

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**Board of Directors Regular Board Meeting**

**Wednesday, April 23, 2014 – 7:00 p.m.**

*Gordon Dakin, Director ~ H. Jay Kerr, Director ~ Jennifer Price, Director  
Matthew J. Stamey, Director ~ Glenn Umont, Director*

**~MISSION STATEMENT~**

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

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

**AGENDA**

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

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

**5. CONSENT CALENDAR**

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

- 5.1 Approve the salaries, payroll taxes and retirement contributions for the month of March, 2014 in the amount of \$2,943,308.64.
- 5.2 Approve the demand register for the period March 17, 2014 through April 12, 2014, in the amount of \$3,264,439.22.
- 5.3 Approve the minutes from the March 26, 2014 regular Board meeting, including District Counsel's closed session report.
- 5.4 Approval of payment in the amount of \$163,496.00 to OPEB for Third Quarter FY 2013/2014.
- 5.5 Approval to Declare Ambulances #700 and #703 as Surplus Property.
- 5.6 **Personnel Actions:**
  1. Approve staff's recommendation to promote Firefighter/PM Todd Thomas from Step 5, to Captain, Step 2 effective April 1, 2014.
  2. Confirmation of Employment: Martin Koran, Controller  
Approve staff's recommendation to hire Martin Koran at Step 3, effective May 1, 2014, subject to a 12-month probationary period.

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

- 6.1 Badge Pinning Ceremony – Captain Todd Thomas.

*\*\*at this time in the meeting, the Board will take a short recess\*\**

**7. OLD BUSINESS**

- 7.1 Open Public Hearing as set forth in the annual exterior hazard abatement notices mailed on April 1, 2014 stipulating April 23, 2014 at 7:00 p.m. as the date, time and place as provided for the purpose of receiving public comment to show cause why exterior hazard abatement orders should not be enforced.

**8. NEW BUSINESS**

- 8.1 Discussion and possible approval of Resolution No. 2014-03 increasing the First Responder Assessment without transport fee and the ambulance transport fees, and charges contained within Ordinance No. 30.
- 8.2 Discussion and possible approval of Resolution No. 2014-04 increasing fees and charges for various services contained within Ordinance No. 28.
- 8.3 Discussion and possible approval for the purchase of two (2) Assistant Chief Command Vehicles.
- 8.4 Discussion and possible approval of Consulting Services Agreement with Raymond Riordan.
- 8.5 Discussion and possible approval of Memorandum of Understanding between City of San Ramon and the San Ramon Valley Fire Protection District for Emergency Management Services.
- 8.6 Update from April 4, 2014 Finance Committee Meeting

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

**10. MONTHLY ACTIVITY REPORTS FOR MARCH, 2014**

- 10.1 Operations/Training Division/Special Operations-Interim Assistant Chief Phares  
Standards of Cover Policy Compliance Report.
- 10.2 Support Services-Interim Assistant Chief Phares  
Support Services Report of monthly activities.
- 10.3 Fire Prevention – Fire Marshal Kiefer  
Fire Prevention Report of monthly activities.
- 10.4 Administrative Services – Financial Consultant Ken Campo  
a). Monthly Finance Activities/Reports  
b). Monthly Human Resources Activities/Reports
- 10.5 Fire Chief – Fire Chief Meyer  
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

**11. GOOD OF THE ORDER**

## **12. CLOSED SESSION**

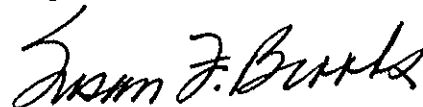
- 12.1 Possible exposure to litigation (two matters).  
[Pursuant to Government Code §54956.9(d)(2)]. Facts and circumstances that might result in litigation need not be disclosed.
- 12.2 Status of labor negotiations between the District and the San Ramon Valley Firefighters Association under the provisions [Authorized under Government Code §54957.6 and 54954.5(e)].
- 12.3 Conference with Real Property Negotiator  
Negotiator: Chief Meyer  
Property Location: 1193 Danville Blvd., Alamo, CA 94507  
(APN 198-132-017-7) [Authorized under Government Code §54956.8 and 54954.5(e)].
- 12.4 Existing litigation [Pursuant to Government Code §54956.9(d)(1)]:
  - 1). City of Brentwood, et al v. Robert Campbell, in his official capacity of Auditor Controller of Contra Costa County, et al, Contra Costa Superior Court Case No. N11-1029.
  - 2). "Contra Costa County Deputy Sheriffs Association v. Contra Costa County Employees' Retirement Association, Contra Costa County Superior Court Case No. MSN12-1870."

## **13. RETURN TO OPEN SESSION**

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

## **15. ADJOURNMENT TO THE NEXT REGULAR BOARD OF DIRECTORS MEETING SCHEDULED FOR WEDNESDAY, MAY 28, 2014 AT 7:00 P.M. IN THE BOARDROOM.**

Prepared by:



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Susan F. Brooks, District Clerk

Agenda posted on April 17, 2014 at the District's Administration Building and the San Ramon Valley Fire Protection District's website at [www.firedepartment.org](http://www.firedepartment.org)

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



**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: April 23, 2014  
To: Board of Directors  
From: Ken Campo, Financial Consultant  
Subject: OPEB Contribution for 3rd QTR FY 2013/14

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In 2008, the District began participation in the California Employers' Retiree Benefit Trust (CERBT) Fund, a Section 115 Trust - set up for the purpose of receiving employer contributions that will prefund health and benefit costs for retirees and their beneficiaries (i.e., "OPEB" obligations). Through contributions to the trust fund, the District can help finance future costs in large part from the investment earnings provided by CalPERS. Just as earnings from invested retirement contributions cover a significant portion of pension benefits; this trust is expected to generate significant revenues to apply toward OPEB obligations.

The labor agreement negotiated last year calls for employees and retirees to contribute toward health benefits in the amount of 8% of the monthly premium, effective July 1, 2013. The labor agreement also established a "cap" on the amount the District would contribute toward health benefits equivalent to the 92% of the second highest Bay Area Basic health plan. The cap became effective January 1, 2014. The District agreed to contribute the savings associated with these changes to the CERBT in order to prefund the retiree health benefit OPEB obligation.

The District is also saving approximately \$23,000 per quarter from the "opt-out" plan put in place last September to encourage those employees with access to medical coverage from another source (i.e., a spouse's plan) to drop coverage through the District. (Note the savings is net of the \$300 per month incentive payment.)

The 3<sup>rd</sup> quarter OPEB contribution from medical cost savings is \$163,496, bringing the fiscal-year-to-date contributions to \$357,670. The budget for FY 2013-14 is \$520,473.



# San Ramon Valley Fire Protection District

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www.firedepartment.org | info@firedepartment.org

Date: April 23, 2014  
To: Board of Directors  
From: Interim Assistant Chief Phares  
Subject: Approval to Declare Ambulances #700 and #703 as Surplus Property

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## Background:

Now that the new ambulances have been placed in service the District is able to surplus the ambulances that were replaced. Ambulance #700 and #703 have been removed from service based on their mechanical condition and repair history. All useful electronic and medical equipment was recycled from these vehicles and either used on the new ambulances or returned to the District Supply Program.

Once declared surplus, the ambulances will be sold through the Public Surplus On-Line Auction System. The proceeds from the sale of the surplus ambulances will be placed to the Capital Fund to meet future capital replacement needs.

## Recommended Board Action:

Staff recommends the Board declare ambulances #700 and #703 as surplus property and direct they be disposed of through public auction.

**SPECIAL ANNOUNCEMENTS/  
PRESENTATIONS/  
GENERAL BUSINESS**



# **OLD BUSINESS**



# **NEW BUSINESS**



## San Ramon Valley Fire Protection District

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**Date:** April 23, 2014

**To:** Board of Directors

**From:** Chief Meyer and Lon Phares, Interim Assistant Chief of Operations

**Subject:** The adoption of San Ramon Valley Fire Protection District Resolution No. 2014-03 to consider increasing the First Responder Assessment without Transport Fee and the Ambulance Transport fees and charges contained within Ordinance No. 30.

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### **Background:**

Resolution No. 2014-03 is consistent with the policy set forth by the Board of Directors for fiscal year 2013/2014 to establish fees at 100 percent cost recovery as adopted in Ordinance No. 30 and maintain a Consumer Price Index (CPI) adjustment for Fiscal Year 2014/2015. The CPI adjustment is based on the CPI Urban Wage Earners, San Francisco-Oakland-San Jose, CA region measured as of February 2014. The February annual adjustment was determined to be 2 percent.

In accordance with California Health and Safety Code Section 13916 *et seq.* the District Clerk published notice of the proposed action and public hearing in the San Ramon Valley Times on April 9 and April 17, 2014 and made Resolution No. 2014-03 along with supporting documentation available for public examination at the District Administrative Building and the District website. The District received no public comments during this period.

Furthermore, it is noted that for the purposes of this regulatory action; the applicability of the California Environmental Quality Act (CEQA) to public agency projects is determined to be statutorily exempt from environmental review because the activity will not cause direct or indirect physical change to the environment.

### **Recommended Board Action:**

1. Adopt by a majority roll call vote, the attached Resolution No. 2014-03.



**RESOLUTION NO. 2014-03**

**A RESOLUTION OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT INCREASING THE FIRST RESPONDER ASSESSMENT WITHOUT TRANSPORT FEE AND THE AMBULANCE TRANSPORT FEES AND CHARGES CONTAINED WITHIN ORDINANCE NO. 30**

**WHEREAS**, it is necessary from time to time to revise the fees and charges that assist in defraying the costs of specific services provided by the San Ramon Valley Fire Protection District ("District"); and

**WHEREAS**, pursuant to Health and Safety Code Section §13916 *et seq.*, and Government Code Section §6066, the District adopted Ordinance No. 30 on November 21, 2013 setting forth District fees and costs which are subject to reimbursement; and

**WHEREAS**, The District has given notice of its intent to increase such fees and charges contained in Ordinance No. 30 as may be adopted by Resolution and noticed in accordance with Health and Safety Code Section §13916 *et seq.*, and Government Code Section §6066; and

**WHEREAS**, Health and Safety Code Section §13916 (d) provides that the schedule of fees and charges established by Ordinance No. 30 must indicate an amount to be charged which is based on the estimated cost to provide the service; and

**WHEREAS**, the District has determined, based on the services provided, that it may increase fees and charges based on an annual adjustment each July 1 based on the annual change in the Consumer Price Index (CPI) Urban Wage Earners, San Francisco-Oakland-San Jose, CA region, measured as of February of each year; and

**WHEREAS**, the annual change in the Consumer Price Index (CPI) Urban Wage Earners, San Francisco-Oakland-San Jose, CA region, measured as of February 2014 was determined to be 2 percent; and

**WHEREAS**, the fees and charges set forth in Exhibit A, attached hereto and made a part hereof, have been increased by a maximum of 2 percent rounded to the nearest whole number and found to be based upon the actual costs of performing such District services and are reasonable.

**NOW, THEREFORE, BE IT RESOLVED** by the District Board of Directors that:

1. Each of the recitals of this Resolution are found to be determinations of fact which are true and correct;
2. The fees and charges set forth in Exhibit A attached and incorporated by this reference shall be effective July 1, 2014;

3. The Board of Directors delegates its authority to the Fire Chief or his/her designee to administer the fees and charges as set forth in Exhibit A;
4. The fees and charges authorized by this Resolution are statutorily exempt from review under the California Environmental Quality Act ("CEQA") as confirmed in CEQA Guidelines Section 15273.

**PASSED, APPROVED AND ADOPTED** on this 23rd day of April, 2014 at a regular meeting of the District Board of Directors at San Ramon, State of California on a motion made by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_ and duly carried with the following roll call votes:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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

\_\_\_\_\_  
Glenn W. Umont  
President, Board of Directors

**ATTEST:**

\_\_\_\_\_  
Susan F. Brooks  
District Clerk

**APPROVED AS TO FORM:**

**APPROVED TO CONTENT:**

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

\_\_\_\_\_  
Paige Meyer  
District Fire Chief

**Exhibit A**  
**Resolution 2014-03 Schedule of Fees**

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

**Part 1. Ambulance Transport Fees - Bundle Rates**

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

Table 1-A	
BUNDLED RATES FOR:	FEE
BLS	\$1055
ALS 1	\$1490
ALS 2	\$1579
Oxygen	\$105
Mileage	\$29.38 per mile

**Part 2. First Responder Treat-No Transport Fee**

The First Responder Treat-No Transport Fee shall be charged at \$459 per patient assessment.



**ORDINANCE NO. 30**

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

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

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

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

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

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

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

**SECTION 1.            Authorization and Purpose**

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

**SECTION 2.            Applicability**

This Ordinance sets forth the fees and the amount to be charged by the District, as permitted by Health and Safety Code Section 13916. As authorized by Health and Safety Code Section 13918, public agencies that are not covered by a mutual aid agreement shall be charged the authorized fee, unless waived by the District pursuant to Ordinance Section 3.

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

**SECTION 3.            Waiver of Fees**

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

**SECTION 4.            Specified Fee**

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

**SECTION 5.            No Waiver of Other Means of Cost Recovery**

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

**SECTION 6.            Repeal of Conflicting Ordinance Subsection**

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

**SECTION 7.            Schedule of Fees**

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

Part 1 Ambulance Transport Fees - Bundle Rates

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

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

**Part 2 First Responder Assessment Without Transport Fee**

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

**Part 3 Fee Modification**

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

**SECTION 8. CEQA Compliance**

The increase of Ambulance Transport Fees and establishment of First Responder Assessment Without Transport Fees are not subject to review under the California Environmental Quality Act (Public Resources Code Section 21000 *et seq.*) ("CEQA") because the District's approval of the Fees is an activity covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment (14 CCR 15061(b)(3)). The Fees in and of themselves do not have a significant effect on the environment and therefore, are not subject to CEQA.

**SECTION 9. Severability**

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

**SECTION 10.        Effective Date**

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


**Passed and Adopted** on Nov. 21, 2013, by the following Vote:

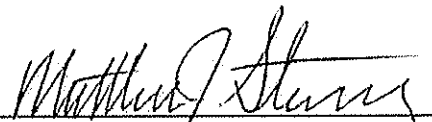
AYES:            Directors Dakin, Kerr, Price and Board President Stamey

NOES:            Director Umont

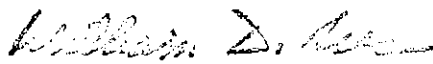
ABSENT:        None

ABSTAIN:       None

ATTEST:   
Susan F. Brooks  
District Clerk

  
Matthew J. Stamey, President  
Board of Directors

APPROVED AS TO FORM:

  
William D. Ross, District Counsel



# 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:** April 23, 2014

**To:** Board of Directors

**From:** Christina Kiefer, Fire Marshal

**Subject:** The adoption of San Ramon Valley Fire Protection District Resolution No. 2014-04 to consider increasing fees and charges for various services contained within Ordinance No. 28

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## **Background:**

Resolution No. 2014-04 is consistent with the policy set forth by the Board of Directors for fiscal year 2013/2014 to establish fees at 100 percent cost recovery as adopted in Ordinance No. 28 and maintain a Consumer Price Index (CPI) adjustment for Fiscal Year 2014/2015. The CPI adjustment is based on the CPI Urban Wage Earners, San Francisco-Oakland-San Jose, CA region measured as of February 2014. The February annual adjustment was determined to be 2 percent.

In accordance with California Health and Safety Code Section 13916 *et seq.* the District Clerk published notice of the proposed action and public hearing in the San Ramon Valley Times on April 9 and April 17, 2014 and made Resolution No. 2014-04 along with supporting documentation available for public examination at the District Administrative Building and the District website. The District received no public comments during this period.

Furthermore, it is noted that for the purposes of this regulatory action; the applicability of the California Environmental Quality Act (CEQA) to public agency projects is determined to be statutorily exempt from environmental review because the activity will not cause direct or indirect physical change to the environment.

## **Recommended Board Action:**

1. Adopt by a majority roll call vote, the attached Resolution 2014-04.

**RESOLUTION NO. 2014-04**

**A RESOLUTION OF THE SAN RAMON VALLEY FIRE PROTECTION  
DISTRICT INCREASING FEES AND CHARGES  
FOR VARIOUS SERVICES CONTAINED WITHIN ORDINANCE NO. 28**

**WHEREAS**, it is necessary from time to time to revise the fees and charges that assist in defraying the costs of specific services provided by the San Ramon Valley Fire Protection District (“District”); and

**WHEREAS**, pursuant to Health and Safety Code Section §13916, and Government Code Section §6066, the District adopted Ordinance No. 28 on July 24, 2013 setting forth District fees and costs which are subject to reimbursement; and

**WHEREAS**, The District has given notice of its intent to increase such fees and charges contained in Ordinance No. 28 as may be adopted by Resolution and noticed in accordance with Health and Safety Code Section §13916 *et seq.*, and Government Code Section §6066; and

**WHEREAS**, Health and Safety Code Section §13916 (d) provides that the schedule of fees established by Ordinance No. 28 must indicate an amount to be charged which is based on the estimated cost to provide the service; and

**WHEREAS**, the District has determined, based on the services provided, that it may increase fees and charges based on an annual adjustment each July 1 based on the annual change in the Consumer Price Index (CPI) Urban Wage Earners, San Francisco-Oakland-San Jose, CA region, measured as of February of each year; and

**WHEREAS**, the annual change in the Consumer Price Index (CPI) Urban Wage Earners, San Francisco-Oakland-San Jose, CA region, measured as of February 2014 was determined to be 2 percent; and

**WHEREAS**, the fees and charges set forth in Exhibit A, attached hereto and made a part hereof, have been increased by a maximum of 2 percent rounded to the nearest whole number and found to be based upon the actual costs of performing such District services and are reasonable.

**NOW, THEREFORE, BE IT RESOLVED** by the District Board of Directors that:

1. Each of the recitals of this Resolution are found to be determinations of fact which are true and correct;
2. The fees and charges set forth in Exhibit A attached and incorporated by this reference shall be effective July 1, 2014;



3. The Board of Directors delegates its authority to the Fire Chief or his/her designee to administer the fees and charges as set forth in Exhibit A;
4. The fees and charges authorized by this Resolution are statutorily exempt from review under the California Environmental Quality Act ("CEQA") as confirmed in CEQA Guidelines Section 15273.

**PASSED, APPROVED AND ADOPTED** on this 23rd day of April, 2014 at a regular meeting of the District Board of Directors at San Ramon, State of California on a motion made by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_ and duly carried with the following roll call votes:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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

\_\_\_\_\_  
 Glenn W. Umont  
 President, Board of Directors

**ATTEST:**

\_\_\_\_\_  
 Susan F. Brooks  
 District Clerk

**APPROVED AS TO FORM:**

**APPROVED TO CONTENT:**

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

\_\_\_\_\_  
 Paige Meyer  
 District Fire Chief

**Exhibit A**  
**Resolution 2014-04 Schedule of Fees**

All plan check, construction inspections and/or fire inspections, and permits required by the California Fire Code, San Ramon Valley Fire Protection District (“District”) Ordinance, or California Office of the State Fire Marshal shall be subject to the following adopted user fees.

Fees for plan check shall be tabulated and collected upon submittal of the initial plan for review and be in accordance with Part 1.

Fees for fire inspections, as part of the District’s code enforcement program shall be in accordance with Part 2.

Fees for permits, as part of the District’s code enforcement program shall be in accordance with Part 3.

Fees for miscellaneous reports, copying, standby personnel, safety officer or other listed general services for which the District has adopted user fees shall be in accordance with Part 4.

**Part 1. PLAN REVIEW AND CONSTRUCTION PERMIT FEES**

Fees shall be collected upon submittal of plans for review as set forth in Table 1. Fees are based on the type of construction permit that plans are submitted for review.

Operational permits required for new systems, processes, or uses necessitating a plan review shall have the initial Fire Code permit issued with the plan review in accordance with Part 1, Table 1.

**Table 1**

REF.	TYPE OF REVIEW	FEE
	<b>Planning and Site Development</b>	
	<b>Pre-application design review</b> <i>To meet to discuss potential requirements, design criteria, hardships, proposed mitigation of requirements, etc</i>	\$295 per hour <i>First hour no charge.</i>
	<b>Planning and site development review</b> <i>Includes review and comments for planning applications and associated community development process requirements</i>	\$295
	<b>Emergency response pre-plan</b> <i>A emergency response pre-plan is required if determined necessary by the fire code official due to size, use, or special hazard exist</i>	Actual Cost to District
105.7	<b>Plan Check and Construction Permits</b>	
105.7.1.	<b>Automatic fire-extinguishing systems</b> (a) NFPA 13 & 13R wet, dry, pre-action 1. new system	\$698 first 20 heads + \$77 each addtl 20 heads

	2. modification to an existing system	\$552 first 20 heads + \$77 each addtl 20 heads
	(b) clean agent, commercial cooking, wet & dry chemical, CO <sub>2</sub>	\$497
	(c) NFPA 13D new and modifications	\$536
105.7.2	<b>Battery systems</b>	\$428
105.7.3	<b>Compressed gases.</b>	
	(a) storage, use, or handling	\$428
	(b) medical gas systems	\$750
	(c) refrigeration systems	\$643
105.7.4	<b>Cryogenic fluids</b>	\$540
105.7.5	<b>Fire alarm and detection systems and related equipment</b>	
	(a) fire alarm system	\$599 first 20 devices + \$214 each addtl 20 devices
	1. new system	
	2. modification to an existing system	\$552 first 20 devices + \$214 each add 20 devices
	(b) fire sprinkler monitoring system	\$428
	(c) smoke control system	\$1017
	(d) smoke and heat vent systems	\$699
105.7.6	<b>Fire pumps and related equipment</b>	
	(a) new installation	\$1071
	(b) modifications or repairs to	\$428
105.7.7	<b>Flammable and combustible liquids</b>	
	(a) aboveground and underground storage tanks, including equipment	\$428
	(b) underground tank removal	\$478
	(c) vapor recovery	\$428
105.7.8	<b>Hazardous materials</b>	\$699
105.7.9	<b>Industrial ovens</b>	\$360
105.7.10	<b>LP-gas</b>	
	(a) new installation	\$552
	(b) modifications or repairs to	\$472
105.7.11	<b>Private fire hydrants and fire protection water supplies</b>	
	(a) private fire hydrant systems	\$857 per system
	(b) fire protection system water supply	\$643 per system
	(c) rural water supply systems	\$661 per system
	(d) temporary water supply systems	\$428 per system
105.7.12	<b>Spraying or dipping</b>	

	(a) new installation	\$386
	(b) modifications or repairs to	\$283
105.7.13	<b>Standpipe systems</b>	
	(a) new installation	\$706
	(b) modifications or repairs to	\$331
105.7.14	<b>Temporary membrane structures and tents</b>	\$275
105.7.15	<b>Construction, alteration, or renovation of a building for which a building permit is required</b>	
	(a) commercial: new or addition	
	1. 0 – 5,000 SQFT	\$750
	2. 5,001 – 10,000 SQFT	\$1256
	3. 10,001 – 20,000 SQFT	\$1618
	4. each additional 10,000 SQFT	\$282
	(b) commercial: alteration or renovation	
	1. 0 – 5,000 SQFT	\$557
	2. 5,001 – 10,000 SQFT	\$672
	3. 10,001 – 20,000 SQFT	\$851
	4. each additional 10,000 SQFT	\$141
	(c) residential: new, addition, alteration or renovation	\$321
105.7.16	<b>Fire apparatus access, site improvements and related equipment</b>	
	(a) roadway design	\$360
	(b) obstructions (gates, traffic calming devices, and other manipulated barriers)	\$268
	(c) temporary fire apparatus access roadways	\$321
	<b>Miscellaneous system plans</b>	\$552
	<b>Miscellaneous construction permit</b>	\$292 per hour
	<b>Fuel modification</b>	\$833
	<b>Additional plan reviews</b>	\$228 each
	<b>Plan reviews or specialized consultation</b> <i>The use of an independent specialized consultant with expertise to conduct the review is sometimes necessary. Projects subject to this provision shall be so advised and provide to the District a document addressed to the District recognizing the advisory and accepting responsibility for resulting charges.</i>	\$307 + review type from Table 1 + consultant fees
	<b>Additional field inspections</b>	\$242 each
	<b>Field inspections or tests after regular business hours</b> <i>Fees assessed under this provision shall be due and payable prior to the action of the District. This provision is not a mandate on the District to normally provide this service. This service is subject to staff availability and does not mandate performance.</i>	\$699 per hour 2 hour minimum
	<b>Alternate materials and methods of construction review</b> <i>*Plus any costs the District incurs should the use of an independent specialized consultant be necessary to evaluate the submittal.</i>	\$295

	<b>Permit renewal or extension</b>	Assessed at one half of the original fee
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**Part 2. OCCUPANCY INSPECTION FEES**

The fees for state mandated occupancy inspections and state license care facility "Fire Clearance" services not part of a construction or operational permit shall be in accordance with Part 2, Table 2.

**Table 2**

REF.		FEE
	<b>State Mandated Inspections</b>	
1.	Public and private schools	\$0 annually
2.	Hotel, motel, lodging house, apartment house and dwelling, buildings, or similar (i.e. Group R, Division 1 & 2 occupancies) and structures accessory thereto (a) <15 dwelling units annually (b) 16-75 dwelling units annually (c) >76 dwelling units annually	\$257 \$396 \$735
3.	Jail or place of detention for persons charged with or convicted of a crime	\$806 bi-annually
4.	Additional field inspections	\$242 each
	<b>State Licensed Facilities - Fire Clearance (850 Form)</b>	
5.	Pre-inspection consultation	\$198
6.	Facilities with a capacity to serve not more than 6 clients	\$198
7.	Facilities with a capacity to serve more 6-25 clients	\$246
8.	Facilities with a capacity to serve 26 or more clients	\$321

**Part 3. FIRE CODE OPERATIONAL PERMIT FEES**

All Operational permits required by the California Fire Code and/or San Ramon Valley Fire Protection District ("District") Ordinance are renewable on the basis of inspection frequency. Operational permit fees are due and payable via invoice following the inspection as set forth in Part 3.

Operational permits required for new systems, processes, or uses necessitating a plan review shall have the initial fire code permit issued with the plan review in accordance with Part 1, Table 1.

**Table 3**

REF.	TYPE OF REVIEW	FEE
	<b>Operational Permits</b>	
105.6.1	Aerosol products	\$89

105.6.2	Amusement buildings	\$214
105.6.3	Aviation facilities	\$197
105.6.4	Carnivals and fairs	\$295
105.6.5	Cellulose nitrate film	\$197
105.6.6	Combustible dust-producing operations	\$135
105.6.7	Combustible fibers	\$201
105.6.8	Compressed gases	\$201
105.6.9	Covered mall buildings	\$246
105.6.10	Cryogenic fluids	\$135
105.6.11	Cutting and welding	\$197
105.6.12	Dry cleaning plants	\$135
105.6.13	Exhibits and trade shows	\$242
105.6.14	Explosives	\$45
105.6.15	Fire hydrants and valves	\$111
105.6.16	Flammable and combustible liquids	\$135
105.6.17	Floor finishing	\$197
105.6.18	Fruit and crop ripening	\$135
105.6.19	Fumigation and thermal insecticidal fogging	\$36
105.6.20	Hazardous materials	\$269
105.6.21	Hazardous production materials	\$269
105.6.22	High-piled storage	\$201
105.6.23	Hot work operations	\$67
105.6.24	Industrial ovens	\$223
105.6.25	Lumber yards and woodworking plants	\$67
105.6.26	Liquid or gas-fueled vehicles	\$67
105.6.27	LP-gas	\$46
105.6.28	Magnesium	\$67
105.6.29	Miscellaneous combustible storage	\$45
105.6.30	Open burning	\$114
105.6.31	Open flames and torches	\$99
105.6.32	Open flames and candles	\$99
105.6.33	Organic coatings	\$197
105.6.34	Places of assembly	\$201
105.6.35	Private fire hydrants	\$197
105.6.36	Pyrotechnic special effects material	\$321
105.6.37	Pyroxylin plastics	\$135
105.6.38	Refrigeration equipment	\$67
105.6.39	Repair garages and motor fuel-dispensing facilities	\$67
105.6.40	Rooftop heliports	\$197
105.6.41	Spraying or dipping	\$67
105.6.42	Storage of scrap tires and tire byproducts	\$197
105.6.43	Temporary membrane structures and tents	\$223
105.6.44	Tire-rebuilding plants	\$223
105.6.45	Waste products	\$223



105.6.46	Wood Products	\$223
105.6.47	Additional operational permits	\$223
105.6.48	Christmas tree sales	\$223
105.6.49	Model rocket	\$193

**Part 4. GENERAL FEES**

Miscellaneous reports, copying fees, standby personnel, safety officer or other listed general services for which the District has adopted user fees shall be in accordance with Part 4, Table 4.

**Table 4**

REF.	GENERAL FEES	FEE
	All reports, (Incident, Inspection, Investigation, Budget, CAFR, Board Packet)	Cost of reproduction, plus 10%
	Copy Charges	\$.10 per page; duplexed pages are charged as two pages
	GIS Maps (Digital Transfer)	Cost of reproduction, plus 10%
	Copies of photographs, discs, tapes or any other outsourced processed records	Cost of reproduction plus 10%
	Documentation Certification	\$5.00 or maximum allowable by law
	Returned Check Charge	\$25/check
	Late Payment Fee	10% of fee or \$10 (whichever is greater)
	CPR Training	\$40 per person
	Fire House Dinner	\$150
	Paramedic Field Internship	\$1,897
	Subpoenas A deposit of \$150.00 for each day that the specified employee is required to remain in attendance pursuant to the subpoena. The District shall then be reimbursed for traveling expenses and the full cost to the District of paying the employee, tabulated pursuant to the Service Rate below. If the actual expenses should later prove to be less than \$150.00 per day tendered, the excess of the amount shall be refunded. If the actual expenses should later prove to be more than the amount deposited, the District may collect the balance from the party at whose request the subpoena is issued	
	Weed Abatement Program Administrative Fee	\$1,127
	Applicant Charges for Processing Address or Street Name Changes	\$80

**"SERVICE RATE SCHEDULE"**. Unless waived by the District pursuant to Section 3 of the Fee Ordinance, a service rate shall be applied for the services rendered. This service rate shall be based upon the hourly rate, or overtime rate for the specific position or rank for the employee providing the services. In addition, this rate shall include an average benefit cost for safety employees and an average benefit cost for non-safety employees dependent on which classification of the specified employee. When determining whether the rate to be charged is the "overtime rate" or the "hourly rate," the overtime rate shall be used if the District is required to pay overtime to the specified employee. If the District is not required to pay overtime to the specific employee, then all hours shall be charged at the "hourly rate."

**"EQUIPMENT RATE SCHEDULE"**. Apparatus and equipment rates shall be the current rate in effect under the California Fire Assistance Agreement or the Federal Emergency Management Agency equipment rate schedule, whichever applies.

**Part 5. Information Technology Surcharge Fee**

The schedule of fees included in Section 9, Part 1 through Part 3 is inclusive of a 5 percent surcharge for Information Technology to assist in ongoing technology needs to support the general operations of the Fire Prevention Division for which these fees are charged.



# 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: April 12, 2014  
To: Board of Directors  
From: Interim Assistant Chief Phares  
Subject: Assistant Chief Command Vehicles

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## Background:

Two command staff vehicles are due for replacement this year. The replacements are warranted based on the age and condition of the existing vehicles, and funding for these vehicles was budgeted in the FY 2013/2014 Apparatus / Equipment Replacement Fund 600-6250.

Winner Chevrolet provides vehicles to state and local government agencies under the State of California Fleet Contract #1-14-23-23D. Winner Chevrolet has two 2014 Chevrolet Tahoe, 4WD 4 Door LS 1500 vehicles that meet District standards. Winner Chevrolet can deliver the vehicles within 3 weeks of purchase order delivery.

Winner Chevrolet  
2014 Tahoe 4WD      \$35,917. ea x 2 = \$71,834.

The vehicles will require Code 3 Emergency Vehicle equipment. Outfitting time is approximately three week, and the equipment costs will not exceed \$13,000 per vehicle.

Code 3 Outfitting      \$13,000. ea x 2 = \$26,000.

## Recommended Board Action:

Staff recommends the Board of Directors approve the purchase, payment and outfitting of two (2) 2014 Chevrolet Tahoe Command Vehicles. The total project cost not to exceed \$97,834.



# 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: April 23, 2014  
To: Board of Directors  
From: Chief Paige Meyer  
Subject: Approval of Consulting Services Agreement with Raymond Riordan

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## **Background:**

The City Of San Ramon and District have a history of collaboratively preparing, planning, training and responding to emergencies as emphasized by the San Ramon Valley Emergency Preparedness Citizen Corps Council. Additionally, the City and District jointly operate an EOC in providing emergency response services for persons within the City and District boundaries in times of natural or man-made crisis or disaster, such as floods, storms, earthquakes, war, or other similar catastrophic events.

Due to a pending retirement, the City will no longer have a dedicated employee assigned toward ensuring the community is prepared for the types of events noted above. The City has requested the District provide emergency preparedness planning services to the City, on an interim basis, through a Memorandum of Understanding agreement between the two agencies. This would give the City time to develop options for emergency preparedness planning going forward.

The District would require outside assistance in order to provide the services called for in the Memorandum of Understanding. Ray Riordan has provided these services in the past and is willing to enter into a consulting services agreement with the District.

## **Recommended Board Action:**

Staff recommends approval a Consulting Services Agreement with Raymond Riordan.

## **Fiscal Impact:**

The costs to the District associated with the consulting services agreement would reimbursed through the Memorandum of Understanding with the City. Therefore no fiscal impact to the District.

**SAN RAMON VALLEY  
FIRE PROTECTION DISTRICT**

Administration  
Phone: 925-838-6600  
Fax: 925-838-6629  
[www.srvfire.ca.gov](http://www.srvfire.ca.gov)

1500 Bollinger Canyon Road  
San Ramon, California 94583

Fire Prevention  
Inspections: 925-838-6680  
Phone: 925-838-6600  
Fax 925-838-6696

**CONTRACT FOR CONSULTING SERVICES**

This Contract for Consulting Services (hereafter the "Agreement") is entered into as of the 23rd day of April 2014, by and between the San Ramon Valley Fire Protection District, a California Special District organized and existing under the Fire Protection District Law of 1987 (Health and Safety Code Section 13800 *et seq.*) (hereafter the "DISTRICT") and Raymond Riordan, an individual (hereafter "INDEPENDENT CONSULTANT").

The INDEPENDENT CONSULTANT will furnish services for the DISTRICT upon the terms and under the following conditions:

- A. **Scope of Services.** It is understood and agreed that INDEPENDENT CONSULTANT possesses distinct technical or professional skills in performing the services described in the attached Exhibit "A", that DISTRICT contracts for said services, in that DISTRICT does not perform these services as a part of its regular business; that INDEPENDENT CONSULTANT has control over the means and methods of performing these services; that INDEPENDENT CONSULTANT understands and believes that services are being performed as an INDEPENDENT CONSULTANT. Nothing in this contract shall in any way be construed to constitute the INDEPENDENT CONSULTANT as an agent or employee of the DISTRICT. INDEPENDENT CONSULTANT has agreed that the services are personal services and shall not assign or sub-contract any portion of this contract. As such, in no event shall any person or entity not a party to this contract be considered an employee of the DISTRICT.
- B. **Service Period.** The INDEPENDENT CONSULTANT agrees to perform and furnish services as described in their proposal. This Agreement shall terminate upon the earlier of: (1) termination consistent with Agreement Section G; (2) INDEPENDENT CONSULTANT reaching 960 hours of work in any fiscal year commencing on July 1 and ending with June 30 the following year; or (3) if not already terminated, the Agreement shall expire on November 5, 2014. The Agreement may be renewed for an additional period of time as may be negotiated by the DISTRICT and INDEPENDENT CONSULTANT.
- C. **Compensation.** In consideration for the services to be provided by INDEPENDENT CONSULTANT, the DISTRICT agrees to pay INDEPENDENT CONSULTANT \$75 per hour, as described in Exhibit "B". Unless otherwise specified in Paragraph "I" below, payment shall be made upon receipt of an invoice from the INDEPENDENT CONSULTANT. DISTRICT and INDEPENDENT CONSULTANT acknowledge and agree INDEPENDENT CONSULTANT shall be



paid for independent contracting services and not for wages. The DISTRICT will not withhold from such sum any amounts for Federal or State income taxes. The Labor Code of the Workers' Compensation Laws of California states that an employer must cover employees for work-related injury and illness. The INDEPENDENT CONSULTANT is not an agent or employee of the DISTRICT and therefore will not be covered under the DISTRICT's Workers' Compensation Program. The undersigned individual INDEPENDENT CONSULTANT understands that no Workers' Compensation benefits will be paid by the DISTRICT if he/she chooses not to be insured. Additionally, the DISTRICT will not obtain unemployment insurance for the INDEPENDENT CONSULTANT.

- D. **Provision of Materials.** Unless specifically requested and agreed by DISTRICT, the INDEPENDENT CONSULTANT shall provide his/her own personal tools, supplies and equipment at his/her own cost to perform the services required by this Agreement and shall coordinate all media activities with the DISTRICT personnel.
- E. **Background Release.** The INDEPENDENT CONSULTANT attests that he/she has never been convicted of a crime, including military offenses, other than minor traffic offenses, which resulted in conviction and/or imprisonment, except as specifically stated in the attached sheet of paper, if any. (This information does not necessarily disqualify the applicant from consideration.) The INDEPENDENT CONSULTANT shall provide the DISTRICT with a copy of his/her current, valid business/consultant's License.
- F. **Insurance and Indemnification.** The INDEPENDENT CONSULTANT understands that the DISTRICT is a member of the Fire Agencies Insurance Risk Authority, a public entity risk pool, which provides coverage for its members. The JPA is the insurance carrier for the DISTRICT and the JPA does not provide insurance to the people or businesses with whom the DISTRICT contracts. Therefore the DISTRICT insurance company shall not be required to make any payment for any claims against INDEPENDENT CONSULTANT. INDEPENDENT CONSULTANT has evaluated all risks involved in the completion of the terms of the Agreement and has sufficient insurance coverage. INDEPENDENT CONSULTANT agrees that he/she is CONSULTANT responsible for providing sufficient insurance and liability coverage, and will provide a copy of said coverage to the DISTRICT. for himself/herself. INDEPENDENT CONSULTANT agrees to defend, indemnify and hold harmless the DISTRICT, its elected officials, officers, agents, employees, assigns and volunteers, from and against any and all claims, liability or obligations based on the negligent or willful misconduct of INDEPENDENT CONSULTANT in providing any of the services required by this Agreement.
- G. **Termination.** INDEPENDENT CONSULTANT acknowledges and agrees that he serves at the pleasure of the DISTRICT Board of Directors, and nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the DISTRICT to terminate the Services of INDEPENDENT CONSULTANT at any time. Further, the DISTRICT may cancel this contract if, (a) in the DISTRICT'S sole discretion, the DISTRICT determines that INDEPENDENT CONSULTANT has failed to render the services under this contract in a professional manner; and (b) places in the mail notice

to the INDEPENDENT CONSULTANT at least seven (7) days prior to the termination of this contract. If the contract is cancelled, INDEPENDENT CONSULTANT will be paid only for the part of the contract which he/she fulfills. Cancellation of this contract by either party must be done in writing and sent by registered mail to the address of the DISTRICT.

H. **Other Terms and Conditions.**

INDEPENDENT CONSULTANT agrees to comply with all applicable federal, state and local laws and regulations, including the possession of a valid business license.

The DISTRICT is insured by the Fire Agencies Insurance Risk Authority, a public entity risk pool, which provides coverage for its members. Any dispute would be arbitrated within Contra Costa County.

I. **Interpretation of Contract.** The parties agree that each of the terms within this Agreement is fully understood and is specifically agreed to. In no event shall either party be considered the party that drafted this contract.

J. **Entire Agreement.** The DISTRICT and INDEPENDENT CONSULTANT agree that the terms and conditions and covenants of this Agreement are intended by the parties as a final expression of their agreement with respect to such terms, conditions and covenants as are included in this Agreement and may not be contradicted by evidence of any prior or contemporaneous agreement. This Agreement specifically supersedes any prior written or oral agreements between the parties.

K. **Law and Venue.** This Agreement shall be administered and interpreted under the laws of the State of California, and the rights and obligations of the parties hereto shall be construed and enforced in accordance with the laws of the State of California. Jurisdiction and Venue for any cause of action shall be in the Superior Court for Contra Costa County or in the United States District Court for the Northern District of California.

L. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement with the intent to be bound thereby as of the date first written above.

PARTIES:

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

\_\_\_\_\_  
INDEPENDENT CONSULTANT  
Raymond Riordan

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

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

Date: \_\_\_\_\_

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
EXHIBIT A**

**SCOPE OF SERVICES**

Raymond Riordan (“INDEPENDENT CONSULTANT”) will provide the services set forth below:

The following are the key initial priority tasks to be provided over the next six months.

- Develop an employee notification system
- Complete Alternate EOC set up
- Prepare materials and exercise 2 hour Table Top Exercises/Trainings
- Maintain contact with county, state, and federal agencies to be sure compliance is maintained
- Maintain involvement with associations that support the programs and compliance
- Maintain programs for the Citizen Corps Council
  - Emergency Preparedness Fair Planning
  - Community Emergency Response Team Training and Exercises
  - Heart Safe Program support
  - Disaster Communications activities, trainings and equipment

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
EXHIBIT B**

**PAYMENT SCHEDULE**

The San Ramon Valley Fire Protection District (“DISTRICT”) agrees to compensate Raymond Riordan (“INDEPENDENT CONSULTANT”) for services rendered as follows:

Hourly rate of \$75 per hour

Pre-approved, expense reimbursement to attend meetings, workshops, programs, etc to meet the tasks identified in the Scope of Service.





# 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: April 23, 2014

To: Board of Directors

From: Chief Paige Meyer

Subject: Approval of Memorandum of Understanding Between City Of San Ramon and San Ramon Valley Fire Protection District for Emergency Management Services

---

## **Background:**

The City Of San Ramon and District have a history of collaboratively preparing, planning, training and responding to emergencies as emphasized by the San Ramon Valley Emergency Preparedness Citizen Corps Council. Additionally, the City and District jointly operate an EOC in providing emergency response services for persons within the City and District boundaries in times of natural or man-made crisis or disaster, such as floods, storms, earthquakes, war, or other similar catastrophic events.

Due to a pending retirement, the City will no longer have the services of the long-term City employee that's been instrumental in both coordinating emergency preparedness services between the two agencies and the successful accomplishments of the San Ramon Valley Emergency Preparedness Citizen Corps Council. The City (and District) deem these services to be essential public safety services and the City desires to enter into an agreement with District for the continuation of such services. The agreement would be for a term of six months, and afford the City time to evaluate how it wishes to proceed with emergency preparedness planning services going forward.

## **Recommended Board Action:**

Staff recommends approval of the Memorandum of Understanding between City Of San Ramon and San Ramon Valley Fire Protection District for provision of emergency management services.

## **Fiscal Impact:**

The cost to the District associated with providing emergency preparedness services to the City pursuant to the agreement will be reimbursed by the City. Therefore no fiscal impact to the District.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN CITY OF SAN RAMON AND  
SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
FOR EMERGENCY MANAGEMENT SERVICES**

This Memorandum of Understanding (the "Agreement") is made on this \_\_\_\_ day of April 2014, by and between the City of San Ramon, a municipality (hereafter "CITY") and the San Ramon Valley Fire Protection District, a California Special District organized and existing under the Fire Protection District Law of 1987 (Health and Safety Code Section 13800 *et seq.*) (hereafter "DISTRICT").

WITNESSETH

WHEREAS, the CITY and DISTRICT have a history of collaborative preparing, planning, training and responding to emergencies as emphasized by the June 2006 San Ramon Valley Emergency Preparedness Citizen Corps Council; and

WHEREAS, the CITY and DISTRICT jointly operate an EOC in providing emergency response services for persons within the CITY and DISTRICT limits in times of natural or man-made crisis or disaster, such as floods, storms, earthquakes, war, or other similar catastrophic events; and

WHEREAS, the CITY wishes to request additional support from the DISTRICT to provide emergency services support in the areas of emergency planning, program development, training and exercises in preparation for the next disaster; and

WHEREAS, the CITY and DISTRICT now wish to enter into this memorandum of understanding to set forth their agreements and understandings.

NOW, THEREFORE, the CITY and DISTRICT mutually agree as follows:

1. This Agreement is established for 180 days (or six months), starting May 5, ending on November 5, 2014, and may be renewed for an additional time as negotiated.
2. The compensation for such services during this time shall not exceed \$38,000 for tasks identified in an agreed upon work plan. Compensation may be adjusted as required by additional tasks or negotiated modifications. DISTRICT shall submit monthly invoices for services performed under the agreement. CITY shall pay DISTRICT within 15 days of receipt of the invoice.
3. The DISTRICT can either hire a qualified contractor or redirect current staff to this effort. Hereafter, either shall be noted as DISTRICT REPRESENTATIVE, who would provide the services to the CITY.
4. CITY may confer, consult with, correspond, and communicate directly with DISTRICT REPRESENTATIVE to discuss and approve specific projects identified in a work plan.
5. If requested by DISTRICT, CITY shall provide office space, communications systems, and facility access to the DISTRICT REPRESENTATIVE.

6. This Agreement may be terminated with or without cause by either party to this Agreement with 30 days' advance written notice being given in the manner described by this Agreement. However, CITY shall pay for all services provided by DISTRICT on or before the effective date of the termination.

7. CITY and DISTRICT shall both have full ownership rights to DISTRICT'S work product, including but not limited to plans, reports, drawings, and other documents generated as a result of this Agreement.

8. To the extent permitted by law, DISTRICT shall indemnify, defend, hold harmless, and release CITY, its elected officials, officers, employees and agents from and against any and all actions, claims, demands, damages, disability, losses, failure to comply with any current or prospective laws, and expenses including attorney's fees and other defense costs or liabilities of any nature that may be asserted by any person or entity including DISTRICT from any cause whatsoever arising out of or in any way connected with the DISTRICT's (including its employees', officers', and agents') performance under this Agreement, except to the extent that such injury or damage arises out of the sole or active negligence or willful acts of the CITY, its elected officials, officers, employees or agents. DISTRICT agrees to provide CITY with reasonable notification of legal claims and/or lawsuits which DISTRICT may receive and which DISTRICT will request indemnification in under this paragraph.

9. To the extent permitted by law, CITY shall indemnify, defend, hold harmless, and release DISTRICT, its elected officials, officers, employees and agents from and against any and all actions, claims, demands, damages, disability, losses, failure to comply with any current or prospective laws, and expenses including attorney's fees and other defense costs or liabilities of any nature that may be asserted by any person or entity including CITY from any cause whatsoever arising out of or in any way connected with the CITY's (including its employees', officers', and agents') performance under this Agreement, except to the extent that such injury or damage arises out of the sole or active negligence or willful acts of the DISTRICT, its elected officials, officers, employees or agents. CITY agrees to provide DISTRICT with reasonable notification of legal claims and/or lawsuits which CITY may receive and which CITY will request indemnification in under this paragraph.

10. Nothing in this Agreement is intended to alter, modify, restrict, supplant, or affect the parties' understandings set forth in the San Ramon Valley Emergency Preparedness Citizen Corps Council agreement, which shall continue to remain in effect until such time as it is terminated in accordance with the terms of that agreement.

11. All correspondence and notice to the parties indicated herein shall be sent to the parties as follows:

CITY  
City Manager  
City of San Ramon  
2222 Camino Ramon  
San Ramon, CA 94583

DISTRICT  
Fire Chief  
San Ramon Valley Fire Protection District  
1500 Bollinger Canyon Rd  
San Ramon, Ca 94583

12. This Agreement shall be binding upon and inure to the benefit of the parties' successors, heirs, assigns, and personal representatives. The rights and duties of this Agreement shall not be assigned or transferred without prior written approval of both parties.

13. This Agreement may be executed in counterparts and contains the entire agreement between the parties hereto. No promise, representation, warranty, or covenant not included in the Agreement has been or is relied on by any of the parties hereto. This Agreement has been mutually drafted by the parties.

14. This Agreement may be amended or modified only by a written instrument executed by both parties.

15. Each individual executing this Agreement, or its counterpart, on behalf of the respective entity, warrants that he/she is authorized to do so and that this Agreement constitutes the legally binding obligation of the entity which he/she represents.

16. The waiver by either party of any breach of any term or condition herein contained shall not be deemed to be a waiver of such term or condition on any subsequent breach of the same or any other term or condition herein contained.

17. This Agreement shall be administered and interpreted under the laws of the State of California, and the rights and obligations of the parties hereto shall be construed and enforced in accordance with the laws of the State of California. Jurisdiction and Venue for any cause of action shall be in the Superior Court for Contra Costa County or in the United States District Court for the Northern District of California.

IN WITNESS WHEREOF, the parties hereby have executed this Agreement on the day first above written in the CITY OF SAN RAMON, California.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

By: \_\_\_\_\_  
Paige Meyer, Fire Chief

CITY OF SAN RAMON

By: \_\_\_\_\_  
Greg Rogers, City Manager

APPROVED AS TO FORM:

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

Date: \_\_\_\_\_



# **CORRESPONDENCE**



# Moraga-Orinda Fire District

Fire Chief Stephen Healy

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DATE: April 14, 2014

Captain Mark Anderson  
San Ramon Valley FPD  
1500 Bollinger Canyon Road  
San Ramon, CA 94583

Dear Mark,

This letter is written to thank you for assisting us with our 2014 Fire Engineer Examination. We appreciate you taking time from your busy schedule help MOFD ensure that we have the best qualified and skilled people in this important position.

Your feedback and suggestions regarding the position and the examination process were also greatly appreciated. Having a fire service professional such as yourself involved in this process was important to MOFD. Thank you again for your help and please don't hesitate to ask for assistance from us if and when needed.

Sincerely,

  
Stephen Healy  
Fire Chief

cc: Paige Meyer, Fire Chief SRVFPD

4/10-2014

To the Fire Chief

I received your note wishing me well. Thank you for your kindness.

I cannot say enough about how grateful I am to the firemen who responded to my call when I could not breathe.

They were very caring and helpful, and got me to the hospital right away.

Sincerely,

Shirley Wilks

This is for you  
to buy food for  
a firehouse lunch  
on us!

Many-Many

Thanks!

George F. Davis





FOR IMMEDIATE RELEASE: March 19, 2014

See [www.emergencydispatch.org](http://www.emergencydispatch.org) for information about the International Academies, or call us at: 800-960-6236 or 801-359-6916.

CONTACT: Carlynn Page, Associate Director

### San Ramon Valley Fire Protection District Awarded Re-Accreditation as an Emergency Medical Dispatch Center of Excellence

SALT LAKE CITY, UT – The International Academies of Emergency Dispatch (IAED) is pleased to formally award Re-Accreditation as an Emergency Medical Dispatch Center of Excellence to **San Ramon Valley Fire Protection District** – San Ramon Valley Fire Protection District was the 8<sup>th</sup> center in the world to be awarded this highest distinction for their comprehensive implementation and compliance with the Medical Priority Dispatch System (MPDS) and associated “20 Points of Excellence.”

The MPDS is the world’s most widely-used 911-type pre-arrival instruction and dispatch-life-support protocol system. With scripted telephone instructions for CPR, airway obstruction relief, hemorrhage control, and childbirth assistance, the MPDS has been credited with helping save thousands of lives. In addition to requiring proper system oversight, medical control and quality improvement programs, Re-Accreditation demands careful MPDS compliance and certification for all emergency call-takers and medical dispatchers.

Earning this Re-Accreditation award is voluntary and involves completing a detailed self-study and analysis. This accomplishment demonstrates to not only each individual within the communications center, but also to the administration, the community, and the world, that San Ramon Valley Fire Protection District is compliant with all international practice standards for Emergency Medical Dispatch (EMD).

*With headquarters based in Salt Lake City, Utah, the International Academies of Emergency Dispatch is a 501(c)(3) non-profit organization comprised of three allied Academies with related programs and standards for emergency Medical, Fire, and Police dispatching. The IAED regularly reviews and updates the Medical Priority Dispatch System (MPDS) protocols for EMD and also maintains protocols and certification standards for Fire and Police Dispatch based on the time-proven MPDS logic structure. The IAED is the public-safety dispatch industry’s leading certifying and standard-setting body, with over 30,000 members in 20 countries.*

SETTING THE STANDARD FOR EMERGENCY DISPATCH WORLDWIDE



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Guy Calabrese, ETC  
Tamra Wiggins, Police



March 19, 2014

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

Dear Chief Meyer,

We have reviewed your agency's application for International Academy Re-Accreditation as a Center of Excellence. After significant discussion I'm pleased to inform you that the Board of Accreditation has voted unanimously to approve San Ramon Valley Fire Protection District for this important recognition. Today will go on record as the official award date.

We currently plan to recognize your agency at this year's Navigator conference in Orlando, FL. There will be no charge for this presentation, but please coordinate details with us if you would like to arrange any additional press conferences or presentations. We can potentially arrange Academy representatives to be available.

Congratulations on this accomplishment and keep up the good work! We commend your dedication to improving pre-hospital care.

Sincerely,

For the International Academy of EMD Board of Accreditation

Jeff J. Clawson, M.D.  
Board of Certification, Chair

Carlynn C. Page  
Associate Director

Brian A. Dale  
Board of Accreditation, Chair

cc: Academy Board of Accreditation  
Denise Pangelinan

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- Australasian Office  
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- Malaysian Office  
31-S Jalan PJS 5/30  
Pusat Dagangan Retailing Jaya Selatan  
46150 - Petaling Jaya - Selangor, Malaysia  
Malaysia





## Campo, Kenneth

---

**From:** Woodworth, John <John.Woodworth@bankofthewest.com>  
**Sent:** Tuesday, March 25, 2014 10:34 AM  
**To:** Meyer, Paige; Campo, Kenneth; Linda Bruemmer (lbruemmer@sbsa.org)  
**Cc:** West, Terry L.  
**Subject:** Yesterday

Paige, Linda and Ken:

Would you please pass along our sincere thanks to the firemen who responded to our 911 call yesterday. As you may have heard, one of our Customer Service Representatives, Pat Mrasek, had a medical emergency and was transported to the hospital by your respondents. I hear she's doing better but I wanted to let you know how thoughtful and reassuring your guys were, according to her manager, Terry West.

John W. Woodworth, CTP, Vice President, Senior Relationship Manager

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## The Neighborhood

### Students learn latest CPR methods

We probably never imagined the 1977 Bee Gee's hit "Staying Alive" would re-emerge decades later and regain its popularity with, of all people, seventh-graders. Yes, that disco dancing beat just happens to be the perfect "100 beats per minute" that is the ideal rhythm to administer chest compressions and, quite possibly, save a life.

Hands-only CPR and the proper use of an automated external defibrillator are now a part of the seventh-grade curriculum throughout the San Ramon Valley school district. Taught by staff of the San Ramon Valley Fire Protection District, and volunteers from the HeartSafe Committee, the 45-minute instruction is hands-on, quick and easy for the students to grasp to become the next generation of lifesavers.

Gale Ranch Middle School seventh-graders strewed into the gym recently during their PE classes to learn the lifesaving techniques. Small groups of students knelt on mats with several mannequins in front of them. HeartSafe volunteers gave a personal and up-close demonstration of the techniques while Andy Swartzell, a fire district captain and EMS coordinator; Kimberly French, a fire district information officer and cardiac arrest survivor; and lifesaver Joe Farrell spoke to the group. Each student had a chance to practice their skills, learn how to work the AED and learn how to respond when he or she sees someone go into cardiac arrest.

Seventh-grader Tylan Hasten said his hands got tired doing the compressions on the mannequin, but, he added, "It's a good thing to learn in case it (cardiac arrest) ever happens."

"I want to learn how to do it (hands-only CPR)," said Vrajesh Prakhyia. "I



JIM STEVENS/STAFF

Nick Vleisides, a chaplain with the San Ramon Valley Fire Protection District, teaches CPR to students at Gale Ranch Middle School on March 6 in San Ramon. The lessons are presented in conjunction with the San Ramon Valley school district and the fire department.

will definitely tell my family about it," he added.

The knowledge and skills the students are learning in this "classroom" are far-reaching throughout and beyond the San Ramon Valley as the students share their knowledge with parents, friends and family members.

The San Ramon Valley may be one of the safest places to experience a cardiac emergency, according to French.

According to the Centers for Disease Control and Prevention, sudden cardiac arrest, stroke and other cardiovascular events are the leading cause of death in the United States. One's chance of surviving a sudden cardiac arrest outside a hospital setting is around 8.5 percent nationally. But in the San Ramon Valley,

one's chance of survival is at 17.9 percent. That rate of survival jumps to 46.9 percent if an AED is used to shock the heart versus 26.3 percent nationwide.

Gale Ranch Assistant Principal Justin White and other staff members were on hand to watch the 350 seventh-graders file in and out throughout the morning. "Seventh grade is the best time for them to learn. Our kids are awesome, happy for the knowledge and very engaging at this age."

This training, he added, "is compelling information and great knowledge to have."

Learning hands-only CPR and the proper use of the AED "empowers people," says Edie Farrell, a HeartSafe volunteer. "The kids take it (the

training) seriously and pick it up quickly." Edie and her husband, Joe, were in Roseville when Joe suffered sudden cardiac arrest in August 2008. Continuous chest compressions and eight shocks from the AED saved his life. Just a year before, while on a golf course, Joe had performed hands-only CPR and saved the life of a man who had cardiac arrest.

"It was more than a coincidence," says Joe, "and I felt I had to give something back." The Farrells looked to the HeartSafe Committee, a group of about 25 dedicated volunteers who have trained more than 4,800 residents in hands-only CPR and how to use the AED. Committee volunteers on hand at Gale Ranch included Cathie Culbertson, Fire District Board Member Jay Kerr, Danville's former Emergency Services Manager Greg Gilbert, Cliff Buxton, Larry Fong, Pam Dodson and Debbie Vanek, a fire code compliance officer for the Fire District.

"I've been saved by what we're teaching you today," Joe told the group of students. "We're going to teach you how to save a life."

According to Swartzell, there are 250 AEDs in public buildings throughout the San Ramon Valley. The local Rotary Clubs and the San Ramon Regional Medical Center donated many.

Joe says the seventh grade is an ideal age to learn these skills.

"They listen and are eager to learn."

In 2010, the American Heart Association guidelines changed to compressions only or hands-only CPR. Mouth-to-mouth resuscitation was unnecessary to save a life, and instantly CPR became easier to teach and learn.

"Four times as many people are willing to do hands-only CPR than mouth-to-mouth," adds Swartzell.

Contact Monica Lander at [landerfamily@comcast.net](mailto:landerfamily@comcast.net).

### Mayor to address State of the Town

On Thursday, Danville celebrates excellence at its State of the Town and Community Awards luncheon at Crow Canyon Country Club. And just what state is Danville in (besides California)? Mayor Robert Storer will tell all in his address before the presentation of the 2013 Community Awards.

Awardees include Mary Tuttle, Citizen of the Year; Kiwanis Club of the San Ramon Valley, Charitable Organization of the Year; Joe Calabrigo, Danville Town Manager, Employee of the Year; and Bridges Restaurant, Business of the Year.

HAVE A TASTE: Danville area's businesses, restaurants, wineries and breweries will be featured in the 2014 Danville Business & Culinary Showcase from 5 to 8 p.m. April 3, also at Crow Canyon Country Club. This annual event is sponsored by the Danville Area Chamber of Commerce and provides an opportunity for San Ramon Valley residents to get to know various businesses in the area while enjoying locally prepared gourmet small bites, premium wines and craft brews.

Some of the Danville eateries participating in the tastings are Cottage Jewel, Danville Chocolates, El Nido Mexican Restaurant, Forbes Mill Steakhouse, Forge Pizza, Maria Maria, Martini Sky, Mexcal, Miglet's (featuring gluten-free baked goods and groceries), Piatti Ristorante, Slow G's Eatery, Sweet Street and Tal's Patisserie.

Major sponsors include Bay Area News Group, Danville Express, KKIQ/KKDV Radio and Republic Services. Prepaid admission, which includes food and beverages, is \$35, while admission at the door will be \$50. For

advance tickets, visit the Chamber website at [www.danvilleareachamber.com](http://www.danvilleareachamber.com) or call 925-837-4400. Crow Canyon Country Club is located at 711 Silver Lake Drive in Danville.

**A LITTLE MAGIC:** That takes care of some adult fun, but how about something for the younger set? Magic Dan will perform at 10 a.m. April 4 at

the Village Theatre, 233 Front Street, as part of the Preschool Performance Series. Admission is \$8. For further information, call 025-820-1278.

**A GRAND BAND:** And the Danville Community Band performs at 2 p.m. April 6 at the Blackhawk Automotive Museum. The concert program, titled "A Gallery of Sound," includes marches and film scores and is free with admission to the museum, located at 3700 Blackhawk Plaza Circle.

**VOLUNTEER A BIT:** If you've meant to volunteer to help others in our community, sign up for the Town of Danville's Lend-A-Hand Day on April 26, a Saturday. Between 8 a.m. and 3 p.m., individuals and groups are needed to assist with a work crew that will provide senior citizens with no-cost yard cleanup and minor home repairs. Now in its 11th year, Lend-A-Hand Day is in honor of Older Americans Month, celebrated in May.

Volunteers will meet at 8 a.m. April 26 at the Danville Community Center, 420 Front St., for an orientation and to receive assignments. For further information and/or to sign up, go to [TownofDanville.com](http://TownofDanville.com) — Event Listing & Registration or contact volunteer program specialist Julie Mason at 925-314-3458 or [jmason@danville.ca.gov](mailto:jmason@danville.ca.gov).

Email Georgia Lambert at [arounddanville@yahoo.com](mailto:arounddanville@yahoo.com).



GEORGIA LAMBERT  
AROUND DANVILLE



**Brooks, Sue**

---

**From:** Meyer, Paige  
**Sent:** Wednesday, April 02, 2014 4:11 PM  
**To:** Brooks, Sue  
**Subject:** FW: Thank you

---

**From:** Stamey, Matt  
**Sent:** Wednesday, April 02, 2014 4:07 PM  
**To:** Meyer, Paige  
**Subject:** Fwd: Thank you

FYI

Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

**From:** "Timothy P. McGrane"  
**Date:** 04/02/2014 3:14 PM (GMT-08:00)  
**To:** "Stamey, Matt"  
**Subject:** Thank you

Hello Matt,

It was a pleasure to meet you on Sunday and I would like to thank you and your crew for your help with the Jaguar photo shoot for the Danville Concours

If the Museum can be of any help to the SRVFPD, or if any of the Fire Dept personnel would like to visit the Museum, please let me know. We can make some tickets available for distribution to the stations however is suitable.

Kind regards

Tim

**Timothy P. McGrane**

Executive Director

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# **OPERATIONS**



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

**Date:** April 23, 2014  
**To:** Board of Directors  
**From:** Lon Phares, Interim Assistant Chief, Operations  
**Subject:** Monthly Operations Report for March 2014

---

## Training

1. New Scott Safety SCBA training in progress
2. Completed FY 2014/2015 and 2015-2016 District Budget worksheets
3. Completed draft document of Training Captain conversion plan
4. Assisted Human Resources with application of Department of Motor Vehicles statutory changes in relation to District policy
5. Facilitated the planning of the District's 2014 OSHA Mask Fit Testing Program
6. Third quarter Recruit Academy testing completed with all personnel having passed
7. Represented the District as an Assessor for the Cities of Richmond and San Jose
8. Attended Firefighter Bill of Rights update

## EMS

1. Fitch Study Review
2. EMS Quarter 1 Instruction and Quarter 2 Preparation
3. 7<sup>th</sup> Grade CPR Instruction

## Special Operations

1. Hazardous Materials Team
  - a. CRHMRO (Coastal Region Hazardous Materials Response Organization Hazardous Materials Workshop
  - b. 5 Scholarship Spots
  - c. Quarter 1 Training and Quarter 2 Preparation
  - d. County Meetings
2. Rescue Team
  - a. USAR – Quarter 1 Training and Quarter 2 Preparation



# Standards of Cover Policy Compliance Report

## March 1, 2014 - March 31, 2014

First Unit Response	SOC Goal 1, 5, 6			SOC Goal 2, 5, 6			SOC Goal 3, 5, 6			SOC Goal 5, 6		
	Urban (Count = 303)			Suburban (Count = 121)			Rural (Count = 5)			Wilderness (Count = 3)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
	7:00	6:45	6:52	8:00	7:47	7:40	15:00	9:58	11:06	45:00	22:56	28:13
		100%	100%		100%	100%		100%	100%		100%	100%

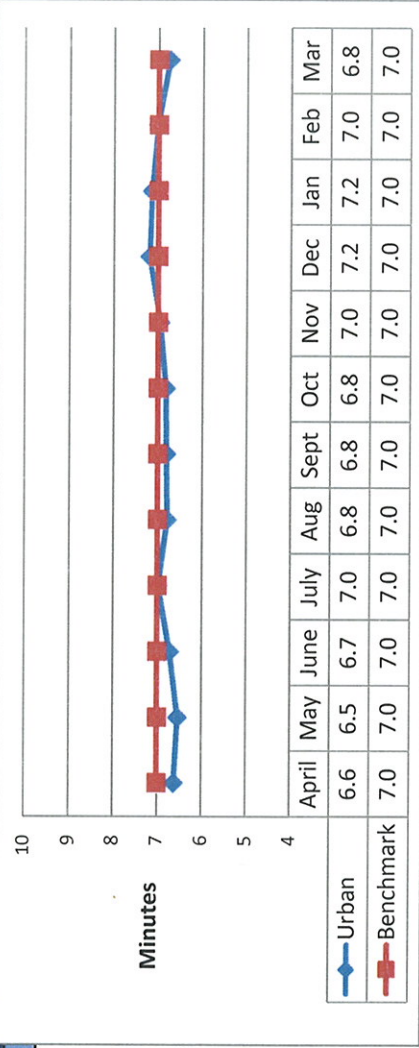
ERF Fire Response	SOC Goal 4																							
	Urban (Count = 1)						Suburban (Count = 0)						Rural (Count = 0)						Wilderness (Count = 0)					
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D			
	11:00	13:44	13:44	12:00	0:00	13:50	21:00	0:00	0:00	45:00	0:00	0:00	45:00	0:00	0:00	45:00	0:00	0:00	45:00	0:00	0:00			
		0%	27%		0%	0%		0%	0%		0%		0%	0%		0%	0%		0%	0%	0%			

ERF Medical Response	SOC Goal 8																							
	Urban (Count = 115)						Suburban (Count = 52)						Rural (Count = 1)						Wilderness (Count = 3)					
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D			
	9:00	9:54	8:35	10:00	9:21	9:26	21:00	9:57	13:37	45:00	30:03	31:24	45:00	30:03	100%	100%	100%	45:00	30:03	100%	100%			
		99%	100%		100%	100%		100%	100%		100%	100%		100%	100%	100%	100%		100%	100%	100%			

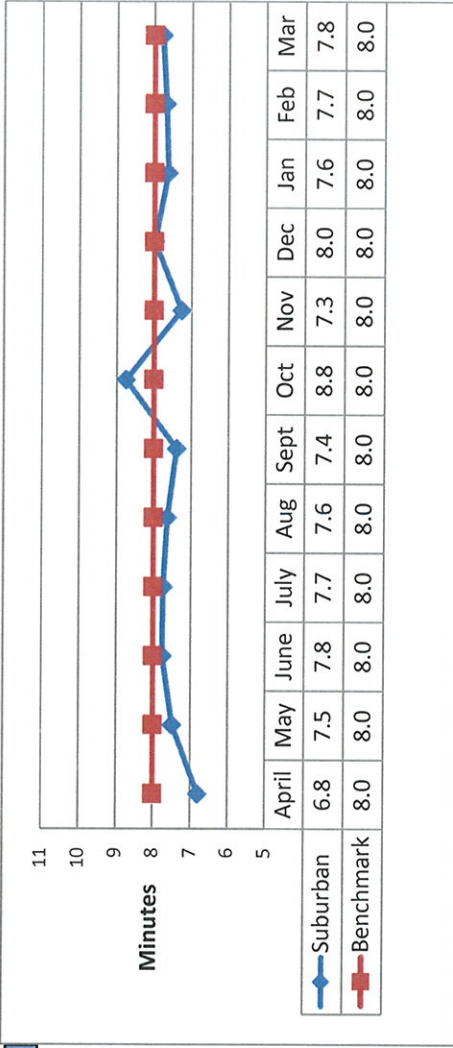
Call Processing Time	SOC Goal 7					
	Processing Time			Turnout Time		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
	1:00	0:48	0:48	2:00	1:52	1:50
		100%	100%		100%	100%

### First Unit Response

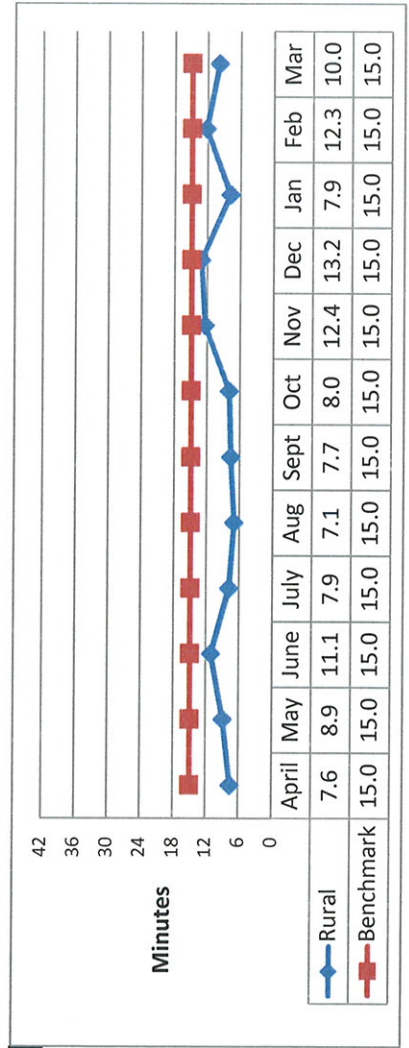
#### Urban



#### Suburban



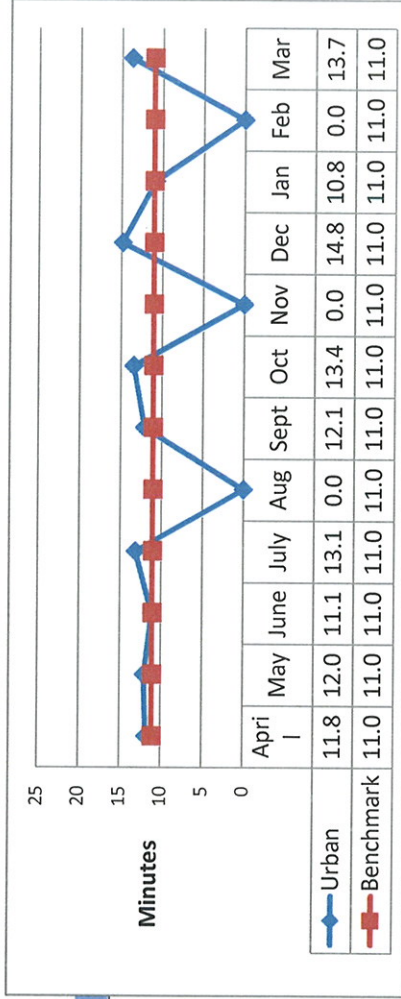
#### Rural







**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.

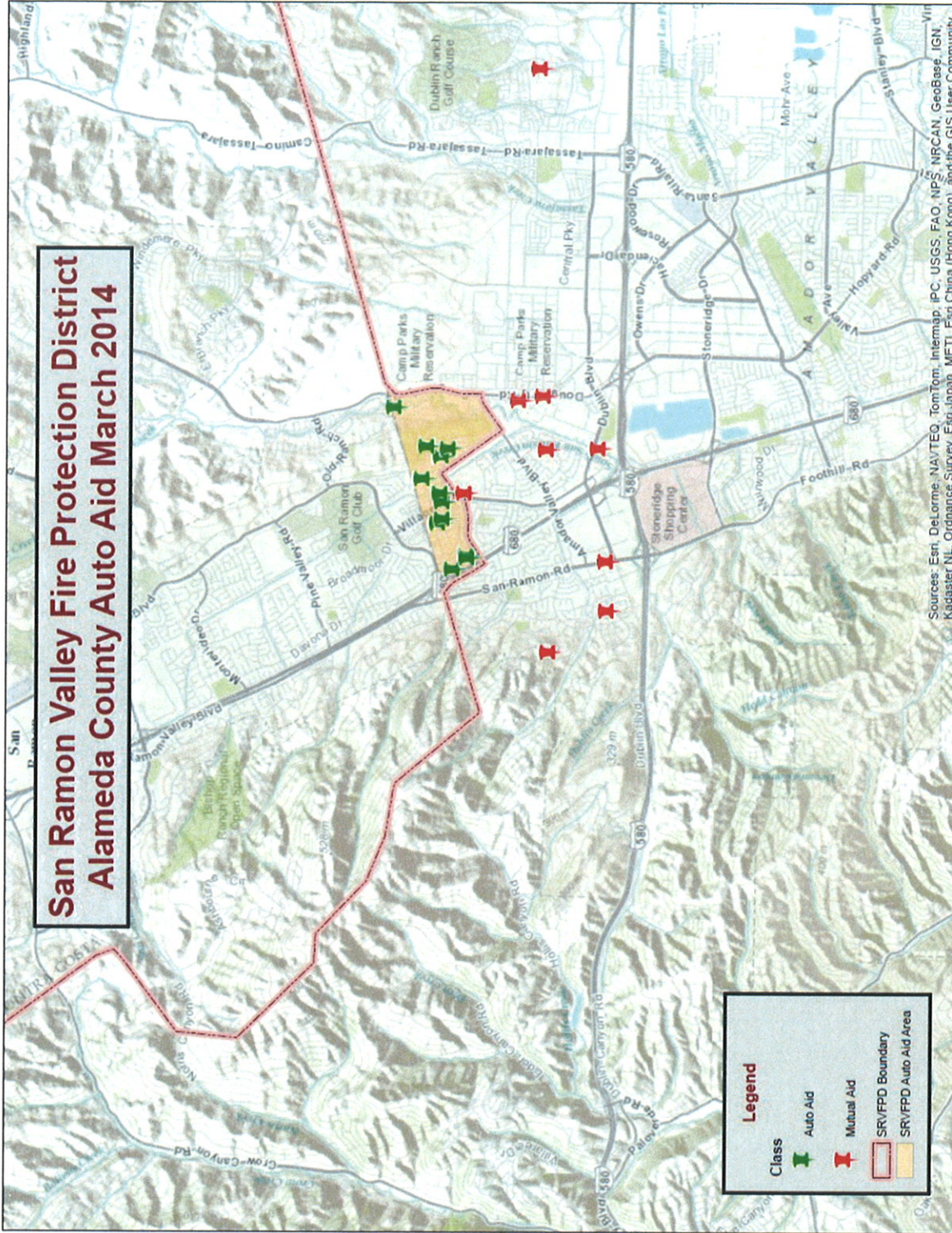
#### **Goal 8**

##### ***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 March 2014

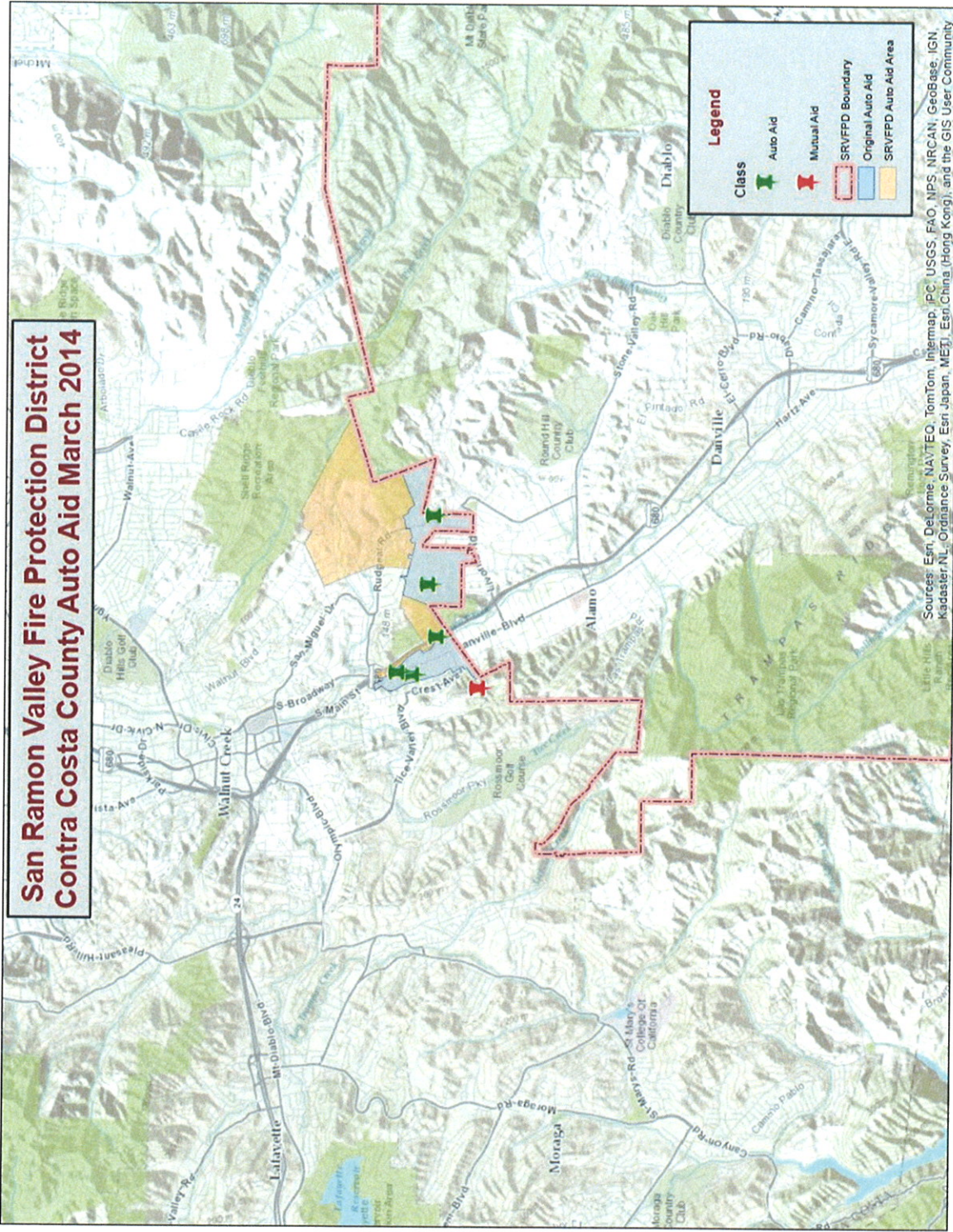


Sources: Esri, DeLorme, NAVTEQ, TomTom, Intermap, iPC, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), and the GIS User Community

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
<b>Auto Aid Given</b>	10	9	11	6	14	6	15	6	5	8	11	12
<b>Mutual Aid Given</b>	5	10	6	11	10	18	11	14	13	9	11	11
<b>Mutual Aid Received</b>	0	1	2	0	0	0	0	0	0	0	0	0
<b>Move-up</b>	0	1	3	1	0	2	0	0	2	0	0	0



# San Ramon Valley Fire Protection District Contra Costa County Auto Aid March 2014



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

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



# **SUPPORT 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: April 23, 2014  
To: Board of Directors  
From: Lon Phares, Interim Assistant Chief, Operations  
Subject: Monthly Support Services Report for March 2014

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## Facilities

1. Finalizing CIP
2. Moving forward with short term improvements for Station 32

## Fleet

1. Annual Pump Testing in progress
2. Mechanics attended Emergency Vehicle Technician Training Academy, Sacramento
3. Completed Annual Ground Ladder Testing

## Technology Systems

1. Upgraded firmware on Administration and Communications Center UPS
2. Migrated ADP database to cloud infrastructure
3. Updated and plotted hydrant maps for 2<sup>nd</sup> quarter inspections
4. Completed the FY 2014-2016 budget for the Board budget workshop
5. Updated wall map and map book projects with current street and parcel data
6. Attended Regional Radio and District working group meetings

## Communication Center

1. Communications Center received EMD Re-Accreditation by the International Academy of Emergency Dispatch
2. Communications personnel attended a presentation for the new 911 phone system
3. Completed the FY 2014-2016 budget for the Board budget workshop
4. Facilitated monthly Reserve drill
5. Recruitment opened for vacant Dispatcher position
6. Recruitment opened for Reserve positions



**FIRE PREVENTION  
DIVISION**



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

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

**Date:** April 23, 2014  
**To:** Board of Directors  
**From:** Christina Kiefer, Fire Marshal  
**Subject:** March Report of Fire Prevention Activities

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## Activities

### Fire Prevention Activity Reports

Attached are the Fire Prevention Activity Reports for the month of March. The report of inspection activities has been modified to include explanatory language for clarification of reported statistics.

### Residential Care Facility Workshop

On April 8, the 5th Annual Residential Care Facility Workshop was held at the Creekside Community Church in Alamo. The Residential Care Facility Evacuation Training Video was the focus of the training session. The attendee's were seated in groups of approximately 10 students and a group leader. The video was shown by segment and after each segment the group leader would facilitate a discussion among the group reaffirming the lessons taught and answering questions. In attendance there were 47 Administrators and 42 Caregivers. Also in attendance; Supervisor Andersen, County EMS, County OES and the Community Warning System Manager.

### Contra Costa County Community Wildfire Protection Plan Update

The Diablo Firesafe Council is in the process of updating the Community Wildfire Protection Plan (CWPP). The update of the CWPP will include identifying priorities and strategies to help direct future grant funding efforts. Recommendations will include fuel reduction projects, prevention strategies and efforts to reduce structure ignitability.

### Exterior Hazard Abatement Notices Mailed

On April 1, 2014 legal notices were mailed to property owners that had a change of ownership information. On April 8, 2014 reminder postcards were sent to property owners in the exterior hazard abatement program. Property owners with multiple properties are sent one notice for all properties owned.

## Potential Issues

No issues to report at this time.

## Upcoming Public Education Classes and Events Scheduled

<b>Event</b>	<b>Location</b>	<b>Date/Time</b>
<b>CERT Class #60</b>	<b>Administration Building</b>	<b>Tuesdays, April 1-May 15 6:00pm-9:30pm</b>
<b>150 Year Anniversary of Mt Diablo State Park</b>	<b>Mt Diablo State Park</b>	<b>Saturday, April 26 10:00am-4:00pm</b>
<b>Hands Only CPR for Museum of SRV</b>	<b>Corner of Railroad Rd and Prospect, Danville</b>	<b>April 28</b>
<b>7th Grade CPR</b>	<b>Iron Horse Middle School</b>	<b>April 29</b>
<b>7th Grade CPR</b>	<b>Stone Valley Middle School</b>	<b>May 6</b>
<b>Wildfire Preparedness</b>	<b>Alamo Oaks Community Club Private Residence</b>	<b>Wednesday, May 7 6:30pm-8:30pm</b>
<b>Senior Pancake Breakfast</b>	<b>San Ramon Senior Center</b>	<b>May 17</b>
<b>7th Grade CPR</b>	<b>Diablo Vista Middle School</b>	<b>May 20</b>
<b>Personal Emergency Preparedness</b>	<b>Administration Building</b>	<b>Wednesday, May 21 6:00pm- 8:30pm</b>
<b>San Ramon Art and Wind Festival</b>	<b>San Ramon Central Park</b>	<b>Sunday and Monday May 25 and May 26 10:00am-5:00pm</b>
<b>Danville Fine Arts Fair</b>	<b>Downtown Danville</b>	<b>Saturday and Sunday June 21 and June 22 10:00am-5:00pm</b>
<b>Emergency Preparedness Fair</b>	<b>San Ramon Central Park and Community Center</b>	<b>Saturday, September 13 10:00am - 3:00pm</b>



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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>CODE COMPLIANCE</b>													
INSPECTIONS	113	174	82										369
REINSPECTIONS	68	84	167										319
TOTAL *	181	258	249	0	0	0	0	0	0	0	0	0	688
OCCUPANCY PERMITS	25	92	73										190

<b>ANNUAL INSPECTION PROGRAM</b>													
TOTAL INSPECTABLE OCCS	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401
TOTAL STARTED YTD †	83	112	146										341
% STARTED YTD	5.92%	7.99%	10.42%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	24.34%
TOTAL COMPLETED YTD ‡	74	89	92										255
% COMPLETED YTD	5.28%	6.35%	6.57%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	18.20%

<b>CONSTRUCTION</b>													
NEW PROJECTS	55	40	68										163
PLAN REVIEWS SUBMITTED	92	74	113										279
PLAN REVIEWS COMPLETED	118	73	119										310
INSPECTIONS	103	89	99										291

\* 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  
March 2014**

PROJECT	PLAN REVIEW TYPE	SUBMITTAL	COMPLETED
Watson Remodel	Construction, alteration, or renovation of a	03/03/2014 10:10:40	03/11/2014 08:21:01
Michael Rebotto DDS #150	Compressed Gases	03/03/2014 11:08:24	03/11/2014 08:31:50
AT&T Chiller Replacement TI	Automatic fire-extinguishing systems	03/03/2014 11:34:01	03/11/2014 10:01:19
415 Railroad Ave #4 & 5A - Jos. A. Bank Clothiers, Inc	Automatic fire-extinguishing systems	03/03/2014 14:42:18	03/11/2014 10:07:06
InZoom/EE-375	Fire alarm and detection systems and relate	03/03/2014 14:49:37	03/11/2014 10:48:13
KB Home St James Place Bldg 3	Private fire hydrants and fire protection wat	03/03/2014 14:57:37	03/11/2014 10:52:21
KB Home St James Place Bldg 4	Private fire hydrants and fire protection wat	03/03/2014 15:02:37	03/11/2014 10:57:14
McCaulous Home Demo	Construction, alteration, or renovation of a	03/04/2014 08:50:06	03/04/2014 09:15:29
San Ramon Soccer Club Tenant Improvement	Automatic fire-extinguishing systems	03/04/2014 10:54:26	03/11/2014 13:10:23
5044 Enderby St Cimmaron Lot 419 Plan 4	Automatic fire-extinguishing systems	03/04/2014 12:33:50	03/06/2014 08:13:49
Blackhawk Grill Hood & Duct	Automatic fire-extinguishing systems	03/05/2014 10:18:25	03/05/2014 12:55:28
Richards Residence	Automatic fire-extinguishing systems	03/05/2014 15:24:58	03/11/2014 15:32:27
Thompson Residence	Automatic fire-extinguishing systems	03/05/2014 15:34:51	03/11/2014 15:34:57
DP14-3007 - Addition to residence, new roof and new 575	Planning and site development review	03/05/2014 17:06:04	03/05/2014 17:12:43
VR14-01007 - Lot line adjustment	Planning and site development review	03/05/2014 17:38:15	03/05/2014 17:42:10
Hernandez Addition	Construction, alteration, or renovation of a	03/06/2014 10:22:50	03/11/2014 15:36:45
Athens Construction	Automatic fire-extinguishing systems	03/06/2014 14:08:04	03/11/2014 16:23:52
Kaplan Enterprises	Automatic fire-extinguishing systems	03/06/2014 14:18:15	03/17/2014 07:59:51
14 Molina Ct. New Residence	Automatic fire-extinguishing systems	03/07/2014 10:30:59	03/17/2014 12:18:19
Food Services	Automatic fire-extinguishing systems	03/10/2014 11:24:13	03/21/2014 14:44:38
Bowman 2nd Unit	Construction, alteration, or renovation of a	03/10/2014 14:28:07	03/20/2014 09:27:38
Dr. Kim Demo #350	Construction, alteration, or renovation of a	03/11/2014 09:35:38	03/11/2014 09:45:59
Chevron	Construction, alteration, or renovation of a	03/11/2014 10:52:28	03/20/2014 10:25:21
Sprouts Farmers Market Grocery Store	Automatic fire-extinguishing systems	03/12/2014 11:14:15	03/12/2014 19:04:19
Sprouts Farmers Market Grocery Store	After hours plan review and inspection	03/12/2014 11:19:07	03/12/2014 19:03:38
Ball Estates - SD13-9338	Planning and site development review	03/12/2014 12:05:18	03/26/2014 11:36:56
415 Railroad Ave #4 & 5A - Jos. A. Bank Clothiers, Inc	Automatic fire-extinguishing systems	03/12/2014 13:55:21	03/12/2014 17:55:31
415 Railroad Ave #4 & 5A - Jos. A. Bank Clothiers, Inc	After hours plan review and inspection	03/12/2014 13:55:58	03/12/2014 17:54:57

415 Railroad Ave #4 & 5A - Jos. A. Bank Clothiers, Inc	After hours plan review and inspection	03/13/2014 09:08:16	03/17/2014 07:50:57
Revel Kitchen & Bar	Automatic fire-extinguishing systems	03/13/2014 09:13:23	03/18/2014 14:57:30
Dr. Kim Demo #350	Automatic fire-extinguishing systems	03/14/2014 09:49:11	03/20/2014 10:38:23
Demo #390	Automatic fire-extinguishing systems	03/14/2014 09:54:50	03/20/2014 10:47:35
On Fire Pizza Company	Construction, alteration, or renovation of a	03/14/2014 12:20:36	03/20/2014 11:09:33
Oakridge Management Co	Fire alarm and detection systems and relate	03/14/2014 12:31:13	03/20/2014 11:22:07
Oakridge Management Co	Fire alarm and detection systems and relate	03/14/2014 12:34:01	03/20/2014 11:24:07
Michael Rebotto DDS #150	Compressed Gases	03/14/2014 13:35:50	03/20/2014 13:36:09
Commerce West #300	Construction, alteration, or renovation of a	03/14/2014 14:32:54	03/20/2014 11:25:15
Commerce West #300	Fire alarm and detection systems and relate	03/14/2014 14:35:03	03/20/2014 13:31:04
Commerce West #300	Automatic fire-extinguishing systems	03/14/2014 14:35:04	03/20/2014 11:27:12
Mission Residence	Construction, alteration, or renovation of a	03/17/2014 12:23:46	03/17/2014 12:23:57
Cal Bay TI Suite 290	Automatic fire-extinguishing systems	03/17/2014 12:28:39	03/20/2014 16:44:18
Nearon Enterprises	Automatic fire-extinguishing systems	03/17/2014 12:32:45	03/20/2014 16:55:24
AT&T Patelco Asset Protection	Automatic fire-extinguishing systems	03/17/2014 13:17:56	03/20/2014 17:02:05
Hazard Residence Remodel	Construction, alteration, or renovation of a	03/17/2014 15:38:09	03/20/2014 17:10:22
Sagewood Lot 269 Plan 3 5041 Enderby 5t	Automatic fire-extinguishing systems	03/18/2014 10:55:59	03/19/2014 08:45:33
Iriana Lot 82 Plan 5 4424 Irisview Pl	Automatic fire-extinguishing systems	03/18/2014 11:07:26	03/19/2014 08:46:08
Cimmaron Lot 268 Plan 2 5035 Enderby 5t	Automatic fire-extinguishing systems	03/18/2014 11:12:12	03/19/2014 08:46:31
Iriana Lot 83 Plan 2 4430 Irisview Place	Automatic fire-extinguishing systems	03/18/2014 11:16:05	03/19/2014 08:46:54
Roubion Lot 62 Plan 4 3191 Ashbourne Circle	Automatic fire-extinguishing systems	03/18/2014 11:19:15	03/19/2014 08:47:13
452 Starview Dr - Ennen Residence	Construction, alteration, or renovation of a	03/18/2014 11:44:24	03/20/2014 17:19:12
Constantine Dumitrescu	Automatic fire-extinguishing systems	03/18/2014 13:21:02	03/20/2014 17:29:22
2010 Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	03/18/2014 14:47:47	03/19/2014 08:47:41
2012 Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	03/18/2014 15:10:47	03/19/2014 08:48:06
2014 Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	03/18/2014 15:13:50	03/19/2014 08:50:57
2016 Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	03/18/2014 15:16:38	03/19/2014 08:51:24
2018 Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	03/18/2014 15:20:55	03/19/2014 08:51:55
2020 Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	03/18/2014 15:23:27	03/19/2014 08:52:16
2013 Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	03/18/2014 15:26:45	03/19/2014 08:52:39
2015 Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	03/18/2014 15:29:31	03/19/2014 08:53:16
2017 Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	03/18/2014 15:32:25	03/19/2014 08:53:38
2019 Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	03/18/2014 15:52:54	03/19/2014 08:53:58
2021 Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	03/18/2014 15:56:08	03/19/2014 08:54:22

3224 Carpenter Way Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	03/18/2014 16:08:42	03/19/2014 08:54:47
Avanti @ Gale Ranch 11 3220 Carpenter Way	Automatic fire-extinguishing systems	03/18/2014 16:14:25	03/19/2014 08:55:08
Avanti @ Gale Ranch 11 3216 Carpenter Way	Automatic fire-extinguishing systems	03/18/2014 16:17:17	03/19/2014 08:55:31
Avanti @ Gale Ranch 11 3212 Carpenter Way	Automatic fire-extinguishing systems	03/18/2014 16:19:48	03/19/2014 08:55:54
Avanti @ Gale Ranch 11 3227 Carpenter Way	Automatic fire-extinguishing systems	03/18/2014 16:22:35	03/19/2014 08:56:15
Avanti @ Gale Ranch 11 3223 Carpenter Way	Automatic fire-extinguishing systems	03/18/2014 16:25:07	03/19/2014 08:56:41
3228 Carpenter Way Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	03/18/2014 16:31:01	03/19/2014 08:57:03
Driveway improvements	Fire apparatus access, site improvements and	03/18/2014 16:36:16	03/20/2014 17:50:29
Avanti @ Gale Ranch 11 3219 Carpenter Way	Automatic fire-extinguishing systems	03/18/2014 16:37:26	03/19/2014 08:57:26
Avanti @ Gale Ranch 11 3215 Carpenter Way	Automatic fire-extinguishing systems	03/18/2014 16:40:22	03/19/2014 08:57:47
Fiorella @ Gale Ranch 111 2023 Tarragon Rose Ct	Automatic fire-extinguishing systems	03/18/2014 16:43:43	03/19/2014 08:58:10
After hours inspection- farmers market	After hours plan review and inspection	03/19/2014 08:15:26	03/19/2014 08:18:06
KB Home St James Place Bldg 5	Automatic fire-extinguishing systems	03/19/2014 14:32:18	03/20/2014 17:51:37
KB Home St James Place Bldg 2	Automatic fire-extinguishing systems	03/19/2014 14:39:11	03/20/2014 17:54:43
GE GG 150	Construction, alteration, or renovation of a	03/19/2014 15:59:37	03/21/2014 11:28:55
GE GG 150	Automatic fire-extinguishing systems	03/19/2014 16:07:30	03/21/2014 11:30:21
GE GG 150	Fire alarm and detection systems and relate	03/19/2014 16:09:49	03/21/2014 11:31:47
Michael Rebotto DDS #150	Automatic fire-extinguishing systems	03/20/2014 09:59:05	03/20/2014 18:03:32
David White & Associates Expansion	Automatic fire-extinguishing systems	03/20/2014 13:47:42	03/20/2014 18:05:15
Cunningham Cabana	Construction, alteration, or renovation of a	03/20/2014 14:50:53	03/21/2014 11:42:47
Brown Guest House	Construction, alteration, or renovation of a	03/20/2014 14:56:59	03/21/2014 11:47:37
ATT 1 West 153 Lab	Automatic fire-extinguishing systems	03/21/2014 10:55:03	03/21/2014 14:09:27
Elworthy Ranch Apartments Building B - 221 Elworthy Ran	Automatic fire-extinguishing systems	03/21/2014 11:00:36	03/21/2014 14:37:02
Elworthy Ranch Apartments Building A - 209 Elworthy Ran	Automatic fire-extinguishing systems	03/21/2014 11:25:30	03/21/2014 14:38:54
Brown Detached Garage	Construction, alteration, or renovation of a	03/21/2014 12:33:30	03/21/2014 12:40:26
Residential Remodel	Construction, alteration, or renovation of a	03/25/2014 12:30:28	03/27/2014 09:33:42
Dr. Kim Demo #350	Automatic fire-extinguishing systems	03/25/2014 14:38:12	03/27/2014 16:10:06
Demo #390	Automatic fire-extinguishing systems	03/25/2014 14:38:52	03/27/2014 16:58:01
Demo	Construction, alteration, or renovation of a	03/25/2014 16:46:58	03/26/2014 15:08:18
After Hours for Farmers Market Danville Saturday Inspecti	After hours plan review and inspection	03/26/2014 15:52:41	03/31/2014 07:33:36
MUP 14-501-005 Bishop Ranch 15 Food Trucks	Planning and site development review	03/26/2014 16:13:11	03/26/2014 16:19:38
VR14-1012 3-story variance - add sub-level	Planning and site development review	03/26/2014 17:18:14	03/26/2014 17:28:21
DPA 14-310-001 - St. James Place Commercial Developme	Planning and site development review	03/27/2014 09:43:43	03/27/2014 09:50:08
Vacant Bldg ~ Fire Alarm	Fire alarm and detection systems and relate	03/27/2014 10:07:21	03/27/2014 14:28:35



LUP 14-0017 - Allow Elementary School at Eastbay Foursq	Planning and site development review	03/27/2014 10:33:49	03/27/2014 10:40:03
MX 14-350-001 The Growing Room Fence Height	Planning and site development review	03/27/2014 10:46:44	03/27/2014 10:51:03
DP14-3014 - Modify Tract 8969 from Townhomes to Cond	Planning and site development review	03/27/2014 11:02:43	03/27/2014 11:10:57
Bail Estates - SD13-9338	Planning and site development review	03/27/2014 11:44:07	03/28/2014 09:23:18
Demo #390	Construction, alteration, or renovation of a	03/27/2014 11:52:30	03/27/2014 15:12:12
Dr. Kim Demo #350	Construction, alteration, or renovation of a	03/27/2014 11:58:12	03/27/2014 14:57:52
New Residence	Automatic fire-extinguishing systems	03/27/2014 14:27:45	04/03/2014 11:09:09
Tri-Pointe	Automatic fire-extinguishing systems	03/27/2014 14:45:52	04/03/2014 11:19:58
4436 Irisview Pl Iriana Lot 84 Plan 4	Automatic fire-extinguishing systems	03/27/2014 15:21:17	03/31/2014 07:41:44
4442 Irisview Pl Iriana Lot 85 Plan 3	Automatic fire-extinguishing systems	03/27/2014 15:24:33	03/31/2014 08:00:30
Shell Tank Removal	Flammable and combustible liquids	03/28/2014 08:26:13	04/10/2014 16:12:28
KB Home St James Place Bldg 6	Automatic fire-extinguishing systems	03/28/2014 12:27:04	04/08/2014 16:51:18
DP 14-300-001 - Walgreens at Windemere Parkway	Planning and site development review	03/28/2014 14:25:37	03/28/2014 15:05:46
Richards Residence	Automatic fire-extinguishing systems	03/31/2014 09:20:24	04/11/2014 12:54:05
Weinberg Residential Remodel	Construction, alteration, or renovation of a	03/31/2014 13:40:53	04/11/2014 12:56:02
Fuery Residence Gate	Fire apparatus access, site improvements and relate	03/31/2014 14:18:24	04/11/2014 13:07:19
Tri-Pointe	Fire alarm and detection systems and relate	03/31/2014 14:19:05	04/11/2014 13:24:45

# **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:** April 23, 2014  
**To:** Board of Directors  
**From:** Ken Campo, Financial Consultant  
**Subject:** Monthly Finance Report for March 2014

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## 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/Equipment/Vehicle Fund, Debt Service/SRVF Expenditures: Budget v. Actual (2010-2014)
- Employee Illness/Injury Report
- Monthly Overtime Analysis

## Meetings/Activities:

### Finance:

- Selected Martin Koran to fill the Controller position. Martin was serving as Budget Manager for the City of Fairfield, CA prior to his selection as Controller. His start date with the District is May 1, 2014.
- Participated in the April 4, 2014, Finance Committee meeting.
- Initiated budget process for 2014-15. Staff will be developing a two-year operating budget and long-range capital improvement plan for the Board's consideration.
- Successfully migrated to ADP's new "cloud-based" Workforce Now.adp application, and processed the March payroll with the new application. This migration was necessary as ADP has announced they will no longer support PC Payroll. There is no additional cost to the District for the migration, and actually affords the District some savings in server hardware and maintenance costs since the new application is a cloud-based solution.

Human Resources:

- Completed compilation of OPEB data and transmitted to Bickmore, the firm selected to perform the 6/30/2013 retiree medical actuarial valuation.
- Participated in ICS semi-annual workers' compensation program review.
- Participated in Firefighter Bill Of Rights webinar.
- Participated in monthly CISR Committee meeting.
- Participated in review of upcoming Captain's promotional process.
- Facilitated candidate orientation meetings for the upcoming Captain's promotional examination.
- Facilitated interviews for the Finance Controller position. Extended conditional offer and began background process.
- Closed application period for participation in the Captain's promotional examination.
- Closed recruitment for Fire Dispatcher position.
- Initiated recruitment for volunteer Reserves.



## Total Overtime Hours by Month January 2011 - March 2014



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

3/1/2014 Through 3/31/2014

<b>WORK CODE:</b>		<b>Time Paid</b>
1	STAFFING	7,249.00
2	TRAINING	151.75
3	ASSIGNMENTS	80.00
7	EMERGENCY	18.00
<b>Report Grand Total:</b>		<b>7,498.75</b>



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

3/1/2014 Through 3/31/2014

**WORK CODE: 1 STAFFING**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
101 HOLD OVER FOR CALL	21.41	24.00
103 MISC. STAFFING COVE	7180.17	7183.25
107 LATE/STA. MOVE COVE	8.48	12.25
199 MID SHIFT RECALL	29.50	29.50
<b>Total All Assignments This Work Type:</b>	<b>7,239.56</b>	<b>7,249.00</b>

**WORK CODE: 2 TRAINING**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
201 OPERATIONS TRAINING	17.00	17.00
203 FIRST AID / CPR	4.00	4.00
204 EMS TRNG/INSTRUCTIO	16.50	16.50
209 RESCUE TRAINING	27.00	27.00
210 HAZ-MAT TRAINING	23.25	23.25
214 PARAMEDIC - CONT ED	60.00	60.00
216 EMD/DISPATCH TRAINI	4.00	4.00
<b>Total All Assignments This Work Type:</b>	<b>151.75</b>	<b>151.75</b>

3/1/2014 Through 3/31/2014

**WORK CODE: 3      ASSIGNMENTS**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
301      MEETINGS/PROJECT DE	14.50	14.75
306      WELLNESS PROGRAM	1.42	1.50
310      MISC. MAINTENANCE	6.00	6.00
321      FP REIMBURSED OVER	4.17	4.25
340      PROJECT WORK	52.50	53.50
<b>Total All Assignments This Work Type:</b>	<b>78.59</b>	<b>80.00</b>

**WORK CODE: 7      EMERGENCY**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
700      EMERGENCY RECALL	12.76	13.00
720      FIRE INVESTIGATION	5.00	5.00
<b>Total All Assignments This Work Type:</b>	<b>17.76</b>	<b>18.00</b>

**Report Grand Total:                      7,487.66      7,498.75**

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
COMBINED BALANCE SHEET OF ALL FUND TYPES  
March 31, 2014**

	GOVERNMENTAL FUND TYPES						AGENCY		ACCOUNT		GROUPS	
	General Fund - 100	Debt Service Fund - 200	Capital Projects Fund - 300	Federal Grant Capital Projects Fund - 310	Special Revenue Fund - 400	Equipment/Vehicles Capital Projects Fund - 600	CERT PROGRAM Fund - 700	Fixed Assets Fund - 800	General Fund - 900	Long-Term Debt Fund - 900	Totals	
											(Memo Only)	(Memo Only)
<b>ASSETS</b>												
Cash - Bank of the West	\$ (1,534,726)	\$ -	\$ 2,734,206	\$ (133,035)	\$ 456	\$ (2,728)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,130,466
Cash - Bank of the West Money Market @ 0.29%	19,043,013											19,043,013
Cash - Bank of the West Workers' Compensation	(64,234)											(64,234)
Cash - Comeria Flexible Spending	13,683											13,683
Petty Cash	1,250											1,250
Investments - LAIF @ 0.26%	13,932,543											13,932,543
Investments - LAIF Market Value Adjustment	9,447	599,412										9,448
Cash with Fiscal Agent (Note #1)												599,412
Accounts Receivable	36,117											36,117
Interest Receivable												
Prepaid Expenses/Deposits												
Land			238,000									238,000
Buildings & Improvements/Construction												
Equipment												7,105,802
Accumulated Depreciation												28,020,409
Amount to be Provided for General												26,475,248
Long Term Debt												(27,965,782)
<b>Total Assets</b>	<b>\$ 31,437,093</b>	<b>\$ 599,412</b>	<b>\$ 2,972,206</b>	<b>\$ (133,035)</b>	<b>\$ 456</b>	<b>\$ (2,728)</b>	<b>\$ -</b>	<b>\$ 69,677</b>	<b>\$ 18,029,149</b>	<b>\$ -</b>	<b>\$ 86,607,907</b>	<b>\$ 86,607,907</b>
<b>LIABILITIES</b>												
Accounts Payable	\$ 1,101,648	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,101,648
Accrued Expenses	1,660,915											1,660,915
Deposits Payable	40,626											40,626
Long Term Debt:												
(1) Certificates of Participation												11,432,000
(2) Vehicle Lease												2,255,112
Claims Payable	13,683											2,837,564
Compensated Absences												1,504,473
<b>Total Liabilities</b>	<b>2,816,872</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,029,149</b>	<b>-</b>	<b>20,846,020</b>	<b>20,846,020</b>
<b>FUND EQUITY</b>												
Investment in General Fixed Assets												33,635,677
Non-Spendable Fund Balance			238,000									238,000
Restricted Fund Balance				(133,035)								466,377
Committed Fund Balance:												
Workers' Compensation Claims	1,000,000											1,000,000
Refinery Property Tax Claim	460,000											460,000
Station 32/Capital Improvement Projects	5,527,445											5,527,445
Budget Stabilization	15,518,388											15,518,388
Tactical Training Center			2,634,502									2,634,502
Assigned Fund Balance:												
Budgetary Deficit			12,500									12,500
Other Assigned Fund Balance	156,689		87,204		456	(2,728)						241,620
Unassigned Fund Balance	5,957,599							69,677				6,027,376
<b>Total Fund Balance</b>	<b>28,620,221</b>	<b>599,412</b>	<b>2,972,206</b>	<b>(133,035)</b>	<b>456</b>	<b>(2,728)</b>	<b>-</b>	<b>69,677</b>	<b>18,029,149</b>	<b>-</b>	<b>65,761,887</b>	<b>65,761,887</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 31,437,093</b>	<b>\$ 599,412</b>	<b>\$ 2,972,206</b>	<b>\$ (133,035)</b>	<b>\$ 456</b>	<b>\$ (2,728)</b>	<b>\$ -</b>	<b>\$ 69,677</b>	<b>\$ 18,029,149</b>	<b>\$ -</b>	<b>\$ 86,607,907</b>	<b>\$ 86,607,907</b>

Note 1 - US Bank:  
Reserve Fund (COP 2003) Market Value \$29; Interest Rate 0.04% (Money Market Fund)  
Lease Fund (COP 2003) Market Value \$5; Interest Rate 0.00% (Money Market Fund)  
Reserve Fund (COP 2006) Market Value \$599,379; Interest Rate 0.04% (Money Market Fund)  
Lease Fund (COP 2006) Market Value \$3; Interest Rate 0.00% (Money Market Fund)

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
REVENUE (ALL FUNDS)  
FISCAL YEAR 2013-2014  
July 1, 2013 - March 31, 2014**

GL CODE	FISCAL YEAR COMPLETED: 75% DESCRIPTION	2010/2011	2011/2012	2012/2013	2013/2014	2013/2014
		ACTUAL REVENUE	ACTUAL REVENUE	ACTUAL REVENUE	ESTIMATED REVENUE	REALIZED REVENUE
<b>4100</b>	<b>TAXES</b>					
4110	PROPERTY TAXES - CURRENT SECURED	\$47,388,882	\$47,933,548	\$47,131,813	\$48,053,422	\$26,964,341
4120	PROPERTY TAXES - SUPPLEMENTAL	\$699,652	\$489,994	\$653,870	\$171,539	\$81,957
4130	PROPERTY TAXES - UTILITIES (Unitary)	\$896,045	\$959,401	\$937,596	\$956,348	\$538,141
4140	PROPERTY TAXES - CURRENT UNSECURED	\$1,747,874	\$1,841,275	\$1,867,991	\$1,775,617	\$1,818,710
4145	HOMEOWNERS PROPERTY TAX RELIEF	\$537,428	\$526,371	\$506,644	\$504,594	\$0
4150	LESS TAXES RETURNED TO COUNTY	(\$1,338,944)	(\$1,251,584)	(\$1,290,812)	(\$1,340,030)	\$144,293
4160	LESS COUNTY TAX ADMINISTRATION	(\$523,908)	(\$496,473)	(\$494,146)	(\$504,029)	\$0
4170	PROPERTY TAXES - PRIOR SECURED	(\$67,962)	(\$449,320)	(\$564,431)	(\$282,000)	(\$444,591)
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(\$185,201)	(\$187,054)	(\$126,731)	(\$63,000)	(\$84,410)
4190	PROPERTY TAXES - PRIOR UNSECURED	\$30,951	(\$37,026)	(\$114,527)	(\$7,501)	\$91,616
		<b>\$49,184,817</b>	<b>\$49,329,132</b>	<b>\$48,507,267</b>	<b>\$49,264,960</b>	<b>\$29,110,056</b>
<b>4200</b>	<b>INTERGOVERNMENTAL REVENUE</b>					
4220	MEASURE "H"	\$0	\$112,184	\$33,000	\$33,000	\$33,000
4230	SB-90 MANDATED COSTS	\$18,333	\$13,323	(\$92,152)	\$0	\$2,272
4240	MISCELLANEOUS STATE AID/GRANTS	\$35,723	\$91,609	\$172,140	\$35,000	\$271,497
4245	FEDERAL GRANT REVENUE	\$0	\$0	\$1,627,579	\$55,000	\$52,468
4250	OTHER INTERGOVERNMENTAL REVENUE	\$3,000,000	\$245,151	\$74,070	\$922,829	\$54,826
		<b>\$3,054,056</b>	<b>\$462,267</b>	<b>\$1,814,637</b>	<b>\$1,045,829</b>	<b>\$414,063</b>
<b>4300</b>	<b>CHARGES FOR SERVICE</b>					
4310	INSPECTION FEES	\$32,729	\$60,324	\$63,974	\$57,000	\$88,916
4315	PLAN REVIEW	\$173,623	\$248,626	\$355,214	\$376,000	\$413,699
4320	WEED ABATEMENT CHARGES	\$4,435	\$2,984	\$26,031	\$4,000	\$3,169
4325	ADMINISTRATIVE CITATION CHARGES	\$8,250	\$35,321	\$58,485	\$35,000	\$55,800
4330	AMBULANCE SERVICES	\$2,202,045	\$2,439,773	\$2,743,005	\$2,700,000	\$2,117,794
4340	CPR CLASSES	\$2,955	\$2,555	\$735	\$2,000	\$760
4350	REPORTS/PHOTOCOPIES	\$1,560	\$5,464	\$6,214	\$5,000	\$9,294
4360	MISCELLANEOUS CURRENT SERVICES	\$0	\$0	\$0	\$0	\$0
		<b>\$2,425,597</b>	<b>\$2,795,047</b>	<b>\$3,253,658</b>	<b>\$3,179,000</b>	<b>\$2,689,432</b>
<b>4400</b>	<b>USE OF MONEY &amp; PROPERTY</b>					
4410	INVESTMENT EARNINGS	\$152,454	\$98,835	\$58,257	\$118,600	\$29,071
		<b>\$152,454</b>	<b>\$98,835</b>	<b>\$58,257</b>	<b>\$118,600</b>	<b>\$29,071</b>
<b>4500</b>	<b>RENTS, ROYALTIES AND COMMISSIONS</b>					
4510	RENT ON REAL ESTATE	\$159,877	\$189,978	\$322,020	\$350,000	\$222,908
		<b>\$159,877</b>	<b>\$189,978</b>	<b>\$322,020</b>	<b>\$350,000</b>	<b>\$222,908</b>
<b>4600</b>	<b>OTHER REVENUE</b>					
4610	DONATIONS/CONTRIBUTIONS	\$917	\$7,355	\$575	\$0	\$924
4620	SALE OF PROPERTY	\$9,203	\$7,960	\$367,722	\$0	\$27,400
4640	MISCELLANEOUS REVENUE	\$25,938	\$45,769	\$50,818	\$25,500	\$76,322
		<b>\$36,058</b>	<b>\$61,084</b>	<b>\$419,115</b>	<b>\$25,500</b>	<b>\$104,646</b>
<b>4900</b>	<b>OTHER FINANCING SOURCES</b>					
4920	Debt proceeds	\$3,400,000	\$0	\$0	\$100,000	\$3,227,000
		<b>\$3,400,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$3,227,000</b>
	<b>REVENUE TOTAL</b>	<b>\$58,412,859</b>	<b>\$52,936,343</b>	<b>\$54,374,954</b>	<b>\$54,083,889</b>	<b>\$35,797,175</b>



**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**GENERAL FUND EXPENDITURES**  
**FISCAL YEAR 2013-2014**  
**July 1, 2013 - March 31, 2014**

FISCAL YEAR COMPLETED - 75%								
DESCRIPTION	GL CODE	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
PERMANENT SALARIES	5110	\$21,730,515	\$21,231,690	\$20,138,426	\$20,441,549	\$14,359,195	\$6,082,354	70.25%
TEMPORARY SALARIES	5115	\$140,161	\$170,887	\$209,966	\$146,191	\$161,754	(\$15,563)	110.65%
PERMANENT OVERTIME	5120	\$4,736,070	\$5,943,633	\$6,533,121	\$5,217,500	\$4,442,580	\$774,920	85.15%
FICA/MEDICARE	5140	\$360,579	\$385,010	\$380,153	\$369,836	\$267,792	\$102,044	72.41%
RETIREMENT CONTRIBUTIONS	5150	\$11,811,102	\$11,131,763	\$11,797,439	\$12,019,863	\$8,520,521	\$3,499,342	70.89%
EMPLOYEE GROUP INSURANCE	5160	\$3,942,059	\$3,678,610	\$3,430,654	\$3,546,796	\$2,390,588	\$1,156,208	67.40%
RETIREE HEALTH INSURANCE	5170	\$1,375,426	\$1,571,813	\$1,816,302	\$1,901,214	\$1,391,104	\$510,110	73.17%
OPEB CONTRIBUTION	5175	\$0	\$0	\$0	\$520,473	\$194,173	\$326,300	37.31%
UNEMPLOYMENT INSURANCE	5180	\$2,693	\$118	\$8,351	\$20,000	\$6,665	\$13,335	33.33%
WORKERS' COMPENSATION INS.	5190	\$874,475	\$671,135	\$905,118	\$820,000	\$562,029	\$257,971	68.54%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>5100</b>	<b>\$44,973,080</b>	<b>\$44,784,659</b>	<b>\$45,219,530</b>	<b>\$45,003,422</b>	<b>\$32,296,401</b>	<b>\$12,707,021</b>	<b>71.76%</b>
OFFICE SUPPLIES	5202	\$40,156	\$30,218	\$27,951	\$34,700	\$13,532	\$21,168	39.00%
POSTAGE	5204	\$11,547	\$17,385	\$11,142	\$12,700	\$7,152	\$5,548	56.31%
TELECOMMUNICATIONS	5205	\$186,194	\$183,636	\$184,732	\$193,100	\$118,823	\$74,277	61.53%
UTILITIES	5208	\$322,395	\$322,361	\$327,386	\$309,900	\$249,422	\$60,478	80.48%
SMALL TOOLS/EQUIPMENT	5210	\$102,739	\$84,094	\$62,521	\$97,300	\$33,906	\$63,394	34.85%
MISCELLANEOUS SUPPLIES	5212	\$104,279	\$126,724	\$107,157	\$121,600	\$88,290	\$33,310	72.61%
MEDICAL SUPPLIES	5213	\$119,249	\$120,175	\$115,735	\$103,000	\$77,429	\$25,571	75.17%
FIREFIGHTING SUPPLIES	5214	\$132,020	\$71,452	\$68,903	\$90,750	\$34,461	\$56,289	37.97%
PHARMACEUTICAL SUPPLIES	5216	\$46,548	\$36,286	\$34,955	\$36,500	\$18,689	\$17,811	51.20%
COMPUTER SUPPLIES	5218	\$28,810	\$11,859	\$33,330	\$38,500	\$6,817	\$31,683	17.71%
RADIO EQUIPMENT & SUPPLIES	5219	\$342,998	\$72,432	\$58,493	\$25,000	\$6,798	\$18,202	27.19%
FILM PROCESSING/SUPPLIES	5220	\$25	\$0	\$660	\$0	\$0	\$0	
FOOD SUPPLIES	5222	\$23,015	\$18,748	\$27,387	\$26,450	\$10,933	\$15,517	41.34%
PPE INSPECTION & REPAIRS	5223	\$0	\$29,267	\$27,417	\$36,000	\$9,277	\$26,723	25.77%
SAFETY CLOTHING/SUPPLIES	5224	\$144,594	\$231,465	\$139,645	\$159,200	\$73,568	\$85,632	46.21%
CLASS A UNIFORMS & SUPPLIES	5225	\$0	\$720	\$3,763	\$6,000	\$2,731	\$3,269	45.52%
NON-SAFETY CLOTHING/SUPPLIES	5226	\$26,317	\$24,689	\$8,137	\$22,000	\$7,387	\$14,613	33.58%
CLASS B UNIFORMS & SUPPLIES	5227	\$0	\$2,161	\$21,686	\$25,000	\$18,062	\$6,938	72.25%
HOUSEHOLD SUPPLIES	5228	\$37,749	\$40,553	\$42,006	\$40,000	\$28,845	\$11,155	72.11%
CENTRAL GARAGE - REPAIRS	5230	\$74,712	\$121,634	\$78,235	\$100,000	\$55,406	\$44,594	55.41%
CENTRAL GARAGE - MAINTENANCE	5231	\$14,325	\$6,784	\$10,050	\$20,000	\$11,636	\$8,364	58.18%
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	\$161,507	\$174,886	\$171,440	\$207,000	\$147,195	\$59,805	71.11%
CENTRAL GARAGE - TIRES	5234	\$20,197	\$58,875	\$42,139	\$45,000	\$20,418	\$24,582	45.37%
CENTRAL GARAGE - MANDATED INSP.	5235	\$10,240	\$9,330	\$5,281	\$13,000	\$2,932	\$10,068	22.56%
MAINT./REPAIRS - EQUIPMENT	5236	\$103,571	\$107,632	\$169,846	\$145,704	\$94,212	\$51,492	64.66%
MAINT./REPAIRS - RADIO & ELECTRON	5238	\$307,774	\$331,986	\$267,874	\$344,900	\$257,149	\$87,751	74.56%
MAINT./REPAIRS - BUILDINGS	5240	\$104,677	\$132,488	\$124,859	\$145,000	\$141,915	\$3,085	97.87%
MAINT./REPAIRS - GROUNDS	5242	\$36,171	\$33,700	\$31,834	\$38,500	\$29,525	\$8,975	76.69%
RENTS & LEASES-EQUIP./PROPERTY	5246	\$42,893	\$48,938	\$58,090	\$68,300	\$34,724	\$33,576	50.84%
PROFESSIONAL/SPECIALIZED SERVICES	5250	\$822,554	\$653,019	\$618,566	\$961,645	\$485,616	\$476,029	50.50%
RECRUITING COSTS	5251	\$35,680	\$101,946	\$78,347	\$94,200	\$25,130	\$69,070	26.68%
LEGAL SERVICES	5252	\$192,663	\$391,532	\$289,481	\$250,000	\$108,296	\$141,704	43.32%
INFO TECHNOLOGY SURCHARGE	5253	\$0	\$0	\$0	\$20,000	\$5,000	\$15,000	25.00%
MEDICAL SERVICES	5254	\$83,633	\$95,857	\$80,761	\$111,100	\$63,553	\$47,547	57.20%
COMMUNICATIONS SERVICES	5258	\$1,577	\$0	\$0	\$78,600	\$78,600	\$0	100.00%
ELECTION SERVICES	5262	\$51,099	\$0	\$105,565	\$0	\$0	\$0	
INSURANCE SERVICES	5264	\$493,476	\$497,815	\$388,379	\$460,000	\$430,356	\$29,644	93.56%
PUBLICATION OF LEGAL NOTICES	5270	\$5,552	\$1,578	(\$73)	\$500	\$933	(\$433)	186.66%
SPECIALIZED PRINTING	5272	\$24,155	\$18,454	\$14,813	\$26,900	\$5,876	\$21,024	21.84%
MEMBERSHIPS	5274	\$53,784	\$48,575	\$57,710	\$68,130	\$52,635	\$15,495	77.26%
EDUCATIONAL COURSES/SUPPLIES	5276	\$48,708	\$52,091	\$39,463	\$61,000	\$24,725	\$36,275	40.53%
EDUCATIONAL ASSISTANCE	5277	\$26,514	\$22,051	\$24,037	\$45,000	\$7,916	\$37,084	17.59%
PUBLIC EDUCATIONAL SUPPLIES	5278	\$20,074	\$13,219	\$8,412	\$11,000	\$7,186	\$3,814	65.32%
BOOKS & PERIODICALS	5280	\$21,700	\$10,216	\$11,345	\$18,635	\$5,200	\$13,435	27.91%
RECOGNITION SUPPLIES	5282	\$6,573	\$3,364	\$2,909	\$5,000	\$1,045	\$3,955	20.91%
MEETINGS/TRAVEL EXPENSES	5284	\$46,773	\$39,734	\$23,885	\$44,450	\$14,150	\$30,300	31.83%
OTHER - CLAIMS EXPENSE	5286	\$304,845	\$0	\$0	\$0	\$9,181	(\$9,181)	
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>5200</b>	<b>\$4,784,062</b>	<b>\$4,399,929</b>	<b>\$4,006,252</b>	<b>\$4,761,264</b>	<b>\$2,926,631</b>	<b>\$1,834,633</b>	<b>61.47%</b>
<b>TOTAL G/F OPERATING EXPENDITURES</b>		<b>\$49,757,142</b>	<b>\$49,184,588</b>	<b>\$49,225,782</b>	<b>\$49,764,686</b>	<b>\$35,223,032</b>	<b>\$14,541,654</b>	<b>70.78%</b>

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

**GENERAL FUND**

**REVENUE/EXPENDITURE HISTORY**

Month	2009-10		2010-11		2011-12		2012-13		2013-14	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	\$247,304	\$4,758,259	\$166,735	\$4,749,257	\$186,793	\$4,351,134	\$327,098	\$4,374,370	\$303,039	\$4,253,760
August	\$222,953	\$3,806,559	\$215,809	\$4,025,589	\$265,453	\$4,513,204	\$319,178	\$4,123,666	\$393,566	\$4,035,499
September	\$296,640	\$4,728,793	\$204,485	\$3,953,342	\$312,278	\$3,893,321	\$309,945	\$3,903,613	\$230,997	\$4,049,136
October	\$1,955,619	\$3,664,748	\$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	\$228,442	\$3,778,804	\$220,473	\$4,450,015	\$188,594	\$4,535,275	\$360,982	\$4,246,986	\$343,280	\$4,023,813
December	\$26,486,066	\$4,293,444	\$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	\$2,231,614	\$3,813,140	\$213,894	\$4,015,505	\$265,253	\$3,990,074	\$628,896	\$4,061,102	\$529,393	\$3,767,912
February	\$253,553	\$3,865,360	\$176,960	\$3,997,461	\$508,340	\$4,000,893	\$301,646	\$3,889,221	\$427,492	\$3,570,860
March	\$263,343	\$4,094,246	\$266,513	\$4,225,922	\$268,932	\$4,016,648	\$184,995	\$4,115,245	\$360,312	\$3,799,189
April	\$14,980,947	\$3,933,954	\$19,064,857	\$4,162,409	\$18,036,297	\$3,746,578	\$18,080,208	\$4,184,939		
May	\$2,319,553	\$4,064,248	\$270,777	\$4,149,354	\$344,774	\$3,770,965	\$332,777	\$3,999,974		
June	\$3,562,931	\$4,046,928	\$3,611,512	\$3,874,346	\$4,472,525	\$4,206,925	\$3,533,633	\$3,949,737		

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**CAPITAL PROJECTS, EQUIP/VEHICLES, DEBT SERVICE, SAN RAMON VALLEY FIRE COMMUNITY FUND**  
**FISCAL YEAR 2013-2014**  
**July 1, 2013 - March 31, 2014**

FISCAL YEAR COMPLETED - 75%								
DESCRIPTION	GL CODE	2010/2011 ACTUAL	2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
RENTS & LEASES - PROPERTY	5246	\$12,500	\$12,500	\$12,500	\$12,500	\$0	\$12,500	
DESIGN/CONSTRUCTION	6105/6110	\$652,060	\$297,355	\$842,185	\$100,000	\$35,996	\$64,004	36%
VARIOUS IMPROVEMENTS	6120	\$47,634	\$46,018	\$70,000	\$225,000	\$7,588	\$217,412	3%
<b>TOTAL CAPITAL PROJECTS (FUND 300)</b>		<b>\$712,194</b>	<b>\$355,873</b>	<b>\$924,685</b>	<b>\$337,500</b>	<b>\$43,584</b>	<b>\$293,916</b>	<b>13%</b>
PROFESSIONAL SERVICES	5250			\$0	\$0	\$0	\$0	
RADIO/ELECTRONIC EQUIPMENT	6230	\$0	\$0	\$2,021,167	\$362,186	\$347,510	\$14,676	
TOOLS & SUNDRY EQUIPMENT	6240	\$0	\$0	\$0	\$1,500,000	\$0	\$1,500,000	0%
<b>TOTAL FEDERAL GRANT CAPITAL PROJECTS (FUND 310)</b>				<b>\$2,021,167</b>	<b>\$1,862,186</b>	<b>\$347,510</b>	<b>\$1,514,676</b>	<b>19%</b>
OFFICE EQUIP. & FURNISHINGS	6210	\$0	\$0			\$0	\$0	
MEDICAL/LAB EQUIPMENT	6220	\$0	\$0			\$0	\$0	
RADIO/ELECTRONIC EQUIPMENT	6230	\$425,512	\$264,441	\$37,500	\$11,950	\$2,200	\$9,750	18%
TOOLS & SUNDRY EQUIPMENT	6240	\$25,000	\$43,700	\$80,798	\$0	\$0	\$0	
AUTO & TRUCKS	6250	\$3,214,898	\$119,879	\$752,000	\$798,162	\$694,367	\$103,795	87%
<b>TOTAL EQUIPMENT/VEHICLES (FUND 600)</b>		<b>\$3,665,410</b>	<b>\$428,020</b>	<b>\$870,298</b>	<b>\$810,112</b>	<b>\$696,567</b>	<b>\$113,545</b>	<b>86%</b>
BOND REDEMPTION - 2003/2006/2013 COP	5310	\$1,325,885	\$1,328,630	\$1,324,708	\$1,429,261	\$5,091,028	-\$3,661,767	356%
VEHICLE LEASE #2	5310	\$329,498	\$329,497	\$0	\$0	\$0	\$0	
VEHICLE LEASE #3	5310	\$756,032	\$756,033	\$0	\$0	\$0	\$0	
VEHICLE LEASE #4	5310		\$534,010	\$534,011	\$534,012	\$462,252	\$71,760	87%
<b>TOTAL DEBT SERVICE (FUND 200)</b>		<b>\$2,411,415</b>	<b>\$2,948,170</b>	<b>\$1,858,719</b>	<b>\$1,963,273</b>	<b>\$5,553,280</b>	<b>-\$3,590,007</b>	<b>283%</b>
OTHER SPECIAL DISTRICT EXPENDITURES	5286	\$0	\$858	\$7,000	\$500	\$1,000	-\$500	200%
<b>TOTAL SRVF COMMUNITY FUND (FUND 400)</b>		<b>\$0</b>	<b>\$858</b>	<b>\$7,000</b>	<b>\$500</b>	<b>\$1,000</b>	<b>-\$500</b>	<b>200%</b>
<b>TOTAL - CAPITAL, EQUIPMENT, DEBT SERVICE, SRVF COMMUNITY &amp; FEDERAL GRANT FUND</b>		<b>\$6,789,019</b>	<b>\$3,732,921</b>	<b>\$5,681,869</b>	<b>\$4,973,571</b>	<b>\$6,641,941</b>	<b>-\$1,668,370</b>	<b>134%</b>

## Employee Illness/Injury Report (March 2014)

### ***Reportable Injuries – March 2014:***

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

- March 11, 2014      DOI = 3/11/14 – An Captain experienced irritation/redness in right eye.  
*Status:* Returned to full duty 3/13/14.

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

- March 10, 2014      DOI = 3/10/14 – An Engineer cut hand on wall while training (breaching).  
*Status:* Medical Only – No Lost Time.

As of March 31, 2014, there were four (4) employees absent from their regular work assignment.

Total lost time due to injuries for the month of March equaled 125 calendar days.