

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Board of Directors Regular Board Meeting and Teleconference

Members of the San Ramon Valley Fire Protection District Board of Directors who cannot attend this meeting in person will participate in the regular board meeting through teleconferencing pursuant to Government Code Section 54953

Monday, July 21, 2014 – 7:00 p.m.

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

~MISSION STATEMENT~

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

Telephonic participation by Director Price – teleconference location: The Grand Wailea Resort, 3850 Wailea Alanui Drive, Wailea, HI 96753 (1-808-875-1234)

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

AGENDA

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

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

5. CONSENT CALENDAR

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

- 5.1 Approve the salaries, payroll taxes and retirement contributions for the month of June, 2014 in the amount of \$3,049,088.13.
- 5.2 Approve the demand register for the period June 21, 2014 through July 3, 2014, in the amount of \$620,223.99.
- 5.3 Approve the minutes from the June 30, 2014 regular Board meeting, including District Counsel’s closed session report.
- 5.4 Informational - OPEB Contribution for 4th Quarter FY 2013/14.

- 5.5 Approval of payment in the amount of \$80,669.15 to Intergraph Corporation for FY 2014/15 software maintenance and support.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Proclamation in recognition of Patriot Day, September 11, 2014.

7. OLD BUSINESS

- 7.1 Open Public Hearing as set forth in the annual exterior hazard abatement program for the purpose of receiving public comment to show cause why exterior hazard abatement orders should not be enforced.

8. NEW BUSINESS

- 8.1 Discussion and possible adoption of Resolution No. 2014-10 approving Delegation of Authority to Request Disbursements from OPEB trust administered by CalPERS.
- 8.2 Discussion and possible approval of Employment Agreement with retired District employee Susan F. Brooks.
- 8.3 Discussion and possible approval of Memorandum of Understanding between the District and Local 3546-A.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

10. MONTHLY ACTIVITY REPORTS FOR JUNE, 2014

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

11. GOOD OF THE ORDER

12. CLOSED SESSION

- 12.1 Possible exposure to litigation (two matters).
[Pursuant to Government Code §54956.9(d)(2)]. Facts and circumstances that might result in litigation need not be disclosed.

- 12.2 Existing litigation [Pursuant to Government Code §54956.9(d)(1)]:
1). “Contra Costa County Deputy Sheriffs Association v. Contra Costa County Employees’ Retirement Association, Contra Costa County Superior Court Case No. MSN12-1870.”

13. RETURN TO OPEN SESSION

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

15. ADJOURNMENT TO THE NEXT REGULARLY SCHEDULED BOARD MEETING ON WEDNESDAY, SEPTEMBER 24, 2014, AT 7:00 P.M. IN THE BOARDROOM.

****PLEASE NOTE THE REGULAR AUGUST BOARD MEETING HAS BEEN CANCELLED****

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on July 10, 2014 at the District’s Administration Building and the San Ramon Valley Fire Protection District’s website at www.firedepartment.org

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

**CONSENT
ITEMS**



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: July 21, 2014
To: Board of Directors
From: Ken Campo, Financial Consultant
Subject: OPEB Contribution for 4th QTR FY 2013/14

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

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

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

Contributions in the amount \$520,473 were budgeted for fiscal year 2013/14, and were based on the estimated savings generated from the items discussed above. Actual savings through the first three quarters of the fiscal year have been tracking very close to the estimated savings; with actual contributions totaling \$357,670. Therefore, a 4th quarter OPEB contribution of \$162,800 will bring the total for the year to \$520,470.



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Date: July 21, 2014
To: Board of Directors
From: Steve Call, Technology Systems Manager
Subject: Intergraph Computer-Aided Dispatch (CAD) Software Maintenance

Background:

The District utilizes Intergraph Computer-Aided Dispatch (CAD) products to support dispatching, mobile data, Automated Vehicle Location (AVL), paging, fire station alerting, fire station printing and mapping functions. Intergraph Corporation software maintenance and support for FY 2014-2015 totals \$80,669.15.

Recommended Board Action:

Authorize staff to pay Intergraph Corporation for FY 2014-2015 software maintenance and support in the amount of \$80,669.15.

Financial Impacts:

None. Budgeted expense for FY 2014-2015.

**SPECIAL ANNOUNCEMENTS/
PRESENTATIONS/
GENERAL BUSINESS**

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
SAN RAMON • CALIFORNIA**

A PROCLAMATION OF THE BOARD OF DIRECTORS

WHEREAS, on September 11, 2001, terrorists hijacked four civilian aircraft, crashing two of them into the towers of the World Trade Center in New York City, and a third into the Pentagon outside Washington, D.C.; and

WHEREAS, the fourth hijacked aircraft crashed in southwestern Pennsylvania after passengers tried to take control of the aircraft in order to prevent the hijackers from crashing the aircraft into an important symbol of democracy and freedom; and

WHEREAS, these attacks were by far the deadliest terrorist attacks ever launched against the United States, killing thousands of innocent people; and

WHEREAS, in the aftermath of the attacks the people of the United States stood united in providing support for those in need; and

WHEREAS, the Senate and House of Representatives of the United States of America in Congress assembled and designated September 11 as Patriot Day; and

WHEREAS, the flag of the United States will be displayed at half-staff on Patriot Day; and a moment of silence will be observed on Patriot Day in honor of the individuals who lost their lives as a result of the terrorist attacks against the United States that occurred on September 11, 2001; and

WHEREAS, the President has requested that each year, state and local governments and the people of the United States observe Patriot Day;

WHEREAS, on August 24, 2011, recognizing the ten year anniversary, the Board of Directors of the San Ramon Valley Fire Protection District officially retired badge number 343 in solemn tribute to the 343 firefighters who lost their lives in the World Trade Center attacks;

NOW, THEREFORE, be it resolved that the Board of Directors of the San Ramon Valley Fire Protection District proclaim September 11 as Patriot Day, and shall be so designated each year thereafter.

Date: July 21, 2014

*H. Jay Kerr, Vice-President
Board of Directors*

NEW BUSINESS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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www.firedepartment.org | info@firedepartment.org

Date: July 21, 2014
To: Board of Directors
From: Ken Campo, Financial Consultant
Subject: Pre-Funding Retiree Medical Premiums

Background:

During our recent budget deliberations, at both the Finance Committee meeting and budget workshop with the Board, we discussed the possibility of enhancing investment earnings by pre-funding retiree medical premiums. This would involve the District sending a lump-sum payment to the CalPERS OPEB trust fund ("Trust") in an amount sufficient to cover six months of premiums for retirees. Funds would then be withdrawn from the trust on a monthly basis to pay the premiums. The Trust earned 17.75% for the one year period ended June 30, 2014, as compared to 0.03% for LAIF. We would be pulling money out of LAIF and putting it into the Trust fund.

Staff contacted CalPERS and explained our intent. They indicated it was possible to pre-fund, but any Trust disbursement would have to be paid to the District in the form a reimbursement; so there will be an added step involved, but we can get to the same result of enhanced investment earnings.

In order to realize the reimbursement from the Trust, the Delegation of Authority to Request Disbursements form needs to be updated to reflect the current positions of Controller and Chief Financial Officer. The form must be approved by the Board at a public meeting.

Recommended Board Action:

Staff recommends the Board adopt the attached resolution approving the Delegation of Authority to Request Disbursements form designating the Fire Chief, Chief Financial Officer and Controller as the District representatives authorized to request reimbursement from the OPEB trust administered by CalPERS.



DELEGATION OF AUTHORITY TO REQUEST DISBURSEMENTS

RESOLUTION NO. 2014-10

RESOLUTION OF THE

Board of Directors

(GOVERNING BODY)

OF THE

San Ramon Valley Fire Protection District

(NAME OF EMPLOYER)

The Board of Directors delegates to the incumbents (GOVERNING BODY)

in the positions of Fire Chief and (TITLE)

Chief Financial Officer and/or (TITLE)

Controller authority to request on (TITLE)

behalf of the Employer disbursements from the Other Post Employment Prefunding Plan and to certify as to the purpose for which the disbursed funds will be used.

By Vice-President, Board of Directors Title

Witness

Date



San Ramon Valley Fire Protection District

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www.firedepartment.org | info@firedepartment.org

Date: July 21, 2014
To: Board of Directors
From: Paige Meyer, Fire Chief
Subject: Hiring of a Temporary Retired Annuitant as the Interim Board Clerk

Background:

Board Clerk Susan F. Brooks has announced her retirement from the San Ramon Valley Fire Protection District ("District") effective July 11, 2014. The Board Clerk position is a single-classification position that serves a critical role in the overall management of the District. The District has an immediate need to temporarily fill the position until a permanent replacement can be found and the transition of duties and responsibilities is complete.

As the Interim Board Clerk, Susan F. Brooks will be an FLSA-exempt, salaried employee under an individual Employment Agreement (see Appendix A). While serving as the Interim Board Clerk, she will have overall responsibility for all the job requirements stated in the Board-adopted Board Clerk job description.

The hiring process for the permanent replacement of the Board Clerk position will begin as soon as practicable and the position is expected to be filled by the end of 2014 or early 2015. Once a replacement is hired and trained, the Employment Agreement with Susan F. Brooks will be terminated.

Given the critical nature of the position, the specialized skills required to hold the position, its temporary nature, and the approval to hire through an open meeting of the Governing Board of the District, the retired annuitant hire is compliant with the Public Employees Pension Reform Act of 2012.

Recommended Board Action:

The Board of Directors:

- Approve the temporary hire of Susan F. Brooks as a retired annuitant in the position of Interim Board Clerk.
- Approve the attached individual Employment Agreement with Susan F. Brooks.
- Adopt the resolution certifying the critical need for the temporary hiring.

Financial Impacts:

Funds for this interim appointment will come from the funds budgeted for the vacant full-time position.

**INTERIM BOARD CLERK
EMPLOYMENT AGREEMENT**

THIS INTERIM BOARD CLERK EMPLOYMENT AGREEMENT (hereafter "Agreement") is made and entered into by and between the San Ramon Valley Fire Protection District ("District"), a California public agency, and Susan F. Brooks ("Employee"), an individual, and is entered into and effective this ____ day of July, 2014.

RECITALS

WHEREAS, Employee previously held the position of Board Clerk, a single-position classification for the District since December 1, 2005; and

WHEREAS, Employee has recently determined she will retire from District service as of close of business July 10, 2014, and as of July 11, 2014 Employee will be a CCCERA retired annuitant; and

WHEREAS, Board Clerk position is a regular position that will be vacant as of July 11, 2014, and for which the District will be conducting a recruitment for a permanent appointment; and

WHEREAS, since July 11, 2014, the District has had an immediate need for an employee to temporarily perform the duties of Board Clerk, a position involving specialized skills including performing training and facilitating the transition once the incumbent for the Board Clerk position is hired; and

WHEREAS, Employee is competent and qualified to perform the services required by this Agreement, and District wishes to have Employee perform certain highly-specialized, critically necessary, on-going duties and functions of the Board Clerk; and

WHEREAS, Employee's employment is authorized by Government Code section 31680.3, which permits the District to appoint a CCCERA retired annuitant to a vacant position requiring specialized skills during recruitment for a permanent replacement.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

TERMS OF AGREEMENT

I. **TERM:** This Agreement shall become effective July 22, 2014 pending public approval by the District's Board of Directors (hereafter "the Board"). Employee will serve as the Interim Board Clerk during the period of recruitment. Once the District hires an incumbent for the Board Clerk position, Employee will continue for a transitional period, the length of which will be determined by the District, subject to the limitations set forth in Section 6.2. Employee will be performing highly-specialized and critically-needed skills relating to the management and oversight of the District's administrative and record keeping functions. The term of this Agreement will continue until December 31, 2014, unless this Agreement is otherwise terminated pursuant to Section 2 or extended pursuant to Section 3.

2. **AT-WILL EMPLOYMENT:** Employee acknowledges that she reports to and serves at the pleasure of the Fire Chief and confirms that she does not have a "property interest" in continued employment. The Board or Fire Chief may terminate Employee's employment under this Agreement without cause at any time. In the event that Employee resigns her position as Interim Board Clerk, the District requests that she provide the Fire Chief a minimum of two (2) weeks advance notice, unless the parties otherwise agree in writing.

3. **EXTENSION:** The Fire Chief, in his sole discretion, is authorized to extend the term of this Agreement to any date after December 31, 2014, but before June 30, 2015, subject to the limitations set forth in Section 6.2.

4. **DUTIES:** Employee shall serve as the Interim Board Clerk of the District during the time that District is recruiting for a replacement to fill that position. In that capacity, Employee shall have responsibility for the job requirements stated in the Board-adopted Board Clerk job description, and shall be subject to direction by the Fire Chief. After the hire of the permanent Board Clerk, Employee will assist with training and transition of duties to the new Board Clerk. Employee shall perform her duties to the best of her ability in accordance with the highest professional and ethical standards. She shall comply with and carry out the District's rules and regulations, and she shall obey the laws of the United States of America and State of California as they apply to the performance of her duties.

5. **NO CONFLICTS:** Except as provided herein, Employee shall devote her full energies, interests, abilities and productive time to her performance as the District's Interim Board Clerk, and she shall not, without written approval by the Fire Chief, render services of any kind for compensation or engage in any activity which would materially interfere with the performance of her duties. Employee shall not engage in any activity which is or may become a conflict of interest with the District or which might create an incompatibility of office as defined under California law.

6. **COMPENSATION AND WORK SCHEDULE:**

6.1 Rate of Pay. Employee shall receive the same base hourly rate as she was receiving at the time of her retirement from the District. The District has confirmed that the above rate of pay is not less than the minimum, or in excess of the maximum, paid by the District to other employees performing comparable duties as listed on the District's publicly-available pay schedule and publicly-available employment agreements. Payments will be made on regularly scheduled District payroll dates, and shall be subject to all applicable payroll taxes and withholdings. Such compensation shall be the sole compensation for services under this Agreement.

6.2 Work Schedule and 960-Hour Limitation. Employee is expected to devote necessary time, within and outside normal business hours, to the business of the District. However, pursuant to Government Code section 31680.3 and section 7522.56(d), Employee is allowed to work a maximum of 960 hours per fiscal year for all public employers that contract with CCCERA for retirement benefits. The District retains the right to designate, reduce, change, or amend the number of hours assigned to Employee consistent with the District's workload and other needs. If Employee's annual hours are approaching 960, then the District retains the right to summarily suspend Employee's duties under this Agreement and to reassign any scheduled

hours, as needed, to ensure that Employee does not exceed the maximum hours allowed by this Agreement. In lieu of suspending Employee's duties, the District also has the right to assign Employee less hours if Employee's work hours are approaching 960. Employee will be responsible for keeping track of all hours worked on a daily time sheet form provided by the District.

6.3 Disclosure of Other Hours. In the event Employee is providing service to any other CCCERA public agency employer during the term of this Agreement, Employee must notify the District of such employment and disclose on a periodic basis (at a frequency determined by the District) the number of hours Employee is performing for that other public agency to ensure that the maximum number of hours is not exceeded.

6.4 Exempt Position: The Interim Board Clerk position is exempt from FLSA overtime pay requirements. Due to the nature of the position, it is understood that the work day and work week hours may extend beyond a typical 8 (eight) hour day and/or a 40 (forty) hour workweek. In that event, Employee is not eligible for and will not be paid for any hours exceeding 40 (forty) in 1 (one) workweek during the time that she acts as Interim Board Clerk.

6.5 No Benefits. District provided retirement benefits notwithstanding, Employee will receive no other benefits, incentives, compensation in lieu of benefits, or any other form of compensation. Employee understands and agrees that she is not, and will not be, eligible to receive any benefits from the District, including any District group plan for hospital, surgical, or medical insurance, any District retirement program, or any paid holidays, vacation, sick leave, or other paid leave, or any other job benefits available to an employee in the regular service of the District, except for Worker's Compensation Insurance coverage. If Employee needs time off, she may request time off (for full workdays) on an unpaid basis.

7. **REIMBURSEMENT:** The District shall reimburse Employee for reasonable out-of-pocket expenses incurred in connection with the District's business, including travel, food and lodging while away from home, subject to such policies and procedures as the District may from time to time establish for its employees.

8. **OTHER COMPENSATION PROHIBITED:** No other compensation of any kind shall be paid to Employee unless expressly approved by the Board.

9. **DISPUTES/GOVERNING LAW AND VENUE:** Any litigation arising out of this Agreement shall be brought in Contra Costa County, California, and shall be resolved in accordance with the laws of the State of California. In any action to interpret or enforce the terms of this Agreement or to adjudicate any alleged dispute, breach, default or misrepresentation in connection with any provision of this Agreement, no party shall be entitled to recover attorneys' fees or costs in addition to any other relief to which such party may be entitled.

10. INDEMNIFICATION AND DEFENSE OF EMPLOYEE:

10.1 District shall, consistent with the provisions of Government Code sections

810 *et seq.*, defend, save and hold harmless, and indemnify Employee against any tort, professional liability, claim or demand or any legal action, arising out of an alleged act or omission occurring in the performance of Employee's duties or actions related to her position as Interim Board Clerk. The District will provide and pay a full legal defense with a mutually agreed upon attorney representing Employee's interest.

10.2 District shall provide and pay for all cost of any fidelity or other bonds required of Employee.

GENERAL

11. **NOTICES.** Notices pursuant to this Agreement shall be in writing given by deposit in the United States Postal Service, postage prepaid, delivered personally, or by overnight or other courier delivery services. All notices shall be effective as of the date of the sender's postage receipt, or immediately upon receipt if delivered personally or by overnight or other courier delivery services.

Notices to the District shall be addressed as follows:

San Ramon Valley Fire Protection District
1500 Bollinger Canyon Road
San Ramon, CA 95583
Attn: Fire Chief

or to such other address or location as the District directs.

Notices to Employee shall be addressed as follows:

Susan F. Brooks
817 LaGonda Way
Danville, CA 94526

or to such other address or location as Ms. Brooks directs in writing.

12. **EMPLOYEE WARRANTIES.** Employee warrants that, as of the commencement of her service as Interim Board Clerk, she will be able to immediately begin performance of her duties and that by entering into this Agreement, she will not be in violation of any other contract or Agreement.

13. **SEVERABILITY.** In the event that any provision of this Agreement is finally held or determined to be illegal or void by a court having jurisdiction over the parties, the remainder of the Agreement shall remain in full force and effect unless the parts found to be void are wholly inseparable from the remaining portion of the Agreement.

14. **ASSIGNMENT.** This Agreement is not assignable by either District or Employee.

15. **PARITY IN CONSTRUING AGREEMENT.** Both parties have had sufficient opportunity to review this Agreement and to consult with legal counsel before executing it. This

Agreement shall therefore be construed in accordance with its plain meaning and not in favor of or against any party.

16. **HEADINGS AND SECTION DIVISIONS.** Headings and section divisions in this Agreement are for ease of reference and are not intended to define, interpret or limit the content of each numbered paragraph or section.

17. **SOLE AGREEMENT.** The District and Employee acknowledge that this Agreement constitutes the sole and entire agreement between them relating to the subject matter of this Agreement, and that there are no other representations, agreements, arrangements or understandings, either written or oral, which are not fully expressed herein. The District and Employee further agree that this Agreement may only be modified by the District Board and Employee, and any modifications shall be in writing.

18. **WAIVER.** Any waiver at any time by any party hereto of its rights with respect to default or any other matter arising in connection with this Agreement shall not be deemed to be a waiver with respect to any other default or matter. The exercise by a party of any remedy provided in the Agreement or at law shall not prevent the exercise by that party of any other remedy provided in this Agreement or at law.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date indicated below commencing the initial Term as provided in this Agreement.

**SAN RAMON VALLEY
FIRE PROTECTION DISTRICT**

Dated: _____, 2014

By: _____, 2014
Fire Chief Paige Meyer
San Ramon Valley Fire Protection District

Its: _____

By: _____
H. Jay Kerr, Board Vice-President
San Ramon Valley Fire Prot. District

INTERIM BOARD CLERK

Dated: _____, 2014

By _____
Susan F. Brooks - Interim Board Clerk
San Ramon Valley Fire Protection District

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2014-11

RESOLUTION CERTIFYING CRITICAL NEED FOR TEMPORARY BOARD CLERK AND
RATIFYING EMPLOYMENT AGREEMENT

WHEREAS, Government Code Section 31680.3 permits the District's Board to appoint a CCCERA retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment and to a position requiring specialized skills for a limited duration, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year; and

WHEREAS, the position of Board Clerk will become vacant as of close of business July 10, 2014; and

WHEREAS, to ensure the efficient continued operation and management of the District, including the highly-specialized work involving the record-keeping and other administrative functions of the District, the District desires to retain the services of Susan F. Brooks, who as July 11, 2014, became a retired member of CCCERA, to serve as Interim Board Clerk, effective July 22, 2014; and

WHEREAS, since December 1, 2005 Susan F. Brooks has been the District's sole Board Clerk; and

WHEREAS, it is understood by the District and Ms. Brooks that the combined total hours to be served by Ms. Brooks in any fiscal year, for all CCCERA employers combined, shall not exceed the 960-hour limitation set forth in California Government Code Section 31680.3, and Section 7522.56(d); and

Now, therefore, the Board of Directors of the San Ramon Valley Fire Protection District does hereby determine, find and resolve as follows:

Section One. All facts set forth in this Resolution are true and correct;

Section Two. Susan F. Brooks has the specialized skills needed to perform temporarily the work required of the critically-needed Board Clerk position on an interim basis until a permanent Board Clerk is appointed by the District and thereafter begins service;

Section Three. Susan F. Brooks has the specialized skills needed to perform work of limited duration related to the transition of the duties of Board Clerk to the incumbent who will replace Ms. Brooks; the management and record-keeping of the District requires some training and transition, which only Ms. Brooks can reasonably and most effectively provide to ensure an efficient transition to a new Board Clerk;

Section Four. As of Ms. Brooks' retirement on July 11, 2014, the District does not have any other employee with the necessary expertise, background or skill set to provide the work required of the critically-needed Board Clerk position;

Section Five. It is in the best interests of the District to enter into an Employment Agreement with and to appoint Susan F. Brooks as Interim Board Clerk pursuant to the authority provided under Government Code Section 31680.3 and 7522.56(f)(2), pending the recruitment, selection and employment of a new Board Clerk, to provide the critically-needed, specialized skills necessary to effectively manage the District and provide for an effective transition without adversely impacting management, oversight, and continued operations of the department in providing critically-needed services in the form of public safety, fire protection, and suppression.

Section Six. The District's Fire Chief is authorized to enter into a temporary Employment Agreement, with such technical amendments as may be deemed appropriate by the Fire Chief and District Counsel, and with an Effective Date of July 22, 2014, with Susan F. Brooks as Interim Board Clerk for the District in accordance with Government Code 31680.3, and 7522.56;

Section Seven. Susan F. Brooks has certified in writing, pursuant to Government Code section 7522.56(e)(1) that, during the 12-month period prior to the effective date of her employment as Interim Board Clerk for the District, she has not received any unemployment insurance compensation arising out of prior employment with a public employer that is subject to that code section; and

Section Eight. This Board certifies the nature of the employment as Board Clerk is a highly-specialized and critical position, and that the appointment of Susan F. Brooks as Interim Board Clerk is necessary to fill a critically-needed position before 180 days has passed between her retirement date and this appointment. The Board further certifies that her appointment in this capacity has been authorized by the Board at a public meeting, pursuant to Government Code section 7522.56(f)(1), and that the proposed authorization was not placed on the consent calendar of such meeting.

PASSED, APPROVED AND ADOPTED this 21st day of July, 2014.

AYES:

NOES:

ABSTAIN:

ABSENT:

H. Jay Kerr
Vice-President, Board of Directors

ATTEST:

District Clerk



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: July 21, 2014
To: Board of Directors
From: Paige Meyer, Fire Chief
Subject: Approval of Memorandum of Understanding with Local 3546-A

Background:

International Association of Fire Fighters Local 3546-A, comprised of the Battalion Chief, Battalion Chief Special Operations, Division Chief Training and Communications Center Manager positions, and representatives of the San Ramon Valley Fire Protection District (District), have met and conferred in good faith regarding wages, hours and other terms and conditions of employment of employees in the representation unit specified in Section 1.1, have exchanged freely information, opinions and proposals and have reached agreement on all matters relating to the employment conditions and employer-employee relations of such employees. The District agrees that representatives of Local 3546-A will be offered the opportunity to meet and confer on those items of the Personnel Rules and Regulations that fall within the scope of meet and confer prior to those items being changed. In addition, it is understood that the District will offer to meet and confer with Local 3546-A representatives regarding the impact of any change on those items that do not fall within the scope of meet and confer that the District proposes to change in the Personnel Rules and Regulations.

This Memorandum of Understanding is entered into pursuant to the Meyers-Milias-Brown Act (Government Code Section 3500 et. seq.) and has been jointly prepared by the parties.

This Memorandum of Understanding is being presented to the District Board of Directors as the joint recommendations of the Local 3546-A members and the Fire Chief for salary and employee benefit adjustments for the period commencing July 1, 2013 and ending June 30, 2018. The terms of this MOU shall be subject to immediate review and modification by the parties if the State of California, through executive or legislative action, substantially affects the ability of the District to provide funding for required fire and emergency medical services.

Recommended Board Action:

Approve the attached Memorandum of Understanding between the San Ramon Valley Fire Protection District and IAFF Local 3546-A.

Financial Impacts:

There is no added financial impact to the District as a result of approving this MoU.



MEMORANDUM OF UNDERSTANDING

Between

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

and

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS

LOCAL 3546-A

July 1, 2013 – June 30, 2018

Memorandum of Understanding
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MEMORANDUM OF UNDERSTANDING

International Association of Fire Fighters Local 3546-A, and representatives of the San Ramon Valley Fire Protection District (District), have met and conferred in good faith regarding wages, hours and other terms and conditions of employment of employees in the representation unit specified in Section 1.1, have exchanged freely information, opinions and proposals and have reached agreement on all matters relating to the employment conditions and employer-employee relations of such employees. The District agrees that representatives of Local 3546-A will be offered the opportunity to meet and confer on those items of the Personnel Rules and Regulations that fall within the scope of meet and confer prior to those items being changed. In addition, it is understood that the District will offer to meet and confer with Local 3546-A representatives regarding the impact of any change on those items that do not fall within the scope of meet and confer that the District proposes to change in the Personnel Rules and Regulations.

This Memorandum of Understanding is entered into pursuant to the Meyers-Millias-Brown Act (Government Code Section 3500 et. seq.) and has been jointly prepared by the parties.

This Memorandum of Understanding shall be presented to the District Board of Directors as the joint recommendations of the undersigned for salary and employee benefit adjustments for the period commencing July 1, 2013 and ending June 30, 2018. The terms of this MOU shall be subject to immediate review and modification by the parties if the State of California, through executive or legislative action, substantially affects the ability of the District to provide funding for required fire and emergency medical services.

Section 1. Recognition

1.1 Union Recognition

The International Association of Fire Fighters Local 3546-A hereinafter referred to as the "Union A-Group", is adjunct and equal to the International Association of Fire Fighters Local 3546, hereinafter referred to as the "Union". The Union A-Group has been recognized as the majority representative, pursuant to the Employer-Employee Relations Resolution of the District adopted ~~May 26, 1977~~ for the permanent full-time employees assigned to the classes as set forth in Appendix A of this Memorandum of Understanding. This unit of employees shall for the purposes of identification be titled the "Mid-Level Management Unit", or "Mid-Level Managers".

1.2 Employer Recognition

The Fire Chief is the representative of the San Ramon Valley Fire Protection District, hereinafter referred to as the "District," in employer-employee relations pursuant to the Employer-Employee Relations Resolution of the District adopted May 26, 1977.

1.3 Definitions

"Forty (40) Hour Per Week Employees" means: those employees working eight (8) hours per day, five (5) days per week, employees assigned to a 9/80 schedule, or employees assigned to a 4/10 schedule.

"Employee" means: any person employed in a represented classification of the District.

"Shift Employee" means: those employees working twenty-four (24) hour duty shifts commencing at 0700 hours and ending the following day at 0700 hours.

"Proper Relief" for Shift Employees means: a rank-for-rank, qualified employee (utilization of actors will be accepted as qualified), coming on duty. Proper relief shall also require, when possible, that a face to face exchange of information and responsibility will occur with the employee filling the off-going employee's position. As an element of proper relief, it is the responsibility of Mid-Level Management Unit employees working a shift schedule, at or around shift change to ensure the Duty Battalion Chief position is always filled.

"Rank for Rank" means: a replacement person has the same rank as the person creating a vacancy.

“Public Safety Employee” means: any employee enrolled in the Public Safety category of the retirement system.

Section 2. Discrimination

There shall be no discrimination because of race, creed, color, national origin, sex, sexual orientation, disability (unless that disability prevents the person from meeting the minimum standards established for the relevant classification), or legitimate employee organization activities against any employee or applicant for employment by the Union A-Group or by the District or by anyone employed by the District, and to the extent prohibited by applicable state and federal law there shall be no discrimination because of age.

Section 3. Agency Shop, Collection of Fees, Dues and Assessments

3.1 General Provisions

As a condition of employment, pursuant to Government Code § 3502.5, all employees in the represented classifications shall either join the Union A-Group or pay the Union A-Group a service fee in the amount that shall not exceed the standard initiation fee, monthly dues and general assessments of the Union A-Group.

An employee who is subsequently employed in a classification outside of the unit represented by the Union A-Group shall not be required to pay dues to the Union A-Group.

The provisions of this section shall remain in effect for the duration of this agreement and any mutually agreed upon extension.

3.2 Service Fee

In computing the service fee, the Union A-Group shall exclude expenditures for members' only benefits, expenditures for the political action committee and expenditures for ideological purposes unrelated to collective bargaining, contract administration and grievance resolution. Any dispute as to the service fee shall be directed solely to the Union A-Group. The District shall not be party to the dispute.

For the duration of this contract, the service fee shall be ninety-five (95) percent of the regular Union A-Group dues, plus assessments, uniformly levied against all Union A-Group members.

3.3 Religious Objection

Any employee required to pay a service fee under this section and who is a member of a bona fide religious body or sect which has historically held conscientious objection to joining or financially supporting public employee organizations shall not be required to join or financially support any public employee organization as condition of continued employment. Such an employee shall be required, as a condition of continued employment, in lieu of the service fee, to pay a sum equal to the service fee to a non-labor charitable fund exempt from taxation under IRS Section 501(3) (c). Such employees shall be required to submit to the Union proof of payment of the in-lieu fee. For purposes of this section, such employees shall choose from the following three organizations:

1. California Burn Foundation
2. American Heart Association
3. United Way

Employees claiming religious exemption shall be required to file a written affirmation with the Union A-Group which identifies the religious organization by name, and which establishes that the employee and the organization meet all the requirements for claiming the exemption.

3.4 Dues Deduction

The District agrees to pay the Union, on behalf of the Union A-Group, through payroll deduction, all fees, dues and assessments certified by the Union A-Group. There is no obligation on the part of the District to provide payroll deductions for the three organizations listed in Section 3.3.

IAFF, Local 3546-A, shall defend, save, indemnify and hold harmless the District, and its officers, agents and employees from any and all liabilities and damages, from any cause arising from or connected with and on account of dues deductions made on behalf of and received by IAFF Local 3546-A.

Section 4. Access to Work Areas

Representatives of IAFF Local 3546-A shall be allowed access to work locations in which the Union A-Group has membership for the following purposes: to post literature on bulletin boards, to leave and/or distribute a supply of literature, to represent an employee on a grievance, or to contact a Union/Union A-Group officer on a matter within the scope of such a grievance. However, the District may deny such access if (1) advance arrangements are not made, including disclosure of which of the above purposes is the reason for the visit; and/or (2) the visit interferes with District business. Union/Union A-Group meetings shall not be conducted at the District's public facilities unless approved by the Board of Directors or someone designated by the Board of Directors to make such a decision and such meetings shall be conducted before or after District office hours and shall not be in conflict with any District activity.

Section 5. Bulletin Boards

The District shall provide suitable space for bulletin boards in District fire stations and other District facilities. The Union/Union A-Group shall use existing, designated bulletin board space no larger than 30" x 40". The Union/Union A-Group shall be allowed to use such bulletin boards for communications having to do with official Union/Union A-Group business.

Section 6. Hours of Work and Overtime

6.1 Shift Employees

The work schedule for a Shift Battalion Chief shall consist of two (2) consecutive twenty-four (24) hour duty shifts commencing and ending at 7:00 A.M.

The work schedule shall consist of two (2) twenty-four (24) hour on-duty shifts within six- (6) day cycle to be worked in accordance with the following chart:

- X = 24 hour on-duty period
- O = 24 hour off-duty period

XXOOOOXXOOOOXXOOOOXXOOOO

The Fair Labor Standards Act (FLSA) cycle shall be a twenty-four (24) day cycle.

Personnel will be required to arrive at scheduled meetings, work details, and other events on time, with appropriate equipment, and in appropriate uniform.

No employee shall be allowed to work in excess of 122 consecutive hours. Any overtime or trade, in combination with a regularly scheduled duty day, which would lead to an employee exceeding this maximum, is not allowed. The next period of work or shift shall not begin until the employee has had a minimum of twelve (12) hours off duty.

In case of an emergency, the Fire Chief or his/her designee may authorize the waiver of this consecutive hour maximum. In the event of a non-emergency District need, this maximum may be waived upon mutual agreement of the Fire Chief or his/her designee and the employee.

Employees shall be responsible to ensure that a combination of overtime and trades will not impact their ability to work their normally assigned shifts by creating a situation in which more than the maximum consecutive hours are scheduled.

All shift employees covered by this Memorandum of Understanding shall receive overtime compensation for all hours worked in excess of the employee's normal work schedule. All overtime shall be on an hour-for-hour basis, with a minimum of two (2) hours for emergency overtime. Emergency overtime will be defined as emergencies which occur that require personnel to return to work from regularly scheduled time off to assist in the mitigation of an incident, or provide coverage for personnel of like rank who are involved in mitigating an emergency incident. One (1) hour minimum will be paid for Non-Emergency Overtime. Non-Emergency Overtime will be defined as work performed which exceeds the normal time of the regularly scheduled shift. Example: miscellaneous staffing to fill a scheduled vacancy, completion of a call after 0700 hours, special events, training assignments, meetings, special projects, staff assignments, etc. All overtime is to be paid at the rate of time and one-half (1-1/2X) of the PBMS.

No employee in the bargaining unit shall order any other employee in the bargaining unit to work overtime unless such overtime has been authorized by the Chief or designated representative.

The TeleStaff software system will be the method utilized by the Battalion Chiefs or their representative for overtime recall tracking, overtime availability pick-list development and mandatory overtime pick-list development. The long-term commitment to the full utilization of the TeleStaff software system may require the alteration of some work rules, the integration of existing software, the modification of some procedures, as well as the designation of "super users" who will be responsible for obtaining system usage and maintenance expertise in order to ensure the efficient operation of the software and to also ensure software updates are installed in a timely manner and incorporated effectively from both a technical and a user-training standpoint.

Emergency recall overtime will be compensated from the time of the emergency call to the time the employee is released. The recalled employee must notify the Emergency Communication Center (ECC) they are responding and communicate their specific response time.

6.2 Forty (40) Hour Per Week Employees

The normal work schedule of Forty (40) Hour Per Week Employees shall commence Monday and end Friday, excepting holidays, commencing at 0800 hours and ending at 1700 hours. Non-Public Safety Forty-Hour personnel may choose from one of the following alternate schedules made available by the District. Those schedules are either an eight (8) hour work day (0800 to 1700 hours), identified as a "normal schedule", a schedule of eight (8) nine (9) hour workdays and one (1) eight (8) hour workday, identified as a "9/80 schedule", or a schedule of four (4) ten (10) hour workdays per week, identified as a "4/10 schedule". Public Safety Forty-Hour personnel are limited to the normal Forty (40) Hour Per Week Employees schedule.

Employees assigned to a 9/80 schedule will commence work at 07:30 and end at 17:30 hours, or commence work at 07:00 and end at 17:00 hours, Monday through Friday, with one day off every two (2) weeks. Non-Exempt Employees assigned a 9/80 schedule shall have any time differential resulting from a holiday falling on a regularly scheduled nine (9) hour workday deducted from the employee's vacation or compensatory time accrual. Employees working a 9/80 schedule having a holiday fall on their regular day off (RDO) shall have Thursday off preceding a Friday RDO and Tuesday off following a Monday RDO.

Employees assigned to a 4/10 schedule will commence work at 07:00 and end at 18:00 hours, or commence work at 07:30 and end at 18:30 hours, Monday through Friday, with one day off each week. Alternatives to start and end times, as well as the coordination of the employee's Regular Day Off (RDO), with the operational needs of the District will be established by mutual agreement between the employee and the Fire Chief, or the Chief's designee. Employees working a 4/10 schedule having a holiday fall on their RDO shall have Thursday off preceding a Friday RDO and Tuesday off following a Monday RDO.

All employees covered by this Memorandum of Understanding shall receive overtime compensation for all hours worked in excess of the employee's normal work schedule, except Mid-Level Management employees assigned to a forty (40) hour work schedule. Mid-Level Managers are eligible for overtime only when working as a duty Battalion Chief. Forty-hour Mid-Level Management employees may work available shift overtime within their rank and assignment classification, outside of their normal work week (e.g. weekends and after normal work hours). All overtime shall be on an hour-for-hour basis, with a minimum of two (2) hours for emergency overtime. Emergency overtime will be defined as emergencies which occur that require personnel to return to work from regularly scheduled time off to assist in the

mitigation of an incident, or provide coverage for personnel of like rank who are involved in mitigating an emergency incident. One (1) hour minimum will be paid for non-emergency overtime. Non-emergency overtime for Exempt Mid-Level Management employees will be defined as work performed which exceeds the normal time of the regularly scheduled work period, which would normally be assigned to a Non-Exempt Mid-Level Management employee, and is approved by the Fire Chief or the Chief's designee. Example: completion of special work assignments after regular business hours, special events, training assignments, special meetings, special projects, special staff assignments, etc. All overtime is to be paid at the rate of time and one-half (1-1/2X) of the PBMS.

Emergency recall overtime will be compensated from the time of the emergency call to the time the employee is released. The recalled employee must notify the Emergency Communication Center (ECC) they are responding and communicate their specific response time.

Overtime for employees assigned a forty (40) hour workweek must first be authorized by the Chief or his/her designated representative. No employee in the bargaining unit shall order any other employee in the bargaining unit to work overtime unless such overtime has been authorized by the Chief or designated representative.

Partial shift overtime for 40 hour per week employees shall be allowed only in circumstances where there is no break in service and where no additional financial cost is incurred by the District (e.g., no overlaps in work time and no additional travel time cost).

Forty (40) hour employees may elect to receive overtime compensation paid at the rate of time and one-half (1-1/2X) of the PBMS or receive compensatory time off at the rate of time and one-half (1-1/2X). Compensatory time off (CTO) may be accumulated to a maximum of eighty-one (81) hours and shall be limited to a maximum annual accrual of one hundred twenty (120) hours. An employee must designate the option for pay or CTO once annually prior to July 1 of each year. Failure to state a preference will result in the employee being compensated at time and one-half (1-1/2X) pay. Forty (40) hour Battalion Chiefs working suppression overtime will be paid the 56 hour overtime hourly rate.

6.3 Overtime Compensation Administration

All overtime shall be paid in fifteen (15) minute increments, with time to be rounded up to the nearest fifteen (15) minute increment. There shall be a minimum of two (2) hours for emergency overtime and a one (1) hour minimum for non-emergency overtime as specified in Section 6.1 and Section 6.2 above.

Paid time off shall be counted as hours worked for Fair Labor Standards Act overtime calculation purposes.

Section 7. EMT Certification

Mid-Level Managers who received EMT Pay differential as part of their management agreement at the time of their promotion, and who were promoted to a Mid-Level Management position prior to September 1, 2010, will continue to receive EMT Pay differential of 5% of PBMS for top-step Engineer, and will be allowed to maintain their EMT certification training and accreditation maintenance, through the District EMT recertification process.

Section 8. Advanced Life Support Service

Mid-Level Managers who wish to maintain their Paramedic licensure will be reimbursed for fees for classes and license fees required to maintain County and State Paramedic accreditation and licensure.

Section 9. Battalion Chief Standby Duty

The Battalion Chief Standby Duty (BC Standby), assignment is intended to provide a backup shift commander constantly available for immediate recall during times when the Duty Battalion Chief is committed to an incident and unable to respond to a subsequent or simultaneous incident, during major incidents requiring additional command staff, or when the Duty Battalion Chief or an executive Chief Officer determines that immediate command support within the District is necessary. Personnel on BC Standby are required to immediately respond back to District upon notification and advise the SRM

Communications Center when they are available within District boundaries. BC Standby is distinct from Red Flag or Special Event up-staffing which are both for planned needs and are not regular or recurring need/assignments whereas BC Standby is regular and recurring.

The BC Standby assignment is mandatory and is to be shared equally among all Battalion Chiefs each month. The Battalion Chiefs (Public Safety Mid-Level Managers), will arrange for and maintain a schedule of daily BC Standby coverage and post the schedule to the District Standby Chief/District Chief calendar, by the first of each month, on a monthly basis. Battalion Chiefs may voluntarily trade individual BC Standby shifts with other Battalion Chiefs. Traded BC Standby shifts must be repaid within each calendar year so that no Battalion Chief works more BC Standby than any other Battalion Chief.

Compensation for BC Standby is 5% of PBMS. Compensation for BC Standby is for personnel availability only. Any incident or occasion requiring a Battalion Chief on BC Standby to be recalled to Battalion Chief duty will be compensated according to Emergency Recall Overtime parameters as prescribed in Section 6 above, when responding outside of normal work hours.

9.1 Fire Inspector Unavailable for Stand-By

The on-duty Battalion Chief (Duty BC), may be required to perform fire cause and origin investigations for minor fire incidents when no Fire Inspectors, Deputy Fire Marshals, or Fire Marshal is available, however, no Battalion Chief will be required to perform Fire Inspector Stand-By duty in place of the Fire Inspectors, Deputy Fire Marshals, or Fire Marshal.

Section 10. Team Compensation

Special Operations Battalion Chiefs, who are on one or both special teams, Hazardous Materials or Rescue, at the time of their assignment to Special Operations Battalion Chief, will maintain their team status, as long as they fulfill all of the normal team requirements for training and team participation, as outlined in policy and other parts of the Memorandum of Understanding. A Special Operations Battalion Chief who is unable to maintain their special team training and participation requirements will be reclassified as a Battalion Chief without the incorporated percentage wage increases of the Special Operations Battalion Chief classification. The Special Operations Battalion Chief in a special-team classification will not be counted as part of the minimum daily staffing status or maximum team member limits.

No already assigned Battalion Chief will be provided initial Hazardous Materials Team or Rescue Team training and certification at the District expense. Employees having an "R" or an "H" designation as of June 30, 2007 will be classified as Special Operations Battalion Chief upon assignment to a Special Operations Battalion Chief assignment, beginning July 1, 2013.

10.1 Hazardous Materials

Compensation in the amount of two and one-half percent (2.5%) per month over the premium base monthly salary (PBMS) of top step Fire Engineer will be provided to the Special Operations Battalion Chief for Special Operations Battalion Chiefs assigned to the Hazardous Materials Team.

10.2 Rescue

Compensation in the amount of two and one-half percent (2.5%) per month over the premium base monthly salary (PBMS) of top step Fire Engineer will be provided to the Special Operations Battalion Chief for Special Operations Battalion Chiefs assigned to the Rescue Team.

Section 11. Holiday Compensation

Shift employees shall receive in lieu of time off for holidays an additional six percent (6%) per month of their premium base month salary (PBMS) in recognition of such holidays.

Forty (40) hour employees shall receive the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Admission Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day.

For forty (40) hour employees, a Saturday holiday shall be celebrated on the previous Friday. A Sunday holiday shall be celebrated on the following Monday.

When a holiday falls on a nine hour day for an employee working a 9/80 schedule, that employee shall have the option of utilizing District Policy 611 (Make-up Time), to account for the additional hour of time off on the holiday. The make-up time must be worked during two or more lunch periods in the same week as the holiday off.

Section 12. Sick Leave

Shift employees shall accrue a sick leave credit of twelve (12) hours per month for each completed calendar month of service. Forty (40) hour employees shall accrue a sick leave credit of eight (8) hours per month for each completed calendar month of service. All sick leave credits accrued, but not used, shall be accumulated. At the time of retirement, an employee may apply any unused sick leave credits toward retirement as provided for under the Contra Costa County Employees' Retirement Plan.

New Shift employees shall receive one hundred forty-four (144) hours of advanced sick leave credit with a pay back from the employee's final paycheck if the employee leaves District employment prior to accrual, but after use of the sick leave.

New forty (40) hour employees shall receive ninety-six (96) hours of advanced sick leave credit with a pay back from the employee's final paycheck if the employee leaves District employment prior to accrual, but after use of the sick leave.

Section 13. Vacation

13.1 General Provisions

Employees of the District are entitled to a vacation, with pay. Accrual is earned by hours of working time per calendar month of service and begins on the date of appointment. Increased accruals granted in recognition of length of service begin on the first of the month following the month in which the employee qualifies for the corresponding service credit. Accruals for portions of a month shall be in minimum amounts of one (1) hour calculated on the same basis as for partial month compensation.

Vacation credits may be used only after completion of twelve (12) months of service in a position with the District, but may be used to supplement exhausted sick leave in cases of absence during the first twelve (12) months, and none shall be allowed in excess of actual accrual at the time vacation is taken. On separation from District service, an employee shall be paid for any unused vacation credits at the employee's then current rate of pay.

13.2 Definitions

For the purposes of Section 14, the following definitions will apply:

- (a) "Employee" means: any person employed in a represented classification of the District.
- (b) "Shift Employee" means: those employees working twenty-four (24) hour duty shifts commencing at 0700 hours and ending the following day at 0700 hours.
- (c) "Accrued Vacation Credits" means: those vacation credits as provided herein.
- (d) "Forty (40) Hour Per Week Employees" means: those employees working eight (8) hours per day, five (5) days per week, or employees assigned to a 9/80 or a 4/10 schedule.
- (e) "Notification Date" means: the date on the written notice to shift employees of cancelled vacation.
- (f) "District" means: those Battalion Chiefs assigned to schedule the vacation selections for their respective shifts.

13.3 Vacation Accruals Per Month

The rates at which vacation credits accrue are as follows:

(a) Shift Employee

Length of Service	Monthly Accrual Hours	Maximum Accumulation Hours
Less Than 5 years	14	336
Over 5 - Less than 10 years	17	408
Over 10 - Less than 15 years	20	480
Over 15 - Less than 20 years	24	576
Over 20 - Less than 25 years	26	624
Over 25 - Less than 30 years	28	672
Over 30 years	30	720

(b) Forty (40) Hour Employees

Length of Service	Monthly Accrual Hours	Maximum Accumulation Hours
Less Than 5 years	10.00	240
Over 5 - Less Than 10 years	12.00	288
Over 10 - Less Than 15 years	14.28	343
Over 15 - Less than 20 years	17.14	411
Over 20 - Less than 25 years	18.56	445
Over 25 - Less than 30 years	20.00	480
Over 30 year	21.42	514

13.4 Vacation Selection (Shift Employees)

Vacation selections shall be separated into first, second and third choices.

Employees may waive any or all of the selection choices. Such waiver(s) shall be in writing to the District. First, second and third choice vacation selections shall be determined by the District seniority list of each respective shift, starting from the most senior employee.

The length of the first, second, and third choice selections shall be limited to the amount of shifts accrued, rounded off by shift to the nearest multiple of two. Selections shall be in multiples of two (2) consecutive work shifts, (e.g., 2, 4, 6).

After the vacation schedule has been established, additional choices are determined by a first-come first-serve method, without regard to seniority.

Vacation selections of less than 12 hours will be treated as Short Hour Vacation, wherein the employee seeking vacation relief is required to find their own qualified replacement prior to logging vacation in TeleStaff.

One (1), shift Battalion Chief shall be allowed off on vacation per shift at one time.

Vacation selections shall start not later than October 1 of each year. If a shift employee is scheduled for vacation, or for any other reason will have a prolonged absence from duty after October 1, it will be the employee's responsibility to notify the District in writing of at least three (3) selections for his/her first choice prior to the employee's vacation or prolonged absence. Second and third choices will not be assigned by the District without written notice as provided in the first choice selection. In order to avoid delays, it shall be the responsibility of all shift employees to be prepared to choose their respective vacation selections by October 1. In no case shall an employee be scheduled for vacation in excess of vacation credits accrued at such time the vacation may be taken. All requests for pre-selected vacation shall be sent to the shift Battalion Chiefs Group by October 1st. If there are no requests or if there are no conflicting requests for vacation received by the shift Battalion Chiefs Group by October 15th, any shift Battalion Chief may log their vacation in TeleStaff.

The District shall have completed entering all pre-selected vacation into TeleStaff no later than November 30.

Vacation trading between employees will not be allowed.

13.5 Cancellation Policy

If a vacation time is scheduled for an employee who is on duty and there is not proper relief for the time period affected by the scheduled vacation, the vacation time is cancelled.

After the vacation list is completed (November 30), cancellation of any scheduled two day tours of vacation shall be made in writing to the District at least ten (10) calendar days prior to the scheduled starting date. All first, second and third choice selections must be cancelled in multiples of two (2) consecutive work shifts, (e.g., 2, 4, 6). However, scheduled two-day tours of vacation or portions of tours of vacation may be cancelled up to five (5) days prior to the starting date as long as there is twenty-four (24) hours available on both consecutive days of the tour previously scheduled.

If a shift employee is absent from duty due to an on-the-job injury and it is anticipated that the employee will not be able to use his/her vacation as scheduled ten (10) calendar days prior to such scheduled starting date, the anticipated opening will be posted tentatively as cancelled. A shift employee absent from duty due to an on the job injury may cancel vacation at any time.

In the event the absent employee returns to duty prior to his/her scheduled vacation starting date, the employee's vacation as scheduled shall be honored at the employee's request, and those employees, if any, applying for the opening may have such application cancelled.

All vacation cancellations shall be made in writing to the District.

Cancellation of additional vacation choices determined without regard for seniority shall require the Duty Battalion Chief to be notified by 1000 hours the day before the beginning of the of the two day tour.

Employee seniority will be utilized to award vacation leave made available as a result of the cancelled vacation, with preference starting with the next lower senior employee below the seniority of the employee cancelling the vacation leave.

13.6 Openings for Other Reasons (Shift Change, Death, etc.)

When vacation openings occur less than thirty (30) days prior to the scheduled vacation date a reasonable attempt shall be made to contact all employees regarding the vacation opening. The filling of these openings will be on departmental seniority basis at the discretion of the Battalion Chiefs.

13.7 Shift Changes

In the event an employee changes shifts for whatever reason prior to the employee's first, second, or third choice, the employee's seniority shall be inserted in accordance with the department seniority list for that respective shift.

An employee who changes shifts involuntarily or due to the employee being promoted shall maintain similar vacation dates as previously scheduled, unless cancelled by the employee. If the vacation being honored creates a situation where more than the maximum number of employees are scheduled, cancellations will not open vacation spots for any additional shift employees.

Employees who voluntarily change shifts will have to reschedule their respective vacation selections as may be available.

13.8 Vacation Selection Forty (40) Hour Employees

Forty-Hour Battalion Chiefs/Mid-Managers whose positions are not covered by relief personnel are not required to compete for vacation selections. Forty-Hour Battalion Chiefs/Mid-Managers are required to

request and receive their supervisor's approval prior to logging vacation in TeleStaff. Approval will be subject to the business needs of the District.

In no case shall an employee be scheduled for vacation in excess of the vacation credits that will be accrued at the time the vacation may be taken.

13.9 Vacation Cash-Out

An employee covered by this Memorandum of Understanding may elect to cash out up to eighty hours (40 hour work week employee) or one hundred and twelve hours (56 hour work week employee) of accumulated vacation by notifying the District by December 1 of each year. The employee shall be paid in the final paycheck of that year.

13.10 Annual Administrative Leave

Administrative Leave will be accrued and credited to the employee's leave balance on a monthly basis. The Administrative Leave balance may not exceed one year's accrual at any time. If the accrual reaches one year's accrual, no further accrual will be credited until such time as the balance is below the annual accrual.

Exempt Mid-Level Management employees are granted 80 hours of Administrative Leave annually, accrued and credited at the rate of 6.67 hours each month.

Administrative Leave may be taken as paid time off, added to vacation accruals (subject to vacation accrual limitations), or paid out one time per calendar year not to exceed one year's accrual.

Any employee who has sold Administrative Leave and retires within the same 12 (twelve) month period will have any unused Administrative Leave automatically converted to vacation hours at the time of retirement.

Section 14. Compensatory Time Off (CTO)

Employees earning Compensatory Time Off (CTO), may use CTO in accordance with the established provisions for vacation usage.

Requests for CTO leave during a time selected by another employee in the same group either on CTO or vacation will not be permitted. Employees may request CTO a maximum of 45 days in advance. A minimum of one business day notice for request of CTO shall be made. However, requests for CTO with shorter than one business day notice may be granted at the discretion of the Fire Chief or his/her designee. CTO usage shall be in minimum of one (1) hour increments.

An employee must have, at time of the request, sufficient hours to cover the request. CTO balances shall not exceed eighty-one (81) hours at any one time and shall be limited to a maximum annual accrual of one-hundred-twenty (120) hours. Overtime worked in excess of one-hundred twenty (120) hours will be paid at the rate of time and one half (1-1/2X) of the PBMS plus required premiums.

Section 15. Salaries & Retirement

15.1 Retirement Formulas

The District shall continue to provide retirement pension benefits through the Contra Costa County Employee's Retirement Association.

- A. Retirement Formula For Public Safety "New Members" as defined under the Public Employees' Pension Reform Act of 2013 (PEPRA) who are hired by the District on or after January 1, 2013 shall be entitled to the 2.7% at 57 years of age retirement formula with highest three year average compensation as set forth in PEPRA.
- B. Retirement Formula For Non-Public Safety "New Members" as defined under PEPRA who are hired by the District on or after January 1, 2013, shall be entitled to the 2.0% at 62 years of age retirement formula with highest three year average compensation as set forth in PEPRA.

- C. Retirement Formula for Public Safety Classic Employees (Employees Who Do Not Qualify as "New Members" under PEPRA shall continue to be entitled to the 3% at 50 years of age retirement formula with single highest year compensation formula.
- D. Retirement Formula for Non-Public Safety Classic Employees (Employees Who Do Not Qualify as "New Members") under PEPRA shall continue to be entitled to the 2.5% at 55 years of age retirement formula with single highest year compensation formula.

15.2 Retirement Contributions

- (a) New Members: Both Public Safety and Non-Public Safety employees defined by PEPRA as New Members shall pay 50% of the normal cost of their applicable retirement benefit as required by PEPRA and determined by CCCERA.
- (b) Public Safety Classic Employees: Effective July 1, 2013, all public safety "classic" employees shall contribute 4.0% of pensionable compensation toward the employer retirement contribution rate. Effective July 1, 2014, all public safety "classic" employees shall contribute 8.0% of pensionable compensation toward the employer retirement contribution rate. Effective July 1, 2015, all public safety "classic" employees shall contribute 12.0% of pensionable compensation toward the employer retirement contribution rate. Classic employees shall continue to also pay the "Employee Cost of Living Adjustment" as determined annually and required by CCCERA.
- (c) Non-Public Safety Classic Employees: Effective July 1, 2013, all non-public safety "classic" employees shall contribute 4.0% of pensionable compensation toward the employer retirement contribution rate. Effective July 1, 2014, all non-public safety "classic" employees shall contribute 8.0% of pensionable compensation toward the employer retirement contribution rate. Classic employees shall continue to also pay the "Employee Cost of Living Adjustment" as determined annually and required by CCCERA.
- (d) For both public safety and non-public safety classic employees, the District shall continue to pay 100% of the employee retirement Basic Contribution Rate, which is a percent designated by CCCERA based on the employee's age of entry at the date of hire. The amount of the employee retirement Basic Contribution Rate paid by the District to CCCERA is considered a part of salary and appears on the paycheck as a taxable earning. The parties intend to continue the District's "pick-up" of the employee retirement Basic Contribution Rate after the expiration of this Agreement, for so long as legally permitted.
- (e) The District shall utilize the provisions of section 414(h)(2) of the Internal Revenue Code for all employee contributions. This shall not be construed as a guarantee by the District of the existence or continuation of any tax benefits arising from this section of the Internal Revenue Code.

15.3 Deferred Compensation Plans

The District offers to all employees a minimum of three (3) deferred compensation plans identified herein as the Nationwide Retirement Solutions and International City Manager's Association (ICMA) and Public Employees Retirement System (PERS). Employees shall have the option to participate in any of the three plans, at no cost to the District.

15.4 Salary and Retirement Components

- (a) Base Monthly Salary (BMS): The base monthly salary is determined for all ranks through the MOU negotiation process. The Base Monthly Salary is the associated salary for the Position Classification as listed in Appendix (B). The base monthly salary does not include the individual retirement allotment of the following premium pays: Permanent Acting Pay, Holiday pay, FLSA pay and overtime.
- (b) Employee Retirement Contribution Rate: The employee retirement contribution rate ("retirement rate") is a percent that has been designated by the Contra Costa County Employees Retirement Association (CCCERA) based on the age of entry of the employee at the date of hire.

(c) Average Retirement Contribution (ARC) Percentage: The percentage is the sum of all of the retirement rates for represented employees divided by the number of represented employees. This percentage shall be reviewed and recalculated on July 1, 2011 and shall be reviewed and recalculated every 5 years thereafter.

(d) Premium Base Monthly Standard (PBMS): The premium base monthly standard is the sum of an employee's BMS and the ARC. This premium base is used to calculate all differentials that are based on a percentage of the base salary (PAP, Holiday pay, FLSA pay, and overtime).

(e) Permanent Acting Pay (PAP): An employee's BMS times 5%

(f) Acting Pay: An employee's PBMS times 5%

(g) Holiday Pay: An employee's PBMS times 6%

(h) Straight Time (Hourly Rate): An employee's PBMS divided by hours per month (56 hrs. = 242.67 per mo. 2,912 hrs./yr. or 40 hrs. = 173.33 per mo./2,080 hrs./yr.)

(i) Overtime (Hourly Rate): An employee's PBMS divided by hours per month (56 hrs. = 242.67 per mo. 2,912 hrs./yr. or 40 hrs. = 173.33 per mo./2,080 hrs./yr.) times 1.50.

(j) Longevity Pay: - A "longevity pay" will be implemented for those employees who: (1) were hired prior to April 1, 1973; (2) have 30 years of service credit; (3) who no longer owe a retirement contribution; or, (4) as stipulated in the 1937 County Retirement Act. This pay will be calculated on the employee's PBMS, not including any cost of living adjustments.

(k) Management Parity Pay: All Mid-level Managers appointed to a management position prior to January 1, 2010, serving in a management capacity in good standing for more than one year shall receive Management Parity Pay equal to 5% of the Premium Base Monthly Standard (PBMS) incorporated into their wage classification. Employees hired on or after January 1, 2010, or those promoted into a "management capacity" on or after this date will not receive Management Parity Pay.

Section 16. Hospital-Medical, Dental and Life Insurance

16.1 Active Employee Health Benefits

The District will provide medical plans from The Public Employees' Medical and Hospital Care Act Program ("PERS Health"). From July 21, 2009 through December 31, 2013, the District will contribute 100% of the cost of the applicable health plan premium for any of the CalPERS Regional Health Plan Rates, Bay Area Region, Basic Monthly Rate (B). Currently, Blue Shield Access +, Blue Shield Net Value, Kaiser, PERS Choice, PERS Select and PERS Care are included. Effective January 1, 2014 through and including June 30, 2018, the District shall contribute 92% of the applicable health plan premium for any but the most expensive of the CalPERS' Regional Health Plan Rates, Bay Area Region, Basic Monthly Rate (B). The District's contribution towards health plan premium for the most expensive of the CalPERS' Regional Health Plan rates shall be capped at the amount equal to 92% of the second most expensive plan. Employees shall pay the remaining cost of their health premiums through a pre-tax payroll deduction, as permitted under the Internal Revenue Code.

Vision: The District will provide at no cost to the employee, Vision Service Plan (VSP), Plan C, plus Contact lens coverage and second pair of glasses coverage through the District's self-funded program. The availability of coverage under this benefit is such that a covered person may purchase either a second pair of glasses or contact lenses up to the allowable limits described in the SRVFPD Self-Funded Vision Plan Options.

Dental: The District will provide, at no cost to the employee, the monthly premium for dental care coverage through the Jefferson Pilot Financial Services.

In the event that Jefferson Pilot Financial Services Company increases their rate during the term of this Memorandum of Understanding, the District will increase its contribution accordingly.

An Employee Assistance Program (EAP), provides seven visits per employee, spouse, and dependents. Presently, Managed Health Network, Inc. (MHN) is the EAP provider. Should the need arise to change providers, the District will meet with union representatives and discuss the matter.

16.2 Retiree Health Benefits

Effective February 1, 1996 eligible retired employees will be eligible to participate in the same health plans and receive the same District contributions to health premiums for those health plans as active employees.

For those eligible retirees who currently participate in the District's vision, dental plan, life insurance plans, and EAP, the District will contribute twenty-five percent (25%) of the premium.

Elections for these plans must be made and communicated to the District at least 15 days before retirement in order to become effective at the time of retirement. Post-retirement elections and changes to elections may be made only during the annual open enrollment period, or at such time as a life change event occurs as defined in the plan document.

The retiree health benefits paid for by the District only apply to the retiree, spouse, and immediate family members that had that same status and relationship with the retiree prior to the retiree's retirement from the District.

In addition to any other obligations to contribute toward health premiums, the retiree will pay all premium amounts applicable to any new spouse or dependent acquired after retirement.

Retirees who are currently covered shall maintain their benefits under the medical agreement presently in place. Spouses that have been added to the medical benefits will be allowed to continue coverage.

Future retirees adding spouses after retirement will be responsible to pay the additional premiums for the added spouse and/or dependents.

In the event the District "self-funds" auxiliary programs such as vision care, dental and life insurance, eligible retirees will be qualified to participate in such programs. This benefit is available to those current retirees participating in District health plans and future employees who may retire, in good standing, under a "service" or "disability retirement" granted by the Contra Costa County Employees' Retirement Association and who wish to participate in the medical coverage plans.

To retire or resign employment in good standing, an employee must comply with the requirements set forth in the Administrative Policy and Procedures, Policy No. 124.

An employee who retires or resigns in lieu of imminent termination will be considered to have resigned "not in good standing" and may be ineligible for continued health care benefits.

Full-time employees retiring on a "service-connected disability retirement" are eligible regardless of length of service or age.

To be eligible for retirement health benefits, full-time employees retiring on a "non-service connected disability retirement" must qualify under the service "retirement" criteria.

A "service retirement" is defined as: Retirement directly from active employment without first terminating employment or taking a disability retirement.

A "service connected disability retirement" is defined as: Retirement from service due to a "job-connected" illness or injury that prevents the employee from performing the "essential functions" of the classification occupied.

A "non-service connected disability retirement" is defined as: Retirement from employment as a result of an illness or injury arising from factors not associated with the performance of duty.

In the instance where the eligible employee is deceased, the continuation of health care benefits to the surviving spouse will be determined by the policies and regulations established by the Public Employees' Medical and Hospital Care Act Program (PERS Health).

Surviving spouses shall be covered by the medical coverage if they are eligible for pension benefits at the time of the District employee's retirement. They may also continue auxiliary programs they were participating in at their own expense.

Surviving spouses shall not add a new spouse if they re-marry after the retiree's death.

No incarcerated person shall be eligible for retiree benefits during any period of incarceration. Eligible spouse and/or dependent(s) who otherwise meet eligibility requirements for coverage shall not be disqualified as a result of the retiree's incarceration.

16.3 District CERBT Contribution

Effective ~~July 1, 2013~~, and in recognition of employees and retirees now contributing toward the cost of their health premiums, the District will contribute each month to the District account in the California Employers' Retiree Benefit Trust for retiree health premium costs, an amount equal to the total amounts contributed each month by participating employees and retirees to the cost of their health premiums.

16.4 Changes in Health Benefit Coverage

The District may request to meet and confer with the Union if, in the District's opinion, the costs of medical plan coverage necessitate a change in companies or benefits.

16.5 IRS Code 125

The District has implemented an IRS Code 125 plan for the employees. In general, the Plan is funded on an employee salary reduction basis. It permits eligible employees to reduce their cash compensation by taking advantage of pre-tax dollars (dollars free from federal and state income tax, and FICA Medicare) for certain qualifying expenses. The following list identifies the most common qualifying expenses:

- (a) Medical Insurance Premiums
- (b) Child-Care/Dependent-care expenses up to \$5,000/household per year
- (c) Medical expenses not reimbursed by your medical insurance
- (d) Health counseling not reimbursed by your medical insurance (emotional/stress/family/marital, etc.)
- (e) Chiropractic and acupuncture expenses not reimbursed by your medical insurance
- (f) Prescription drugs not reimbursed by your medical insurance
- (g) Dental and orthodontia expenses not reimbursed by your dental insurance
- (h) Vision and eye wear expenses not reimbursed by your vision insurance
- (i) Parking expenses and transportation expenses including \$.09 per mile (medically related)

Under current tax laws, if there is any money left in your account at the end of the plan year, it will be forfeited. An employee should be aware that the election is irrevocable for the plan year. This means that once the payroll deductions have begun, the participant cannot change the amounts or drop out of the plan unless he or she terminates employment or has a "change in family status." A "change in family status" includes: birth, death, adoption, marriage, divorce, and change in spouse's employment status.

For other qualifying expenses and tax law restrictions refer to the plan document.

The plan document will be amended, effective January 1, 2009, to increase the medical expense ceiling to \$5,000.

Section 17. Education Assistance Program

The purpose of this program is to financially assist employees in pursuit of professional development or training. This program strives to promote educational advancement for the success of each individual and as a benefit to the District.

This program applies to all employees of the District who, on their own initiative, are seeking additional education or training outside the scope of other District sponsored education or training.

The District will reimburse the costs of tuition for course enrollment fees, books and lodging for employees registered to receive relevant, position-applicable instruction through attendance at an industry recognized symposium/presentation, at an accredited college/university or at a State Fire Marshal course. A course need not necessarily be provided by an accredited college/university nor be a California State Fire Marshal certified course to be approved by the District for an employee's participation through the District Education Assistance program; rather, the approval criteria will be based on whether the course is job related, relevant, and of value to the District. The Fire Chief, or the Chief's designee, will determine the relevance and applicability of the requested training. The total maximum reimbursement amount may not exceed \$1,048.79 per fiscal year per employee. The tuition reimbursement amount will be increased at the same rate as the salary wage percentage for the upcoming fiscal year.

There is no provision for reimbursement for mileage, parking fees or compensation for time spent in class. All coursework will be scheduled on the employee's own time.

To qualify for reimbursement, an employee must have completed the specified course of study while employed with the District. An employee separated from employment due to a reduction in force will be reimbursed for all qualifying costs incurred up to the date of separation.

Since educational development and training under this policy is voluntary, the employee, in accordance with attendance rules and policies must initiate time away from the employee's regular assignment. The Training Division will maintain records of educational programs completed by each employee under this program.

Prior to enrolling in a class or course of study under this program, an employee must submit a written request to the Training Division for authorization. The Training Division will notify the employee as to their acceptance into the program.

Coursework will be granted based on job relatedness or job relevance. It is up to the employee to provide a detailed description of how the course or course of study would improve the employee's knowledge or skills as it relates to their present position or to prepare him or her for a higher position or a related field. If an employee is pursuing a degree, either undergraduate or graduate, the entire course of study should be submitted for approval in advance. Courses within the degree program which are determined to be job related will be eligible for reimbursement. The request should be prepared on the District's official "Request for Reimbursement" form.

In order to be reimbursed, employees must receive a grade of "C" or better for a graded class, a rating of "pass" in a "pass/fail" class, or a certificate of student participation for a class or presentation that is not graded, rated or otherwise quantified.

The employee must obtain and submit to the Finance Division all receipts for expenses being claimed, including a copy of the official grade report or certificate. Some instruction, including symposiums, do not offer grades or pass/fail options. For these courses, proof of attendance is sufficient for reimbursement. The proof of attendance method shall be mutually agreed to by the participant and the Chief's designee prior to the instruction.

An official District "Request for Reimbursement" must be used for reimbursement. The Fire Chief retains ultimate discretion in approving requests for specific items sought as reimbursement.

Section 18. Mileage Reimbursement

An employee transferred during the work shift and required to use his/her private vehicle for such a transfer will be entitled to mileage reimbursement for actual miles traveled. The mileage reimbursement rate will be the IRS rate as assigned each calendar year. The attached Appendix D specifies the distances between stations. The employee must maintain a monthly travel log, obtain approval for each trip and submit a reimbursement request to the Finance Division within thirty (30) days after completion of a calendar month.

Section 19. Medical Examination

In the event the Chief or the Board of Directors determines there is a necessity for a medical examination, an employee shall, after being informed in writing, submit to such medical examination at reasonable times during such employee's employment. Such examination shall be given by a physician selected by the District and the employee from a list of three (3) physicians mutually agreed to by the Union and the District and the full cost of such medical examination shall be borne by the District as shall any additional medical examinations required by the District.

The District shall comply with applicable state law regarding the employee's choice of a Workers' Compensation physician.

Section 20. Living Boundaries

District employees are required to live within the State of California, and no more than 250 road miles from the District.

Section 21. Overtime Recall Procedures

21.1 Non-Emergency Recall

Non-emergency recall will be done via one or all of the following methods: District supplied alpha pagers, phone call, text, email, or other system implemented by represented employees performing overtime recall that ensures each notice of overtime availability is received and acknowledged by the applicable Mid-Level Managers Unit members. It will be the responsibility of the employee to provide the District with one (1) contact phone number. These procedures shall apply to non-emergency recall in duration of four (4) hours or more. This non-emergency recall procedure shall not apply to emergency overtime, nor shall it apply when employees are recalled to perform specialized duty assignments.

An employee who loses or destroys a District-owned notification device will comply with the lost or destroyed equipment policy.

(a) Recall Ranking

Public Safety Mid-Level Managers' names shall be listed in the TeleStaff system in the order of last 12-hour or greater shift of overtime accepted. The Public Safety Mid-Level Manager with the most recent shift of twelve hours or greater accepted will be at the bottom of the TeleStaff "*BC" pick-list and the Public Safety Mid-Level Manager with the least recent twelve hour or greater shift will be placed at the top of the list, excluding emergency recall. All other Public Safety Mid-Level Managers will be placed on the list in order of their relative recency of twelve hour or greater shift accepted. All strike team response overtime greater than twelve hours will be included in each employee's overtime recency ranking as non-emergency recall. Strike Team and OES Assignment Lists are maintained by the Op Area Coordinator.

(b) Relief

Employees desiring to leave early must be properly relieved and must comply with current trade requirements. It is agreed that if there is not proper relief, employees cannot leave. Proper relief shall be rank for rank, or a qualified employee (utilization of actors will be accepted as qualified) coming on duty. Proper relief shall also require, when possible, that a face to face exchange of information and responsibility occurs with the employee filling the off going employee's position. It is the responsibility of all employees at or around shift change to ensure the normally staffed shift positions are always filled.

For shift-position mid-shift vacancies, the manger unable to fill their scheduled position assignment shall advise the as yet unrelieved manager or the Standby Battalion Chief as soon as the vacancy is known. A request to available managers will be sent through normal communication methods. If there are no available managers to fill the vacancy, the BC Mandate pick-list ("LC picklist overtime mandatory"), will be utilized to identify the manager required to fill the vacancy. If none of the managers on the BC Mandate

pick-list can be contacted, the designated Standby BC will fill the position, until a manager from the BC Mandate pick-list can be contacted to return to duty. The goal is to get a qualified employee into the vacated position in the shortest amount of time, therefore the employee that can be on duty in the shortest amount time will be awarded the overtime. Mid-shift vacancy overtime will not be included in the overtime recency ranking list.

(c) List Rotation system

The Public Safety Mid-Level Manager overtime recency ranking will utilize a "rotating card system". No points or hours will be recorded, other than each Battalion Chief Overtime ("*BC") shift accepted that is between 12 and 24 hours, inclusive.

When a Battalion Chief (BC) accepts 12 hours or more, the BC's name will rotate to the bottom of the list. The name will rotate at the time the shift is accepted.

The initial rotation list will be established according to District seniority.

Permanent Acting BCs will be placed at the bottom of the rotation list upon receipt of a Permanent Acting BC assignment and removed when their assignment ends.

Newly promoted BCs will be placed at the bottom of the rotation list upon promotion.

The rotation list will be maintained by using TeleStaff.

If BC overtime is cancelled, the BC who was awarded the overtime will be returned to their original position on the list, as administered by TeleStaff.

(d) Posting of Vacancies

Vacancies can be viewed by checking the Telestaff Daily Roster.

Vacancies will be posted as soon as possible on Telestaff.

(e) Procedures for Filling Vacancies

If the shift is over minimum staffing at the time the vacancy is filled, an Acting BC, if available on duty, will be used according to the MOU.

The duty BC will contact the BCs in the Telestaff "*BC" pick list order to fill the vacancies.

Phone (text or call), pager, e-mail, and/or face to face contact may be used to contact the BCs.

Overtime will be awarded and filled when the vacancy is known and in the order the vacancy is made known. No overtime shift may be accepted by an individual for a future vacancy prior to filling the most current known vacancy.

(f) 40 hour BC Eligibility

40 hour BCs are eligible to work nights, weekends and holidays, and Regular Days Off (RDO) while working a modified duty schedule.

40 hour BCs will be eligible to accept a 24 hour shift if on a RDO.

40 hour BCs will be paid at the 56 hour overtime hourly rate when working as a duty Battalion Chief.

(g) General

The Battalion Chief, or their representative, shall be responsible to administer and carry out the notification to employees who are, in accordance with the overtime record, next eligible to be recalled.

The recall records shall be kept in the District's main computer. Employees who have questions concerning recall shall address them to the duty Battalion Chief, employee representative, or both.

Any overtime of less than twelve (12) hours will not be added to the overtime recency ranking recall list.

Non-emergency overtime will be awarded based solely on the employee's position on the "*BC" pick list, without regard to shift assignment.

Personnel recalled for periods of less than twenty-four (24) hours shall be given the first opportunity for any additional overtime in the same classification. If additional overtime occurs prior to their arrival, the recall process will start over.

Personnel accepting overtime recall shall report for duty at the assigned location as soon as possible. The employee going off duty, whether from normally assigned scheduled shift, overtime, or trades, will be held over on overtime until properly relieved by the recalled employee. Employees working trades on the first shift of the 2/24 shift tour, that are going off-duty at the beginning of, or during the second shift of the 2/24 tour shall be held over when overtime coverage staffing is needed and until staffing is filled with overtime.

Rank for rank personnel of the off-going shift shall be held over by the Battalion Chief to provide coverage while waiting for a recall person to arrive in District and able to respond.

The recalled employee shall notify the duty Battalion Chief immediately upon arrival to duty location.

Rank for rank means that the position which was vacated shall be filled by recall from the complement of personnel with the same classification when vacating the position causes the on-duty complement to be less than minimum staffing. If rank for rank is not available the Battalion Chief or his/her authorized representative, will go down the appropriate acting list and attempt to fill the opening with personnel from that list.

If no Acting Battalion Chief (actor) is available, a rank for rank person will be ordered back to fill the open position. An exception to the rank for rank process will occur if a Fire Captain(s) is working the specific day involved, and the Captain(s) is on the Acting Battalion Chief's list. In this case an Acting BC-qualified Fire Captain may be assigned as an Acting Battalion Chief during the vacancy and a Fire Captain recalled to fill the newly created Fire Captain vacancy, if a Battalion Chief does not voluntarily agree to work a Battalion Chief overtime opening. If an Acting BC-qualified Fire Captain does not voluntarily agree to work the overtime period, a Battalion Chief will be ordered back to work the overtime.

Unlike emergency recall, pay for non-emergency recall shall begin once the recalled Battalion Chief is in the District and able to respond to an incident.

Any change in classification status shall be indicated on the overtime computer record. The employee's respective position on the recency ranking recall pick list is determined by the recency of overtime accepted by the employee.

Personnel reassigned to a different shift without change in classification shall maintain their respective position, as determined by the recency ranking recall list ("*BC").

Employees assigned to long-term acting positions of thirty (30) days or more will have their overtime record indicate the classification to which they are assigned. Position in the new classification will be determined by the recency of BC overtime assignment accepted, equal to or greater than 12 hours. First time Acting BCs will be placed at the bottom of the recency ranking recall list.

Employees shall be required to submit completed overtime report forms for all hours worked at the end of the overtime period or prior to leaving their overtime assignment. Overtime report forms for all specialized overtime assignments shall be submitted on or before the employees' next regularly scheduled workday. Overtime records shall be updated and maintained on a daily basis.

An employee accepting an overtime assignment will not be permitted to use another employee on a trade to work any portion of the overtime period; however, the overtime person is permitted to find his/her own replacement. Only one replacement is permitted during any non-mandatory overtime recall period. The

District will allow Suppression Personnel working Special Projects or Training assignments for District purposes to take longer duration overtime staffing positions, and not have to find their own replacement for the shorter hour staffing. The District will notify all eligible employees for the shorter hour overtime position as per the MOU.

21.2 Immediate Need Overtime (Same day or after 1000 hours the day before the opening)

Recall begins as soon as the vacancy is known.

All eligible employees will be notified at once.

The group will be given twenty (20) minutes to respond.

If more than one employee responds to the notification, the employee highest on the TeleStaff recency ranking pick list (“*BC”) will be awarded the overtime position.

Failure to respond will be considered a decline and the District will move on.

Previously notified employees who contact the District after the twenty (20) minute period will be awarded the overtime, if it is still available.

The employee awarded the overtime shall contact the District to confirm assignment.

21.3 Known Vacancy (Vacancies known prior to 1000 hours the day before the start of the next shift’s tour)

(a) Notification will be sent to the appropriate rank as soon as a need is identified.

(b) Employees will have until 1000 hours the shift prior to the start of the next shift’s tour to contact the District.

(c) At 1000 hours, prior to the start of the next shift’s tour, the overtime will be awarded to the employee who contacted the District via the BC notification process, and who is the highest on the TeleStaff recency ranking pick list (“*BC”).

(d) The employee being awarded the overtime will be notified by the District.

(e) The employee awarded the overtime shall contact the District to confirm assignment.

21.4 Order Back Procedures

When no Public Safety Mid-Level Manager has accepted an overtime assignment to fill a vacancy using the non-emergency recall procedures outlined in Sections 22.2 and/or 22.3 of the MOU, the following order back procedure will be used:

(a) The overtime order back calling shall be performed by the duty BC.

(b) 40 hour BCs will be excluded from the mandatory OT list (“LC picklist overtime mandatory”), in Telestaff but can voluntarily work, outside of their normal work hours, for a mandated BC.

(c) Newly promoted or Permanent Acting BCs will be placed on the top of the mandatory OT list (“LC picklist overtime mandatory”).

(d) Employees mandated to work overtime will not be excused from that assignment. However, it is permissible to have another employee(s) assume this responsibility on their behalf. An employee being mandated for periods of two (2) hours or more will have his/her card rotated, or may choose to have the replacement’s card moved instead of his/her own. Only one person’s card will be moved for any mandate.

(e) Vacancies that are not voluntarily filled for one or both days of a two-day tour will each be filled with order back personnel, prior to shift change on the first day of the tour.

(e) If the order back overtime needs are known prior to the overtime vacancy, the normally assigned employee on duty and going off-duty at shift change or sooner, will be considered first. Personnel on trades will be considered second. Personnel finishing overtime assignments will be considered last. Employees will be ordered back using the mandate list ("LC picklist overtime mandatory"). The order back person will be notified at the time the order back situation is known.

(f) If the overtime need is known prior to 0700, a person on duty in the appropriate rank will be held over and not allowed to leave until properly relieved. An attempt will then be made to order back the appropriate person, utilizing the mandate list, or ordered back from home if there are no qualified personnel in the District. If a person who is higher on the mandate list than the person being held over cannot be contacted, the person who has been held over will become the order back person for the duration of the vacancy.

(g) The order back person will not be permitted to use a shift trade to work any portion of the overtime period. However, the overtime person is permitted to find his/her own qualified replacement. Multiple replacements will be permitted during any mandatory overtime recall period, following the above notification procedure.

(h) Order back overtime will be paid as non-emergency overtime.

(i) In all cases, employees assigned to work must remain in their assigned positions until properly relieved. Properly relieved shall mean, when possible, a face to face exchange of information and responsibility will occur with the employee who will be filling the off-going employee's position. It is the responsibility of all employees at or around shift change to ensure the normally staffed positions are always filled.

(j) If a person who has previously agreed to work a trade on the day an order back situation occurs and the trade is logged in the District staffing schedule (TeleStaff), he or she will be by-passed for the portion of the order back period that coincides with the trade; however, if an order-back situation does exist as the trade person is ending the trade assignment, the trade person may be ordered back and held on overtime to fill the vacancy.

(k) An employee who is attending District sponsored training on the day an order back situation occurs and the training has already been authorized and any required forms signed, he or she will be by-passed for the portion of the order back period that coincides with the District sponsored training; however, if an order-back situation does exist as the sponsored training is ending, the person attending the training may be ordered back and held on overtime to fill the vacancy.

(l) An employee who is assigned on District Business on the day an order back situation occurs and the assignment has already been authorized, he or she will be by-passed for the portion of the order back period that coincides with the District Business assignment; however, if an order-back situation does exist as the assignment is ending, the person on District Business may be ordered back and held on overtime to fill the remainder of the vacancy.

21.5 Use of Acting Battalion Chief in lieu of Order Back

Acting Battalion Chiefs are those who are on the current promotional list or those who have been deemed qualified by an alternate mutually agreed upon procedure.

(a) If the number of personnel on duty exceeds minimum staffing, then the position is filled by an on-duty Acting Battalion Chief (actor), in promotional list order. If no actor is on duty then the position is filled with an off-duty Battalion Chief. If no off-duty Battalion Chief is available then the position is filled with an off-duty actor, on overtime, in order of the TeleStaff Pick List.

(b) If the number of personnel on duty is at or below minimum staffing then the position is filled with an off-duty Battalion Chief. If no off-duty Battalion Chief is available then the position is filled with an on-duty actor (and the on-duty actor's position is backfilled by a Captain). If no on-duty actor is available then the position is filled with an off-duty actor, on overtime, in order of the TeleStaff Pick List.

- (c) If the use of an actor would directly result in the forced overtime of a lower rank, a Battalion Chief will be ordered back.

Section 22. Layoff and Re-employment

22.1 Notice of Layoff

The Chief will give at least thirty (30) days advance written notice to employees to be laid off, unless a shorter period of time is authorized by the Board of Directors. In no case shall the Chief give less than fourteen (14) days written advance notice to employees to be laid off.

22.2 Precedence by Employment Status

In a reduction of forces, the last employee hired by the District shall be the first employee laid off. In a District return to previous force levels, rehiring employees laid off due to staffing reductions will be prioritized over hiring new employees. The last employee laid off shall be the first employee rehired, provided that, in the estimation of the Fire Chief, the employee rehired is capable of performing the work required. The sole criteria for making this estimation shall be the medical examination at the time of rehiring, as compared to the medical examination at the time of the layoff.

The following provisions shall apply in computing total continuous service time:

- (a) Time spent on military leave shall count as District service.
- (b) Time worked in a permanent or probationary status shall count as District service.

This Section 23.2 shall be subject to Section 53292 of the Government Code.

22.3 Re-Employment Eligibility List

The names of employees laid off shall be placed on a Re-Employment Eligibility List as hereinafter specified. Former employees appointed from a Re-employment Eligibility List shall be restored all rights. Such re-employed employees shall not be eligible for benefits for which they received compensation at the time of or subsequent to the date they were laid off. The Re-Employment Eligibility List shall consist of the names of employees and former employees having probationary or permanent status, and who were laid off. The rank order on such list shall be determined by relative seniority as specified in Section 23.2 (Precedence by Employment Status). Such list shall take precedence over all other eligibility lists in making appointments to the classification in which the employee worked.

The name of any person laid off shall continue on the appropriate Re-Employment Eligibility List for a period of two (2) years after it is placed thereon, provided that such person shall be continued on the list for an additional two (2) years if application in writing for extension of eligibility is made before the expiration of the original period of eligibility. The names of any eligible employees on a Re-Employment Eligibility List shall be automatically removed from said list at the expiration of the period of eligibility.

At the time of an employee's layoff the employee shall submit to a medical examination, unless the employee has submitted to a medical examination for the District in the time period one (1) year prior to the employee's layoff. An employee appointed from a Re-Employment Eligibility list shall submit to a medical examination. Cost of such examination shall be borne by the District.

22.4 Accrual of Benefits During Layoff

Employees shall not accrue any benefits during the period of time they are on layoff.

Employees who are appointed from a Re-Employment Eligibility List to the classification they held at the time of their layoff shall be placed in the pay step they were in at the time of their layoff and shall retain the seniority they had at the time of the layoff.

22.5 Recall of Employees

Notwithstanding applicable state and federal laws an employee on a Re-Employment Eligibility List shall report for duty twenty-four (24) hours after receipt of the recall letter, which shall be mailed by certified mail, to the employee's last known address. Failure to do so or to provide the Duty Officer with an acceptable reason for not reporting shall result in the removal of the employee's name from the Re-Employment Eligibility List.

It shall be the employee's responsibility at all times to advise the District as to the employee's current address and availability for employment.

Section 23. Uniform and Safety Equipment

The District shall continue to provide the uniform and safety equipment for the classifications in the Fire Unit as specified in the Uniform Specifications, Operations and Procedures manual.

The District will replace or repair items of clothing damaged while on duty, but only those articles worn in accordance with the Uniform Specifications. Prescription eyeglasses required of employees as specified in Uniform Specifications, Operations and Procedures manual (OPM), will also be replaced. This policy shall not apply to any article such as jewelry or watches that is not required or necessary for the performance of the job in the classification the employee is assigned to.

Reimbursement for repairs or replacement of the above specified articles will be made to the employee upon presentation of the article having been repaired or replaced at the expense of the employee, and accompanied by a paid receipt.

No replacement will be made if such damage is caused by negligence on the part of the employee as determined by the Chief. In the event the Chief refuses to replace any damaged clothing, the Chief shall so inform the employee in writing as to the reason why.

Section 24. Shift Trades

The District agrees that shift employees may, with the written approval of the designated management official in each instance, trade duty periods or portions thereof with qualified employees in the same classification, or identified as qualified based upon successfully being placed on the appropriate promotional list, provided however, that both employees wishing to make a trade have similar experience and ability and are able to pay back the trade.

Shift trades shall be made on a limited basis. Stacking trades and being gone for extended periods of time will only be allowed with prior application and approval from the District. A pattern of trades and significant absences is not a desired outcome of this schedule and will be considered as an alternate schedule. If significant absences are occurring on a consistent basis, trades may be denied.

Trades are not permitted to create a situation in which the person requesting time off misses mandated training (State or Federal). In such cases, it should be expected that trades will be denied. Employees are responsible to ensure compliance with mandated training (State or Federal). If an employee is not able to attend scheduled mandated training due to being absent by trading a shift, attendance to mandated training is to be made up by the employee on their own time, without overtime compensation from the District. Therefore, trade requests initiated after the employee has been scheduled to attend mandated training, as identified on the operations calendar and/or the daily roster, will be denied unless the employee agrees to make up the training on their own time and at their own expense.

Employees are strongly encouraged to limit their trades in order to reduce the impact to the scheduling of training. Executive Staff Chiefs may deny a trade if an employee routinely misses training because of his/her trading practices.

Working hours are not to exceed 122 consecutive hours, unless authorized by the Chief or his/her management designee.

Short term trades cannot be used to avoid being available for mandatory overtime recall; patterns will be monitored and trades possibly denied if such patterns are found.

The Union agrees that all trades between employees shall be repaid and shall not involve any additional compensation from the District to the employees involved.

When a shift employee on a promotional list has been notified by the duty Battalion Chief or higher designated representative that the employee is scheduled to work in an acting position during a single shift or tour, if the employee wishes to trade during the acting shift(s), the employee is obligated to trade with personnel qualified to fill the scheduled position. Qualified personnel shall be on the appropriate promotional list or in the same classification for which the trade is being made. The District will honor all shift trades that were approved prior to the notification of the employee that they will be assigned to work a shift or shifts in an acting position. Battalion Chiefs are to deny any trade requests which do not meet this agreement.

All requests for shift trades may be approved by the employee's immediate supervisor and shall be logged in the District staffing program (TeleStaff), prior to the trade commencing.

Employees may schedule vacation for a period they are scheduled to work a trade, in accordance with Section 13.

Trades involving shift employees, who have become incapacitated and are on workers' compensation temporary disability time, are subsequently cancelled. One of the following alternatives must take place:

- (a) A new trade between active employees is created and signed.
- (b) The normally assigned employee works.
- (c) Vacation from the normally assigned employee is used to cover the vacancy, if available.
- (d) In the event the normally scheduled employee cannot be notified that their trade has been cancelled, the incapacitated employee can submit a letter to the District requesting the trade be covered by their own sick leave. This letter is required in order to prevent confusion pertaining to workers' compensation issues.

Section 25. Acting Status

Whenever a temporary non-emergency vacancy occurs and it is determined by the District the position should be temporarily filled, an employee may be assigned by the Chief or designated representative to work in the higher classification, at a five percent (5%) pay increase above current step, calculated from the employee's premium base monthly salary (PBMS), under the following conditions:

- (a) The nature of the assignment is such that the employee in the lower classification becomes fully responsible for the duties of the position of the higher classification.
- (b) Employees selected for the assignment shall meet the minimum qualifications for the higher classification. Preference shall be given to those on the appropriate promotional list. Positions vacated on a daily basis shall be filled by the respective shift employee next highest on the eligibility list for that position. If the vacancy is twelve (12) hours or less, it may be filled by an employee from any position on the eligibility list.
- (c) Pay for work in a higher classification shall not be utilized as a substitute for regular promotional procedures.
- (d) Personnel assigned to acting status shall remain in such status for the duration of the vacancy.
- (e) Personnel working long-term acting positions (30 days or more) will have their overtime record indicate the classification to which they are assigned. Personnel newly added to the Acting BCs list will be placed at the bottom of the BC recency ranking recall list ("*BC"). Thereafter, the actor's relative recency of acceptance of overtime will determine their position on the BC overtime list.
- (f) Active positions temporarily vacated on a monthly or longer-term basis shall be filled from the top three (3) candidates on the appropriate eligibility list. At the beginning of any long-term actor's assignment the

actor's base monthly salary (BMS) will be automatically increased by five percent (5%) as part of the payroll function.

(g) At the conclusion of a long-term acting assignment, the employee's salary will be returned to their previous status.

(h) During significant emergency operations, the Chief or his/her designee may assign an employee of a lower rank or separate classification to perform the functions of a position of a higher rank or separate classification in order to maintain the safety, efficiency and effectiveness of District personnel throughout the emergency operation, so long as the employee working out of rank or class possesses the requisite knowledge, skills and abilities to perform according to the above criteria. Personnel need not be on a promotional list or have met all of the promotional qualifications at the time of the emergency operation. This allowance is for short-term acting assignments only and only for the duration of the emergency operation. Non-emergency needs for temporary Mid-Level Manager position staffing will be filled per section 22 above.

(i) The Chief may reassign permanent Mid-Level Managers from/to Forty (40) Hour Per Week Employee positions and from/to Fifty Six (56) Hour Per Week/Shift Employee positions, as well as change Mid-Level Managers' areas of responsibility and supervision as part of periodic organizational restructuring.

Section 26. Request to Fill Vacancies

Employees may request a transfer to a shift or work place assignment when full-time vacancies occur. Such transfer may be granted at the discretion of the District. The District will give reasonable consideration to requests to fill vacant positions and not impose unreasonable requirements or unprecedented challenges intended to obstruct such requests.

Section 27. Shift Staffing

Notwithstanding staffing changes for District special events or high-hazard warnings or watches, the current minimum staffing of shift Battalion Chiefs is one (1).

For the duration of this Memorandum of Understanding the District will continue its present policies with regard to staffing, as described above.

Notwithstanding the above, the District reserves the right to change the Battalion Chief staffing levels to accommodate operational needs. The District shall discuss the changes with the Union before making any such changes.

Section 28. Grievance Procedure

28.1 Definition of a Grievance

A grievance is any dispute which involves the interpretation or application of any provision of this Memorandum of Understanding or of any written District policies, regulations or personnel rules regarding personnel practices within the scope of representation as defined in California Government Code Section 3504.

28.2 Initial Discussion

Any employee or Union representative may discuss a grievance with the appropriate Manager within fifteen (15) calendar days of when the employee knew of, or should have known of, the incident or occurrence which gives rise to the grievance. The Human Resource Director or his/her designee shall provide his/her response within seven (7) calendar days of the initial discussion. If no response is given within the seven (7) calendar day period, the grievance may be moved up to the next level.

28.3 Referral to Fire Chief

Should the grievance remain unresolved, the employee or Union representative may submit the grievance, in writing, to the Fire Chief. The presentation to the Fire Chief shall be made within seven (7) calendar

days of receipt of the response to the initial discussion, or, if no response is received, at the expiration of the seven (7) day period of response. If the grievance is not submitted within these timelines, the grievance shall be considered resolved and the employee and/or the Union will be deemed to have waived the right to further appeal the grievance.

The presentation of the grievance to the Fire Chief shall be written and shall identify the following:

- (a) The aggrieved
- (b) The specific nature of the grievance
- (c) The time and/or place of its occurrence
- (d) The MOU Section, regulation, policy or rules alleged to have been violated, improperly interpreted or misapplied.
- (e) The steps taken to resolve the dispute at the initial discussion(s).
- (f) Remedy sought.

Within seven (7) calendar days of receipt of the grievance the Fire Chief shall meet with the grievant and his/her Union representative and attempt to settle the grievance. The Fire Chief shall provide his/her response within seven (7) calendar days of this meeting.

28.4 State Mediation

In the event the Union and the District are unable to reach a mutually satisfactory accord on any grievance, the parties may submit the grievance to State Mediation. If the parties are unable to reach agreement through mediation, either party may move the grievance to arbitration. The request for arbitration must be made within fifteen (15) calendar days after the mediation process is completed.

28.5 Arbitration

Either the Union or the District may decide to forego mediation and instead have the grievance proceed directly to arbitration. The request for arbitration must be made within fifteen (15) calendar days of receipt of the Fire Chief's written response, or, if no response is received, at the expiration of the seven (7) day period for response.

The impartial arbitrator shall be mutually selected by the District and the Union. If the District and the Union are unable to agree on the selection of an arbitrator, they shall jointly request the State Mediation and Conciliation Service to provide a list of five (5) qualified arbitrators. The District and the Union shall alternatively strike names from the list until only one name remains and that person shall serve as the arbitrator.

It shall be the duty of the arbitrator to hear and consider facts submitted by the parties and to make written findings of fact and disposition of the grievance. The arbitrator's decision shall be final and binding on all parties and the arbitrator's fees shall be borne equally by the District and the Union.

The arbitrator shall have no power to add to or subtract from the provisions of the MOU or the District's policies, rules and regulations.

No changes in the Memorandum of Understanding or interpretations thereof will be recognized unless agreed to by the Fire Chief and the Union.

28.6 Time Limit and Level Waiver

Any of the time limits and levels contained in this Section may be waived upon the mutual written consent of the parties.

Section 29. Miscellaneous

29.1 Policies

The parties have agreed to the formal District Policies that were in effect as of the signing of this MOU.

29.2 Catastrophic Leave Bank

The District agrees to establish a Catastrophic Leave Bank (CLB) to assist employees who have exhausted accrued leave time due to a catastrophic illness/injury/condition. The CLB will allow other employees to donate time to the affected employee so that he/she can remain in a paid status for a longer period of time, thus partially reducing the financial impact of the catastrophic illness, injury or condition.

Eligibility

To be eligible for this benefit, the receiving employee must: 1) be a regular full time employee in the bargaining unit who has passed his/her initial District probationary period; 2) have sustained a catastrophic illness, injury or condition certified by a physician; 3) obtain the approval of Fire Chief; 4) have exhausted all accumulated paid leave including vacation, holiday, sick leave, and/or compensatory time and; 5) be unable to return to work at the time his/her accrued paid leave is exhausted.

Benefits

Accrued vacation and compensatory time off hours donated by other employees will be converted to sick leave and credited to the receiving employee's sick leave time balance on an hour-for-hour basis and shall be paid at the rate of pay of the receiving employee. For as long as the receiving employee remains in a paid status, seniority and all other benefits will continue.

Guidelines For Donating Leave Credits To CLB

- (a) Accrued vacation leave and compensatory time may be donated by any regular full-time employee who has completed his/her initial District probationary period.
- (b) Time donated will be converted from vacation or CTO to sick leave hours and credited to the receiving employee's sick leave balance on an hour-for-hour basis and shall be paid at the rate of pay of the receiving employee.
- (c) The use of donated leave hours will be in consecutive one work shift increments (e.g., 24 hours for a shift employee; eight hours for 40 hour/week employees.)
- (d) In the event that the receiving employee does not use all transferred leave for the catastrophic illness/injury/condition, any balance will remain in the CLB to be used by other bargaining unit employees who meet the criteria set forth above.

29.3 District Partnership Classes

For employees working the 9/80 or 4/10 schedule, the District will provide time off for employees to attend training/classes, up to 2 weeks (80 hours) per fiscal year. Requests for more than one employee from each Division need to be approved by the Chief or his/her designee prior to taking District Partnership leave. An employee working a 9/80 schedule will not be debited the eight (8) hours beyond the authorized eighty (80) hours when attending two one-week training classes that both occur on the 44-hour work weeks within the same fiscal year. For non-shift positions that do not require back-fill staffing, and thus no additional cost to the District, the criteria for the supervisor's approval of the District Partnership request will be based on the individual's workload and potential negative impact to District business operations.

29.4 Wellness/Fitness Program

Annual medical exams are required for Hazardous Material Team members and for all Safety employees hired after January 1, 2002. For other safety employees hired prior to this date medical exams are voluntary. Medical exams also may be required for individuals seeking assignments requiring physical capability statements, such as National Wildfire Coordinating Group (NWCG) task book initiation. Annual exams will be provided by the District's physician at no cost to the employee. Employees may choose to have the exam performed by their personal physician if they so desire, provided their physician completes a District-provided form. This form would outline and certify the scope of the exam which would be essentially identical to the District-provided exam. The District will reimburse the employee actual out-of-pocket expenses for this exam up to the amount the District would have paid the District's physician. All immunizations will be administered and recorded by the District provider.

Voluntary Program

- (a) Participants may use any of the District approved exam providers, or the participant's own physician, as specified above.
- (b) Participants will be offered on-duty time for blood/urine collection (prior to exam).
- (c) Participants will be offered on-duty time for the participant's physical exam, if using the District approved physician(s).

29.5 Station Bidding

Should the normal daily staffing number of the shift Battalion Chief position increase, station bidding rules will be developed by the Mid-Level Managers Unit and bidding rules will apply to the affected members.

Section 30. Re-Openers

In calendar year 2016, either the Union or the District may request and require re-opener negotiations on the subjects of salary (Section 16) and/or Medical, Dental and/or Life Insurance benefits (Section 17), by sending written notification prior to March 15, 2016.

Section 31. Separability of Provisions and Mutual Agreement

Should any section, clause or provision of this Memorandum of Understanding be declared illegal by final judgment of a court of competent jurisdiction, such invalidation of such section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this Memorandum of Understanding.

Nothing herein shall prohibit the parties from changing the terms of this Memorandum of Understanding by mutual agreement.

Section 32. Terms of Memorandum of Understanding

It is understood and agreed by the parties that this Memorandum of Understanding supersedes all previous Agreements between the parties, and that upon approval by the San Ramon Valley Fire Protection District Board of Directors it shall be binding and enforceable to the full extent permitted by law. In the event provisions of this Memorandum of Understanding are inconsistent with any District laws, resolutions, rules, or regulations, the terms of the Memorandum of Understanding shall prevail.

This Agreement shall be effective as of the first day of July 2013 and shall remain in full force and effect until June 30, 2018.

Made and entered into this ____ day July of 2014.

**Local 3546-A, IAFF
DISTRICT**

By _____

By _____

By _____

SAN RAMON VALLEY FIRE PROTECTION

By _____

By _____

By _____

By _____

By _____

APPENDIX A

San Ramon Valley Fire Protection District
Mid-Level Management Unit Classifications

Battalion Chief

Battalion Chief Special Operations

Division Chief Training

Communications Center Manager

APPENDIX B

San Ramon Valley Fire Protection District
 Monthly Compensation Schedule
 Represented Personnel
 July 1, 2013

Code	Title	Hours/BMS	Step 1	Step 2	Step 3	Step 4	Step 5
BC	Battalion Chief	56 BMS	\$ 10,128	\$ 10,569	\$ 11,066	\$ 11,558	\$ 12,063
BC/40	Battalion Chief-Spec Ops	40 BMS	\$ 10,128	\$ 10,569	\$ 11,066	\$ 11,558	\$ 12,063
DC/T	Division Chief-Training	40 BMS	\$ 10,128	\$ 10,569	\$ 11,066	\$ 11,556	\$ 12,063
CPT/A	Fire Captain/ Training	40 BMS	\$ 7,445	\$ 7,820	\$ 8,214	\$ 8,627	\$ 9,049
CPT	Captain	56 BMS	\$ 7,433	\$ 7,756	\$ 8,121	\$ 8,481	\$ 8,853
CPT/P	(Paramedic)	HP	\$ 483	\$ 504	\$ 528	\$ 551	\$ 575
ENG	Engineer	56 BMS	\$ 6,511	\$ 6,800	\$ 7,111	\$ 7,447	\$ 7,773
ENG/P	(Paramedic)	HP	\$ 423	\$ 442	\$ 462	\$ 484	\$ 505
FF	Firefighter	56 BMS	\$ 5,974	\$ 6,240	\$ 6,526	\$ 6,833	\$ 7,129
FF/P	(Paramedic)	HP	\$ 388	\$ 405	\$ 424	\$ 444	\$ 463
CM	Communications Center Manager	40 BMS	\$ 8,729	\$ 9,166	\$ 9,624	\$ 10,106	\$ 10,611
DSP/S	Supervising Dispatcher	56 BMS HP	\$ 5,905 \$ 384	\$ 6,217 \$ 404	\$ 6,538 \$ 425	\$ 6,875 \$ 447	\$ 7,220 \$ 469
DSP	Dispatcher	56 BMS HP	\$ 5,345 \$ 347	\$ 5,626 \$ 366	\$ 5,921 \$ 385	\$ 6,226 \$ 405	\$ 6,549 \$ 426
EMSQI	EMS QI Coordinator	40 BMS	\$ 7,445	\$ 7,821	\$ 8,213	\$ 8,626	\$ 9,049
EMSS	EMS Specialist	40 BMS	\$ 6,491	\$ 6,816	\$ 7,157	\$ 7,514	\$ 7,890
DFM	Deputy Fire Marshal	40 BMS	\$ 8,190	\$ 8,602	\$ 9,035	\$ 9,490	\$ 9,954
	Standby		\$ 222	\$ 233	\$ 245	\$ 257	\$ 270
INSP	Inspector	40 BMS	\$ 7,445	\$ 7,820	\$ 8,214	\$ 8,627	\$ 9,049
	Standby		\$ 202	\$ 212	\$ 222	\$ 234	\$ 245
PE	Plans Examiner	40 BMS	\$ 7,259	\$ 7,625	\$ 8,009	\$ 8,410	\$ 8,823
CCO	Code Compliance Officer	40 BMS	\$ 6,837	\$ 7,179	\$ 7,538	\$ 7,917	\$ 8,311
FPS	Fire Prevention Specialist	40 BMS	\$ 6,204	\$ 6,534	\$ 6,873	\$ 7,205	\$ 7,538

All suppression personnel that are Emergency Medical Technician I qualified receive Basic Life Support pay of: **\$ 422** per month
 This is equal to 5% of the PBMS for Fire Engineer, Step 5

All suppression personnel that are Paramedic qualified receive Advanced Life Support pay of: **\$ 1,054** per month
 This is equal to 12.5% of the PBMS for Fire Engineer, Step 5

Effective April 1, 2015, an across the board increase of three percent (3%).

San Ramon Valley Fire Protection District
Monthly Compensation Schedule
Represented Personnel
July 1, 2013

Holiday pay is equal to PBMS x 6%

Inspection Standby Pay is equal to PBMS x 2.5%

HazMat Pay is equal to 2.5% of the PBMS for Fire Engineer, Step 5
\$ 211 per month

Rescue Pay is equal to 2.5% of the PBMS for Fire Engineer, Step 5
\$ 211 per month

HazMat Non-Entry Pay is equal to 1.25% of the PBMS for Fire Engineer, Step 5
\$ 105 per month

Emergency Medical Dispatch is equal to 2.5% of a Dispatcher's PBMS

Designated safety managers on a 40-hour work week may receive a monthly standby differential of 5% of PBMS for emergency response after hours

Exempt managers, appointed to a management position prior to January 1, 2010, serving in a management capacity, in good standing, for over one (1) year may receive management incentive pay of:
\$ 422 per month

--Employees hired on or after January 1, 2010, or those promoted into a management capacity on or after this date will not receive this benefit

Note: Retirement weight factor effective 7/1/13: 108.510%

** PBMS = Base Monthly Salary (BMS) * Average Retirement Contribution (ARC)*

Updated 7/1/13 (Reflects new retirement weight factor of 108.510%)

NOTE: The following positions were moved to the "Represented" 2013 Salary Schedule:

- Battalion Chief*
- Battalion Chief - Spec Ops*
- Division Chief - Training*
- Communications Center Manager*
- EMS QI Coordinator*
- EMS Specialist*

APPENDIX C

San Ramon Valley Fire Protection District
Mileage Reimbursement Matrix

Driving Distance Between Fire Stations

Station	30	31	32	33	34	35	36	38	39
30	0.0	8.1	11.8	10.0	4.1	3.8	7.7	6.1	3.2
31	8.1	0.0	4.3	2.5	4.5	5.0	8.9	3.7	8.1
32	11.8	4.3	0.0	3.4	8.2	8.2	12.9	7.7	11.8
33	10.0	2.5	3.4	0.0	6.4	4.8	9.5	5.9	10.0
34	4.1	4.5	8.2	6.4	0.0	4.7	8.7	2.9	3.3
35	3.8	5.0	8.2	4.8	4.7	0.0	4.7	5.5	8.1
36	7.7	8.9	12.9	9.5	8.7	4.7	0.0	9.4	12.0
38	6.1	3.7	7.7	5.9	2.9	5.5	9.4	0.0	6.0
39	3.2	8.1	11.8	10.0	3.3	8.1	12.0	6.0	0.0

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: July 21, 2014
To: Board of Directors
From: Lon Phares, Interim Assistant Chief, Operations
Subject: Monthly Operations Report for June 2014

Training

1. Participated in closest unit workshop
2. Preparing annual compliance report for accreditation
3. Preparing transitional objective for Shift Training Captains
4. Formalizing training curriculum for District SCBA training
5. Participated in Sac Metro FD promotional assessment center
6. Attended County Meetings

EMS

1. EMS Quarter 2 Instruction
2. Preparation for EMS Quarter 3 Instruction
3. County Meetings

Special Operations

1. Hazardous Materials Team
 - a. Quarter 2 Training (Haz Mat IC Refresher)
 - b. County Meetings
2. Rescue Team
 - a. USAR – Quarter 2 Training (Shoring)

Additional Information

E331 assigned to the Monticello Fire in Napa as part of a County Strike Team
Battalion Chief McNamara assigned to the Monticello Fire in Napa as Safety Officer

Standards of Cover Policy Compliance Report

June 1, 2014 - June 30, 2014

SOC Goal 1, 5, 6		SOC Goal 2, 5, 6		SOC Goal 3, 5, 6		SOC Goal 5, 6	
Urban (Count = 263)		Suburban (Count = 91)		Rural (Count = 6)		Wilderness (Count = 4)	
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual
7:00	6:58	6:57	8:00	7:20	7:47	15:00	30:43
	100%	100%		100%	100%		100%
						45:00	26:30
							100%

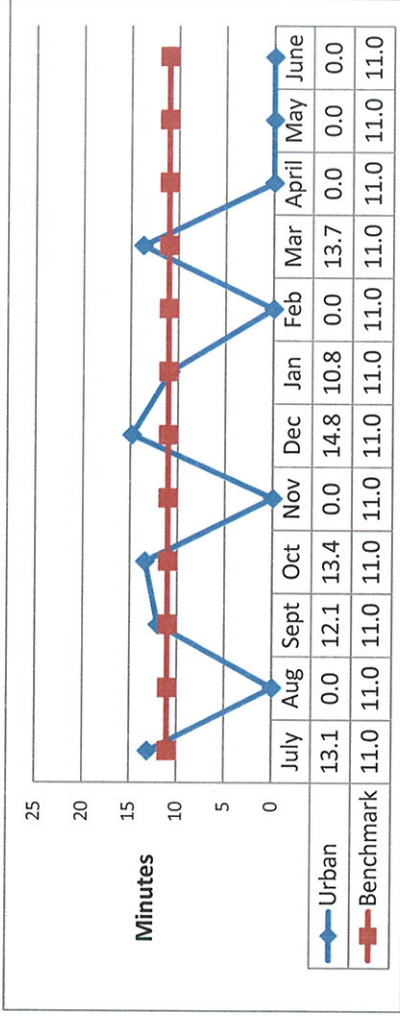
SOC Goal 4							
Urban (Count = 0)				Suburban (Count = 2)			
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual
11:00	0:00	14:50	12:00	18:07	18:07	21:00	0:00
	0%	14%		0%	0%		0%
						45:00	0:00
							0%

SOC Goal 8							
Urban (Count = 108)				Suburban (Count = 35)			
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual
9:00	8:50	8:50	10:00	10:08	9:28	21:00	14:43
	100%	100%		97%	100%		100%
						45:00	35:34
							100%

SOC Goal 7			
Call Processing Time		Turnout Time	
Goal	Actual	Y-T-D	Y-T-D
1:00	0:49	0:50	1:52
	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.

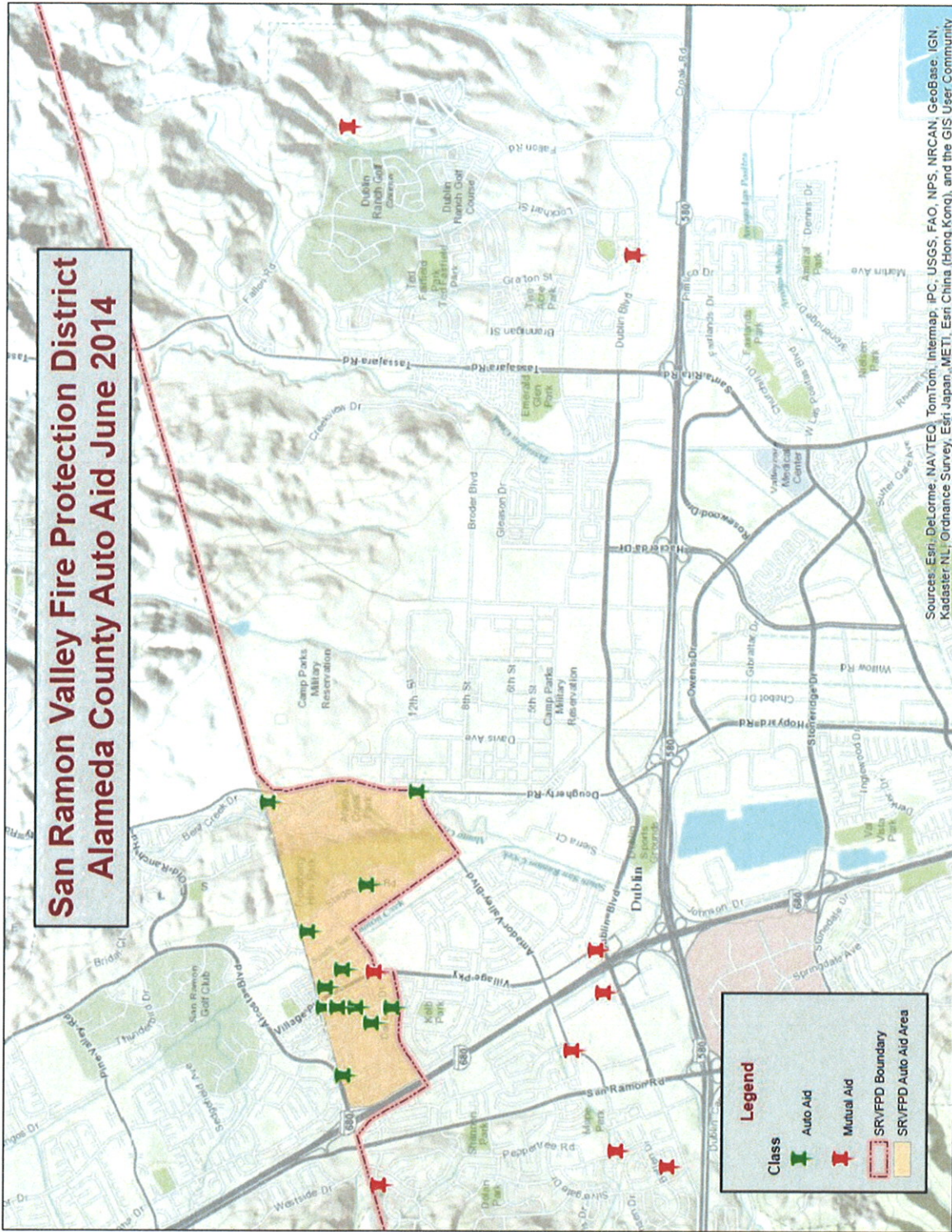
**San Ramon Valley Fire Protection District
Contra Costa County Auto Aid June 2014**



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

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

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



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

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Auto Aid Given	6	14	6	15	6	5	8	11	12	8	11	16
Mutual Aid Given	11	10	18	11	14	13	9	11	11	6	19	10
Mutual Aid Received	0	0	0	0	0	0	0	0	0	1	1	1
Move-up	1	0	2	0	0	2	0	0	0	0	0	0

SUPPORT SERVICES



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: July 21, 2014
To: Board of Directors
From: Lon Phares, Interim Assistant Chief, Operations
Subject: Monthly Support Services Report for June 2014

Facilities

1. Station 32 short term improvements completed
2. Conducting due diligence for the Station #30 exterior paint project
3. Repairs in progress at Station 31 due to vehicle accident that damaged bell monument, lighting, signage and landscape
4. Quarterly maintenance of station generators

Fleet

1. Completing annual maintenance and pump testing on engines
2. Preparing for annual Hurst Tool maintenance and service

Technology Systems

1. Participated in closest unit dispatch workshop
2. Modified monthly activity Board report to include Auto/Mutual Aid
3. Refreshed Computer-Aided Dispatch (CAD) map with updated parcel data
4. Documented preplan update procedures
5. Attended Regional Radio and District working group meetings

Communication Center

1. Facilitated Reserve Drill
2. Developed outline for EMD quarterly training
3. Participated in closest unit dispatch workshop
4. Attended Direct Dispatch Committee meeting
5. Communication Support Unit deployed for East Bay Incident Management Team Training with one Dispatcher and Reserve

**FIRE PREVENTION
DIVISION**



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

Date: July 21, 2014
To: Board of Directors
From: Christina Kiefer, Fire Marshal
Subject: June Report of Fire Prevention Activities

Activities

Fire Prevention Activity Reports

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

Residential Care Facility Evacuation Video--Update

Supporting print materials created by Kim French are attached; these documents are also available on the District website.

Exterior Hazard Abatement

As of July 9, there were 24 properties outstanding.

Fourth of July Activities

Fire Prevention staff patrolled the District. There were approximately (4)- 5 gallon buckets of illegal fireworks collected, both "safe and sane" and "dangerous".

HeartSafe Committee Update

Since the District became designated as a HeartSafe Community in January of 2011; the HeartSafe Committee has trained 9007 people

Upcoming Public Education Classes and Events Scheduled

Event	Location	Date/Time
Emergency Preparedness Fair	San Ramon Central Park and Community Center	Saturday, September 13 10:00am - 3:00pm
CERT Class #64	Administration Building	Thursdays September 4 - October 9 6:00pm-9:30pm
CERT Train the Trainer	Administration Building	September 5-7 8:00am-5:00pm

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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
CODE COMPLIANCE													
INSPECTIONS	112	174	81	103	92	27	0	0	0	0	0	0	589
REINSPECTIONS	68	84	167	95	107	37	0	0	0	0	0	0	558
TOTAL *	180	258	248	198	199	64	0	0	0	0	0	0	1147
OCCUPANCY PERMITS	25	90	73	57	45	15	0	0	0	0	0	0	305

ANNUAL INSPECTION PROGRAM													
	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401
TOTAL INSPECTABLE OCCS	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401
TOTAL STARTED YTD †	80	103	105	99	104	29	0	0	0	0	0	0	520
% STARTED YTD	5.71%	7.35%	7.49%	7.07%	7.42%	2.07%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	37.12%
TOTAL COMPLETED YTD ‡	74	89	93	74	62	18	0	0	0	0	0	0	410
% COMPLETED YTD	5.28%	6.35%	6.64%	5.28%	4.43%	1.28%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	29.26%

CONSTRUCTION													
	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401
NEW PROJECTS	55	40	68	62	75	73	0	0	0	0	0	0	373
PLAN REVIEWS SUBMITTED	91	74	111	104	110	88	0	0	0	0	0	0	578
PLAN REVIEWS COMPLETED	118	72	117	94	109	76	0	0	0	0	0	0	586
INSPECTIONS	104	90	99	86	120	144	0	0	0	0	0	0	643

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

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

FIRE PREVENTION DIVISION

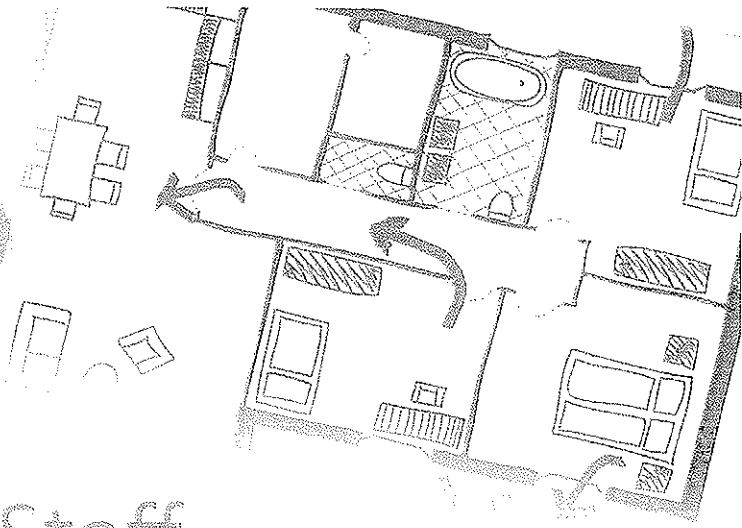
MONTHLY PLAN REVIEW INTAKE REPORT

June 2014

PROJECT	PLAN REVIEW TYPE	SUBMITTAL	COMPLETED
Brain Science International	Automatic fire-extinguishing systems	06/03/2014 12:27:30	06/11/2014 07:29:49
Bank of America	Construction, alteration, or renovation of a building	06/03/2014 15:13:15	06/11/2014 07:38:09
Demo & Mechanical Room Prep for New HVAC	Compressed Gases	06/03/2014 15:53:23	06/06/2014 15:54:31
Market Ready Demo	Construction, alteration, or renovation of a building	06/04/2014 08:11:26	06/04/2014 08:24:25
317 Cordell Dr	Construction, alteration, or renovation of a building	06/04/2014 08:30:34	06/04/2014 08:32:52
CVS	Automatic fire-extinguishing systems	06/04/2014 15:00:36	06/10/2014 15:37:13
Danville Hotel Building 1	Private fire hydrants and fire protection water supply	06/05/2014 08:12:23	06/06/2014 07:49:33
Danville Hotel Building 2	Private fire hydrants and fire protection water supply	06/05/2014 08:15:25	06/06/2014 14:47:21
Doughtery Residence	Automatic fire-extinguishing systems	06/05/2014 13:02:01	06/11/2014 07:39:26
Lon Huffman Residence	Automatic fire-extinguishing systems	06/06/2014 10:10:05	06/12/2014 13:33:25
Peltz Residence	Construction, alteration, or renovation of a building	06/06/2014 10:54:37	06/06/2014 11:08:52
Red Maple	Construction, alteration, or renovation of a building	06/06/2014 12:24:38	06/12/2014 13:34:55
Norris Tech Demo & TI	Construction, alteration, or renovation of a building	06/06/2014 14:32:22	06/12/2014 13:37:22
Norris Tech Demo & TI	Construction, alteration, or renovation of a building	06/06/2014 14:37:25	06/12/2014 13:46:53
167 Elworthy Ranch Dr - Plan 2	Automatic fire-extinguishing systems	06/06/2014 15:05:14	06/19/2014 12:42:49
167 Elworthy Ranch Dr - Plan 2	Automatic fire-extinguishing systems	06/06/2014 15:06:35	06/19/2014 12:44:25
167 Elworthy Ranch Dr - Plan 2	Automatic fire-extinguishing systems	06/06/2014 15:06:36	06/19/2014 12:45:33
167 Elworthy Ranch Dr - Plan 2	Automatic fire-extinguishing systems	06/06/2014 15:06:39	06/19/2014 12:46:55
KB Home St James Place Bldg 9	Automatic fire-extinguishing systems	06/06/2014 15:09:52	06/19/2014 12:57:59
Bruni Residence	Construction, alteration, or renovation of a building	06/06/2014 15:16:30	06/12/2014 13:53:38
New Single Family Dwelling - DP14-3023	Planning and site development review	06/08/2014 15:37:51	06/08/2014 15:44:08
Addition to existing residence - DP14-3027	Planning and site development review	06/08/2014 15:53:10	06/10/2014 15:54:29
New Panera Bread Bakery Cafe - LP14-2027	Planning and site development review	06/08/2014 15:53:26	06/08/2014 15:56:19
Doughtery Residence	Construction, alteration, or renovation of a building	06/09/2014 10:12:55	06/12/2014 13:59:43
San Ramon City Offices	Fire alarm and detection systems and related equipment	06/09/2014 13:03:54	06/19/2014 12:58:24
452 Starview Dr - Ennen Residence	Automatic fire-extinguishing systems	06/09/2014 15:30:47	06/20/2014 13:34:55
AT&T 1W153 Storage	Automatic fire-extinguishing systems	06/10/2014 10:11:23	06/20/2014 13:43:46
Costco	Construction, alteration, or renovation of a building	06/10/2014 11:42:25	06/10/2014 11:51:04

3170 Ashbourne Cir Norris Canyon Lot 230 C	Automatic fire-extinguishing systems	06/11/2014 14:22:14	06/12/2014 13:52:15
305 Mashona Ct Sagewood Lot 259 Plan 3	Automatic fire-extinguishing systems	06/11/2014 14:43:00	06/12/2014 13:52:36
311 Mashona Ct Cimmaron Lot 260 Plan 2	Automatic fire-extinguishing systems	06/11/2014 14:50:11	06/12/2014 13:53:13
New Addition	Automatic fire-extinguishing systems	06/11/2014 15:06:05	06/20/2014 13:52:35
Chris & Sharon Eidler	Construction, alteration, or renovation of a building	06/13/2014 09:29:59	06/20/2014 08:01:09
Hairagami	Construction, alteration, or renovation of a building	06/13/2014 11:02:00	06/20/2014 07:56:26
Farrar Residence	Automatic fire-extinguishing systems	06/16/2014 13:19:36	06/23/2014 08:13:25
4448 Irisview Pl Iriana Lot 86 Plan 4	Automatic fire-extinguishing systems	06/16/2014 14:24:22	06/17/2014 07:45:24
4454 Irisview Place Iriana Lot 87 Plan 3	Automatic fire-extinguishing systems	06/16/2014 14:34:38	06/17/2014 07:45:53
Danville Livery & Merchantile AFES	Automatic fire-extinguishing systems	06/17/2014 09:54:52	06/23/2014 10:03:02
FedEx Office - 2102 Camino Ramon	Construction, alteration, or renovation of a building	06/17/2014 12:53:54	06/26/2014 09:07:14
Bel Air Apartments	Construction, alteration, or renovation of a building	06/18/2014 10:23:58	06/18/2014 10:49:39
Suites M350 A-D	Construction, alteration, or renovation of a building	06/19/2014 08:12:10	06/26/2014 14:08:24
KB Home St James Place Bldg 1	Fire alarm and detection systems and related equipment	06/19/2014 11:36:32	06/26/2014 14:09:33
KB Home St James Place Bldg 8	Fire alarm and detection systems and related equipment	06/19/2014 11:38:35	06/26/2014 14:10:44
KB Home St James Place Bldg 9	Fire alarm and detection systems and related equipment	06/19/2014 11:40:39	06/26/2014 14:11:47
San Ramon Valley Primary Care	Construction, alteration, or renovation of a building	06/19/2014 16:05:04	06/26/2014 15:38:57
Suites M350 A-D	Fire alarm and detection systems and related equipment	06/19/2014 16:51:04	06/26/2014 14:12:45
Suites M350 A-D	Automatic fire-extinguishing systems	06/19/2014 16:51:50	06/26/2014 14:13:36
GE 2nd Floor	Construction, alteration, or renovation of a building	06/20/2014 08:13:31	
GE 2nd Floor	Automatic fire-extinguishing systems	06/20/2014 08:18:43	
GE 2nd Floor	Fire alarm and detection systems and related equipment	06/20/2014 08:21:44	
Sunset new offices entry door replacement	Construction, alteration, or renovation of a building	06/20/2014 08:37:57	
Toyota PDC in rack sprinklers	Automatic fire-extinguishing systems	06/20/2014 13:57:25	
240 Elworthy Ranch Rd.	Construction, alteration, or renovation of a building	06/20/2014 15:04:35	06/20/2014 15:05:35
452 Starview Dr - Ennen Residence	Automatic fire-extinguishing systems	06/23/2014 13:18:19	
Jay Shah	Construction, alteration, or renovation of a building	06/24/2014 09:59:45	06/24/2014 10:11:10
KB Home St James Place Bldg 9	Automatic fire-extinguishing systems	06/24/2014 14:53:10	
4460 Irisview Pl Iriana Lot 88 Plan 1	Automatic fire-extinguishing systems	06/24/2014 16:35:14	06/26/2014 14:22:43
120 Angora Ct Cimmaron Lot 120 Plan 2	Automatic fire-extinguishing systems	06/24/2014 16:40:05	06/26/2014 14:23:07
108 Angora Ct Cimmaron Lot 105 Plan 4	Automatic fire-extinguishing systems	06/24/2014 16:42:39	06/26/2014 14:23:28
3150 Ashbourne Cir Norris Canyon Lot 228 P	Automatic fire-extinguishing systems	06/24/2014 16:46:05	06/26/2014 14:24:17
Orchard Supply	Fire alarm and detection systems and related equipment	06/25/2014 08:42:19	
Panera Bread	Construction, alteration, or renovation of a building	06/25/2014 11:35:02	06/25/2014 11:55:51

Sports Authority Store #059	Construction, alteration, or renovation of a building	06/25/2014 14:38:26	
Sports Authority Store #059	Miscellaneous System Plans	06/25/2014 14:46:27	
Sprint 2.5 Equipment Deployment - 7303 & 7304	Planning and site development review	06/26/2014 06:56:29	06/26/2014 07:02:24
LP14-2035 - Sprint - 2.5 Equipment Deployment	Planning and site development review	06/26/2014 07:15:56	06/26/2014 07:20:02
VR14-7794 - Kenneth W. Sheets Jr. - Setback	Planning and site development review	06/26/2014 07:26:10	06/26/2014 07:32:38
Bruni Residence	Automatic fire-extinguishing systems	06/27/2014 12:10:23	
Bishop Ranch Vet Clinic	Construction, alteration, or renovation of a building	06/30/2014 08:31:50	
3290 Carpenter Way Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	06/30/2014 15:08:05	
3286 Carpenter Way Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	06/30/2014 15:10:53	
3476 Ironwood Dr Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	06/30/2014 15:14:12	
3287 Carpenter Way Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	06/30/2014 15:17:36	
3465 Ironwood Dr Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	06/30/2014 15:33:05	
Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	06/30/2014 15:33:19	
3459 Ironwood Dr Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	06/30/2014 15:35:23	
Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	06/30/2014 15:37:40	
Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	06/30/2014 15:40:45	
3462 Ironwood Dr Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	06/30/2014 15:41:29	
Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	06/30/2014 15:43:27	
Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	06/30/2014 15:46:49	
Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	06/30/2014 15:49:36	
Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	06/30/2014 15:52:51	
Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	06/30/2014 15:58:27	
Whippy Cottage	Automatic fire-extinguishing systems	06/30/2014 16:18:14	
Leica Geosystems	Construction, alteration, or renovation of a building	06/30/2014 16:26:28	
Leica Geosystems	Automatic fire-extinguishing systems	06/30/2014 16:27:27	
Leica Geosystems	Fire alarm and detection systems and related equipment	06/30/2014 16:27:30	



Talking with your Staff

A Guide for Administrators

The topic of emergency preparedness and proper evacuation methods is vast and sometimes intimidating. This guide aims to give Administrators talking points and discussion items to reinforce the lessons learned in the Residential Care Facility Evacuation Training Video. As an Administrator you can help breakdown the messages heard in the video and create practical applications for your staff.

After viewing a segment, use this document to initiate discussion and prompt participants to make evacuation preparedness their responsibility everyday.

Introduction/Prepare

1. Discuss equipment that is already in place

- Pull stations and bells: Talk about how they may alert only those in the house. Explain that staff will still need to call 9-1-1.
- Smoke Alarms: Talk about how they may alert only those in the house. Explain that staff will need to call 9-1-1.
- Talk about the importance of checking the smoke alarms once a month and changing batteries once a year.
- Fire Extinguishers: Discuss when to use them. Tell them to only attempt to fight a fire that is smaller than a wastebasket.
- Fire Extinguishers: Discuss how to use them. Explain the PASS system - PULL the pin, AIM low at the base of the fire, SQUEEZE the handle and SWEEP back and forth.
- Fire Sprinklers buy you the most time. Discuss how they will only go off where the fire is active.

2. Fire Drills

- Talk about the importance of having two ways out of the facility. Review your evacuation map and plan. Point out the location of your meeting place out in front of your facility.
- Host a fire drill with staff and physically able/appropriate residents. Consider including residents' families in your next drill.
- Discuss why it is important to close doors behind you. Explain that closing a door can slow the spread of smoke, heat and flames.
- Talk about the purpose of the self closing, solid core, smoke gasketed hallway door. Explain how this can prevent the spread of smoke, heat and fire to the part of the home that is not yet burning. Explain that it is important to have this door remain closed.

3. Meet Your Neighbors

- Discuss the importance of getting to know your neighbors. They may be able to assist you during an emergency.
- Make plans to introduce yourself and your facility to those around you. Exchange contact information.
- Make plans to introduce yourself and your facility to local emergency responders, such as the Police and Fire Departments or even your local Emergency Management Agency.

Know When To Evacuate/Take Action

1. Discuss how staff might know when to evacuate the home
 - They could be alerted by a smoke alarm.
 - They could hear a bell alarm from a pull station.
 - They may be alerted by a knock at the door.
 - If you have fire sprinklers, they may have gone off in the room where the fire is active. Fire sprinklers are designed to only activate where the fire is burning.
2. Discuss the steps to "Take Action"
 - Stay calm – Make the decision that you will act.
 - Ask yourself: Is there anyone in the home that can help me? Other caregivers, visitors, resident's family members or even service technicians?
 - Direct residents who are ambulatory to evacuate.
 - Direct those who can help to help evacuate residents.
 - Evacuate residents from least assistance to most assistance needed. Talk about how evacuating in this order allows more evacuations in the least amount of time.

Evacuate the Home

1. Evacuation Process
 - Ask staff - who they would evacuate first using the least assistance to most assistance model. Talk about how it is important to evaluate this order often, as residents and their needs change frequently.
 - Ask staff what are the two best ways to evacuate an ambulatory or non-ambulatory resident. (Wheelchair and the blanket drag). Ask them to think about your current residents and how to best evacuate them
 - Talk about why it is fastest and safest to move/evacuate residents by wheelchair. Talk about how using a wheelchair is always the best option if there are enough available.
 - Talk about the decision process of "going back inside" to evacuate other residents. Ensure they understand the following:
 - DO NOT GO BACK IN, if they see smoke or flames from where they would re-enter;
 - DO NOT GO BACK IN, if, they smell gas;
 - DO NOT GO BACK IN, if the Fire Department has arrived.

Evacuate Out Of The Neighborhood/Review

- Discuss what types of emergency could force an evacuation out of the neighborhood. (Examples could include wildfire, floods, hazardous material spills, earthquake.)
- Ask staff how they might know that they need to evacuate? Emergency Alert on TV, a phone call, a knock at the door, text message or personal observation.
- Discuss the possibility that help may be delayed or not coming at all.
- Ask staff how they would transport residents away from the neighborhood? Facility vehicles, staff cars, neighbors.
- Ask staff where they would take the residents. Do you have an agreement with another care home outside of your neighborhood to take your residents in during an emergency.
- What supplies would they take with them if time permitted? Go Kits, important documents, medications?



Shelter In Place

What is shelter in place?

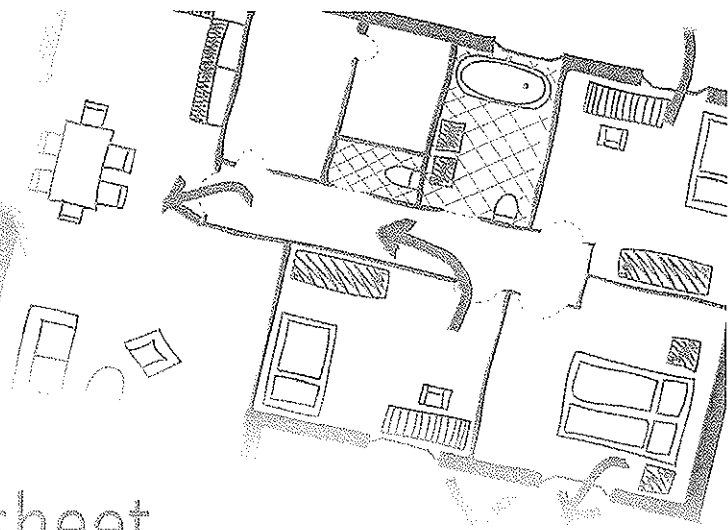
Emergency procedure designed to separate and isolate one area from another. Generally it is used for a chemical emergency such as a natural gas leak or other harmful chemicals. Essentially you keep the good air in and the bad air out of a room, building or other area. This same procedure can be used for other emergencies such as an active shooter in the area.

What to do if I'm told to shelter in place

- Charge cell phones and keep them on.
- Move people and pets inside.
- Monitor doors so no one wanders off.
- Turn your radio and/or TV to local stations. Continually monitor for updates or changes.
- Limit use of the facility phone to emergency calls only. If the phone rings, answer it, it may be your emergency agency giving you important information. If it is not emergency information, keep your conversation brief and promptly hang up the phone.
- Access all emergency supplies, disaster kits, first aid kits, bring them inside.
- Have fire extinguishers.
- Make a list of everyone in the facility at that moment, including staff and visitors.
- Check batteries for oxygen devices and motorized wheelchairs, make sure they are charged and ready in the event you are told to evacuate your neighborhood.
- Post a "Sheltering in place" sign inside the front window of the home. Sign should be facing out toward the front street/entrance.

How to Remain in the Facility and Shelter in Place

- Seal the inside thresholds of all exterior doors including the garage with damp towels. Do not open these doors once sealed until the shelter in place order has been lifted.
- Close and lock all windows and exterior doors. This will create the best seal.
- Close all window treatments.
- Do not lock residents in their rooms.
- Shut down all heating and cooling systems. These draw air in from the outside.
- Close fire dampers if there is no fire going in the fire place.
- If advised, seal off windows, doors and air vents with duct tape and heavy plastic.
- Do not seal off gas wall heaters that are still on.
- Continually check on all residents, and keep them clam.
- If there is a medical emergency call 9-1-1, Dispatchers will give you further instructions.



Emergency Plan Worksheet

For the Residential Care Facility (Six Residents or Less)

Complete one Emergency Plan Worksheet for each Facility. Keep completed worksheet in a visible place for quick reference by staff members.

Care Facility Information

Care Facility Name: _____
 Address: _____
 Cross Street: _____
 On Site Phone: _____
 Administrator's Phone: _____
 Administrator's Phone: _____
 Other Phone: _____
 Neighbor name: _____ Phone: _____
 Neighbor name: _____ Phone: _____
 Neighbor name: _____ Phone: _____

Secondary Evacuation Facility

Care Facility Name: _____
 Home phone: _____
 Cell phone: _____
 Address: _____

Evacuation Transportation Information:

Facility Vehicle(s): _____
 Staff Vehicle: _____ Number of seats: _____
 Staff Vehicle: _____ Number of seats: _____
 Transportation Company: _____
 Other: _____

Out of Area Contact Person

Designate an out of area contact for resident's family to contact in the event they are unable to reach your facility directly. Ensure your staff knows to contact this person to provide status updates. Often long distance phone lines are operational when local lines are not.

Name: _____
 Home phone: _____
 Cell phone: _____
 e-mail: _____

Emergency Phone Numbers

Emergency 9 -1-1

Police: _____
 Fire: _____
 Ambulance: _____

Emergency Alert Stations

Check with emergency management agencies for your local emergency broadcast stations:

Write them here:

Emergency Evacuation/Utility Map

Use this page to draw a floor plan of your house. Make a floor plan for each story of your facility.

- Indicate primary exits from each room (doors, windows). Include location of escape ladders, ropes, etc.
- Identify location of emergency supplies.
- Mark location of utility valves, circuit breakers or fuses.
- Be sure all staff members know where utilities are and how to turn them off.
- Be sure all staff members know how to use a fire extinguisher.
- Share your plan with visitors and each resident's family.
- Residents and staff will reunite at our meeting spot located at _____
- _____

A large grid of dotted lines for drawing a floor plan. The grid consists of approximately 20 columns and 20 rows of small squares, providing a guide for drawing the layout of a house or facility.

Emergency Actions

After all disasters, remember to:

- Stay calm & evaluate your surroundings.
- Turn your portable radio on and listen for instructions.
- Check for injuries (for life threatening injuries only, call 9-1-1).
- Locate flashlights & emergency supplies.
- Wear protective clothing (shoes, gloves, etc.).

Earthquake/Aftershocks

During the earthquake

- Duck, cover and hold.
- Move away from windows, bookshelves, cabinets, and exterior walls.
- If indoors, "ride it out" until the shaking stops.

After the earthquake

- Pay attention to damaged utilities. Shut off those utilities that are damaged.
- Check for structural damage.
- Check on neighbors.
- Prepare for aftershocks.
- Keep streets clear for emergency traffic.

Fire

- Stay calm - alert other staff and visitors.
- Call 9-1-1
- For fires smaller than a wastebasket size use your fire extinguisher.
- Evacuate if necessary.

Shelter in Place

- If outdoors, go indoors; if indoors, stay put.
- Ensure you have enough food and supplies for your residents for the duration of the shelter in place order.
- Close and lock all doors, windows and chimney flues.
- Turn off all fans, heating and air conditioning systems.
- If directed, use duct tape and plastic sheeting to seal areas where outside air can enter the house.
- Tune your radio to the emergency broadcast station and listen for instructions.
- Answer the telephone, instructions maybe given by your emergency management agency through recorded messages.

Immediate Evacuation from Facility

For Immediate Danger

- Call 9-1-1.
- Alert other staff and visitors of danger and direct them to assist in evacuating residents.
- Begin evacuating residents in order of least assistance needed to most assistance needed.
- Take/direct residents to your designated meeting place.

Evacuation from your Neighborhood

If you have to evacuate out of your neighborhood, what do you do?

- Take emergency "Go Kits".
- If time permits:
 - Close windows, blinds, and doors.
 - Shut off damaged utilities.
 - Leave a note on the front door, to let others know where you have evacuated.
 - Lock doors and windows when leaving.
- Listen to your local radio station for information.

Resident's Family Checklist

- Make certain your resident's emergency contact card is accurate and up-to-date.
- We have shared our care facility's plan with resident's family.
- We have an up to date list of individuals who have permission to take residents from our facility.
- We have encouraged resident's family to prepare for emergencies and disasters in their own homes. We have shared with them the Family Emergency Plan Worksheet and Preparedness Calendar.

Emergency Supplies Plan

Protecting lives from fire

- We have food for our residents and staff for 3 - 7 days.
- We have emergency shelter and supplies in one place. (Tip: Tent, lanterns, sleeping bags and portable stoves can double as emergency equipment.)
- We have "Go Kits" for each resident.
- We have a minimum of 1 gallon of water per person per day for at least 3 -7 days. The more water you can store, the better off you will be. Calculate how much water you will need:

____ Residents/staff in home x 1 gal = _____ gals.

I know where I have:

- Cash and coins.
- First aid items.
- Flashlight, radio, tools and sanitation supplies.

Maintenance Plan

Every six months:

Date last checked

Check and replace as needed:

Batteries for flashlights, smoke alarms, radio, etc.

Review facility emergency plans

Conduct a fire drill

Rotate water supply

Every year:

Rotate canned goods.

Replace emergency medications.

Every two years:

Review and photograph property inventory.

Update insurance policies.

Fire Hazard Mitigation Plan

Protecting lives from fire

- We have at least one A-B-C fire extinguisher in our home and know how to use it.
- We have changed the batteries in all our smoke alarms.
- We use surge protectors to protect against electrical issues.
- We store flammable liquids outside in air-tight containers away from ignition sources such as pilot lights. (Example location: outdoor shed)

Landscaping against fire

- We have cleared our property of excess and dead vegetation and highly flammable plants.
- We have trimmed branches that hang over our care home.
- We trim grass and vegetation at least 100 feet around our care home.
- We have garden hoses connected to outside faucets.
- We store firewood away from our care home.

Home maintenance

- Our house numbers are large and easily read from the street.
- We have spark arresters on our chimneys.
- Our roof is fire-resistant.
- We keep leaves and debris out of our rain gutters.

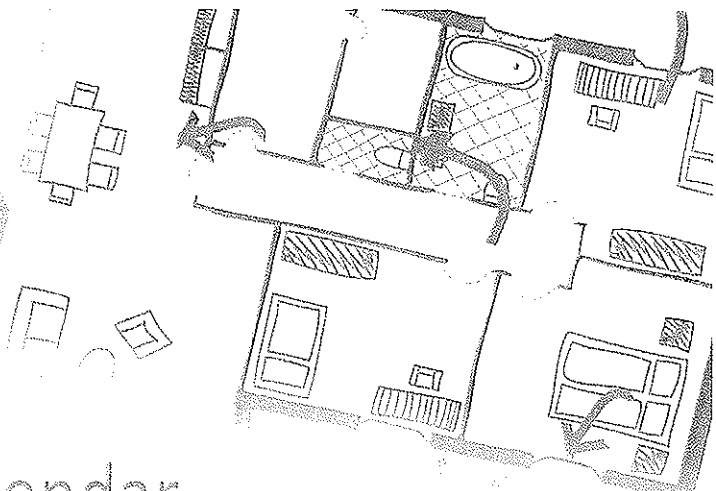
Earthquake Mitigation Plan

Surviving the event

- My staff and I have reviewed the information on the www.usgs.gov website for reducing earthquake damage.

Home preparedness

- We have attached the necessary tools to the utility shut-off valves.
- We have done a home hazard hunt and corrected hazards we found.



Emergency Supplies Calendar

For the Residential Care Facility (Six Residents or Less)

The Emergency Supplies & Preparedness Calendar is intended to help you take appropriate preparedness actions and create a 3–7 day disaster supply kit before the next emergency happens. Using the calendar, you can assemble an emergency kit in small steps over a six month period. Check off each of the items you collect or the actions you take during the week. Store individual items that could be damaged by moisture in airtight plastic bags and compile all items in a sturdy plastic container with wheels, putting the heavy items at the bottom. When medical supplies, flashlights and emergency items are placed near the top, they can be located quickly for inspecting and restocking. Remember to rotate your perishable supplies and change water every six months. Complete kits can also be purchased through many business or online merchants.

MONTH ONE

Week One	Week Two	Week Three	Week Four
<p>Grocery Store</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 gallon of water* <input type="checkbox"/> 1 jar peanut butter** <input type="checkbox"/> Hand-operated can opener <input type="checkbox"/> Instant coffee, tea, powdered soft drinks <input type="checkbox"/> Permanent marking pen to mark date on cans & water container <input type="checkbox"/> Whistle to signal help <p>To Do</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establish an out-of-state contact to call in case of emergency. <input type="checkbox"/> Prepare a list of important phone numbers: out-of-state contact, physicians, resident's family members, insurance company, etc. <input type="checkbox"/> Make an emergency plan. Follow the companion Emergency Plan Worksheet. 	<p>Hardware Store</p> <ul style="list-style-type: none"> <input type="checkbox"/> Crescent wrench** <input type="checkbox"/> Heavy duty rope** <input type="checkbox"/> Duct tape <input type="checkbox"/> 2 flashlights - hand crank or battery operated <input type="checkbox"/> Batteries for flashlights <input type="checkbox"/> Bungee cords** <input type="checkbox"/> Water proof matches <input type="checkbox"/> Scissors <p>To Do</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check your house for hazards. <input type="checkbox"/> Identify which hazards you will reduce first. <input type="checkbox"/> Locate your gas meter and water valves and place your shut off tool near each utility. <input type="checkbox"/> Obtain extra hearing aid batteries and oxygen tanks as necessary. 	<p>Grocery Store</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 gallon of water* <input type="checkbox"/> 1 can meat/fish/tofu* <input type="checkbox"/> 1 can fruit* <input type="checkbox"/> 1 large can of juice* <input type="checkbox"/> Sanitary napkins <input type="checkbox"/> Video disc (see below) <input type="checkbox"/> Moist towelettes <input type="checkbox"/> Garbage bags <p>To Do</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use a video camera to record the contents of your home for insurance purposes. <input type="checkbox"/> Store copy of DVD with friend/family member who lives out of town. <input type="checkbox"/> Investigate home/ rental insurance. <input type="checkbox"/> Date each can of food using a marking pen or highlight the expiration date found on each item. 	<p>Hardware Store</p> <ul style="list-style-type: none"> <input type="checkbox"/> Crow bar** <input type="checkbox"/> Smoke alarms with batteries <input type="checkbox"/> Tarp** <p>To Do</p> <ul style="list-style-type: none"> <input type="checkbox"/> Install or test your smoke/ fire/carbon monoxide alarms. Replace batteries once a year. <input type="checkbox"/> Secure water heater to wall studs. Follow recommendations on the USGS website at www.usgs.gov. <input type="checkbox"/> Make extra copies of resident's medical insurance information

* Purchase one item per person

** Determine size based on your need

MONTH TWO

Week Five

Grocery Store

- 1 gallon of water*
- 1 can meat/fish/tofu*
- 1 can fruit*
- 1 can vegetables*
- 2 rolls toilet paper*
- Personal hygiene items: toothbrush, toothpaste, deodorant, comb, etc.

Also: special food for special diets.

To Do

- Have a fire drill at home.
- Develop a sanitation plan. Identify how you will dispose of adult diapers and other waste.

Week Six

First Aid Supplies

- Aspirin and/or ibuprofen
- Compresses
- Rolls of gauze or bandages
- First aid tape
- Adhesive bandages in assorted sizes
- Cold packs

To Do

- Take first aid/CPR class.
- Obtain a camp stove and fuel to boil water as needed. Store outside the home.

Week Seven

Grocery Store

- 1 gallon of water*
- 1 can ready-to-eat soup (not concentrate)*
- 1 can fruit*
- 1 can vegetables*
- Extra adult diapers

To Do

- Take a PEP (Personal Emergency Preparedness) or CERT (Community Emergency Response Team) class through the Fire District.

Week Eight

First Aid Supplies

- Scissors
- Tweezers
- Antiseptic
- Thermometer
- Disposable hand wipes/hand sanitizer
- Sewing kit
- Waterproof plastic container for first aid supplies

To Do

- Encourage staff to have an emergency kit and plan at their own homes.
- Share your Facility's plan with the families of each resident.

MONTH THREE

Week Nine

Grocery Store

- 1 gallon of water*
- 1 can ready-to-eat soup (not concentrate)*
- Liquid dish soap
- 1 quart plain liquid bleach
- 1 box heavy-duty garbage bags

Also: saline solution and a contact lens case if needed.

To Do

- Place a pair of hard sole shoes and a flashlight under each bed so that they are handy after an earthquake.

Week Ten

Hardware Store

- Waterproof portable plastic container (with lid) for important papers
- Portable AM/FM radio (with batteries)
- 1 flashlight (hand crank or battery operated)

Also: space blanket, blankets or sleeping bag for each resident.

To Do

- Consider storing important documents on a password protected thumb drive, CD or encrypted email account.

Week Eleven

Grocery Store

- 1 gallon of water*
- Large plastic food bags**
- 1 box quick energy snacks
- 3 rolls paper towels
- 1/4 teaspoon (or 1ml) measuring device (for use with bleach to treat water)

To Do

- Store rolls of quarters for use at vending machines and laundry mats.

Week Twelve

First Aid Supplies

- Anti-diarrhea medicine
- Rubbing alcohol
- 2 pair of latex gloves
- Sunscreen

Also: items for denture care, if needed.

To Do

- Tour your home and visit your main electrical panel, gas meter valve and water meter valve. Ensure staff understands how and when to turn them off.

* Purchase one item per person

** Determine size based on your need

MONTH FOUR

Week Thirteen

Hardware Store

- Whistle
- A-B-C Fire extinguisher**
- Pliers**
- Local area maps
- Hand warmers
- Extra batteries for radio and flashlight

To Do

- Call your local Police Department and find out if you have a neighborhood watch group.

Week Fourteen

Grocery Store

- 1 can fruit*
- 1 can vegetables*
- 1 package paper plates*
- Eating utensils
- Package paper cups
- Adult vitamins

To Do

- Call your local Fire Department or emergency management agency and see if there is CERT training available.

Week Fifteen

Hardware Store

- Extra flashlight batteries
- Masking tape
- Hammer**
- "L" brackets or flexible straps to secure tall furniture to wall studs
- Different size tarps

To Do

- Brace shelves and cabinets.
- Secure fish tanks and bird houses

Week Sixteen

Grocery Store

- 1 can meat*
- 1 can vegetables**
- Facial tissue

To Do

- Make a plan to check with your neighbors who might be able to help you during an emergency.

MONTH FIVE

Week Seventeen

Grocery Store

- 1 box graham crackers
- Assorted plastic containers with lids
- Assorted safety pins
- Dry cereal

Also: extra clothing like jacket, towels, hat, umbrella, gloves, shoes, etc.

To Do

- Identify at least two modes of transportation methods to assist you should you need to evacuate residents out of your neighborhood.

Week Eighteen

Hardware Store

- Double sided tape or velcro-type fasteners to secure moveable objects
- Extra rope
- 5 gallon bucket

To Do

- Practice your evacuation and emergency plan.
- Research how to become a licensed ham radio operator.

Week Nineteen

Grocery Store

- 1 box heavy duty garbage bags
- 1 box quick energy snacks (granola bars/raisins)
- Pen and paper

To Do

- If you are a licensed ham radio operator, contact a local government agency to volunteer for emergency service.

Week Twenty

Grocery Store

- Camping or utility knife
- Extra radio batteries

To Do

- Have an earthquake drill at home.

MONTH SIX

Week Twenty One

Hardware Store

- Heavy work gloves
- 1 box disposable dust masks
- Screw driver** (consider a variety)
- Plastic safety goggles

Week Twenty Two

Grocery Store

- Extra manual can opener
- 1 large can of juice

Week Twenty Three

Hardware Store

- Battery powered camping lantern with extra batteries or extra flashlights

Week Twenty Four

Grocery Store

- Large plastic food bags
- Plastic wrap
- Aluminum foil

* Purchase one item per person

** Determine size based on your need

Create a Facility Emergency Supplies Kit

To Get Started

- Review the companion Emergency Plan Worksheet
- Check your house for supplies that you already have on hand.
- Decide where to store supplies. Remember to store individual items that could be damaged by moisture or rodents in airtight plastic bags and compile all items in a sturdy plastic container with wheels.

Meet With Your Staff to Plan

- Discuss the types of disasters that could occur. Explain how to prepare and how to respond.
- Discuss what to do if you need to evacuate.
- Make preparedness team activity, talk with your staff about the importance of preparedness and have them take an active role in your planning.
- Practice your plan. Have an evacuation drill with staff and appropriate residents.
- At the end of six months, review what you have done. Evaluate, rotate and supplement supplies and preparedness actions as needed.
- Review the Residential Care Facility Evacuation Training Video (www.firedepartment.org/seniorsafety)

Suggested Foods

Select foods by your resident's needs and preferences.

- Water: Remember to have 1 gallon per person per day.
- Canned Meat: tuna, chicken, raviolis, chili, beef stew, spam, corned beef, tofu, etc.
- Vegetables: green beans, kernel corn, peas, beets, kidney beans, carrots, etc.
- Fruit: pears, peaches, mandarin oranges, apple sauce, etc.
- Cereal: Your favorite dry and oatmeal varieties, etc.
- Quick Energy Snacks: granola bars, raisins, etc.
- Don't forget your manual can opener.
- Remember to rotate your supplies every six months.

Storage Tips

- Keep food in dry, cool spot - dark area if possible.
- Keep food and supplies in a closed container at all times.
- Inspect all food for signs of spoilage and expirations dates.
- Use foods before they go bad, and replace them with fresh supplies.
- Mark all foods with purchase date. Use ink or a marking pen. Place new items at the back/bottom of the storage area/container, and older ones in front/top.

*Use or replace these items at the suggested time.

This material was originally developed by Chevron Corp, USA, modified by EBMUD in 1999, and used with permission. The materials present standard information available on preparing for emergencies. Every reasonable effort has been made to ensure the accuracy of the material. The authors do not assume responsibility nor liability in how the reader uses the information on the effect of any recommended practice, procedure or product specified in the handout.

ADMINISTRATIVE SERVICES



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

DATE: July 21, 2014

TO: Board of Directors

FROM: Ken Campo, Financial Consultant

RE: Monthly Administrative Services Report for June 2014

Financials:

Please note that the financial information presented as of June 30, 2014 is "preliminary" pending various fiscal year-end accruals and closing entries.

- 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:

- Contacted the CalPERS CERBT (California Employer Retirement Benefit Trust) to determine the process for pre-funding retiree monthly medical premiums as a means of enhancing investment earnings. CERBT investments have consistently outperformed LAIF by a large margin, with CERBT investment earnings for the 12 months ended June 30, 2014 at just over 17.75%.

Human Resources:

- Closed 2014 Wellness Fitness/Respiratory & TB clearance cycle. 87% of all eligible employees received a full WFI physical. 100% compliance with Respiratory/TB requirement.
- Published the new Captain's Eligibility List.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
COMBINED BALANCE SHEET OF ALL FUND TYPES
June 30, 2014 (Preliminary)**

	GOVERNMENTAL FUND TYPES							Totals (Memo Only)
	AGENCY		ACCOUNT		GROUPS			
	Debt Fund - 200	Capital Fund - 300	Federal Grant Fund - 310	Special Fund - 400	Equipment/ Fund - 600	CEIT Fund - 700	General Fund - 900	
ASSETS								
Cash - Bank of the West	3,522,111	2,590,586	(19,386)	456				6,244,372
Cash - Bank of the West Money Market @ 0.29%	11,052,045							11,052,045
Cash - Bank of the West Workers' Compensation	(48,846)							(48,846)
Cash - Comerica Flexible Spending	13,683							13,683
Petty Cash	1,250							1,250
Investments - LAIF @ 0.26%	30,074,181				3,387			30,077,567
Investments - LAIF Market Value Adjustment	9,447				1			9,448
Cash with Fiscal Agent (Note #1)		599,462	19,386					599,462
Accounts Receivable	42,417							42,417
Interest Receivable								
Prepaid Expenses/Deposits								
Land		238,000						238,000
Buildings & Improvements/Construction								
Equipment								
Accumulated Depreciation								
Amount to be Provided for General								
Long Term Debt								
Total Assets	\$ 44,666,289	\$ 2,928,586	\$ -	\$ 456	\$ -	\$ 53,992	\$ 17,791,234	\$ 99,675,696
LIABILITIES								
Accounts Payable	14,302							14,302
Accrued Expenses	2,856,756							2,856,756
Deposits Payable	38,488							38,488
Long Term Debt:								
(1) Certificates of Participation								
(2) Vehicle Lease								
Claims Payable	13,683							13,683
Compensated Absences								
Total Liabilities	\$ 2,923,229	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,791,234	\$ 20,714,463
FUND EQUITY								
Investment in General Fixed Assets								
Non-Spendable Fund Balance		238,000						238,000
Restricted Fund Balance								
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		2,590,882						2,590,882
Assigned Fund Balance:								
Budgetary Deficit								
Other Assigned Fund Balance	156,689			456				157,145
Unassigned Fund Balance	19,080,538							19,080,538
Total Fund Balance	\$ 41,743,060	\$ 2,928,586	\$ -	\$ 456	\$ -	\$ 53,992	\$ 17,791,234	\$ 89,661,233
Total Liabilities and Fund Equity	\$ 44,666,289	\$ 2,928,586	\$ -	\$ 456	\$ -	\$ 53,992	\$ 17,791,234	\$ 99,675,696

Note 1 - US Bank:
 Reserve Fund (COP 2003) Market Value \$29; Interest Rate 0.04% (Money Market Fund)
 Lease Fund (COP 2003) Market Value \$5; Interest Rate 0.00% (Money Market Fund)
 Reserve Fund (COP 2006) Market Value \$599,395; 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 - June 30, 2014 (Preliminary)

GL CODE	FISCAL YEAR COMPLETED: 100% DESCRIPTION	2010/2011	2011/2012	2012/2013	2013/2014	2013/2014
		ACTUAL REVENUE	ACTUAL REVENUE	ACTUAL REVENUE	ESTIMATED REVENUE	REALIZED REVENUE
4100	TAXES					
4110	PROPERTY TAXES - CURRENT SECURED	\$47,388,882	\$47,933,548	\$47,131,813	\$48,053,422	\$49,020,150
4120	PROPERTY TAXES - SUPPLEMENTAL	\$699,652	\$489,994	\$653,870	\$171,539	\$1,118,173
4130	PROPERTY TAXES - UTILITIES (Unitary)	\$896,045	\$959,401	\$937,596	\$956,348	\$978,438
4140	PROPERTY TAXES - CURRENT UNSECURED	\$1,747,874	\$1,841,275	\$1,867,991	\$1,775,617	\$1,988,210
4145	HOMEOWNERS PROPERTY TAX RELIEF	\$537,428	\$526,371	\$506,644	\$504,594	\$502,858
4150	LESS TAXES RETURNED TO COUNTY	(\$1,338,944)	(\$1,251,584)	(\$1,290,812)	(\$1,340,030)	\$630,673
4160	LESS COUNTY TAX ADMINISTRATION	(\$523,908)	(\$496,473)	(\$494,146)	(\$504,029)	(\$511,904)
4170	PROPERTY TAXES - PRIOR SECURED	(\$67,962)	(\$449,320)	(\$564,431)	(\$282,000)	(\$423,621)
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(\$185,201)	(\$187,054)	(\$126,731)	(\$63,000)	(\$132,498)
4190	PROPERTY TAXES - PRIOR UNSECURED	\$30,951	(\$37,026)	(\$114,527)	(\$7,501)	(\$13,349)
		\$49,184,817	\$49,329,132	\$48,507,267	\$49,264,960	\$53,157,130
4200	INTERGOVERNMENTAL REVENUE					
4220	MEASURE "H"	\$0	\$112,184	\$33,000	\$33,000	\$33,000
4230	SB-90 MANDATED COSTS	\$18,333	\$13,323	(\$92,152)	\$0	(\$14,248)
4240	MISCELLANEOUS STATE AID/GRANTS	\$35,723	\$91,609	\$172,140	\$35,000	\$284,555
4245	FEDERAL GRANT REVENUE	\$0	\$0	\$1,627,579	\$55,000	\$1,071,475
4250	OTHER INTERGOVERNMENTAL REVENUE	\$3,000,000	\$245,151	\$74,070	\$922,829	\$62,335
		\$3,054,056	\$462,267	\$1,814,637	\$1,045,829	\$1,437,117
4300	CHARGES FOR SERVICE					
4310	INSPECTION FEES	\$32,729	\$60,324	\$63,974	\$57,000	\$116,502
4315	PLAN REVIEW	\$173,623	\$248,626	\$355,214	\$376,000	\$550,363
4320	WEED ABATEMENT CHARGES	\$4,435	\$2,984	\$26,031	\$4,000	\$5,762
4325	ADMINISTRATIVE CITATION CHARGES	\$8,250	\$35,321	\$58,485	\$35,000	\$61,775
4330	AMBULANCE SERVICES	\$2,202,045	\$2,439,773	\$2,743,005	\$2,700,000	\$2,982,027
4340	CPR CLASSES	\$2,955	\$2,555	\$735	\$2,000	\$800
4350	REPORTS/PHOTOCOPIES	\$1,560	\$5,464	\$6,214	\$5,000	\$21,555
		\$2,425,597	\$2,795,047	\$3,253,658	\$3,179,000	\$3,738,784
4400	USE OF MONEY & PROPERTY					
4410	INVESTMENT EARNINGS	\$152,454	\$98,835	\$58,257	\$118,600	\$61,783
		\$152,454	\$98,835	\$58,257	\$118,600	\$61,783
4500	RENTS, ROYALTIES AND COMMISSIONS					
4510	RENT ON REAL ESTATE	\$159,877	\$189,978	\$322,020	\$350,000	\$242,098
		\$159,877	\$189,978	\$322,020	\$350,000	\$242,098
4600	OTHER REVENUE					
4610	DONATIONS/CONTRIBUTIONS	\$917	\$7,355	\$575	\$0	\$974
4620	SALE OF PROPERTY	\$9,203	\$7,960	\$367,722	\$0	\$27,400
4640	MISCELLANEOUS REVENUE	\$25,938	\$45,769	\$50,818	\$25,500	\$97,560
		\$36,058	\$61,084	\$419,115	\$25,500	\$125,934
4900	OTHER FINANCING SOURCES					
4920	Debt proceeds	\$3,400,000	\$0	\$0	\$100,000	\$3,227,000
		\$3,400,000	\$0	\$0	\$100,000	\$3,227,000
	REVENUE TOTAL	\$58,412,859	\$52,936,343	\$54,374,954	\$54,083,889	\$61,989,847

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
GENERAL FUND EXPENDITURES
FISCAL YEAR 2013-2014
July 1, 2013 - June 30, 2014 (Preliminary)

FISCAL YEAR COMPLETED - 100%

DESCRIPTION	GL CODE	2010-2011	2011-2012	2012-2013	2013-2014	EXPENDITURES TO	REMAINING BAL.	PERCENT
		ACTUAL	ACTUAL	ACTUAL	BUDGET	DATE	TO DATE	EXPENDED
PERMANENT SALARIES	5110	\$21,730,515	\$21,231,690	\$20,138,426	\$20,441,549	\$18,998,580	\$1,442,969	92.94%
TEMPORARY SALARIES	5115	\$140,161	\$170,887	\$209,966	\$146,191	\$224,407	(\$78,216)	153.50%
PERMANENT OVERTIME	5120	\$4,736,070	\$5,943,633	\$6,533,121	\$5,217,500	\$5,926,335	(\$708,835)	113.59%
FICA/MEDICARE	5140	\$360,579	\$385,010	\$380,153	\$369,836	\$357,070	\$12,766	96.55%
RETIREMENT CONTRIBUTIONS	5150	\$11,811,102	\$11,131,763	\$11,797,439	\$12,019,863	\$11,282,351	\$737,512	93.86%
EMPLOYEE GROUP INSURANCE	5160	\$3,942,059	\$3,678,610	\$3,430,654	\$3,546,796	\$3,126,385	\$420,411	88.15%
RETIREE HEALTH INSURANCE	5170	\$1,375,426	\$1,571,813	\$1,816,302	\$1,901,214	\$1,818,859	\$82,355	95.67%
OPEB CONTRIBUTION	5175	\$0	\$0	\$0	\$520,473	\$520,469	\$4	100.00%
UNEMPLOYMENT INSURANCE	5180	\$2,693	\$118	\$8,351	\$20,000	\$15,600	\$4,400	78.00%
WORKERS' COMPENSATION INS.	5190	\$874,475	\$671,135	\$905,118	\$820,000	\$820,000	\$0	100.00%
TOTAL SALARIES AND BENEFITS	5100	\$44,973,080	\$44,784,659	\$45,219,530	\$45,003,422	\$43,090,057	\$1,913,365	95.75%
OFFICE SUPPLIES	5202	\$40,156	\$30,218	\$27,951	\$34,700	\$20,073	\$14,627	57.85%
POSTAGE	5204	\$11,547	\$17,385	\$11,142	\$12,700	\$15,305	(\$2,605)	120.51%
TELECOMMUNICATIONS	5206	\$186,194	\$183,636	\$184,732	\$193,100	\$158,206	\$34,894	81.93%
UTILITIES	5208	\$322,395	\$322,361	\$327,386	\$309,900	\$339,595	(\$29,695)	109.58%
SMALL TOOLS/EQUIPMENT	5210	\$102,739	\$84,094	\$62,521	\$97,300	\$55,535	\$41,765	57.08%
MISCELLANEOUS SUPPLIES	5212	\$104,279	\$126,724	\$107,157	\$121,600	\$120,754	\$846	99.30%
MEDICAL SUPPLIES	5213	\$119,249	\$120,175	\$115,735	\$103,000	\$101,540	\$1,460	98.58%
FIREFIGHTING SUPPLIES	5214	\$132,020	\$71,452	\$68,903	\$90,750	\$47,617	\$43,133	52.47%
PHARMACEUTICAL SUPPLIES	5216	\$46,548	\$36,286	\$34,955	\$36,500	\$23,938	\$12,562	65.58%
COMPUTER SUPPLIES	5218	\$28,810	\$11,859	\$33,330	\$38,500	\$29,176	\$9,324	75.78%
RADIO EQUIPMENT & SUPPLIES	5219	\$342,998	\$72,432	\$58,493	\$25,000	\$13,452	\$11,548	53.81%
FILM PROCESSING/SUPPLIES	5220	\$25	\$0	\$660	\$0	\$0	\$0	
FOOD SUPPLIES	5222	\$23,015	\$18,748	\$27,387	\$26,450	\$15,937	\$10,513	60.25%
PPE INSPECTION & REPAIRS	5223	\$0	\$29,267	\$27,417	\$36,000	\$19,584	\$16,416	54.40%
SAFETY CLOTHING/SUPPLIES	5224	\$144,594	\$231,465	\$139,645	\$159,200	\$90,620	\$68,580	56.92%
CLASS A UNIFORMS & SUPPLIES	5225	\$0	\$720	\$3,763	\$6,000	\$2,788	\$3,212	45.46%
NON-SAFETY CLOTHING/SUPPLIES	5226	\$26,317	\$24,689	\$8,137	\$22,000	\$9,187	\$12,813	41.76%
CLASS B UNIFORMS & SUPPLIES	5227	\$0	\$2,161	\$21,686	\$25,000	\$24,725	\$275	98.9%
HOUSEHOLD SUPPLIES	5228	\$37,749	\$40,553	\$42,006	\$40,000	\$34,865	\$5,135	87.1%
CENTRAL GARAGE - REPAIRS	5230	\$74,712	\$121,634	\$78,235	\$100,000	\$82,104	\$17,896	82.10%
CENTRAL GARAGE - MAINTENANCE	5231	\$14,325	\$6,784	\$10,050	\$20,000	\$11,636	\$8,364	58.18%
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	\$161,507	\$174,886	\$171,440	\$207,000	\$200,048	\$6,952	96.64%
CENTRAL GARAGE - TIRES	5234	\$20,197	\$58,875	\$42,139	\$45,000	\$27,429	\$17,571	60.95%
CENTRAL GARAGE - MANDATED INSP.	5235	\$10,240	\$9,330	\$5,281	\$13,000	\$7,315	\$5,685	56.27%
MAINT./REPAIRS - EQUIPMENT	5236	\$103,571	\$107,632	\$169,846	\$145,704	\$113,379	\$32,325	77.81%
MAINT./REPAIRS - RADIO & ELECTRON	5238	\$307,774	\$331,986	\$267,874	\$344,900	\$301,484	\$43,416	87.41%
MAINT./REPAIRS - BUILDINGS	5240	\$104,677	\$132,488	\$124,859	\$145,000	\$126,473	\$18,527	87.22%
MAINT./REPAIRS - GROUNDS	5242	\$36,171	\$33,700	\$31,834	\$38,500	\$37,162	\$1,338	96.52%
RENTS & LEASES-EQUIP./PROPERTY	5246	\$42,893	\$48,938	\$58,090	\$68,300	\$35,755	\$32,545	52.35%
PROFESSIONAL/SPECIALIZED SERVICE:	5250	\$822,554	\$653,019	\$618,566	\$961,645	\$692,101	\$269,544	71.97%
RECRUITING COSTS	5251	\$35,680	\$101,946	\$78,347	\$94,200	\$44,473	\$49,727	47.21%
LEGAL SERVICES	5252	\$192,663	\$391,532	\$289,481	\$250,000	\$152,948	\$97,052	61.18%
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	\$68,468	\$42,632	61.63%
COMMUNICATIONS SERVICES	5258	\$1,577	\$0	\$0	\$78,600	\$78,600	\$0	100.00%
ELECTION SERVICES	5262	\$51,099	\$0	\$105,565	\$0	\$0	\$0	
INSURANCE SERVICES	5264	\$493,476	\$497,815	\$388,379	\$460,000	\$432,521	\$27,479	94.03%
PUBLICATION OF LEGAL NOTICES	5270	\$5,552	\$1,578	(\$73)	\$500	\$1,353	(\$853)	270.53%
SPECIALIZED PRINTING	5272	\$24,155	\$18,454	\$14,813	\$26,900	\$18,661	\$8,239	69.37%
MEMBERSHIPS	5274	\$53,784	\$48,575	\$57,710	\$68,130	\$54,524	\$13,606	80.03%
EDUCATIONAL COURSES/SUPPLIES	5276	\$48,708	\$52,091	\$39,463	\$61,000	\$32,706	\$28,294	53.62%
EDUCATIONAL ASSISTANCE	5277	\$26,514	\$22,051	\$24,037	\$45,000	\$15,878	\$29,122	35.28%
PUBLIC EDUCATIONAL SUPPLIES	5278	\$20,074	\$13,219	\$8,412	\$11,000	\$8,136	\$2,864	73.97%
BOOKS & PERIODICALS	5280	\$21,700	\$10,216	\$11,345	\$18,635	\$5,244	\$13,391	28.14%
RECOGNITION SUPPLIES	5282	\$6,573	\$3,364	\$2,909	\$5,000	\$1,163	\$3,837	23.26%
MEETINGS/TRAVEL EXPENSES	5284	\$46,773	\$39,734	\$23,885	\$44,450	\$19,424	\$25,026	43.70%
OTHER - CLAIMS EXPENSE	5286	\$304,845	\$0	\$0	\$0	\$9,181	(\$9,181)	
TOTAL SERVICES AND SUPPLIES	5200	\$4,784,062	\$4,399,929	\$4,006,252	\$4,761,264	\$3,706,063	\$1,055,201	77.84%
TOTAL G/F OPERATING EXPENDITURES		\$49,757,142	\$49,184,588	\$49,225,782	\$49,764,686	\$46,796,120	\$2,968,566	94.03%

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
GENERAL FUND**

REVENUE/EXPENDITURE HISTORY (Preliminary)

Month	2009-10		2010-11		2011-12		2012-13		2013-14	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	\$247,304	\$4,758,259	\$166,735	\$4,749,257	\$186,793	\$4,351,134	\$327,098	\$4,374,370	\$303,039	\$4,253,760
August	\$222,953	\$3,806,559	\$215,809	\$4,025,589	\$265,453	\$4,513,204	\$319,178	\$4,123,666	\$393,566	\$4,035,499
September	\$296,640	\$4,728,793	\$204,485	\$3,953,342	\$312,278	\$3,893,321	\$309,945	\$3,903,613	\$230,997	\$4,049,136
October	\$1,955,619	\$3,664,748	\$1,892,126	\$3,970,955	\$2,046,255	\$3,735,522	\$2,331,797	\$4,132,784	\$2,205,383	\$3,879,765
November	\$228,442	\$3,778,804	\$220,473	\$4,450,015	\$188,594	\$4,535,275	\$360,982	\$4,246,986	\$343,280	\$4,023,813
December	\$26,486,066	\$4,293,444	\$25,691,372	\$4,182,987	\$25,787,719	\$4,424,050	\$25,961,035	\$4,181,747	\$27,720,683	\$3,843,098
January	\$2,231,614	\$3,813,140	\$213,894	\$4,015,505	\$265,253	\$3,990,074	\$628,896	\$4,061,102	\$529,393	\$3,767,912
February	\$253,553	\$3,865,360	\$176,960	\$3,997,461	\$508,340	\$4,000,893	\$301,646	\$3,889,221	\$427,492	\$3,570,860
March	\$263,343	\$4,094,246	\$266,513	\$4,225,922	\$268,932	\$4,016,648	\$184,995	\$4,115,245	\$360,312	\$3,799,189
April	\$14,980,947	\$3,933,954	\$19,064,857	\$4,162,409	\$18,036,297	\$3,746,578	\$18,080,208	\$4,184,939	\$20,027,067	\$3,850,555
May	\$2,319,553	\$4,064,248	\$270,777	\$4,149,354	\$344,774	\$3,770,965	\$332,777	\$3,999,974	\$324,465	\$3,752,225
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	\$4,814,583	\$3,970,307

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 - June 30, 2014 (Preliminary)

FISCAL YEAR COMPLETED -100%								
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	\$49,759	\$50,241	50%
VARIOUS IMPROVEMENTS	6120	\$47,634	\$46,018	\$70,000	\$225,000	\$61,583	\$163,417	27%
TOTAL CAPITAL PROJECTS (FUND 300)		\$712,194	\$355,873	\$924,685	\$337,500	\$111,342	\$226,158	33%
PROFESSIONAL SERVICES	5250			\$0	\$0	\$0	\$0	
RADIO/ELECTRONIC EQUIPMENT	6230	\$0	\$0	\$2,021,167	\$362,186	\$347,510	\$14,676	
TOOLS & SUNDRY EQUIPMENT (SCBA's)	6240	\$0	\$0	\$0	\$1,500,000	\$1,267,374	\$232,626	84%
TOTAL FEDERAL GRANT CAPITAL PROJECTS (FUND 310)				\$2,021,167	\$1,862,186	\$1,614,884	\$247,302	87%
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	\$766,968	\$695,135	\$71,834	91%
TOTAL EQUIPMENT/VEHICLES (FUND 600)		\$3,665,410	\$428,020	\$870,298	\$778,918	\$697,335	\$81,584	90%
BOND REDEMPTION - 2003/2006/2013 COP	5310	\$1,325,885	\$1,328,630	\$1,324,708	\$1,429,261	\$5,289,519	-\$3,860,258	370%
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	\$534,012	\$0	100%
TOTAL DEBT SERVICE (FUND 200)		\$2,411,415	\$2,948,170	\$1,858,719	\$1,963,273	\$5,823,531	-\$3,860,258	297%
OTHER SPECIAL DISTRICT EXPENDITURES	5286	\$0	\$858	\$7,000	\$500	\$1,000	-\$500	200%
TOTAL SRVF COMMUNITY FUND (FUND 400)		\$0	\$858	\$7,000	\$500	\$1,000	-\$500	200%
TOTAL - CAPITAL, EQUIPMENT, DEBT SERVICE, SRVF COMMUNITY & FEDERAL GRANT FUND		\$6,789,019	\$3,732,921	\$5,681,869	\$4,942,377	\$8,248,091	-\$3,305,714	167%

Employee Illness/Injury Report (June 2014)

Reportable Injuries – June 2014:

Indemnity (Lost Time)

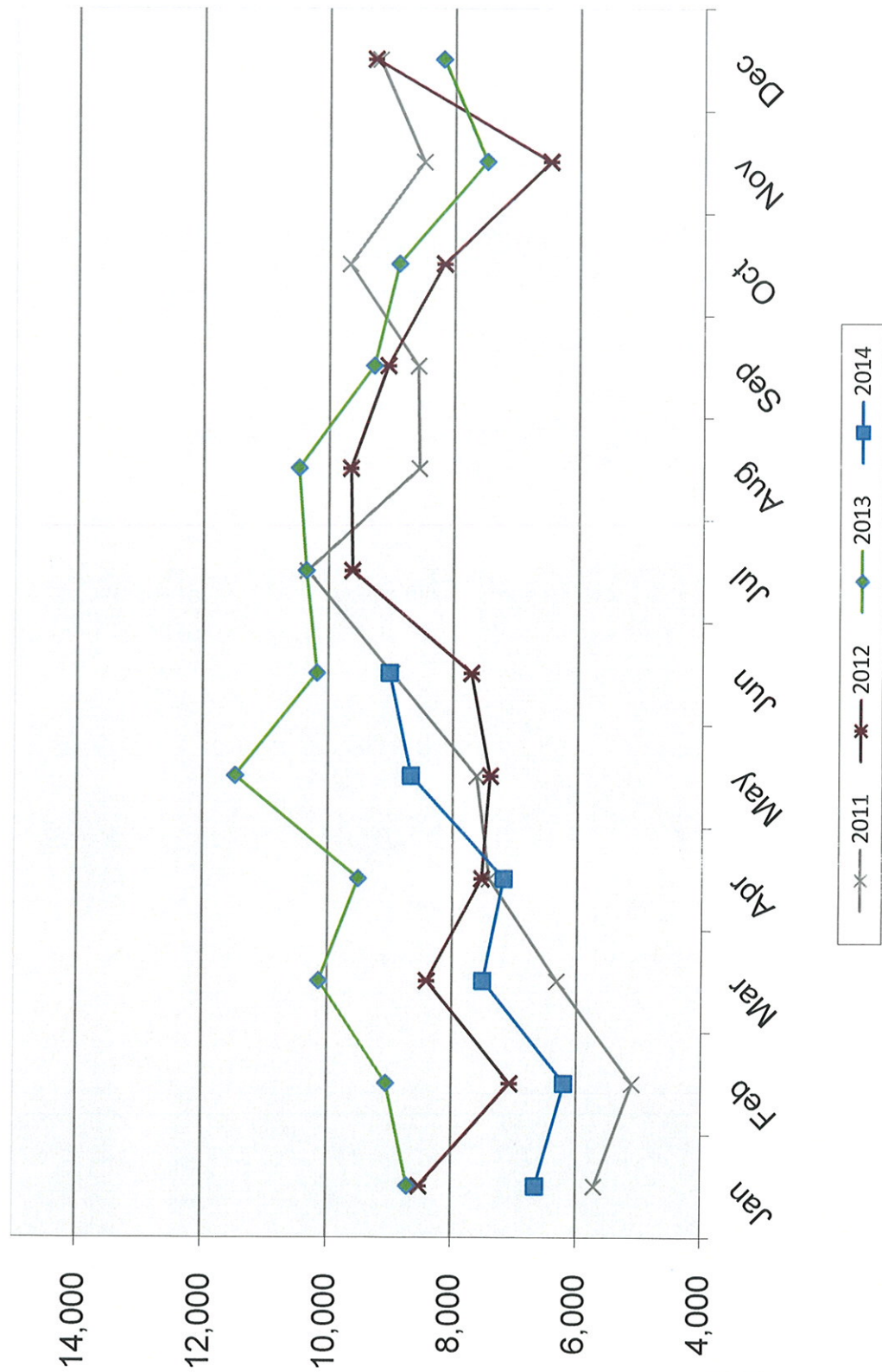
- June 9, 2014 DOI = 6/9/14 – A Captain suffered heat exhaustion fighting a structure fire. Missed 3 shifts.
Status: Returned to full duty 6/16/14.
- June 9, 2014 DOI = 6/9/14 – An Engineer suffered heat exhaustion fighting a structure fire. Missed 2 shifts.
Status: Returned to full duty 6/12/14.
- June 9, 2014 DOI = 6/9/14 – A Firefighter/Paramedic suffered heat exhaustion fighting a structure fire. Missed 1 partial shift.
Status: Returned to full duty 6/10/14.
- June 27, 2014 DOI = 6/21/14 – A Captain injured right shoulder starting a chain saw during a structure fire.
Status: Remains out at month-end.

Medical Only (No Lost Time)

- June 9, 2014 DOI = 6/9/14 – A Captain was treated after being bitten while attempting to extricate a cat from a fireplace during a public assistance call.
Status: Medical Only – No Lost Time.
- June 23, 2014 DOI = 6/23/14 – A Captain was diagnosed as having a cancerous lesion on his left forearm. Undergoing further examination.
Status: Medical Only – No Lost Time.

As of June 30, 2014, there were three (3) employees absent from their regular work assignment. Total lost time due to injuries for the month of June equaled 59 calendar days.

Total Overtime Hours by Month January 2011 - June 2014



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

6/1/2014 Through 6/30/2014

WORK CODE: 1 STAFFING

ASSIGNMENT	Time Worked	Time Paid
101 HOLD OVER FOR CALL	53.00	54.50
103 MISC. STAFFING COVE	8483.67	8484.75
107 LATE/STA. MOVE COVE	8.08	13.00
199 MID SHIFT RECALL	34.00	34.00
Total All Assignments This Work Type:	8,578.75	8,586.25

WORK CODE: 2 TRAINING

ASSIGNMENT	Time Worked	Time Paid
201 OPERATIONS TRAINING	2.00	2.00
209 RESCUE TRAINING	38.25	38.25
210 HAZ-MAT TRAINING	16.50	16.50
214 PARAMEDIC - CONT ED	17.50	17.50
Total All Assignments This Work Type:	74.25	74.25

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

6/1/2014 Through 6/30/2014

WORK CODE: 3 ASSIGNMENTS

ASSIGNMENT	Time Worked	Time Paid
301 MEETINGS/PROJECT DE	25.33	25.50
302 OFC WORK/REPORT WR	6.50	6.75
306 WELLNESS PROGRAM	4.50	4.50
310 MISC. MAINTENANCE	10.00	10.00
317 RECRUITMENT EXTER	22.00	22.00
320 PUBLIC EVENTS	22.00	22.00
321 FP REIMBURSED OVER	4.75	4.75
340 PROJECT WORK	202.50	202.50
Total All Assignments This Work Type:	297.58	298.00

WORK CODE: 7 EMERGENCY

ASSIGNMENT	Time Worked	Time Paid
700 EMERGENCY RECALL	48.58	49.50
720 FIRE INVESTIGATION	8.50	8.50
Total All Assignments This Work Type:	57.08	58.00

Report Grand Total: 9,007.66 9,016.50

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

6/1/2014 Through 6/30/2014

WORK CODE:		Time Paid
1	STAFFING	8,586.25
2	TRAINING	74.25
3	ASSIGNMENTS	298.00
7	EMERGENCY	58.00
	Report Grand Total:	9,016.50