

**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: January 22, 2014  
To: Board of Directors  
From: Ken Campo, Financial Consultant  
Subject: OPEB Contribution for 2nd QTR FY 2013/14

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### **Background:**

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

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

### **Fiscal Impact:**

The cost-sharing amount from actives and retirees, and the resulting OPEB contribution for the 2nd quarter of FY 2013/14, amounted to \$96,413.95.

**SPECIAL ANNOUNCEMENTS/  
PRESENTATIONS/  
GENERAL BUSINESS**

## PROCLAMATION

### RECOGNIZING FEBRUARY, 2014 AS AMERICAN HEART MONTH

*WHEREAS, in the United States, approximately 300,000 sudden cardiac arrest deaths occur annually; and*

*WHEREAS, in the United States, someone has a coronary event every 25 seconds, rendering heart disease as the leading cause of death for both men and women; and*

*WHEREAS, establishing written policies and procedures that define the distribution, concentration and deployment of District resources ensures a level of service commensurate with the responsibilities, risks and service level objectives of a CFAI-accredited agency; and*

*WHEREAS, achieving high survival rates in sudden cardiac arrest depends on a public trained in cardiopulmonary resuscitation(CPR), and use of Emergency Medical Dispatch (EMD); and*

*WHEREAS, the County of Contra Costa has recognized the San Ramon Valley Fire Protection District as a HeartSafe Community in partnership with the City of San Ramon, the Town of Danville, the San Ramon Valley Unified School District, and the Contra Costa County Emergency Medical Services, where the public is educated on heart-healthy lifestyles of exercise, nutrition, and knowing how to use CPR and an AED; and*

*WHEREAS, the San Ramon Valley Fire Protection District will work in conjunction with the San Ramon Valley Emergency Preparedness Citizen Corps Council and Contra Costa County Emergency Medical Services to continue educating the public on maintaining a heart-healthy lifestyle; and*

**NOW, THEREFORE, BE IT RESOLVED,** that the San Ramon Valley Fire Protection District Board of Directors proclaim the month of February 2014, as American Heart Month re-dedicating ourselves to fighting heart disease by raising awareness through the HeartSafe Community initiative.

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

Glenn W. Umont, Board President

# **OLD BUSINESS**



# San Ramon Valley Fire Protection District

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

Date: January 22, 2014

To: Board of Directors

From: Christina Kiefer, Division Chief

Subject: Proposed Improvements for Fire Station 32- 1101 Stone Valley Rd., Alamo

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## **Background:**

On November 27, 2013 the District received a feasibility study developed by LCA Architects which evaluated the current condition of the structure and building elements of Fire Station 32. As part of the study, LCA provided recommendations for construction improvements that would be adequate to maintain the station operational for three additional years.

Based on the recommendations, staff will review each item and evaluate the need based on fire safety, life safety, operational continuity and necessary maintenance. Identified items that require improvement will be completed at the earliest opportunity in consideration of District policy and procedures.

## **Recommended Board Action:**

Staff recommends a capital project fund expenditure in an amount not to exceed \$100,000.

# NEW BUSINESS



# MEMORANDUM

## San Ramon Valley Fire Protection District

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

Date: January 22, 2014  
To: Board of Directors  
From: Sue Brooks – District Clerk  
Subject: 2014 Board Budget Workshop

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### **Background:**

Each year, the Board holds a Board Budget Workshop with staff sometime in May. This year, staff would like to suggest the workshop be held on one of the following dates:

- Tuesday, May 20, 2014 – 10 a.m.

or

- Thursday, May 22, 2014 – 10 a.m.

### **Recommended Board Action:**

Staff would like to confirm a date for the 2014 Budget Workshop which will be held here at Admin., in the boardroom.

Thank you.





# San Ramon Valley Fire Protection District

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www.firedepartment.org | info@firedepartment.org

**Date:** January 22, 2014  
**To:** Board of Directors  
**From:** Susan F. Brooks – District Clerk  
**Subject:** Announcement of Upcoming District Vacancy on LAFCO

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## **Background:**

Attached is a memo from the LAFCO Executive Director regarding the upcoming Special District Vacancy on LAFCO and call for nominations.

Each Special District is entitled to nominate a maximum of one Board Member. Nominations/resolution must be submitted to LAFCO by February 28, 2014. A publicly noticed meeting of the Independent Special District Selection Committee is scheduled for Monday, April 21, 2014, at 10 a.m. in conjunction with the quarterly meeting of the Contra Costa Special Districts Association where our Board presiding officer/designated alternate from our District is requested to attend. (The meeting will be held at the Central Contra Costa Sanitary District Multipurpose Room, 5019 Imhoff Place, Martinez). Without a quorum of Independent Special Districts, no action can be taken at the meeting to fill the upcoming vacancy. Only the presiding officer, or his/her Board designee can vote; staff members/Counsel are not authorized to vote.

## **Recommended Board Action:**


Staff is requesting that the Board appoint a representative to attend the meeting on April 21, 2014 at 10 a.m., and to also consider nominating a Board member. Further details are included in the attached memo from LAFCO.



CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION  
651 Pine Street, Sixth Floor • Martinez, CA 94553-1229  
e-mail: LTexte@lafco.cccounty.us  
(925) 335-1094 • (925) 646-1228 FAX

January 14, 2014

TO: Each Board Member and General Manager of Each Independent Special District  
in Contra Costa County

FROM: Lou Ann Texeira, LAFCO Executive Officer 

SUBJECT: Announcement of Upcoming Special District Vacancies on LAFCO, Call for  
Nominations and for Names of Voting Delegates

This is to advise all independent special districts that the terms of two special district members on the Contra Costa Local Agency Formation Commission (LAFCO) will expire on May 5, 2014. The vacancies are for a regular member seat currently held by Dwight Meadows (Contra Costa Resource Conservation District) and the alternate seat currently held by George Schmidt (West County Wastewater District). We are accepting nominations to fill these seats.

Pursuant to Government Code Section 56332 and the Procedures for the Special District Selection Committee, both of which are enclosed, I am announcing the election and calling for nominations for the vacancies to be submitted to the LAFCO office by February 28, 2014. Please see attached 2014 Election Schedule.

The following summarizes the process.

Selection Committee: The Independent Special District Selection Committee (ISDSC) consists of the presiding officer (or his/her designee) of the legislative body of each independent special district. This group appoints the special district members of LAFCO.

Attached please find the current roster of the ISDSC, which was used in conjunction with the 2012 election. Please review and provide us with any updates. For those who did not previously respond, please provide us with the name of your District's presiding officer or designee (must be a board/trustee member). Please respond by February 28, 2014.

Nominations: Each candidate must be nominated by a Special District Board resolution and must be a board member/trustee of an independent special district. The nomination should include the name of the nominee and the district they serve. The nominating resolution must be submitted to LAFCO by the deadline of February 28, 2014. Each independent special district is entitled to nominate a maximum of one board member.

In accordance with established Procedures for the Special District Selection Committee, nominations (by Board resolution) may be made from the floor during the Selection Committee meeting, *but only if no prior nominations by resolution were submitted by any of the independent special districts.*

Election Procedures: A publicly noticed meeting of the Independent Special District Selection Committee is scheduled for Monday, April 21, 2014 at 10:00 a.m. in conjunction with the quarterly meeting of the Contra Costa Special Districts Association, to be held at the Central Contra Costa Sanitary District Multipurpose Room, located at 5019 Imhoff Place in Martinez.

Prior to the meeting, a list of candidates and nominating resolutions will be sent to each special district.

Official ballots will be distributed at the meeting on April 21. Please ensure that the presiding officer/designated alternate for your district will attend this meeting. *Without a quorum of Independent Special Districts no action can be taken at the meeting to fill the vacancies.* Only the presiding officer, or his/her Board designee can vote; staff members/counsel are not authorized to vote.

Prior to or at the election meeting, eligible nominated candidates may circulate a statement of qualifications. At the Selection Committee meeting, each candidate will be given an opportunity to make a brief presentation to the Selection Committee.

Majority Vote: For the Selection Committee to transact business on April 21, a quorum (50% plus one) of independent special districts must be present. We encourage presiding officers to attend; but if they cannot, please authorize another member of the governing board to attend the meeting.

Obligation to Serve on LAFCO: The Commission typically meets monthly on the second Wednesday. Meetings start at 1:30 p.m. and are generally over before 5:00 p.m. Most meetings are held in the County Administration Building in Martinez. A packet of materials to review for each meeting is distributed to Commissioners approximately one week prior to the meeting.

The Commission consists of two city members, two county members, two special district members and one public member, and an alternate member in each category. Alternates generally attend Commission meetings, participate in the deliberations and vote when a regular member in their category is absent or excused from voting.

Please contact the LAFCO office if you have any questions or need additional information.

c: Each Member of the Commission

Attachments

1. Government Code Section 56332
2. Procedures for the Special District Selection Committee
3. 2014 Election Schedule
4. 2012 ISDSC Voting Delegates

# Government Code Section 56332

## Independent Special District Selection Committee

**Alternative member; one vote** 56331.3. If two or more members are absent or disqualify themselves from participating in a meeting of the commission, any alternate member who is authorized to serve and vote in the place of a member shall only have one vote.

**Independent special district selection committee** 56332. (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to attend a meeting of the independent special district selection committee, the legislative body of the district may appoint one of its members to attend the meeting of the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer. Members representing a majority of the eligible districts shall constitute a quorum.

**Principal County**

**Quorum**

**Meetings** (b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:

**Anticipated vacancy** (1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the committee.

(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.

(3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.

**Election in writing** (c) (1) If the executive officer determines that a meeting of the special district selection committee, for the purpose of selecting the special district representatives or for filling a vacancy, is not feasible, the executive officer may conduct the business of the committee in writing, as provided in this subdivision. The executive officer may call for nominations to be submitted in writing within 30 days. At the end of the nominating period, the executive officer shall prepare and deliver, or send by certified

Electronic mail ballot	<p>mail, to each independent special district one ballot and voting instructions. If only one candidate is nominated for a vacant seat, that candidate shall be deemed selected, with no further proceedings.</p> <p>(2) As an alternative to the delivery by certified mail, the executive officer, with the prior concurrence of the district, may transmit the ballot and voting instructions by electronic mail, provided that the executive officer shall retain written evidence of the receipt of that material.</p>
Ballot requirements	<p>(3) The ballot shall include the names of all nominees and the office for which each was nominated. The districts shall return the ballots to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballots to the districts.</p>
Ballot validation and results	<p>(4) If the executive officer has transmitted the ballot and voting instructions by electronic mail, the districts may return the ballots to the executive officer by electronic mail, provided that the executive officer retains written evidence of the receipt of the ballot.</p> <p>(5) Any ballot received by the executive officer after the specified date is invalid. The executive officer shall announce the results of the election within seven days of the specified date.</p>
Appointment of special district members	<p>(d) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed <b>*** <u>members of the legislative body of an independent special district</u></b> residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may serve and vote in place of the regular district member for that meeting. <b>*** <u>Service on the commission</u></b> by a regular district member <b>*** shall not disqualify, or be cause for disqualification of, the member from acting on <u>*** proposals</u> affecting the special district <u>on whose legislative body the member serves.</u></b> The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district <b>*** <u>on whose legislative body</u> the member <u>*** serves.</u></b></p>
District member disqualification	<p>(e) If the office of a regular district member becomes vacant, the alternate member may serve and vote in place of the former regular district member until the appointment and qualification of a regular district member to fill the vacancy.</p>
"Executive officer"	<p>(f) For purposes of this section, "executive officer" means the executive officer or designee as authorized by the commission. (Amended by Stats. 2013, Ch. 87)</p>

**CONTRA COSTA COUNTY SPECIAL DISTRICTS**  
**Procedures for the Special District Selection Committee**  
(Revised January 2010)

The California Government Code, specifically Section 56332, sets forth requirements for the Independent Special Districts Selection Committee ("Selection Committee"). The procedures contained herein are intended to supplement the code and provide local rules relating to the selection of special district members to the Contra Costa Local Agency Formation Commission (LAFCO).

Selection Committee Purpose

The purpose of the Selection Committee shall be to appoint the regular and/or alternate special district members to the Contra Costa LAFCO whenever a term expires or a vacancy exists for the regular or alternate special district member seats. The term of office of each LAFCO member shall be four years and until the appointment and qualification of his or her successor (Gov. Code §56334).

Selection Committee Membership

The Selection Committee shall be comprised of the presiding officer of the legislative body of each independent special district. If the presiding officer is unable to attend a Committee meeting, the district may appoint one of its other members to attend the meeting (Gov. Code §56332).

Selection Committee Meetings

The LAFCO Executive Officer shall notify all independent special districts of a vacancy or impending vacancy in the position of regular or alternate special district member and shall schedule a meeting of the Selection Committee.

To the extent possible, Selection Committee meetings shall be scheduled in conjunction with meetings of the Contra Costa Special Districts Association as a convenience to members and for efficiency.

The Executive Officer shall provide a schedule to submit nominations to all independent special districts prior to the Selection Committee meeting.

All meetings of the Selection Committee shall be open meetings and comply with all applicable provisions of the Ralph M. Brown Act.

Quorum

Each presiding officer (or appointed alternate board member) attending the Selection Committee meeting shall be required to register their attendance. Members representing a majority of the eligible districts shall constitute a quorum for the conduct of the Selection Committee business. No meeting shall be convened prior to establishing a quorum. The Committee shall act by majority vote of the quorum, or if more than a quorum is present at the meeting, by majority vote of those members present.

Nomination Procedures

Members of governing boards of independent special districts may be nominated to serve as a regular or alternate special district member of the Contra Costa LAFCO (Gov. Code §56332).

Each independent special district shall be entitled to nominate a maximum of one board member per vacancy (i.e., for each regular and each alternate seat) from any district. Districts are required to make nominations by adoption of a Board resolution.

Upon selection of a nominee, the presiding officer of the district shall provide written notification of the nomination, including a copy of the Board resolution, to the LAFCO Executive Officer.

All nominations received in sufficient time prior to a Selection Committee meeting will be copied and distributed to the presiding officer of each independent special district.

Nominations may be made from the floor at the Selection Committee meeting, but only if no prior nominations by resolution were submitted by any of the independent special districts.

#### Balloting Process

Each nominee will be afforded an opportunity to make a brief statement (maximum of five minutes) at the Selection Committee meeting. Following these presentations, members of the Selection Committee may discuss the appointment prior to the vote being taken.

Nominees shall be selected based on the following process:

- A ballot listing all known nominees shall be prepared and copied for the meeting. Each ballot shall have opposite the nominee's name a box to record the vote. In the event that no prior nominations by resolution are submitted, a ballot containing blank lines to vote for nominees who are put forth from the floor at the Selection Committee meeting shall be distributed at the meeting.
- Each ballot shall have a line for the name of the special district that is casting the vote and a line for the name of the voting delegate. The ballot will not be counted if the name of the special district and voting delegate are not included.
- After votes are tallied, each delegate's vote will be announced during the meeting.

#### Selection of LAFCO Members

The person selected to serve shall have received a majority of the votes cast in the election.

If there are more than two nominees for a single seat and no individual receives the majority of the total votes cast in the first ballot there shall be a run-off election between the two nominees who received the greatest number of votes.

If there are only two nominees for a single seat and each receives an equal number of votes, the selection to serve on LAFCO shall be done by a "straw draw" unless one of the two candidates chooses to relinquish the position.

If, as a result of an election, the Alternate Special District member on LAFCO is chosen as a Regular Special District Member, another election shall be held at a subsequent Selection Committee meeting to fill the new vacancy in the Alternate Member position.

#### Alternate Nominating and Balloting Process

In the event that the LAFCO Executive Officer determines that securing a quorum of Selection Committee members for a meeting is not feasible, the Executive Officer may conduct the business of the Selection Committee in writing (Gov. Code §56332).

**SPECIAL DISTRICT SELECTION COMMITTEE 2014 ELECTION SCHEDULE**

<b><u>Date/Deadline</u></b>	<b><u>Task</u></b>
1/13/14	Send letter announcing vacancy and election schedule, call for nominations and names of voting delegates
2/28/14	Deadline for submitting names of voting delegates and nominating resolutions
3/6/14	Send election meeting reminder and list of candidates and nominating resolutions to each independent special district
3/24/14	Send notice of Special District Selection Committee meeting to newspapers (for publication on 3/31/14)
4/21/14	<b>Conduct election in conjunction with CCSDA meeting</b>
4/28/14	Transmit election results (within 7 days of election by statute)



DISTRICT	NAME	TITLE		ALTERNATE
ALAMO-LAFAYETTE CEMETERY DIST	Primo Facchini	BOARD PRESIDENT		
AMBROSE REC & PARK DIST	Judy Dawson	BOARD CHAIR		
B-B-K-U CEMETERY DIST	Barbara Guise	BOARD CHAIR	✓	
BETHEL ISLAND MID	Dan Thippen	BOARD PRESIDENT	✓	
BYRON SANITARY DISTRICT	Lee Cummings	BOARD DIRECTOR		
CENTRAL CONTRA COSTA SANITARY DIST	Michael McGill	BOARD DIRECTOR	✓	David Williams
CONTRA COSTA MOSQUITO & VECTOR CONTROL	Sharyn Rossi	BOARD DIRECTOR	✓	
CONTRA COSTA RESOURCE CON DIST	Igor Skaredoff	BOARD PRESIDENT	✓	
CONTRA COSTA WATER DISTRICT	John Burgh	BOARD DIRECTOR	✓	
CROCKETT COMMUNITY SERVICES DISTRICT	Patrick Glover	BOARD DIRECTOR	✓	John MacKenzie
DIABLO CSD	Jeff Haug	BOARD PRESIDENT	✓	Marilee Headen, Ray Brant, Kathy Torru
DIABLO WATER DISTRICT	Howard Hobbs	BOARD PRESIDENT	✓	Edward Garcia, Kenneth Crockett, Richard Head
TOWN OF DISCOVERY BAY CSD	Kevin Graves	BOARD VICE PRESIDENT	✓	
EAST CONTRA COSTA IRRIGATION DIST	Glenn Stonebarger	BOARD PRESIDENT	✓	
GREEN VALLEY REC & PARK DIST	Scott Horton		✓	NOT IN ATTENDANCE
IRONHOUSE SANITARY DIST	Doug Hardcastle	BOARD DIRECTOR	✓	David Contreras, David Huerta, Chris Lauritzen, Michael Painter
KENSINGTON FIRE PROTECTION DISTRICT	Nina Harmon Ramsey	BOARD DIRECTOR	✓	Joe De Ville
KENSINGTON POLICE PROT & CSD	Tony Lloyd	BOARD DIRECTOR	✓	
TOWN OF KNIGHTSEN CSD	Linda Weekes	BOARD DIRECTOR		
LOS MEDANOS COMMUNITY HEALTHCARE DIST	Marilyn Condit	BOARD PRESIDENT	✓	
MORAGA-ORINDA FIRE DIST	Fred Weil	BOARD PRESIDENT	✓	Frank Sperling, John Wyro
MT. DIABLO HEALTHCARE DIST	Grace Ellis	BOARD CHAIR		
MT. VIEW SANITARY DIST	Stan Caldwell	BOARD DIRECTOR	✓	Elmer J. Schaal
PLEASANT HILL REC & PARK DIST	Bobby Glover	BOARD DIRECTOR	✓	Sherry M. Sterrett
RECLAMATION DIST (RD) 799				
RD 800	Pete Hansen	BOARD DIRECTOR	✓	
RD 830	Tom Williams	BOARD PRESIDENT		
RD 2024	Robert Cecchini	BOARD DIRECTOR	✓	
RD 2025	David Forkel	Chairman	✓	
RD 2026	David Forkel	Chairman	✓	
RD 2059	Gene Lewis	BOARD DIRECTOR		
RD 2065	Coleman Foley	BOARD PRESIDENT	✓	Tom Baldocchi, Jr. Tom Baldocchi, Sr.
RD 2090				
RD 2117	Joyce Speckman	BOARD DIRECTOR	✓	
RD 2121				
RD 2122	Robert Calone	BOARD PRESIDENT		
RD 2137	Brent Gilbert	BOARD DIRECTOR		
RODEO-HERCULES FIRE PROTECTION DIST	Bill Prather	DIRECTOR		
RODEO SANITARY DISTRICT	Mike Carlson	BOARD SECRETARY	✓	
ROLLINGWOOD-WILART REC & PARK DIST	Charlotte Rude	BOARD DIRECTOR		
SAN RAMON VALLEY FIRE PROTECTION DIST	Tom Linari	BOARD PRESIDENT	✓	Roxanne Lindsay
STEGE SANITARY DISTRICT	Al Miller	BOARD DIRECTOR	✓	
WEST CONTRA COSTA HEALTHCARE	Eric Zell	BOARD VICE CHAIR	✓	
WEST COUNTY WASTEWATER DIST	Leonard L. Battaglia	BOARD PRESIDENT	✓	Alfred M. Granzella

✓ & shading denote confirmation received from district

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**1500 Bollinger Canyon Road, San Ramon, CA 94583**



**Board of Directors – 2014**

**President:**

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**Vice –President:**

Jay Kerr – 1146 Canyon Hills Road, San Ramon, CA 94582  
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**Directors:**

Gordon Dakin – 13 Ramon Court, Danville, CA 94526  
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Jennifer G. Price - 4128 Whispering Oaks Lane, Danville 94506  
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Matthew J. Stamey – 222 Arthur Court, Danville, CA 94526  
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**Counsel to the Board:**

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**Standing Committees:**

Long Range Planning/Fire Prevention:	Chair, Director Dakin, and Director Price
Personnel:	Chair, Director Stamey, and Director Kerr
Finance:	Chair, Director Kerr, and Director Dakin
Facilities:	Chair, Director Price, and Director Stamey
CERT/PAC:	Director Kerr

**Fire Chief:** Paige Meyer (925) 838-6601, office (925) 570-4411, cell

**District Clerk:** Susan F. Brooks (925) 838-6661, office

<b><u>Board Terms Expire:</u></b>	11/2014	Directors Price and Umont
	11/2016	Directors Dakin, Kerr and Stamey



# 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: January 22, 2014

To: Board of Directors

From: Paige Meyer, Fire Chief  
Ken Campo, Financial Consultant

Subject: 2013-14 Mid-Year Budget Review and Updated Long-Term Forecast

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## **Background**

As Chief Meyer reported to the Board in June 2013, the 2013-2014 Annual Operating Budget was balanced through a combination of measures, including reductions in capital spending, cuts in services and supplies, and most importantly, reaching agreement with the Union on a number of significant cost-saving provisions. These measures, combined with a rebound in property values, have placed the District's Budget in a financially sustainable position over the long-term, consistent with the District's Strategic Plan and the Board's stated goals.

Staff has conducted a mid-year budget review of the District's Fiscal Year 2013-2014 Annual Operating Budget in order to determine how actual operating results compare with the adopted budget, and whether any mid-year budget adjustments are necessary. Attached for your review and consideration is a Financial Summary comparing actual operating results for 2011-12 and 2012-13 with the Budget and current projections for 2013-14. Also included is a revised long-term forecast, updated with the most recent financial information.

As discussed in greater detail below, overall, the financial outlook for the District has improved considerably as we head into the second half of fiscal 2013-14.

## **General Fund Revenues**

General Fund revenue is projected to exceed budget by approximately \$3.5 million, primarily due to increased property tax revenue. The assessed valuation of property within the District, as certified by the County Assessor, rose by almost 6% in 2013. As a result, property tax revenue for the year is projected to be \$3 million more than budgeted. This represents a 7.5% increase over the amount of property tax revenue collected last year. (The reason for the higher percentage increase in revenue as compared to assessed value has to do with the significant property tax refunds that were offset against revenue last year.)

Ambulance service charges are expected to be \$250,000 higher than initially budgeted as a result of the transport fee increase and new "First Responder Assessment Without Transport" that went into effect in January 2014. Fire plan review and inspection fees are also expected to come in higher than budget, by \$121,000, as a result of increased construction activity and increased fees effective August, 2013.

Also contributing to the higher projected revenue for 2013-14 is approximately \$273,000 of State OES strike team reimbursements; but this revenue just offsets the added overtime and operational costs associated with the strike team deployments.

### **General Fund Expenditures**

Overall, General Fund expenditures are tracking slightly lower than budget, with projected budget savings of \$617,000. The District currently has a number of vacant positions that are expected to generate salary and benefit savings of about \$1.5 million. This amount is offset by increased overtime of around \$1 million associated with minimum staffing and strike team deployments.

Non-personnel related services and supplies are tracking well below budget through mid-year, but it is difficult to determine if this trend will continue throughout the year given the timing, volume and variety of goods and services required in District operations.

### **Capital Projects Fund Revenue and Expenditures**

Included in the Capital budget is \$155,000 for various station improvements and \$100,000 for general expenditures associated with a new Station 32. Through mid-year, only \$7,600 had been spent on station improvements and \$33,000 on new Station 32 landscaping, fencing and architectural work. (The architectural work was actually performed last fiscal year, with payment occurring this year.)

The budget also included \$70,000 in contingency for unanticipated repair and maintenance costs, which is still available.

### **Apparatus/Equipment Replacement Fund**

Two command vehicles were budgeted in the Apparatus/Equipment Replacement Fund, along with a minor amount for payroll software upgrades. One command vehicle for the Fire Chief has been acquired and the second command vehicle is on hold at present. Finance and HR staff are currently evaluating options with respect to our existing payroll software, which the vendor (ADP) has indicated will not be supported for much longer given the majority of their customers have migrated to newer versions of the software.

The District also took delivery of three ambulances that were budgeted, and ordered, last fiscal year. Payment of \$623,000 was made this year from carryover budget funding.

### **Federal Grant Fund**

The budget included \$1,500,000 for the replacement of Self-Contained Breathing Apparatus (SCBA's) and \$362,000 for the regional EBRCS radio system project. The District anticipates federal grant funding of \$867,000 and regional funding from our EBRCS partners of \$56,000 to offset these costs, leaving the District with a net cost of approximately \$939,000. This amount was budgeted as a transfer from the General Fund to the Federal Grant Capital Projects Fund in 2013-14.

Both projects are in progress and scheduled to be completed this fiscal year. The federal grant money has been approved and allocated to the District, and we've received \$13,000 to date from our regional partners in the EBRCS radio project.

### **Increase in Fund Balance/Reserves**

The District reports the difference between assets and liabilities as fund balance. The amount of fund balance is a significant measure of fiscal health. The District has an adopted Fund Balance Policy that requires minimum levels of fund balance. Included with this report is an informational graph of the District's fund balance at the end of the fiscal year.

The 2013-14 adopted budget was essentially balanced budget, with a projected ending balance of \$36M. Current projections have revenues exceeding expenditures by \$4M, which now brings the overall projected fund balance at June 30, 2014 to \$40M. The projected Fund balance at June 30, 2014 meets the minimum requirements of the District's Fund Balance Policy.

### **Long Term Forecast - Assumptions**

As mentioned earlier, an updated Long-Term Forecast is also included with this report. The forecast covers the five year period 2013-14 through 2017-18, and includes the following major assumptions:

- Property tax revenue increase by 2% per year in each year.
- EMS charges increase by 2% per year.
- Other service charges increase by 1.5% per year.
- Cell tower lease revenue based on current lease terms; escalated at 4% thereafter.
- No salary adjustments are included in the projection; step increases will be offset by lower starting salaries for new hires.
- Pension contribution costs are actual for 2014-15, and projected flat thereafter based on the most recent information from CCCERA indicating rates will remain the same or decline slightly (by 0.7%) through 2018-19.

- Employee/Retiree health insurance costs are projected based on January 1, 2014 rates, current enrollment, and escalated based on healthcare trends provided by the District's OPEB actuarial report.
- Services and supplies are based on current budget escalated at 2.5% per year.
- Capital contributions are based on the Bartie-Wells 10-year average capital replacement cost which utilized a 3.5% escalation factor.
- OPEB contributions of \$1M beginning 2014-15, escalated at 5% per year. These contributions represent a combination of employee/retiree 8% health premium cost-share and District matching.

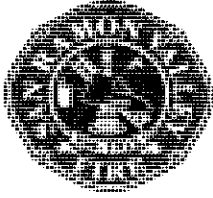
#### Mid-Year Budget Requests

- None at this time.



## San Ramon Valley Fire Protection District Financial Summary

	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Budget 2013-14</u>	<u>Projected 2013-14</u>
<b>Revenue</b>				
Property tax revenue	\$49,329,131	\$48,507,267	\$49,264,960	\$52,307,950
Federal grant	245,151	1,701,649	977,829	\$977,829
Interest income	98,834	58,257	118,600	\$60,000
Ambulance services	2,439,773	2,743,005	2,700,000	\$2,950,000
Reimbursement from State & County	217,116	172,358	68,000	\$306,000
Inspection, plan review fees & citations	344,270	510,654	479,000	\$600,000
Cellular tower rental income	189,978	322,020	350,000	\$350,000
Sale of property	7,960	367,722	0	\$18,700
Miscellaneous	64,127	50,358	25,500	\$66,240
Debt issuance	0	0	100,000	0
Total revenue	<u>52,936,340</u>	<u>54,433,289</u>	<u>54,083,889</u>	<u>57,636,719</u>
<b>Expenditures</b>				
Salaries	21,402,577	20,348,392	20,587,740	19,733,197
Overtime	5,943,633	6,533,121	5,217,500	6,233,962
Pension contribution	11,131,763	11,797,439	12,019,863	11,497,956
Insurance	6,306,686	6,540,578	6,657,846	6,500,818
OPEB contribution	0	0	520,473	520,473
Services and supplies	4,400,789	4,013,154	4,774,264	4,774,264
Debt service	2,948,169	1,858,719	1,963,273	1,863,273
Capital projects/contribution	783,893	2,950,547	2,329,936	2,329,936
Total expenditures	<u>52,917,510</u>	<u>54,041,951</u>	<u>54,070,895</u>	<u>53,453,879</u>
Reserve addition (use)	<u>\$18,830</u>	<u>\$391,338</u>	<u>\$12,994</u>	<u>\$4,182,841</u>

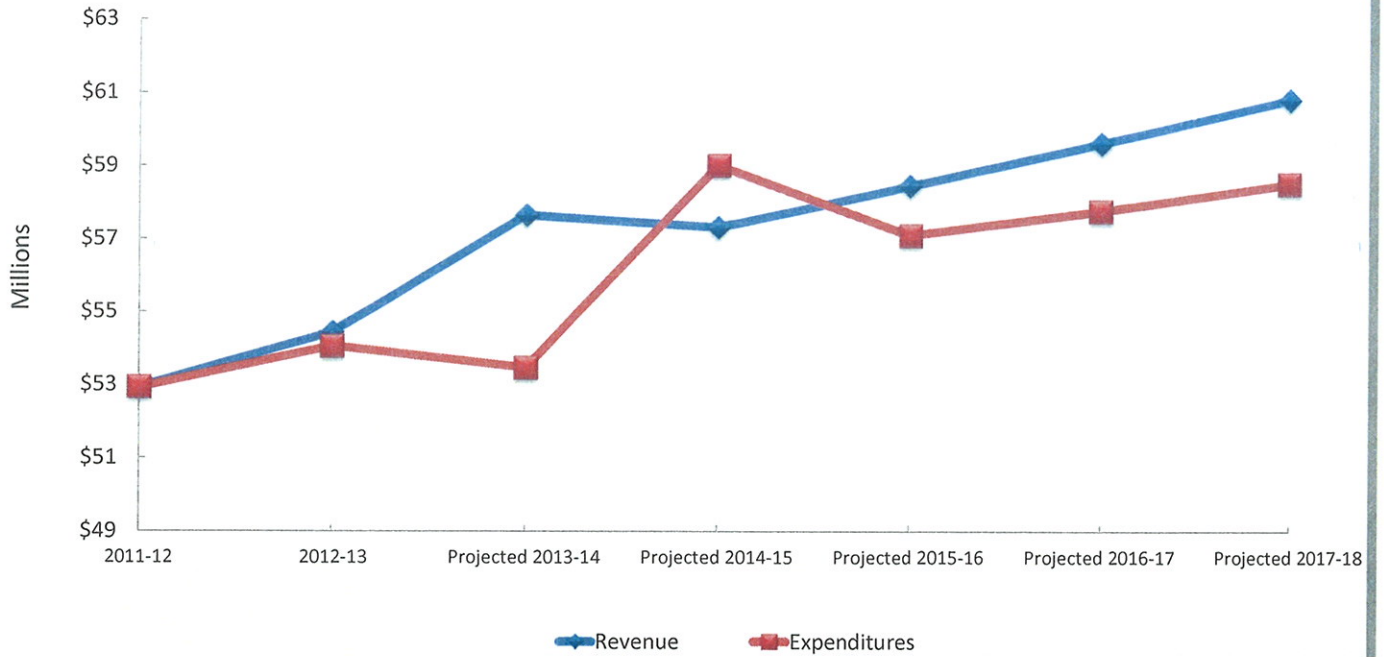


**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**LONG TERM FORECAST**  
**FISCAL YEARS 2013-14 THROUGH 2017-18**  
**As of January 2014**

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Estimated beginning fund balance	\$36,794,959	\$40,977,800	\$39,284,149	\$40,642,309	\$42,500,985
<b>Revenue forecasts:</b>					
Property tax revenue	\$52,307,950	\$53,354,109	\$54,421,191	\$55,509,615	\$56,619,807
Federal grant	977,829	0	0	0	0
Interest income	60,000	71,711	68,747	71,124	74,377
Ambulance services	2,950,000	2,979,500	3,039,090	3,099,872	3,161,869
Reimbursement from State & County	306,000	33,000	33,000	33,000	33,000
Inspection, plan review fees & citations	600,000	609,000	618,135	627,407	636,818
Cellular tower rental income	350,000	203,448	211,848	220,248	229,058
Sale of property	18,700	0	0	0	0
Miscellaneous	66,240	50,000	50,000	50,000	50,000
Debt issuance	0	0	0	0	0
<b>Total Revenue</b>	<b><u>57,636,719</u></b>	<b><u>57,300,768</u></b>	<b><u>58,442,011</u></b>	<b><u>59,611,266</u></b>	<b><u>60,804,929</u></b>
<b>Expenditure forecasts:</b>					
Salaries	19,733,197	20,567,269	19,435,057	19,435,057	19,435,057
Overtime	6,233,962	5,960,962	5,960,962	5,960,962	5,960,962
Pension contribution	11,497,956	16,105,358	14,661,428	14,633,261	14,633,261
Insurance	6,500,818	6,955,875	7,442,786	7,963,781	8,521,246
OPEB contribution	520,473	1,000,000	1,050,000	1,102,500	1,157,625
Services and supplies	4,774,264	4,893,621	5,015,961	5,141,360	5,269,894
Debt service	1,863,273	1,797,334	1,803,657	1,801,669	1,803,050
Capital projects/contribution	2,329,936	1,714,000	1,714,000	1,714,000	1,714,000
<b>Total Expenditures</b>	<b><u>53,453,879</u></b>	<b><u>58,994,419</u></b>	<b><u>57,083,851</u></b>	<b><u>57,752,590</u></b>	<b><u>58,495,095</u></b>
<b>Net Increase/Decrease</b>	<b><u>4,182,841</u></b>	<b><u>(1,693,651)</u></b>	<b><u>1,358,160</u></b>	<b><u>1,858,676</u></b>	<b><u>2,309,834</u></b>
<b>Estimated ending fund balance</b>	<b><u><u>\$40,977,800</u></u></b>	<b><u><u>\$39,284,149</u></u></b>	<b><u><u>\$40,642,309</u></u></b>	<b><u><u>\$42,500,985</u></u></b>	<b><u><u>\$44,810,819</u></u></b>
<b><u>GENERAL FUND RESERVE</u></b>					
Projected Fund Balances	\$40,977,800	\$39,284,149	\$40,642,309	\$42,500,985	\$44,810,819
50% of Revenues (General Fund Only)	28,329,445	28,650,384	29,221,006	29,805,633	30,402,465
<b>Over (Under) Minimum Reserve</b>	<b>\$12,648,354</b>	<b>\$10,633,764</b>	<b>\$11,421,303</b>	<b>\$12,695,352</b>	<b>\$14,408,354</b>
<b>Projected as of January 2014</b>	<b>44.65%</b>	<b>37.12%</b>	<b>39.09%</b>	<b>42.59%</b>	<b>47.39%</b>

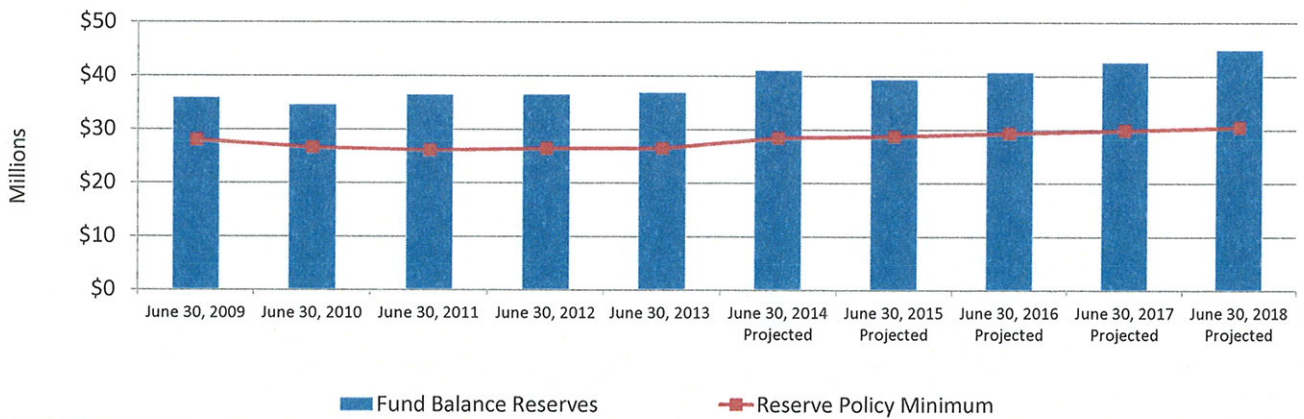


### San Ramon Valley Fire Protection District Revenue and Expenditures



◆ Revenue      ■ Expenditures

### Fund Balance Reserves



■ Fund Balance Reserves      ■ Reserve Policy Minimum

# CORRESPONDENCE

## Brooks, Sue

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**From:** Meyer, Paige  
**Sent:** Monday, January 13, 2014 2:06 PM  
**To:** Brooks, Sue  
**Subject:** FW: Follow-up to your card

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**From:** Dunn, Edward F CCS [redacted]  
**Sent:** Monday, January 13, 2014 5:49 AM  
**To:** Meyer, Paige  
**Subject:** Follow-up to your card

Dear Chief Meyer,

Thank you for the card!

As you are aware, three members of your department assisted me this past December 9<sup>th</sup> due to low oxygen rates which later turned out to be pneumonia in both lungs (I have since made a full recovery.)

I was extremely impressed with the professionalism of the emergency personnel who responded to help me. I told my wife it was like a Hollywood production where these three good looking fireman showed up, took charge of the situation and immediately began to implement actions that made me feel better (oxygen and nebulizer.) The compassion exhibited by your personnel was especially appreciated because I was just passing through California on my way to Connecticut from China and did not have my immediate family members around for support.

Congratulation on running a world-class, customer focused operation and my best wished for the new year!

Sincerely,

Ed Dunn

Tuolumne County  
Administration Center  
2 South Green Street  
Sonora, CA 95370



Alicia L. Jamar  
Chief Deputy Clerk  
of the Board  
Of Supervisors

Telephone: (209) 533-5521  
Facsimile (209) 533-6549  
www.tuolumnecounty.ca.gov

**BOARD OF SUPERVISORS  
COUNTY OF TUOLUMNE**

Sherri Brennan, First District  
John L. Gray, Fourth District

Randell A. Hanvelt, Second District

Evan Royce, Third District  
Karl Rodefer, Fifth District

December 26, 2013

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

Dear Chief Meyer,

The Rim Fire started on August 17, and is the largest wildfire in Tuolumne County history consuming over 257,000 acres. It is now the third largest wildfire in California history and the largest wildfire in the Sierra Nevada range. As the residents of Tuolumne County begin the slow recovery from the effects of the devastating Rim Fire, the Tuolumne County Board of Supervisors extends its sincere appreciation for the overwhelming response to our community during the Rim Fire incident.

The effects of the Rim Fire were felt across the state and assistance came from all over the Country to support the community in a number of ways. A request for Mutual Aid was submitted resulting in over 275 federal, state, county, city and district agencies responding without hesitation. Thousands of residents received evacuation advisories along the Hwy 120 and 108 corridors and these amazing individuals put their own safety at risk to take care of the families affected by such an overwhelming event. These dedicated first responders worked tirelessly with local fire and law enforcement to ensure the safety and wellbeing of those affected by this catastrophic fire. The Board of Supervisors commends all those who responded and worked tirelessly during the weeks the fire was threatening so many.

Sincerely,

Randell A. Hanvelt, Chair

RECEIVED  
COUNTY CLERK  
COUNTY OF TUOLUMNE  
SONORA, CALIFORNIA  
12/27/2013



*"In every walk with nature one receives far more than he seeks."  
- John Muir*

December 2013

Dear *Denise*,

As a generous supporter of Save Mount Diablo this year, you have demonstrated how much you care about the mountain and how much you want to help protect it. As a special thank you for your dedication, we are excited to send you our 2014 "Images of Diablo" calendar.

When you see Board Member Scott Hein's incredible photos featured in this calendar, we hope you will be reminded of all the reasons why the Diablo wilderness is so important—from the amazing views of dramatic landscapes, to the wildlife that inhabits them, to the cherished memories of your own adventures on the mountain—we hope you can feel good knowing you are playing a vital role in Diablo's preservation.

Your support has helped us preserve, defend and restore natural lands in our community making it a better place for all of us to live. You have contributed to a number of successes this year including:

- The acquisition of three properties including our highest priority, the 1,080 acre Curry Canyon Ranch, as well as another property with a large section of Marsh Creek.
- The permanent preservation of Roddy Ranch, which will become a new East Bay Regional Park District preserve instead of 700 housing units and a hotel.
- The restoration of the Mount Diablo Beacon which sits atop the mountain and now will shine brightly each year on Pearl Harbor Day for generations to come.

We hope that you will enjoy the photos today and throughout the year ahead—and are reminded of what you are protecting. And of course, keep us in mind as you plan for 2014. Your continued partnership makes a difference in the preservation of natural lands in the Diablo wilderness.

Best wishes for the New Year from all of us!

Sincerely,

Staff & Board of  
Save Mount Diablo

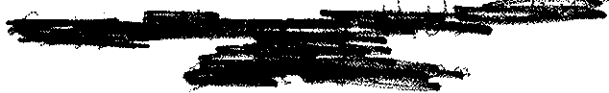
*Thank you so much for supporting  
SMD & helping us love the mountain!  
We're so grateful for your services at  
our fundraising events (2014  
Moonlight is 9/6 & Mount Diablo Challenge is 10/5)  
Hope you have a wonderful holiday season! Kelly*

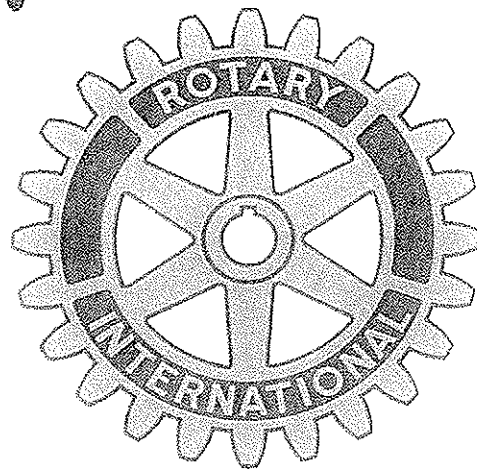
12-15-13

Dear Chief Meyer,

On Monday Nov 25<sup>th</sup> your EMT came to my home in response to my 911 call. They were here in minutes and I know they did everything possible to save ~~my~~ ~~Resuscitate~~ my wife. Chaplain Jeremy Mann was very comforting. Please thank your EMT Responders on my behalf for their dedicated service. God Bless,

Julius & Sandy Kahn & Family





## San Ramon Valley Rotary

*January 1, 2014*

*As we wrap up the 18th annual One Warm Coat Drive, we want to thank you for your support this year. What started out 18 years ago in our club founder's garage is now a major service project. As of this date, we have collected over 6000 coats and blankets. We don't know the exact count for this year as we are still collecting and counting. Clothing is being distributed to homeless men, single mothers and their children by our club members. Charities include but are not limited to: The New Hope International Church in Concord, St. Vincent de Paul-Pittsburg, Emeryville Community Action Program, Shelter Incorporated-Martinez, Crossroads Shelter-Pittsburg, Salvation Army, VA Hospital-Livermore and Romanian Oversea Organization. On behalf of the Rotary Club of the San Ramon Valley and the charities that we support, we thank you from the bottom of our heart and wish you a very healthy and prosperous 2014.*

# 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: January 22, 2014  
To: Board of Directors  
From: John Duggan, Interim Assistant Chief, Operations  
Subject: Monthly Operations Report for December 2013

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## Training

1. Training Captain Shafer released to full duty assignment
2. Training personnel formalizing lesson plans for District FF-II Recruit Academies
3. Second quarter testing for 2013 Recruit personnel completed
4. Gas and Electrical Emergency training completed
5. EBRCs Training Module IV being developed

## EMS

1. Delivery of 2014 Quarter I EMS training module initiated
2. 2014 flu season shots for District personnel delivered
3. Distribution of 2014 EMS Protocols completed
4. Completed District's transition to the use of Fentanyl

## Special Operations

1. Hazardous Materials Team

2014 Quarter I training module delivery initiated

# Standards of Cover Policy Compliance Report

## December 1, 2013 - December 31, 2013

First Unit Response	SOC Goal 1, 5, 6				SOC Goal 2, 5, 6				SOC Goal 3, 5, 6				SOC Goal 5, 6			
	Urban (Count = 297)		Suburban (Count = 90)		Rural (Count = 3)		Wilderness (Count = 0)		Urban (Count = 3)		Suburban (Count = 3)		Rural (Count = 3)		Wilderness (Count = 0)	
	Goal	Actual	Y-T-D	Y-T-D	Goal	Actual	Y-T-D	Y-T-D	Goal	Actual	Y-T-D	Y-T-D	Goal	Actual	Y-T-D	Y-T-D
	7:00	7:12	6:45	100%	8:00	7:59	7:34	100%	15:00	13:11	11:06	100%	21:00	0:00	33:40	100%
		97%	100%			100%	100%			100%	100%			0%	0%	100%

ERF Fire Response	SOC Goal 4				SOC Goal 5, 6				SOC Goal 7							
	Urban (Count = 1)		Suburban (Count = 1)		Rural (Count = 0)		Wilderness (Count = 0)		Urban (Count = 1)		Suburban (Count = 1)		Rural (Count = 0)			
	Goal	Actual	Y-T-D	Y-T-D	Goal	Actual	Y-T-D	Y-T-D	Goal	Actual	Y-T-D	Y-T-D	Goal	Actual	Y-T-D	
	11:00	14:50	13:24	17%	12:00	13:50	13:50	0%	21:00	0:00	14:46	100%	45:00	0:00	0:00	0%
		0%	17%			0%	0%			0%	100%			0%	0%	0%

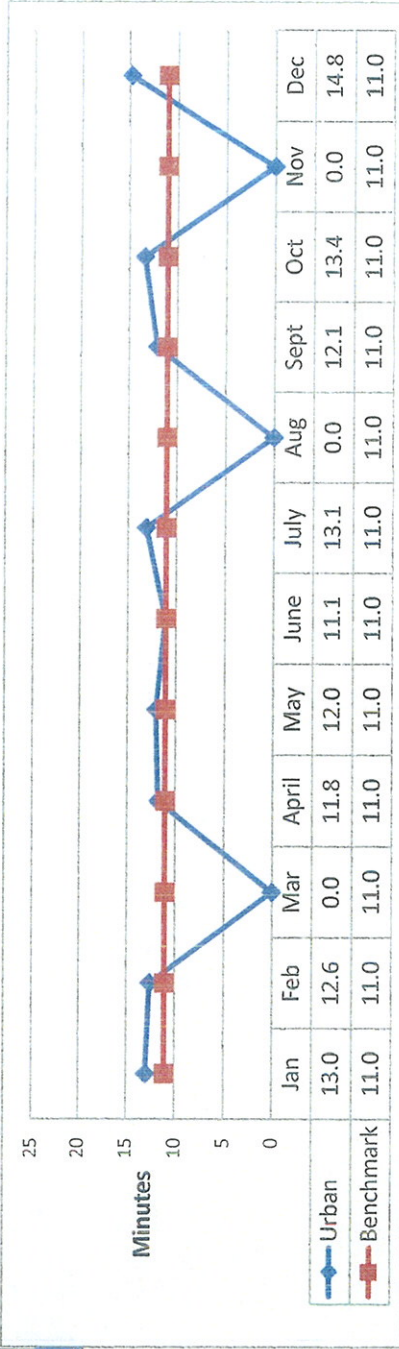
ERF Medical Response	SOC Goal 8				SOC Goal 9				SOC Goal 10							
	Urban (Count = 103)		Suburban (Count = 30)		Rural (Count = 0)		Wilderness (Count = 0)		Urban (Count = 0)		Suburban (Count = 0)		Rural (Count = 0)			
	Goal	Actual	Y-T-D	Y-T-D	Goal	Actual	Y-T-D	Y-T-D	Goal	Actual	Y-T-D	Y-T-D	Goal	Actual	Y-T-D	
	9:00	8:23	8:27	100%	10:00	9:26	9:22	100%	21:00	0:00	15:50	100%	45:00	0:00	31:24	100%
		100%	100%			100%	100%			0%	100%			0%	0%	100%

SOC Goal 7			
Call Processing Time		Turnout Time	
Goal	Actual	Y-T-D	Y-T-D
1:00	0:49	0:46	1:48
	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***

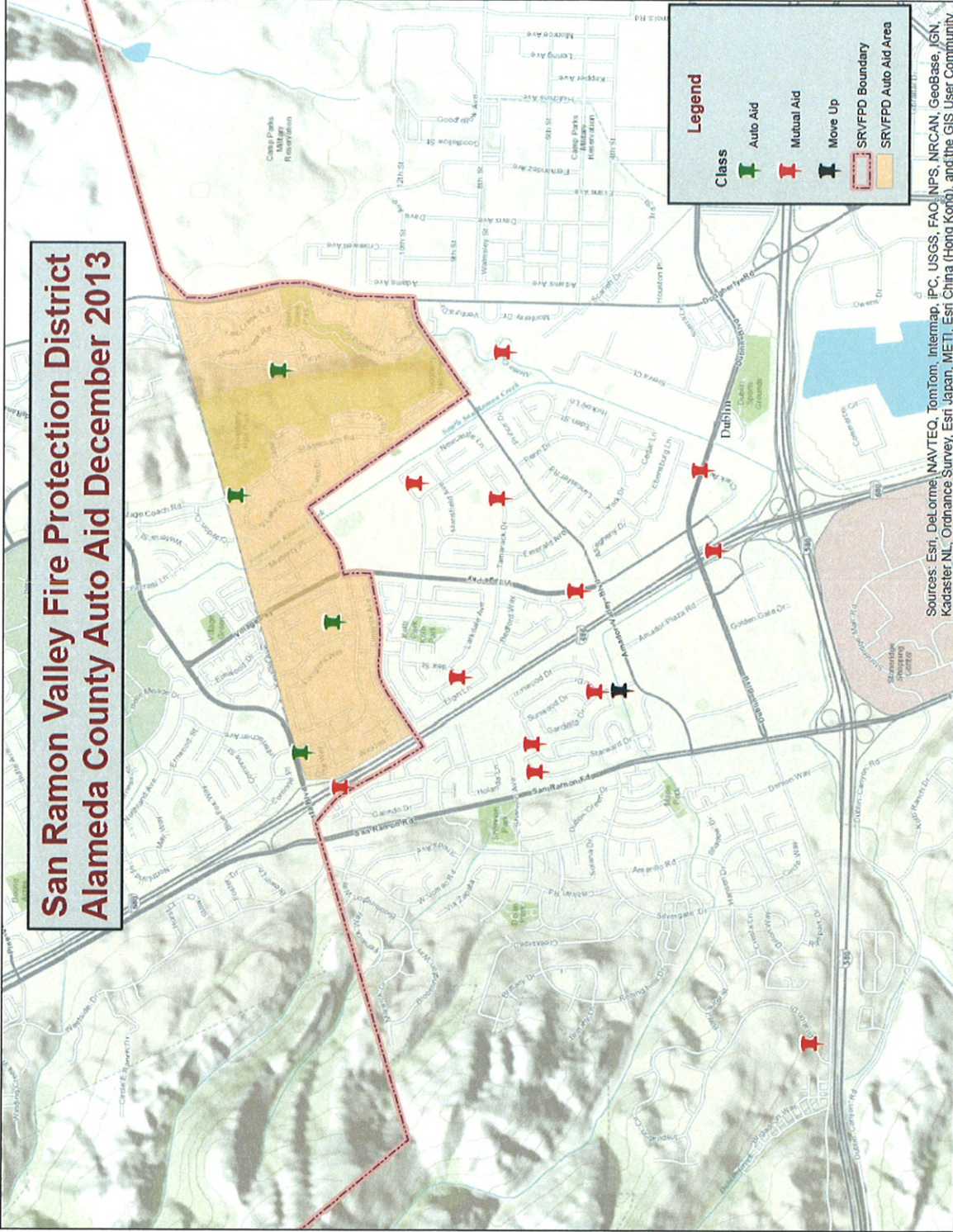
A concentrated focus will be placed on systems, training and feedback measures to crews to lower dispatch and turnout time reflex measures to national best practices of 1 minute for dispatch and 2 minutes for fire crew turnout, 90 percent of the time.

**Goal 8**

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

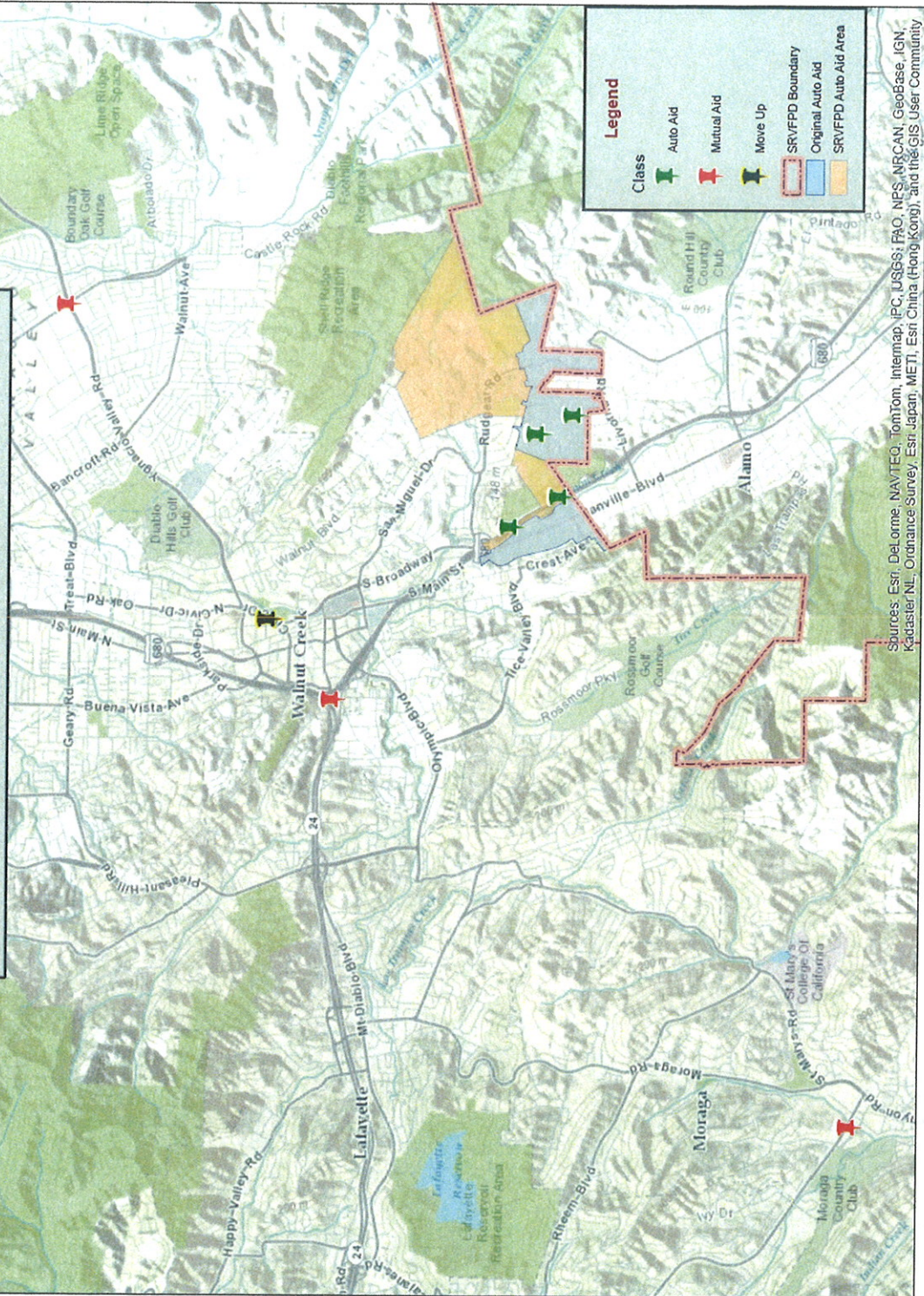
To treat medical patients requiring advanced procedures and skills (defined as Charlie, Delta or Echo), a two-unit response consisting of one paramedic-staffed ambulance and one additional paramedic-staffed unit for a response force of at least five personnel should arrive within 6 minutes travel time 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 December 2013



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

# San Ramon Valley Fire Protection District Contra Costa County Auto Aid December 2013



Sources: Esri, DeLorme, NAVTEQ, TomTom, Intermap, IPC, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kataster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), and theGIS User Community

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



# **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: January 22, 2014  
To: Board of Directors  
From: John Duggan, Interim Assistant Chief, Operations  
Subject: Monthly Support Services Report for December 2013

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## Facilities

1. Kitchen countertop replacement projects at Stations 30 and 39 completed

## Fleet

1. Two new ambulances have been outfitted with District EMS and communications equipment, and are in service as PM39 and RM31. The third new ambulance is tentatively scheduled to be in service by January 21<sup>st</sup>
2. District Fleet Mechanics attended a training class in Sacramento for the purpose of receiving the instruction necessary in order to interpret the service codes that are displayed on new District apparatus

## Technology Systems

1. Programmed Communications Center and all fire station radios for EBRCS transition
2. Reprogrammed Alameda County Fire radios at all District stations bordering ALCO
3. Completed installation of radio and MDC equipment in three new District ambulances
4. Researched data and prepared reports for NAED accreditation
5. Completed the hiring of contract employee Joan Rickard as a GIS Analyst

## Communication Center

1. Completed draft of Emergency Medical Dispatch reaccreditation report
2. Communications Center Dispatch Consoles programmed for ALCO EBRCS capability
3. Conducted Communications Division Meeting
4. 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](http://www.firedepartment.org) | [info@firedepartment.org](mailto:info@firedepartment.org)

Date: January 22, 2014  
To: Board of Directors  
From: Christina Kiefer, Division Chief  
Subject: December Report of Fire Prevention Activities

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## Activities

### Community Education Program Activity - 2013

Attached are the Community Education Program Activity statistics for the year end of 2013. In summary, more than 19,000 residents participated in District education programs and nearly 6000 people were reached at community wide events.

### CERT Program Activity - 2013

In 2013, the CERT program held 9 CERT classes, 8 Personal Emergency Preparedness classes and 11 Continuing Education classes. There were 204 CERT graduates in 2013 which results in a grand total of 1211 graduates.

### Fire Prevention Activity Reports

Attached are the Fire Activity Reports for the month of December.

### 7th Grade CPR Program Update

At this time all eight schools will be participating in the 7th Grade CPR program. Fire Specialist French has taken the lead in the program development and has recruited and trained volunteers to assist in supporting the program so that it is sustainable. We are off to a great start.

### RCFE Evacuation Video

The RCFE Evacuation Video that was funded by a UASI Grant is complete. The video has been produced in three languages; English, Spanish and Tagalog. Production of DVD's and supporting educational material is currently being duplicated and will be available for distribution and posted to the District website prior to February 1.

## Potential Issues

No issues to report at this time.

Upcoming Public Education Classes and Events Scheduled

Event	Location	Date/Time
CERT Class #58	Administration Building	Saturdays Jan 25 & Feb 1
CERT Class #59	Administration Building	Saturdays March 1 & 15
CERT Class #60	Administration Building	Tuesdays, April 1-May 15 6:00-9:30pm
CERT -CEC #1	Administration Building	Thursday, January 23 6:00-9:30pm
CERT -CEC #2	Administration Building	Tuesday, February 18 6:00-9:30pm

**Board of Directors Report**  
**2013 Community Education Programs Statistics**

<u>Public Education</u>	461	24,972
Community Events	30	5,930
<p>(San Ramon Rotary Senior Smoke/CO Alarm Workday, Pancake Breakfast, Art and Wind Festival, Fourth of July, Hot Summer Nights, National Night Out, Summer Fest, Child Abuse Prevention Day Program, Moonlight on the Mountain, 9-11 Ceremony, Alamo Music Festival, Danville Tree Lighting, Alamo Tree Lighting, 3 Operation Welcome Home, Primos Run, Mt. Diablo Challenge, Residential Care Facility Workshop, Veterans Victory Velo Sentinel of freedom, Wheels Day, Iron Horse Middle School Career Day, Operation Smile Walkathon, Home Depot Safety Fair, OSH Safety Event, Every 15 minutes, Alamo Women's Club Emergency Preparedness Fair, National Nurses Appreciation Week, Fallen Heroes Celebrity Golf Tournament, Troy and Alana Pack Foundation Memorial, Fire Chaplain Holiday Vigil, AAA Safety Fair)</p>		
School Presentations	235	12,746
Engine Demonstrations	20	850
Hug-A-Firefighter Demos	57	2,552
Auctions	10	447
Ride to School in a Fire Truck	7	210
Station Tours	72	1,336
Holiday Safety Presentation	1	60
Preschool Program	4	125
Child Safety Class	1	40
Fire Extinguisher	3	90
Juvenile Fire setter	3	6
Ready Person Classes	7	188
Remembering When	1	10
Fire or Evacuation Drills	1	360
First Lego League	8	32

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
FIRE PREVENTION DIVISION  
MONTHLY BOARD OF DIRECTORS ACTIVITY REPORT - December 2013**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>CODE COMPLIANCE</b>													
INSPECTIONS	123	176	181	175	93	52	120	162	227	136	112	29	1586
REINSPECTIONS	172	77	114	139	96	139	219	274	201	268	229	285	2213
<b>TOTAL</b>	<b>295</b>	<b>253</b>	<b>295</b>	<b>314</b>	<b>189</b>	<b>191</b>	<b>339</b>	<b>436</b>	<b>428</b>	<b>404</b>	<b>341</b>	<b>314</b>	<b>3799</b>

OCCUPANCY PERMITS	40	65	112	125	54	43	43	201	127	126	141	63	1140
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TOTAL INSPECTABLE OCCS	1290	1290	1290	1290	1290	1290	1290	1290	1290	1290	1290	1290	1290
TOTAL STARTED YTD	69	68	86	87	58	44	142	129	155	117	111	218	1284
% STARTED YTD	5.35%	5.27%	6.67%	6.74%	4.50%	3.41%	11.01%	10.00%	12.02%	9.07%	8.60%	16.90%	99.53%
TOTAL COMPLETED YTD	69	68	86	87	58	44	142	126	146	102	98	88	1114
% COMPLETED YTD	5.35%	5.27%	6.67%	6.74%	4.50%	3.41%	11.01%	9.77%	11.32%	7.91%	7.60%	6.82%	86.36%

<b>CONSTRUCTION</b>													
NEW PROJECTS	62	55	54	77	72	47	119	71	43	87	52	52	791
PLAN REVIEWS SUBMITTED	82	107	78	106	102	92	156	110	100	115	85	107	1240
PLAN REVIEWS COMPLETED	65	93	103	100	102	91	117	137	123	109	86	76	1202
INSPECTIONS	88	95	84	94	158	94	117	155	105	126	116	76	1308

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
FIRE PREVENTION DIVISION  
MONTHLY PLAN REVIEW INTAKE REPORT  
December 2013**

PROJECT	PLAN REVIEW TYPE	SUBMITTAL	COMPLETE
Tóoiy Residence	Construction, alteration, or renovation of a building	12/02/2013 10:17:40	12/11/2013 08:26:27
Baugun Tea Company Bldg 8	Construction, alteration, or renovation of a building	12/02/2013 11:40:33	12/11/2013 08:33:52
Spirgi Residence Remodel/Addition	Construction, alteration, or renovation of a building	12/02/2013 12:25:25	12/11/2013 08:59:08
Michael Wu DDS #210	Automatic fire-extinguishing systems	12/02/2013 14:24:26	12/11/2013 09:57:25
Lesico Residence	Construction, alteration, or renovation of a building	12/03/2013 08:49:44	12/03/2013 09:44:57
Alamo Plaza Kumon Math & Reading Center TI	Automatic fire-extinguishing systems	12/03/2013 11:38:17	12/10/2013 16:27:45
Chevron Bldg H2 Restroom Upgrade	Automatic fire-extinguishing systems	12/03/2013 11:47:32	12/11/2013 14:20:29
Blue Sea Day Spa	Automatic fire-extinguishing systems	12/03/2013 13:16:55	12/11/2013 14:22:01
Edward Jones	Automatic fire-extinguishing systems	12/03/2013 13:40:58	12/10/2013 14:23:44
Penguin Cleaners - 439 Railroad Ave	Automatic fire-extinguishing systems	12/03/2013 13:44:00	12/11/2013 14:24:39
Dalton Bicycle Shop - 3430 Camino Tassajara	Automatic fire-extinguishing systems	12/04/2013 10:34:14	12/11/2013 14:27:45
Sutter Residence Remodel	Construction, alteration, or renovation of a building	12/04/2013 11:19:34	12/04/2013 11:38:17
Danville Station Firehouse Bar & Grill	Automatic fire-extinguishing systems	12/04/2013 11:51:41	12/04/2013 11:56:48
Riccitiello Residence	Miscellaneous System Plans	12/05/2013 11:17:04	12/05/2013 09:45:45
verizon Wireless Generator Installation	Permit Renewal	12/05/2013 16:05:57	12/06/2013 07:43:51
AT&T 3WA-4WA	Construction, alteration, or renovation of a building	12/05/2013 16:13:03	12/11/2013 14:35:39
AT&T Lockers Demolition	Construction, alteration, or renovation of a building	12/05/2013 16:15:41	12/11/2013 14:29:29
Mears Office Tenant Improvement	Construction, alteration, or renovation of a building	12/05/2013 16:24:25	12/11/2013 16:23:21
Norris Canyon Lot 328 Ironwood 1108 Hawkhead Cir	Automatic fire-extinguishing systems	12/05/2013 16:48:23	12/06/2013 12:04:32
Iriana Lot 81 Plan 3 4418 Irisview Pl	Automatic fire-extinguishing systems	12/05/2013 16:51:21	12/06/2013 12:04:53
Iriana Lot 77 Plan 1 4401 Irisview Pl	Automatic fire-extinguishing systems	12/05/2013 16:53:56	12/06/2013 12:05:16
Roubion Lot 49 Plan 4 200 Cliffecastle Ct	Automatic fire-extinguishing systems	12/05/2013 16:56:25	12/06/2013 12:05:36
Cimmaron Lot 294 Plan 4 418 Bengali Ct	Automatic fire-extinguishing systems	12/05/2013 16:59:29	12/06/2013 12:05:54
Cypress Lot 293 Plan 2 430 Bengali Ct	Automatic fire-extinguishing systems	12/05/2013 17:01:58	12/06/2013 12:06:16
Bridges Leasing Office	Construction, alteration, or renovation of a building	12/06/2013 09:28:50	12/11/2013 16:24:25
Bridges Leasing Office	Private fire hydrants and fire protection water supplies	12/06/2013 09:28:50	12/11/2013 16:28:00
Quickly Suite F	Automatic fire-extinguishing systems	12/06/2013 11:59:54	12/11/2013 10:47:47
Carpet One AFES Monitoring Panel change	Fire alarm and detection systems and related equipment	12/06/2013 12:30:10	12/12/2013 09:47:02



Bourbon Street Deli Cafe	Permit Renewal	12/06/2013 12:44:32	12/10/2013 09:05:42
MS - Hidden Hills Place	Automatic fire-extinguishing systems	12/06/2013 17:15:26	12/12/2013 11:56:12
Wound Care Clinic	Fire alarm and detection systems and related equipment	12/09/2013 09:07:26	12/17/2013 13:58:32
Alamo Springs	Automatic fire-extinguishing systems	12/09/2013 14:03:24	12/17/2013 14:24:16
Emergency Underground	Private fire hydrants and fire protection water supplies	12/09/2013 14:21:02	12/09/2013 14:25:16
Nicholson Residence	Construction, alteration, or renovation of a building	12/09/2013 15:34:27	12/18/2013 08:39:55
2162 Granite - New second unit and garage SUB-0017	Planning and site development- review	12/09/2013 15:56:03	12/09/2013 15:57:12
100 Park Place TI Suite 110, 140, 240	Flammable and combustible liquids	12/10/2013 09:11:46	12/10/2013 09:07:02
Chase Mixed Used Project	Construction, alteration, or renovation of a building	12/10/2013 10:14:46	12/18/2013 09:20:49
Quickly Suite F	Fire alarm and detection systems and related equipment	12/10/2013 11:03:16	12/18/2013 09:28:09
Charles Schwab	Fire alarm and detection systems and related equipment	12/10/2013 13:45:08	12/18/2013 09:29:32
Carlen Renovation	Construction, alteration, or renovation of a building	12/10/2013 16:06:47	12/18/2013 09:42:54
Chevron Auditorium Expansion & Remodel	Fire alarm and detection systems and related equipment	12/10/2013 16:58:49	12/18/2013 10:36:05
Anagnos Residence	Construction, alteration, or renovation of a building	12/11/2013 09:12:54	12/19/2013 14:37:03
Anagnos Residence	Automatic fire-extinguishing systems	12/11/2013 09:22:19	12/19/2013 14:38:03
Ball Estates - SD13-9338	Planning and site development review	12/11/2013 14:18:13	
Verizon Emergency Generator	Flammable and combustible liquids	12/11/2013 16:29:43	12/26/2013 15:19:55
Danville Station Firehouse Bar & Grill	Automatic fire-extinguishing systems	12/12/2013 10:35:55	12/12/2013 10:41:57
Elworthy Ranch Apartments Building A - 209 Elworthy Ranc	Fire alarm and detection systems and related equipment	12/12/2013 10:59:16	12/26/2013 15:39:05
Elworthy Ranch Apartments Building B - 221 Elworthy Ranc	Fire alarm and detection systems and related equipment	12/12/2013 11:03:10	12/26/2013 15:45:06
Mexical AFES	Automatic fire-extinguishing systems	12/12/2013 13:25:48	12/26/2013 15:46:58
Michael Wu DDS #210	Automatic fire-extinguishing systems	12/12/2013 13:36:30	12/17/2013 14:27:48
Chase Mixed Used Project	Automatic fire-extinguishing systems	12/13/2013 10:51:20	12/26/2013 15:57:57
Sprouts Farmers Market Grocery Store	Construction, alteration, or renovation of a building	12/13/2013 16:32:01	12/26/2013 16:51:56
Bank of America Fire Alarm Replacement	Fire alarm and detection systems and related equipment	12/16/2013 10:03:14	12/16/2013 10:15:31
Lon Huffman Residence	Construction, alteration, or renovation of a building	12/16/2013 10:51:35	12/26/2013 16:52:28
Noodles & Company	Automatic fire-extinguishing systems	12/17/2013 08:11:29	12/31/2013 11:30:59
Mount Diablo Scenic	Construction, alteration, or renovation of a building	12/17/2013 09:06:28	12/17/2013 10:31:05
Mount Diablo Scenic	Automatic fire-extinguishing systems	12/17/2013 10:07:07	
Modern Recess - Tenant Improvement Phase I	Construction, alteration, or renovation of a building	12/17/2013 10:34:21	12/17/2013 11:10:58
Edward Jones	Automatic fire-extinguishing systems	12/18/2013 08:48:09	12/19/2013 09:44:21
Michael Wu DDS #210	Automatic fire-extinguishing systems	12/18/2013 08:52:39	12/19/2013 09:58:43
Spec Office Tenant Improvement #220	Automatic fire-extinguishing systems	12/18/2013 08:59:01	
Latitude Wines Office TI	Construction, alteration, or renovation of a building	12/18/2013 09:16:32	12/18/2013 09:22:19

Alamo Springs Lot 31	Automatic fire-extinguishing systems	12/18/2013 11:02:49	
K-3 Ready Suites	Construction, alteration, or renovation of a building	12/18/2013 11:09:51	
Edward Jones	Fire alarm and detection systems and related equipment	12/18/2013 11:26:33	
Phase Three Rack	Miscellaneous System Plans	12/18/2013 11:27:14	
K-3 Ready Suites	Automatic fire-extinguishing systems	12/18/2013 11:50:47	
K-3 Ready Suites	Fire alarm and detection systems and related equipment	12/18/2013 11:52:16	
David White & Associates Tenant Improvement	Construction, alteration, or renovation of a building	12/18/2013 15:01:45	
KB Home St James Place Bldg 2	Fire alarm and detection systems and related equipment	12/19/2013 09:03:42	
KB Home St James Place Bldg 3	Fire alarm and detection systems and related equipment	12/19/2013 09:04:02	
KB Home St James Place Bldg 4	Fire alarm and detection systems and related equipment	12/19/2013 09:04:16	
KB Home St James Place Bldg 5	Construction, alteration, or renovation of a building	12/19/2013 09:04:26	
KB Home St James Place Bldg 6	Construction, alteration, or renovation of a building	12/19/2013 09:04:39	
KB Home St James Place Bldg 7	Construction, alteration, or renovation of a building	12/19/2013 09:04:48	
KB Home St James Place Bldg 8	Construction, alteration, or renovation of a building	12/19/2013 09:05:01	
KB Home St James Place Bldg 9	Construction, alteration, or renovation of a building	12/19/2013 09:05:17	
KB Home St James Place Bldg 10	Construction, alteration, or renovation of a building	12/19/2013 09:05:28	
KB Home St James Place Bldg 11	Construction, alteration, or renovation of a building	12/19/2013 09:06:08	
KB Home St James Place Bldg 1	Construction, alteration, or renovation of a building	12/19/2013 09:55:08	
KB Home St James Place Bldg 2	Construction, alteration, or renovation of a building	12/19/2013 10:03:00	
KB Home St James Place Bldg 3	Construction, alteration, or renovation of a building	12/19/2013 10:05:18	
KB Home St James Place Bldg 4	Construction, alteration, or renovation of a building	12/19/2013 10:07:49	
Earthly Nutrition	Construction, alteration, or renovation of a building	12/19/2013 10:45:27	12/19/2013 11:09:48
Nearon Enterprises	Construction, alteration, or renovation of a building	12/19/2013 10:48:41	12/19/2013 11:18:41
United Parcel Service	Compressed Gases	12/19/2013 11:05:25	
Planned Parenthood #200	Automatic fire-extinguishing systems	12/19/2013 12:55:33	
Old Republic/A-115	Construction, alteration, or renovation of a building	12/19/2013 14:15:16	
Old Republic/A-115	Automatic fire-extinguishing systems	12/19/2013 14:26:10	
Old Republic/A-115	Fire alarm and detection systems and related equipment	12/19/2013 14:26:11	
Scott, Larry and Cybillie	Construction, alteration, or renovation of a building	12/20/2013 13:56:36	
Linda Guma	Construction, alteration, or renovation of a building	12/20/2013 14:47:13	
4407 Irisview Pl Iriana Lot 76 Plan 2	Automatic fire-extinguishing systems	12/20/2013 15:27:21	12/23/2013 14:19:03
4413 Irisview Place Iriana Lot 75 Plan 5	Automatic fire-extinguishing systems	12/20/2013 15:33:53	12/26/2013 07:27:55
406 Bengali Ct Cypress Lot 296 Plan 2	Automatic fire-extinguishing systems	12/20/2013 15:49:53	12/26/2013 07:28:44
400 Bengali Ct Sagewood Lot 297 Plan 2	Automatic fire-extinguishing systems	12/20/2013 15:53:07	12/26/2013 07:29:44

412 Bengali Ct Cimmaron Lot 295 Plan 2	Automatic fire-extinguishing systems	12/20/2013 16:01:26	12/23/2013 11:55:23
2269 San Ramon Valley Blvd. Development	Construction, alteration, or renovation of a building	12/20/2013 16:49:14	
San Ramon Soccer Club Tenant Improvement	Construction, alteration, or renovation of a building	12/23/2013 09:14:46	
Lot 3 - 24 Hidden Hills Pl	Automatic fire-extinguishing systems	12/23/2013 13:45:25	
Michael Wu DDS #210	Automatic fire-extinguishing systems	12/27/2013 08:52:35	
Teri Kovac - Barn	Private fire hydrants and fire protection water supplies	12/27/2013 11:39:04	
Greg and Vailli Bowman	Private fire hydrants and fire protection water supplies	12/27/2013 11:45:46	
Mike Rose Auto Body	Fire alarm and detection systems and related equipment	12/27/2013 12:15:37	
Michael Rebotaro DDS #150	Construction, alteration, or renovation of a building	12/27/2013 13:04:46	
KB Home St James Place Bldg 2	Automatic fire-extinguishing systems	12/27/2013 14:32:06	
9250 Alcosta Blvd Bldg C Suite 22	Construction, alteration, or renovation of a building	12/27/2013 16:38:26	12/31/2013 08:15:51

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

Date: January 22, 2014  
To: Board of Directors  
From: Ken Campo, Financial Consultant  
Subject: Monthly Finance Report for December, 2013

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## Financials:

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

## Meetings/Activities:

### Finance:

- Provided assistance to outside, independent auditors (Vavrinek, Trine, Day & Co., LLP) with respect to their audit of the District's financial statements for the year ended June 30, 2013.
- Processed an OES Strike Team reimbursement (RIM Fire) in the amount of \$153,132, for a total of \$177,392 this fiscal year. These amounts fully reimburse the District for equipment use and overtime incurred as a result of Strike Team deployments.
- Processed the 2<sup>nd</sup> quarter, 2013-14 OPEB Retiree Medical Trust contribution in the amount of \$96,414, bringing total contributions for the year to \$194,173. These contributions represent the 8% cost-share amount of health premiums paid by active employees and retirees between July 1 and December 31, 2013.
- Eight employees have taken advantage of the \$300 per month Medical Opt-Out Plan, resulting in a savings of \$10,066 per month in medical premiums. The net monthly savings is \$7,666, or \$91,992 for the year.

- Negotiated a 0.29% rate of return on money invested in our Bank of the West (BOW) money market account. This rate is .03% higher than the rate of return we're earning on our State LAIF account. Given the slightly higher return, on Jan. 2<sup>nd</sup> we moved \$9 million from LAIF into the BOW money market, bringing the total invested with BOW to \$19 million. The BOW account is a 110% collateralized, fully liquid, federal securities money market account that meets all state requirements for the investment public funds.

#### Human Resources:

- Participated in ADP vendor meeting and conference call to continue review of software systems options for Finance/HR.
- Participated in ICS workers' compensation claims status review meeting.
- Conducted debriefing of Engineer exam with Engineer promotional team.
- Verified and processed premium increases for health benefits.
- Processed on-boarding of new part-time GIS analyst and IT intern.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
COMBINED BALANCE SHEET OF ALL FUND TYPES  
December 31, 2013**

	GOVERNMENTAL FUND TYPES										Totals (Memo Only)						
	Debt Service		Capital Projects		Federal Grant		Special Revenue		Equipment/Vehicles			AGENCY		ACCOUNT		GROUPS	
	Fund - 100	Fund - 200	Fund - 300	Fund - 310	Fund - 400	Projects Fund - 600	Program Fund - 700	General Fund - 800	Long-Term Debt Fund - 900	General		Fixed Assets	Long-Term Debt	General	Fixed Assets	Long-Term Debt	
<b>ASSETS</b>																	
Cash - Bank of the West	\$ (1,223,309)	\$ -	\$ 2,737,109	\$ 19,386	\$ 256	\$ (9,899)	\$ 46,744	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,570,286
Cash - Bank of the West Money Market @ 0.29%	10,030,202																10,030,202
Cash - Bank of the West Workers' Compensation	(82,399)																(82,399)
Cash - Comerica Flexible Spending	13,683																13,683
Petty Cash	1,250																1,250
Investments - LAIF @ 0.26%	32,919,153																32,919,153
Investments - LAIF Market Value Adjustment	9,447																9,448
Cash with Fiscal Agent (Note #1)		599,447															599,447
Accounts Receivable	48,526																48,526
Interest Receivable																	-
Prepaid Expenses/Deposits																	238,000
Land																	238,000
Buildings & Improvements/Construction																	7,105,802
Equipment																	28,020,409
Accumulated Depreciation																	(26,475,248)
Amount to be Provided for General																	(27,965,782)
Long Term Debt																	
<b>Total Assets</b>	\$ 41,716,553	\$ 599,447	\$ 2,975,109	\$ 19,386	\$ 256	\$ (9,899)	\$ 50,128	\$ 33,635,677	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 97,015,804
<b>LIABILITIES</b>																	
Accounts Payable	\$ 1,182,416	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,182,416
Accrued Expenses	1,675,221																1,675,221
Deposits Payable	42,191																42,191
Long Term Debt:																	
(1) Certificates of Participation																	11,432,000
(2) Vehicle Lease																	2,255,112
Claims Payable	13,683																2,837,564
Compensated Absences																	1,504,473
<b>Total Liabilities</b>	\$ 2,913,511	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,942,660
<b>FUND EQUITY</b>																	
Investment in General Fixed Assets																	33,635,677
Non-Spendable Fund Balance			238,000														238,000
Restricted Fund Balance																	618,833
Committed Fund Balance:																	
Workers' Compensation Claims	1,000,000																1,000,000
Refinery Property Tax Claim	460,000																460,000
Station 32/Capital Improvement Projects	5,527,445																5,527,445
Budget Stabilization	15,518,388																15,518,388
Tactical Training Center			2,637,405														2,637,405
Assigned Fund Balance:																	
Budgetary Deficit																	12,500
Other Assigned Fund Balance	156,689				256	(9,899)											234,249
Unassigned Fund Balance	16,140,520						50,128										16,190,647
<b>Total Fund Balance</b>	\$ 38,803,042	\$ 599,447	\$ 2,975,109	\$ 19,386	\$ 256	\$ (9,899)	\$ 50,128	\$ 33,635,677	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 76,073,145
<b>Total Liabilities and Fund Equity</b>	\$ 41,716,553	\$ 599,447	\$ 2,975,109	\$ 19,386	\$ 256	\$ (9,899)	\$ 50,128	\$ 33,635,677	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 18,029,149	\$ 97,015,804

Note 1 - US Bank:  
Reserve Fund (COP 2003) Market Value \$18; 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 \$599,421; Interest Rate 0.04% (Money Market Fund)  
Lease Fund (COP 2006) Market Value \$3; Interest Rate 0.00% (Money Market Fund)

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

GL CODE	FISCAL YEAR COMPLETED: 50% DESCRIPTION	2010/2011	2011/2012	2012/2013	2013/2014	2013/2014
		ACTUAL REVENUE	ACTUAL REVENUE	ACTUAL REVENUE	ESTIMATED REVENUE	REALIZED REVENUE
<b>4100</b>	<b>TAXES</b>					
4110	PROPERTY TAXES - CURRENT SECURED	\$47,388,882	\$47,933,548	\$47,131,813	\$48,053,422	\$26,946,934
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)	\$5,069
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	\$28,953,425
<b>4200</b>	<b>INTERGOVERNMENTAL REVENUE</b>					
4220	MEASURE "H"	\$0	\$112,184	\$33,000	\$33,000	\$0
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	\$35,110
4250	OTHER INTERGOVERNMENTAL REVENUE	\$3,000,000	\$245,151	\$74,070	\$922,829	\$0
		\$3,054,056	\$462,267	\$1,814,637	\$1,045,829	\$212,501
<b>4300</b>	<b>CHARGES FOR SERVICE</b>					
4310	INSPECTION FEES	\$32,729	\$60,324	\$63,974	\$57,000	\$60,467
4315	PLAN REVIEW	\$173,623	\$248,626	\$355,214	\$376,000	\$268,123
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	\$42,550
4330	AMBULANCE SERVICES	\$2,202,045	\$2,439,773	\$2,743,005	\$2,700,000	\$1,408,240
4340	CPR CLASSES	\$2,955	\$2,555	\$735	\$2,000	\$360
4350	REPORTS/PHOTOCOPIES	\$1,560	\$5,464	\$6,214	\$5,000	\$1,247
4360	MISCELLANEOUS CURRENT SERVICES	\$0	\$0	\$0	\$0	\$0
		\$2,425,597	\$2,795,047	\$3,253,658	\$3,179,000	\$1,784,156
<b>4400</b>	<b>USE OF MONEY &amp; PROPERTY</b>					
4410	INVESTMENT EARNINGS	\$152,454	\$98,835	\$58,257	\$118,600	\$20,216
		\$152,454	\$98,835	\$58,257	\$118,600	\$20,216
<b>4500</b>	<b>RENTS, ROYALTIES AND COMMISSIONS</b>					
4510	RENT ON REAL ESTATE	\$159,877	\$189,978	\$322,020	\$350,000	\$141,928
		\$159,877	\$189,978	\$322,020	\$350,000	\$141,928
<b>4600</b>	<b>OTHER REVENUE</b>					
4610	DONATIONS/CONTRIBUTIONS	\$917	\$7,355	\$575	\$0	\$724
4620	SALE OF PROPERTY	\$9,203	\$7,960	\$367,722	\$0	\$18,700
4640	MISCELLANEOUS REVENUE	\$25,938	\$45,769	\$50,818	\$25,500	\$66,240
		\$36,058	\$61,084	\$419,115	\$25,500	\$85,664
<b>4900</b>	<b>OTHER FINANCING SOURCES</b>					
4920	Debt proceeds	\$3,400,000	\$0	\$0	\$100,000	\$3,227,000
		\$3,400,000	\$0	\$0	\$100,000	\$3,227,000
	<b>REVENUE TOTAL</b>	<b>\$58,412,859</b>	<b>\$52,936,343</b>	<b>\$54,374,954</b>	<b>\$54,083,889</b>	<b>\$34,424,890</b>



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

FISCAL YEAR COMPLETED - 50%									
DESCRIPTION	GL CODE	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED	
PERMANENT SALARIES	5110	\$21,730,515	\$21,231,690	\$20,138,426	\$20,441,549	\$9,683,143	\$10,758,406	47.37%	
TEMPORARY SALARIES	5115	\$140,161	\$170,887	\$209,966	\$146,191	\$101,752	\$44,439	69.60%	
PERMANENT OVERTIME	5120	\$4,736,070	\$5,943,633	\$6,533,121	\$5,217,500	\$3,247,158	\$1,970,342	62.24%	
FICA/MEDICARE	5140	\$360,579	\$385,010	\$380,153	\$369,836	\$183,803	\$186,033	49.70%	
RETIREMENT CONTRIBUTIONS	5150	\$11,811,102	\$11,131,763	\$11,797,439	\$12,019,863	\$5,731,068	\$6,288,795	47.68%	
EMPLOYEE GROUP INSURANCE	5160	\$3,942,059	\$3,678,610	\$3,430,654	\$3,546,796	\$1,606,330	\$1,940,466	45.29%	
RETIREE HEALTH INSURANCE	5170	\$1,375,426	\$1,571,813	\$1,816,302	\$1,901,214	\$941,019	\$960,195	49.50%	
OPEB CONTRIBUTION	5175	\$0	\$0	\$0	\$520,473	\$97,760	\$422,714	18.78%	
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	\$359,093	\$460,907	43.79%	
<b>TOTAL SALARIES AND BENEFITS</b>	<b>5100</b>	<b>\$44,973,080</b>	<b>\$44,784,659</b>	<b>\$45,219,530</b>	<b>\$45,003,422</b>	<b>\$21,953,611</b>	<b>\$23,049,811</b>	<b>48.78%</b>	
OFFICE SUPPLIES	5202	\$40,156	\$30,218	\$27,951	\$34,700	\$8,599	\$26,101	24.78%	
POSTAGE	5204	\$11,547	\$17,385	\$11,142	\$12,700	\$3,978	\$8,722	31.32%	
TELECOMMUNICATIONS	5206	\$186,194	\$183,636	\$184,732	\$193,100	\$78,557	\$114,543	40.68%	
UTILITIES	5208	\$322,395	\$322,361	\$327,386	\$309,900	\$170,611	\$139,289	55.05%	
SMALL TOOLS/EQUIPMENT	5210	\$102,739	\$84,094	\$62,521	\$97,300	\$26,469	\$70,831	27.20%	
MISCELLANEOUS SUPPLIES	5212	\$104,279	\$126,724	\$107,157	\$121,600	\$55,115	\$66,485	45.32%	
MEDICAL SUPPLIES	5213	\$119,249	\$120,175	\$115,735	\$103,000	\$44,526	\$58,474	43.23%	
FIREFIGHTING SUPPLIES	5214	\$132,020	\$71,452	\$68,903	\$90,750	\$21,838	\$68,912	24.06%	
PHARMACEUTICAL SUPPLIES	5216	\$46,548	\$36,286	\$34,955	\$36,500	\$11,343	\$25,157	31.08%	
COMPUTER SUPPLIES	5218	\$28,810	\$11,859	\$33,330	\$38,500	\$1,390	\$37,110	3.61%	
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	\$8,161	\$18,289	30.85%	
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	\$37,981	\$121,219	23.86%	
CLASS A UNIFORMS & SUPPLIES	5225	\$0	\$720	\$3,763	\$6,000	\$2,658	\$3,342	44.31%	
NON-SAFETY CLOTHING/SUPPLIES	5226	\$26,317	\$24,689	\$8,137	\$22,000	\$5,151	\$16,849	23.42%	
CLASS B UNIFORMS & SUPPLIES	5227	\$0	\$2,161	\$21,686	\$25,000	\$8,009	\$16,991	32.04%	
HOUSEHOLD SUPPLIES	5228	\$37,749	\$40,553	\$42,006	\$40,000	\$16,904	\$23,096	42.26%	
CENTRAL GARAGE - REPAIRS	5230	\$74,712	\$121,634	\$78,235	\$100,000	\$44,882	\$55,118	44.88%	
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	\$102,071	\$104,929	49.31%	
CENTRAL GARAGE - TIRES	5234	\$20,197	\$58,875	\$42,139	\$45,000	\$11,636	\$33,364	25.86%	
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	\$44,321	\$101,383	30.42%	
MAINT./REPAIRS - RADIO & ELECTRON	5238	\$307,774	\$331,986	\$267,874	\$344,900	\$294,952	\$49,948	85.52%	
MAINT./REPAIRS - BUILDINGS	5240	\$104,677	\$132,488	\$124,859	\$145,000	\$104,882	\$40,118	72.33%	
MAINT./REPAIRS - GROUNDS	5242	\$36,171	\$33,700	\$31,834	\$38,500	\$19,043	\$19,457	49.46%	
RENTS & LEASES-EQUIP./PROPERTY	5246	\$42,893	\$48,938	\$58,090	\$68,300	\$25,477	\$42,823	37.30%	
PROFESSIONAL/SPECIALIZED SERVICES	5250	\$822,554	\$653,019	\$618,566	\$961,645	\$345,354	\$616,291	35.91%	
RECRUITING COSTS	5251	\$35,680	\$101,946	\$78,347	\$94,200	\$22,264	\$71,936	23.63%	
LEGAL SERVICES	5252	\$192,663	\$391,532	\$289,481	\$250,000	\$68,177	\$181,823	27.27%	
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	\$0	\$78,600	0.00%	
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	\$106	\$394	21.28%	
SPECIALIZED PRINTING	5272	\$24,155	\$18,454	\$14,813	\$26,900	\$1,125	\$25,775	4.18%	
MEMBERSHIPS	5274	\$53,784	\$48,575	\$57,710	\$68,130	\$49,798	\$18,332	73.09%	
EDUCATIONAL COURSES/SUPPLIES	5276	\$48,708	\$52,091	\$39,463	\$61,000	\$15,279	\$45,721	25.05%	
EDUCATIONAL ASSISTANCE	5277	\$26,514	\$22,051	\$24,037	\$45,000	\$5,412	\$39,588	12.03%	
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	\$4,017	\$14,618	21.56%	
RECOGNITION SUPPLIES	5282	\$6,573	\$3,364	\$2,909	\$5,000	\$257	\$4,743	5.14%	
MEETINGS/TRAVEL EXPENSES	5284	\$46,773	\$39,734	\$23,885	\$44,450	\$6,302	\$38,148	14.18%	
OTHER - CLAIMS EXPENSE	5286	\$304,845	\$0	\$0	\$0	\$0	\$0		
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>5200</b>	<b>\$4,784,062</b>	<b>\$4,399,929</b>	<b>\$4,006,252</b>	<b>\$4,761,264</b>	<b>\$2,131,440</b>	<b>\$2,629,824</b>	<b>44.77%</b>	
<b>TOTAL G/F OPERATING EXPENDITURES</b>		<b>\$49,757,142</b>	<b>\$49,184,588</b>	<b>\$49,225,782</b>	<b>\$49,764,686</b>	<b>\$24,085,051</b>	<b>\$25,679,635</b>	<b>48.40%</b>	

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

**GENERAL FUND**

**REVENUE/EXPENDITURE HISTORY**

Month	2009-10		2010-11		2011-12		2012-13		2013-14	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	\$247,304	\$4,758,259	\$166,735	\$4,749,257	\$186,793	\$4,351,134	\$327,098	\$4,374,370	\$303,039	\$4,253,760
August	\$222,953	\$3,806,559	\$215,809	\$4,025,589	\$265,453	\$4,513,204	\$319,178	\$4,123,666	\$393,566	\$4,035,499
September	\$296,640	\$4,728,793	\$204,485	\$3,953,342	\$312,278	\$3,893,321	\$309,945	\$3,903,613	\$230,997	\$4,049,136
October	\$1,955,619	\$3,664,748	\$1,892,126	\$3,970,955	\$2,046,255	\$3,735,522	\$2,331,797	\$4,132,784	\$2,205,383	\$3,879,765
November	\$228,442	\$3,778,804	\$220,473	\$4,450,015	\$188,594	\$4,535,275	\$360,982	\$4,246,986	\$343,280	\$4,023,813
December	\$26,486,066	\$4,293,444	\$25,691,372	\$4,182,987	\$25,787,719	\$4,424,050	\$25,961,035	\$4,181,747	27,720,683	\$3,843,098
January	\$2,231,614	\$3,813,140	\$213,894	\$4,015,505	\$265,253	\$3,990,074	\$628,896	\$4,061,102		
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 - December 31, 2013

FISCAL YEAR COMPLETED - 50%								
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	\$33,094	\$66,906	33%
VARIOUS IMPROVEMENTS	6120	\$47,634	\$46,018	\$70,000	\$225,000	\$7,588	\$217,412	3%
<b>TOTAL CAPITAL PROJECTS (FUND 300)</b>		<b>\$712,194</b>	<b>\$355,873</b>	<b>\$924,685</b>	<b>\$337,500</b>	<b>\$40,682</b>	<b>\$296,818</b>	<b>12%</b>
PROFESSIONAL SERVICES	5250			\$0	\$0	\$0	\$0	
RADIO/ELECTRONIC EQUIPMENT	6230	\$0	\$0	\$2,021,167	\$362,186	\$0	\$362,186	
TOOLS & SUNDRY EQUIPMENT	6240	\$0	\$0	\$0	\$1,500,000	\$0	\$1,500,000	0%
<b>TOTAL FEDERAL GRANT CAPITAL PROJECTS (FUND 310)</b>				<b>\$2,021,167</b>	<b>\$1,862,186</b>	<b>\$0</b>	<b>\$1,862,186</b>	<b>0%</b>
OFFICE EQUIP. & FURNISHINGS	6210	\$0	\$0			\$0	\$0	
MEDICAL/LAB EQUIPMENT	6220	\$0	\$0			\$0	\$0	
RADIO/ELECTRONIC EQUIPMENT	6230	\$425,512	\$264,441	\$37,500	\$11,950	\$2,200	\$9,750	18%
TOOLS & SUNDRY EQUIPMENT	6240	\$25,000	\$43,700	\$80,798	\$0	\$0	\$0	
AUTO & TRUCKS	6250	\$3,214,898	\$119,879	\$752,000	\$798,162	\$675,061	\$123,101	85%
<b>TOTAL EQUIPMENT/VEHICLES (FUND 600)</b>		<b>\$3,665,410</b>	<b>\$428,020</b>	<b>\$870,298</b>	<b>\$810,112</b>	<b>\$677,261</b>	<b>\$132,851</b>	<b>84%</b>
BOND REDEMPTION - 2003/2006/2013 COP	5310	\$1,325,885	\$1,328,630	\$1,324,708	\$1,429,261	\$5,091,028	-\$3,661,767	356%
VEHICLE LEASE #2	5310	\$329,498	\$329,497	\$0	\$0	\$0	\$0	
VEHICLE LEASE #3	5310	\$756,032	\$756,033	\$0	\$0	\$0	\$0	
VEHICLE LEASE #4	5310		\$534,010	\$534,011	\$534,012	\$267,006	\$267,006	50%
<b>TOTAL DEBT SERVICE (FUND 200)</b>		<b>\$2,411,415</b>	<b>\$2,948,170</b>	<b>\$1,858,719</b>	<b>\$1,963,273</b>	<b>\$5,358,034</b>	<b>-\$3,394,761</b>	<b>273%</b>
OTHER SPECIAL DISTRICT EXPENDITURES	5286	\$0	\$858	\$7,000	\$500	\$0	\$500	0%
<b>TOTAL SRVF COMMUNITY FUND (FUND 400)</b>		<b>\$0</b>	<b>\$858</b>	<b>\$7,000</b>	<b>\$500</b>	<b>\$0</b>	<b>\$500</b>	<b>0%</b>
<b>TOTAL - CAPITAL, EQUIPMENT, DEBT SERVICE, SRVF COMMUNITY &amp; FEDERAL GRANT FUND</b>		<b>\$6,789,019</b>	<b>\$3,732,921</b>	<b>\$5,681,869</b>	<b>\$4,973,571</b>	<b>\$6,075,977</b>	<b>-\$1,102,406</b>	<b>122%</b>

## Employee Illness/Injury Report (December 2013)

### *Reportable Injuries – December 2013:*

#### Indemnity (Lost Time)

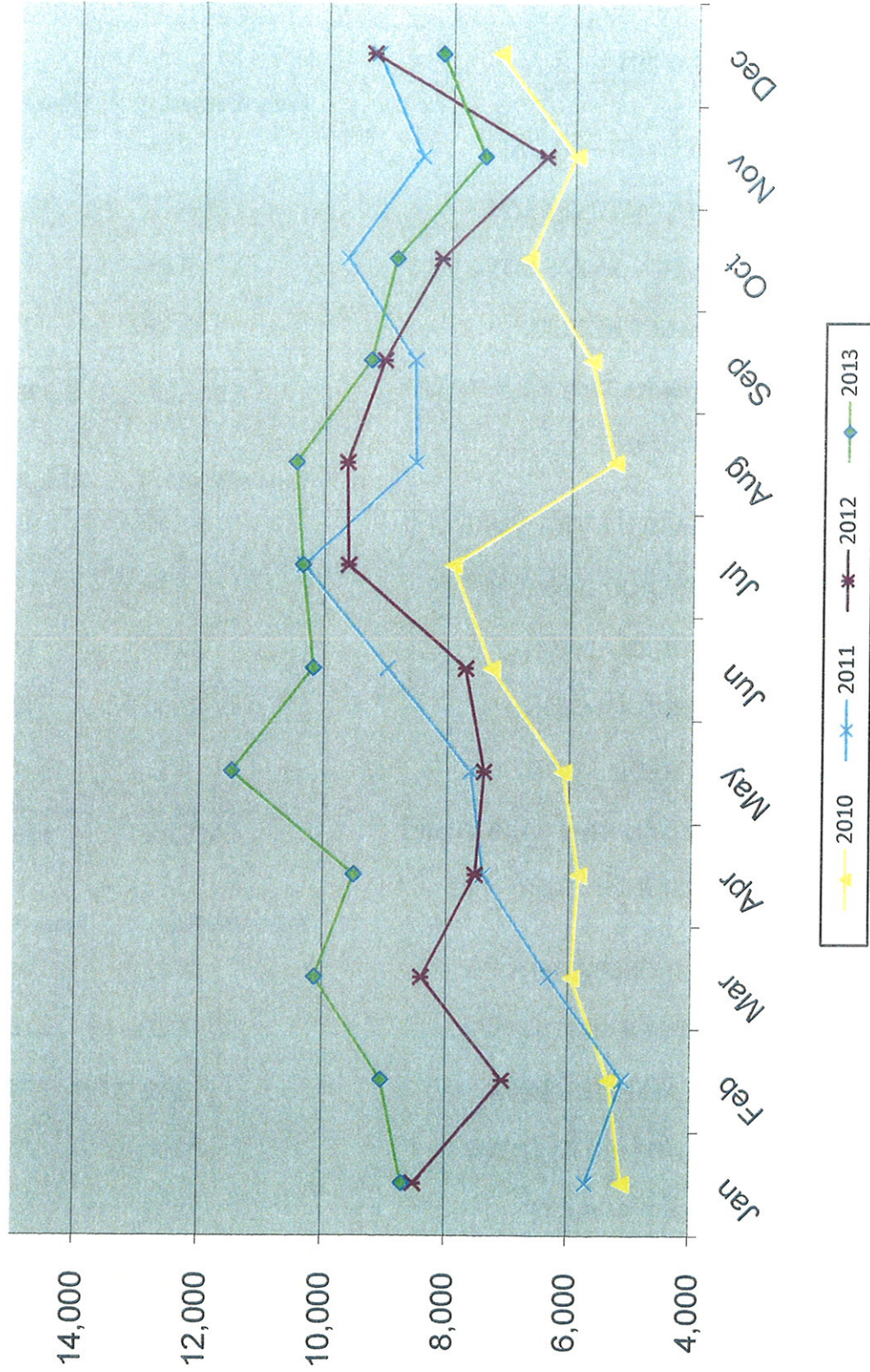
\*\* No new injuries for December.

#### Medical Only (No Lost Time)

- December 10, 2013 DOI = 12/10/13 – An Engineer strained back during lift assist call, lifting patient from floor to standing position.  
*Status:* Medical only – no lost time.
- December 13, 2013 DOI = 12/13/13 – An Engineer compressed wrist during ventilation training, resulting in numbness in thumb and index finger.  
*Status:* Medical only – no lost time.

As of December 31, 2013, there were three (3) employees absent from their regular work assignment and one (1) employee on modified-duty. December lost time due to injuries equaled 140 calendar days.

# Total Overtime Hours by Month January 2010 - December 2013



12/1/2013 Through 12/31/2013

## WORK CODE: 1 STAFFING

ASSIGNMENT	Time Worked	Time Paid
101 HOLD OVER FOR CALL	8.83	12.25
103 MISC. STAFFING COVE	7936.75	7938.25
107 LATE/STA. MOVE COVE	9.53	13.75
199 MID SHIFT RECALL	31.17	31.25
<b>Total All Assignments This Work Type:</b>	<b>7,986.28</b>	<b>7,995.50</b>

## WORK CODE: 2 TRAINING

ASSIGNMENT	Time Worked	Time Paid
201 OPERATIONS TRAINING	11.00	11.00
202 ADMIN SKILLS TRAINI	7.50	7.50
209 RESCUE TRAINING	20.50	20.50
210 HAZ-MAT TRAINING	82.00	82.00
214 PARAMEDIC - CONT ED	4.83	5.00
<b>Total All Assignments This Work Type:</b>	<b>125.83</b>	<b>126.00</b>

## WORK CODE: 3 ASSIGNMENTS

ASSIGNMENT	Time Worked	Time Paid
301 MEETINGS/PROJECT DE	26.25	26.25
302 OFC WORK/REPORT WR	6.25	6.25
310 MISC. MAINTENANCE	2.50	2.50
315 RECRUITMENT INTERN	2.00	2.00
340 PROJECT WORK	22.75	23.25
<b>Total All Assignments This Work Type:</b>	<b>59.75</b>	<b>60.25</b>

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12/1/2013 Through 12/31/2013

Report Grand Total:	<u>8,171.86</u>	<u>8,181.75</u>
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San Ramon Valley Fire Protection District - O/T and Comp Time Reporting System

12/1/2013 Through 12/31/2013

<b>WORK CODE:</b>		<b>Time Paid</b>
1	STAFFING	7,995.50
2	TRAINING	126.00
3	ASSIGNMENTS	60.25
	<b>Report Grand Total:</b>	<hr/> 8,181.75