

**CONSENT
ITEMS**



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: October 29, 2014

To: Board of Directors

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

Subject: Authorization to Declare District Computers as Surplus Equipment

Background:

Each year, District Information Technology personnel replace a portion of the Administration and fire station computers following a multi-year replacement schedule as identified in the District's Capital Improvement Plan (CIP). The end-of-life computers being replaced are unsuitable for District use due to the age and performance of the equipment. Computers taken out of service are placed in storage until declared surplus property. The District has 40 Dell computers that have been replaced with updated hardware and are currently in storage.

Staff requests authorization to declare the 40 Dell computers identified below as surplus property. Once declared, the computers will be listed for sale at public auction. Prior to sale, the hard drives from the computers will be removed and destroyed by a state-certified e-recycler to ensure proper protection of the District's data. The e-recycler will document the serial number of each hard drive for verification of destruction. The computers, if not sold at public auction, will be provided to a state-certified e-recycler as scrap.

Recommended Board Action:

Authorize staff to declare the 40 Dell computers as surplus, list the computers for sale at public auction, or if not sold, recycle them through a state-certified e-recycler.

Financial Impacts:

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

Service Tag	Model	Service Tag	Model
1D90891	OptiPlex GX520	82W6GC1	OptiPlex 745
7D90891	OptiPlex GX520	B3W6GC1	OptiPlex 745
BHX6HB1	OptiPlex GX520	C2W6GC1	OptiPlex 745
HZCNMB1	OptiPlex GX520	D1W6GC1	OptiPlex 745
JXMJYB1	OptiPlex GX620	H1W6GC1	OptiPlex 745
5SJ37C1	OptiPlex 745	???6GC1	OptiPlex 745
4JP6GC1	OptiPlex 745	H2W6GC1	OptiPlex 745
7LP6GC1	OptiPlex 745	492HMC1	OptiPlex 745
9HP6GC1	OptiPlex 745	692HMC1	OptiPlex 745
9LP6GC1	OptiPlex 745	792HMC1	OptiPlex 745
BLP6GC1	OptiPlex 745	982HMC1	OptiPlex 745
CLP6GC1	OptiPlex 745	F82HMC1	OptiPlex 745
FHP6GC1	OptiPlex 745	G82HMC1	OptiPlex 745
FLP6GC1	OptiPlex 745	J82HMC1	OptiPlex 745
GHP6GC1	OptiPlex 745	7FKSBD1	OptiPlex 745
HHP6GC1	OptiPlex 745	C82KMC1	OptiPlex 745
23W6GC1	OptiPlex 745	1M9LYD1	OptiPlex 755
52W6GC1	OptiPlex 745	HL9LYD1	OptiPlex 755
53W6GC1	OptiPlex 745	8QM0CG1	OptiPlex 755
71W6GC1	OptiPlex 745	75F3BH1	OptiPlex 755



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Date: October 29, 2014
To: Board of Directors
From: Martin Koran, Controller
Subject: Quarterly Investment Report – September 30, 2014

Background

Pursuant to Section 5.3 of the District's Investment Policy, staff is required to present a quarterly report of investments to the Board of Directors. The investment report for the quarter ended September 30, 2014, is attached. The investments held on behalf of the District are in compliance with the District's investment policy.

Also attached is the quarterly statement for the District's California Employers' Retiree Benefit Trust account for the quarter ended September 30, 2014. The purpose of this trust fund is to set-aside funds to pay for health care benefits for retired employees. These investments are in a pooled fund managed by CalPERS. In July, the District made a deposit of \$1,900,000 into the OPEB Trust fund. This amount consisted of the \$1,000,000 OPEB prefunding amount budgeted for fiscal year 2014/2015, along with \$900,000 prefunding of retiree medical premiums for the July through December 2014. These amounts were paid early to take advantage of the higher earnings rate on OPEB assets.

Recommendation

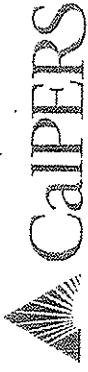
Staff recommends that the Board review and receive the investment report for the quarter ended September 30, 2014, and review and receive the California Employers' Retiree Benefit Trust Statement for the quarter ended September 30, 2014.

San Ramon Valley Fire Protection District

CERBT Strategy 1

Entity #: SKB0-6056948863

Quarter Ended September 30, 2014



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$7,217,135.27	\$7,217,135.27
Contribution	2,062,800.00	2,062,800.00
Distribution	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	(237,345.73)	(237,345.73)
Admin Expense	(2,442.91)	(2,442.91)
Other	0.00	0.00
Ending Balance	\$9,040,146.63	\$9,040,146.63
YTD Accrual	(162,800.00)	(162,800.00)
Grand Total	\$8,877,346.63	\$8,877,346.63

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	533,854.886	533,854.886
Unit Purchases from Contributions	155,705.125	155,705.125
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	689,560.011	689,560.011
Period Beginning Unit Value	13.213957	13.213957
Period Ending Unit Value	12.873929	12.873929

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



Statement of Transaction Detail for the Quarter Ending 09/30/2014

San Ramon Valley Fire Protection District

Entity #: SKB0-6056948863

Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
07/01/2014	YE Accrual Contribution Reversal	(\$162,800.00)				
07/28/2014	Contribution	\$162,800.00	\$13.256140	12,281.101	ck 210223	
07/29/2014	Contribution	\$1,900,000.00	\$13.247432	143,424.024	wire 2014072900222 516	

Client Contact:

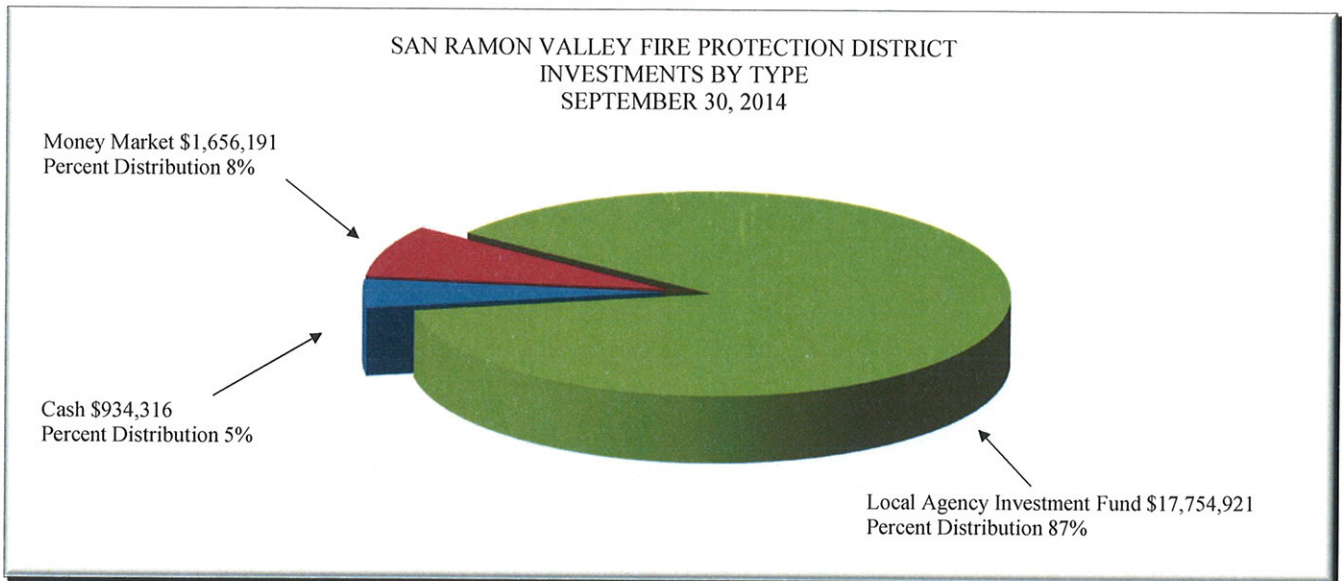
CERBT4U@CalPERS.ca.gov

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
INVESTMENT REPORT
September 30, 2014**

Type of Investment	Financial Institution	Date of Maturity	Par Value/ Original	Market Value	Rate of Interest	Fiscal Year-to-Date Income
Cash	Bank of the West	N/A	889,410	889,410	0.00%	0
Cash	Bank of the West - CERT Funds	N/A	44,906	44,906	0.00%	0
Money Market	Bank of the West - Money Market	N/A	1,056,683	1,056,875	0.23%	4,638
Local Agency Investment Fund	Local Agency Investment Fund	N/A	17,751,533	17,754,751	0.25%	11,648
Local Agency Investment Fund	Local Agency Investment Fund CERT Funds	N/A	3,388	3,389	0.25%	9
Money Market	U.S. Bank Money Market Deposit Account	N/A	599,508	599,508	0.03%	46
Total			\$20,345,428	\$20,348,837		\$16,340

Average weighted yield 0.23%
Total return 0.25%

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



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

The September 30, 2014 investments are in compliance with the District adopted Investment Policy.

Martin Koran
Controller

October 29, 2014
Date



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Date: October 29, 2014

To: Board of Directors

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

Subject: Core Network Switch Upgrade

Background:

The District owns and maintains voice and data network equipment in the Administration building in support of District-wide operations. The primary component of the network infrastructure located at the Administration building is the core switch. The existing core switch was manufactured by Cisco in 2003 and has been in service for nearly 11 years. The switch is at end of life and end of support. Operating system updates are no longer available and parts are in limited supply.

The Capital Improvement Plan (CIP) and the FY 2014-2015 Annual Budget have proposed the replacement of the core network switch this fiscal year. Several network switch manufacturers were evaluated to determine the most appropriate solution based on compatibility, functionality, security and traffic analysis capabilities, procurement and support costs, ease of management, availability of 24x7 support and financial viability of the vendor. Cisco Meraki was selected as the switch manufacturer that would best meet the needs of the District based on the above criteria. Quotes for the replacement of the core network switch with Cisco Meraki hardware were obtained from four vendors in compliance with District purchasing procedures.

ExtraTeam provided the lowest competitive bid in the amount of \$62,529.52. Staff requests authorization to enter into a contract with ExtraTeam to replace the existing core switch with Cisco Meraki hardware in an amount not to exceed \$62,529.52.

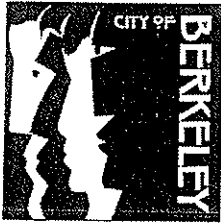
Recommended Board Action:

Authorize staff to enter into a contract with ExtraTeam for the replacement of the core network switch in an amount not to exceed \$62,529.52.

Financial Impacts:

None. Funds are allocated in the Annual Budget Fiscal Year 2014-2015.

CORRESPONDENCE



Department of Fire and Emergency Services
Office of the Fire Chief
Gil Dong, Fire Chief

September 23, 2014

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

Dear Chief Meyer:

I want to thank you and your department for your assistance with providing a rater for the Berkeley Fire Department Fire Captain promotional process. Battalion Chief John Duggan was very supportive in our process and gave great feedback on our candidates. Please extend my appreciation to Battalion Chief Duggan.

We know it is difficult and time consuming to provide a rater to other departments. Please feel free to contact me at your convenience to reciprocate the favor and support to you and your department.

Best,



Gil Dong, Fire Chief
Berkeley Fire Department

10 October 2014

Dear San Ramon Valley Fire Department, Station 34,
I can't thank you enough for saving me on 23 Sept. 2014.
When I finally woke up in the hospital, the ICU team
and my family commented how great you were as an
emergency response team who responded quickly to the
911 call, saved me during the first critical minutes,
and took me to the hospital. Without you, I may
not be here today.

I am grateful for the wonderful gift of life that you've
given me that I shall treasure for as long as I live.

Regards,
Valerie Nguyen

Brooks, Sue

From: Meyer, Paige
Sent: Friday, September 19, 2014 10:38 AM
To: Brooks, Sue
Subject: FW: cute photo from fair
Attachments: syd fireman.jpg

From: vivian nulty [mailto:_____
Sent: Wednesday, September 17, 2014 10:39 AM
To: Meyer, Paige
Subject: cute photo from fair

Hi

My granddaughter loved the jaws of life demo and now has a much better understanding of what you guys do. Thanks to Captain 201 for taking the time for a photo. It was a great event.
Thanks so much, Vivian Nulty



OPERATIONS



San Ramon Valley Fire Protection District

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www.firedepartment.org | info@firedepartment.org

Date: October 29, 2014
To: Board of Directors
From: Lon Phares, Deputy Chief Operations
Subject: Monthly Operations Report for September 2014

Operations

1. Working Structure Fires
 - Country Brook Apartments, San Ramon
 - Molokai Court, San Ramon
 - Diablo Road, Danville
2. Strike Team Deployments
 - E334 - King Fire in El Dorado County, part of a CCC Strike Team
 - Captain Andersen - King Fire in El Dorado County, Safety Officer
3. Firefighter Mirchandani is due to graduate on October 24th from the Richmond Firefighter Academy
4. Officer Meetings held September 15th, 18th, & 19th
5. Participated in CFFJAC Firefighter Career Expo in Livermore
6. Crews participated in several community activities such as Diablo CC Anniversary Event, Dougherty High School Parade, Rancho Park Dedication, SRV Emergency Prep Fair, Danville Car Show
7. E331, E332, & Training Captain 30 participated in a Live Burn Training Exercise in Camp Parks

Training

1. Participated in Probationary Captain and Engineer Task Book sign-offs
2. Participated in Company Level Training and several Multi-Company Drills
3. Preparing for Hose Management training class
4. Preparing training for Driver Operator class
5. Preparing training for new hose loads on Type I engines
6. Preparing for Multi-Company Disaster Assessment Exercise
7. Preparing training for County-Wide Passport Accountability System

Special Operations

Hazardous Materials Team

1. Quarter 3 Training – Urban Shield preparation
2. Preparing for First Responder Operations annual refresher

Rescue Team

1. Quarter 3 Training – Trench Rescue & Urban Shield preparation
2. Preparing for annual Confined Space Training

Both Specialized Teams participated in the 2014 Urban Shield Training Exercise

Meetings

County Operations

County Chiefs

County Training Officers

CATF-4 Executive Committee

Coastal Regional Hazardous Materials Response Organization

Standards of Cover Policy Compliance Report September 1, 2014 - September 30, 2014

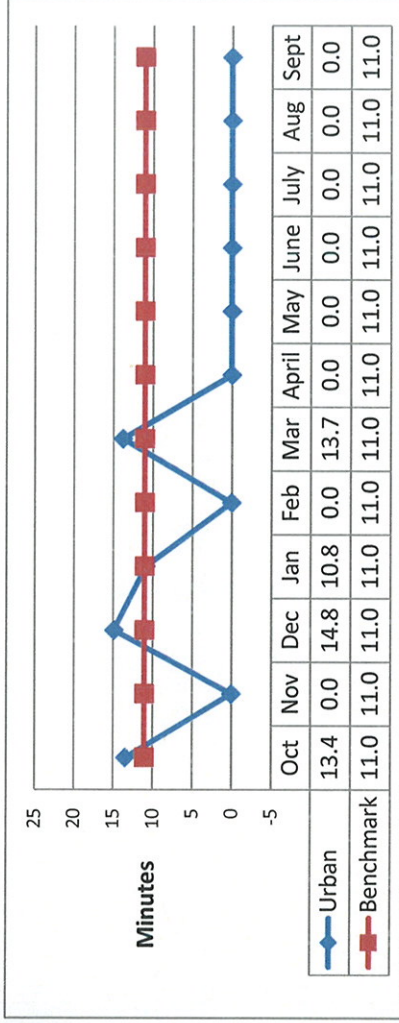
SOC Goal 1, 5, 6		SOC Goal 2, 5, 6		SOC Goal 3, 5, 6		SOC Goal 5, 6	
Urban (Count = 278)		Suburban (Count = 114)		Rural (Count = 4)		Wilderness (Count = 3)	
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual
7:00	7:08	6:58	8:00	7:33	7:44	15:00	11:14
	99%	100%		100%	100%		100%
						45:00	29:57
							100%
							100%

SOC Goal 4							
Urban (Count = 0)				Suburban (Count = 0)			
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual
11:00	0:00	14:50	12:00	0:00	18:07	21:00	0:00
	0%	25%		0%	0%		0%
						45:00	0:00
							0%
							0%

SOC Goal 8							
Urban (Count = 82)				Suburban (Count = 35)			
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual
9:00	9:33	8:51	10:00	10:06	9:26	21:00	13:40
	96%	100%		97%	100%		100%
						45:00	32:20
							100%
							100%

SOC Goal 7			
Call Processing Time		Turnout Time	
Goal	Actual	Y-T-D	Y-T-D
1:00	0:48	0:50	1:54
	100%	100%	100%

ERF Fire Response
Urban



Goal 1

Distribution of Fire Stations for Built-up Urban Areas of Greater than 2,000 People per Square Mile

To treat and transport medical patients and control small fires, the first-due unit should arrive within 7 minutes total response time, 90 percent of the time from the receipt of the call in fire dispatch. Total response time equates to 1 minute dispatch time, 2 minute crew turnout time and 4 minutes travel time spacing for single units.

Goal 2

Distribution of Fire Stations for Suburban Areas of 1,000 to 2,000 People per Square Mile

The first-due fire unit should arrive within 8 minutes total response time, 90 percent of the time.

Goal 3

Distribution of Fire Stations for Rural Areas of Less than 1,000 People per Square Mile

The first-due fire unit should arrive within 15 minutes total response time, 90 percent of the time.

Goal 4

Effective Response Force (First Alarm) for Urban Areas of Greater than 2,000 People per Square Mile

To confine fires near the room of origin, to stop wildfires less than 5 acres in size when noticed promptly, and to treat up to 5 medical patients at once, a multiple-unit response of at least 18 personnel should arrive within 11 minutes total response time from the time of 911 call receipt, 90 percent of the time. This equates to 1 minute dispatch time, 2 minutes crew turnout time and 8 minutes travel time spacing for multiple units. Suburban areas should receive the full first alarm within 12 minutes total response time, 90 percent of the time with the goal to limit the fire spread to the area already involved upon the arrival of the effective response force. For rural areas, this should be 21 minutes, 90 percent of the time. Outcome goals in these areas would be to confine fires to the building of origin, to care for medical patients upon arrival, and to initiate operations on serious wildland fires.

Goal 5

Hazardous Materials Response

Respond to hazardous materials emergencies with enough trained personnel to protect the community from the hazards associated with the release of hazardous and toxic materials. Achieve a total response time consistent with Goal 1, Goal 2 and Goal 3 with the first company capable of operating at the California OSHA First Responder Operations (FRO) level. After size-up and scene evaluation is complete a determination will be made whether to request the on-duty District Hazardous Materials Team and/or other appropriate resources.

Goal 6

Technical Rescue

Respond to technical rescue emergencies with enough trained personnel to facilitate a successful rescue. Achieve a total response time consistent with Goal 1, Goal 2 and Goal 3 with the first company capable of operating at the California Rescue System 1 (RS1) level. After size-up and scene evaluation is complete a determination will be made whether to request the on-duty District Rescue Team and/or other appropriate resources.

Goal 7

Call processing and turnout times

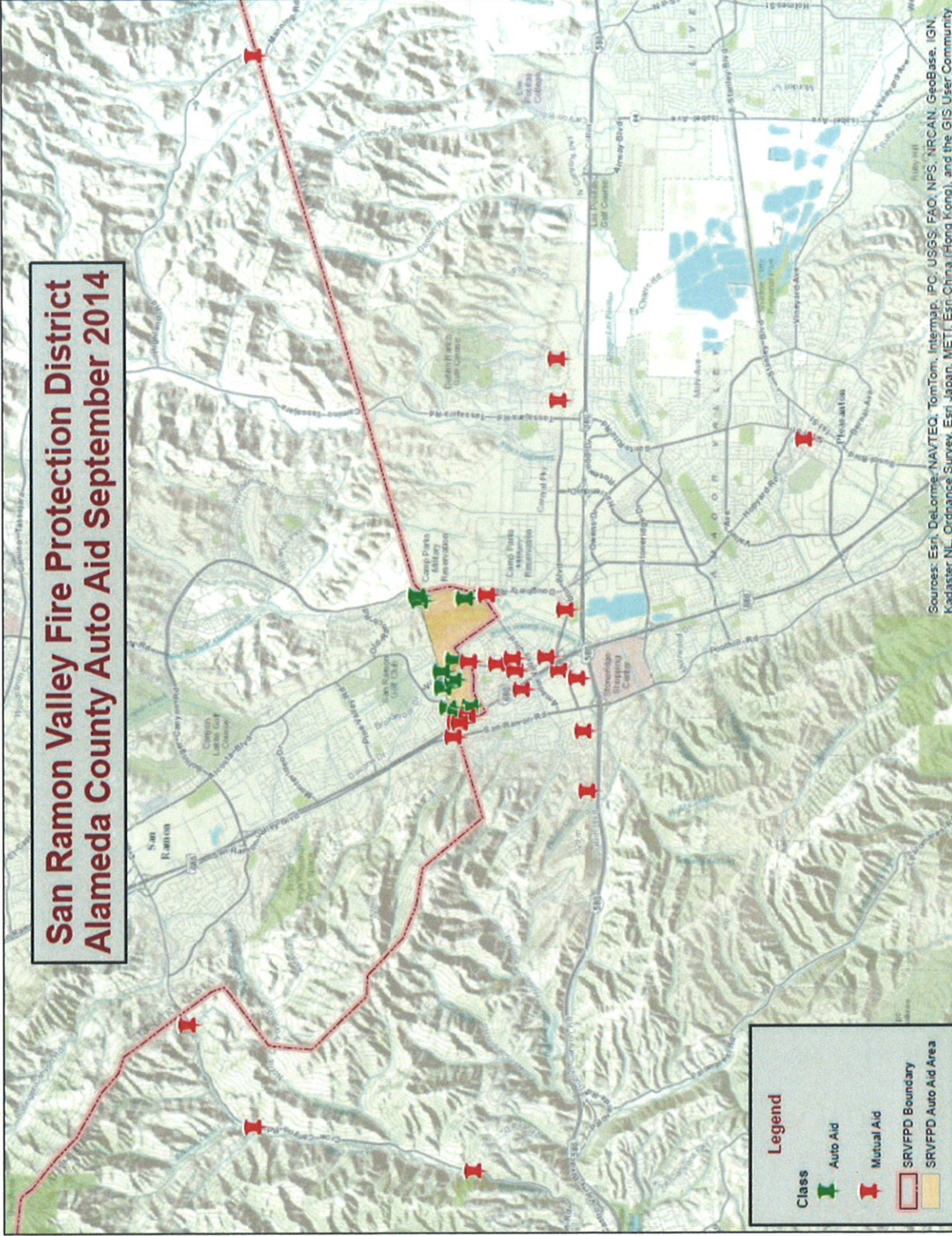
A concentrated focus will be placed on systems, training and feedback measures to crews to lower dispatch and turnout time reflex measures to national best practices of 1 minute for dispatch and 2 minutes for fire crew turnout, 90 percent of the time.

Goal 8

Effective Response Force for Advanced Life Support (ALS) Medical Emergencies

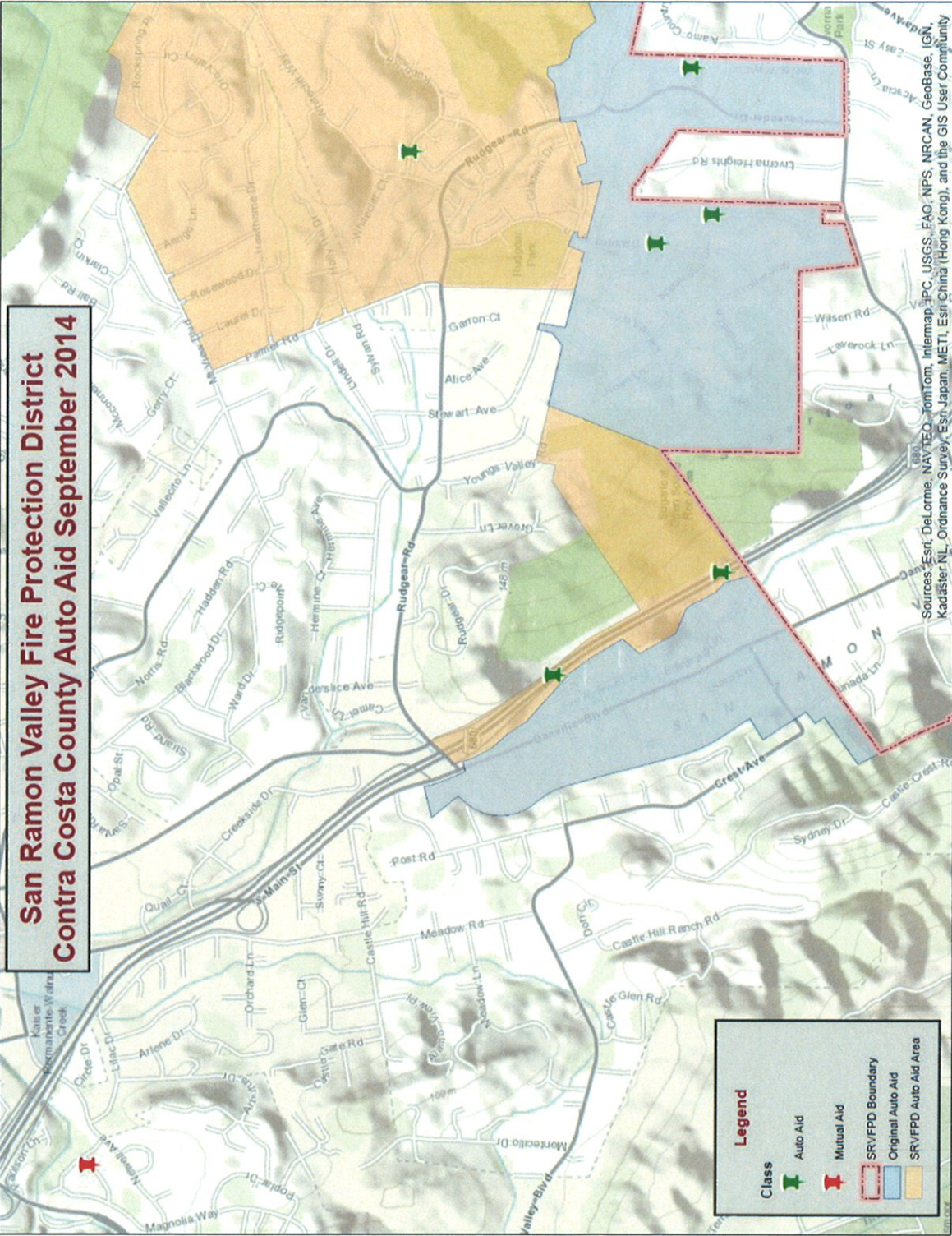
To treat medical patients requiring advanced procedures and skills (defined as Charlie, Delta or Echo), a two-unit response consisting of one paramedic-staffed ambulance and one additional paramedic-staffed unit for a response force of at least five personnel should arrive within 6 minutes travel time in urban areas and 7 minutes travel time in suburban areas, 90 percent of the time. For rural areas, excluding Mt. Diablo State Park, personnel should arrive within 18 minutes travel time 90 percent of the time.

San Ramon Valley Fire Protection District Alameda County Auto Aid September 2014



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

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Auto Aid Given	15	6	5	8	11	12	8	11	16	10	15	13
Mutual Aid Given	11	14	13	9	11	11	6	19	10	11	22	24
Mutual Aid Received	0	0	0	0	0	0	1	1	1	0	0	0
Move-up	0	0	2	0	0	0	0	0	0	3	2	0



**San Ramon Valley Fire Protection District
Contra Costa County Auto Aid September 2014**

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

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

EMS/LOGISTICS



San Ramon Valley Fire Protection District

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Date: October 29, 2014
To: Board of Directors
From: Derek Krause, Deputy Chief – EMS/Logistics
Subject: Monthly EMS/Logistics Report for September 2014

EMS

1. Concluded "High-Quality CPR" training for personnel
2. Conducted update of the ZOLL ePCR program
3. Participated in preparation for Contra Costa County BOS presentation in response to the Contra Costa EMS Optimization report
4. Participated in ambulance RFP workshop
5. EMS Committee re-established
6. Drafted interim guidance for responding to patient suspected of being infected by Ebola Virus. Additional guidance/protocol in development
7. Set up free seasonal flu vaccinations for personnel at SRRMC. Tracking system in place through the HR department
8. With the HeartSafe Committee began 7th grade Hands Only CPR training for the SRVUSD
9. Hands Only CPR demonstrations at two Rotary Club meetings and the Women's Greater Federation of Dublin/San Ramon
10. With Communications Manager, provided info re: EMD and SEND protocol to San Ramon Police Department
11. Researched CA court decision on 5150 transports in San Bernardino County
12. Investigated possible failure of Stryker gurney - no failure but required minor maintenance
13. Provided support for review of Alameda County ambulance mutual aid requests
14. Replaced all LP 15 monitor/defibrillator batteries: no cost to district
15. Ongoing patient follow up: cardiac arrest, STEMI, Stroke and trauma patients
16. Participated in Contra Costa Medical Advisory Committee meeting
17. Participated in Emergency Medical Care Committee meeting
18. Participated in Contra Costa County Fire EMS Training Consortium meeting

Facilities

1. Conducted due diligence for the Station #30 exterior paint project. Contract awarded to C&J Painting. Project commenced September 10, 2014. Project completed and walk-thru conducted October 8, 2014

2. Repairs in progress at Station 31 due to vehicle accident that damaged bell monument, lighting, signage and landscape. Restoration of Station Sign in progress
3. Asphalt consultants completed survey of Stations September 12, 2014, and finalizing report
4. Roofing consultant working on schedule for site visits
5. Cabling has been run for fuel management system. Building database for software in production
6. Administration Lobby near completion – finishing display cases

Fleet

1. Conducting due diligence with Cummins Pacific on E509 motor rebuild
2. Preparing for annual Hurst Tool maintenance and service

Technology Systems

1. Transitioned District e-mail accounts to Google cloud-based spam filtering
2. Upgraded firewall firmware due to security bulletin from manufacturer
3. Attended CCCFPD cutover to Next Generation 911 phone system
4. Updated Damage Assessment Guide maps to incorporate new preplans
5. Attended Regional Radio and District working group meetings

Communication Center

1. Continued development of response plans for closest unit dispatch
2. Completed Secondary Emergency Notification Training (SEND) with San Ramon Police Department
3. Reviewed the radio console configuration channels in preparation for EBRCS
4. Facilitated Reserve Drills
5. Reserves participated in the Moonlight on the Mountain Event with the Communications Support Unit

**FIRE PREVENTION
DIVISION**



San Ramon Valley Fire Protection District

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Date: October 29, 2014
To: Board of Directors
From: David Stevens, Deputy Fire Marshal
Subject: September Report of Fire Prevention Activities

Activities

Fire Prevention Activity Reports

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

Residential Care Facility Evacuation Video--Update

California OES, Division of Access and Functional Needs is enhancing the video the video with closed caption which will allow it to be used as a tool at the Federal level.

Staff and RCF Work Group members were invited and participated in a wildfire table top exercise hosted by the San Diego RCFE Disaster Preparedness Task Force with the intent to assist in evaluating the exercise and participants as well as provide meaningful feedback based on our experience developing the evacuation video.

State Responsibility Area- 2015 Five Year Review

Staff has been working with Cal Fire representatives in reviewing proposed changes to the District's SRA areas for possible re-designation to LRA. The review of SRA/LRA designation is completed every 5 years and is scheduled to be completed and implemented by May 2015.

CERT - Train the Trainer

CERT Coordinator Danielle Bell provided a Train the Trainer CERT class, October 10-12. The class had nearly 40 participants from across the state. The state continues to request the Fire District host the class due to the success of our CERT program and the high level of training provided by Coord. Bell. As a benefit to the District; hosting the class keeps the CERT program current with state curriculum.

Fire and Building Code Training

Several staff members attended fire and building code training in September. The training was hosted by the California Building Officials (CALBO). Several classes were moderated by staff members which allowed the moderator to attend for free and was a significant cost savings for

the District. CALBO expressed their gratitude to staff members; Julie Bartusch, Natalie Probert, Rian Evitt and Ian Hardage for their professionalism as moderators.

RCF Workgroup Training

On October 14, staff members Vanek, Evitt and Castro trained 55 caregivers and administrators in the proper use of a fire extinguisher, hands only CPR and the use of an AED, fall risk assessment of the home and proper body mechanics when lifting residents.

Upcoming Public Education Classes and Events Scheduled

On November 13, the Fire District is co-hosting a countywide workshop with CCC Ombudsman Services and Hospice of the Eastbay in Alamo at Creekside Community Church.

Event	Location	Date/Time
Danville Fall Fair	Downtown Danville	Saturday and Sunday October 25 and 26
CERT Class #64	Administration Building	Saturdays October 25 and November 1 8:00am - 6:00 pm
Personal Emergency Preparedness (Including Wildfire Preparedness)	Administrative Building	November 12 6:00 pm - 8:30 pm

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
FIRE PREVENTION DIVISION
MONTHLY BOARD OF DIRECTORS ACTIVITY REPORT - September 2014**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
CODE COMPLIANCE													
INSPECTIONS	114	174	82	103	92	26	143	142	129	0	0	0	1005
REINSPECTIONS	68	84	167	95	106	37	95	62	106	0	0	0	820
TOTAL *	182	258	249	198	198	63	238	204	235	0	0	0	1825

OCCUPANCY PERMITS	25	90	73	57	45	14	80	95	70	0	0	0	549
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ANNUAL INSPECTION PROGRAM													
TOTAL INSPECTABLE OCCS	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400
TOTAL STARTED YTD †	77	97	103	83	78	27	136	119	185	0	0	0	905
% STARTED YTD	5.50%	6.93%	7.36%	5.93%	5.57%	1.93%	9.71%	8.50%	13.21%	0.00%	0.00%	0.00%	64.64%
TOTAL COMPLETED YTD ‡	76	88	94	74	66	19	96	69	82	0	0	0	664
% COMPLETED YTD	5.43%	6.29%	6.71%	5.29%	4.71%	1.36%	6.86%	4.93%	5.86%	0.00%	0.00%	0.00%	47.43%

CONSTRUCTION													
NEW PROJECTS	55	40	68	62	75	73	112	91	51	0	0	0	627
PLAN REVIEWS SUBMITTED	91	74	111	104	109	89	195	131	74	0	0	0	978
PLAN REVIEWS COMPLETED	118	72	117	94	109	75	162	189	68	0	0	0	1004
INSPECTIONS	104	90	99	87	120	145	93	91	116	0	0	0	945

* Includes all code compliance inspections; Annual inspection program inspections, temporary tents, fireworks display, etc.
 † Includes occupancies within annual inspection program that have had the initial inspection completed.
 ‡ Includes occupancies within annual inspection program that are in compliance and have no outstanding corrections needed.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

FIRE PREVENTION DIVISION

MONTHLY PLAN REVIEW INTAKE REPORT

September 2014

PROJECT	PLAN REVIEW TYPE	SUBMITTAL	COMPLETED
Dollar Plus	Construction, alteration, or renovation of a building	09/02/2014 14:25:24	09/16/2014 11:15:01
SF73XC417 - Wireless Antennas	Battery Systems	09/03/2014 09:29:37	09/16/2014 11:16:41
SF73XC416 - Wireless Antenna	Battery Systems	09/03/2014 09:33:35	09/16/2014 11:18:38
Church of the Valley Heritage Academy	Fire alarm and detection systems and related equipment	09/03/2014 11:36:00	09/13/2014 14:40:14
Hairagami	Automatic fire-extinguishing systems	09/03/2014 11:46:45	09/04/2014 15:23:39
Heather Southworth	Construction, alteration, or renovation of a building	09/04/2014 08:28:17	09/04/2014 09:05:31
Dr. Alan Chun	Construction, alteration, or renovation of a building	09/04/2014 09:59:46	09/16/2014 11:24:14
Lot 6	Automatic fire-extinguishing systems	09/04/2014 12:39:42	09/17/2014 14:31:08
Grube Homes AFES	Construction, alteration, or renovation of a building	09/05/2014 09:35:40	09/17/2014 15:30:02
DEV14-0076 - New Single Family Dwelling	Planning and site development review	09/05/2014 10:00:06	09/05/2014 10:07:09
Sunset New Office TI	Automatic fire-extinguishing systems	09/05/2014 10:18:44	09/17/2014 15:30:19
Gale Ranch Phase 3&4 SD 8856, 9247, 9297, 9298, 9299, 9300, 9302, 9326, 9341	Planning and site development review	09/05/2014 10:40:37	09/05/2014 11:34:23
Ball Estate - SD13-9338 - Updated per 8/20/2014 Request	Planning and site development review	09/05/2014 13:02:38	09/05/2014 13:09:46
AT&T 3WA-4WA	Fire alarm and detection systems and related equipment	09/05/2014 14:56:57	10/17/2014 15:41:17
Wachismo	Automatic fire-extinguishing systems	09/08/2014 10:41:42	09/17/2014 16:34:50
Danville Music	Construction, alteration, or renovation of a building	09/09/2014 10:12:39	09/09/2014 10:32:10
Tiernan Guest Cottage	Construction, alteration, or renovation of a building	09/09/2014 11:08:50	09/17/2014 07:27:29
4502 Butterfly Creek Rd Iriana Lot 56 Plan 4	Automatic fire-extinguishing systems	09/09/2014 16:39:58	09/10/2014 10:23:22
4508 Butterfly Creek Rd Iriana Lot 57 Plan 3	Automatic fire-extinguishing systems	09/09/2014 16:42:46	09/10/2014 10:24:27
1131 Hawkhead Cir Norris Chayon Lot 316 Plan Carlsbad	Automatic fire-extinguishing systems	09/09/2014 16:46:50	09/10/2014 10:20:51
Chevron Bldg T 2nd Fl Video Conference Room 2197	Construction, alteration, or renovation of a building	09/09/2014 09:21:32	09/17/2014 16:50:47
Bldg 1 - Suite 120	Construction, alteration, or renovation of a building	09/10/2014 10:46:19	09/17/2014 16:54:05
100 Park Pl Bldg Two Suite 260 TI	Construction, alteration, or renovation of a building	09/10/2014 10:48:46	09/23/2014 10:58:11
100 Park Pl Bldg 2 Suite 250 TI	Construction, alteration, or renovation of a building	09/10/2014 11:00:03	09/23/2014 10:58:33
SRVCC Suite G Remodel	Construction, alteration, or renovation of a building	09/10/2014 14:12:51	09/23/2014 12:05:47
Leica Geosystems	After hours plan review and inspection	09/10/2014 15:24:09	09/16/2014 11:42:41
SD 9335 - Lot 4 - 5 Tyler Ct	Construction, alteration, or renovation of a building	09/11/2014 12:23:32	09/23/2014 13:36:46
GVS Medical Offices TI	Fire alarm and detection systems and related equipment	09/12/2014 11:45:06	09/23/2014 13:37:45
Golden Hills Home Care	Construction, alteration, or renovation of a building	09/15/2014 15:21:48	09/23/2014 16:58:43
PG & E	Fire alarm and detection systems and related equipment	09/16/2014 10:46:57	09/16/2014 16:32:32
PG & E	After hours plan review and inspection	09/16/2014 10:46:57	09/16/2014 11:42:19
4514 Butterfly Creek Rd. Iriana Lot 58 Plan 5	Automatic fire-extinguishing systems	09/16/2014 16:15:47	09/17/2014 07:26:09
4520 Butterfly Creek Rd. Iriana Lot 59 Plan 3	Automatic fire-extinguishing systems	09/16/2014 16:18:32	09/17/2014 07:26:37
Locanda Ravello TI	Construction, alteration, or renovation of a building	09/17/2014 11:57:37	09/25/2014 16:19:22
PG&E	Construction, alteration, or renovation of a building	09/18/2014 10:37:30	09/24/2014 12:31:13
PG&E Exhaust Fan R & R	Construction, alteration, or renovation of a building	09/18/2014 10:47:14	09/24/2014 12:38:51
Locanda Ravello TI	Automatic fire-extinguishing systems	09/18/2014 11:01:03	09/18/2014 12:55:37
Las Trampas Shopping Center	Construction, alteration, or renovation of a building	09/18/2014 14:50:24	09/25/2014 16:25:07
Las Trampas Shopping Center	Construction, alteration, or renovation of a building	09/18/2014 14:54:25	09/25/2014 16:32:49

Dr. Alan Chun	Construction, alteration, or renovation of a building	09/18/2014 15:43:46	09/30/2014 11:38:56
Norris Tech Demo & TI	After hours plan review and inspection	09/18/2014 16:50:19	09/19/2014 14:03:49
Norris Tech Demo & TI	After hours plan review and inspection	09/18/2014 16:55:24	09/19/2014 06:14:01
Sunset New Office TI	Fire alarm and detection systems and related equipment	09/19/2014 14:24:19	10/01/2014 07:41:07
Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	09/19/2014 15:32:55	09/19/2014 15:37:13
Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	09/19/2014 15:39:00	09/19/2014 15:40:24
Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	09/19/2014 15:42:03	09/19/2014 15:43:06
Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	09/19/2014 15:44:22	09/19/2014 15:45:42
Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	09/19/2014 15:47:15	09/19/2014 15:48:13
Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	09/19/2014 15:49:44	09/19/2014 15:51:08
Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	09/19/2014 15:52:41	09/25/2014 16:34:12
Las Trampas Shopping Center	Automatic fire-extinguishing systems	09/19/2014 15:54:44	09/19/2014 15:56:29
Las Trampas Shopping Center	Automatic fire-extinguishing systems	09/22/2014 11:55:08	09/30/2014 16:06:04
Gateway Shopping Center Sprinkler Monitor	Automatic fire-extinguishing systems	09/22/2014 11:58:19	09/30/2014 16:07:35
The Studio	Fire alarm and detection systems and related equipment	09/22/2014 13:14:18	10/01/2014 10:36:51
Nelson Residence	Automatic fire-extinguishing systems	09/22/2014 14:04:13	10/01/2014 10:39:09
Emergency Repair for Marriott	Construction, alteration, or renovation of a building	09/22/2014 16:41:25	10/01/2014 10:40:15
Dougherty High Firework Shoot Oct 17, 2014	Private fire hydrants and fire protection water supplies	09/23/2014 13:17:36	09/23/2014 16:24:26
Cal High Fireworks 10-10-14	After hours plan review and inspection	09/24/2014 07:30:47	09/24/2014 07:35:08
Berkeley Land Company	After hours plan review and inspection	09/24/2014 08:12:55	09/24/2014 08:18:50
Steinbath	Automatic fire-extinguishing systems	09/24/2014 10:49:53	10/01/2014 13:57:47
Tassajara Village Tenant Improvement	Construction, alteration, or renovation of a building	09/24/2014 11:24:49	09/24/2014 11:30:49
Husted Residence	Automatic fire-extinguishing systems	09/24/2014 13:50:33	10/01/2014 13:58:21
Laverock Lane Residence	Construction, alteration, or renovation of a building	09/25/2014 08:13:32	09/25/2014 08:23:35
Crow Canyon Country Club Renovation	Construction, alteration, or renovation of a building	09/25/2014 09:50:57	09/25/2014 10:06:31
Forge Pizza Tenant Improvement	Automatic fire-extinguishing systems	09/25/2014 10:05:38	10/03/2014 11:59:05
Kiepen Residence	Construction, alteration, or renovation of a building	09/25/2014 11:06:55	09/25/2014 11:26:40
City of San Ramon City Hall	Construction, alteration, or renovation of a building	09/25/2014 12:23:28	10/09/2014 09:21:57
Danville Music	Private fire hydrants and fire protection water supplies	09/25/2014 15:25:36	10/02/2014 16:56:58
4567 Butterfly Creek Rd Iriana Lot 44 Plan 5	Automatic fire-extinguishing systems	09/26/2014 12:26:35	10/10/2014 15:40:47
4561 Butterfly Creek Rd Iriana Lot 45 Plan 3	Automatic fire-extinguishing systems	09/26/2014 12:34:09	09/29/2014 13:15:35
SRVJMC Multi Purpose Center Addition	Automatic fire-extinguishing systems	09/26/2014 12:41:21	09/29/2014 13:15:59
100 Year Anniversary Fireworks	Construction, alteration, or renovation of a building	09/26/2014 15:43:27	10/15/2014 09:00:48
Sunset Development New 2nd Office	After hours plan review and inspection	09/30/2014 10:55:15	09/30/2014 10:58:36
	Automatic fire-extinguishing systems	09/30/2014 16:02:48	10/15/2014 08:55:23

ADMINISTRATIVE SERVICES



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: October 29, 2014

To: Board of Directors

From: Ken Campo, Financial Consultant

Subject: Monthly Administrative Services Report for September 2014

Financials:

- Balance Sheet
- Revenues: Budget v. Actual (All Funds)
- General Fund Expenditures: Budget v. Actual (2011-2014)
- Monthly General Fund Revenue/Expense History (2009-2014)
- Capital, Debt Service, SRVF Community Fund Expenditures: Budget v. Actual (2011/12-2014/15)
- Employee Illness/Injury Report
- Monthly Overtime Analysis

Meetings/Activities:

Finance:

- Completed and submitted the annual Local Government Statement of Financial Transactions and Compensation Report for FY 2013-2014 with the State Controller's Office by the filing deadline of October 20, 2014.
- Retained NBS Government Finance Group to update the District's Cost Allocation Plan and submit GEMT ("Ground Emergency Medical Transport") cost reports for additional Medicare reimbursement.
- Received notification from the Bay Area UASI ("Urban Areas Security Initiative") that they completed their review and found the District to be in full compliance with all UASI requirements.

Human Resources:

- Initiated the CalPERS open enrollment period.
- Processed 1 Fire Captain promotion.
- Announced promotional examination for the position of Battalion Chief.
- Closed the recruitment for the position of District Clerk.
- Closed the recruitment for the position of Human Resources Manager.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
COMBINED BALANCE SHEET OF ALL FUND TYPES
September 30, 2014**

	GOVERNMENTAL FUND TYPES										TOTALS	
	AGENCY					ACCOUNT					GROUPS	
	General Fund - 100	Budget Stabilization - 110	Debt Service Fund - 200	Capital Projects Fund - 300	Federal Grant Fund - 310	Special Revenue Fund - 400	PROGRAM Fund - 700	General Fixed Assets Fund - 800	General Long-Term Debt Fund - 900			(Memo Only)
ASSETS												
Cash - Bank of the West	\$ (2,620,817)	\$ -	\$ -	\$ 3,504,588	\$ 5,168	\$ 471	\$ 44,906	\$ -	\$ -	\$ -	\$ -	\$ 954,316
Cash - Bank of the West Money Market @ 0.29%	1,056,683											1,056,683
Cash - Bank of the West Workers' Compensation	(59,568)											(59,568)
Cash - Comerica Flexible Spending	10,714											10,714
Petty Cash	1,250											1,250
Investments - LAIF @ 0.26%	5,662,988	12,100,190				3,388						17,766,566
Investments - LAIF Market Value Adjustment	8,981		599,508			1						8,982
Cash with Fiscal Agent (Note #1)												599,508
Accounts Receivable	36,472											36,472
Interest Receivable												
Prepaid Expenses/Deposits				238,000								
Land	12,651,785											12,651,785
Buildings & Improvements/Construction							7,105,802					7,105,802
Equipment							28,076,383					28,076,383
Accumulated Depreciation							26,828,971					26,828,971
Amount to be Provided for General							(29,103,569)					(29,103,569)
Long Term Debt												
Total Assets	\$ 16,748,488	\$ 12,100,190	\$ 599,508	\$ 3,742,588	\$ 5,168	\$ 471	\$ 32,907,587	\$ 17,840,089	\$ 17,840,089	\$ 83,992,384		\$ 83,992,384
LIABILITIES												
Accounts Payable												
Accrued Expenses	1,958,947											1,958,947
Deposits Payable	4,982											4,982
Long Term Debt:												
(1) Certificates of Participation												
(2) Vehicle Lease					5,000							5,000
Claims Payable	10,714											10,714
Compensated Absences												
Total Liabilities	\$ 1,974,643	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 17,840,089	\$ 19,819,731		\$ 19,819,731
FUND EQUITY												
Investment in General Fixed Assets												
Non-Spendable Fund Balance				238,000								238,000
Restricted Fund Balance												
Committed Fund Balance:												
Dry Period Funding	14,692,626											14,692,626
Budget Stabilization		11,400,190										11,400,190
Workers' Compensation Claims		1,000,000										1,000,000
Budget Stabilization												
Capital Projects				3,493,424								3,493,424
Assigned Fund Balance:												
Other Assigned Fund Balance	81,219			11,164	168	471						93,022
Unassigned Fund Balance												
Total Fund Balance	\$ 14,773,845	\$ 12,100,190	\$ 599,508	\$ 3,742,588	\$ 168	\$ 471	\$ 32,907,587	\$ -	\$ -	\$ 64,172,652		\$ 64,172,652
Total Liabilities and Fund Equity	\$ 16,748,488	\$ 12,100,190	\$ 599,508	\$ 3,742,588	\$ 5,168	\$ 471	\$ 32,907,587	\$ 17,840,089	\$ 17,840,089	\$ 83,992,384		\$ 83,992,384

Note 1 - US Bank:
Reserve Fund (COP 2003) Market Value \$29; Interest Rate 0.04% (Money Market Fund)
Lease Fund (COP 2003) Market Value \$8; Interest Rate 0.00% (Money Market Fund)
Reserve Fund (COP 2006) Market Value \$599,455; Interest Rate 0.04% (Money Market Fund)
Lease Fund (COP 2006) Market Value \$1; Interest Rate 0.00% (Money Market Fund)

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
REVENUE (ALL FUNDS)
FISCAL YEAR 2014-2015
July 1, 2014 - September 30, 2014**

GL CODE	FISCAL YEAR COMPLETED: 25% DESCRIPTION	2011/2012	2012/2013	2013/2014	2014/2015	2014/2015
		ACTUAL REVENUE	ACTUAL REVENUE	ACTUAL REVENUE	ESTIMATED REVENUE	REALIZED REVENUE
4100	TAXES					
4110	PROPERTY TAXES - CURRENT SECURED	\$47,933,548	\$47,131,813	\$49,002,743	\$51,142,662	\$0
4120	PROPERTY TAXES - SUPPLEMENTAL	489,994	653,870	1,118,173	-	-
4130	PROPERTY TAXES - UTILITIES (Unitary)	959,401	937,596	978,438	998,007	-
4140	PROPERTY TAXES - CURRENT UNSECURED	1,841,275	1,867,991	1,988,210	1,973,494	-
4145	HOMEOWNERS PROPERTY TAX RELIEF	526,371	506,644	502,858	509,177	-
4150	LESS TAXES RETURNED TO COUNTY	(1,251,584)	(1,290,812)	630,673	193,532	-
4160	LESS COUNTY TAX ADMINISTRATION	(496,473)	(494,146)	(511,904)	(521,885)	-
4170	PROPERTY TAXES - PRIOR SECURED	(449,320)	(564,431)	(423,621)	-	-
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(187,054)	(126,731)	(132,498)	-	-
4190	PROPERTY TAXES - PRIOR UNSECURED	(37,026)	(114,527)	(13,349)	-	-
		49,329,132	48,507,267	53,139,723	54,294,987	-
4200	INTERGOVERNMENTAL REVENUE					
4220	MEASURE "H"	112,184	33,000	33,000	33,000	-
4230	SB-90 MANDATED COSTS	13,323	(92,152)	(14,248)	-	-
4240	MISCELLANEOUS STATE AID/GRANTS	91,609	172,140	284,555	-	45,017
4245	FEDERAL GRANT REVENUE	-	1,627,579	1,060,830	-	-
4250	OTHER INTERGOVERNMENTAL REVENUE	245,151	74,070	62,335	-	-
		462,267	1,814,637	1,426,472	33,000	45,017
4300	CHARGES FOR SERVICE					
4310	INSPECTION FEES	60,324	63,974	110,954	120,900	19,172
4315	PLAN REVIEW	248,626	355,214	524,155	562,600	193,791
4320	WEED ABATEMENT CHARGES	2,984	26,031	5,762	4,000	-
4325	ADMINISTRATIVE CITATION CHARGES	35,321	58,485	61,775	60,000	17,550
4330	AMBULANCE SERVICES	2,439,773	2,743,005	2,937,305	3,200,000	732,756
4340	CPR CLASSES	2,555	735	800	1,000	40
4350	REPORTS/PHOTOCOPIES	5,464	6,214	21,555	7,500	49
		2,795,047	3,253,658	3,662,306	3,956,000	963,358
4400	USE OF MONEY & PROPERTY					
4410	INVESTMENT EARNINGS	98,835	58,257	80,076	80,964	4,684
		98,835	58,257	\$80,076	80,964	4,684
4500	RENTS, ROYALTIES AND COMMISSIONS					
4510	RENT ON REAL ESTATE	189,978	322,020	242,098	203,448	18,899
		189,978	322,020	\$242,098	203,448	18,899
4600	OTHER REVENUE					
4610	DONATIONS/CONTRIBUTIONS	7,355	575	974	500	-
4620	SALE OF PROPERTY	7,960	367,722	27,400	29,800	739,950
4640	MISCELLANEOUS REVENUE	45,769	50,818	97,560	80,000	76,194
		61,084	419,115	125,934	110,300	816,144
4900	OTHER FINANCING SOURCES					
4920	Debt proceeds	-	-	3,227,000	-	-
		-	-	3,227,000	-	-
	REVENUE TOTAL	\$52,936,343	\$54,374,954	\$61,903,609	\$58,678,699	\$1,848,101

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
GENERAL FUND EXPENDITURES
FISCAL YEAR 2014-2015
July 1, 2014 - September 30, 2014

FISCAL YEAR COMPLETED - 25%									
DESCRIPTION	GL CODE	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED	
PERMANENT SALARIES	5110	\$21,231,690	\$20,138,426	\$18,998,580	\$20,187,110	\$4,694,790	\$15,492,320	23.26%	
TEMPORARY SALARIES	5115	170,887	209,966	225,349	243,600	87,086	156,514	35.75%	
PERMANENT OVERTIME	5120	5,943,633	6,533,121	5,926,335	4,976,844	1,888,513	3,088,331	37.95%	
FICA/MEDICARE	5140	385,010	380,153	357,070	387,733	97,584	290,149	25.17%	
RETIREMENT CONTRIBUTIONS	5150	11,131,763	11,797,439	11,282,351	15,995,698	3,737,871	12,257,827	23.37%	
EMPLOYEE GROUP INSURANCE	5160	3,678,610	3,430,654	3,126,726	3,141,124	807,892	2,333,232	25.72%	
RETIREE HEALTH INSURANCE	5170	1,571,813	1,816,302	1,818,859	2,076,046	469,336	1,606,710	22.61%	
OPEB CONTRIBUTION	5175	-	-	520,469	1,000,000	1,000,000	-	100.00%	
UNEMPLOYMENT INSURANCE	5180	118	8,351	15,600	20,000	821	19,179	4.11%	
WORKERS' COMPENSATION INS.	5190	671,135	905,118	807,044	850,000	336,157	513,843	39.55%	
TOTAL SALARIES AND BENEFITS	5100	44,784,659	45,219,530	43,078,384	48,878,155	13,120,049	35,758,106	26.84%	
OFFICE SUPPLIES	5202	30,218	27,951	21,051	33,600	4,032	29,568	12.00%	
POSTAGE	5204	17,385	11,142	15,305	17,450	1,807	15,643	10.36%	
TELECOMMUNICATIONS	5206	183,636	184,732	166,049	184,300	33,979	150,321	18.44%	
UTILITIES	5208	322,361	327,386	344,009	339,700	73,296	266,404	21.58%	
SMALL TOOLS/EQUIPMENT	5210	84,094	62,521	62,256	110,850	28,670	82,180	25.86%	
MISCELLANEOUS SUPPLIES	5212	126,724	107,157	125,845	135,170	14,766	120,404	10.92%	
MEDICAL SUPPLIES	5213	120,175	115,735	107,396	111,000	22,000	89,000	19.82%	
FIREFIGHTING SUPPLIES	5214	71,452	68,903	61,937	110,750	25,888	84,862	23.37%	
PHARMACEUTICAL SUPPLIES	5216	36,286	34,955	24,849	30,000	3,453	26,547	11.51%	
COMPUTER SUPPLIES	5218	11,859	33,330	33,962	7,500	5,356	2,144	71.41%	
RADIO EQUIPMENT & SUPPLIES	5219	72,432	58,493	19,547	25,000	1,965	23,035	7.86%	
FILM PROCESSING/SUPPLIES	5220	-	660	-	-	-	-	-	
FOOD SUPPLIES	5222	18,748	27,387	16,473	25,150	3,235	21,915	12.86%	
PPE INSPECTION & REPAIRS	5223	29,267	27,417	19,584	36,000	648	35,352	1.80%	
SAFETY CLOTHING/SUPPLIES	5224	231,465	139,645	94,323	161,500	52,502	108,998	32.51%	
CLASS A UNIFORMS & SUPPLIES	5225	720	3,763	3,775	6,000	1,933	4,067	32.22%	
NON-SAFETY CLOTHING/SUPPLIES	5226	24,689	8,137	9,756	21,000	1,655	19,345	7.88%	
CLASS B UNIFORMS & SUPPLIES	5227	2,161	21,686	25,044	28,000	6,328	21,672	22.60%	
HOUSEHOLD SUPPLIES	5228	40,553	42,006	36,886	40,000	10,471	29,529	26.18%	
CENTRAL GARAGE - REPAIRS	5230	121,634	78,235	89,512	100,000	26,871	73,129	26.87%	
CENTRAL GARAGE - MAINTENANCE	5231	6,784	10,050	11,818	18,000	4,778	13,222	26.54%	
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	174,886	171,440	202,299	216,750	48,920	167,830	22.57%	
CENTRAL GARAGE - TIRES	5234	58,875	42,139	34,419	45,000	4,574	40,426	10.17%	
CENTRAL GARAGE - MANDATED INSP.	5235	9,330	5,281	7,315	9,500	179	9,321	1.88%	
MAINT./REPAIRS - EQUIPMENT	5236	107,632	169,846	116,530	144,150	31,440	112,710	21.81%	
MAINT./REPAIRS - RADIO & ELECTRON	5238	331,986	267,874	316,272	328,650	154,628	174,022	47.05%	
MAINT./REPAIRS - BUILDINGS	5240	132,488	124,859	127,738	212,385	30,411	181,974	14.32%	
MAINT./REPAIRS - GROUNDS	5242	33,700	31,834	37,647	38,500	16,546	21,954	42.98%	
RENTS & LEASES-EQUIP./PROPERTY	5246	48,938	58,090	36,466	63,000	2,423	60,577	3.85%	
PROFESSIONAL/SPECIALIZED SERVICE	5250	653,019	618,566	733,356	945,905	146,376	799,529	15.47%	
RECRUITING COSTS	5251	101,946	78,347	44,598	87,800	15,192	72,608	17.30%	
LEGAL SERVICES	5252	391,532	289,481	186,452	200,000	13,332	186,668	6.67%	
INFO TECHNOLOGY SURCHARGE	5253	-	-	5,000	-	10,077	(10,077)	0.00%	
MEDICAL SERVICES	5254	95,857	80,761	68,483	106,100	-	106,100	0.00%	
COMMUNICATIONS SERVICES	5258	-	-	78,600	79,500	-	79,500	0.00%	
ELECTION SERVICES	5262	-	105,565	-	110,000	-	110,000	-	
INSURANCE SERVICES	5264	497,815	388,379	432,616	466,000	392,617	73,383	84.25%	
PUBLICATION OF LEGAL NOTICES	5270	1,578	(73)	1,353	500	-	500	0.00%	
SPECIALIZED PRINTING	5272	18,454	14,813	18,661	23,825	1,217	22,608	5.11%	
MEMBERSHIPS	5274	48,575	57,710	54,704	65,425	31,270	34,155	47.80%	
EDUCATIONAL COURSES/SUPPLIES	5276	52,091	39,463	33,911	61,500	10,798	50,702	17.56%	
EDUCATIONAL ASSISTANCE	5277	22,051	24,037	15,982	15,000	-	15,000	0.00%	
PUBLIC EDUCATIONAL SUPPLIES	5278	13,219	8,412	8,465	11,000	1,107	9,893	10.06%	
BOOKS & PERIODICALS	5280	10,216	11,345	5,739	20,030	3,225	16,805	16.10%	
RECOGNITION SUPPLIES	5282	3,364	2,909	1,163	4,000	431	3,569	10.77%	
MEETINGS/TRAVEL EXPENSES	5284	39,734	23,885	19,687	29,900	3,024	26,876	10.11%	
OTHER - CLAIMS EXPENSE	5286	-	-	9,182	-	-	-	-	
TOTAL SERVICES AND SUPPLIES	5200	4,399,929	4,006,252	3,886,016	4,825,390	1,241,420	3,583,970	25.73%	
TOTAL G/F OPERATING EXPENDITURES		\$49,184,588	\$49,225,782	\$46,964,400	\$53,703,545	\$14,361,469	\$39,342,076	26.74%	

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

Month	2010-11		2011-12		2012-13		2013-14		2014-15	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	\$166,735	\$4,749,257	\$186,793	\$4,351,134	\$327,098	\$4,374,370	\$303,039	\$4,253,760	\$399,328	\$5,808,943
August	\$215,809	\$4,025,589	\$265,453	\$4,513,204	\$319,178	\$4,123,666	\$393,566	\$4,035,499	\$390,930	\$4,376,310
September	\$204,485	\$3,953,342	\$312,278	\$3,893,321	\$309,945	\$3,903,613	\$230,997	\$4,049,136	\$317,832	\$4,176,216
October	\$1,892,126	\$3,970,955	\$2,046,255	\$3,735,522	\$2,331,797	\$4,132,784	\$2,205,383	\$3,879,765		
November	\$220,473	\$4,450,015	\$188,594	\$4,535,275	\$360,982	\$4,246,986	\$343,280	\$4,023,813		
December	\$25,691,372	\$4,182,987	\$25,787,719	\$4,424,050	\$25,961,035	\$4,181,747	\$27,720,683	\$3,843,098		
January	\$213,894	\$4,015,505	\$265,253	\$3,990,074	\$628,896	\$4,061,102	\$529,393	\$3,767,912		
February	\$176,960	\$3,997,461	\$508,340	\$4,000,893	\$301,646	\$3,889,221	\$427,492	\$3,570,860		
March	\$266,513	\$4,225,922	\$268,932	\$4,016,648	\$184,995	\$4,115,245	\$360,312	\$3,799,189		
April	\$19,064,857	\$4,162,409	\$18,036,297	\$3,746,578	\$18,080,208	\$4,184,939	\$20,027,067	\$3,850,555		
May	\$270,777	\$4,149,354	\$344,774	\$3,770,965	\$332,777	\$3,999,974	\$324,465	\$3,752,225		
June	\$3,611,512	\$3,874,346	\$4,472,525	\$4,206,925	\$3,533,633	\$3,949,737	\$4,738,990	\$4,138,587		

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
 CAPITAL PROJECTS, EQUIP/VEHICLES, DEBT SERVICE, SAN RAMON VALLEY FIRE COMMUNITY FUND
 FISCAL YEAR 2014-2015
 July 1, 2014 - September 30, 2014

FISCAL YEAR COMPLETED -25%									
DESCRIPTION	GL CODE	2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 ACTUAL	2014/2015 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED	
RENTS & LEASES - PROPERTY	5246	\$12,500	\$12,500	\$0	\$12,500	\$0	\$12,500		
DESIGN/CONSTRUCTION	6105/6110	297,355	842,185	49,759	100,000	0	100,000	0%	
VARIOUS IMPROVEMENTS	6120	45,018	70,000	61,583	225,000	13,781	211,219	6%	
RADIO/ELECTRONIC EQUIPMENT	6230	0	0	0	0	11,285	-11,285		
TOTAL CAPITAL PROJECTS (FUND 300)		355,873	924,685	111,342	337,500	25,066	323,719	7%	
PROFESSIONAL SERVICES	5250		0	0	0	0	0		
RADIO/ELECTRONIC EQUIPMENT	6230	0	2,021,157	347,510	0	0	0		
TOOLS & SUNDRY EQUIPMENT (SCBA's)	6240	0	0	1,267,374	0	0	0		
TOTAL FEDERAL GRANT CAPITAL PROJECTS (FUND 310)		0	2,021,167	1,614,884	0	0	0	0%	
BOND REDEMPTION - 2003/2006/2013 COP	5310	1,328,530	1,324,708	5,289,519	1,263,393	1,054,105	209,288	83%	
VEHICLE LEASE #2	5310	329,497	0	0	0	0	0		
VEHICLE LEASE #3	5310	756,033	0	0	0	0	0		
VEHICLE LEASE #4	5310	534,010	534,011	534,012	534,012	0	534,012	0%	
TOTAL DEBT SERVICE (FUND 200)		2,948,170	1,858,719	5,823,531	1,797,405	1,054,105	743,300	59%	
OTHER SPECIAL DISTRICT EXPENDITURES	5286	858	7,000	1,000	500	0	500	0%	
TOTAL SRVF COMMUNITY FUND (FUND 400)		858	7,000	1,000	500	0	500	0%	
TOTAL - CAPITAL, EQUIPMENT, DEBT SERVICE, SRVF COMMUNITY & FEDERAL GRANT FUND		\$3,304,901	\$4,811,571	\$7,550,756	\$2,135,405	\$1,079,172	\$1,067,518	51%	

Employee Illness/Injury Report (September 2014)

Reportable Injuries – September 2014:

Indemnity (Lost Time)

- September 9, 2014 DOI = 9/9/14 – A Captain experienced vertigo/dizziness responding to a medical call. Missed 2 shifts.
Status: Returned to full duty 9/11/14.
- September 16, 2014 DOI = 9/16/14 – An Engineer experienced hip pain when moving a patient on a medical call. Missed 1 partial shift.
Status: Returned to full duty 9/17/14.

Medical Only (No Lost Time)

No medical only claims for the month of September.

As of September 30, 2014, there were two (2) employees absent from their regular work assignment. Total lost time due to injuries for the month of September equaled 65 calendar days.

cc: Ken Conroy

October 10, 2014

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



RE: FY13-14 MONITORING SITE VISIT

Dear Chief Meyer:

On September 15, 2014, the Bay Area UASI conducted an on-site monitoring visit of your FY12 Urban Area Security Initiative Grant. We are pleased to inform you that we have completed our review and have determined that the San Ramon Valley is in compliance with all UASI requirements.

Enclosed is a copy of the monitoring visit checklist enumerating the procedures that were performed.

This concludes our monitor visit and we would like to take this opportunity to thank you and your staff for the assistance and cooperation extended to us during our visit.

Should you have any questions or concerns, please do not hesitate to contact me.

Very truly yours,

Tristan Levardo
Chief Financial Officer
San Francisco, Department of Emergency Management
Bay Area UASI
(415) 353-5228 or via email
Tristan.Levardo@sfgov.org

CC: Martin Koran, Controller
Raymond Riordan, Emergency Manager/Project Manager
Debbie Vanek, Code Compliance Officer



City & County of San Francisco
Department of Emergency Management
Bay AREA UASI



Monitoring Visit Checklist

Site Visit Information	
Jurisdiction:	San Ramon Valley Fire Protection District
Grants for Review:	FY12 UASI
Date of Visit:	09/15/2014
Conducted By:	Emily Wang Rey Okamoto

Person(s) Interviewed or Contacted During the Visit		
Name	Title	Phone/Email
Martin Koran	Controller	(925) 838-6668 mkoran@srvfire.ca.gov
Raymond Riordan	Emergency Manager/ Project Manager	(925) 973-2773 rriordan@sanramon.ca.gov
Debbie Vanek	Code Compliance Officer	(925) 838-6698 dvanek@srvfire.ca.gov

Introduction:
<p>Purpose:</p> <p>As a requirement of the Office of Management and Budget, Circular A-133, an on-site monitor visit is conducted by the City & County of San Francisco, Department of Emergency Management, Bay Area UASI, to ensure jurisdictions are in compliance with both State and Federal laws and regulations.</p>
<p>Program and Financial Monitoring efforts are conducted in order to:</p> <ul style="list-style-type: none"> • Monitor activities to ensure that grant funds are used for authorized purposes in compliance with laws and regulations. • Assess jurisdictions progress, project implementation and impact. • Ensure provisions of Memorandum of Understandings (MOU) and performance goals are achieved. • Assist and recommend areas of improvement and provide guidance to improve jurisdiction administrative efficiencies and programmatic effectiveness.

Section A. Administrative Review			
Compliance:	Yes	No	Partial
1. Does the jurisdiction demonstrate a clear understanding of the dates stipulated on the MOU?	X		
2. Does the jurisdiction demonstrate zero concerns about the latest grant assurances required in the MOU?	X		
3. Does the jurisdiction have a fraud policy in place?	X		
Does the jurisdiction have the following documents in place:			
4. State and Federal grant guidance for each applicable grant year.	X		
5. Equal Employment Opportunity (EEO) Policy Statement.	X		
6. Harassment or Discrimination in Employment Policy Statement.	X		
7. Drug-Free Workplace Policy Statement.	X		
8. Written local Human Resources (HR) policies and procedures.	X		
9. Do these policies discuss work hours, compensation rates, including overtime, and benefits; vacation, sick or other leave allowances, hiring and promotional policies?	X		
Comments:			
No exceptions noted as a result of review.			
Recommendations:			
None.			

Section B. Accounting & Financial Management Review (44 CFR, 13.20)			
Compliance:	Yes	No	Partial
1. Does the jurisdiction maintain a financial management system that accurately identifies the source and amount of funds awarded to them?	X		
2. Does the jurisdiction accounting system ensure that grant funds are not commingled with other funds or other grant funds?	X		
3. Does the jurisdiction have accounting and internal control policies and procedures in place?	X		
4. Were expenditures reported and requested on a reimbursable basis?	X		
5. Does the jurisdiction ensure good and services are delivered and accepted prior to payment in full?	X		

6. Does the jurisdiction ensure separation of duties and signature authority when initiating and approving accounting transactions?	X		
7. Does the jurisdiction ensure that costs charged to grant funds were not also billed and/or reimbursed by other funding sources?	X		
8. Are expenditures supported by proper source documentation, including, but not limited to, purchase orders (PO), original invoices, packing slips, cancelled checks, accounting journal entries, and other pertinent records necessary to permit the tracing of grant funds?	X		
9. Does the jurisdiction have procedures in place to comply with OMB A-133 audit requirements by obtaining a Single Audit or financial statement audit? Are findings relating to the appropriate program promptly corrected?	X		
10. Does the jurisdiction have a system for tracking and reporting program funds received?	X		
11. Does the jurisdiction have any budget control to compare actual expenditures or outlays with budgeted amounts for each grant?	X		
12. Are there written policies and procedures governing the maintenance and retention of records?	X		
13. Are financial records maintained for at least three years after the close of the grant and after all pending matters are closed?	X		
14. Has the jurisdiction submitted all required reports on time?	X		
15. Were the corrective actions from the recommendations of the previous monitoring properly implemented?			N/A
Comments:			
No exceptions noted as a result of review.			
Recommendations:			
None.			

Section C. Contracts and Procurement Review (44 CFR 13.36)

Compliance:	Yes	No	Partial
1. Does the jurisdiction have written policies and procedures in place for procurement and contractual transactions?	X		
2. Does the jurisdiction ensure competitive Requests For Proposals (RFP) for procurement are received from an adequate number of qualified sources and evaluated through a selection process based on price, responsibility of the entity, and whether it is most advantageous to the program?	X		
3. Does the jurisdiction ensure non-competitive proposals (also known as sole sources) follow State/Federal sole source requirements and obtain approval from CalOES through the UASI?	X		
4. Does the jurisdiction ensure and verify bidders are not debarred or suspended?	X		
5. Does the jurisdiction ensure that local preferences are not used when entering into any procurement transaction or contractual agreement?	X		
6. Does the jurisdiction ensure that the payment transaction file includes a PO, a contractual agreement, or reference to a contractual agreement?	X		
Comments:			
No exceptions noted as a result of review.			
Recommendations:			
None.			

Section D. Planning and M&A Personnel Review

Compliance:	Yes	No	Partial
1. Does the jurisdiction maintain job descriptions on file for any personnel funded with grant funds?			N/A
2. Are the job descriptions on file "project specific", instead of the county or local general job classification description?			N/A
3. Does the jurisdiction ensure grant funded staff perform eligible duties and activities per State and Federal grant guidelines?			N/A
4. Are there procedures/controls in place to track overtime?			N/A

5. Does the jurisdiction maintain and keep accurate records of functional time sheets for staff funded with grant funds?			N/A
6. Does the jurisdiction document and maintain deliverables on file for each position, including e-mail activities, meeting agendas, reports written by the employee, etc.?			N/A
Comments:			
Recommendations:			

Section E. Travel, Training and Exercise Review			
Compliance:	Yes	No	Partial
1. Does the jurisdiction have written travel and training policies and procedures in place?	X		
2. Does the jurisdiction request for a training feedback number for each training class?			N/A
3. Does the jurisdiction prepare and submit an After Action Report (AAR) for exercise activities?			N/A
4. Does the jurisdiction use the General Services Administration (GSA) rate for travel per diem?	X		
5. Does the jurisdiction ensure travel expenses for reimbursement include sufficient documentation of purpose of travel, meeting and conference agendas, schedules and conference notes and expenditure receipts?			N/A
6. Are original receipts maintained with travel expenditures to reduce the possibility of claiming the same expense for reimbursement on more than one award or to 3 rd party sources?			N/A
Comments:			
Recommendations:			

Section F. Equipment Acquisition and Inventory Review (44 CFR, 13.32)

Compliance:	Yes	No	Partial
1. Does the jurisdiction ensure that the acquisition of equipment was in accordance with the grant award MOU and within the grant guidelines?	X		
2. Does the jurisdiction ensure the purchased equipment is being used for the stated purpose in the MOU?	X		
3. Has the purchased equipment been deployed and is it in use?			N/A
4. Does the jurisdiction maintain an inventory of equipment purchased with grant funds?			N/A
5. Does the jurisdiction maintain appropriate internal equipment inventory records by description of the equipment item, condition, serial and identification number, deployed location and use, acquisition date, cost and disposition?			N/A
6. Does the jurisdiction ensure that each equipment item purchased with grant fund has an AEL# obtained from the RKB website?			N/A
7. Has an internal physical inventory been taken of equipment purchased with grant funds in the last two years?			N/A
8. Does the jurisdiction maintain a management system that ensures adequate safeguards to prevent equipment purchased with grant funds from being lost, stolen and/or destroyed?			N/A
Comments:			
Recommendations:			

Section G. Grant Matching Fund Review (44 CFR, 13.24)

Compliance:	Yes	No	Partial
1. Does the jurisdiction have a grant match contribution plan to support grant award activities?			N/A
2. Does the jurisdiction maintain satisfactory match supporting documents such as payroll records, timesheets, invoices, contracts, receipts, quotes/bids/estimates and volunteer time records and statements?			N/A

Comments:
Recommendations:

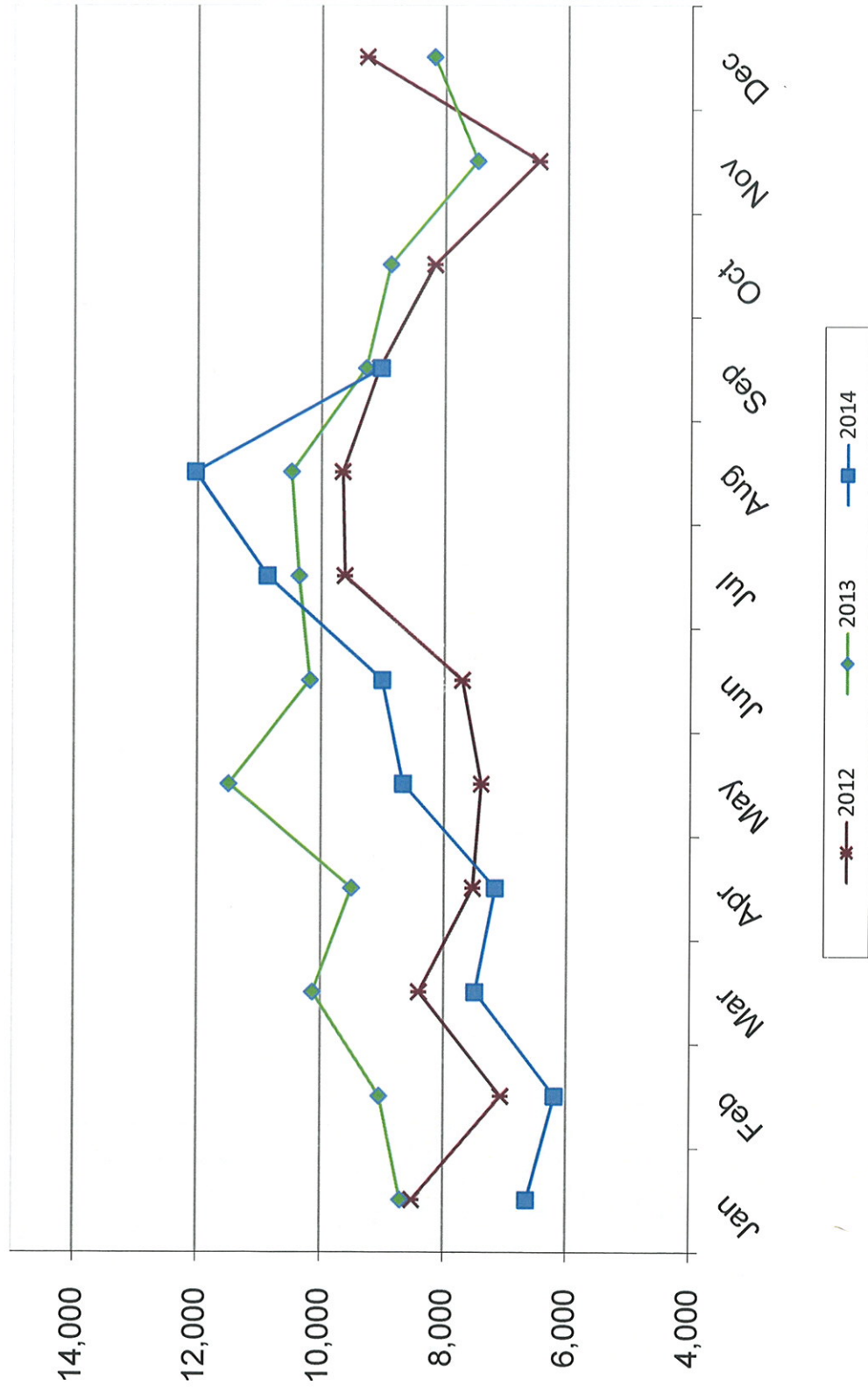
Section H. EHP Requirement and Approval Review			
Compliance:	Yes	No	Partial
1. Does the jurisdiction comply with receiving CalOES authorization on activity requiring EHP approval before proceeding with the purchase?			N/A
2. Does the jurisdiction maintain a copy of the approved EHP request on file and attach it as supporting documentation when seeking reimbursement?			N/A
Comments:			
Recommendations:			

Section J. Programmatic Review			
Compliance:	Yes	No	Partial
1. Does the jurisdiction ensure that goals, objectives and program activities support the investment justification of the award?	X		
2. Is the jurisdiction making satisfactory progress toward achieving the goals and objectives of the program?	X		
3. Does the jurisdiction submit and maintain all required progress reports for the program?	X		
4. Does the jurisdiction have an information retrieval system that provides accurate data or concrete documentation that validates project performance of the program?	X		
5. Does the jurisdiction ensure that program milestones are set and performance deliverables are met within timelines stated in the MOU?	X		

Comments:
No exceptions noted as a result of review.
Recommendations:
None.

Section K. Other
1. Any challenges the jurisdiction is experiencing in managing the program?
2. Does the jurisdiction have any improvements or suggestions on the grant administration and management process?
Comments:
None.

Total Overtime Hours by Month January 2012 - September 2014



San Ramon Valley Fire Protection District - O/T and Comp Time Reporting System

9/1/2014 Through 9/30/2014

WORK CODE: 1 STAFFING

ASSIGNMENT	Time Worked	Time Paid
101 HOLD OVER FOR CALL	7.75	9.00
103 MISC. STAFFING COVE	7711.92	7712.50
107 LATE/STA. MOVE COVE	13.07	15.75
199 MID SHIFT RECALL	28.00	28.00
Total All Assignments This Work Type:	7,760.74	7,765.25

WORK CODE: 2 TRAINING

ASSIGNMENT	Time Worked	Time Paid
201 OPERATIONS TRAINING	17.00	17.00
202 ADMIN SKILLS TRAINI	10.50	10.50
204 EMS TRNG/INSTRUCTIO	12.50	12.50
209 RESCUE TRAINING	179.00	179.00
210 HAZ-MAT TRAINING	77.50	77.50
214 PARAMEDIC - CONT ED	52.33	52.50
Total All Assignments This Work Type:	348.83	349.00

San Ramon Valley Fire Protection District - O/T and Comp Time Reporting System

9/1/2014 Through 9/30/2014

WORK CODE: 3 ASSIGNMENTS

ASSIGNMENT	Time Worked	Time Paid
301 MEETINGS/PROJECT DE	3.50	3.50
302 OFC WORK/REPORT WR	5.00	5.00
308 STRIKE TEAM/OES ASSI	871.00	871.00
313 HONOR GUARD	2.00	2.00
317 RECRUITMENT EXTER	20.50	20.50
320 PUBLIC EVENTS	13.16	13.50
321 FP REIMBURSED OVER	6.00	6.25
340 PROJECT WORK	3.33	3.50
Total All Assignments This Work Type:	924.49	925.25
Report Grand Total:	9,034.06	9,039.50

San Ramon Valley Fire Protection District - O/T and Comp Time Reporting System

Overnight Summary Report

9/1/2014 Through 9/30/2014

WORK CODE:		Time Paid
1	STAFFING	7,765.25
2	TRAINING	349.00
3	ASSIGNMENTS	925.25
Report Grand Total:		9,039.50