

**CONSENT
ITEMS**



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: February 26, 2014
To: Board of Directors
From: Ken Campo, Financial Consultant
Subject: District Investment Policy – Quarterly Review

Background

Pursuant to Section 5.3 of the District's Investment Policy, staff is required to present a quarterly report of investments to the Board of Directors. The investment report for the quarter ended December 31, 2013, is attached. The investments held on behalf of the District are in compliance with the District's investment policy. The December 31 investment balances reflect the \$27 million of property tax revenue received in late December and therefore was not available for investing throughout the quarter.

Also attached is the quarterly statement for the District's California Employers' Retiree Benefit Trust account. The purpose of this trust fund is to set-aside funds to pay for health care benefits for retired employees. These investments are in a pooled fund managed by Cal PERS.

Recommendation

Staff recommends that the Board review and receive the investment report for the quarter ended December 31, 2013, and review and receive the California Employers' Retiree Benefit Trust Statement for the quarter Ended December 31, 2013.

San Ramon Valley Fire Protection District
 CERBT Strategy 1
 Entry #: SKR0-6056948863
 Quarter Ended December 31, 2013



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$5,966,713.61	\$5,639,092.30
Contribution	97,759.50	97,759.50
Distribution	0.00	0.00
Transfer IN	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	281,875.51	611,703.44
Admin Expense	(2,337.96)	(4,544.58)
Other	0.00	0.00
Ending Balance	\$6,344,010.66	\$6,344,010.66
YTD Accrual	0.00	0.00
Grand Total	\$6,344,010.66	\$6,344,010.66

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	505,075.017	505,075.017
Unit Purchases from Contributions	7,985.247	7,985.247
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	513,060.264	513,060.264
Period Beginning Unit Value	11.813520	11.164861
Period Ending Unit Value	12.363040	12.363040

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

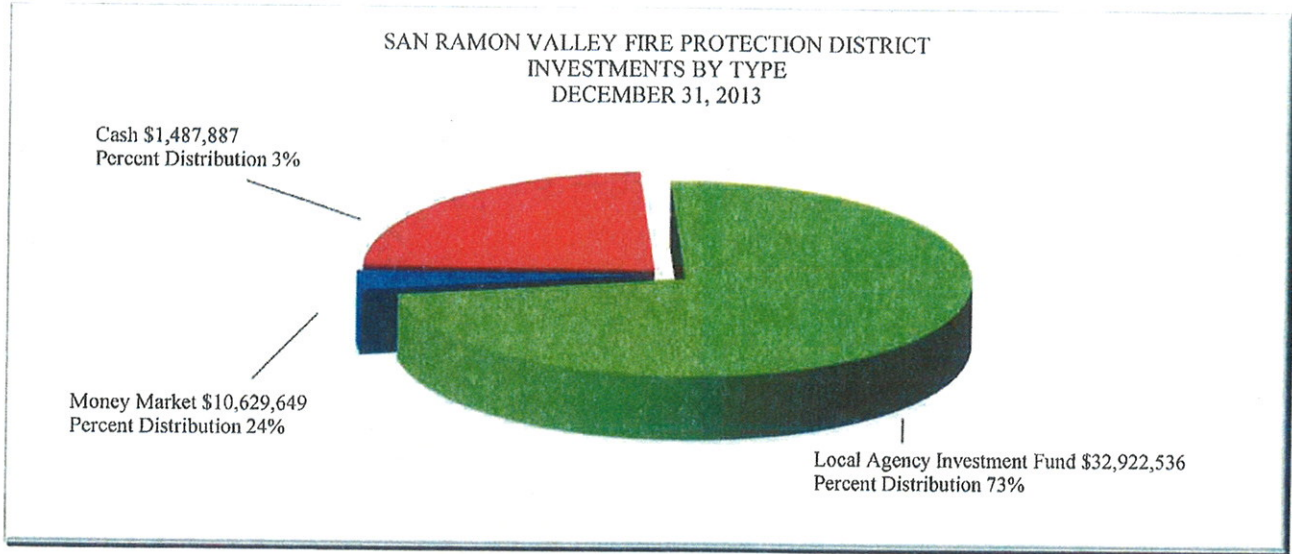
Investments

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
INVESTMENT REPORT
31-Dec-13**

Type of Investment	Financial Institution	Date of Maturity	Par Value/ Original	Market Value	Rate of Interest	Fiscal Year-to-Date Income
Cash	Bank of the West	N/A	1,441,143	1,441,143	0.00%	995
Cash	Bank of the West - CERT Funds	N/A	46,744	46,744	0.00%	33
Money Market	Bank of the West - Money Market	N/A	10,030,202	10,030,202	0.29%	387
Local Agency Investment Fund	Local Agency Investment Fund	N/A	32,919,153	32,937,829	0.26%	32,336
Local Agency Investment Fund	Local Agency Investment Fund CERT Funds	N/A	3,383	3,385	0.26%	3
Money Market	U.S. Bank Money Market Deposit Account	N/A	599,447	599,447	0.001%	242
Total			\$45,040,072	\$45,058,749		\$33,996

Average weighted yield 0.25%
Total return 0.30%

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



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

The December 2013 investments are in accordance with the District adopted investment policy.

Kenneth R. Campo

1/31/2014

Kenneth R. Campo, CPA
Financial Consultant

Date

OLD BUSINESS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: February 26, 2014
To: Board of Directors
From: Susan F. Brooks – District Clerk
Subject: LAFCO Vacancy

Background:

At the January 22, 2014 regular Board meeting, the Board nominated Director Gordon Dakin to fill one of the vacant seats on LAFCO. LAFCO has required that our District candidate be nominated by Special District Board resolution. Attached is Resolution No. 2014-01 for your approval.

Recommendation:

Staff recommends that the Board approve Resolution 2014-01 which nominates Director Dakin as a candidate for the Special District Member vacancy on LAFCO. This Resolution will then be forwarded to LAFCO where at a Special meeting on April 21, 2014 voting will take place.

Attachment: Resolution No. 2014-01

RESOLUTION NO. 2014-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT NOMINATING BOARD MEMBER GORDON DAKIN AS A CANDIDATE FOR ONE OF THE VACANCIES ON THE CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION (LAFCO)

WHEREAS, the Contra Costa Local Agency Formation Commission (LAFCO) has announced that there are upcoming Special District member vacancies on LAFCO; one for a regular seat, and one for an alternate seat; and

WHEREAS, LAFCO has called for Special Districts to submit nominations by Special District Board Resolution by February 28, 2014; and

WHEREAS, voting will take place at a publically noticed meeting of the Independent Special District Selection Committee on April 21, 2014 in conjunction with the quarterly meeting of the Contra Costa Special District Association.

NOW, THEREFORE, BE IT RESOLVED that San Ramon Valley Fire Protection District Board Member Gordon Dakin is hereby being nominated to serve on one of these vacant positions on LAFCO.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors on February 26, 2014, held at 1500 Bollinger Canyon Road, San Ramon, CA on a motion by Director _____, seconded by Director _____ and duly carried by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dated: _____

APPROVED AS TO CONTENT:

Glenn W. Umont, Board President

Paige Meyer, Fire Chief

ATTEST:

APPROVED AS TO FORM:

Susan F. Brooks, District Clerk

William D. Ross, District Counsel

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: February 26, 2014
To: Board of Directors
From: Ken Campo, Financial Consultant
Subject: Annual Financial Audit/Comprehensive Annual Financial Report

Background

Each year the District engages an independent certified public accounting firm to audit the financial statements of the District for the fiscal year ending June 30th. The District's Finance Division prepared the financial statements for the fiscal year ended June 30, 2013, and those statements have been audited by Vavrinek, Trine, Day & Company, LLP (VTD). In addition to the financial statement audit, VTD was engaged to prepare a required report on federal grant activities, a required report on the District's GANN spending limit calculation, and a letter to the Board required by professional accounting standards discussing their audit engagement and the procedures they performed. These reports have been reviewed by management and any recommendations have been implemented.

Based upon the audit procedures performed, VTD has rendered their opinion that the District's financial statements fairly present the District's financial position at June 30, 2013, and the results of its operations and budgetary comparison for the year then ended, in conformity with generally accepted accounting principles. (This is generally referred to as a "clean" or "unqualified" audit opinion.)

The District incorporates its basic financial statements into a Comprehensive Annual Financial Report (or CAFR) that is designed to meet the requirements of the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program). The CAFR Program was established to encourage and assist state and local governments in going beyond the minimum requirements of generally accepted accounting principles, and to prepare a comprehensive annual financial report that evidences the spirit of transparency and full disclosure. The GFOA then recognizes individual governments that succeed in achieving this goal. The District began its participation in the CAFR Program in 2001 and has achieved certification every year.

The District's CAFR for the fiscal year ended June 30, 2013 has been submitted to the GFOA for consideration of a Certificate of Achievement for Excellence in Financial Reporting. The CAFR

has also been posted on the District's website. The Report on Federal Awards for the Year Ended June 30, 2013, along with the CAFR, have been electronically submitted to the Federal Audit Clearinghouse pursuant to federal grant requirements.

Recommended Action

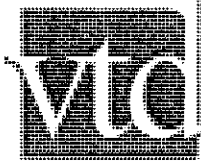
Staff recommends the Board receive the CAFR, Required Communications, Agreed Upon Procedures Applied to Appropriations Limit Schedule report, and Report on Federal Awards for the fiscal year ended June 30, 2013.

Enc.: CAFR for the Fiscal Year Ended June 30, 2013

Required Communications for the Year Ended June 30, 2013

Independent Accountants' Report on Agreed-Upon Procedures Applied to Appropriations Limit Schedule for the Year Ending June 30, 2013

Report on Federal Awards for the Year Ended June 30, 2013



VAVRINEK, TRINE, DAY
& COMPANY, LLP
Certified Public Accountants

VALUE THE DIFFERENCE

To the Board of Directors
San Ramon Valley Fire Protection District

We have audited the financial statements of the governmental activities and each major fund of San Ramon Valley Fire Protection District for the year ended June 30, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you previously. Professional standards also require that we communicate to you the following information related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by San Ramon Valley Fire Protection District are described in Note 1 to the financial statements. The District adopted Governmental Accounting Standard Board (GASB) Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources*, effective July 1, 2012. No other new accounting policies were adopted and the application of existing policies was not changed during year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive disclosures affecting the financial statements were the actuarial calculations and assumptions related to the District sponsored post employment benefit plans and risk management. We relied on information provided by the actuaries and administrators of these plans.

Another sensitive estimate affecting the financial statements was the useful life and depreciation expense on capital assets for which we have evaluated the useful life of various classes of depreciable assets in accordance with industry practice.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no adjustments noted to the financial statements.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no adjustments noted to the financial statements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 24, 2014.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of Board of Directors and management of San Ramon Valley Fire Protection District and is not intended to be and should not be used by anyone other than these specified parties.

Varrinek, Trine, Day & Co., LLP

Pleasanton, California
January 24, 2014

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

INDEPENDENT ACCOUNTANTS' REPORT ON
AGREED-UPON PROCEDURES APPLIED TO
APPROPRIATIONS LIMIT SCHEDULE

FOR THE YEAR ENDED JUNE 30, 2013



VAVRINEK, TRINE, DAY
& COMPANY, LLP
Certified Public Accountants

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INDEPENDENT ACCOUNTANTS' REPORT ON AGREED-UPON PROCEDURES
APPLIED TO APPROPRIATIONS LIMIT CALCULATION

Board of Directors
San Ramon Valley Fire Protection District
San Ramon, California

We have applied the procedures enumerated below to the Appropriations Limit calculation of the San Ramon Valley Fire Protection District, (the District), for the year ended June 30, 2013. These procedures, which were agreed to by the District and the League of California Cities (as presented in the League publication entitled Agreed Upon Procedures Applied to the Appropriations Limitation Prescribed by Article XXII-B of the California Constitution), were performed solely to assist the District in meeting the requirements of Section 1.5 of Article XIII-B of the California Constitution. The District's management is responsible for the Appropriations Limit calculation.

This agreed upon procedures engagement was conducted in accordance with attestation standards established by the American Institution of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either of the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained completed worksheets No. 1 through No. 7 (or alternatives worksheets) for the year ending June 30, 2013, and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of the Board of Directors. We also compared the population and inflation options included in the aforementioned worksheets to those that were selected by a recorded vote of the Board of Directors.

Finding: No exceptions were noted as a result of our procedures.

2. We added last year's limit to the total adjustments and compared the resulting amount to this year's limit.

Finding: No exceptions were noted as a result of our procedures.

3. We compared the current year information to the prior year appropriations limit adopted by the Board of Directors for the prior year.

Finding: No exceptions were noted as a result of our procedures.

4. We compared the prior year appropriations limit to the prior year appropriations limit adopted by the Board of Directors for the prior year.

Finding: No exceptions were noted as a result of our procedures.

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the Appropriations Limit worksheet. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriation limit for the base year, as defined by Article XIII-B of the California Constitution.

This report is intended solely for the use of the Board of Directors and management of the District and is not intended to be and should not be used by anyone other than these specific parties. However, this report is a matter of public records and its distribution is not limited.

Vavrinek, Trine, Day & Co., LLP

Pleasanton, California
January 24, 2014

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

APPROPRIATIONS LIMIT SCHEDULE
FOR THE YEAR ENDED JUNE 30, 2013

	<u>Amount</u>
A. Appropriations limit for the year ended June 30, 2012	\$ 120,096,696
B. Calculation Factors:	
1. Population increase %	1.0120
2. Inflation increase %	<u>1.0377</u>
3. Total adjustment factor %	1.05015
C. Annual adjustment Increase	6,023,138
D. Other Adjustments:	
Loss responsibility (-)	-
Transfers to private (-)	-
Transfers to fees (-)	-
Assumed responsibility (+)	-
E. Total Adjustments	<u>6,023,138</u>
F. Appropriations limit for the year ended June 30, 2013	<u>\$ 126,119,834</u>

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

NOTES TO THE APPROPRIATIONS LIMIT SCHEDULE FOR THE YEAR ENDED JUNE 30, 2013

1. PURPOSE OF LIMITED PROCEDURES REVIEW

Under Article XIII B of the California Constitution (the Gann Spending Limitations Initiative), California governmental agencies are restricted as to the amount of annual appropriations from proceeds of taxes. Effective for years beginning on or after July 1, 1990, under Section 1.5 of Article XI B, the annual calculation of the appropriation limit is subject to a limited procedures review in connection with the annual audit.

2. METHOD OF CALCULATION

Under Section 10.5 of Article XIII B, for fiscal years beginning on or after July, 1990, the appropriations limit is required to be calculated based on the limit for the fiscal year 1986-87, adjusted for the inflation and population factors discussed in Notes 3 and 4 below.

3. INFLATION FACTORS

A California governmental agency may adjust its appropriations limit by either the annual percentage change in the 4th quarter per capita personal income (which percentage is supplied by the State Department of Finance) or the percentage change in the local assessment roll from the preceding year due to the change of local nonresidential construction. The factor adopted by the District for the year 2013 represents the annual percentage change per capita personal income.

4. POPULATION FACTORS

A California governmental agency may adjust its appropriations limit by either the annual percentage change of the jurisdiction's own population or the annual percentage change in population of the county where the jurisdiction is located. The factor adopted by the District for the year 2013 represents the annual percentage change in population for the County.

5. OTHER ADJUSTMENTS

A California government agency may be required to adjust its appropriations limit when certain events occur, such as the transfer of responsibility for municipal services to, or from, another government agency or private entity. The District had no such adjustment for the year ended June 30, 2013.

**SAN RAMON VALLEY FIRE PROTECTION
DISTRICT**

**REPORT ON FEDERAL AWARDS
REQUIRED BY
OMB CIRCULAR A-133**

FOR THE YEAR ENDED JUNE 30, 2013

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

SINGLE AUDIT REPORT

FOR THE YEAR ENDED JUNE 30, 2013

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Certified Public Accountants

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

Board of Directors
San Ramon Valley Fire Protection District
San Ramon, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of San Ramon Valley Fire Protection District (the District) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued our report thereon dated January 24, 2014.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weakness. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items 2013-1 to 2013-3.

District's Response to Findings

The District's response to the findings identified in our audit are described in the accompanying *schedule of findings and responses or schedule of findings and questioned costs*. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Vavrinek, Trine, Day & Co., LLP

Pleasanton, California
January 24, 2014



VAVRINEK, TRINE, DAY
& COMPANY, LLP
Certified Public Accountants

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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH
MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER
COMPLIANCE; AND REPORT ON THE SCHEDULE OF EXPENDITURES OF
FEDERAL AWARDS REQUIRED BY OMB CIRCULAR A-133**

Board of Directors
San Ramon Valley Fire Protection District
San Ramon, California

Report on Compliance for Each Major Federal Program

We have audited San Ramon Valley Fire Protection District's (the District) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2013. The District's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the District's compliance.

Opinion on Each Major Federal Program

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2013.

Other Matters

The results of our auditing procedures disclosed an instance of noncompliance, which is required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as items 2013-1 and 2013-3. Our opinion on each major Federal program is not modified with respect to these matters.

The District's response to the noncompliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weakness may exist that have not been identified. However, we identified certain deficiencies in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as items 2013-1 to 2013-3, that we consider to be significant deficiencies.

The District's response to the internal control over compliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

We have audited the financial statements of the governmental activities and each major fund of the San Ramon Valley Fire Protection District as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon dated January 24, 2014, which contained unmodified opinions on those financial statements. Our report included an emphasis of a matter paragraph regarding the District's adoption of GASB Statement No. 63 – *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. Our audit was conducted for the purpose

of forming our opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Vavrinek, Trine, Day & Co., LLP

Pleasanton, California
January 24, 2014

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2013**

Federal Grantor/Office/Pass through Grantor/ Program Title/Project Name	Federal CFDA Number	Agreement Number	Federal Expenditure
U.S. Department of Homeland Security			
Office: Federal Emergency Management Agency			
Direct Program:			
Assistance to Firefighters Grant	97.044	EMW-2011-FR-00306	\$ 1,612,934
Total U.S. Department of Homeland Security			<u>1,612,934</u>
TOTAL Expenditure of Federal Awards			<u>\$ 1,612,934</u>

See accompanying notes to Schedule of Expenditures of Federal Awards.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2013

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. General

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal award programs of San Ramon Valley Fire Protection District (the District). The District's reporting entity is defined in Note #1 of the District's basic financial statements. All federal awards received directly from federal agencies, as well as federal awards passed through other governmental agencies to the District if any, are included in the accompanying schedule.

B. Basis of Accounting

The accompanying Schedule of Expenditures of Federal Awards is presented using the modified-accrual basis of accounting, which is described in Note #1 of the District's basic financial statements. The information in this schedule is presented in accordance with the requirements of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

C. Relationship to Basic Financial Statements

Federal award revenue is reported within the District's basic financial statements as "intergovernmental revenues" in the Federal Grant Capital Projects Fund.

D. Relationship to Federal Financial Reports

The amount reported in the accompanying Schedule of Expenditures of Federal Awards agrees with the amount reported in the related federal financial reports. Federal award revenues are reported in the District's financial statements as intergovernmental revenues in the Special Revenue fund.

E. Catalog of Federal Domestic Assistance (CFDA) Numbers

The CFDA number included in this report was determined based on the program name, review of grant contract information, and the Office of Management and Budget's Catalog of Federal Domestic Assistance.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2013

I. SUMMARY OF AUDITORS' RESULTS

FINANCIAL STATEMENTS

Type of auditor's report issued:	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

FEDERAL AWARDS

Internal control over major programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified?	<u>Yes</u>
Type of auditor's report issued on compliance for major programs:	<u>Unmodified</u>
Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a)	<u>Yes</u>
Identification of major programs:	

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
<u>97.044</u>	<u>Assistance to Firefighters Grant</u>

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 300,000</u>
Auditee qualified as low-risk auditee?	<u>No</u>

EAST BAY REGIONAL PARK DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2013

II. FINANCIAL STATEMENT FINDINGS AND RECOMMENDATIONS

None reported.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED) FOR THE YEAR ENDED JUNE 30, 2013

III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

The following findings represent significant deficiencies, and/or instances of noncompliance including questioned costs that are required to be reported by OMB Circular A-133.

2013-1 **Program:** Assistance to Firefighters Grant
 CFDA No: 97.044
 Federal Grantor: U.S. Department of Homeland Security
 Compliance Requirement: Davis-Bacon Act

Criteria or Specific Requirements

The March 2013 *Office of Budget and Management (OMB) Circular A-133 Compliance Supplement* requires non-federal entities to include specific provisions in their construction contracts that the contractors and/or subcontractors are in compliance with the requirements of the Davis-Bacon Act and the Department of Labor's regulations (29 CFR part 5, Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction).

Condition

Significant Deficiency, Instance of Noncompliance - The contract for the installation of radios and antennas with Responsive Communication Services, Inc. did not include the prevailing wage rate clauses.

Questioned Costs

None as the contractors and subcontractors submitted the required certified payrolls on a weekly basis.

Context

The condition noted above was identified during our examination of applicable contracts.

Effect

The District did not include the required clauses consistent with the requirements.

Cause

The District's existing control procedures were not sufficient to ensure that contracts were completed properly.

Recommendation

We recommend that the District implement procedures to have a second reviewer to verify that contracts are complete and accurate.

Views of Responsible Officials

The District has adopted a comprehensive *Grant Management Policy* that addresses the noted deficiency, promotes compliance with grant requirements and ensures that grant-related contracts are complete and accurate.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED) FOR THE YEAR ENDED JUNE 30, 2013

III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

2013-2 **Program:** Assistance to Firefighters Grant
 CFDA No: 97.044
 Federal Grantor: U.S. Department of Homeland Security
 Compliance Requirement: Procurement, Debarment, and Suspension

Criteria or Specific Requirements

The March 2013 *Office of Budget and Management (OMB) Circular A-133 Compliance Supplement* requires that when a non-federal entity enters into a covered transaction with an entity at a lower tier, the non-federal entity must verify that the entity and its principals, as defined in 2 CFR section 180.995 and agency adopting regulations, are not suspended or debarred or otherwise excluded from participating in the transactions.

Condition

Significant Deficiency - The District entered into covered transactions with four vendors and did not perform verification procedures to ensure that these vendors were not federally suspended or debarred.

Questioned Costs

None as the vendors were not federally suspended or debarred as per the System for Award Management.

Context

The condition noted above was identified during our review of procurement, suspension and debarment requirements.

Effect

The District would not be in compliance with Procurement, Suspension and Debarment requirements as set forth in the *OMB A-133 Compliance Supplement*.

Cause

The District did not have procedures in place to ensure that vendor verification was performed.

Recommendation

We recommend that the District update the procedures to have a designated personnel perform the verification.

Views of Responsible Officials

The District has adopted a comprehensive *Grant Management Policy* that addresses the noted deficiency, promotes compliance with grant requirements and ensures that grant-related contracts are complete and accurate.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED) FOR THE YEAR ENDED JUNE 30, 2013

III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

2013-3 **Program:** Assistance to Firefighters Grant
 CFDA No: 97.044
 Federal Grantor: U.S. Department of Homeland Security
 Compliance Requirement: Reporting

Criteria or Specific Requirements

As per OMB Circular A-133 Compliance Supplement, the amounts reported in the Federal Financial Report (SF-425) should agree to the accounting records that support by the audited financial statements and the Schedule of Expenditures of Federal Awards (SEFA).

Condition

Significant Deficiency, Instance of Noncompliance - The Federal expenditure amount reported in the Federal Financial Report (SF-425) was \$14,625 more than the amount recorded in the District's general ledger.

Questioned Costs

None; since the amount reported in the SEFA is obtained from general ledger and the District is planning to resubmit the revised Financial Report.

Context

The condition noted above was revealed during our testing of the reporting requirements.

Effect

The District was not be in compliance with Reporting requirements as set forth in the *OMB A-133 Compliance Supplement*.

Cause

No secondary review was performed on the information reported in the Federal Financial Report.

Recommendation

We recommend that the District implement a secondary review on the information reported in the Federal Financial Reports.

Views of Responsible Officials

The District has adopted a comprehensive *Grant Management Policy* that addresses the noted deficiency, promotes compliance with grant requirements and ensures that grant-related contracts are complete and accurate.

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

**SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2013**

None.



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: February 26, 2014

To: Board of Directors

From: Christina Kiefer, Fire Marshal

Subject: Approval of Resolution No. 2014-02 for the 2014 Exterior Hazard Abatement Program

Background:

Due to the potential for wildland fires within the District, the Exterior Hazard Abatement Program is essential in the prevention and control of wildland fires. Proper abatement and installation of fuel breaks provides defensible space for emergency responders and reduces risk to life and property in the event of a wildland fire event.

Pursuant to Health and Safety Code sections 14900.5 and 14900.6, your Board by resolution may declare that (a) the nuisances arising from dry grass, weeds, dead trees and/or rubbish on the properties list on Exhibit 1 hereto are "seasonal and recurrent" and (b) such "seasonal and recurring nuisances" shall be abated every year without further hearing. Such a resolution will provide ongoing authority to the District to send the "Legal Notice" to the owner(s) of each of the properties so listed each year. Although most of the properties were included in the SRVFPD Resolution 2013-03, staff recommends that your Board adopt the attached resolution which should include any new property owners based on Contra Costa County Assessors Office records.

Program Modifications due to Drought

In an effort to create awareness around wildfire and the additional risks that may be present due to current drought conditions the following modifications are proposed:

1. Additional postcard sent via direct mail to all property owners in the exterior hazard abatement program. Projected mail date of April 1, 2014. (See attached draft postcard)
2. Standard mail out of Legal notice to all new property owners and non-compliant properties from the 2013 abatement season. Projected mail date of April 1, 2014 (See attached draft notice)
3. Media Release disseminated to local news outlets to correspond with the April postcard mail out.

RESOLUTION NO. 2014-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN RAMON VALLEY FIRE PROTECTION DISTRICT
PERTAINING TO THE EXTERIOR HAZARD ABATEMENT PROGRAM

WHEREAS, the San Ramon Valley Fire Protection District ("Fire District") has in place one of the most effective Exterior Hazard Abatement Programs in California; and

WHEREAS, one of the primary components of the Fire District's Exterior Hazard Abatement Program is its program of annual notices to property owners of the need to clear dry grass, weeds, dead trees and/or rubbish constituting fire hazards from their properties; and

WHEREAS, these properties, as determined by the Fire District, through its knowledge and inspection of these properties during the life of the Exterior Hazard Abatement Program, are subject to seasonal and recurrent dry grass, weeds, and/or rubbish constituting nuisances; and

WHEREAS, as part of an Exterior Hazard Abatement Program, Health and Safety Code sections 14900.5 and 14900.6 authorize the Board to declare that (a) the nuisances arising from dry grass, weeds, dead trees and/or rubbish on such properties are "seasonal and recurrent" and (b) such "seasonal and recurring nuisances" shall be abated every year without further hearing; and

WHEREAS, in the case of dry grass, weeds, dead trees and/or rubbish which have been so declared to constitute seasonal and recurring nuisances, the Health and Safety Code sections further provide that it is sufficient for the Fire District to annually mail notices to the property owners as they and their addresses appear upon the current assessment roll advising them to abate said nuisances without particularized findings by this Board each year that such nuisances presently exist; and

WHEREAS, such a declaration by this Board will enhance the efficiency and effectiveness of the Fire District's Exterior Hazard Abatement Program;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED as follows:

1. The Board hereby finds and declares that nuisances arising from dry grass, weeds, dead trees and/or rubbish on the properties listed on Exhibits 1 to this resolution are "seasonal and recurrent" as that term is used in Health and Safety Code section 14900.5.

2. The Board hereby further finds and declares that such seasonal and recurring nuisances shall be abated every year without further hearing.

On a motion by Director _____, seconded by Director _____, and duly carried, the foregoing resolution was passed and adopted on _____, 2014 with the following roll call votes:

AYES:
NOES:
ABSENT:
ABSTAIN:

DATED:

APPROVED AS TO CONTENT:

Glenn W. Umont, Board President

Paige Meyer, Fire Chief

ATTEST:

APPROVED AS TO FORM:

Susan F. Brooks, District Clerk

William D. Ross, District Counsel

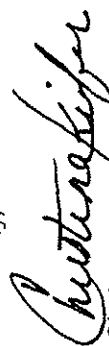
Dear Property Owner,

With record low rainfall and a wildfire season that is already upon us, San Ramon Valley Firefighters are asking property owners to prepare early. Taking some simple steps now can greatly reduce your risk of property loss in the event of a wildfire.

1. Create 100 feet of defensible space around your home. This area is the space firefighters need to get between your home and the oncoming fire. Make sure this space is well maintained or landscaped. Take action to cut native grasses to less than three inches and limb up trees five feet from the ground. Remove other combustibles around your home such as dry pine needles. Some homes may also require a fuel break around the perimeter of the property.
2. Make a date with your roof! Your roof is the most vulnerable part of your home; ensure your roof and gutters are clear of pine needles, leaves and other debris. If you have a shake roof, consider replacing it with a non-combustible roof made to withstand heat and embers.
3. Confirm the numbers on your house are clearly visible and that your driveway or private road is maintained so emergency vehicles can access your home quickly.
4. Use trimming, mowing and powered equipment before 10 a.m. on days that are not hot or windy. Be aware of Red Flag Warning days.

For more information and to view the District's Minimum Abatement Standards, visit our website at www.firedepartment.org/abatement.

Sincerely,



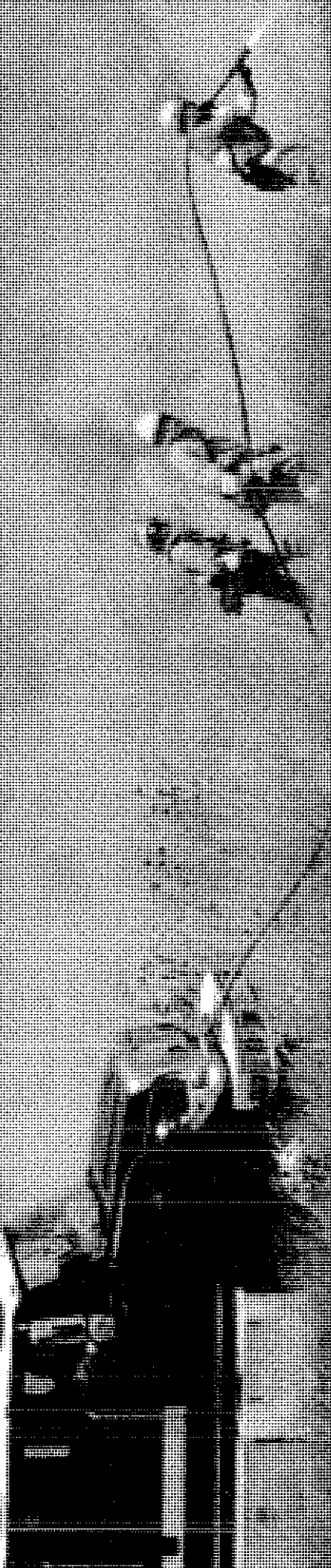
Christina Kiefer, Fire Marshal

The property listed on the front of this card is in a wildfire hazard severity zone.
Create defensible space NOW! All Properties must be abated by June 1.



PRSR7 STD
US POSTAGE PAID
SAN RAMON, CA
PERMIT NO. 243

Prepare now for wildfire!



Create Defensible Space for:

www.firedepartment.org/abatement



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

LEGAL NOTICE

April 1, 2014

ASSESSOR'S PARCEL #:

SITE LOCATION:

Dear Property Owner:

In accordance with the San Ramon Valley Fire Protection District Ordinance No. 23, Appendix K, you are hereby notified that your property, as defined above, is in a wildfire hazard severity zone as identified by the California Department of Forestry and Fire Protection (Cal Fire) and therefore is part of the San Ramon Valley Fire Protection District's Exterior Hazard Abatement Program. As a result of this designation, **if** an accumulation of dry grass, weeds, dead trees and/or rubbish is present on your property it is deemed a fire hazard and abatement of the hazard must be completed prior to June 1 each year.

If the property defined above meets the San Ramon Valley Fire Protection District's Minimum Abatement Standards, no action is required. Please accept our appreciation for your efforts in providing a greater degree of fire safety within our community.

YOU ARE HEREBY FURTHER NOTIFIED that the San Ramon Valley Fire Protection District's Board of Directors has declared that all dry grass, weeds and/or rubbish constitutes a seasonal and recurring public nuisance. Any property that is found to be non-compliant after the **June 1** deadline will be subject to the Administrative Citation Process and can be issued a citation and fine of up to \$2,000. Additionally, if the District must abate your property because you fail to do so, an administrative fee up to \$1,200 in addition to the cost of the abatement work will be assessed in the form of a lien on your property.

YOU MAY APPEAR in person before the Board of Directors at **7:00 p.m., April 23, 2014** to show just cause why this order should not be enforced.

If this property is being leased or used by someone other than the owner, it is the owner's responsibility to contact the lessee or user and arrange for any necessary abatement.

Please review the enclosed Informational Bulletin and Minimum Abatement Standards. Additional information regarding the Exterior Hazard Abatement Program is available on the District's website at www.firedepartment.org/abatement.

CORRESPONDENCE

Brooks, Sue

Subject: FW: 100 Park Place - RSC

Begin forwarded message:

From: John D'Amico <johnd@envisioncdi.com>
Date: February 15, 2014 at 7:45:55 AM PST
To: "cmattioda@sanramon.ca.gov" <cmattioda@sanramon.ca.gov>, "Phillips, Vance" <vphillips@sanramon.ca.gov>, "Hardage, Ian (IHardage@srvfire.ca.gov)" <IHardage@srvfire.ca.gov>, 'Julie Bartusch' <jbartusch@comcast.net>, "nprobert@srvfire.ca.gov" <nprobert@srvfire.ca.gov>
Cc: "sheldon.josephs@integramed.com" <sheldon.josephs@integramed.com>, Michael McCaughin <mikem@propmnc.com>, "pat@rynersonobrien.com" <pat@rynersonobrien.com>, Matt Labrucherie <mattl@envisioncdi.com>, "Joshua Pfaff" <joshuap@envisioncdi.com>, Jeff Wong <jwong@medicalforefronts.com>, "David Lau (dlau@medicalforefronts.com)" <dlau@medicalforefronts.com>
Subject: 100 Park Place - RSC

To All at the SR Building Department/SRVFD,

On behalf of Envision Construction and Reproductive Science Center we would like to thank you for all you have done to work with us in attaining occupancy for RSC's suite. Everyone was so helpful and really went over and above the norm to help make this happen. As you know, the type of work that goes on in an infertility clinic, timing is everything. We are diligently working on the few loose ends on the project and will see you all again soon for the remaining TI work on the Surgery center that is scheduled for completion in March. Once again, a big thank you from all of us.

John D'Amico - President
Envision Construction & Design, Inc.
6711 Sierra Ct. Suite D
Dublin, CA 94568
PH 925-560-9906 Ext. 19
FX 925-560-9907
www.envisioncdi.com



Mr. James R. Nachtweih

2/10/14

Dear Ms Meyer,

We must thank you for
the nice ride to Kaiser
back on January 14th - all
am doing well, thank you
and everything is back to
norm.

It is always nice to know
that you guys are right and
ready when needed.

Thank you and your
crew - for being there -

Sincerely - Mary Alice
and Jimi

February 9, 2014

Dear Paige Meyer,

Thank you for your kind note concerning my accident on January 3rd, after being taken by ambulance to Sonoma Hospital and later released that evening, my daughter came over Saturday, said I was incoherent & called 911. Again your paramedics & firemen came to my rescue & took me to John Muir hospital where I spent the next 4 days. When I arrived there my temperature was 103, after X-rays etc they thought I had the start of pneumonia. I am very happy to say I am much better now.

Your employees were indeed professional and compassionate. I felt safe and comforted while in

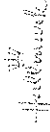
Thank You

their care. I think of them as "My heroes".

Thanks again for your concern.

Sincerely,

Suzanne Bluest





Wheelchair FOUNDATION

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

February 6, 2014

Dear Chief Meyer:

On behalf of all of the members in the Danville/Sycamore Valley Rotary Club, I would like to thank you again for speaking to our club on Tuesday. You gave a terrific overview of what the San Ramon Valley Fire Protection Service does in our community and about the challenges you faced as the new Chief. Most members probably didn't realize that about 85% of the calls are more health related than fire related. We are fortunate to have excellent services in our area and I can attest to how fast they arrived to take my father to the emergency room several years ago. Let's hope that our drought ends soon and that we don't experience much fire activity during the summer. Thanks again for getting up early to speak to our breakfast club.

Sincerely,

David E. Behring
President

Brooks, Sue

Subject: FW: Personal Note follow up for ambulance services.

From: Robert Bochenczak [<mailto:rsbramon@att.net>]
Sent: Monday, February 10, 2014 10:39 AM
To: Meyer, Paige
Subject: Personal Note follow up for ambulance services.

Good Morning Chief:

I never expected my next email to you, would be to thank you on behalf of Rita Peppin, my partner in life who needed 911 ambulance services recently, the situation caught me off guard, but that is generally the way things happen in life. I am glad to say that the situation did not turn out to be serious. That is a story we could share over a beer or two when we can talk about the future of the Chicago Bears and the Minnesota Vikings.

I was impressed by the follow-up of your fine department and the personal signed card which you sent Rita, she felt very good about receiving such a note, so I thank you.

Best Regards:

Bob

Robert Bochenczak
President-Sunny Glen HOA

Brooks, Sue

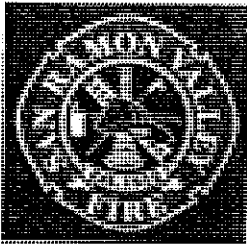
Subject: FW: Compliment to your jurisdiction

From: Kiefer, Christina
Sent: Thursday, January 30, 2014 12:20 PM
To: 'michelle.barajas@ics-integration.com'
Cc: Meyer, Paige
Subject: FW: Compliment to your jurisdiction

Michelle,

Thank you for your kind note regarding our services. We always appreciate the feedback. I will pass along the information to our Division staff.

Take Care,
Christina Kiefer



Christina Kiefer, Fire Marshal
1500 Bollinger Canyon Road
San Ramon, CA 94583
Cell-925-570-4444
Efax-925-886-8507
www.firedepartment.org

From: Michelle Barajas [<mailto:michelle.barajas@ics-integration.com>]
Sent: Thursday, January 30, 2014 10:06 AM
To: Gilman, Rebecca
Subject: FW: Compliment to your jurisdiction

Ms. Gilman,

The email below bounces back. Perhaps you could forward this to the appropriate person within your organization. I always think our local governments should know when they are above average :) Thank you.

Michelle

From: Michelle Barajas [<mailto:michelle.barajas@ics-integration.com>]
Sent: Thursday, January 30, 2014 10:02 AM
To: dkiefer@srvfire.ca.gov
Subject: Compliment to your jurisdiction

Division Chief Kiefer,

I would like to say that after 15 years in this industry our first-time experience with your jurisdiction has been exceptional in all interactions.

Your clerks, Deputy Fire Marshals, Inspectors are organized, pleasant, helpful, accommodating..... Your website, documentation, paper-flow is efficient.

It has been such a pleasure and we look forward to our next project in your jurisdiction.



Andrew



Roder



Brody



Daniel



Mia



Mrs. My



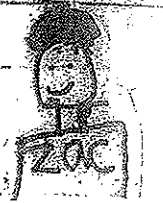
Harri



Leah



Sriyana



Zac



Hannah

Tia

a note from Mrs. Maderos' class



Alexis



Nina

Skylar



Kristina

Dear Mrs. Castro,

Thank you for coming to teach us about fire safety. I am going to tell you my favorite parts first, I liked that game video you showed us. Second, I liked the safety sheet I did it last night and it was fun. Family, I loved the game when it was class against class it looked super fun. In thank you very much for coming to teach us about fire safety I learned something new about it I did not know



Spie



Mike



Megha



you should put the back of your hand when you open the door. Love Alexis



Jayn



Mia

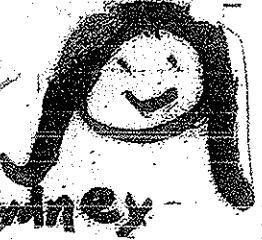


Adam

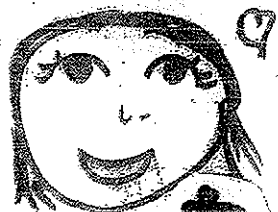
Michael



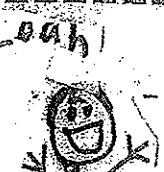
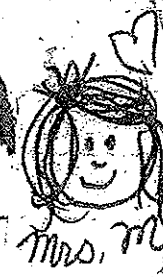
Sonny



Siney



Shea



Andrew

Brody

Daniel

Mia

Mrs. My

Ariel

Loah



Hannah

Tia

a note from

Mrs. Maderos' class

Sritara



Zac



Alexis



Nimfa
Stelby



Kristina

Dear Mrs. Castro
Thank you so much for that presentation. I rilly liked the video the best and the game. I also liked the fier list and I filled all of it out. And mam thank you for takeing the piter's of our class.



Splic



Mike



Megha



Erasmus



Shea



Jewyn



Nabe



Adam

Michael



Sonny



Sdney



Andrew

Brody

Daniel

Mia

Mrs. My

April

Loah

Spirant

Zac



Hanna

Tia

a note from

1/31/14

Mrs. Maderos' class



Alexis



Nim

Shelby



Kristipa



Shea

Dear Mrs. Castro,
Thank you about answering
are question. Also, Thanks
about sharing fire safety
thing finally, and the TV
game show was fun.



aplie



mike



Megha



love,
Radan



Jenny



Nate



Adam

Michael



Sonny



Syne

erickson

MONTE VISTA HIGH SCHOOL
San Ramon Valley
Unified School District



CINDY IMBERTSON
Educator

3131 Stone Valley Road
Danville, CA 94526
(925) 552-5530
Fax: (925) 743-1744

January 13, 2014

RE: JIM MARTIN

I am a Health Teacher at Monte Vista High School in Danville. Jim Martin's son is in my Health Class.

Jim was kind enough to donate his personal time to guest speak to my 5 freshman health classes last week. He taught them basic CPR/first aide techniques. He was absolutely wonderful! The students loved the presentation and learned a lot. They said they would feel comfortable using it in an emergency situation. I learned things, as well.

My students loved the presentation. Jim is not only knowledgeable, but has a great sense of humor and relates well to teenagers.

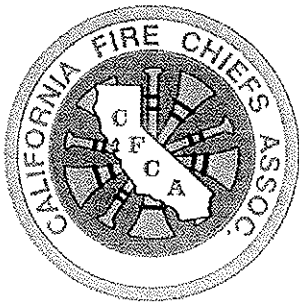
I admire Jim so much that he takes his entire day to give back to our Danville community. It's people like him that makes me so proud to be a part of this community.

Our Vice-Principal enjoyed meeting Jim as well and said how outstanding of him to take time to teach our students some very important things.

Sincerely,

A handwritten signature in cursive script that reads "Cindy Imbertson".

Cindy Imbertson/Health Teacher



California Fire Chiefs Association
Fire Prevention Officers Section
Northern Division

*Our objective is to
promote the protection
of life, property and the
environment from
the effects of fire
and other hazards by
means through effective
education, engineering
and enforcement.*

January 30, 2014

Christina Kiefer
Division Chief/Fire Marshal
San Ramon Valley Fire Protection District
1500 Bollinger Canyon Rd
San Ramon, CA 94583

Dear Christina,

On behalf of the California Fire Chiefs Association, Fire Prevention Officers Section, Northern California, we would like to thank you for hosting our monthly meeting on January 24, 2014 in Danville. It is always a pleasure to visit your beautiful community. In addition, it is always nice for our organization to visit an area which has not recently hosted one of our meetings.

We would like to express our gratitude for the warm reception extended to us by you and your staff. We appreciate all the hard work and effort you put into organizing the meeting and raffle. The meeting and location was enjoyed by all. Our meetings only happen because of the dedicated members like you who support this organization. For that, we again thank you and look forward to the opportunity to return your community for another meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Isaac Mendel', written over a white background.

Isaac Mendel
Director of Operations

cc: Gini Krippner - President

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: February 26, 2014
To: Board of Directors
From: John Duggan, Interim Assistant Chief, Operations
Subject: Monthly Operations Report for January 2014

Training

1. Negotiated the donation of the commercial office building at 125 Ryan Industrial to be used for in-service fire training
2. Negotiated the donation of the single family dwelling at 2500 Blackhawk Road to be used for in-service USAR training
3. Recertified Training Division personnel as American Heart Association CPR Instructors
4. Facilitated the annual Girl Scouts of America cookie distribution
5. Completed District wide helmet inspection and inventory
6. Assisted in evaluation and planning of the upcoming Fire Captain promotional testing

EMS

1. Attended EMS Today Conference
2. Assisted with instructing 7th Grade CPR instruction
3. Conducted first quarter EMS training

Special Operations

1. Hazardous Materials Team
 - a. Conducted first quarter Hazardous Materials training
2. Rescue Team
 - a. Conducted first quarter USAR Training

Standards of Cover Policy Compliance Report

January 1, 2014 - January 31, 2014

First Unit Response	SOC Goal 1, 5, 6				SOC Goal 2, 5, 6				SOC Goal 3, 5, 6				SOC Goal 5, 6			
	Urban (Count = 287)				Suburban (Count = 85)				Rural (Count = 2)				Wilderness (Count = 0)			
	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%
	7:00	7:09	6:48	100%	8:00	7:38	7:32	100%	15:00	7:54	11:17	100%	21:00	0:00	28:13	0%
		99%	100%			100%	100%			100%	100%			0%	100%	

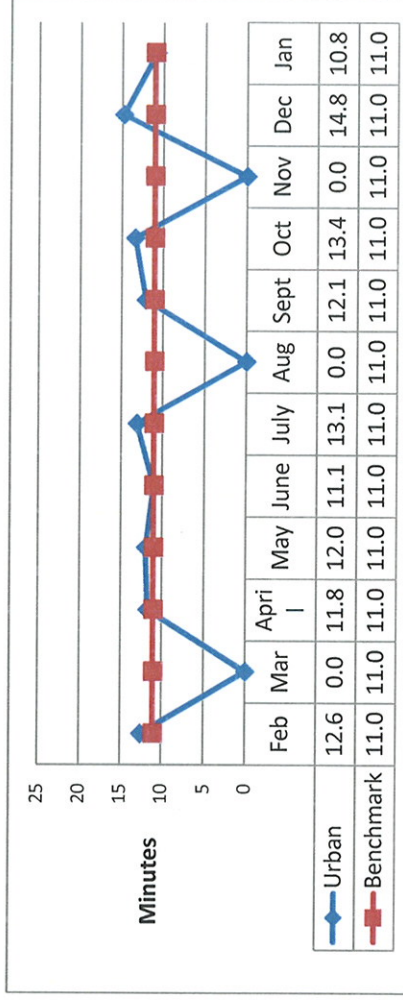
ERF Fire Response	SOC Goal 4								Wilderness (Count = 0)							
	Urban (Count = 1)				Suburban (Count = 0)				Rural (Count = 0)							
	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%
	11:00	10:49	13:24	25%	12:00	0:00	13:50	0%	21:00	0:00	14:46	0%	45:00	0:00	0:00	0%
		100%				0%	0%			0%	100%			0%	0%	

ERF Medical Response	SOC Goal 8								Wilderness (Count = 0)							
	Urban (Count = 105)				Suburban (Count = 29)				Rural (Count = 0)							
	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%
	9:00	8:58	8:23	100%	10:00	8:59	9:20	100%	21:00	0:00	15:50	100%	45:00	0:00	31:24	0%
		100%	100%			100%	100%			0%	100%			0%	100%	

Call Processing Time	SOC Goal 7				Turnout Time			
	Goal	Actual	Y-T-D	%	Goal	Actual	Y-T-D	%
	1:00	0:50	0:46	100%	2:00	1:58	1:47	100%
	100%	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

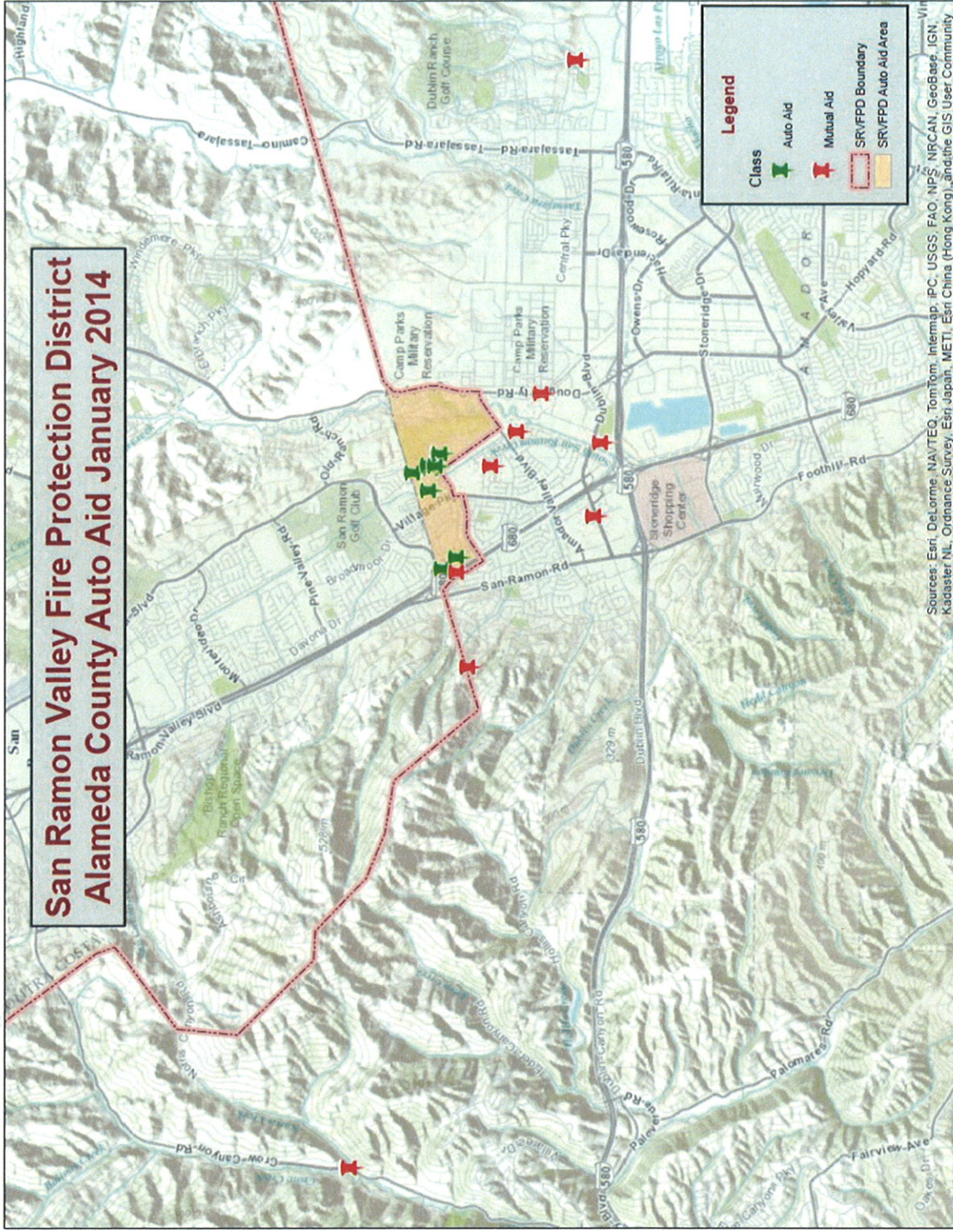
A concentrated focus will be placed on systems, training and feedback measures to crews to lower dispatch and turnout time reflex measures to national best practices of 1 minute for dispatch and 2 minutes for fire crew turnout, 90 percent of the time.

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.

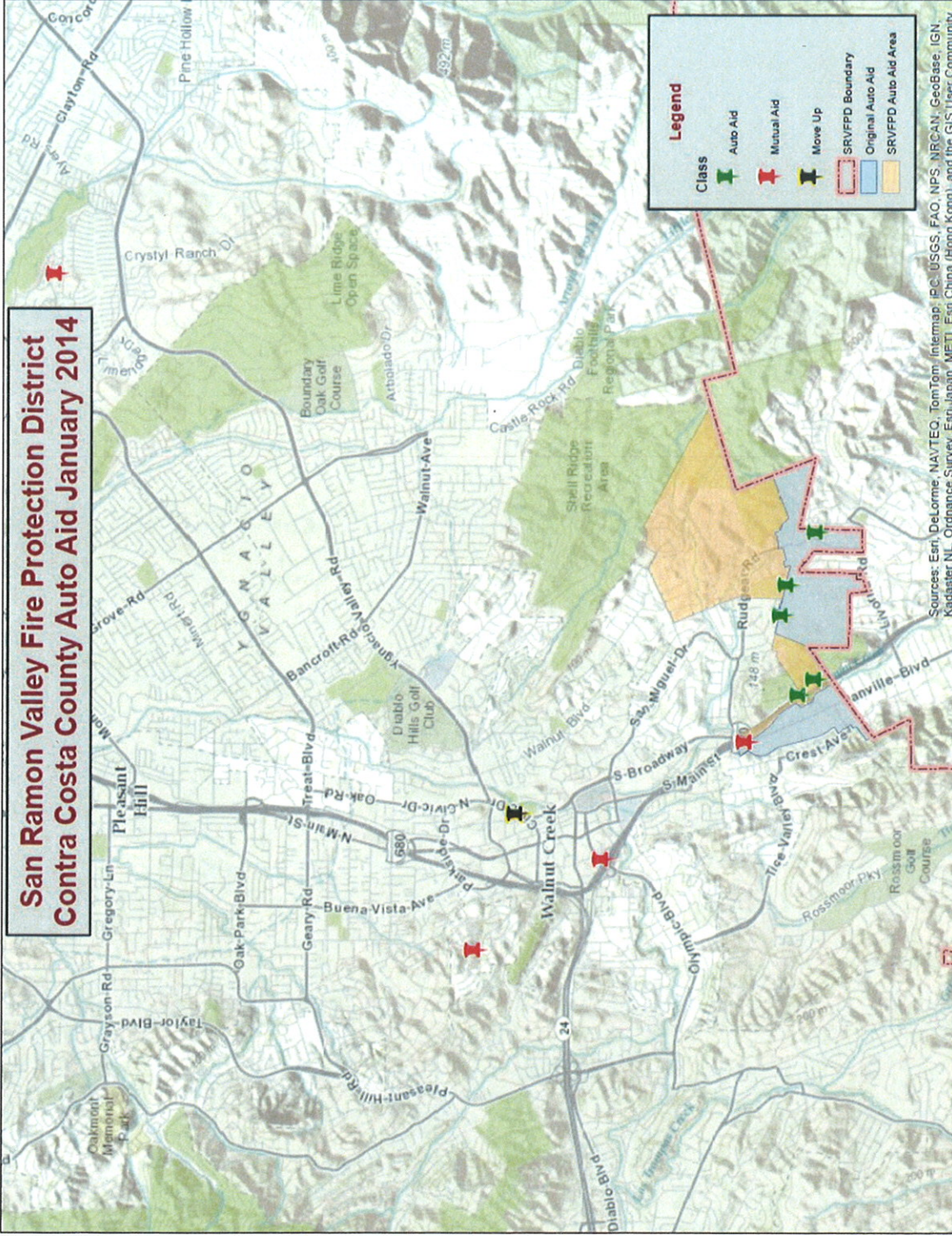
San Ramon Valley Fire Protection District Alameda County Auto Aid January 2014



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

	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Auto Aid Given	8	8	10	9	11	6	14	6	15	6	5	8
Mutual Aid Given	7	4	5	10	6	11	10	18	11	14	13	9
Mutual Aid Received	0	0	0	1	2	0	0	0	0	0	0	0
Move-up	0	0	0	1	3	1	0	2	0	0	2	0

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



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

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

SUPPORT SERVICES



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: February 26, 2014
To: Board of Directors
From: John Duggan, Interim Assistant Chief, Operations
Subject: Monthly Support Services Report for January 2014

Facilities

1. Reconfigured the internal processing, tracking and approval procedures for all District facility requests where purchase, service and/or repair are being requested.

Fleet

1. Annual fleet servicing of all District Engines and Trucks completed
2. All three new ambulances in service

Technology Systems

1. Received and distributed all communications equipment purchased with excess AFG Grant funds as approved by the Board of Directors
2. Completed documentation for CAD, mobile and parcel updates
3. Met with EBMUD and DSRSD to ensure prompt communication of GIS updates
4. Analyzed proposed address changes for AT&T property for Fire Prevention
5. Created map of District boundaries and Contra Costa County parcels for HdL analysis

Communication Center

1. Final draft of EMD Reaccreditation completed and submitted to the International Academy of Emergency Dispatch
2. Attended Cal Chief's Communications Division Meeting
3. Reviewed and analyzed the internal promotional process for the position of Dispatch Supervisor

**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: February 26, 2014
To: Board of Directors
From: Christina Kiefer, Fire Marshal
Subject: January Report of Fire Prevention Activities

Activities

Fire Prevention Activity Reports

Attached are the Fire Activity Reports for the month of January

2013 HeartSafe Committee Statistics

Mission Statement--The San Ramon Valley HeartSafe Committee is a dedicated group of professionals and volunteers committed to saving lives by empowering community members to live heart healthy and have the ability to recognize and respond to all cardiovascular emergencies.

Notable Accomplishments;

- ♥ 1,787 Community Members were trained in hands-only CPR and the proper use of an AED.
- ♥ The Committee trained at 25 community events, including Rotary Clubs, street fairs, schools, corporate health fairs and run/walk events.
- ♥ Is working with Assembly Member Buchanan to assist with new legislation to encourage CPR as part of the State education curriculum.
- ♥ Received grant funding through the Walmart Community Giving Fund for the "CPR on the Go Kits".
- ♥ Received approval to implement the 7th grade CPR program District wide.
- ♥ Recruited and trained 30 new volunteers to help teach the community these life saving skills.
- ♥ Collectively the committee logged over 1500 volunteer hours in 2013

In 2014 the committee has trained nearly 700 community members. Since January 25, 2011 there have been 6,547 community members trained.

Potential Issues

No issues to report at this time.

Upcoming Public Education Classes and Events Scheduled

Event	Location	Date/Time
CERT Class #59	Administration Building	Saturdays March 1 & 15
CERT Class #60	Administration Building	Tuesdays, April 1-May 15 6:00-9:30pm
Residential Care Facility Workshop	Creekside Community Church Alamo	Tuesday, April 8 1:00pm-4:00pm
New Parent and Grandparent Class	Administration Building	Saturday, April 12 9:00am-12:00pm
Personal Emergency Preparedness	Administration Building	Wednesday, May 21 6:00pm- 8:30pm

SMOKERANCH VALLEY FIRE PROTECTION DISTRICT

FIRE PREVENTION DIVISION

MONTHLY PLAN REVIEW INTAKE REPORT

JANUARY 2014

PROJECT	PLAN REVIEW TYPE	SUBMITAL	COMPLETED
Muskie Maker Grill Tenant Improvement	Automatic fire-extinguishing systems	01/02/2014 10:32:05	01/02/2014 11:15:31
Carlen Renovation	Automatic fire-extinguishing systems	01/02/2014 16:56:19	01/14/2014 13:34:36
Norris Canyon Lot 324 Plan Mt Diablo	Automatic fire-extinguishing systems	01/03/2014 16:32:07	01/10/2014 15:09:01
Sagewood Lot 298 Plan 3	Automatic fire-extinguishing systems	01/03/2014 16:34:55	01/10/2014 15:09:29
Kambiz Farnaam	Miscellaneous System Plans	01/06/2014 10:08:27	01/06/2014 10:35:56
Elizabeth Seals	Miscellaneous System Plans	01/06/2014 10:11:23	01/06/2014 10:30:53
Elizabeth Seals	Miscellaneous System Plans	01/06/2014 11:04:13	01/06/2014 11:04:26
Pool House - Permit Renewal	Automatic fire-extinguishing systems	01/06/2014 15:19:46	01/06/2014 15:44:17
944 sq ft Second Unit Guest House - DEV13-0095	Planning and site development review	01/08/2014 18:50:12	01/08/2014 19:01:24
Nicholson - accessory building and setbacks VR13	Planning and site development review	01/08/2014 19:07:06	01/08/2014 19:12:05
Griggs - Residential Addition and Remodel VR13-1	Planning and site development review	01/08/2014 19:17:42	01/08/2014 19:20:07
Genius Kids Club - MUP 13-501-040	Planning and site development review	01/08/2014 19:26:18	01/08/2014 19:31:03
Congo - New Single Family Dwelling and setback	Planning and site development review	01/08/2014 19:35:40	01/08/2014 19:40:21
Renewal of Permit LP01-2051; 6 antennas and mc	Planning and site development review	01/09/2014 08:15:57	01/09/2014 08:22:07
Grupe Homes AFES	Automatic fire-extinguishing systems	01/09/2014 16:38:06	01/15/2014 14:29:44
Blue Mountain Single Family Residence	Additional field inspection	01/09/2014 16:38:30	01/14/2014 13:30:26
Stone Pine Condominiums	Fire alarm and detection systems and related equiqm	01/10/2014 14:10:32	01/16/2014 12:23:42
Alamo Springs Lot 31	Automatic fire-extinguishing systems	01/10/2014 14:45:07	01/16/2014 12:28:30
Montessori School	Construction, alteration, or renovation of a building	01/13/2014 08:09:05	01/16/2014 12:31:22
Constantine Dumitrescu	Construction, alteration, or renovation of a building	01/13/2014 09:51:39	01/16/2014 12:56:33
240 Eiworthy Ranch Rd.	Automatic fire-extinguishing systems	01/13/2014 12:04:37	01/16/2014 13:03:37
Kelly Residence Side Setback Minor Exception - Ki	Planning and site development review	01/14/2014 08:55:37	01/14/2014 09:02:18
Lea Residence Photovoltaic	Miscellaneous System Plans	01/14/2014 10:43:34	01/14/2014 10:52:02
Gale Ranch Phase 4 Road Acceptance 1210 - Doug	Fire apparatus access, site improvements and related	01/14/2014 11:08:25	01/16/2014 13:41:05
SOAR Bldg Z-100	Construction, alteration, or renovation of a building	01/14/2014 11:15:11	01/16/2014 13:42:16
SOAR Bldg Z-100	Automatic fire-extinguishing systems	01/14/2014 11:35:49	01/16/2014 13:59:59
SOAR Bldg Z-100	Fire alarm and detection systems and related equiqm	01/14/2014 11:37:57	01/16/2014 14:00:40
Pinnacle Crow Canyon Bldg 14	Fire alarm and detection systems and related equiqm	01/14/2014 13:57:49	01/16/2014 14:03:34

Pinnacle Crow Canyon Building 7	Fire alarm and detection systems and related equi	01/14/2014 14:03:14	01/16/2014 14:50:02
GE Design Center Suite 100 Tenant Improvement	After hours plan review and inspection	01/14/2014 15:15:29	01/15/2014 07:00:30
Planned Parenthood #200	Automatic fire-extinguishing systems	01/14/2014 15:25:01	01/16/2014 13:11:53
Duffield Addition	Construction, alteration, or renovation of a building	01/15/2014 08:47:30	01/15/2014 08:55:04
1111 Hawkshead Circle Norris Canyon Lot 313 Pla	Automatic fire-extinguishing systems	01/15/2014 09:44:37	01/15/2014 14:19:08
5071 Enderby Street Cimmaron Lot 274 Plan 2	Automatic fire-extinguishing systems	01/15/2014 09:49:49	01/15/2014 14:19:54
5077 Enderby Street Sagewood Lot 275 Plan 4	Automatic fire-extinguishing systems	01/15/2014 09:52:38	01/15/2014 14:20:33
5083 Enderby Street Sagewood Lot 276 Plan 2	Automatic fire-extinguishing systems	01/15/2014 09:56:01	01/15/2014 14:21:16
5089 Enderby Street Sagewood Lot 277 Plan 3	Automatic fire-extinguishing systems	01/15/2014 09:58:49	01/15/2014 14:21:51
Lea Residence Photovoltaic	Miscellaneous System Plans	01/15/2014 11:02:19	01/15/2014 11:02:36
Chevron UG Tank	Flammable and combustible liquids	01/15/2014 11:30:20	01/28/2014 16:46:37
SRRMC Hybrid OR Addition	Fire apparatus access, site improvements and related	01/15/2014 11:39:57	01/30/2014 07:55:00
Cecilia Muaddi	Construction, alteration, or renovation of a building	01/15/2014 15:41:11	01/16/2014 14:51:07
Commercial Tenant Improvement	Automatic fire-extinguishing systems	01/16/2014 08:52:39	01/30/2014 10:36:51
Chevron Bldg H Data Room 1st Floor	Fire alarm and detection systems and related equi	01/17/2014 14:41:16	01/30/2014 10:02:24
Planned Parenthood #200	Fire alarm and detection systems and related equi	01/17/2014 16:53:42	01/23/2014 11:37:56
Noodles & Company	Automatic fire-extinguishing systems	01/21/2014 08:56:23	01/21/2014 09:56:18
Spice Kit Suite I	Automatic fire-extinguishing systems	01/21/2014 13:31:09	01/22/2014 11:05:03
GNC #H	Automatic fire-extinguishing systems	01/21/2014 14:14:53	01/21/2014 14:43:30
San Ramon Soccer Club Tenant Improvement	Construction, alteration, or renovation of a building	01/22/2014 08:55:53	01/30/2014 11:08:36
Shell Tenant Improvement	Construction, alteration, or renovation of a building	01/22/2014 10:32:03	01/22/2014 10:43:52
Sideboard Neighborhood Kitchen	Construction, alteration, or renovation of a building	01/22/2014 11:01:24	01/22/2014 11:39:17
KB Home St James Place Bldg 2	Automatic fire-extinguishing systems	01/22/2014 14:06:01	01/30/2014 11:09:22
KB Home St James Place Bldg 4	Automatic fire-extinguishing systems	01/22/2014 14:10:19	01/30/2014 11:24:55
KB Home St James Place Bldg 4	Automatic fire-extinguishing systems	01/22/2014 14:10:19	01/30/2014 11:28:14
KB Home St James Place Bldg 3	Automatic fire-extinguishing systems	01/22/2014 14:12:51	01/30/2014 11:26:06
KB Home St James Place Bldg 3	Automatic fire-extinguishing systems	01/22/2014 14:12:51	01/30/2014 11:30:03
K-3 Ready Suites	Construction, alteration, or renovation of a building	01/22/2014 15:17:53	01/24/2014 16:10:47
K-3 Ready Suites	Automatic fire-extinguishing systems	01/22/2014 15:18:01	01/24/2014 16:14:03
K-3 Ready Suites	Fire alarm and detection systems and related equi	01/22/2014 15:18:08	01/24/2014 16:15:34
Sideboard Coffee Bar	Construction, alteration, or renovation of a building	01/23/2014 08:08:41	01/23/2014 08:12:37
Residential - 2nd Unit	Automatic fire-extinguishing systems	01/23/2014 09:07:15	01/30/2014 12:45:00
2269 San Ramon Valley Blvd. Development	Private fire hydrants and fire protection water supplie	01/23/2014 10:48:22	01/31/2014 14:04:08
Gale Ranch Phase 4 SD 9297 Roadway Design	Fire apparatus access, site improvements and related	01/24/2014 08:27:25	01/31/2014 14:05:32

OutPatient Surgery - AFES for ALL unprotected ar	Automatic fire-extinguishing systems	01/24/2014 10:19:36	01/24/2014 11:49:40
OutPatient Surgery - AFES for ALL unprotected ar	After hours plan review and inspection	01/24/2014 10:23:40	01/24/2014 15:34:40
Surgard Availability Services Tenant Improvem	Fire alarm and detection systems and related equiqrn	01/24/2014 11:18:40	
Planned Parenthood #200	After hours plan review and inspection	01/24/2014 11:35:19	01/24/2014 16:27:48
415 Railroad Ave #4 & 5A - Jos. A. Bank Clothiers, Permit Renewal		01/27/2014 08:50:23	01/28/2014 07:39:55
Nelson Addition	Construction, alteration, or renovation of a building	01/27/2014 11:05:29	
Sideboard Coffee Bar	Automatic fire-extinguishing systems	01/28/2014 09:45:13	
Sideboard Neighborhood Kitchen	Automatic fire-extinguishing systems	01/28/2014 09:49:11	
2441-1 San Ramon Valley Blvd - Hula Hula Wok	Construction, alteration, or renovation of a building	01/28/2014 10:30:59	01/28/2014 10:42:45
Carpet One AFES Monitoring Panel change	Fire alarm and detection systems and related equiqrn	01/28/2014 10:45:03	
Verizon Wireless Telecom Upgrade - (9) new ante	Planning and site development review	01/28/2014 10:47:09	01/28/2014 11:15:46
NextGen Tech Learning Center - MUP 14-501-002	Planning and site development review	01/28/2014 11:26:52	01/28/2014 11:32:59
Spice Kit Suite 1	Automatic fire-extinguishing systems	01/28/2014 12:35:56	
131 Wittenham Ct Roubion Lot 57 Plan 1	Automatic fire-extinguishing systems	01/28/2014 14:17:49	01/29/2014 16:14:51
124 Wittenham Ct Roubion Lot 58 Plan 1	Automatic fire-extinguishing systems	01/28/2014 14:23:18	01/29/2014 16:15:42
5065 Enderby St Cypress Lot 373 Plan 1	Automatic fire-extinguishing systems	01/28/2014 14:26:20	01/29/2014 16:16:11
Modern Recess - Tenant Improvement Phase I	Construction, alteration, or renovation of a building	01/28/2014 14:32:02	
5086 Enderby St Sagedwood Lot 412 Plan 4	Automatic fire-extinguishing systems	01/28/2014 14:37:48	01/29/2014 16:16:42
5080 Enderby St Sagedwood Lot 413 Plan 2	Automatic fire-extinguishing systems	01/28/2014 14:41:33	01/29/2014 16:16:59
5074 Enderby St Sagedwood Lot 414 Plan 3	Automatic fire-extinguishing systems	01/28/2014 14:55:17	01/29/2014 16:17:20
5068 Enderby St Sagedwood Lot 415 Plan 4	Automatic fire-extinguishing systems	01/28/2014 14:58:43	01/29/2014 16:17:45
Planned Parenthood #200	After hours plan review and inspection	01/28/2014 15:54:11	01/30/2014 07:48:06
Gale Ranch Phase 4 SD9247 - Road Improvement	Fire apparatus access, site improvements and related	01/28/2014 16:29:29	
Pizza Hut - Suite C	Automatic fire-extinguishing systems	01/29/2014 09:43:23	01/29/2014 09:49:58
Planned Parenthood #200	Fire alarm and detection systems and related equiqrn	01/30/2014 07:47:34	01/24/2014 11:32:44
CMG 2nd & 3rd Floor Elevator Lobby AFES TI	Automatic fire-extinguishing systems	01/30/2014 08:59:43	
Bay City Church	Fire alarm and detection systems and related equiqrn	01/30/2014 10:21:30	
Pinnacle Crow Canyon Bldg 3	Fire alarm and detection systems and related equiqrn	01/30/2014 15:51:18	
San Ramon Soccer Club Tenant Improvement	Construction, alteration, or renovation of a building	01/31/2014 08:16:46	
444 & 452 Vanilla Shell Tenant Improvement	Construction, alteration, or renovation of a building	01/31/2014 09:48:14	01/31/2014 09:57:15
415 Railroad Ave #4 & 5A - Jos. A. Bank Clothiers, Noodles & Company	Automatic fire-extinguishing systems	01/31/2014 10:39:10	
	Fire alarm and detection systems and related equiqrn	01/31/2014 16:51:34	

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: February 26, 2014
TO: Board of Directors
FROM: Ken Campo, Financial Consultant
RE: Monthly Finance Report for January 2014

Financials:

- Balance Sheet
- Revenues: Budget v. Actual (All Funds)
- General Fund Expenditures: Budget v. Actual (2011-2014)
- Monthly General Fund Revenue/Expense History (2009-2014)
- Capital/Equipment/Vehicle Fund, Debt Service/SRVF Expenditures: Budget v. Actual (2010-2014)
- Employee Illness/Injury Report
- Monthly Overtime Analysis

Meetings/Activities:

Finance:

- Completed District's Comprehensive Annual Financial Report ("CAFR") for the year ended June 30, 2013; submitted the 2013 CAFR for Government Finance Officers Association Award for Excellence in Financial Reporting; submitted CAFR and Federal Single Audit to Federal Financial Reporting Clearinghouse as required by Federal grant requirements.
- Processed an OES Strike Team reimbursement (Morgan Fire) in the amount of \$92,066, for a total of \$269,458 this fiscal year. These amounts fully reimburse the District for equipment use and overtime incurred as a result of Strike Team deployments.
- Processed Cell Tower "interim" rent payment from Sprint for the month of February in the amount \$15,000.

Human Resources:

- Completed FAIRA insurance renewal information and application for 2014.



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- Completed census data for long-term disability quotes and forwarded to various brokers.
- Participated in meeting with health benefits broker to discuss current and potential coverages/programs.
- Consulted with Section 125 Plan (Flex Spending) administrator to update Summary Plan Description to reflect plan changes due to the Affordable Care Act.
- Completed the 2013 OES Wage Survey Report.
- Launched the Finance Controller recruitment.
- Distributed the study guide for the 2014 Captain's promotional examination.
- Participated in CISR Committee meeting.

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

	GOVERNMENTAL FUND TYPES							Totals (Memop. Only)
	AGENCY		ACCOUNT		GROUPS			
	Debt Fund - 200	Capital Fund - 300	Federal Grant Capital Projects Fund - 310	Special Special Revenue Fund - 400	Equipment/ Vehicles Capital Projects Fund - 600	General Fixed Assets Fund - 800	Long-Term Debt Fund - 900	
ASSETS								
Cash - Bank of the West	\$ (1,145,799)	\$	\$ (140,263)	\$ 456	\$ (26,637)	\$	\$	\$ 1,270,049
Cash - Bank of the West Money Market @ 0.29%	19,034,219							19,034,219
Cash - Bank of the West Workers' Compensation	(47,587)							(47,587)
Cash - Comerica Flexible Spending	13,683							13,683
Petty Cash	1,250							1,250
Investments - LAIF @ 0.26%	20,432,543							20,435,926
Investments - LAIF Market Value Adjustment	9,447							9,448
Cash with Fiscal Agent (Note #1)		599,384						599,384
Accounts Receivable	40,507		8,768					49,275
Interest Receivable								
Prepaid Expenses/Deposits								
Land		238,000						238,000
Buildings & Improvements/Construction								
Equipment								
Accumulated Depreciation								
Amount to be Provided for General								
Long Term Debt								
Total Assets	\$ 38,338,263	\$ 404,227	\$ 2,972,965	\$ 456	\$ (26,637)	\$ 45,868	\$ 18,029,149	\$ 93,268,474
LIABILITIES								
Accounts Payable	\$ 1,087,716	\$	\$	\$	\$	\$	\$	\$ 1,087,716
Accrued Expenses	1,629,687							1,629,687
Deposits Payable	42,654							42,654
Long Term Debt:								
(1) Certificates of Participation								
(2) Vehicle Lease								
Claims Payable	13,683						11,432,000	11,432,000
Compensated Absences							2,255,112	2,255,112
							2,837,564	2,851,247
Total Liabilities	2,773,740						1,504,473	1,504,473
FUND EQUITY								
Investment in General Fixed Assets								
Non-Spendable Fund Balance		238,000						33,635,677
Restricted Fund Balance			(131,495)					238,000
Committed Fund Balance:								272,732
Workers' Compensation Claims	1,000,000							1,000,000
Refinery Property Tax Claim	460,000							460,000
Station 32/Capital Improvement Projects	5,527,445							5,527,445
Budget Stabilization	15,518,388							15,518,388
Tactical Training Center		2,635,261						2,635,261
Assigned Fund Balance:								
Budgetary Deficit								
Other Assigned Fund Balance	156,689			456	(26,637)			12,500
Unassigned Fund Balance	12,902,001							217,712
Total Fund Balance	35,564,523	404,227	2,972,965	456	(26,637)	45,868	18,029,149	12,947,869
Total Liabilities and Fund Equity	\$ 38,338,263	\$ 404,227	\$ 2,972,965	\$ 456	\$ (26,637)	\$ 45,868	\$ 18,029,149	\$ 93,268,474

Note 1 - US Bank:
Reserve Fund (COP 2003) Market Value \$29; Interest Rate 0.04% (Money Market Fund)
Lease Fund (COP 2003) Market Value \$5; Interest Rate 0.00% (Money Market Fund)
Reserve Fund (COP 2006) Market Value \$599,350; Interest Rate 0.04% (Money Market Fund)
Lease Fund (COP 2006) Market Value \$0; Interest Rate 0.00% (Money Market Fund)

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

GL CODE	DESCRIPTION	2010/2011	2011/2012	2012/2013	2013/2014	2013/2014
		ACTUAL REVENUE	ACTUAL REVENUE	ACTUAL REVENUE	ESTIMATED REVENUE	REALIZED REVENUE
FISCAL YEAR COMPLETED: 58.33%						
4100	TAXES					
4110	PROPERTY TAXES - CURRENT SECURED	\$47,388,882	\$47,933,548	\$47,131,813	\$48,053,422	\$26,964,341
4120	PROPERTY TAXES - SUPPLEMENTAL	\$699,652	\$489,994	\$653,870	\$171,539	\$81,957
4130	PROPERTY TAXES - UTILITIES (Unitary)	\$896,045	\$959,401	\$937,596	\$956,348	\$538,141
4140	PROPERTY TAXES - CURRENT UNSECURED	\$1,747,874	\$1,841,275	\$1,867,991	\$1,775,617	\$1,818,710
4145	HOMEOWNERS PROPERTY TAX RELIEF	\$537,428	\$526,371	\$506,644	\$504,594	\$0
4150	LESS TAXES RETURNED TO COUNTY	(\$1,338,944)	(\$1,251,584)	(\$1,290,812)	(\$1,340,030)	\$144,293
4160	LESS COUNTY TAX ADMINISTRATION	(\$523,908)	(\$496,473)	(\$494,146)	(\$504,029)	\$0
4170	PROPERTY TAXES - PRIOR SECURED	(\$67,962)	(\$449,320)	(\$564,431)	(\$282,000)	(\$444,591)
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(\$185,201)	(\$187,054)	(\$126,731)	(\$63,000)	(\$84,410)
4190	PROPERTY TAXES - PRIOR UNSECURED	\$30,951	(\$37,026)	(\$114,527)	(\$7,501)	\$91,616
		\$49,184,817	\$49,329,132	\$48,507,267	\$49,264,960	\$29,110,056
4200	INTERGOVERNMENTAL REVENUE					
4220	MEASURE "H"	\$0	\$112,184	\$33,000	\$33,000	\$33,000
4230	SB-90 MANDATED COSTS	\$18,333	\$13,323	(\$92,152)	\$0	\$0
4240	MISCELLANEOUS STATE AID/GRANTS	\$35,723	\$91,609	\$172,140	\$35,000	\$177,391
4245	FEDERAL GRANT REVENUE	\$0	\$0	\$1,627,579	\$55,000	\$52,468
4250	OTHER INTERGOVERNMENTAL REVENUE	\$3,000,000	\$245,151	\$74,070	\$922,829	\$13,214
		\$3,054,056	\$462,267	\$1,814,637	\$1,045,829	\$276,074
4300	CHARGES FOR SERVICE					
4310	INSPECTION FEES	\$32,729	\$60,324	\$63,974	\$57,000	\$69,048
4315	PLAN REVIEW	\$173,623	\$248,626	\$355,214	\$376,000	\$323,131
4320	WEED ABATEMENT CHARGES	\$4,435	\$2,984	\$26,031	\$4,000	\$3,169
4325	ADMINISTRATIVE CITATION CHARGES	\$8,250	\$35,321	\$58,485	\$35,000	\$49,050
4330	AMBULANCE SERVICES	\$2,202,045	\$2,439,773	\$2,743,005	\$2,700,000	\$1,609,193
4340	CPR CLASSES	\$2,955	\$2,555	\$735	\$2,000	\$400
4350	REPORTS/PHOTOCOPIES	\$1,560	\$5,464	\$6,214	\$5,000	\$8,777
4360	MISCELLANEOUS CURRENT SERVICES	\$0	\$0	\$0	\$0	\$0
		\$2,425,597	\$2,795,047	\$3,253,658	\$3,179,000	\$2,062,768
4400	USE OF MONEY & PROPERTY					
4410	INVESTMENT EARNINGS	\$152,454	\$98,835	\$58,257	\$118,600	\$20,242
		\$152,454	\$98,835	\$58,257	\$118,600	\$20,242
4500	RENTS, ROYALTIES AND COMMISSIONS					
4510	RENT ON REAL ESTATE	\$159,877	\$189,978	\$322,020	\$350,000	\$169,903
		\$159,877	\$189,978	\$322,020	\$350,000	\$169,903
4600	OTHER REVENUE					
4610	DONATIONS/CONTRIBUTIONS	\$917	\$7,355	\$575	\$0	FALSE
4620	SALE OF PROPERTY	\$9,203	\$7,960	\$367,722	\$0	\$27,400
4640	MISCELLANEOUS REVENUE	\$25,938	\$45,769	\$50,818	\$25,500	\$73,356
		\$36,058	\$61,084	\$419,115	\$25,500	\$100,756
4900	OTHER FINANCING SOURCES					
4920	Debt proceeds	\$3,400,000	\$0	\$0	\$100,000	\$3,227,000
		\$3,400,000	\$0	\$0	\$100,000	\$3,227,000
	REVENUE TOTAL	\$58,412,859	\$52,936,343	\$54,374,954	\$54,083,889	\$34,966,799

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

FISCAL YEAR COMPLETED - 58.33%		2010-2011	2011-2012	2012-2013	2013-2014	EXPENDITURES TO	REMAINING BAL.	PERCENT
DESCRIPTION	GL CODE	ACTUAL	ACTUAL	ACTUAL	BUDGET	DATE	TO DATE	EXPENDED
PERMANENT SALARIES	5110	\$21,730,515	\$21,231,690	\$20,138,426	\$20,441,549	\$11,234,280	\$9,207,269	54.96%
TEMPORARY SALARIES	5115	\$140,161	\$170,887	\$209,966	\$146,191	\$121,099	\$25,092	82.84%
PERMANENT OVERTIME	5120	\$4,736,070	\$5,943,633	\$6,533,121	\$5,217,500	\$3,634,933	\$1,582,567	69.67%
FICA/MEDICARE	5140	\$360,579	\$385,010	\$380,153	\$369,836	\$211,676	\$158,160	57.24%
RETIREMENT CONTRIBUTIONS	5150	\$11,811,102	\$11,131,763	\$11,797,439	\$12,019,863	\$6,660,960	\$5,358,903	55.42%
EMPLOYEE GROUP INSURANCE	5160	\$3,942,059	\$3,678,610	\$3,430,654	\$3,546,796	\$1,875,867	\$1,670,929	52.89%
RETIREE HEALTH INSURANCE	5170	\$1,375,426	\$1,571,813	\$1,816,302	\$1,901,214	\$1,095,424	\$805,790	57.62%
OPEB CONTRIBUTION	5175	\$0	\$0	\$0	\$520,473	\$194,173	\$326,300	37.31%
UNEMPLOYMENT INSURANCE	5180	\$2,693	\$118	\$8,351	\$20,000	\$2,485	\$17,515	12.43%
WORKERS' COMPENSATION INS.	5190	\$874,475	\$671,135	\$905,118	\$820,000	\$409,861	\$410,139	49.98%
TOTAL SALARIES AND BENEFITS	5100	\$44,973,080	\$44,784,659	\$45,219,530	\$45,003,422	\$25,440,759	\$19,562,663	56.53%
OFFICE SUPPLIES	5202	\$40,156	\$30,218	\$27,951	\$34,700	\$11,629	\$23,071	33.51%
POSTAGE	5204	\$11,547	\$17,385	\$11,142	\$12,700	\$5,346	\$7,354	42.09%
TELECOMMUNICATIONS	5206	\$186,194	\$183,636	\$184,732	\$193,100	\$93,233	\$99,867	48.28%
UTILITIES	5208	\$322,395	\$322,361	\$327,386	\$309,900	\$197,535	\$112,365	63.74%
SMALL TOOLS/EQUIPMENT	5210	\$102,739	\$84,094	\$62,521	\$97,300	\$28,241	\$69,059	29.02%
MISCELLANEOUS SUPPLIES	5212	\$104,279	\$126,724	\$107,157	\$121,600	\$65,601	\$55,999	53.95%
MEDICAL SUPPLIES	5213	\$119,249	\$120,175	\$115,735	\$103,000	\$60,577	\$42,423	58.81%
FIREFIGHTING SUPPLIES	5214	\$132,020	\$71,452	\$68,903	\$90,750	\$26,407	\$64,343	29.10%
PHARMACEUTICAL SUPPLIES	5216	\$46,548	\$36,286	\$34,955	\$36,500	\$14,084	\$22,416	38.59%
COMPUTER SUPPLIES	5218	\$28,810	\$11,859	\$33,330	\$38,500	\$1,414	\$37,086	3.67%
RADIO EQUIPMENT & SUPPLIES	5219	\$342,998	\$72,432	\$58,493	\$25,000	\$4,576	\$20,424	18.31%
FILM PROCESSING/SUPPLIES	5220	\$25	\$0	\$660	\$0	\$0	\$0	
FOOD SUPPLIES	5222	\$23,015	\$18,748	\$27,387	\$26,450	\$9,907	\$16,543	37.46%
PPE INSPECTION & REPAIRS	5223	\$0	\$29,267	\$27,417	\$36,000	\$101	\$35,899	0.28%
SAFETY CLOTHING/SUPPLIES	5224	\$144,594	\$231,465	\$139,645	\$159,200	\$40,341	\$118,859	25.34%
CLASS A UNIFORMS & SUPPLIES	5225	\$0	\$720	\$3,763	\$6,000	\$2,731	\$3,269	45.52%
NON-SAFETY CLOTHING/SUPPLIES	5226	\$26,317	\$24,689	\$8,137	\$22,000	\$6,335	\$15,665	28.80%
CLASS B UNIFORMS & SUPPLIES	5227	\$0	\$2,161	\$21,686	\$25,000	\$11,340	\$13,660	45.36%
HOUSEHOLD SUPPLIES	5228	\$37,749	\$40,553	\$42,006	\$40,000	\$20,744	\$19,256	51.86%
CENTRAL GARAGE - REPAIRS	5230	\$74,712	\$121,634	\$78,235	\$100,000	\$47,748	\$52,252	47.75%
CENTRAL GARAGE - MAINTENANCE	5231	\$14,325	\$6,784	\$10,050	\$20,000	\$11,490	\$8,510	57.45%
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	\$161,507	\$174,886	\$171,440	\$207,000	\$127,079	\$79,921	61.39%
CENTRAL GARAGE - TIRES	5234	\$20,197	\$58,875	\$42,139	\$45,000	\$15,966	\$29,034	35.48%
CENTRAL GARAGE - MANDATED INSP.	5235	\$10,240	\$9,330	\$5,281	\$13,000	\$1,060	\$11,940	8.15%
MAINT./REPAIRS - EQUIPMENT	5236	\$103,571	\$107,632	\$169,846	\$145,704	\$82,933	\$62,771	56.92%
MAINT./REPAIRS - RADIO & ELECTRON	5238	\$307,774	\$331,986	\$267,874	\$344,900	\$220,193	\$124,707	63.84%
MAINT./REPAIRS - BUILDINGS	5240	\$104,677	\$132,488	\$124,859	\$145,000	\$122,067	\$22,933	84.18%
MAINT./REPAIRS - GROUNDS	5242	\$36,171	\$33,700	\$31,834	\$38,500	\$21,435	\$17,065	55.67%
RENTS & LEASES-EQUIP./PROPERTY	5246	\$42,893	\$48,938	\$58,090	\$68,300	\$28,268	\$40,032	41.39%
PROFESSIONAL/SPECIALIZED SERVICES	5250	\$822,554	\$653,019	\$618,566	\$961,645	\$401,898	\$559,747	41.79%
RECRUITING COSTS	5251	\$35,680	\$101,946	\$78,347	\$94,200	\$22,324	\$71,876	23.70%
LEGAL SERVICES	5252	\$192,663	\$391,532	\$289,481	\$250,000	\$83,687	\$166,313	33.47%
INFO TECHNOLOGY SURCHARGE	5253	\$0	\$0	\$0	\$20,000	\$5,000	\$15,000	25.00%
MEDICAL SERVICES	5254	\$83,633	\$95,857	\$80,761	\$111,100	\$3,025	\$108,075	2.72%
COMMUNICATIONS SERVICES	5258	\$1,577	\$0	\$0	\$78,600	\$78,600	\$0	100.00%
ELECTION SERVICES	5262	\$51,099	\$0	\$105,565	\$0	\$0	\$0	
INSURANCE SERVICES	5264	\$493,476	\$497,815	\$388,379	\$460,000	\$432,356	\$27,644	93.99%
PUBLICATION OF LEGAL NOTICES	5270	\$5,552	\$1,578	(\$73)	\$500	\$933	(\$433)	186.66%
SPECIALIZED PRINTING	5272	\$24,155	\$18,454	\$14,813	\$26,900	\$4,111	\$22,789	15.28%
MEMBERSHIPS	5274	\$53,784	\$48,575	\$57,710	\$68,130	\$50,323	\$17,807	73.86%
EDUCATIONAL COURSES/SUPPLIES	5276	\$48,708	\$52,091	\$39,463	\$61,000	\$17,679	\$43,321	28.98%
EDUCATIONAL ASSISTANCE	5277	\$26,514	\$22,051	\$24,037	\$45,000	\$5,946	\$39,054	13.21%
PUBLIC EDUCATIONAL SUPPLIES	5278	\$20,074	\$13,219	\$8,412	\$11,000	\$7,186	\$3,814	65.32%
BOOKS & PERIODICALS	5280	\$21,700	\$10,216	\$11,345	\$18,635	\$3,075	\$15,560	16.50%
RECOGNITION SUPPLIES	5282	\$6,573	\$3,364	\$2,909	\$5,000	\$1,045	\$3,955	20.91%
MEETINGS/TRAVEL EXPENSES	5284	\$46,773	\$39,734	\$23,885	\$44,450	\$7,462	\$36,988	16.79%
OTHER - CLAIMS EXPENSE	5286	\$304,845	\$0	\$0	\$0	\$9,192	(\$9,192)	
TOTAL SERVICES AND SUPPLIES	5200	\$4,784,062	\$4,399,929	\$4,006,252	\$4,761,264	\$2,412,224	\$2,349,040	50.56%
TOTAL G/F OPERATING EXPENDITURES		\$49,757,142	\$49,184,588	\$49,225,782	\$49,764,686	\$27,852,983	\$21,911,703	55.97%

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

Month	2009-10		2010-11		2011-12		2012-13		2013-14	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	\$247,304	\$4,758,259	\$166,735	\$4,749,257	\$186,793	\$4,351,134	\$327,098	\$4,374,370	\$303,039	\$4,253,760
August	\$222,953	\$3,806,559	\$215,809	\$4,025,589	\$265,453	\$4,513,204	\$319,178	\$4,123,666	\$393,566	\$4,035,499
September	\$296,640	\$4,728,793	\$204,485	\$3,953,342	\$312,278	\$3,893,321	\$309,945	\$3,903,613	\$230,997	\$4,049,136
October	\$1,955,619	\$3,664,748	\$1,892,126	\$3,970,955	\$2,046,255	\$3,735,522	\$2,331,797	\$4,132,784	\$2,205,383	\$3,879,765
November	\$228,442	\$3,778,804	\$220,473	\$4,450,015	\$188,594	\$4,535,275	\$360,982	\$4,246,986	\$343,280	\$4,023,813
December	\$26,486,066	\$4,293,444	\$25,691,372	\$4,182,987	\$25,787,719	\$4,424,050	\$25,961,035	\$4,181,747	\$27,720,683	\$3,843,098
January	\$2,231,614	\$3,813,140	\$213,894	\$4,015,505	\$265,253	\$3,990,074	\$628,896	\$4,061,102	\$529,393	\$3,767,912
February	\$253,553	\$3,865,360	\$176,960	\$3,997,461	\$508,340	\$4,000,893	\$301,646	\$3,889,221		
March	\$263,343	\$4,094,246	\$266,513	\$4,225,922	\$268,932	\$4,016,648	\$184,995	\$4,115,245		
April	\$14,980,947	\$3,933,954	\$19,064,857	\$4,162,409	\$18,036,297	\$3,746,578	\$18,080,208	\$4,184,939		
May	\$2,319,553	\$4,064,248	\$270,777	\$4,149,354	\$344,774	\$3,770,965	\$332,777	\$3,999,974		
June	\$3,562,931	\$4,046,928	\$3,611,512	\$3,874,346	\$4,472,525	\$4,206,925	\$3,533,633	\$3,949,737		

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

FISCAL YEAR COMPLETED - 58.33%								
DESCRIPTION	GL CODE	2010/2011 ACTUAL	2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
RENTS & LEASES - PROPERTY	5246	\$12,500	\$12,500	\$12,500	\$12,500	\$0	\$12,500	
DESIGN/CONSTRUCTION	6105/6110	\$652,060	\$297,355	\$842,185	\$100,000	\$35,237	\$64,763	35%
VARIOUS IMPROVEMENTS	6120	\$47,634	\$46,018	\$70,000	\$225,000	\$7,588	\$217,412	3%
TOTAL CAPITAL PROJECTS (FUND 300)		\$712,194	\$355,873	\$924,685	\$337,500	\$42,825	\$294,675	13%
PROFESSIONAL SERVICES	5250			\$0	\$0	\$0	\$0	
RADIO/ELECTRONIC EQUIPMENT	6230	\$0	\$0	\$2,021,167	\$362,186	\$164,096	\$198,090	
TOOLS & SUNDRY EQUIPMENT	6240	\$0	\$0	\$0	\$1,500,000	\$0	\$1,500,000	0%
TOTAL FEDERAL GRANT CAPITAL PROJECTS (FUND 310)				\$2,021,167	\$1,862,186	\$164,096	\$1,698,090	9%
OFFICE EQUIP. & FURNISHINGS	6210	\$0	\$0			\$0	\$0	
MEDICAL/LAB EQUIPMENT	6220	\$0	\$0			\$0	\$0	
RADIO/ELECTRONIC EQUIPMENT	6230	\$425,512	\$264,441	\$37,500	\$11,950	\$2,200	\$9,750	18%
TOOLS & SUNDRY EQUIPMENT	6240	\$25,000	\$43,700	\$80,798	\$0	\$0	\$0	
AUTO & TRUCKS	6250	\$3,214,898	\$119,879	\$752,000	\$798,162	\$691,798	\$106,363	87%
TOTAL EQUIPMENT/VEHICLES (FUND 600)		\$3,665,410	\$428,020	\$870,298	\$810,112	\$693,998	\$116,113	86%
BOND REDEMPTION - 2003/2006/2013 COP	5310	\$1,325,885	\$1,328,630	\$1,324,708	\$1,429,261	\$5,091,028	-\$3,661,767	356%
VEHICLE LEASE #2	5310	\$329,498	\$329,497	\$0	\$0	\$0	\$0	
VEHICLE LEASE #3	5310	\$756,032	\$756,033	\$0	\$0	\$0	\$0	
VEHICLE LEASE #4	5310		\$534,010	\$534,011	\$534,012	\$462,252	\$71,760	87%
TOTAL DEBT SERVICE (FUND 200)		\$2,411,415	\$2,948,170	\$1,858,719	\$1,963,273	\$5,553,280	-\$3,590,007	283%
OTHER SPECIAL DISTRICT EXPENDITURES	5286	\$0	\$858	\$7,000	\$500	\$1,000	-\$500	200%
TOTAL SRVF COMMUNITY FUND (FUND 400)		\$0	\$858	\$7,000	\$500	\$1,000	-\$500	200%
TOTAL - CAPITAL, EQUIPMENT, DEBT SERVICE, SRVF COMMUNITY & FEDERAL GRANT FUND		\$6,789,019	\$3,732,921	\$5,681,869	\$4,973,571	\$6,455,198	-\$1,481,628	130%

Employee Illness/Injury Report (January 2014)

Reportable Injuries – January 2014:

Indemnity (Lost Time)

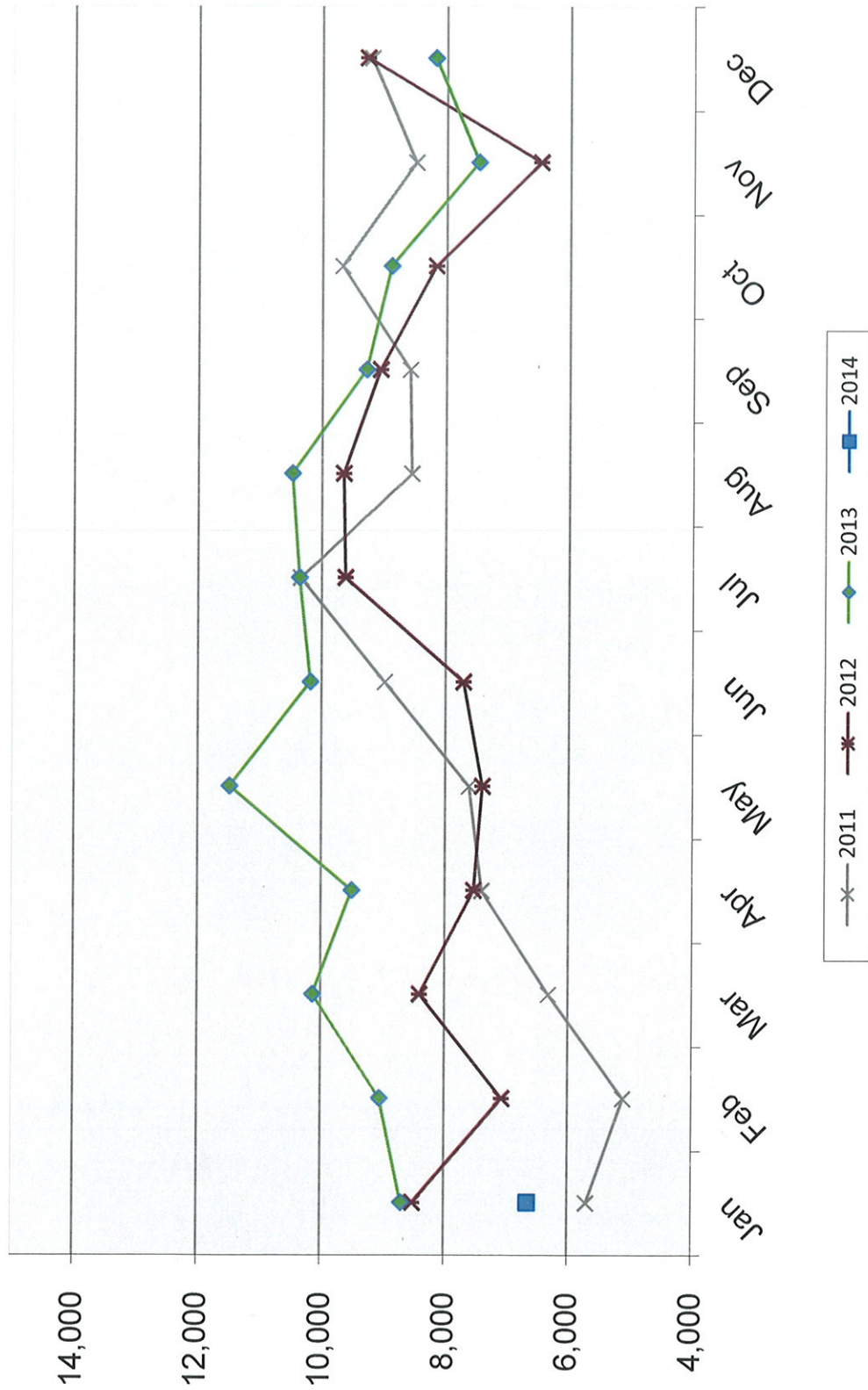
- January 30, 2014 DOI = 1/30/14 – A Captain experienced groin pain during morning maintenance check at station.
Status: Remains out at month-end.
- January 21, 2014 DOI = 1/21/14 – An Engineer strained back during physical fitness at station.
Status: Remains out at month-end.

Medical Only (No Lost Time)

- January 8, 2014 DOI = 1/8/14 – A Firefighter/Paramedic strained knee stepping down from ambulance during medical call.
Status: Medical only – no lost time.

As of January 31, 2014, there were four (4) employees absent from their regular work assignment and one (1) employee on modified-duty. January lost time due to injuries equaled 93 calendar days.

Total Overtime Hours by Month January 2011 - January 2014



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

1/1/2014 Through 1/31/2014

WORK CODE: 1 STAFFING

ASSIGNMENT	Time Worked	Time Paid
101 HOLD OVER FOR CALL	7.01	10.25
103 MISC. STAFFING COVE	6335.68	6336.75
107 LATE/STA. MOVE COVE	5.41	9.50
199 MID SHIFT RECALL	63.33	63.50
Total All Assignments This Work Type:	6,411.43	6,420.00

WORK CODE: 2 TRAINING

ASSIGNMENT	Time Worked	Time Paid
201 OPERATIONS TRAINING	12.50	12.50
209 RESCUE TRAINING	43.33	43.50
210 HAZ-MAT TRAINING	16.00	16.00
214 PARAMEDIC - CONT ED	20.50	20.50
221 2013-1 ACADEMY	49.00	49.50
Total All Assignments This Work Type:	141.33	142.00

WORK CODE: 3 ASSIGNMENTS

ASSIGNMENT	Time Worked	Time Paid
301 MEETINGS/PROJECT DE	22.50	22.50
314 RED FLAG DAY	29.00	29.00
321 FP REIMBURSED OVER	2.50	3.00
340 PROJECT WORK	24.50	24.50
Total All Assignments This Work Type:	78.50	79.00

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

1/1/2014 Through 1/31/2014

WORK CODE: 7 **EMERGENCY**

ASSIGNMENT	Time Worked	Time Paid
720 FIRE INVESTIGATION	1.33	2.00
Total All Assignments This Work Type:	1.33	2.00
Report Grand Total:	6,632.59	6,643.00

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

1/1/2014 Through 1/31/2014

WORK CODE:		Time Paid
1	STAFFING	6,420.00
2	TRAINING	142.00
3	ASSIGNMENTS	79.00
7	EMERGENCY	2.00
	Report Grand Total:	6,643.00