335,000	258,375	593,375
2026-2027	5.00%	350,000	241,250	591,250
2027-2028	5.00%	370,000	223,250	593,250
2028-2029	5.00%	390,000	204,250	594,250
2029-2030	5.00%	405,000	184,375	589,375
2030-2031	5.00%	430,000	163,500	593,500
2031-2032	5.00%	450,000	141,500	591,500
2032-2033	5.00%	470,000	118,500	588,500
2033-2034	5.00%	495,000	94,375	589,375
2034-2035	5.00%	520,000	69,000	589,000
2035-2036	5.00%	545,000	42,375	587,375
2035-2036	5.00%	575,000	14,375	589,375
<b>TOTALS</b>		<b>\$9,485,000</b>	<b>\$8,719,084</b>	<b>\$18,204,084</b>