

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

## Board of Directors Regular Board Meeting

Wednesday, December 17, 2014 – 7:10 p.m.

*Chris Campbell, Director ~ Gordon Dakin, Director ~ H. Jay Kerr, Director ~  
Donald Parker, Director ~ Matthew J. Stamey, Director*

### **~MISSION STATEMENT~**

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

**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 November, 2014 in the amount of \$3,695,509.13.
- 5.2 Approve the demand register for the period November 8, 2014 through December 5, 2014, in the amount of \$774,057.39.
- 5.3 Approve the minutes from the November 19, 2014 regular Board meeting including District Counsel's closed session report.
- 5.4 Approval of payment in the amount of \$31,346 for Excess Workers' Compensation Insurance for FY 2013-14.
- 5.5 Approval of payment in the amount of \$55,529.52 to ExtraTeam for new core switch hardware.
- 5.6 Personnel Actions:
  1. Approve staff's recommendation to award a merit salary increase to Firefighters/Paramedics Armario-Lyons, Bock-Willmes, Conley, Romero and Stevenson to Step 4, effective January 1, 2015.

2. Approve staff's recommendation to promote FF/PM Jon Michaelson from Step 5, to EMS Captain, Step 2 effective December 8, 2014.
3. **Confirmation of Employment**: Donna Maxwell, District Clerk  
Approve staff's recommendation to hire Donna Maxwell at Step 1, effective December 1, 2014, subject to a 12-month probationary period.

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

- 6.1 Introduction and Oath of Office to new Board Members: Director Chris Campbell and Director Don Parker.
- 6.2 Introduction and Oath of Office to new District Clerk: Donna Maxwell.
- 6.3 Recognition of 2014 Firefighter of the Year, Engineer Ben Wylie and 2014 Employee of the Year, IS Technician Phil Duncan.

#### **7. OLD BUSINESS**

- 7.1 Discussion and possible adoption of Ordinance No. 31, an Ordinance of the San Ramon Valley Fire Protection District, repealing Ordinance No. 20 and setting forth Purchasing and Contracting procedures and authorities.

#### **8. NEW BUSINESS**

- 8.1 Nominations for Board President and Vice President for 2015.
- 8.2 Resolution of the Board of Directors of the SRVFPD Authorizing delivery and sale of Certificates of Participation in the maximum principal amount of \$14,500,000 to refinance 2006 Certificates of Participation and finance additional fire station improvements, and approving related documents and actions.
- 8.3 Approval of contract with Steven A. Harman and Associates, LLC for Human Resources Management Program.
- 8.4 Consideration of Claim for Property Damage of Adrienne Shupe (Re: agenda item 12.1)

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

#### **10. MONTHLY ACTIVITY REPORTS FOR NOVEMBER, 2014**

- 10.1 Operations Division-Deputy Chief Phares  
Standards of Cover Policy Compliance Report.
- 10.2 EMS/Logistics – Deputy Chief Krause  
EMS/Logistics 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**

- 11.1 Selection of a new date for the January Board Meeting.  
11.2 Selection of date for February Board Retreat; after February 15<sup>th</sup>.

**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 Personnel Action: Review of District Counsel, pursuant to Government Code §54957.

**12 RETURN TO OPEN SESSION**

**13 REPORT UPON RETURN FROM CLOSED SESSION (if applicable)**

**14 ADJOURNMENT TO THE NEXT REGULARLY SCHEDULED BOARD MEETING ON WEDNESDAY, JANUARY 28, 2015 AT 7:00 P.M. IN THE BOARDROOM.**

Prepared by:



Donna Maxwell, District Clerk

Agenda posted on December 11, 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 the District Clerk 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](http://www.firedepartment.org) | [info@firedepartment.org](mailto:info@firedepartment.org)

Date: December 17, 2014

To: Board of Directors

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

Subject: Core Network Switch Upgrade Progress Payment

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## **Background:**

The District owns and maintains voice and data network equipment in the Administration building in support of District-wide operations. The primary component of the network infrastructure located at the Administration building is the core switch. In October, the Board authorized staff to enter into a contract totaling \$62,529.52 with ExtraTeam to refresh the core switch hardware.

The hardware required for the project was ordered from ExtraTeam and has been received by the District. A progress payment of \$55,529.52 is now required for the hardware.

## **Recommended Board Action:**

Authorize staff to make a progress payment of \$55,529.52 to ExtraTeam for the new core switch hardware.

## **Financial Impacts:**

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

**SPECIAL ANNOUNCEMENTS/  
PRESENTATIONS/  
GENERAL BUSINESS**

# **OLD BUSINESS**



# San Ramon Valley Fire Protection District

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

Date: December 17, 2014

To: Board of Directors

From: Christina Kiefer, Division Chief

Subject: Purchasing Ordinance Establishing New Policies and Procedures for District Contracts for Goods and Services

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## **Background:**

The San Ramon Valley Fire Protection District ("District") is authorized by the Fire Protection District Law of 1987 (Health & Safety Code section 13800 *et seq.*) to contract for goods and services needed to perform its authorized functions, consistent with the public bidding provisions set forth in the California Public Contract Code.

Since September 22, 2004, the District's purchasing and contracting procedures have been governed by District Ordinance No. 20. Due to changes in the laws establishing the thresholds for which the District is required to engage in formal bidding prior to awarding a contract, Ordinance No. 20 has become outdated and the time has come to update the District's purchasing policies and procedures.

A new Ordinance No. 31, has been prepared to streamline and simplify the District's purchasing procedures. Ordinance No. 31 repeals and replaces Ordinance No. 20, and provides a uniform and comprehensive approach to the District's purchasing and contracting procedures.

The proposed Ordinance establishes the thresholds for which public bidding is required for certain types of specialized services, as well as the procedures to be utilized for accepting and considering public bids. The proposed Ordinance also specifies which District personnel have authority to act on behalf of the District in negotiating and agreeing to various types of contracts.

Major substantive changes in the new Ordinance No. 31 include the following:

1. Section 3.6, "Special Services Contracts" has been modified to reflect a change in Public Contract Code section 20812 which increased the threshold amount above which the Formal Bidding procedure must be utilized from \$10,000 to \$25,000.
2. Section 8, "Use of District Form Contracts Required" increases the threshold above which the District must utilize a Form Contract prepared by District Counsel from \$500 to \$5,000.



3. After the first reading on November 19, 2014, the ordinance was altered to delete proposed new language in Section 3.8.3. This change deleted proposed language that required the District to perform formal bidding requirements for purchases of tangible personal property in the amount of \$25,000 or greater. The existing language contained in Ordinance No. 20 requires informal bidding and is in compliance with state law.

All other redlined changes are minor, editorial or typographical in nature.

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

The first reading, in title only, was conducted at the Board of Directors Meeting held on November 19, 2014.

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

**Recommended Board Action:**

1. Open the public hearing, and conduct the second reading of Ordinance No. 31, an Ordinance of the San Ramon Valley Fire Protection District Repealing Ordinance No. 20 and Setting Forth Purchasing and Contracting Procedures and Authorities.
2. Consider adoption of Ordinance No. 31.

**Financial Impacts:**

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

**Environmental Determination:**

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

**Attachments:**

1. Ordinance No. 31, an Ordinance of the San Ramon Valley Fire Protection District Repealing Ordinance 20 and Setting Forth Purchasing and Contracting Procedures and Authorities.
2. Proposed Ordinance No. 31 with underlined and deleted text.

**ORDINANCE NO. 31**

**AN ORDINANCE OF THE SAN RAMON VALLEY  
FIRE PROTECTION DISTRICT REPEALING  
ORDINANCE 20 AND SETTING FORTH  
PURCHASING AND CONTRACTING PROCEDURES  
AND AUTHORITIES**

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

**WHEREAS**, on September 22, 2004, the District adopted Ordinance No. 20 establishing purchasing and contracting procedures and authorities, and the District now desires to revise those procedures and authorities; and,

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

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

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

**NOW THEREFORE BE IT RESOLVED**, as of the effective date of this Ordinance, Ordinance No. 20 is hereby repealed and replaced, in its entirety, with the provisions of this Ordinance. The District establishes the following purchasing system for the purpose of setting forth efficient procedures for the purchase of supplies, materials, equipment and services; to secure for the District those supplies, materials, equipment and services at the lowest possible cost in an efficient manner without unnecessary delays; to exercise positive financial control over purchases; to clearly define the delegated authority for the purchasing and contracting functions; in compliance with the Act, Government Code section 4526 and Public Contract Code section 20812(a) and (c); and to ensure the quality of the purchases and contracts for services accomplished by the District.

## SECTION 1. ADMINISTRATION.

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

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

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

## SECTION 2. DEFINITIONS.

- 2.1 General.** The following words and phrases have the following meanings:
- 2.1.1 Formal Bidding** shall be used primarily for large dollar purchases and requires the use of competitive bidding under the Public Contract Code, with the exceptions as outlined in the Ordinance.
- 2.1.2 General Services** shall mean all services which are not Special Services, including the following:
- (a) Maintenance or nonstructural repair of District buildings, structures or improvements which does not require engineering plans, specifications or design, including but not limited to unscheduled replacement of broken window panes, fire extinguisher maintenance, minor roof repairs, and pest control;
  - (b) Repair, modification, and maintenance of District equipment and software;
  - (c) Analysis, testing, moving, removal or disposal (other than by sale) of District materials, supplies, and equipment; or other District Tangible Personal Property.
  - (d) Replanting, care or maintenance of public grounds, including but not limited to trees, shrubbery, flowers, lawns;
  - (e) Provide temporary personnel services;
  - (f) Provide other miscellaneous services to facilitate District operations;
  - (g) Perform repair, demolition or other work required to abate nuisances;
  - (h) Licensing software;
  - (i) Leasing or renting of Tangible Personal Property for use by the District.
- 2.1.3 Informal Bidding** shall mean a cost-effective competitive process for

canvassing the marketplace to identify vendors most likely to provide appropriate supplies or services at a reasonable price and in an efficient manner.

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

- (a) The ability, capacity, and skill of the bidder;
- (b) Whether the bidder has the facilities to perform the contract promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- (d) The bidder's record of performance of previous contracts;
- (e) Previous and existing compliance by the bidder with laws and ordinances relating to the contract;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract;
- (g) The available insurance held by the bidder;
- (h) The quality and availability of the supplies, equipment, or services purchased, and the adaptability of the above to the particular use required;
- (i) The ability of the bidder to provide future maintenance and service for the supplies, equipment, or services purchased;
- (j) The number and scope of conditions attached to the bid;
- (k) Any referrals or comments regarding the bidder made by knowledgeable persons familiar with the bidder and/or the bidder's business, industry or finances.
- (l) For Public Projects, the bidder's promise to comply with the requirements of Government Code section 4303 which requires Public Projects to use only:
  - (i) unmanufactured materials produced in the United States, and
  - (ii) manufactured materials which were made in the United States and substantially all of which were from materials produced in the United States.
- (m) For contracts for Professional Services, consistent with the Act, Government Code section 4526 and Public Contract Code section 20812(a) and (c), whether the business is (i) a "small business" within the definition of Government Code section 14837(d), which is "an independently owned and operated business which is not dominant in its field of operation, the principal office of which is located in California, the offices of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years," or (ii) a manufacturer

within the meaning of Government Code section 14837(c) and has 100 or fewer employees.

- 2.1.5 Open Market Purchases** shall mean off-the-shelf purchases of items or services.
- 2.1.6 Professional Services** shall mean all services provided by private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms, as described in Government Code section 4526 and the retention of counsel as described in the Act. Professional Services are exempt from the bidding process and selection shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.
- 2.1.7 Public Project** shall have the same meaning set forth in California Public Contract Code section 20161 which defines "Public Project" as:
- (a) A project for the erection, improvement, painting, or repair of public buildings and works;
  - (b) Work in or about streams, bays, waterfronts, embankments or other work for protection against overflow;
  - (c) Street or sewer work except maintenance or repair;
  - (d) Furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.
- 2.1.8 Purchasing and Contracting Authority** shall mean the representative or representatives of the District, whether members of its staff or its Board, who, depending on the size and type of transaction at issue, are authorized to approve a particular purchasing transaction or award a contract after completion of the applicable selection process.
- 2.1.9 Request for Proposal** shall mean a written description of the goods and services the District desires to purchase, and which is used to solicit bids from appropriate bidders.
- 2.1.10 Special Services** shall have the same meaning set forth in Public Contract Code section 20812, which includes only "the fields of accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the operation of the District."
- 2.1.11 Tangible Personal Property** shall mean goods, material, supplies,

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

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

- 3.1 Open Market Purchases** do not involve any formal or informal solicitation and evaluation of competitive bids, but rather relies on the experience and judgment of the Purchasing and Contracting Authority to quickly and efficiently make the best decision among purchase sources, based on the same criteria used to determine the Lowest Responsible Bidder. This purchase is typically utilized for small, frequent retail items necessary for the District's day- to-day operations, particularly when convenience and immediate availability are critical.
- 3.2 Informal Bidding** procedures require the Purchasing and Contracting Authority to solicit written, faxed, electronic or verbal price quotations from a minimum of three (3) vendors. The solicitation may be either written or verbal, as dictated by the circumstances and judgment of the Purchasing and Contracting Authority. The bid shall be awarded to the Lowest Responsible Bidder as defined above. As used in this Section, an "electronic" quotation may mean a transmission via the Internet, including, but not limited to e-mail and secure Internet purchasing system.
- 3.3 Formal Bidding** procedures require compliance with the following:
- 3.3.1 Plans and Specifications:** The District shall prepare plans and specifications providing adequate direction to enable any competent contractor or other builder to carry them out.
  - 3.3.2 Notice:** Notice requesting sealed bids shall set a date for the opening of sealed bids. The first publication or posting of the notice shall be at least ten (10) days before the date of opening the sealed bids. Notice shall be published at least twice, not less than five (5) days apart, in a newspaper of general circulation in the District, or if there is none, it shall be posted in at least three (3) public places in the District.
  - 3.3.3 Posting Bonds:** Subject to the provisions of Chapter 7 (commencing with section 3247) of Title 15 of Part 4 of Division 3 of the Civil Code, the District Board may require in the public notice for bids that the bidder provide bidder's security, insurance, and/or the posting of those bonds it deems desirable as a condition to the filing of a bid or the letting of a contract. A surety insures the faithfulness of the bid and insures the performance of a contract. The intent is to protect the District from losses, damages, claims and liabilities in the event the vendor fails to execute a contract. For all Public Projects in excess of \$25,000, posting of a bond shall be required.

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

- 3.3.10 Rejection of bids:** The Purchasing and Contracting Authority may reject any bid. If the District Board rejects all bids, it may either re-advertise or adopt a resolution, by two-thirds vote, declaring the service can be performed more economically by District employees or obtained at a lower price in the open market. Upon adoption of the resolution, the District Board may undertake the service contract without further complying with this section.
- 3.3.11 Contractor Requirements:** Contracts authorized by the Board shall be let only to a holder of a valid State Contractor's license unless such work is exempt from such licensing requirement by any other provision of law.
- 3.4 General Service Contracts** involve the following procedures:
- 3.4.1** For all General Service contracts under \$5,000, no comparison shopping or bidding shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase process and his or her own discretion when selecting the most appropriate vendor to provide the service.
- 3.4.2** For all General Service contracts of \$5,000 or more, the Informal Bidding Procedure shall be utilized. Formal Bidding shall not be required for contracts or purchase orders for General Services.
- 3.5 Professional Service Contracts** involve the following procedures: Consistent with the Act and Government Code section 4526, Professional Service contracts shall be awarded on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The factors listed in section 2.1.4 to determine whether a bidder is "responsible" shall be utilized when making this determination. Consistent with the Act and Government Code section 4528, the Chief and/or his or her designee shall negotiate with the best qualified firms until one of the firms agrees to an amount the Chief and/or his or her designee determines is fair and reasonable.
- 3.6 Special Services Contracts** involve the following procedures:
- 3.6.1** Consistent with Public Contract Code section 20812, for all Special Service Contracts under \$25,000, no comparison shopping or bidding shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase process and his or her own discretion when selecting the most appropriate vendor to provide the service.
- 3.6.2** For all Special Service contracts above \$25,000, the Formal Bidding Procedure shall be utilized.
- 3.7 Public Projects** involve the following procedures:



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

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

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

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

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

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

## SECTION 5. PURCHASING AND CONTRACTING AUTHORITIES.

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

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

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

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

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

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

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

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

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

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

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

**SECTION 10. SPLITTING ORDERS PROHIBITED.**

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

**SECTION 11. INSPECTION AND TESTING.**

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

**SECTION 12. PURCHASING MATRIX.**

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

**SECTION 13. SEVERABILITY.**

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

**SECTION 14. PUBLICATION AND EFFECTIVE DATE.**

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

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

---

Jay Kerr, Vice- President

**ATTEST:**

**APPROVED AS TO FORM**

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Paige Meyer, District Chief

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William D. Ross, District Counsel

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

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

ORDINANCE NO. 31

AN ORDINANCE OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT REPEALING ORDINANCE 20 AND SETTING FORTH PURCHASING AND CONTRACTING PROCEDURES AND AUTHORITIES

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

WHEREAS, on September 22, 2004, the District adopted Ordinance No. 20 establishing purchasing and contracting procedures and authorities, and the District now desires to revise those procedures and authorities; and,

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

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

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

NOW THEREFORE BE IT RESOLVED, as of the effective date of this Ordinance, Ordinance No. 20 is hereby repealed and replaced, in its entirety, with the provisions of this Ordinance. The District establishes the following purchasing system for the purpose of setting forth efficient procedures for the purchase of supplies, materials, equipment and services; to secure for the District those supplies, materials, equipment and services at the lowest possible cost in an efficient manner without unnecessary delays; to exercise positive financial control over purchases; to clearly define the delegated authority for the purchasing and contracting functions; in compliance with the Act, Government Code section 4526 and Public Contract Code section 20812(a) and (c); and to ensure the quality of the purchases and contracts for services accomplished by the District.

SECTION 1. ADMINISTRATION.

1.1 General. The purpose of this Ordinance is to provide a single resource of information for the purchase of all equipment, material, supplies and the securing of services to be utilized by

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WHEREAS, the District desires to further this policy by providing responsible financial controls for all purchasing and contracting by the District, and.

WHEREAS, the Board maintains the District should increase efficiency and minimize the delay when it becomes necessary for District personnel to purchase new supplies, materials, and equipment, and when contracting for services, and.

WHEREAS, the Board maintains a single ordinance setting forth the District's purchasing and contracting policies to provide the most concise and clear guidance to ensure District personnel perform only those contracting and purchasing activities which they are authorized to perform; and,

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WHEREAS, Public Contract Code section 20812(a) provides that a district board may contract for special services limited to the fields of accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance labor relations, law, ... [1]

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the District in meeting its mission in providing fire and emergency services to the public.

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

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

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**SECTION 2. DEFINITIONS.**

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

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

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

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

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

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

of the following factors as appropriate:

- (a) The ability, capacity, and skill of the bidder;
- (b) Whether the bidder has the facilities to perform the contract promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- (d) The bidder's record of performance of previous contracts;
- (e) Previous and existing compliance by the bidder with laws and ordinances relating to the contract;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract;
- (g) The available insurance held by the bidder;
- (h) The quality and availability of the supplies, equipment, or services purchased, and the adaptability of the above to the particular use required;
- (i) The ability of the bidder to provide future maintenance and service for the supplies, equipment, or services purchased;
- (j) The number and scope of conditions attached to the bid;
- (k) Any referrals or comments regarding the bidder made by knowledgeable persons familiar with the bidder and/or the bidder's business, industry or finances.
- (l) For Public Projects, the bidder's promise to comply with the requirements of Government Code section 4303 which requires Public Projects to use only:
  - (i) unmanufactured materials produced in the United States, and (ii) manufactured materials which were made in the United States and substantially all of which were from materials produced in the United States.
- (m) For contracts for Professional Services, consistent with the Act, Government Code section 4526 and Public Contract Code section 20812(a) and (c), whether the business is (i) a "small business" within the definition of Government Code section 14837(d), which is "an independently owned and operated business which is not dominant in its field of operation, the principal office of which is located in California, the offices of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years," or (ii) a manufacturer within the meaning of Government Code section 14837(c) and has 100 or fewer employees.

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

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

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qualifications necessary for the satisfactory performance of the services required.

- 2.1.7 **Public Project** shall have the same meaning set forth in California Public Contract Code section 20161 which defines "Public Project" as:
- (a) A project for the erection, improvement, painting, or repair of public buildings and works;
  - (b) Work in or about streams, bays, waterfronts, embankments or other work for protection against overflow;
  - (c) Street or sewer work except maintenance or repair;
  - (d) Furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.
- 2.1.8 **Purchasing and Contracting Authority** shall mean the representative or representatives of the District, whether members of its staff or its Board, who, depending on the size and type of transaction at issue, are authorized to approve a particular purchasing transaction or award a contract after completion of the applicable selection process.
- 2.1.9 **Request for Proposal** shall mean a written description of the goods and services the District desires to purchase, and which is used to solicit bids from appropriate bidders.
- 2.1.10 **Special Services** shall have the same meaning set forth in Public Contract Code section 20812, which includes only "the fields of accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the operation of the District."
- 2.1.11 **Tangible Personal Property** shall mean goods, material, supplies, vehicles, machinery, furnishings, equipment and any other tangible article; Tangible Personal Property shall not include financial instruments including bonds, stocks, certificates of deposit, or insurance.

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

- 3.1 **Open Market Purchases** do not involve any formal or informal solicitation and evaluation of competitive bids, but rather relies on the experience and judgment of the Purchasing and Contracting Authority to quickly and efficiently make the best decision among purchase sources, based on the same criteria used to determine the Lowest Responsible Bidder. This purchase is typically utilized for small, frequent retail items necessary for the District's day-to-day operations, particularly when convenience and immediate availability are critical.

3.2 **Informal Bidding** procedures require the Purchasing and Contracting Authority to solicit written, faxed, electronic or verbal price quotations from a minimum of three (3) vendors. The solicitation may be either written or verbal, as dictated by the circumstances and judgment of the Purchasing and Contracting Authority. The bid shall be awarded to the Lowest Responsible Bidder as defined above. As used in this Section, an "electronic" quotation may mean a transmission via the Internet, including, but not limited to e-mail and secure Internet purchasing system.

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3.3 Formal Bidding procedures require compliance with the following:

3.3.1 **Plans and Specifications:** The District shall prepare plans and specifications providing adequate direction to enable any competent contractor or other builder to carry them out.

3.3.2 **Notice:** Notice requesting sealed bids shall set a date for the opening of sealed bids. The first publication or posting of the notice shall be at least ten (10) days before the date of opening the sealed bids. Notice shall be published at least twice, not less than five (5) days apart, in a newspaper of general circulation in the District, or if there is none, it shall be posted in at least three (3) public places in the District.

3.3.3 **Posting Bonds:** Subject to the provisions of Chapter 7 (commencing with section 3247) of Title 15 of Part 4 of Division 3 of the Civil Code, the District Board may require in the public notice for bids that the bidder provide bidder's security, insurance, and/or the posting of those bonds it deems desirable as a condition to the filing of a bid or the letting of a contract. A surety insures the faithfulness of the bid and insures the performance of a contract. The intent is to protect the District from losses, damages, claims and liabilities in the event the vendor fails to execute a contract. For all Public Projects in excess of \$25,000, posting of a bond shall be required.

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3.3.4 **Time Stamping Bids:** Bids received shall be time-stamped by the Clerk and deposited unopened in the bid file. Any bid received subsequent to the time of closing as stated on the request for bid shall be time-stamped and returned to the bidder.

3.3.5 **Tendering Bids:** Bidders shall be entitled to the return of bid security, except that a successful bidder shall forfeit its bid security upon refusal or failure to execute the contract within ten (10) days after the notice of award has been mailed, or a time agreed upon in writing by both the successful bidder and the District, unless the District is responsible for the delay. The Purchasing and Contracting Authority may, on refusal or failure of the successful bidder to execute the contract, award the contract to the next Lowest Responsible Bidder. The District shall apply the amount of the lowest bidder's forfeited security to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder. The successful bidder's check or bond will be held until submission of the performance bond.

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- 3.3.6 **Cost Records:** Cost records of the work shall be kept in the manner provided in Chapter 1 (commencing with section 4000) of Division 5 of Title 1 of the Government Code.
- 3.3.7 **Sealed Bids – Submittal and Opening:** Bids, including bids for construction contracts, shall be submitted to the District via the District's approved secure online purchasing system, or on paper submitted in a sealed envelope, from a minimum of three (3) vendors. Bids submitted on paper shall be delivered to the District Clerk and shall be identified as a sealed bid on the envelope containing the same. Sealed bids shall not be opened prior to the time specified in the public notice and must be opened only at the time and place stated in the public notice. A summation of all sealed bids received must be prepared by the Purchasing and Contracting Authority and must be made available for public inspection during regular business hours for a period of not less than thirty (30) days after the bid opening.
- 3.3.8 **Award of Bid:** If any bid is awarded, it shall be awarded to the Lowest Responsible Bidder using the criteria defined within this Ordinance. In its discretion, the Board may reject any or all bids presented pursuant to the provisions of this Ordinance and the Public Contract Code, and re-advertise for bids.
- 3.3.9 **Tie bids:** Pursuant to Public Contract Code sections 20812 and 20813, if two (2) or more bids are the same and the lowest, the Purchasing and Contracting Authority may accept the bid of any of the Lowest Responsible Bidders. The Purchasing and Contracting Authority may also accept one of the tie bids, or may negotiate with the tie bidders for a lower price and make its selection based upon price as the ultimate criterion.
- 3.3.10 **Rejection of bids:** The Purchasing and Contracting Authority may reject any bid. If the District Board rejects all bids, it may either re-advertise or adopt a resolution, by two-thirds vote, declaring the service can be performed more economically by District employees or obtained at a lower price in the open market. Upon adoption of the resolution, the District Board may undertake the service contract without further complying with this section.
- 3.3.11 **Contractor Requirements:** Contracts authorized by the Board shall be let only to a holder of a valid State Contractor's license unless such work is exempt from such licensing requirement by any other provision of law.
- 3.4 **General Service Contracts** involve the following procedures:
- 3.4.1 For all General Service contracts under \$5,000, no comparison shopping or bidding shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase process and his or her own discretion when selecting the most appropriate vendor to provide the service.
- 3.4.2 For all General Service contracts of \$5,000 or more, the Informal Bidding Procedure shall be utilized. Formal Bidding shall not be required for contracts or purchase orders for General Services.

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Deleted: <#>Bid opening procedure: In the case of construction contracts, and pursuant to the Public Contract Code, sealed bids shall be submitted to the District and must be identified as a sealed bid on the envelope. Sealed bids must be opened only at the time and place stated in the public notice. A summation of all sealed bids received must be prepared by the Purchasing and Contracting Authority and must be made available for public inspection during regular business hours for a period of not less than thirty (30) days after the bid opening. The District shall not accept any bid unless it is in writing. <#>Award of bid: If any bid is awarded, it shall be awarded to the Lowest Responsible Bidder using the criteria defined within this ordinance.

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

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3.6 Special Services Contracts involve the following procedures:

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

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

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3.7 Public Projects involve the following procedures:

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3.7.1 For all Public Projects under \$5,000, no comparison-shopping or bidding process shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase procedure and his or her own discretion when selecting the Lowest Responsible Bidder.

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3.7.2 For all Public Projects of at least \$5,000 and less than \$10,000, the Informal Bidding Procedure, and where applicable, all other procedures required by the Public Contract Code shall be utilized.

3.7.3 Pursuant to Public Contract Code section 20813, for all contracts for Public Projects of \$10,000 or more, the Formal Bidding procedure and all other applicable procedures required by the Public Contract Code shall be utilized.

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3.7.4 Prevailing Wage Requirements. For Public Projects over \$1,000, not less than the general prevailing rate of per diem wages for work of a similar character in the locality where the work is performed shall be paid to all workers employed on Public Projects with the exception of work carried out by a public agency's own forces pursuant to Labor Code section 1771.

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3.8 Purchases of Tangible Personal Property involve the following procedures:

3.8.1 For all purchases of Tangible Personal Property under \$5,000, no comparison shopping or bidding process shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase procedure and

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his or her own discretion when selecting the Lowest Responsible Bidder.

3.8.2 For all purchases of Tangible Personal Property of at least \$5,000, the Informal Bidding procedure, and where applicable, all other procedures required by the Public Contract Code shall be utilized.

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3.8.3 Notwithstanding section 3.8.1, for purchases of gasoline or other automotive fuel, the Informal Bidding procedure, and where applicable, all other procedures required by the Public Contract Code shall be utilized.

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

4.1 Notwithstanding the amount of the proposed contract or purchase, the Open Market procedure may be utilized in the following circumstances:

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- (a) When a patented proprietary item is being purchased; or
- (b) The purchase is made under the circumstances of an Emergency, as defined in the Public Contract Code section 1102 which is a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, environment or essential public services;" or
- (c) When the following types of personal property or services are being acquired, obtained, rented or leased: (i) advertising; (ii) books, recordings, films, subscriptions; (iii) election supplies; (iv) insurance; (v) public utility services; (vi) travel services; (vii) property or services provided by or through other governmental agencies; or obtainable from suppliers which have in force a current contract with another governmental agency for the same item or service; or (viii) property or services the price of which is fixed by law; or
- (d) The supplies, materials, services or equipment are produced only by one manufacturer or are available from only one source; or
- (e) Purchases of investment instruments.
- (f) Consistent with Public Contract Code sections 10298 and 10299, when a purchase is made through a master agreement, multiple award schedule or cooperative agreement with any state or local agency wherein the original agreement was properly awarded through the appropriate public bid process.

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

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

5.2 **Public Projects:** For Public Projects of \$10,000 or more, the District Board shall be the

only Purchasing and Contracting Authority.

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

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

- Any amount less than \$25,000: District Fire Chief
- Any amount less than \$10,000: Fire Chief's Designee
- Deputy Fire Chief, Assistant Fire Chief,
- Chief Financial Officer or Controller,
- Division Chief/Fire Marshal

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

**SECTION 6. PROHIBITED ACTS.**

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

**SECTION 7. SUFFICIENT FUNDS REQUIRED.**

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

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

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

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8.2 Form Of Contract For Purchase Of Tangible Personal Property. For any purchase of Tangible Personal Property, the District may utilize a Form Contract.

**SECTION 9. PROTEST PROCEDURE.**

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

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**SECTION 10. SPLITTING ORDERS PROHIBITED.**

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

**SECTION 11. INSPECTION AND TESTING.**

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

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**SECTION 12. PURCHASING MATRIX.**

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

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**SECTION 13. SEVERABILITY.**

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

paragraph, sentence, clause, phrase or word of this Ordinance regardless of the unconstitutionality or invalidity of any other section, subsection, subdivision, paragraph, sentence, clause, phrase or word herein.

**SECTION 14. PUBLICATION ANDEFFECTIVE DATE.**

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

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

**ATTEST:**

Paige Meyer, District Chief

Glenn W. Umont, President

**APPROVED AS TO FORM**

William D. Ross, District Counsel

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

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

# **NEW BUSINESS**



## San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: December 17, 2014

To: Board of Directors

From: Kenneth R. Campo, Interim CFO

Subject: **RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT AUTHORIZING DELIVERY AND SALE OF CERTIFICATES OF PARTICIPATION IN THE MAXIMUM PRINCIPAL AMOUNT OF \$14,500,000 TO REFINANCE 2006 CERTIFICATES OF PARTICIPATION AND FINANCE ADDITIONAL FIRE STATION IMPROVEMENTS, AND APPROVING RELATED DOCUMENTS AND ACTIONS**

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### **BACKGROUND**

The 2006 COPs were originally issued on March 28, 2006, in the par amount of \$9,485,000 with level debt service of approximately \$593,000 per year through August 1, 2036. There are 22 years of debt service remaining on the COPs. The proceeds were used to finance the acquisition of land, the design and construction of three new fire stations, and the construction of an apparatus storage building.

The 2006 COPs are first callable on August 1, 2016, at par (without a prepayment penalty) and thereafter on any interest payment date (August 1 and February 1). Interest rates on the remaining 2006 COPs range from 4.00% in 2015 to 5.00% in their final maturity of 2036.

The District has acquired land and undertaken certain permitted site improvements and preliminary design work for a new fire station to replace Station 32 on Stone Valley Road in Alamo. The actual construction cost of the fire station and remaining site work once plans are finalized (anticipated to take place in mid to late 2015) is not expected to exceed \$5 million.

At the November 19, 2014, Board meeting the Board gave direction to staff to proceed with a new debt issuance to refinance the 2006 COPs and raise up to \$5 million of financing for new Station 32 construction; with the transaction structured in such a manner as to have minimal impact on the District's operating budget and projected cash flow over the 10-year projection horizon.

## **REFINANCING STRUCTURE & NEW MONEY RESULTS**

Due to the current low interest rate environment, and the ability to advance refund the 2006 COPs, the District contacted Brandis Tallman to revisit the refinancing the 2006 COPs. (Brandis Tallman served as Placement Agent for the 2003 COP refinancing undertaken in 2013 and had previously looked into refinancing the 2006 COPs for the District.) Staff has determined that favorable economic results can be achieved by an advance refunding. The advance refunding involves issuing debt currently (in this case at lower interest rates), with the proceeds placed into an escrow account to be used to call the 2006 COPS at par (without prepayment penalty) on August 1, 2016. Use of bond insurance in lieu of the typical bond proceed funded debt service reserve fund both reduces the overall size of the refunding issue and shortens the term by one year. The lower interest rates on the new debt issue (ranging from 2% in 2015 to 4% in 2035) results in savings of approximately \$55,000 per year over the remaining term which would end August 1, 2035.

The current low interest rate environment also makes borrowing for the construction of a new Station 32 a very attractive option; especially when combined with the refunding of the 2006 COPs. As proposed, the new debt issue would generate \$5 million of new money for Station 32 construction that would be repaid over 21 years (final maturity of August 1, 2035). By combining the two debt issues, the District can lock in low cost financing for Station 32 at today's rates and save approximately \$115,000 in issuance costs (costs for bond counsel, disclosure counsel, trustee fees, etc.).

## **RECOMMENDATION**

The Board of Directors of the San Ramon Valley Fire Protection District is requested to adopt the attached resolution authorizing delivery and sale of certificates of participation in the maximum principal amount of \$14,500,000 to refinance 2006 certificates of participation and finance additional fire station improvements, and approving related documents and actions.

## **NEXT STEPS**

If the Resolutions are adopted by the District and the Financing Corporation, the refinancing plan and related documents will be finalized. The transaction will be scheduled to close in January, 2015.

Preliminary Official Statement attached.

## RESOLUTION NO. 2014-15

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT AUTHORIZING DELIVERY AND SALE OF CERTIFICATES OF PARTICIPATION IN THE MAXIMUM PRINCIPAL AMOUNT OF \$14,500,000 TO REFINANCE 2006 CERTIFICATES OF PARTICIPATION AND FINANCE ADDITIONAL FIRE STATION IMPROVEMENTS, AND APPROVING RELATED DOCUMENTS AND ACTIONS

**WHEREAS**, in order to provide financing for various fire station improvements, the San Ramon Valley Fire Protection District (the "District") has previously entered into a Lease Agreement dated as of March 1, 2006 (the "2006 Lease Agreement"), with the SRVFPD Financing Corporation (the "Financing Corporation") under which the District is obligated to pay lease payments which are represented by Certificates of Participation (2006 Capital Improvement Financing Project) which have been issued in the aggregate original principal amount of \$9,485,000 (the "2006 Certificates"); and

**WHEREAS**, the 2006 Certificates are subject to prepayment on August 1, 2016, and in order to realize interest rate savings the Board of Directors of the District (the "Board") has previously authorized the initiation of proceedings to refinance the 2006 Certificates at this time; and

**WHEREAS**, the Board has also authorized the initiation of proceedings to provide financing for additional fire station improvements, and wishes to consolidate such financing with the refinancing of the 2006 Certificates in order to realize cost savings and efficiencies from a combined financing; and

**WHEREAS**, in order to raise funds for such purposes, the Board wishes at this time to authorize the execution, delivery and sale of 2015 Certificates of Participation (Refunding and Capital Projects Financing) in the maximum principal amount of \$14,500,000 (the "Certificates of Participation") and approve all related documents and actions, in furtherance of the public purposes of the District;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Board of Directors of the San Ramon Valley Fire Protection District as follows:

**Section 1. Approval of Financing Documents.** The Board hereby approves each of the following financing documents in substantially the respective forms on file with the District Clerk, together with any changes therein or additions thereto approved by the Fire Chief or the Interim Chief Financial Officer (each, an "Authorized Officer"), provided that the execution thereof by the Fire Chief shall be conclusive evidence of such approval:

- (a) First Amended and Restated Site Lease between the District as lessor and the Financing Corporation as lessee, which amends and restates the Site Lease relating to the 2006 Certificates in order to implement the financing plan described in this Resolution.



- (b) First Amended and Restated Lease Agreement between the Financing Corporation as lessor and the District as lessee, which amends and restates the 2006 Lease Agreement in order to implement the financing plan described in this Resolution.
- (c) Trust Agreement among the District, the Financing Corporation and U.S. Bank National Association, as trustee (the "Trustee"), under which the Trustee agrees to execute and deliver the Certificates of Participation, and which specifies the detailed terms and provisions relating to the Certificates of Participation.
- (d) Certificate Purchase Agreement among the District, the Financing Corporation and Brandis Tallman LLC, as underwriter of the Certificates of Participation (the "Underwriter"), specifying the terms and conditions upon which the Certificates are to be sold to the Underwriter.
- (e) Irrevocable Refunding Instructions given by the District and the Financing Corporation to U.S. Bank National Association, as trustee for the 2006 Certificates, relating to the administration of funds to refinance the 2006 Certificates.

The Fire Chief is authorized and directed for and in the name and on behalf of the District to execute, and the District Clerk is hereby authorized and directed to attest the final form of each of the foregoing documents. The schedule of lease payments attached to the First Amended and Restated Lease Agreement shall correspond to the payments of principal and interest represented by the Certificates of Participation, to be determined upon the sale thereof as set forth in Section 3.

**Section 2. Identification of Leased Property.** The Board hereby approves the lease of certain property which is owned by the District pursuant to the First Amended and Restated Site Lease and the First Amended and Restated Lease Agreement which are approved pursuant to Section 1. Such property consists of the real property which was originally leased in connection with the 2006 Certificates, being Fire Stations No. 30, 34, 35 and 39. In the event an Authorized Officer determines that it is necessary or advisable to make any other properties or any additional properties subject to the First Amended and Restated Site Lease and the First Amended and Restated Lease Agreement, the Board hereby approves modifying the description of the leased property therein to include such other properties or additional properties.

**Section 3. Sale of Certificates of Participation.** The Board hereby approves the sale of the Certificates of Participation by negotiation with the Underwriter. The Certificates of Participation shall be sold to the Underwriter under, and upon the terms and provisions set forth in, the Certificate Purchase Agreement in the form approved above. The Board hereby delegates to an Authorized Officer the authority to accept an offer from the Underwriter to purchase the Certificates of Participation, provided that the true interest rate represented by all of the Certificates of Participation (taking into account any original issue discount or original issue premium on the sale of the Certificates of Participation) shall not exceed 4.25% and the maximum amount of Underwriter's discount on the sale of the Certificates of Participation shall not exceed 0.60% of the par amount of the Certificates of Participation.

**Section 4. Official Statement.** The Board hereby approves and deems final within the meaning of Rule 15c2-12 of the Securities Exchange Act of 1934, the Preliminary Official Statement describing the Certificates of Participation in the form on file with the District Clerk, together with such modifications thereof as may be approved by an Authorized Officer. An Authorized Officer is hereby authorized and directed to (a) execute and deliver to the Underwriter a certificate deeming the Preliminary Official Statement to be final as of its date within the meaning of such Rule, (b) approve any changes in or additions to cause the Official Statement to be put in final form, and (c) execute the final Official Statement for and in the name and on behalf of the District. The Board hereby authorizes the distribution of the Preliminary Official Statement and the Final Official Statement by the Underwriter.

**Section 5. Municipal Bond Insurance.** In the event the District receives an offer from a municipal bond insurer to provide a policy of municipal bond insurance for the Certificates of Participation, or a surety bond or other credit instrument to provide a reserve fund for the Certificates of Participation, an Authorized Officer is hereby delegated the authority to determine whether it is in the best financial interests of the District to obtain such municipal bond insurance, surety bond or other credit instrument. The Board hereby authorizes the execution and delivery of all commitment letters, certifications and other documentation relating to any such municipal bond insurance, surety bond or other credit instrument.

**Section 6. Engagement of Professional Services.** In connection with the issuance and sale of the Certificates of Participation, the Board hereby authorizes the engagement of the services of the firm of Jones Hall, A Professional Law Corporation, to act as bond counsel and disclosure counsel to the District. An Authorized Officer is hereby authorized and directed to execute an agreement for said services in the form on file with the District Clerk.

**Section 7. Official Actions.** The President, the Fire Chief, the Interim Chief Finance Officer, the District Clerk and all other officers of the District are each authorized and directed in the name and on behalf of the District to make any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they or any of them might deem necessary or appropriate in order to consummate any of the transactions contemplated by the agreements and documents approved pursuant to this Resolution. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

**Section 8. Effective Date.** This Resolution shall take effect from and after the date of its passage and adoption.

I hereby certify that the foregoing Resolution was passed and adopted by the Board of Directors of the San Ramon Valley Fire Protection District, at a regular meeting thereof duly held on the 17th day of December, 2014, by a majority vote of all of its members.

**SAN RAMON VALLEY FIRE  
PROTECTION DISTRICT**

By \_\_\_\_\_  
President

ADOPTED by the following votes:

AYES:

NOES:

ABSENT:



# 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: December 17, 2014  
To: Board of Directors  
From: Paige Meyer, Fire Chief  
Subject: Contract for Services – Steven A. Harman & Associates, LLC

---

## **Background:**

Given the District has been unsuccessful in two recruitments to fill the Human Resources Manager position, staff would like to retain the services of Steve Harman to provide ongoing human resources administrative support to include, but not limited to the following:

- Review, analyze and recommend changes to the District's Human Resources Management program, including, but not limited to recruitment, hiring and promotions; classification and compensation, employee relations, workers compensation, leave of absence management, labor relations and other Human Resources Management program areas as directed by the District Fire Chief.
- Prepare reports, memoranda and other documents as may be required or directed by the District Fire Chief.
- Provide recommendations to the District Fire Chief regarding matters within the scope of representation.
- Provide oversight and advice regarding the District's employee benefit program.
- Provide technical supervision and support for the Human Resources Division's staff.
- Conduct a recruitment to identify a pool of qualified candidates for consideration of appointment to the position of Human Resources Manager.
- Contractor shall perform other related human resource management tasks as may be assigned by the District Fire Chief.

Services will be provided at an hourly rate of eighty-five (\$85) per hour.

## **Recommended Board Action:**

Staff recommends approval of a contract for services with Steven A. Harman & Associates, LLC.

# **CORRESPONDENCE**

Iris [REDACTED]  
[REDACTED]  
[REDACTED]

December 29, 2014

San Ramon Valley Fire Protection District  
800 San Ramon Valley Blvd.  
Danville, CA 94526

&

~~San Ramon Valley Fire Protection District~~  
1500 Bollinger Canyon Road  
San Ramon, CA 94583

Re: Emergency Response on November 15, 2014, for Iris Bettis

My sincere thanks and appreciation to the firemen who responded to the 911 call for me on November 15, 2014, when I fell and broke my hip. The level of care I received was not only prompt, but was also outstanding. You were all such a help and a comfort to me.

You are truly an amazing asset to our community.

Sincerely,

*Iris* [REDACTED]

Iris [REDACTED]

**Personnel (3) - Unit: E38**

Personnel	113 - Dakin Matthew Captain
Personnel	147 - Tidd Tracy Engineer
Personnel	269 - Stephen Gary Firefighter/Paramedic

**Personnel (3) - Unit: RM34**

Personnel	182 - Archuleta John Captain
Personnel	235 - Simi Alex Engineer

**Personnel (3) - Unit: RM34**

Personnel	330 - Bannister Demian Firefighter/Paramedic
-----------	--

# Thank you!



## For Your Support!

ROTARY CLUB OF SAN RAMON'S  
**Online Auction**  
FOR EDUCATION



THANK you FOR your  
DONATION. You made  
A DIFFERENCE FOR THE  
SCHOOLS.

Hope you CAN help NEXT  
YEAR.

Kate

Community  
Foundation  
of Alamo

Enhance the Well-Being and Quality of Life For The People and Community of Alamo

November 24, 2014

Dear: Supervisor Candace Anderson, Contra Costa County District 3  
Mrs. Lauri Byers Field Representative, Supervisor Candace Anderson  
Lieutenant Leslie Warren, Valley Station Commander, Contra Costa Sheriff's Office  
Deputy Jesus Topete, Valley Station, Contra Costa Sheriff's Office  
Mr. Joe Motta, P2B Chair, Contra Costa Sheriff's Office  
Chief Paige Meyer, San Ramon Valley Fire Protection District  
Mrs. Kimberly French, Information Officer, San Ramon Valley Fire Protection District  
Officer John Fransen, Public Information Officer, California Highway Patrol  
Mr. Bob Hendry, Senior Engineering Technician, Contra Costa Public Works Department  
Mr. Jerry Fahy, Senior Traffic Engineer, Contra Costa Public Works Department  
Mrs. Jane Lang, Brownie Troop #33410  
Mr. Pierre Kash, Manager, Round Table Pizza of Alamo  
Mr. Josh DeHart, Representative, TPR Traffic Solutions  
Mr. John Lineweaver, Stone Valley Shopping Center  
Mr. Brent Tucker, Oak Tree Plaza Shopping Center

Hello All! I want to offer each one of you a big "THANK YOU" for your assistance in helping to making last night's annual Alamo Tree Lighting Ceremony such a *safe*, fun, and enjoyable event that will be remembered by the many children, parents, relatives, and friends in our community who attended!

*Each one of you contributed to the very safe environment for participants* which resulted from the reduction of traffic lanes on Danville Boulevard, the signs and traffic barriers set up around the event, the "hands on" assistance in helping to direct traffic, distributing event information, supporting our Fire Fighters, the Sheriff's Volunteers and helping attendees and participants *safely* make their way in and around the event. *Each of you should be very proud of your help in making the evening so safe for all!*

On behalf of the entire membership of the The Community Foundation Of Alamo, I want to thank each one of you for your part in providing for our safe environment. We're so *very grateful* for your supportive assistance! Here's wishing you and your family a very happy and enjoyable holiday period and, a Wonderful New Year!

Copies:

Mrs. Terri Delfosse, Event Chairperson  
Mrs. Sharon Schuyler, President, Community Foundation Of Alamo

Sincerely,

*Bruce*

Bruce Marhenke  
Foundation Volunteer

*Your friends are great guys!*

3000 F Danville Blvd. #329, Alamo, CA 94507

Information: [www.communityfoundationofalamo.com](http://www.communityfoundationofalamo.com)



**Brooks, Sue**

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**From:** Meyer, Paige  
**Sent:** Tuesday, November 18, 2014 11:25 AM  
**To:** Brooks, Sue  
**Subject:** FW: 36... Thank you

*-----Original Message-----*

*From: Bell, Danielle  
Sent: Saturday, November 15, 2014 1:05 PM  
To: Anderson, Mark; Fulwood, Scott; Camera, Robert  
Cc: Phares, Lon; Meyer, Paige; Kiefer, Christina  
Subject: 36... Thank you*

*I wanted to send a big thank you to Mark, Rob and Scott! I so appreciate you accommodating my last minute request for a Station Tour. We ran a communication drill today that involved the County our Comm volunteers and CERT. I had a request from two of our volunteers who put in approx 30-40 hours a month on volunteering for us. The scouts who participated today in our drill wanted to see station 36 as they live in the area. Felt amazing to be able to say yes to their request and have a great tour of the station after the drill today.*

*A ton of appreciation! Danielle*

*Sent from my iPhone  
Smiles!*

# **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: December 17, 2014  
To: Board of Directors  
From: Lon Phares, Deputy Chief Operations  
Subject: Monthly Operations Report for November 2014

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## Operations & Training

- Structure Fire (2<sup>nd</sup> Alarm) - Green Valley Road, Danville CA
- Structure Fire (2<sup>nd</sup> Alarm) - Avocado Court, San Ramon
- Completed Training Calendar Workshop for 2015
- Preparation for Battalion Chiefs Exam
- Completed Hose and Nozzle Training Class
- Completed EBRCs Radio Training
- Probationary Captain and Engineer Task Book sign-offs in progress
- Multi-Company Drills and Company Performance Standards in progress
- Accountability System Training Preparation
- Served as an Assessor for Alameda County Fire Department Promotional Exam

## Special Teams

### Hazardous Materials Team

- Quarter 4 Training – Drug Laboratory Weapons and Explosive Training
- Annual First Responder Operations Refresher for District Personnel
- 2015 Team Planning Preparation

### Technical Rescue Team

- Quarter 4 Training – Annual Confined Space Refresher
- 2015 Team Planning Preparation

## Meetings

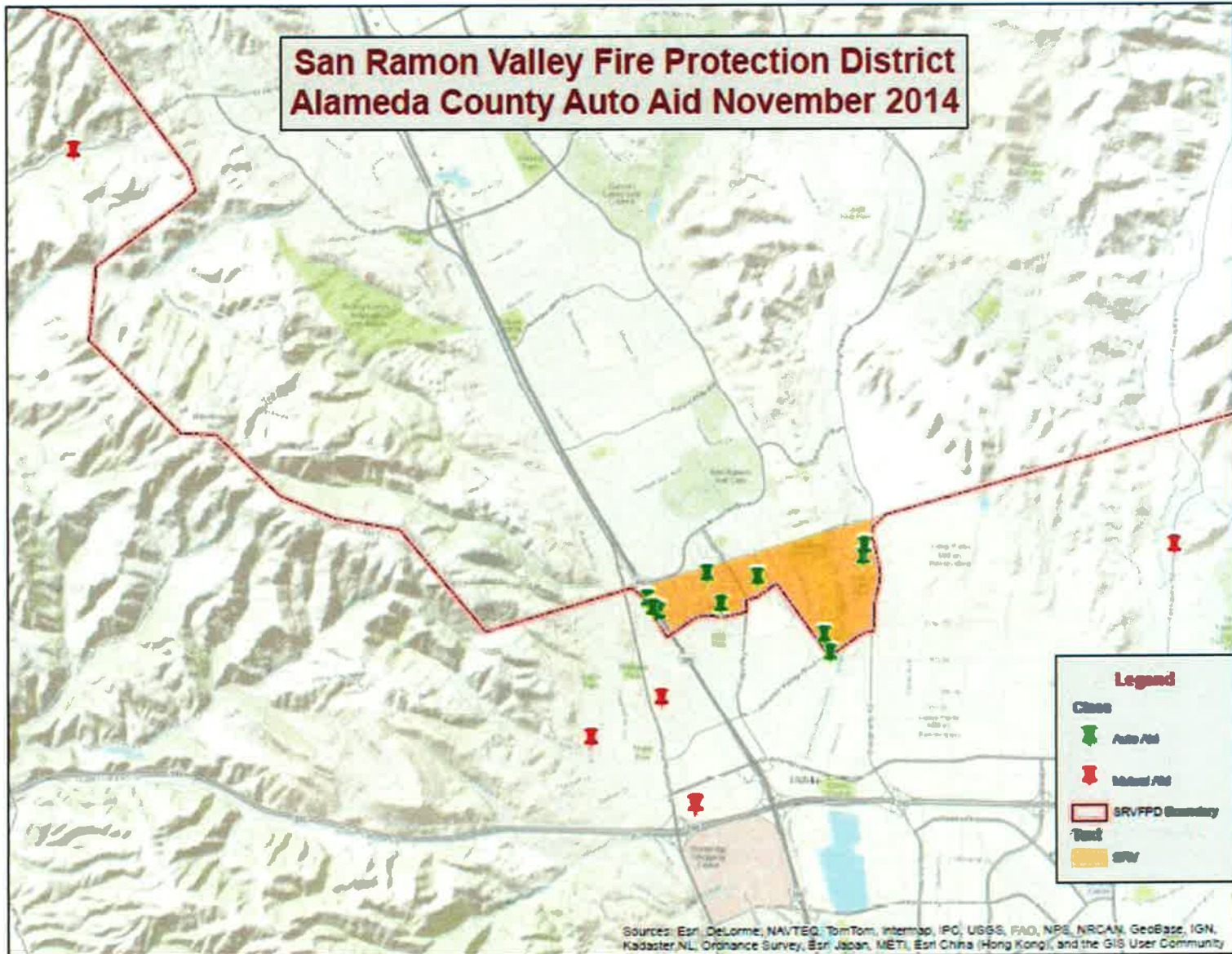
County Operations

County Chiefs

County Training Officers

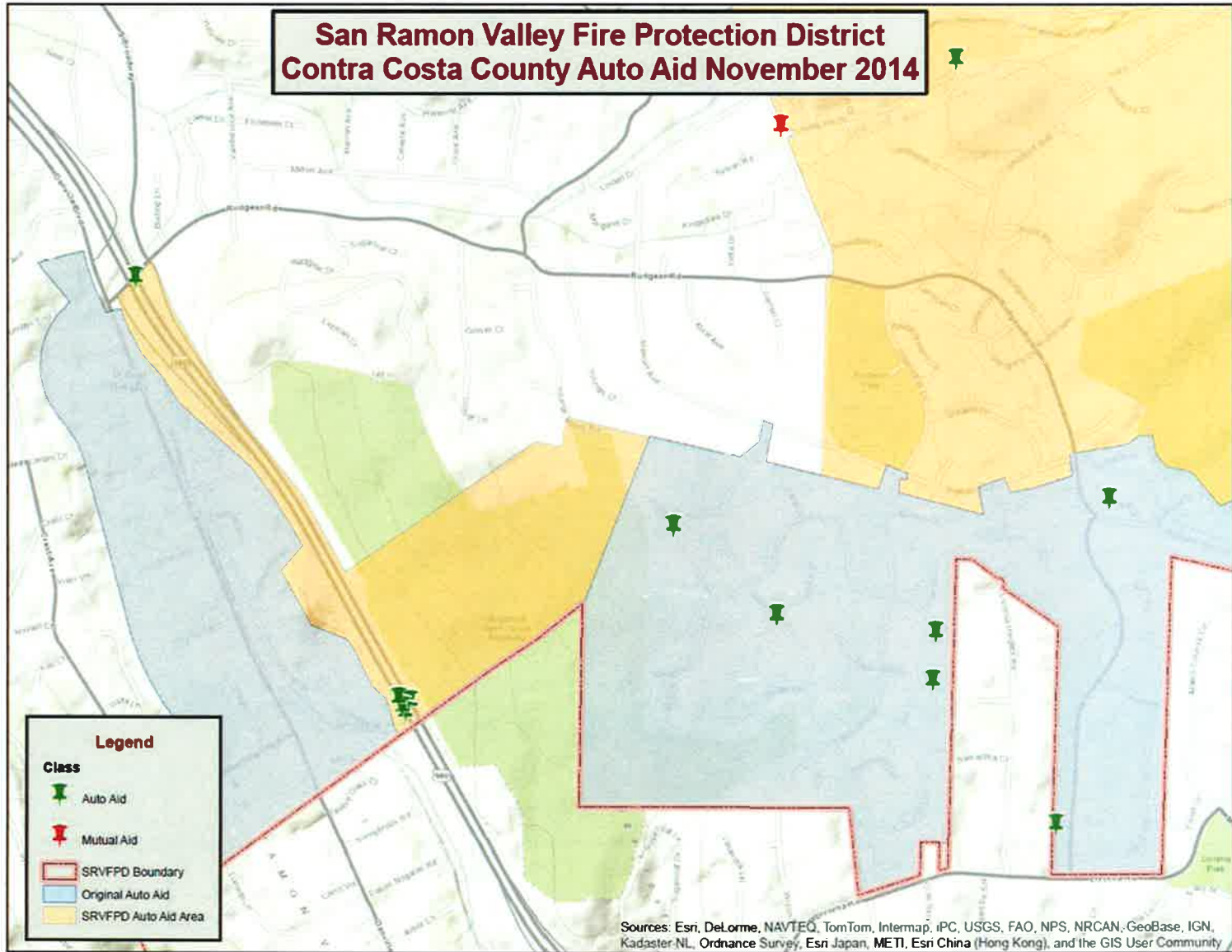
Coastal Regional Hazardous Materials Response Organization

CATF-4 Executive Committee



	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
<b>Auto Aid Given</b>	5	8	11	12	8	11	16	10	15	13	4	10
<b>Mutual Aid Given</b>	13	9	11	11	6	19	10	11	22	24	20	6
<b>Mutual Aid Received</b>	0	0	0	0	1	1	1	0	0	0	0	0
<b>Move-up</b>	2	0	0	0	0	0	0	3	2	0	3	0

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



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

## Standards of Cover Policy Compliance Report November 1, 2014 - November 30, 2014

	SOC Goal 1, 5, 6 Urban (Count = 253)			SOC Goal 2, 5, 6 Suburban (Count = 88)			SOC Goal 3, 5, 6 Rural (Count = 3)			SOC Goal 5, 6 Wilderness (Count = 4)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
	First Unit Response	7:00	6:49	6:59	8:00	8:15	7:41	15:00	10:01	12:41	45:00	33:33
		100%	100%		98%	100%		100%	100%		100%	100%

	SOC Goal 4											
	Urban (Count = 2)			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
ERF Fire Response	11:00	13:25	14:50	12:00	0:00	18:07	21:00	0:00	0:00	45:00	0:00	0:00
		0%	17%		0%	0%		0%	0%		0%	0%

	SOC Goal 8											
	Urban (Count = 94)			Suburban (Count = 31)			Rural (Count = 0)			Wilderness (Count = 2)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
ERF Medical Response	9:00	9:01	8:58	10:00	8:55	9:21	21:00	0:00	14:43	45:00	33:57	34:41
		99%	100%		100%	100%		0%	100%		100%	100%

SOC Goal 7					
Call Processing Time			Turnout Time		
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
1:00	0:54	0:51	2:00	2:00	1:56
	100%	100%		100%	100%



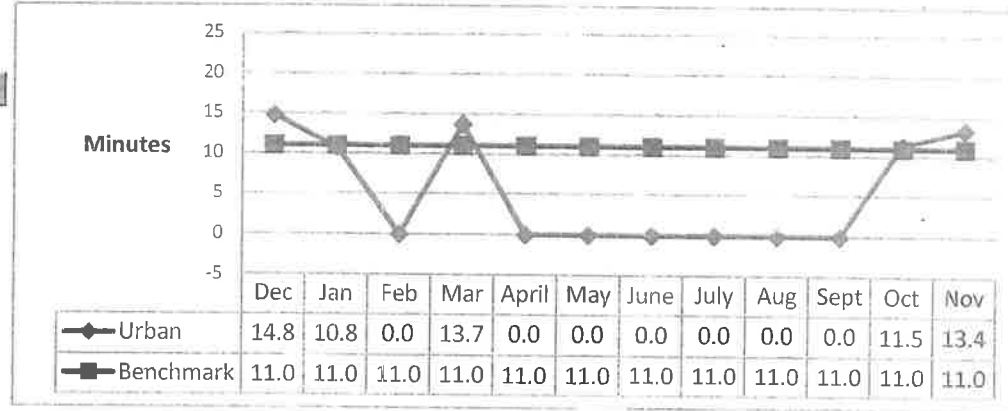






## ERF Fire Response

Urban



### Goal 1

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

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

### Goal 2

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

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

### Goal 3

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

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

**Goal 4*****Effective Response Force (First Alarm) for Urban Areas of Greater than 2,000 People per Square Mile***

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

**Goal 5*****Hazardous Materials Response***

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

**Goal 6*****Technical Rescue***

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

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

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

**Goal 8*****Effective Response Force for Advanced Life Support (ALS) Medical Emergencies***

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

# **EMS/LOGISTICS**



## San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

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

Date: December 17, 2014  
To: Board of Directors  
From: Derek Krause, Deputy Chief – EMS/Logistics  
Subject: Monthly EMS/Logistics Report for November 2014

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### EMS

1. Continued/updated preparations for possible Ebola Virus Disease (EVD) response
2. Facilitated preventive maintenance/repairs/upgrades for biomedical equipment
3. Completed Healthcare Provider CPR Recertification for 98% of Suppression personnel
4. Conducted EMS training for FF/Paramedic Mirchandani
5. Coordinating with FS39 personnel on the retrofit of retired ambulance #703 for a HeartSafe Committee Training vehicle
6. Facilitated outside emergency medical training
  - a. CPR and First Aid materials for students and Boy Scout troops
  - b. Epipen information for business at Bishop Ranch 3
  - c. Receive Paramedic Internship requests for evaluation/assignment
7. Meetings attended:
  - a. California Fire Chiefs Association EMS Section meeting
  - b. HeartSafe Committee leadership meeting
  - c. RxSafe San Ramon meeting (prescription drug abuse)
  - d. County Emergency Medical Care Committee meeting
  - e. San Ramon City Mayor TV broadcast re: flu season
  - f. EMS Administrators Association of California (EMSAAC) and Emergency Medical Doctors Association of California (EMDAC) meeting
8. Ongoing:
  - a. Conducted reporting requirements, Quality Improvement, and personnel feedback for service optimization
  - b. Monitored personnel accreditation/certification requirements and facilitated recertification

### Facilities

1. Lobby: evaluating options for security feature
2. Public Surplus: 40 PC OptiPlex Computers sold via Dutch auction
3. Ongoing:
  - a. Conducted preventive maintenance and repairs to effectively manage costs and maintain service

### Fleet

1. Engine 509 is back in service
2. Annual inspections on all apparatus have commenced
3. Apparatus Pump Testing in progress
4. Completed Smog Certification for 2014
5. Ongoing:
  - a. Conducted preventive maintenance and repairs to effectively manage costs and maintain safety

### Technology Systems

1. Provided East Bay Regional Communications System (EBRCS) training to Suppression personnel
2. Completed review of policies and workflows in preparation for EBRCS transition
3. Updated the Emerging Infectious Disease (EID) tool in the Communications Center
4. Attended the APCO Emerging Technology Forum
5. Attended Regional Radio and District working group meetings

### Communication Center

1. Angela Calcagno released from training and assigned to permanent shift
2. Finalized policies/workflow for Communications personnel in regards to EBRCS
3. Dispatch personnel attended PGE First Responder Training
4. Reviewed 911 Funding and Call Processing standards with State 911 Coordinator
5. Facilitated Reserve Drills
6. Attended Audio Logger demo

**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 | info@firedepartment.org

Date: December 17, 2014  
To: Board of Directors  
From: Christina Kiefer, Division Chief/Fire Marshal  
Subject: November Report of Division Activities

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## Activities

### Fire Prevention Activity Reports

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

### HeartSafe Recent Events and Update

- Recent Event Round-up
- San Ramon Valley Emergency Prep Fair – (501)
- San Ramon Hop Fest – (6)
- Pine Valley Middle School – (301)
- Safety Saturday – (102)
- Greenbrook Elementary Teachers/Staff (30)
- Tassajara Hills Elementary Teachers/Staff (21)
- Sycamore Valley Elementary Teachers/Staff (30)
- Danville Senior Center – (21)
- Dougherty Valley High School Teachers/Staff (13)
- Special Needs Teachers (12)
- TOTAL TRAINED IN 2014: 4,230
- **TOTAL TRAINED BY HEARTSAFE SINCE 2011: 10,190**

The HeartSafe committee has been working with the SRVUSD to assist their administration with developing a sustainable training program to instruct employee's in Hands Only CPR and the Use of an AED.

Disaster Preparedness and Emergency Management Activities

Applications have been submitted for Natalie Probert, Ian Hardage and Roy Wendel to participate on the East Bay Incident Management Team.

We are working with Ray Riordan to schedule two training courses for 2015;

1. ICS/EOC Interface- This is an 8-hour course which provides an overview of the relationship between the Incident Command System and the Emergency Operations Center during emergency management activities.
2. Introduction to Emergency Management: Earthquake - This training introduces participants to emergency management practices that include initial disaster response and options to mitigate the impact of disasters before they happen and effective recovery.

Upcoming Public Education Classes and Events Scheduled

Event	Location	Date/Time
7th Grade CPR Program	Stone Valley	TBA
7th Grade CPR Program	Charlotte Wood	February 2 (7:30 - 3:00 pm)
7th Grade CPR Program	Gale Ranch	February 19 (7:30 - 3:00 pm)
7th Grade CPR Program	Diablo Vista	March 30 (7:30 - 3:00 pm)
7th Grade CPR Program	Iron Horse	April 20 (7:30 - 3:00 pm)
7th Grade CPR Program	Windermere Ranch	May 11 (7:30 - 3:00 pm)
7th Grade CPR Program	Los Cerros	January 12 (7:30 - 3:00 pm)

Other Division Activities

Office Assistant Rebecca Gilman has been working on uniform ordering and distribution, CPR credentialing for employees, and processing Education Assistance requests.

Kim French and Roy Wendel have been working on Administrative Building Lobby improvements.

Joyce Castro has been updating Pre-plans based on changes submitted by field personnel.

Roy Wendel has been coordinating the Roof and Asphalt Consultant Reports and the implementation of the fuel management system.



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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>CODE COMPLIANCE</b>													
INSPECTIONS	114	174	82	102	90	27	143	142	129	161	115	0	1279
REINSPECTIONS	68	84	167	95	106	37	95	62	106	117	149	0	1086
TOTAL *	182	258	249	197	196	64	238	204	235	278	264	0	2365

OCCUPANCY PERMITS	25	90	73	57	45	14	80	95	68	71	50	0	668
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<b>ANNUAL INSPECTION PROGRAM</b>													
TOTAL INSPECTABLE OCCS	1399	1399	1399	1399	1399	1399	1399	1399	1399	1399	1399	1399	1399
TOTAL STARTED YTD †	77	97	103	82	74	27	122	103	109	149	232	0	1175
% STARTED YTD	5.50%	6.93%	7.36%	5.86%	5.29%	1.93%	8.72%	7.36%	7.79%	10.65%	16.58%	0.00%	83.99%
TOTAL COMPLETED YTD ‡	76	89	94	74	64	22	95	69	82	99	84	0	848
% COMPLETED YTD	5.43%	6.36%	6.72%	5.29%	4.57%	1.57%	6.79%	4.93%	5.86%	7.08%	6.00%	0.00%	60.61%

<b>CONSTRUCTION</b>													
NEW PROJECTS	55	40	68	62	75	73	112	91	51	69	64	0	760
PLAN REVIEWS SUBMITTED	91	72	110	104	109	89	194	131	74	87	94	0	1155
PLAN REVIEWS COMPLETED	118	70	116	94	109	75	162	188	68	89	102	0	1191
INSPECTIONS	104	90	99	87	120	145	92	91	116	95	93	0	1132

\* 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

November 2014

PROJECT	PLAN REVIEW TYPE	SUBMITTAL	COMPLETED
Dr. Alan Chun	Construction, alteration, or renovation of a building	11/03/2014 10:50:12	11/12/2014 12:14:41
Corporate Canyon Exterior Renovation - 4550 & 4600/4650 Norris Canyon Rd	Construction, alteration, or renovation of a building	11/04/2014 10:44:50	11/04/2014 14:39:21
Gale Ranch Phase 4 - SD 9302 - Golden Bay Ave/Iveleaf Springs Rd	Fire apparatus access, site improvements and related equipment	11/05/2014 10:56:52	11/12/2014 16:09:01
BR3 Bldg EE 5th Floor Corridor	Construction, alteration, or renovation of a building	11/05/2014 10:58:15	11/12/2014 16:11:14
BR3 Bldg EE 5th Floor Corridor	Fire alarm and detection systems and related equipment	11/05/2014 11:05:01	11/12/2014 16:12:45
BR3 Bldg EE 5th Floor Corridor	Automatic fire-extinguishing systems	11/05/2014 11:06:48	11/12/2014 16:13:51
Cheri Dang Dental Office TI	Compressed Gases	11/05/2014 11:29:58	11/21/2014 11:44:45
100 Park Pl Bldg 2 Suite 250 TI	Fire alarm and detection systems and related equipment	11/05/2014 13:21:43	11/19/2014 14:23:26
100 Park Pl Bldg Two Suite 260 TI	Fire alarm and detection systems and related equipment	11/05/2014 13:27:25	11/12/2014 16:15:02
100 Park Pl Bldg Two Suite 260 TI	Automatic fire-extinguishing systems	11/07/2014 10:06:53	11/12/2014 16:16:24
100 Park Pl Bldg 2 Suite 250 TI	Automatic fire-extinguishing systems	11/07/2014 10:16:12	11/19/2014 14:24:38
Next Barre	Construction, alteration, or renovation of a building	11/07/2014 10:33:41	11/07/2014 11:07:16
New Residential Single Family Dwelling	Construction, alteration, or renovation of a building	11/10/2014 08:28:30	11/10/2014 08:39:41
Legacy	Automatic fire-extinguishing systems	11/10/2014 14:32:54	11/21/2014 12:16:43
4550 Butterfly Creek Rd Iriana Lot 64 Plan 5	Automatic fire-extinguishing systems	11/10/2014 16:38:02	11/12/2014 11:28:18
107 Gatekeeper Rd SD 9303 Lot 1	Construction, alteration, or renovation of a building	11/12/2014 08:21:34	11/19/2014 15:31:37
105 Gatekeeper Rd SD 9303 Plan 1	Construction, alteration, or renovation of a building	11/12/2014 08:30:00	11/19/2014 15:35:02
103 Gatekeeper Rd SD 9303 Plan 2	Construction, alteration, or renovation of a building	11/12/2014 08:36:31	11/19/2014 15:48:47
101 Gatekeeper Rd SD 9303 Plan 3	Construction, alteration, or renovation of a building	11/12/2014 08:40:05	11/19/2014 15:50:05
4987 Ivyleaf Springs Rd SD 9303 Plan 3	Construction, alteration, or renovation of a building	11/12/2014 08:43:58	11/19/2014 15:51:37
4981 Ivyleaf Springs Rd SD 9303 Plan 1	Construction, alteration, or renovation of a building	11/12/2014 08:48:50	11/19/2014 15:52:49
4975 Ivyleaf Springs Rd SD 9303 Plan 3	Construction, alteration, or renovation of a building	11/12/2014 08:54:25	11/19/2014 15:53:44
4969 Ivyleaf Springs Rd SD 9303 Plan 2	Construction, alteration, or renovation of a building	11/12/2014 08:56:09	11/19/2014 15:54:41
4963 Ivyleaf Springs Rd SD 9303 Plan 3	Construction, alteration, or renovation of a building	11/12/2014 08:57:51	11/19/2014 15:55:37
4945 Ivyleaf Springs Rd SD 9303 Plan 1	Construction, alteration, or renovation of a building	11/12/2014 08:59:36	11/19/2014 16:00:46
4939 Ivyleaf Springs Rd SD 9303 Plan 2	Construction, alteration, or renovation of a building	11/12/2014 09:01:36	11/19/2014 16:01:56
4933 Ivyleaf Springs Rd SD 9303 Plan 3	Construction, alteration, or renovation of a building	11/12/2014 09:03:54	11/19/2014 16:26:10
5018 Rowan Dr SD 9303 Plan 2	Construction, alteration, or renovation of a building	11/12/2014 09:06:21	11/19/2014 15:57:00
5022 Rowan Dr SD 9303 Plan 1	Construction, alteration, or renovation of a building	11/12/2014 09:10:50	11/19/2014 15:58:00
5026 Rowan Dr SD 9303 Plan 2	Construction, alteration, or renovation of a building	11/12/2014 09:13:02	11/19/2014 16:27:11
5030 Rowan Dr SD 9303 Plan 3	Construction, alteration, or renovation of a building	11/12/2014 09:14:55	11/19/2014 16:28:11
5034 Rowan Dr SD 9303 Plan 1	Construction, alteration, or renovation of a building	11/12/2014 09:16:29	11/19/2014 16:28:55
Twin Creeks South Courtside Clubhouse	Construction, alteration, or renovation of a building	11/12/2014 10:45:41	11/04/2014 10:51:18
Blue Line Pizza	Construction, alteration, or renovation of a building	11/12/2014 12:28:14	11/21/2014 12:45:41
Canyon Corp Park	Construction, alteration, or renovation of a building	11/12/2014 14:02:10	11/21/2014 12:38:25
SRVCC Suite G Remodel	Automatic fire-extinguishing systems	11/12/2014 14:06:04	11/21/2014 16:37:43
4933 Ivyleaf Springs Rd SD 9303 Plan 3	Automatic fire-extinguishing systems	11/13/2014 10:39:00	11/21/2014 16:56:03
4945 Ivyleaf Springs Rd SD 9303 Plan 1	Automatic fire-extinguishing systems	11/13/2014 10:43:24	11/21/2014 16:56:16
4939 Ivyleaf Springs Rd SD 9303 Plan 2	Automatic fire-extinguishing systems	11/13/2014 10:46:00	11/21/2014 16:56:29
Johnson Residence	Construction, alteration, or renovation of a building	11/13/2014 14:55:59	11/21/2014 16:25:24
Johnson Residence	Automatic fire-extinguishing systems	11/13/2014 15:00:09	11/21/2014 16:26:31

Cheri Dang Dental Office TI	Automatic fire-extinguishing systems	11/14/2014 12:56:48	11/19/2014 16:29:55
Heather Southworth	Private fire hydrants and fire protection water supplies	11/14/2014 13:16:49	11/21/2014 16:33:36
TUP14-502-014 Orchard Supply Hardware - Tree Lot	Planning and site development review	11/14/2014 16:01:13	11/14/2014 16:04:28
DEV14-0089 Exterior Improvements	Planning and site development review	11/14/2014 16:10:32	11/14/2014 16:14:27
LP14-2059 Establish Wine Tasting Room and Special Events Hosting	Planning and site development review	11/14/2014 16:32:13	11/14/2014 16:37:18
LP14-2038 Purposed Second Unit	Planning and site development review	11/14/2014 16:52:54	11/14/2014 16:55:09
DP14-3040 garage and screened room addition	Planning and site development review	11/14/2014 17:02:28	11/14/2014 17:08:02
Werle Residence	Construction, alteration, or renovation of a building	11/18/2014 08:10:28	11/18/2014 08:22:57
Rajan - Solar System	Miscellaneous System Plans	11/18/2014 08:47:41	11/21/2014 07:23:04
Danville Hotel Building 2	Automatic fire-extinguishing systems	11/18/2014 08:56:54	11/25/2014 11:47:52
4556 Butterfly Creek Rd Iriana Lot 65 Plan 3	Automatic fire-extinguishing systems	11/18/2014 11:40:52	11/18/2014 14:11:54
4562 Butterfly Creek Rd Iriana Lot 66 Plan 1	Automatic fire-extinguishing systems	11/18/2014 11:45:53	11/18/2014 15:10:24
MX 14-350-005 Minor Exception to required rear & side yard setback	Planning and site development review	11/18/2014 12:22:18	11/18/2014 12:25:35
MUP 14-501-025 Add full alcoholic beverage service	Planning and site development review	11/18/2014 12:27:47	11/18/2014 12:29:57
Central Area Phase 1	Fire alarm and detection systems and related equipmnet	11/18/2014 13:42:19	11/24/2014 17:30:53
3034 Blackberry Ave Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	11/18/2014 14:07:24	11/18/2014 14:12:32
Julie Whitmer Residence	Construction, alteration, or renovation of a building	11/18/2014 14:09:10	11/18/2014 14:14:45
3032 Blackberry Ave Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	11/18/2014 14:16:20	11/19/2014 10:51:03
3030 Blackberry Ave Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	11/18/2014 14:19:26	11/19/2014 10:53:09
3028 Blackberry Ave Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	11/18/2014 14:32:39	11/19/2014 10:54:03
3026 Blackberry Ave Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	11/18/2014 14:35:30	11/19/2014 10:55:01
3024 Blackberry Ave Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	11/18/2014 14:53:02	11/19/2014 10:56:06
3022 Blackberry Ave Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	11/18/2014 15:09:26	11/19/2014 10:57:03
3020 Blackberry Ave Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	11/18/2014 15:26:46	11/19/2014 10:57:57
3018 Blackberry Ave Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	11/18/2014 15:32:35	11/19/2014 10:59:15
3000 Blackberry Ave Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	11/18/2014 15:35:45	11/19/2014 11:00:07
3002 Blackberry Ave Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	11/18/2014 15:38:36	11/19/2014 11:00:59
3004 Blackberry Ave Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	11/18/2014 15:42:31	11/19/2014 11:01:51
Weymouth Residence	Fire apparatus access, site improvements and related equipment	11/19/2014 07:24:57	11/19/2014 07:26:10
Dr Seo, Dentist Office Build-out	Construction, alteration, or renovation of a building	11/19/2014 08:18:56	11/25/2014 13:05:11
Dr Seo, Dentist Office Build-out	Fire alarm and detection systems and related equipment	11/19/2014 14:33:00	11/25/2014 13:06:35
Dr Seo, Dentist Office Build-out	Automatic fire-extinguishing systems	11/19/2014 14:39:27	11/25/2014 13:07:32
Chevron Corp. Bldg K 2nd 2248 & 2450 Conversion	Construction, alteration, or renovation of a building	11/20/2014 08:55:20	11/20/2014 09:25:47
Steward New 2nd Dwelling Unit	Construction, alteration, or renovation of a building	11/20/2014 08:57:28	11/21/2014 08:57:38
Chevron Corp. Bldg A 3rd Restack	Construction, alteration, or renovation of a building	11/20/2014 09:03:00	11/20/2014 10:51:46
Remodel	Automatic fire-extinguishing systems	11/20/2014 10:52:22	11/25/2014 13:08:44
Allard Residence	Automatic fire-extinguishing systems	11/20/2014 12:14:31	11/21/2014 17:48:24
Allard Residence	After hours plan review and inspection	11/20/2014 12:15:50	11/21/2014 09:05:39
Riedel Residence	Automatic fire-extinguishing systems	11/20/2014 12:23:22	11/26/2014 14:43:40
King Palace Restaurant	Automatic fire-extinguishing systems	11/20/2014 12:27:07	11/20/2014 12:31:15
Simply Beautiful	Automatic fire-extinguishing systems	11/20/2014 16:30:28	11/26/2014 14:44:24
Jimmy Jones Restaurant Tenant Improvment	Automatic fire-extinguishing systems	11/20/2014 16:40:25	11/26/2014 14:47:00
Safeway	Construction, alteration, or renovation of a building	11/21/2014 08:40:54	11/21/2014 08:50:17
DP14-3043 Sprint Removal/Replacement (3) antennas and equipment	Planning and site development review	11/22/2014 14:25:35	11/22/2014 14:28:40
Alamo Ace Hardware - Kitchen	Construction, alteration, or renovation of a building	11/24/2014 11:37:09	11/25/2014 16:53:09
Allard Residence	Automatic fire-extinguishing systems	11/24/2014 12:09:11	11/24/2014 17:42:59
Allard Residence	After hours plan review and inspection	11/24/2014 12:09:19	11/24/2014 17:39:57

City of San Ramon City Hall	Fire alarm and detection systems and related equipment	11/25/2014 08:19:11	
City of San Ramon City Hall	Automatic fire-extinguishing systems	11/25/2014 08:21:32	
Dan Glantz	Construction, alteration, or renovation of a building	11/25/2014 09:01:15	11/25/2014 09:11:46
Medical Office TI - PAMF/Sutter Danville Pediatrics	Construction, alteration, or renovation of a building	11/25/2014 10:43:25	11/25/2014 11:09:25
Regency Enterprises	Private fire hydrants and fire protection water supplies	11/25/2014 11:02:01	11/25/2014 16:22:38
SRVUMC Multi Purpose Center Addition	Construction, alteration, or renovation of a building	11/26/2014 14:49:49	

# **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: December 17, 2014  
To: Board of Directors  
From: Ken Campo, Financial Consultant  
Re: Monthly Administrative Services Report for November 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, Debt Service, SRVF Community Fund Expenditures: Budget v. Actual (2011/12-2014/15)
- Employee Illness/Injury Report
- Monthly Overtime Analysis

## Meetings/Activities:

### Finance:

- The District could receive \$2.5 million more in property tax revenue than budgeted due to additional Prop 8 recapture by the County Assessor. We won't know for certain until the first payment in December, but information from our property tax consultant shows the Assessor brought back an additional \$1.8 billion in value lowered during the height of the recession. As you may recall, we purposefully did not include additional Prop 8 recapture in our projections because it's at the discretion of the Assessor.
- CCCERA has released the 2015/16 retirement rates. Significant investment gains, combined with the changes surrounding terminal pay resulted in a 6.9% drop in the employer rate for safety and 5.4% drop for non-safety (classis rates). These lower rates will reduce CCCERA employer contributions by approximately \$1.2 million in 2015/16. The employee COLA rates will be going down slightly as well next year.
- Implemented the laddered investment portfolio strategy for the Budget Stabilization Fund as discussed with the Finance Committee.

- Assisted NBS Government Finance Group in updating the District's Cost Allocation Plan and submittal of GEMT ("Ground Emergency Medical Transport") cost reports for additional Medicare reimbursement (\$71,000).
- Completed the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2014; and submitted the report to the Government Finance Officers Association for consideration of the Certificate of Achievement for Excellence in Financial Reporting. (This would be the 14<sup>th</sup> consecutive year of receiving the award.)

Human Resources:

- Initiated Section 125 Flexible Spending Plan open enrollment for 2015.
- Attended webinar regarding new AB 1522 sick leave compliance requirements.
- Attended webinar regarding general labor and legislative updates pertaining to Human Resources.
- Processed paperwork for new District Board Members.
- Closed the recruitment for Battalion Chief.





## Employee Illness/Injury Report (November 2014)

### *Reportable Injuries – November 2014:*

#### Indemnity (Lost Time)

- November 1, 2014 DOI = 10/23/14 – A Captain was off duty due to pneumonia and due to a relapse. Missed a total of 6 shifts in November.  
*Status:* Returned to full duty 11/29/14.
- November 5, 2014 DOI = 1/8/14 – A Firefighter/Paramedic had surgery for a knee injury sustained while exiting ambulance during medical call.  
*Status:* Remained out at month end.
- November 12, 2014 DOI = 9/23/14 – A Captain injured foot while on a strike team. Missed 4 shifts.  
*Status:* Returned to modified duty 11/24/14.
- November 12, 2014 DOI = 11/12/14 – A Captain strained lower back climbing into engine when responding to medical call. Missed 2 shifts.  
*Status:* Returned to full duty 11/14/14.
- November 12, 2014 DOI = 11/12/14 – A Captain strained wrist lifting patient on medical call. Missed 2 shifts.  
*Status:* Returned to full duty 11/14/14.
- November 14, 2014 DOI = 4/13/14 – An Engineer received treatment for a back injury flare up. Initial injury sustained during training. Missed 1 shift.  
*Status:* Returned to full duty 11/15/14.
- November 20, 2014 DOI = 8/5/14 – A Firefighter/Paramedic had surgery for an elbow injury sustained during physical fitness.  
*Status:* Remained out at month end.
- November 20, 2014 DOI = 6/22/10 – An Engineer received treatment for an ankle injury flare up. Initial injury sustained while carrying patient down stairs during structure fire. Missed 1 shift.  
*Status:* Returned to full duty 11/23/14.

#### Medical Only (No Lost Time)

- November 17, 2014 DOI = 11/17/14 – An Engineer injured foot during structure fire when barbell weight fell on his foot.  
*Status:* Medical Only – No lost time.

As of November 30, 2014, there were five (5) employees absent from their regular work assignment. Total lost time due to injuries for the month of November equaled 150 calendar days.



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

	GOVERNMENTAL FUND TYPES						AGENCY	ACCOUNT	GROUPS	Totals (Memo Only)
	General	Budget	Debt	Capital	Federal Grant	Special	CERT	General	General	
	Fund - 100	Stabilization - 110	Service Fund - 200	Projects Fund - 300	Capital Projects Fund - 310	Special Revenue Fund - 400	PROGRAM Fund - 700	Fixed Assets Fund - 800	Long-Term Debt Fund - 900	
<b>ASSETS</b>										
Cash - Bank of the West	\$ (2,540,161)	\$ -	\$ -	\$ 3,413,181	\$ 5,168	\$ -	\$ 25,551	\$ -	\$ -	\$ 903,739
Cash - Bank of the West Money Market @ 0.29%	1,056,842									1,056,842
Cash - Bank of the West Workers' Compensation	(40,223)									(40,223)
Cash - Comerica Flexible Spending	10,714									10,714
Petty Cash	1,250									1,250
Investments - LAIF @ 0.26%	2,655,050	12,108,128					3,390			14,766,568
Investments - LAIF Market Value Adjustment	8,981						1			8,982
Cash with Fiscal Agent (Note #1)			599,535							599,535
Accounts Receivable	32,284									32,284
Interest Receivable										
Prepaid Expenses/Deposits	9,437,548			238,000						9,675,548
Land								7,105,802		7,105,802
Buildings & Improvements/Construction								28,076,383		28,076,383
Equipment								26,828,971		26,828,971
Accumulated Depreciation								(29,103,569)		(29,103,569)
Amount to be Provided for General Long Term Debt									17,597,550	17,597,550
<b>Total Assets</b>	<b>\$ 10,622,285</b>	<b>\$ 12,108,128</b>	<b>\$ 599,535</b>	<b>\$ 3,651,181</b>	<b>\$ 5,168</b>	<b>\$ -</b>	<b>\$ 28,942</b>	<b>\$ 32,907,587</b>	<b>\$ 17,597,550</b>	<b>\$ 77,520,376</b>
<b>LIABILITIES</b>										
Accounts Payable	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	2,099,149				5,000					2,104,149
Deposits Payable	15,731									15,731
Long Term Debt:										
(1) Certificates of Participation									10,601,000	10,601,000
(2) Vehicle Lease									1,774,658	1,774,658
Claims Payable	10,714								3,642,000	3,652,714
Compensated Absences									1,579,892	1,579,892
<b>Total Liabilities</b>	<b>2,125,594</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,597,550</b>	<b>19,728,144</b>
<b>FUND EQUITY</b>										
Investment in General Fixed Assets								32,907,587		32,907,587
Non-Spendable Fund Balance				238,000						238,000
Restricted Fund Balance			599,535							599,535
Committed Fund Balance:										
Dry Period Funding	8,415,471									8,415,471
Budget Stabilization	-	11,100,190								11,100,190
Workers' Compensation Claims	-	1,000,000								1,000,000
Budget Stabilization	-									-
Capital Projects				3,402,017						3,402,017
Assigned Fund Balance:										
Other Assigned Fund Balance	81,219			11,164	168	-				92,551
Unassigned Fund Balance	-	7,938					28,942			36,880
<b>Total Fund Balance</b>	<b>8,496,691</b>	<b>12,108,128</b>	<b>599,535</b>	<b>3,651,181</b>	<b>168</b>	<b>-</b>	<b>28,942</b>	<b>32,907,587</b>	<b>-</b>	<b>57,792,232</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 10,622,285</b>	<b>\$ 12,108,128</b>	<b>\$ 599,535</b>	<b>\$ 3,651,181</b>	<b>\$ 5,168</b>	<b>\$ -</b>	<b>\$ 28,942</b>	<b>\$ 32,907,587</b>	<b>\$ 17,597,550</b>	<b>\$ 77,520,376</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 \$8; Interest Rate 0.00% (Money Market Fund)

Reserve Fund (COP 2006) Market Value \$599,455; Interest Rate 0.04% (Money Market Fund)

Lease Fund (COP 2006) Market Value \$1; Interest Rate 0.00% (Money Market Fund)



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

FISCAL YEAR COMPLETED - 41.67%								
DESCRIPTION	GL CODE	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
PERMANENT SALARIES	5110	\$21,231,690	\$20,138,426	\$18,998,580	\$20,187,110	\$7,995,889	\$12,191,221	39.61%
TEMPORARY SALARIES	5115	170,887	209,966	225,349	243,600	143,434	100,166	58.88%
PERMANENT OVERTIME	5120	5,943,633	6,533,121	5,926,335	4,976,844	2,859,160	2,117,684	57.45%
FICA/MEDICARE	5140	385,010	380,153	357,070	387,733	160,674	227,059	41.44%
RETIREMENT CONTRIBUTIONS	5150	11,131,763	11,797,439	11,282,351	15,995,698	6,388,610	9,607,088	39.94%
EMPLOYEE GROUP INSURANCE	5160	3,678,610	3,430,654	3,126,726	3,141,124	1,323,913	1,817,211	42.15%
RETIREE HEALTH INSURANCE	5170	1,571,813	1,816,302	1,818,859	2,076,046	767,202	1,308,844	36.95%
OPEB CONTRIBUTION	5175	-	-	520,469	1,000,000	1,000,000	-	100.00%
UNEMPLOYMENT INSURANCE	5180	118	8,351	15,600	20,000	821	19,179	4.11%
WORKERS' COMPENSATION INS.	5190	671,135	905,118	807,044	850,000	468,351	381,649	55.10%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>5100</b>	<b>44,784,659</b>	<b>45,219,530</b>	<b>43,078,384</b>	<b>48,878,155</b>	<b>21,108,053</b>	<b>27,770,102</b>	<b>43.19%</b>
OFFICE SUPPLIES	5202	30,218	27,951	21,051	33,600	7,067	26,533	21.03%
POSTAGE	5204	17,385	11,142	15,305	17,450	3,238	14,212	18.55%
TELECOMMUNICATIONS	5206	183,636	184,732	166,049	184,300	66,583	117,717	36.13%
UTILITIES	5208	322,361	327,386	344,009	339,700	145,987	193,713	42.98%
SMALL TOOLS/EQUIPMENT	5210	84,094	62,521	62,256	110,850	28,458	82,392	25.67%
MISCELLANEOUS SUPPLIES	5212	126,724	107,157	125,845	135,170	39,010	96,160	28.86%
MEDICAL SUPPLIES	5213	120,175	115,735	107,396	111,000	38,526	72,474	34.71%
FIREFIGHTING SUPPLIES	5214	71,452	68,903	61,937	110,750	36,189	74,561	32.68%
PHARMACEUTICAL SUPPLIES	5216	36,286	34,955	24,849	30,000	4,381	25,619	14.60%
COMPUTER SUPPLIES	5218	11,859	33,330	33,962	7,500	6,479	1,021	86.39%
RADIO EQUIPMENT & SUPPLIES	5219	72,432	58,493	19,547	25,000	2,065	22,935	8.26%
FILM PROCESSING/SUPPLIES	5220	-	660	-	-	-	-	-
FOOD SUPPLIES	5222	18,748	27,387	16,473	25,150	5,269	19,881	20.95%
PPE INSPECTION & REPAIRS	5223	29,267	27,417	19,584	36,000	7,320	28,680	20.33%
SAFETY CLOTHING/SUPPLIES	5224	231,465	139,645	94,323	161,500	53,925	107,575	33.39%
CLASS A UNIFORMS & SUPPLIES	5225	720	3,763	3,775	6,000	4,863	1,137	81.06%
NON-SAFETY CLOTHING/SUPPLIES	5226	24,689	8,137	9,756	21,000	2,159	18,841	10.28%
CLASS B UNIFORMS & SUPPLIES	5227	2,161	21,686	25,044	28,000	11,403	16,597	40.72%
HOUSEHOLD SUPPLIES	5228	40,553	42,006	36,886	40,000	17,501	22,499	43.75%
CENTRAL GARAGE - REPAIRS	5230	121,634	78,235	89,512	100,000	48,241	51,760	48.24%
CENTRAL GARAGE - MAINTENANCE	5231	6,784	10,050	11,818	18,000	7,275	10,725	40.42%
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	174,886	171,440	202,299	216,750	67,548	149,202	31.16%
CENTRAL GARAGE - TIRES	5234	58,875	42,139	34,419	45,000	11,595	33,405	25.77%
CENTRAL GARAGE - MANDATED INSP.	5235	9,330	5,281	7,315	9,500	549	8,951	5.78%
MAINT./REPAIRS - EQUIPMENT	5236	107,632	169,846	116,530	144,150	63,144	81,006	43.80%
MAINT./REPAIRS - RADIO & ELECTRON	5238	331,986	267,874	316,272	328,650	164,653	163,997	50.10%
MAINT./REPAIRS - BUILDINGS	5240	132,488	124,859	127,738	212,385	49,791	162,594	23.44%
MAINT./REPAIRS - GROUNDS	5242	33,700	31,834	37,647	38,500	20,080	18,420	52.16%
RENTS & LEASES-EQUIP./PROPERTY	5246	48,938	58,090	36,466	63,000	30,510	32,490	48.43%
PROFESSIONAL/SPECIALIZED SERVICES	5250	653,019	618,566	733,356	945,905	242,885	703,020	25.68%
RECRUITING COSTS	5251	101,946	78,347	44,598	87,800	23,183	64,617	26.40%
LEGAL SERVICES	5252	391,532	289,481	186,452	200,000	34,712	165,288	17.36%
INFO TECHNOLOGY SURCHARGE	5253	-	-	5,000	-	-	-	0.00%
MEDICAL SERVICES	5254	95,857	80,761	68,483	106,100	11,012	95,088	10.38%
COMMUNICATIONS SERVICES	5258	-	-	78,600	79,500	79,800	(300)	100.38%
ELECTION SERVICES	5262	-	105,565	-	110,000	-	110,000	-
INSURANCE SERVICES	5264	497,815	388,379	432,616	466,000	368,528	97,472	79.08%
PUBLICATION OF LEGAL NOTICES	5270	1,578	(73)	1,353	500	56	444	11.14%
SPECIALIZED PRINTING	5272	18,454	14,813	18,661	23,825	1,520	22,305	6.38%
MEMBERSHIPS	5274	48,575	57,710	54,704	65,425	49,100	16,325	75.05%
EDUCATIONAL COURSES/SUPPLIES	5276	52,091	39,463	33,911	61,500	14,448	47,052	23.49%
EDUCATIONAL ASSISTANCE	5277	22,051	24,037	15,982	15,000	1,394	13,606	9.29%
PUBLIC EDUCATIONAL SUPPLIES	5278	13,219	8,412	8,465	11,000	9,243	1,757	84.03%
BOOKS & PERIODICALS	5280	10,216	11,345	5,739	20,030	3,288	16,742	16.42%
RECOGNITION SUPPLIES	5282	3,364	2,909	1,163	4,000	628	3,372	15.69%
MEETINGS/TRAVEL EXPENSES	5284	39,734	23,885	19,687	29,900	9,756	20,144	32.63%
OTHER - CLAIMS EXPENSE	5286	-	-	9,182	-	-	-	-
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>5200</b>	<b>4,399,929</b>	<b>4,006,252</b>	<b>3,886,016</b>	<b>4,825,390</b>	<b>1,793,360</b>	<b>3,032,030</b>	<b>37.17%</b>
<b>TOTAL G/F OPERATING EXPENDITURES</b>		<b>\$49,184,588</b>	<b>\$49,225,782</b>	<b>\$46,964,400</b>	<b>\$53,703,545</b>	<b>\$22,901,413</b>	<b>\$30,802,132</b>	<b>42.64%</b>



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

FISCAL YEAR COMPLETED - 41.67%									
DESCRIPTION	GL CODE	2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 ACTUAL	2014/2015 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED	
RENTS & LEASES - PROPERTY	5246	\$12,500	\$12,500	\$0	\$0	\$0	\$0		
DESIGN/CONSTRUCTION	6105/6110	297,355	842,185	49,759	0	0	0	#DIV/0!	
VARIOUS IMPROVEMENTS	6120	46,018	70,000	61,583	297,911	79,820	218,091		27%
RADIO/ELECTRONIC EQUIPMENT	6230	0	0	0	389,938	11,285	378,653		3%
TOOLS & SUNDRY EQUIPMENT	6240	0	0	0	68,310	25,369	42,941		37%
<b>TOTAL CAPITAL PROJECTS (FUND 300)</b>		<b>355,873</b>	<b>924,685</b>	<b>111,342</b>	<b>756,159</b>	<b>116,474</b>	<b>639,685</b>		<b>15%</b>
PROFESSIONAL SERVICES	5250		0	0	0	0	0		
RADIO/ELECTRONIC EQUIPMENT	6230	0	2,021,167	347,510	0	0	0		
TOOLS & SUNDRY EQUIPMENT (SCBA's)	6240	0	0	1,267,374	0	0	0		
<b>TOTAL FEDERAL GRANT CAPITAL PROJECTS (FUND 310)</b>		<b>0</b>	<b>2,021,167</b>	<b>1,614,884</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0%</b>
BOND REDEMPTION - 2003/2006/2013 COP	5310	1,328,630	1,324,708	5,289,519	1,263,393	1,054,105	209,288		83%
VEHICLE LEASE #2	5310	329,497	0	0	0	0	0		
VEHICLE LEASE #3	5310	756,033	0	0	0	0	0		
VEHICLE LEASE #4	5310	534,010	534,011	534,012	534,012	267,006	267,006		50%
<b>TOTAL DEBT SERVICE (FUND 200)</b>		<b>2,948,170</b>	<b>1,858,719</b>	<b>5,823,531</b>	<b>1,797,405</b>	<b>1,321,111</b>	<b>476,294</b>		<b>74%</b>
OTHER SPECIAL DISTRICT EXPENDITURES	5286	858	7,000	1,000	500	1,000	-500		200%
<b>TOTAL SRVF COMMUNITY FUND (FUND 400)</b>		<b>858</b>	<b>7,000</b>	<b>1,000</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>\$3,304,901</b>	<b>\$4,811,571</b>	<b>\$7,550,756</b>	<b>\$2,554,064</b>	<b>\$1,438,585</b>	<b>\$1,115,479</b>		<b>56%</b>





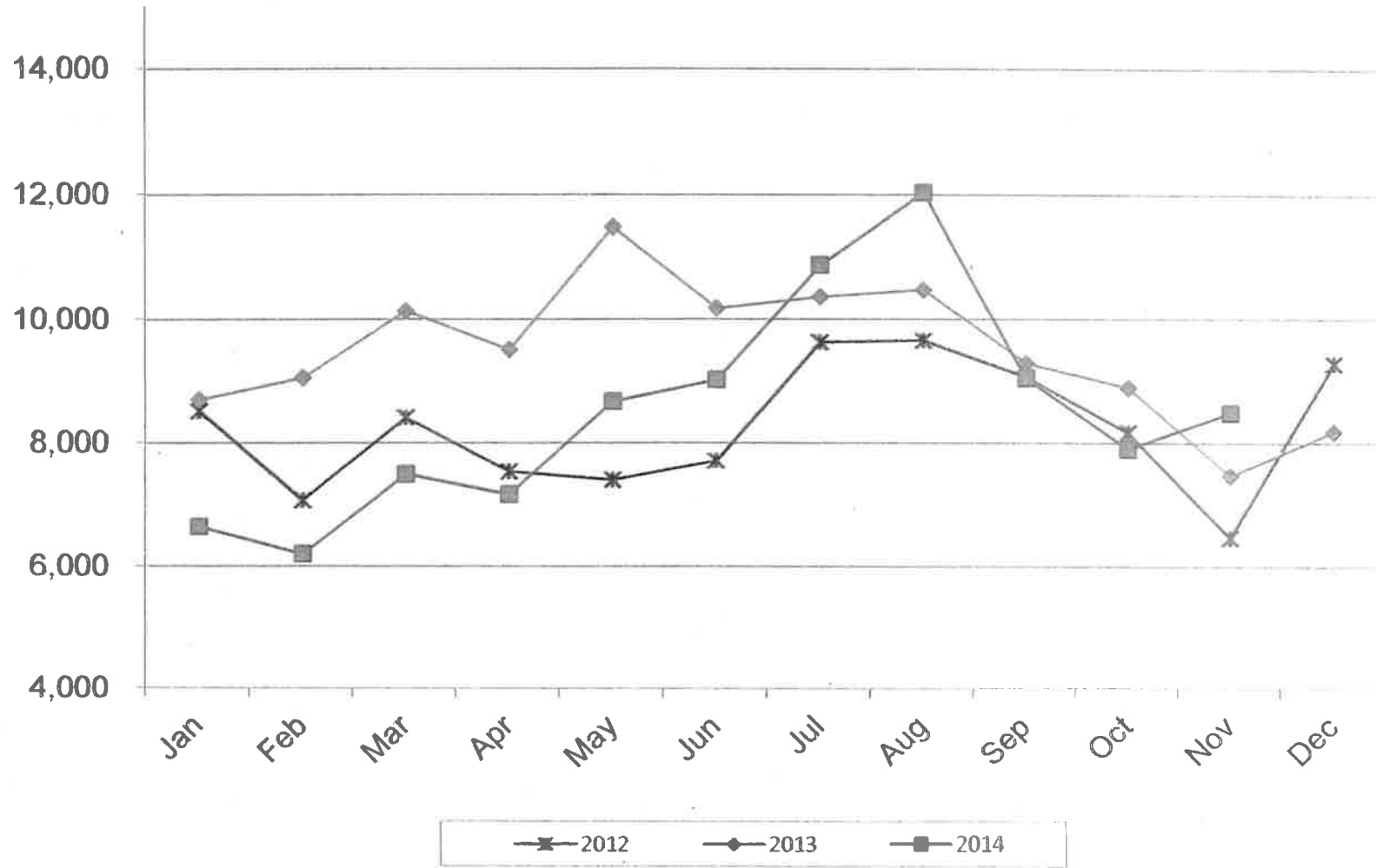
**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
REVENUE (ALL FUNDS)  
FISCAL YEAR 2014-2015  
July 1, 2014 - November 30, 2014**

GL CODE	FISCAL YEAR COMPLETED: 41.67% DESCRIPTION	2011/2012	2012/2013	2013/2014	2014/2015	2014/2015
		ACTUAL REVENUE	ACTUAL REVENUE	ACTUAL REVENUE	ESTIMATED REVENUE	REALIZED REVENUE
<b>4100</b>	<b>TAXES</b>					
4110	PROPERTY TAXES - CURRENT SECURED	\$47,933,548	\$47,131,813	\$49,002,743	\$51,142,662	\$0
4120	PROPERTY TAXES - SUPPLEMENTAL	489,994	653,870	1,118,173	-	-
4130	PROPERTY TAXES - UTILITIES (Unitary)	959,401	937,596	978,438	998,007	-
4140	PROPERTY TAXES - CURRENT UNSECURED	1,841,275	1,867,991	1,988,210	1,973,494	1,825,725
4145	HOMEOWNERS PROPERTY TAX RELIEF	526,371	506,644	502,858	509,177	-
4150	LESS TAXES RETURNED TO COUNTY	(1,251,584)	(1,290,812)	630,673	193,532	-
4160	LESS COUNTY TAX ADMINISTRATION	(496,473)	(494,146)	(511,904)	(521,885)	-
4170	PROPERTY TAXES - PRIOR SECURED	(449,320)	(564,431)	(423,621)	-	-
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(187,054)	(126,731)	(132,498)	-	-
4190	PROPERTY TAXES - PRIOR UNSECURED	(37,026)	(114,527)	(13,349)	-	-
		<b>49,329,132</b>	<b>48,507,267</b>	<b>53,139,723</b>	<b>54,294,987</b>	<b>1,825,725</b>
<b>4200</b>	<b>INTERGOVERNMENTAL REVENUE</b>					
4220	MEASURE "H"	112,184	33,000	33,000	33,000	-
4230	SB-90 MANDATED COSTS	13,323	(92,152)	(14,248)	-	33,659
4240	MISCELLANEOUS STATE AID/GRANTS	91,609	172,140	284,555	-	68,468
4245	FEDERAL GRANT REVENUE	-	1,627,579	1,060,830	-	-
4250	OTHER INTERGOVERNMENTAL REVENUE	245,151	74,070	62,335	-	-
		<b>462,267</b>	<b>1,814,637</b>	<b>1,426,472</b>	<b>33,000</b>	<b>102,127</b>
<b>4300</b>	<b>CHARGES FOR SERVICE</b>					
4310	INSPECTION FEES	60,324	63,974	110,954	120,900	38,413
4315	PLAN REVIEW	248,626	355,214	524,155	562,600	262,040
4320	WEED ABATEMENT CHARGES	2,984	26,031	5,762	4,000	-
4325	ADMINISTRATIVE CITATION CHARGES	35,321	58,485	61,775	60,000	19,650
4330	AMBULANCE SERVICES	2,439,773	2,743,005	2,937,305	3,200,000	1,236,429
4340	CPR CLASSES	2,555	735	800	1,000	40
4350	REPORTS/PHOTOCOPIES	5,464	6,214	21,555	7,500	571
		<b>2,795,047</b>	<b>3,253,658</b>	<b>3,662,306</b>	<b>3,956,000</b>	<b>1,557,143</b>
<b>4400</b>	<b>USE OF MONEY &amp; PROPERTY</b>					
4410	INVESTMENT EARNINGS	98,835	58,257	80,076	80,964	16,442
		<b>98,835</b>	<b>58,257</b>	<b>\$80,076</b>	<b>80,964</b>	<b>16,442</b>
<b>4500</b>	<b>RENTS, ROYALTIES AND COMMISSIONS</b>					
4510	RENT ON REAL ESTATE	189,978	322,020	242,098	203,448	28,768
		<b>189,978</b>	<b>322,020</b>	<b>\$242,098</b>	<b>203,448</b>	<b>28,768</b>
<b>4600</b>	<b>OTHER REVENUE</b>					
4610	DONATIONS/CONTRIBUTIONS	7,355	575	974	500	-
4620	SALE OF PROPERTY	7,960	367,722	27,400	29,800	40,143
4640	MISCELLANEOUS REVENUE	45,769	50,818	97,560	80,000	88,008
		<b>61,084</b>	<b>419,115</b>	<b>125,934</b>	<b>110,300</b>	<b>128,151</b>
<b>4900</b>	<b>OTHER FINANCING SOURCES</b>					
4920	Debt proceeds	-	-	3,227,000	-	-
		<b>-</b>	<b>-</b>	<b>3,227,000</b>	<b>-</b>	<b>-</b>
	<b>REVENUE TOTAL</b>	<b>\$52,936,343</b>	<b>\$54,374,954</b>	<b>\$61,903,609</b>	<b>\$58,678,699</b>	<b>\$3,658,355</b>

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

Month	2010-11		2011-12		2012-13		2013-14		2014-15	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	\$166,735	\$4,749,257	\$186,793	\$4,351,134	\$327,098	\$4,374,370	\$303,039	\$4,253,760	\$399,328	\$5,808,943
August	\$215,809	\$4,025,589	\$265,453	\$4,513,204	\$319,178	\$4,123,666	\$393,566	\$4,035,499	\$390,930	\$4,376,310
September	\$204,485	\$3,953,342	\$312,278	\$3,893,321	\$309,945	\$3,903,613	\$230,997	\$4,049,136	\$317,832	\$4,176,216
October	\$1,892,126	\$3,970,955	\$2,046,255	\$3,735,522	\$2,331,797	\$4,132,784	\$2,205,383	\$3,879,765	\$2,247,021	\$4,157,975
November	\$220,473	\$4,450,015	\$188,594	\$4,535,275	\$360,982	\$4,246,986	\$343,280	\$4,023,813	\$295,306	\$4,381,969
December	\$25,691,372	\$4,182,987	\$25,787,719	\$4,424,050	\$25,961,035	\$4,181,747	\$27,720,683	\$3,843,098		
January	\$213,894	\$4,015,505	\$265,253	\$3,990,074	\$628,896	\$4,061,102	\$529,393	\$3,767,912		
February	\$176,960	\$3,997,461	\$508,340	\$4,000,893	\$301,646	\$3,889,221	\$427,492	\$3,570,860		
March	\$266,513	\$4,225,922	\$268,932	\$4,016,648	\$184,995	\$4,115,245	\$360,312	\$3,799,189		
April	\$19,064,857	\$4,162,409	\$18,036,297	\$3,746,578	\$18,080,208	\$4,184,939	\$20,027,067	\$3,850,555		
May	\$270,777	\$4,149,354	\$344,774	\$3,770,965	\$332,777	\$3,999,974	\$324,465	\$3,752,225		
June	\$3,611,512	\$3,874,346	\$4,472,525	\$4,206,925	\$3,533,633	\$3,949,737	\$4,738,990	\$4,138,587		

### Total Overtime Hours by Month January 2012 - November 2014



## Overtime Assignment Summary Report

11/1/2014 Through 11/30/2014

**WORK CODE: 1 STAFFING**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
101 HOLD OVER FOR CALL	43.66	44.50
103 MISC. STAFFING COVE	7880.75	7881.50
107 LATE/STA. MOVE COVE	30.06	36.00
199 MID SHIFT RECALL	36.08	36.25
<b>Total All Assignments This Work Type:</b>	<b>7,990.55</b>	<b>7,998.25</b>

**WORK CODE: 2 TRAINING**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
201 OPERATIONS TRAINING	69.50	69.50
204 EMS TRNG/INSTRUCTIO	8.00	8.00
209 RESCUE TRAINING	4.00	4.00
210 HAZ-MAT TRAINING	121.91	122.25
214 PARAMEDIC - CONT ED	18.50	18.50
<b>Total All Assignments This Work Type:</b>	<b>221.91</b>	<b>222.25</b>

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

11/1/2014 Through 11/30/2014

**WORK CODE: 3      ASSIGNMENTS**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
301      MEETINGS/PROJECT DE	2.75	2.75
302      OFC WORK/REPORT WR	5.25	5.25
308      STRIKE TEAM/OES ASSI	138.00	138.00
310      MISC. MAINTENANCE	5.00	5.00
317      RECRUITMENT EXTER	24.00	24.00
320      PUBLIC EVENTS	11.75	11.75
340      PROJECT WORK	16.50	16.50
<b>Total All Assignments This Work Type:</b>	<b>203.25</b>	<b>203.25</b>

**WORK CODE: 7      EMERGENCY**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
700      EMERGENCY RECALL	41.88	45.50
720      FIRE INVESTIGATION	12.67	14.75
<b>Total All Assignments This Work Type:</b>	<b>54.55</b>	<b>60.25</b>
<b>Report Grand Total:</b>	<b>8,470.26</b>	<b>8,484.00</b>

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

**Evening/Overnight Report**

11/1/2014 Through 11/30/2014

<b>WORK CODE:</b>		<b>Time Paid</b>
1	STAFFING	<b>7,998.25</b>
2	TRAINING	<b>222.25</b>
3	ASSIGNMENTS	<b>203.25</b>
7	EMERGENCY	<b>60.25</b>
	<b>Report Grand Total:</b>	<b>8,484.00</b>