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**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:** June 30, 2014

**To:** Board of Directors

**From:** Ken Campo, Financial Consultant  
Martin Koran, Controller

**Subject:** Property and Liability Insurance – FY 2014-15

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### **Background:**

The San Ramon Valley Fire Protection District participates in the Fire Agencies Insurance Risk Authority for liability and property insurance. This JPA is comprised of over one hundred fire districts in California and Nevada.

The FY 2014-15 charges represent a 12% decrease in property and liability insurance costs (\$10,336) from the prior fiscal year. The proposed total property and liability insurance expense is within the approved budget for FY 2014-15.

### **Recommended Board Action:**

Authorize staff to pay \$74,910.00 to the Fire Agencies Insurance Risk Authority for property and liability insurance for FY 2014-15.

### **Financial Impacts:**

None. Budgeted expense in FY 2014-15.



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

**Date:** June 30, 2014

**To:** Board of Directors

**From:** Paige Meyer – Fire Chief

**Subject:** LAFCO FY 2014-15 Billing

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**Background:**

In accordance with Cortese Knox Hertzberg Act (Government Code Section 56000 et seq.,) Local Agency Formation Commission (LAFCO) adopts an annual budget. Following adoption, the County Auditor apportions the net operating costs in equal thirds to the County, cities and independent Special Districts. The District's share is \$28,555.83.

**Recommended Board Action:**

Staff recommends that the Board approve the annual LAFCO billing for FY 2014-15 in the amount of \$28,555.33

**Financial Impacts:**

This is a budgeted item.



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www.firedepartment.org | info@firedepartment.org

Date: June 30, 2014

To: Board of Directors

From: Lon Phares, Interim Assistant Chief, Operations

Subject: Fire Station #30 Exterior Painting Project

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## **Background:**

The District received approval as part of its Capital Projects Fund to paint the exterior of Fire Station #30. The station was constructed in 2002 and is in need of exterior stucco maintenance and preservation. Project will consist of pressure wash, preparation, removal of rust, etc. on station exterior stucco, apparatus bay doors, fence columns and metal gates.

Bids were obtained from seven contractors. The District conducted its due diligence and C & J Painting was the lowest responsible bidder.

## **Recommended Board Action:**

Staff recommends the Board of Directors approve the award for painting Fire Station #30 to C & J Painting, for an amount not to exceed \$26,900.



## San Ramon Valley Fire Protection District

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www.firedepartment.org | info@firedepartment.org

**Date:** June 30, 2014

**To:** Board of Directors

**From:** Ken Campo, Financial Consultant

**Subject:** Excess Workers' Compensation Insurance FY 2014-15

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### **Background:**

The District is self-insured for workers' compensation insurance. Routine claims are budgeted in the annual operating budget and paid as claims occur. To mitigate the loss exposure associated with an extraordinary claim, the District purchases excess workers' compensation insurance for claims exceeding \$1,000,000. The District maintains a reserve of \$1,000,000 for the self-insured retention amount. The term of the current excess workers' compensation policy is from July 1, 2013 through July 1, 2014.

Our current broker, Morris & Associates, sought quotes from a number of different carriers, several of which declined to quote on a fire special district. Three companies submitted quotes. A summary of the responses and their recommendation is attached.

After discussing the quotes with our broker, staff is recommending the District continue the same excess workers' compensation policy, with a self-insured retention of \$1,000,000, through our current carrier, Safety National Casualty Corporation. Based on our current payroll, the premium will be \$309,904 (\$1.6308 per \$100 of payroll). This is slightly higher than the \$300,000 we projected for FY 2014/15, and represents a 12% increase over the \$275,534 premium for 2013/14. The increase is attributed to the inherent risks associated with firefighting and EMS response services and the rising medical costs.

### **Recommended Board Action:**

Staff recommends the Board approve the renewal of excess workers' compensation insurance with Safety National Casualty Corporation.

# MORRIS & ASSOCIATES

INSURANCE SERVICES INC.

June 23, 2014

Ms. Sonia Martyn, Human Resources  
San Ramon Valley Fire Protection District  
1500 Bollinger Canyon Road  
San Ramon, California 94583

## Renewal of the Excess Workers Compensation

Dear Sonia,

Your renewal specifications have been sent to five possible markets. Three of the markets declined to offer a quote. The declinations were do to the concern of the burn and multi-person loss exposures associated with fire districts. Your current carrier, Safety National Casualty Corporation has offered two quotes. The **first** quote is based on a **statutory limit**. The self-insured retention is **\$1,000,000.00** same as the expiring policy. The estimated annual premium is \$309,904.00 with a minimum premium of \$278,9140.00. The rate is 1.6308 per \$100.00 of payroll. We are using an estimated payroll of \$19,003,659.00. The **second** quote is also based on a **statutory limit**. The difference is the self-insured retention. Based on a retention of **\$1,250,000.00** the estimated annual premium is \$275,534.00 with a minimum premium of \$247,981.00. The rate is 1.4499 per \$100.00 of payroll. With the higher retention the estimated savings would be \$34,370.00.

In the past we have discussed the advantage of the **statutory limit**. The statutory limit is a **very important benefit for all fire districts**. The **statutory limit** can best be described as Excess Workers Compensation **without a specified limit**. The primary concern for fire districts is the potential for a multi-employee burn injury and/or death. If you were to purchase coverage with a **specified limit** of \$10,000,000.00 the multi-employee injury and/or death could exhaust the **specified limit** leaving the **fire district responsible for all losses above the specified limit**. With the statutory limit the fire district will have coverage for multi-employee claims without a coverage limit, subject to the self-insured retention.

We do have one other option to offer. New York Marine & General Insurance Company has offered a **statutory limit** with a self-insured retention of **\$1,000,000.00**. The estimated annual premium is \$204,261.00 with a minimum premium of \$183,736.00. However, there are a couple of **very important caveats**. The policy coverage includes the **Presumptive Losses Endorsement** which applies a self-insured retention of **\$1,500,000.00** to claims that qualify as a presumptive loss. The second concern is the **Communicable Disease Endorsement**. There will be a sub-limit of **\$50,000,000.00**. Your current carrier provides **statutory limits**.

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# MORRIS & ASSOCIATES

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INSURANCE SERVICES INC.

The **Presumptive Losses Endorsement** is of significant concern. The higher retention will apply to claims that qualify as **Cancers and/or Heart and/or Lung and/or Infectious diseases that are work related**. In simple terms the District would be on the hook for an additional **\$500,000.00** for each claim that would fall under this endorsement. We have attached a copy of the endorsement.

The **sub-limit on the Communicable Disease Endorsement** is another concern. These types of claims can be very large and potentially exhaust the sub-limit. The current carrier provides a **statutory limit**.

The addition of these endorsements allow New York Marine & General Insurance Company to offer a lower premium however, the carrier is transferring significant risks on to the District.

Once you have had an opportunity to review please let me know if you have any questions.

Thank you for the opportunity to offer these renewal options for the Excess Workers Compensation.

Sincerely,

Morris & Associates Insurance Services, Inc.



Michael P. Morris

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# **OLD BUSINESS**



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# **NEW BUSINESS**



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

www.firedepartment.org | info@firedepartment.org

**Date:** June 30, 2014

**To:** Board of Directors

**From:** Ken Campo, Financial Consultant  
Martin Koran, Controller

**Subject:** City of San Ramon Transfer of Tax Allocation to the San Ramon Valley Fire Protection District

## **Background:**

The San Ramon Valley Fire Protection District ("the District") and the City of San Ramon ("the City") entered into a property tax sharing agreement in 2007. This agreement affected three parcels for development as the City Center Project. Under terms of the agreement, the City agreed to pay the District a total of \$3.0 million. These funds have been received by the District.

The attached amendment deletes the reference to "use of funds paid District by City," thus allowing the District to allocate the remaining \$2.7 million towards a project providing public benefit. The District intends to use the funding as seed money for the new 12-Year Capital Improvement Program developed by staff to anticipate replacement/maintenance needs of apparatus/fleet, equipment, technology, and facilities.

## **Recommended Board Action:**

Approve the amendment to provide seed money in FY2014-15 for the Capital Improvement Program.

## **Financial Impacts:**

Provides approximately \$2.7 million for Capital Improvement Program in FY2014-15.

**SECOND AMENDMENT TO THE  
AGREEMENT BETWEEN THE CITY OF SAN RAMON AND THE  
SAN RAMON VALLEY FIRE PROTECTION DISTRICT FOR THE  
TRANSFER OF A PORTION OF THE  
SAN RAMON VALLEY FIRE PROTECTION DISTRICT'S PROPERTY TAX  
ALLOCATION TO THE CITY OF SAN RAMON**

**WHEREAS**, on September 28, 2007, the San Ramon Valley Fire Protection District ("DISTRICT") and the City of San Ramon ("CITY") entered into a property tax sharing agreement ("AGREEMENT") affecting three parcels (APN 213-133-086, APN 213-120-013, and APN 213-133-063) proposed for development by Sunset Development Company as the City Center Project; and

**WHEREAS**, CITY agreed under the AGREEMENT to pay DISTRICT three One Million dollar (\$1,000,000) payments over three years for a total of Three Million dollars (\$3,000,000) and all payments have been made; and

**WHEREAS**, DISTRICT and CITY desire to amend Paragraph 5 of the AGREEMENT by deleting reference to use of the funds paid DISTRICT by CITY.

**IT IS AGREED** as follows:

1. Paragraph 5 of the Agreement is amended to read:

"CITY and DISTRICT agree that CITY will transfer the total amount of **THREE MILLION DOLLARS (\$3,000,000.00)** to DISTRICT in three equal payments of **ONE MILLION DOLLARS (\$1,000,000.00)**, the first payment of which is due on or before July 31, 2010 with subsequent payments of **ONE MILLION DOLLARS (\$1,000,000.00)** due on or before July 31, 2011 and July 31, 2012 respectively."

2. All other terms of the Agreement and the First Amendment remain in full force and effect.

**\*\*\*SIGNATURES ON NEXT PAGE \*\*\***





# San Ramon Valley Fire Protection District

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www.firedepartment.org | info@firedepartment.org

Date: June 30, 2014

To: Board of Directors

From: Paige Meyer, Fire Chief

Subject: Approval of Letter of Understanding Between San Ramon Valley Fire Protection District and Local 3546 IAFF

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## **Summary:**

The attached Letter of Understanding (LOU) sets forth the understandings that have been reached by representatives of the San Ramon Valley Fire Protection District and the International Association of Firefighters Local 3546 that either modify or supplement the MOU between the parties with effective dates August 1, 2009 through June 30, 2018. Staff recommends that the Board approve the changes to the MOU set forth in the Letter of Understanding and authorize the Fire Chief to sign the attached Letter of Understanding on behalf of the District.

## **Discussion:**

In 2013, the Board approved changes to the MOU that provided for (1) "Classic" employees (as that term is used in the California Public Employees' Pension Reform Act of 2013, or "PEPRA") to pick up a portion of the employer retirement cost; (2) capping the District's contribution toward active and retiree medical premiums; (3) prefunding retiree medical benefits; (4) reducing minimum shift staffing from 43 to 41 effective 7/1/2013, and from 41 to 39 effective 7/1/2015; (5) extending the duration of the MOU to June 30, 2018; and (6) re-openers on salary and health benefits in 2015 and 2016. The overall cost savings from the 2013 MOU changes amounted to approximately \$2 million in 2013/14, and are expected grow to over \$5 million in 2015-16 when fully implemented. The pre-funding of retiree medical benefits is projected to significantly reduce the future cost of providing the benefit and, over time, eliminate the unfunded liability associated with this benefit.

The parties to the MOU have now reached a tentative agreement to accelerate the second minimum shift staffing reduction from 41 to 39 effective 7/1/2014, a 3% across-the-board wage increase effective 4/1/2015 and drop the 2015 re-opener on salary and health benefits.

## **Financial Implications:**

The financial impact on the 2014/15 proposed budget of accelerating the staffing reduction to 7/1/2014 and the 3% wage increase on 4/1/2015 is a net *savings* in personnel costs of \$757,000. This affords the District some budget relief to help absorb the significant CCCERA rate increases set for 7/1/2014,

removes the financial uncertainty associated with the 2015 salary and health benefit re-opener, and would provide District employees with their first wage increase in over six years.

**Recommended Action**

Staff recommends the Board approve the changes to the MOU set forth in the attached Letter of Understanding.

Attachment: Tentative Letter of Understanding

**LETTER OF UNDERSTANDING**  
**BETWEEN SRVFPD AND IAFF LOCAL 3546**

This Letter of Understanding will confirm the following agreements of the San Ramon Valley Fire Protection District and the International Association of Firefighters Local 3546 either modifying or supplementing the current Memorandum of Understanding between the parties with effective dates August 1, 2009 through June 30, 2018 ("MOU"):

1. Effective July 1, 2014, the first sentence of Section 28 of the MOU, entitled Shift Staffing, shall be amended to read as follows:

The minimum staffing of shift suppression employees shall be forty three (43); effective July 1, 2013 forty one (41); and effective July 1, 2014 thirty nine (39).

2. Effective April 1, 2015, an across the board wage increase of three percent (3.0%).
3. Modify Section 31 of the MOU, entitled "Re-Openers," to read as follows:

In calendar year 2016, either the Union or the District may request and require a re-opener of 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.

4. No other changes in the 2009-2018 Memorandum of Understanding.
5. This Letter of Understanding shall be effective following the signatures indicated below and approval by the District's Board of Directors.

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

\_\_\_\_\_  
Mike Mohan, President  
IAFF Local 3546

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

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



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www.firedepartment.org | info@firedepartment.org

Date: June 30, 2014

To: Board of Directors

From: Paige Meyer, Fire Chief

Subject: Approval of Changes to Non-Represented Employees Compensation Package

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## **Summary:**

This change in compensation provides for a 3% across-the-board wage increase for non-represented employees effective 4/1/2015. This change is commensurate with the recommendation for employees represented by Local 3546 IAFF. This 3% wage adjustment would not apply to the Fire Chief.

## **Discussion:**

In 2013, the Board approved changes to the Memorandum of Understanding between the District and Local 3546 IAFF that provided for (1) "Classic" employees (as that term is used in the California Public Employees' Pension Reform Act of 2013, or "PEPRA") to pick up a portion of the employer retirement cost; (2) capping the District's contribution toward active and retiree medical premiums; (3) prefunding retiree medical benefits; (4) reducing minimum shift staffing from 43 to 41 effective 7/1/2013, and from 41 to 39 effective 7/1/2015; (5) extending the duration of the MOU to June 30, 2018; and (6) re-opens on salary and health benefits in 2015 and 2016.

Non-represented employees were subject to the same retirement and medical cost-sharing provisions as the represented employees, and therefore contributed toward the overall cost savings of approximately \$2 million in 2013/14, to over \$5 million in 2015-16 when fully implemented.

## **Recommended Action**

Staff recommends the Board approve the compensation change for non-represented employees.





# San Ramon Valley Fire Protection District

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**Date:** June 30, 2014  
**To:** Board of Directors  
**From:** Steve Call, Technology Systems Manager  
**Subject:** First OnScene Software Maintenance

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## Background:

The District utilizes First OnScene software products for fire incident, hydrant inspection, hose testing training, controlled substance, pre-incident aerial survey, fire prevention and Exterior Hazard Abatement (EHA) records management and reporting. First OnScene software maintenance for FY 2014-2015 totals \$41,200, representing a 3% increase over the FY 2013-2014 cost of \$40,000.

First OnScene, LLC offers multi-year maintenance contracts and has provided the District with a quote for 3 years of maintenance at a cost of \$40,000 per year, with a total contract value of \$120,000. The District would have the right to cancel future maintenance payments, provided the notice of cancellation is received by First OnScene, LLC prior to July 1 of the upcoming maintenance period(s).

By entering into an agreement with First OnScene, LLC for 3 years of software maintenance, the District will save \$7,345 as outlined in the proposed payment schedule below:

All Modules - Maintenance Period	Annual Renewal	3-year Renewal	Savings
August 1, 2014-July 31, 2015	\$ 41,200	\$ 40,000	
August 1, 2015-July 31, 2016	\$ 42,436	\$ 40,000	
August 1, 2016-July 31, 2017	\$ 43,709	\$ 40,000	
<b>Total Annual Support Renewal Price</b>	<b>\$ 127,345</b>	<b>\$ 120,000</b>	<b>\$ 7,345</b>

**Recommended Board Action:**

Authorize staff to enter into a 3-year software maintenance contract with First OnScene, LLC and pay First OnScene, LLC for FY 2014-2015 software maintenance in the amount of \$40,000.

**Financial Impacts:**

By entering into a 3-year software maintenance contract, the District will realize a savings of \$7,345 over the term of the agreement.



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Date: June 30, 2014  
To: Board of Directors  
From: Christina Kiefer, Division Chief  
Subject: Replacement of Fuel Management System

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## **Background:**

The District manages nine fuel tanks and 16 pumps at nine fire stations. Fuel storage capacity is 6,750 gallons of diesel and 5,750 gallons of gasoline. During the fiscal year 2013-2014 the District purchased over \$315,000 in fuel. The fuel management system is currently a 19 year old Disk Operating System (DOS) based technology with independent hardware at each fire station.

The fuel management system is at the end of its useful life. The Capital Improvement Plan and the Annual Budget 2014-2015 have proposed the replacement of the fuel management system for this fiscal year. Staff is proposing to improve the current system with new software that will network the nine sites together and provide for one software interface to simultaneously manage all 16 District fuel pumps. The new system will be compatible with existing kiosks and fuel keys.

No bids were obtained as this is a sole source purchase.

## **Recommended Board Action:**

District staff recommends entering into a contract with Shields, Harper & Co for an amount not to exceed \$65,000.

## **Financial Impacts:**

Funds are allocated in the Annual Budget Fiscal Year 2014-2015



# San Ramon Valley Fire Protection District

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www.firedepartment.org | info@firedepartment.org

Date: June 30, 2014

To: Board of Directors

From: Paige Meyer, Fire Chief

Subject: Deputy Fire Chief Position

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## Summary:

Staff is recommending the job title of the Assistant Fire Chief position be changed to Deputy Fire Chief, with no change in compensation.

## Background:

The District currently has job duties and descriptions for both Assistant Chief and Deputy Fire Chief. Although there are currently no incumbents in either position, the proposed budget for Fiscal Year 2014/15 includes funding for two Assistant Chiefs: one over Operations and one over EMS/Logistics. These positions are deemed essential to the overall development and effectiveness of the organization, provide key support to the Fire Chief and foster succession planning by allowing others to act in the role of the Fire Chief in his absence. For these reasons, staff feels the title of Deputy Fire Chief more fitting for the position.

In addition to the importance to the organization from a succession planning standpoint, the title of Deputy Fire Chief generally connotes a higher management rank within the fire service than Assistant Fire Chief, and would likely serve to enhance long term career opportunities and attract highly qualified candidates for the position.

## Recommended Board Action:

Staff recommends the Board approve changing the title of Assistant Fire Chief to Deputy Fire Chief with no change in compensation.

## Financial Impacts:

None.

## DEPUTY FIRE CHIEF

FLSA: EXEMPT

### DEFINITION

In alignment with the District's strategic plan and operational initiatives, the Deputy Fire Chief is primarily responsible for analyzing, developing, leading, and implementing comprehensive, effective programs that will provide the highest level of service and protection to the community. Also, under the general direction of the Fire Chief, assists in the overall administration and operation of the Fire District.

### SUPERVISION RECEIVED AND EXERCISED

The Deputy Fire Chief reports directly to the Fire Chief and assumes full command of the District in the absence of the Fire Chief.

### CLASS CHARACTERISTICS

The District operates with two distinct operational positions for Deputy Fire Chief: Operations and EMS/Logistics. Each position is primarily responsible for specific duties related to the operational assignment. However, each position may be required to perform any or all of the duties and essential functions described below. The responsibilities of the Deputy Fire Chief will fall into four primary categories:

- **Strategic Direction** – Implement strategic direction through the identification and achievement of organizational, operational, training, and staffing objectives which are fiscally sound and closely aligned with the District's budgetary resources and strategic initiatives.
- **Operational Management** – Actively direct and manage the achievement of all District operational, support services and/or emergency response initiatives while maintaining the District's 24-hour operational readiness and ability to respond safely to calls.
- **Personnel Management** - Promote and ensure the performance excellence of suppression and/or support personnel through interactive performance management, progressive training programs, and motivational leadership.
- **Public Relations** – Act as a high level representative for the District in external interactions with the media, civic organizations, citizens, and other governmental agencies for the dissemination of fire service and District related information, coordination of inter-agency emergency response coverage, and the establishment of cooperative working relationships to assist in achieving District operational objectives.

**Distinguishing Characteristics:** A person in this position, working within the framework of District policy, Strategic Plan, Business Plan, and Core Values, must be a knowledgeable, highly competent professional with exceptional organizational and communication skills, a command presence, and an ability to effectively set and manage the operational direction for the District. This person must

also possess the ability to motivate and mentor others to fully engage and continually enhance their ability to safely and efficiently deliver service and fulfill the District's mission.

### **ESSENTIAL FUNCTIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. May be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

#### **Example of duties:**

- Works with District management teams to evaluate District emergency response operations and support strategies and proactively develops and implements short-term and long-term initiatives to ensure operational excellence and to keep pace with industry standards and practices within confines of available resources.
- Negotiates, implements, and maintains inter-agency mutual aid and automatic aid agreements and relationships.
- Maintains a high level of industry acumen by staying abreast of developments and innovations related to all aspects of emergency response operations and support.
- Directs the development and updating of operational policies and procedures and related policy manuals.
- Regularly provides leadership, direction, and communication to Operations, EMS, Logistics, and/or Support Services personnel regarding District initiatives, emergency response services, fire company operations, and the resolution of operational and/or support issues and concerns.
- Prepares departmental budget and manages budgetary expenditures.
- In conjunction with other District managers, plans, directs, and manages the development and implementation of various programs, activities, and special projects to ensure meeting established objectives.
- Oversees the investigation of accidents and complaints and ensures adherence to District policies and procedures as well as performance standards.
- Oversees the procurement, utilization, and maintenance of District and/or emergency operations related equipment.
- Serves as IC at major emergencies.
- Consistently communicates and enforces District policies, procedures, and safety standards in order to maintain a disciplined, highly performing staff.
- In conjunction with the other District management staff, plans, coordinates, and maintains progressive, comprehensive programs to prepare personnel for emergency and non-emergency response duties, correct performance deficiencies, provide professional development opportunities, and meet industry requirements.
- Regularly reviews staff performance levels and facilitates an interactive process to address any performance concerns at a division and/or individual level.

- Assists in the achievement of the District's overall mentorship and succession planning initiatives.
- Writes and conducts employee performance appraisals, providing positive coaching and counseling, and related career development counseling.
- Participates in discussions and negotiations with labor union to assist in the facilitation of mutually beneficial outcomes.
- Organizes, makes presentations to, participates in, and/or chairs various government, civic, educational, or business committees; provides liaison with other fire service organizations.
- Makes presentations and recommendations to the Board of Directors regarding operational matters.
- Interacts with the media, providing information and responding to inquiries.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern administration principles, practices, and terminology related to public administration and autonomous Fire District operations.
- Principles and implementation requirements of the Incident Command System in all disciplines.
- Fire prevention, investigation principles, building code inspection, and enforcement processes.
- Theory, principles, and practices, of enlightened fire service management and leadership.
- Principles, practices, and emerging trends of modern firefighting and emergency operations, including wildland urban-interface, fire suppression/attack, rescue systems, hazardous materials programs, EMS programs, safety programs.
- Knowledge and application of related ordinances, laws, rules and regulations, national codes and standards.
- Knowledge of state-wide mutual aid strategies, systems, and agreements.
- Knowledge of effective training and communication techniques.
- Good grasp of fire apparatus design, construction, maintenance, and safety factors and California vehicle code as it relates to emergency operations; general facility maintenance requirements.
- Principles and practices of effective labor relations and conflict resolution.
- Principles and practices of effective program development and administration.
- Modern fire service technology and communication equipment, personal computer operating systems and software applications, particularly Windows.
- Knowledge of local government budgeting and accounting.
- Divisional budget preparation and administration; contract negotiations, bidding, purchasing.

### **Ability to:**

- Function at both a strategic and tactical level, working in conjunction with District personnel to objectively analyze data/issues, forecast needs, draw conclusions, identify

potential solutions, project consequences of proposed actions, effectively implement recommendations.

- Effectively lead project teams and coordinate complex programs, utilizing highly developed project management, written/verbal communication, and presentation skills.
- Establish and operate an emergency command post and function as Incident Commander within the Incident Command System at major fires and emergencies.
- Plan, develop, and implement goals, objectives, policies, and procedures to ensure operational excellence.
- Establish and maintain effective internal and external working relationships.
- Develop, direct, and manage the activities and capabilities of subordinate personnel.
- Prepare and administer budgets, monitor and approve expenditures.
- Make sound decisions and facilitate implementation in accordance with laws, ordinances, rules, regulations, departmental policies and procedures, and labor agreements.
- Utilize computers and computer software for information retrieval, analysis and planning, records management, status tracking, report and memo writing, time management, and priority setting.
- Utilize excellent organizational skills with ability to work well under pressure of deadlines and constantly changing priorities.
- Lead and grow an organization through dynamic leadership, mentorship, positive motivation, and employee development.

**Physical Characteristics:** While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit or reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, jog, or run.

The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must have the ability to: drive vehicles, operate a personal computer, read small print on documents and maps, detect subtle shades of color, hear and speak well enough to communicate over the telephone, radio and in person at distances up to 50 feet over the noise of equipment; voice volume and speech clarity to command during emergency operations; must be physically fit enough to carry fire equipment as needed, walk over rough terrain, climb hills, open and close heavy gates, load and unload vehicles, and work outdoors for long periods of time in all types of weather conditions; safely wear and work in a self-contained breathing apparatus (SCBA) without medical or physical restrictions; stamina to perform administrative functions and to meet physical and mental demands during an extended emergency.

While performing the duties of this job the employee occasionally works outdoors, which may include occasional exposure to wet, humid, hot, and inclement weather conditions. The employee may work near moving mechanical parts, under hazardous, life-threatening conditions, such as, but not limited to, heights, confined spaces, temperature extremes, crowds, loud noises, limited



visibility, the presence of hazardous materials, in the presence of victims of death and/or dismemberment.

**Other Characteristics:** Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements, remain awake for long periods of time (including 24 hour periods) under strenuous situations, remain on-call 24 hours a day, attend meetings, seminars, and conferences during or after work hours, travel out of town or out of state for several days at a time, work under adverse conditions such as those inherent in emergency fire fighting situations, consistently follow through with duties/assignments and work harmoniously with subordinates and superiors, wear approved uniform. Report for work on a regular, consistent basis and maintain an acceptable attendance record in accordance with District policy.

### **MINIMUM QUALIFICATIONS**

**Education:** A Bachelor of Arts/Science degree from an accredited college or university completed.

*Internal Candidates:* Associate of Arts/Science Degree in fire science or related field from an accredited college or university completed.

**Experience:** Ten years progressively responsible fire service experience with a minimum of two years at the Chief Officer level.

*Internal Candidates:* Ten years progressively responsible fire service experience. Must be in a non-probationary, Chief Officer position.

The Fire District reserves the right to evaluate and consider, at its discretion, combinations of education and experience that tend to indicate an applicant possesses the skills, knowledge, and abilities listed herein.

**License:** Possession of a valid California Driver's License. Maintenance of a valid California driver's license is required as a condition of employment.

### **DESIRED QUALIFICATIONS**

**Certification:** California State Board of Fire Services Chief Officer Certification.



# 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: June 30, 2014

To: Board of Directors

From: Paige Meyer

Subject: Adoption of Annual Operating Budget for Fiscal Year 2014-15, Capital Improvement Plan, and Fund Balance/Reserve Policy

---

## Background:

The proposed Fiscal Year (FY) 2014-15 Annual Operating Budget is balanced and sustainable for the long-term. It incorporates the changes directed by the Board and transparently negotiated with labor last year including: retirement and medical cost-sharing, increased cost recovery, and developing a plan to address significant unfunded liabilities for retirement benefits and capital needs. The FY2014-15 Budget package includes long range financial planning tools such as a two-year operating budget, 12-Year Capital Improvement Plan, and a strengthened Fund Balance and Reserve Policy. The proposed budget was reviewed with District employees on June 4<sup>th</sup> and with the Board at the Budget Workshop on June 5, 2014.

Overall, General Fund revenues are projected to increase by approximately \$2.4 million (M), mainly due to increases in property tax as a result of the improving housing market, and an increase in ambulance service fees as a result of Board approval of Resolution 2014-03. General Fund expenses are projected to increase by approximately \$6.4 M, mainly due to rate increases by the Contra Costa County Employees' Retirement Association (CCERA), as well as increasing the District's contribution rate to fund Other Post-Employment Benefits (OPEB).

The 12-Year Capital Improvement Program (CIP) is funded through an annual transfer from the General Fund (except in FY2014-15 where it is funded through seed money from the transfer of \$2.7 M of remaining land acquisition funds for the Training Center) averaging \$2.1M over the plan duration. The District begins funding the plan in FY2015-16 with approximately \$1.8 M. The CIP was developed by staff, using the Bartle-Wells Capital Asset Review as a starting point, to anticipate replacement/maintenance needs of apparatus/fleet, equipment, technology, and facilities.

The Fund Balance and Reserve Policy strengthens the long-term fiscal stability of the District. This policy is made up of two components:

1. Budget Stabilization Fund – operational reserve of 20% of General Fund expenses to withstand unanticipated revenue declines or expenditure increases, as well as an unanticipated capital expenditure.
2. Dry Period Funding – maintaining a minimum reserve requirement of 50% of General Fund revenues to cover the timeframe from April property tax payments to December property tax payments.

**Recommended Board Action:**

Staff recommends the Board adopt the proposed:

1. Annual Operating Budget for FY2014-15
2. 12-Year Capital Improvement Plan
3. Fund Balance and Reserve Policy

**Financial Impacts:**

Adoption of the proposed Annual Operating Budget is projected to increase General Fund balance by approximately \$2.3M from FY2013-14 of \$38.8M to FY2014-15 of \$41.1M.



# San Ramon Valley Fire Protection District

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Overall, General Fund revenues are projected to increase by approximately \$2.4 million (M), mainly due to increases in property tax as a result of the improving housing market, and an increase in ambulance service fees as a result of Board approval of Resolution 2014-03. General Fund expenses are projected to increase by approximately \$5.7 M, mainly due to rate increases by the Contra Costa County Employees' Retirement Association (CCCERA), as well as increasing the District's contribution rate to fund Other Post-Employment Benefits (OPEB).

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1. Budget Stabilization Fund – operational reserve of 20% of General Fund expenses to withstand unanticipated revenue declines or expenditure increases, as well as an unanticipated capital expenditure.
2. Dry Period Funding – maintaining a minimum reserve requirement of 50% of General Fund revenues to cover the timeframe from April property tax payments to December property tax payments.

**Recommended Board Action:**

Staff recommends the Board adopt the proposed:

1. Annual Operating Budget for FY2014-15
2. 12-Year Capital Improvement Plan
3. Fund Balance and Reserve Policy

**Financial Impacts:**

Adoption of the proposed Annual Operating Budget is projected to increase General Fund balance by approximately \$3.1M from FY2013-14 of \$38.8M to FY2014-15 of \$41.9M.

**RESOLUTION NO. 2014-09**

**CLASSIFYING THE VARIOUS COMPONENTS OF FUND BALANCE  
AS DEFINED IN GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT NO. 54**

**WHEREAS**, the San Ramon Valley Fire Protection District Board of Directors hereby finds and declares the following:

- The Governmental Accounting Standards Board has issued Statement No. 54 entitled "Fund Balance Reporting and Governmental Fund Type Definitions" which is applicable to the San Ramon Valley Fire Protection District.
- This Board of Directors desires to classify the various components of fund balance reported by the San Ramon Valley Fire Protection District as defined in Governmental Accounting Standards Board Statement No. 54.
- The District began classifying and reporting fund balance components as required by Governmental Accounting Standards Board Statement No. 54 starting with Fiscal Year 2010-2011.

**THEREFORE**, be it resolved by the San Ramon Valley Fire Protection District Board of Directors the following:

- The Board of Directors repeals Resolution No. 2011-01.
- The Board of Directors hereby defines the various components of fund balance as reported by the District as presented in the attached Fund Balance and Reserve Policy.
- The Board of Directors designates the Fire Chief or Chief Financial Officer as the official to determine and define the amounts of those components of fund balance that are classified as "Assigned Fund Balance".

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2014- 09 adopted by the Board of Directors of the San Ramon Valley Fire Protection District on June 30, 2014, with the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Susan F. Brooks, District Clerk  
San Ramon Valley Fire Protection District

**DATED:** \_\_\_\_\_

## FUND BALANCE AND RESERVE – POLICY AND PROCEDURE

### INTRODUCTION

Responsible financial practices necessitate adoption of specific procedures for reporting fund balance classifications, minimum reserve requirements and hierarchy of fund balance expenditures in conformance with Governmental Accounting Standards Board guidelines.

### PURPOSE

To provide procedures for reporting fund balance classifications, establish prudent reserve requirements, and establish a hierarchy of fund balance expenditures.

### DEFINITIONS

Fund Balance – the difference between assets and liabilities.

Dry Period Funding – 50% of the operating revenue (excluding grant and one-time revenues) in the General Fund at fiscal year-end.

Budget Stabilization Fund – 20% of General Fund operating expenditures (excluding capital contributions) and debt service expenditures.

### POLICY

The District will report fund balance in accordance with Governmental Accounting standards Board Statement No. 54. The following five components will be used.

1. *Non-Spendable Fund Balance* – Fund Balance amounts set aside for items that do not represent available, spendable resources such as prepaid expenses or inventory amounts.
2. *Restricted Fund Balance* – Fund Balance amounts that have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the funds to be used only for a specific purpose.
3. *Committed Fund Balance* – Fund Balance amounts that have constraints imposed by formal action of the Board. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or reverse the limitation.
4. *Assigned Fund Balance* – Fund Balance amounts that are constrained by the District's intent to be used for a specific purpose but are neither restricted nor committed.
5. *Unassigned Fund Balance* – represents residual amounts that have not been restricted, committed or assigned.

The District will maintain in the General Fund at fiscal year-end A Dry Period Funding balance equivalent to at least 50% of General Fund operating revenues, excluding grant and other one-time revenues, for the current fiscal year. Such amount establishes the minimum Fund Balance for the General Fund.

The District will maintain a Budget Stabilization Fund separate from the General Fund with a minimum Fund Balance equivalent to 20% of General Fund operating expenditures (excluding capital contributions) and debt service expenditures, plus an amount equal to the District's excess workers' compensation insurance deductible (or self-insured retention; which is currently \$1,000,000).

The District will report the following amounts as Committed Fund Balance at fiscal year-end.

1. *Dry Period Funding* – Fund Balance committed to covering operational costs during the “dry period” between the receipt of property taxes in April and the receipt of property taxes in December, when expenditures typically far outpace revenues. The amount will be equal to 50% of General Fund operating revenues (excluding grant and other one-time revenues, for the current fiscal year and will be maintained in the General Fund.
2. *Workers' Compensation Claims* – Fund Balance committed to pay for catastrophic workers' compensation expenditures or excess workers' compensation insurance deductible. The amount will be equal to the District's self-insured retention of \$1,000,000, and will be maintained in the Budget Stabilization Fund.
3. *Budget Stabilization* – Fund Balance committed to provide a source of funds to mitigate the effects to the General Fund during a prolonged economic downturn or fund an unanticipated major expenditure, and can only be used pursuant to action taken by the Board of Directors. The amount will be equal to 20% of General Fund operating expenditures (excluding capital contributions) and debt service expenditures for the current fiscal year, and will be maintained in the Budget Stabilization Fund.

The Fire Chief or Chief Financial Officer is designated to determine and define the amounts of those components of fund balance that are classified as “Assigned Fund Balance”. The District will report the following amounts as Assigned Fund Balance.

1. *Budgetary Deficit* – Fund balance committed to pay for the subsequent year's budget deficit, if any. The amount is equal to the projected excess of budgeted expenditures over budgeted revenues by fund.
2. *Other Assigned Fund Balance* categories as determined by the Fire Chief or Chief Financial Officer.

The District considers restricted amounts to have been spent prior to unrestricted amounts when an expenditure is incurred for purposes for which both are available. Committed, assigned and unassigned amounts, in this order, are considered to be spent when an expenditure is incurred for purposes for which either is available.



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# **CORRESPONDENCE**

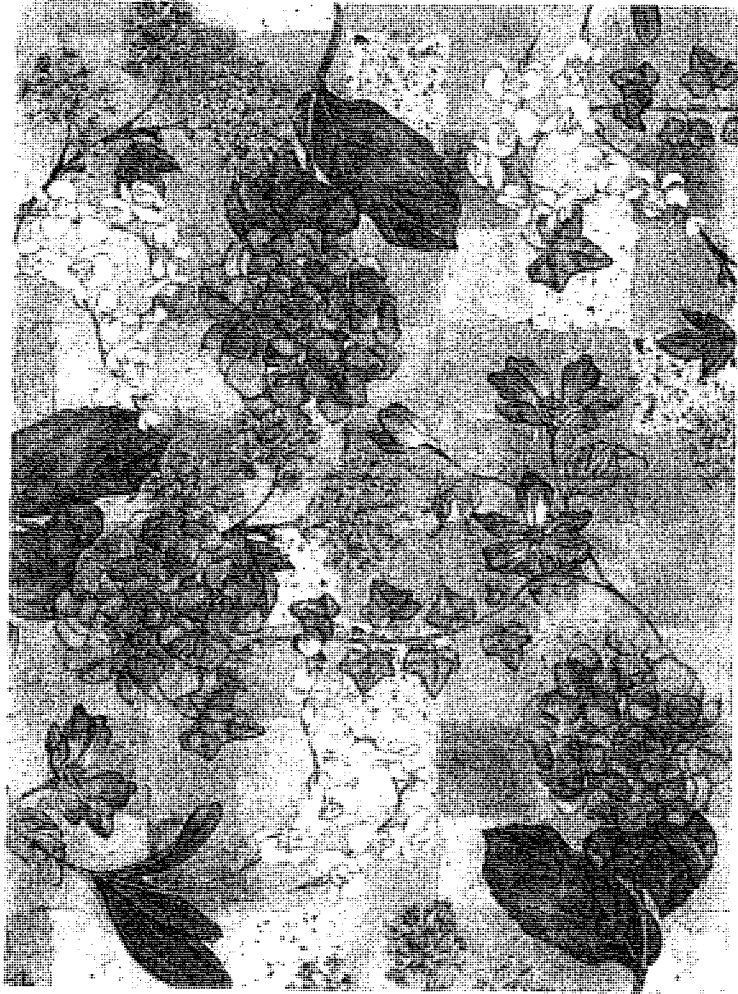
6-9-14

~~██████████~~  
SAN RAMON Ca 94583

Whom it may concern, I had a very nice fire woman and man come to my home on Monday afternoon and put a new smoke detector in my condo. They were nice and did the job right.

I had two handymen here Sat. The 7th and put a new battery in my seed one but couldn't get it to work, what's funny is that isn't! The reason I had called them: (from the senior center) I called for a plumbing problem. They told me to call the fire department! I just want to thank them and the lady that got the message. Thank >

You again, I appreciate the help, since I live alone.  
Sincerely  
Guarante Sidley



**BECAUSE TIME MATTERS.**

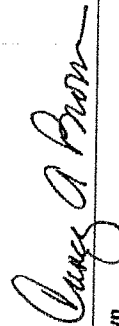
American  
Heart  
Association®


**MISSION:  
LIFELINE®**

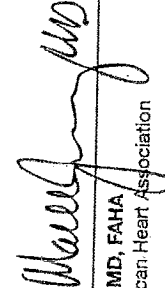
# 2014 Mission: Lifeline® EMS Recognition

On this date, April 30, 2014,  
the American Heart Association proudly recognizes your achievement as a  
Bronze Mission: Lifeline® EMS Agency

## Contra Costa County Emergency Medical Services – San Ramon Fire Martinez, CA

  
Nancy Brown  
Chief Executive Officer, American Heart Association

  
Gray Ellrodt, MD  
Chairman, Mission: Lifeline Advisory Working Group

  
Mariell Jessup, MD, FAHA  
President, American Heart Association

## Brooks, Sue

---

**From:** Meyer, Paige  
**Sent:** Tuesday, June 17, 2014 4:55 PM  
**To:** Brooks, Sue  
**Subject:** Fwd: Incident 14-3959

Sent from my iPhone

Begin forwarded message:

**From:** BCMail <[bcmail@srvfire.ca.gov](mailto:bcmail@srvfire.ca.gov)>  
**Date:** June 17, 2014 at 4:45:20 PM PDT  
**To:** "Swartzell, Andy" <[ASwartzell@srvfire.ca.gov](mailto:ASwartzell@srvfire.ca.gov)>, "smith, shane" <[sssmith@srvfire.ca.gov](mailto:sssmith@srvfire.ca.gov)>, "Fouts, Robert" <[RFouts@srvfire.ca.gov](mailto:RFouts@srvfire.ca.gov)>, "Shafer, Bryan" <[BShafer@srvfire.ca.gov](mailto:BShafer@srvfire.ca.gov)>, "Sciortino, Michael" <[MSciortino@srvfire.ca.gov](mailto:MSciortino@srvfire.ca.gov)>, "Sabye, Eric" <[ESabye@srvfire.ca.gov](mailto:ESabye@srvfire.ca.gov)>, "Martin, John" <[jtmartin@srvfire.ca.gov](mailto:jtmartin@srvfire.ca.gov)>  
**Cc:** "Pangelinan, Denise" <[dpangelinan@srvfire.ca.gov](mailto:dpangelinan@srvfire.ca.gov)>, "Meyer, Paige" <[pmeyer@srvfire.ca.gov](mailto:pmeyer@srvfire.ca.gov)>  
**Subject:** RE: Incident 14-3959

Great job everyone. I'm very proud of all of you.

Derek

-----Original Message-----

**From:** Swartzell, Andy  
**Sent:** Tuesday, June 17, 2014 3:07 PM  
**To:** smith, shane; Fouts, Robert; Shafer, Bryan; Sciortino, Michael; Sabye, Eric; Martin, John  
**Cc:** BCMail; Pangelinan, Denise  
**Subject:** RE: Incident 14-3959

On June 14th, 2014 you responded to this incident and found the patient, a 54 year old woman, in cardiac arrest. By initiating CPR, intubating her and treating her underlying condition of asthma you were able to resuscitate her at the scene within minutes . Her cardiac arrest was due to a severe exacerbation of her asthma; a condition that is usually fatal unless recognized and treated rapidly. A one or two minute delay in responding and caring for her could literally have been the difference between life or death. The care you provided was exemplary and you should be commended for your actions.

I am happy to report that she was taken off the ventilator yesterday in the ICU and today is doing very well. She will most likely be discharged to home in the next couple of days.

Well done all.

Respectfully,

Andy Swartzell, RN, CEMSO  
EMS Coordinator



THE 5th ANNUAL  
**FALLEN HEROES  
CELEBRITY GOLF & BOCCE BALL  
TOURNAMENT**

*A Benefit for the Children of Fallen Peace Officers & Firefighters*

June 11, 2014

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

Dear Chief Meyer

Once again The San Ramon Valley Fire Protection District came out for our event in full glory and generosity. Thank you sincerely for the your support in providing assistance of The San Ramon Valley Fire Protection District Honor Guard along with your purchase of a Table of 10 for the evening tribute event. It is this kind of support, both in services and sponsorships, that will allow us to grow and have more of an impact to the families and agencies that experience a line of duty death within California.

As for your Honor Guard and Bagpipe Team, will you please extend our greatest of appreciation to the following members of your fine organization:

- Captain Clinton Pruett
- Engineer John Youngblood
- Engineer Chris Harder
- Inspector Natalie Boor
- Inspector Ian Hardage

Please note that Inspector Ian Hardage returned in the evening to be a uniformed escort for the arriving evening guest. He also took on the added responsibility of being one of two "Bell Ringers" during the LODD Tribute Ceremony.

Chief, your support as an agency, and on a personal level, is imperative if we are to grow, allowing us to do more for the families and agencies that have lost so much. You have made it clear that your support is certain. I look forward to years of growth and helping those that protect our communities 24/7.

As ***Police and Fire: The Fallen Heroes*** moves forward, we have the following event coming up:

- **Oakland Raiders Ticket Sales and Tailgate Event:** December 22<sup>nd</sup>, (Police and Fire Appreciation Game)  
-This event is not meant to highlight our specific organization, but instead will bring to the forefront all police and fire agencies throughout the state.

Sincerely,

Thomas D. Gallinatti  
Chairman / CEO

***Police and Fire: The Fallen Heroes***  
(925) 699-0033

*"Serving Those Who Served"*



# CALIFORNIA FIRE FIGHTER

## JOINT APPRENTICESHIP COMMITTEE

### PROGRAM SPONSORS:

TONYA HOOVER  
CALIFORNIA STATE  
FIRE MARSHAL

LOU PAULSON  
PRESIDENT  
CALIFORNIA PROFESSIONAL  
FIREFIGHTERS

DAN TERRY  
CHAIR

YVONNE DE LA PEÑA  
PROGRAM DIRECTOR

KELLEY TRUJILLO  
OPERATIONS DIRECTOR

TARAL BRIDEAU  
EDUCATION AND  
TRAINING DIRECTOR

IRENE CHU, CPA  
FINANCE DIRECTOR

1780 CREEKSIDE OAKS  
SACRAMENTO, CA 95833

PHONE:  
(916) 648-1717

FAX:  
(916) 922-0972

EMAIL:  
CFFJAC@CPF.ORG

WWW.CFFJAC.ORG

May 28, 2014

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

Dear Chief Meyer:

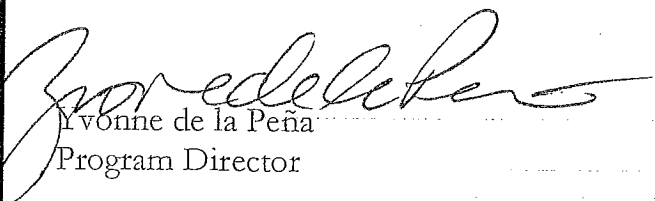
The CFFJAC conducts periodic reviews of our participating department's apprentice training records using a self assessment form. The purpose of the CFFJAC Fire Department Self-Assessment is to assist our participating departments in analyzing their apprentice program to verify that they are in compliance with apprenticeship program requirements and to resolve any potential problems that might be identified by the California Community College Chancellor's Office (CCCCO) or the Division of Apprenticeship Standards (DAS) during a state audit.

The self assessment process consists of a series of 'yes' and 'no' questions and a review of two of your apprentices individual training records. Your department's assessment was completed and returned to our office on 04/21/14. In reviewing the completed assessment, I am pleased to see that no discrepancies were found between your department's apprenticeship program and the CFFJAC Rules & Regulations.

I would like to thank you and your Training Department staff for your diligence in ensuring department compliance with apprenticeship requirements. Your cooperation is greatly appreciated and I look forward to our continued partnership in firefighter apprenticeship.

If you have any questions or wish to discuss the details of this review, please contact me at (916) 648-1717.

Sincerely,

  
Yvonne de la Peña  
Program Director

c: Mike Mohun, President, San Ramon Valley Firefighters Association  
John Duggan, Instructor of Record, San Ramon Valley Fire Department



MARINE CORPS RESERVE



Marine Corps Reserve Training Center  
3225 Willow Pass Rd  
Concord, CA 94519

February 6, 2014

San Ramon Valley Fire Protection District #38  
ATTN Debbie Faria  
1600 Bollinger Canyon Road  
San Ramon, CA 94583

Dear San Ramon Valley Fire Protection District #38,

We here at Marine Corps Reserve Training Center Concord would like to thank you for being a Toy for Tots drop off location. Please accept this coin as a small token of our appreciation, with your help we were able to distribute over 79,000 toys to 140 Non-Profit Organizations. These Organizations are able to help less fortunate families and children throughout Contra Costa County experience the joy of Christmas to play an active role in the development of one of our nation's most valuable resources - our children.

Sincerely,

B. R. LUDINGTON  
Staff Sergeant, U.S. Marine Corps  
Toys for Tots Coordinator

**Brooks, Sue**

---

**From:** Kiefer, Christina  
**Sent:** Monday, June 23, 2014 11:50 AM  
**To:** Brooks, Sue  
**Subject:** FW: Thanks!

---

**From:** French, Kimberly  
**Sent:** Thursday, May 29, 2014 10:28 AM  
**To:** Probert, Natalie  
**Cc:** Kiefer, Christina; Stevens, David  
**Subject:** FW: Thanks!

Kudos! Thanks so much! Kim

*Kimberly French*  
Information Officer  
Fire Prevention Specialist  
San Ramon Valley Fire  
(925) 838-6626  
[kfrench@srvfire.ca.gov](mailto:kfrench@srvfire.ca.gov)  
[www.firedepartment.org](http://www.firedepartment.org)

---

**From:** Francie Tomacci [<mailto:francietomacci@gmail.com>]  
**Sent:** Thursday, May 29, 2014 10:27 AM  
**To:** French, Kimberly  
**Subject:** Thanks!

Hi Kim,

We wanted to thank Natalie for coming last night and presenting the WildfirePrevention Class. She did a wonderful presentation and was so knowledgeable and helpful in directing us on preparation, and we really appreciate Natalie coming.

Thank you too Kim, for working with me to set this class up, and I appreciate all your work!

Best regards,

Francie Tomacci  
Alamo Oaks Community Club



## Brooks, Sue

---

**From:** Meyer, Paige  
**Sent:** Monday, June 23, 2014 10:52 AM  
**To:** Brooks, Sue  
**Subject:** FW: Unusual occurrence

---

**From:** Krause, Derek  
**Sent:** Friday, June 20, 2014 4:24 PM  
**To:** Phares, Lon  
**Cc:** Meyer, Paige; Taylor, Paul; French, Kimberly  
**Subject:** Unusual occurrence

Lon,

On June 8, E39 responded to wires down across from FS39 that affected residences as well as the golf course country club (see Paul Taylor's report below). These were high voltage wires and securing the scene until PG&E could arrive, de-energize, repair and then re-energize the wires was a critical need. While they were there, they discovered that there was a wedding reception occurring in the clubhouse, but that without electricity, it was dark and without music, etc. Realizing this, E39 connected their generator to the DJ's equipment and put up scene lights to light the patio so the reception could continue. The wedding couple was very grateful. This was suggested by Paul Taylor as a possible good public relations story and I forwarded it to Kim French. She will look into it when she gets back. Please let me know if you have any questions or concerns regarding this matter.

Captain, Paul Taylor's report:

"At 20:40 hours on Sunday, June 8, 2014 (A-Shift), we responded to a power line down. E39, the first unit to arrive, was on scene at 20:42 hours (Code 3). The last unit cleared the scene at 22:45 hours. The incident occurred at 9430 FIRCREST LN SAN RAMON (SAN RAMON COUNTRY CLUB) in District 39003. This location can be referenced on map (TB) 673H7. The primary station for this address is 39 (9399 Fircrest Lane San Ramon).

E 39 responded to wires down in the parking lot of country club parking lot. After assessing the scene we established a safe area by placing life hazard tape around the area. We also staged a look out in the parking lot as well as on Olympia Fields rd. to keep both pedestrians and cars in a safe area. PD and PG&E were both requested. PD arrived on scene and blocked Olympia Fields in both directions. We continued to control the pedestrian traffic in the parking lot and entering from the road. PG&E arrived on scene and secured the power lines. We remained on scene until the power was turned back on to confirm there was no other issues."

Thank you,

Derek Krause  
Battalion Chief, A-Shift  
San Ramon Valley Fire Protection District  
925.838.6605 (ofc) 925.575.4396 (cel)

**Brooks, Sue**

---

**From:** BCMail  
**Sent:** Monday, June 23, 2014 6:55 AM  
**To:** Brooks, Sue  
**Subject:** FW: Great job to crew 35!!

Sue for the packet please.  
Thanks,  
DM

**From:** shelly mariolle [<mailto:shelly.mariolle@gmail.com>]  
**Sent:** Wednesday, June 18, 2014 9:58 PM  
**To:** Swartzell, Andy  
**Subject:** Great job to crew 35!!

Hey Andy

I just wanted to let you know what a great job RM 35 ( Shane Smith, Robbie Fautz, Eric Sabye, and John Martin) did last Saturday night when they brought in a 45 year old asthmatic that was apparently apneic upon their arrival . They did an outstanding job resuscitating her, gave appropriate ALS meds and she's alive today because of all their hard work and ability to act quickly.

Dr Toscano, myself, and the other nurses involved were so impressed with them. It's an honor and privilege to work along side these medics, Andy. They consistently display an effort and ability to do the right thing.

I know our communication usually involves something to be 'corrected or explained', but they deserve praise , so please pass this along to them.

Hope all is well, and thank you for all you do.

Shelly Mariolle

**Brooks, Sue**

---

**From:** Meyer, Paige  
**Sent:** Wednesday, June 18, 2014 11:17 AM  
**To:** Brooks, Sue  
**Subject:** Fwd: Father's Day car Show at Museum

FYI

Sent from my iPhone

Begin forwarded message:

**From:** "Stamey, Matt" <MattS@srvfire.ca.gov>  
**Date:** June 18, 2014 at 10:30:47 AM PDT  
**To:** "Meyer, Paige" <pmeyer@srvfire.ca.gov>  
**Subject:** Fwd: Father's Day car Show at Museum

Chief,

Great job by our folks!

Please pass along Tim's appreciation to our crews.

Thanks,

Matt

Sent from my Verizon Wireless 4G LTE smartphone

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

**From:** "Timothy P. McGrane"  
**Date:** 06/18/2014 10:32 AM (GMT-07:00)  
**To:** "Stamey, Matt"  
**Subject:** RE: Father's Day car Show at Museum

Hello Matt

I would like to thank you for making the arrangements for the Fire Department to have a presence at our Father's Day with the ladder truck. It was very much appreciated and I saw many kids wearing the red hats and sports the badge stickers

Please extend our appreciation to the personnel that came out

Thank you

Tim

Timothy P. McGrane  
Executive Director  
Blackhawk Automotive Museum  
In association with the Smithsonian Institution  
3700 Blackhawk Plaza Circle  
Danville, California 94506-4652



# SPOKANE VALLEY FIRE DEPARTMENT

Est. 1940

Bryan Collins, Fire Chief  
2120 N. Wilbur  
Spokane Valley, WA 99206  
Phone (509) 928-1700  
FAX (509) 892-4125  
[www.spokanevalleyfire.com](http://www.spokanevalleyfire.com)

May 16, 2014

John Duggan  
Division Chief of Training  
San Ramon Valley Fire District  
1500 Bollinger Canyon Road  
San Ramon, CA 94583

Dear Division Chief Duggan,

I would like to take this opportunity to offer a personal thank you for your recent help as an assessor with our Battalion Chief and Captain testing process. I sincerely appreciate you taking the time to assist our department.

In addition, I appreciate the excellent relationship between our departments and look forward to working with you again in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Collins', written over a horizontal line.

Bryan Collins  
Fire Chief

cc: Paige Meyer  
Fire Chief



DEPARTMENT OF PARKS AND RECREATION  
Diablo Vista District  
845 Casa Grande Road  
Petaluma CA 94953  
(707) 769-5652

Major General Anthony L. Jackson, USMC (Ret), *Direct*

May 20, 2014

Paige Meyer, Chief San Ramon Valley Protection District  
1500 Bollinger Canyon Road  
San Ramon Ca. 94583

Dear Chief Meyer,

On behalf of the California State Parks, the staff of the Mount Diablo State Park I would like to thank you and your department for your assistance with the recent AMGEN Tour of California bike race on Mount Diablo. As you know the event attracted thousands of spectators on a day with high fire danger and very hot temperatures.

San Ramon Valley Fire Protection District was a great asset to the operational team and we appreciate their time and efforts. There were no accidents or major medical calls and the day was an overall success. Special thanks to Battalion Chief Dan McNamara for his assistance in planning and leadership.

We look forward to continuing our partnership with you in the future and if there is anything we can do to assist you and your agency please do not hesitate to ask.

Sincerely,

David A. Matthews  
Public Safety Coordinator  
Diablo Vista District

---

# **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:** June 30, 2014  
**To:** Board of Directors  
**From:** Lon Phares, Interim Assistant Chief, Operations  
**Subject:** Monthly Operations Report for May 2014

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## Training

1. Development of Annual Wildland Firefighting Training Module
2. Preparation for 2014 CPSE Annual Compliance Report
3. Facilitated Delivery of AHA CPR Public Education Courses
4. Completed Probationary Engineer Testing
5. Revised and Completed FY 2014/2015 District Budget Documents
6. Completed 2014 OSHA Fit Testing and Annual Calibration of Equipment
7. 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

2<sup>nd</sup> Alarm Structure Fire – Inverrary Ln, Alamo

2<sup>nd</sup> Alarm Structure Fire - Las Quebradas Ln, Alamo

1<sup>st</sup> Alarm Vegetation Fire - Dolphin Dr, Danville

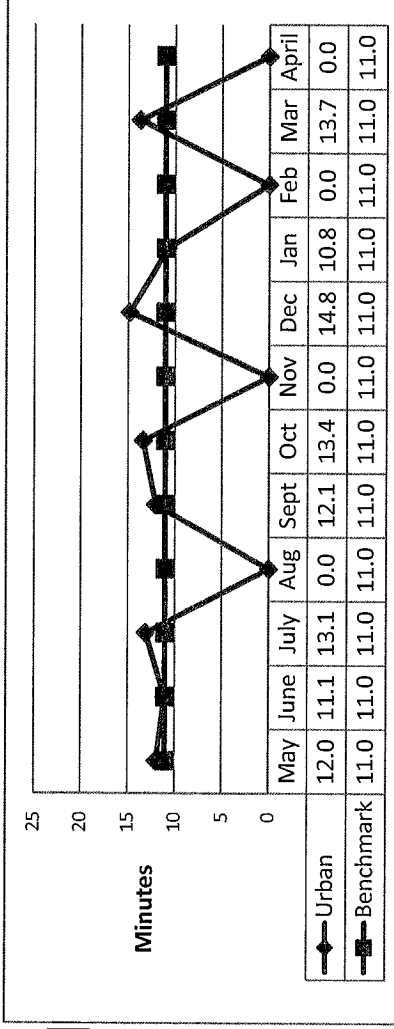








## ERF Fire Response



### Goal 1

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

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

### Goal 2

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

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

### Goal 3

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

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

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

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

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

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

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

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

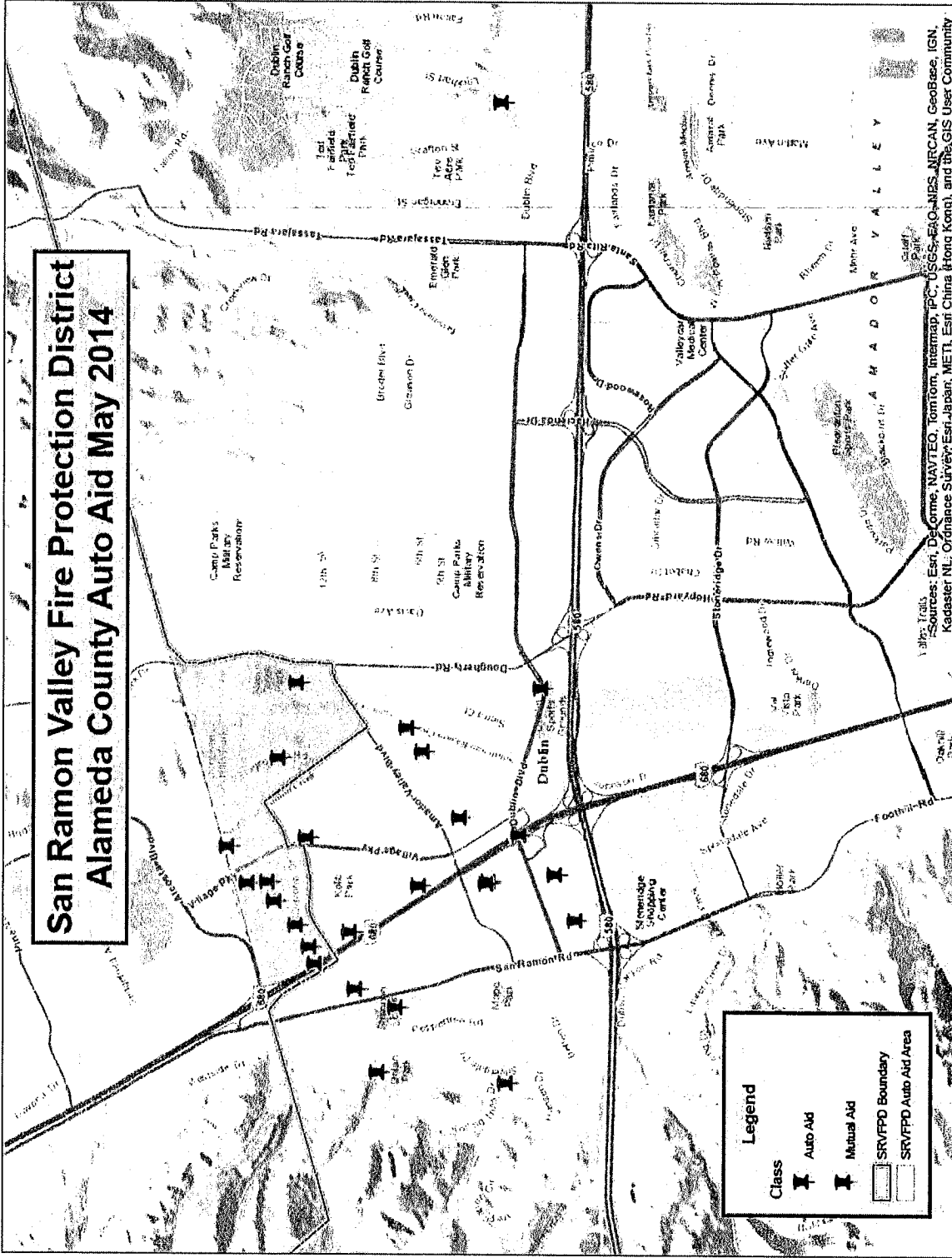
**Goal 7*****Call processing and turnout times***

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

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

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

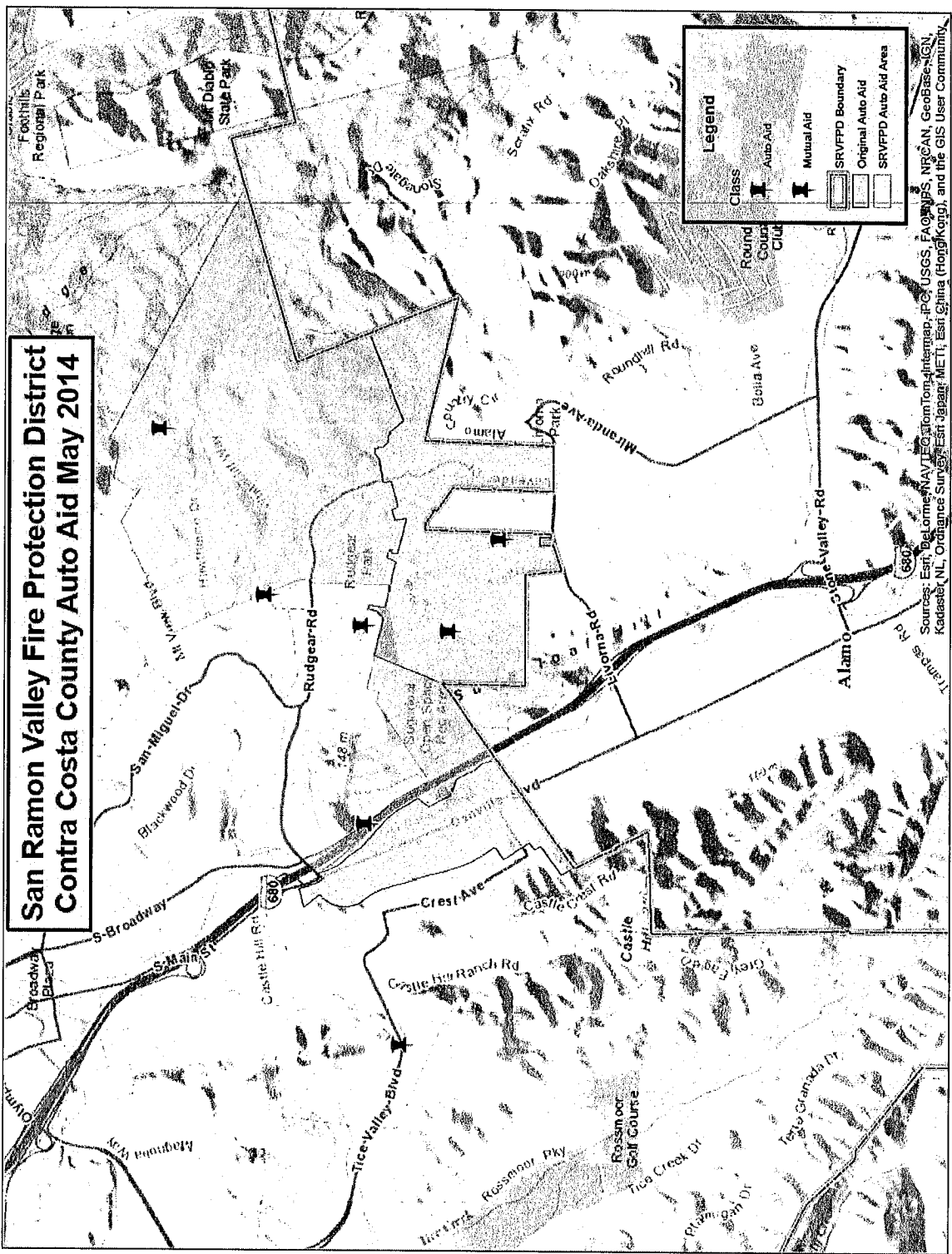
# San Ramon Valley Fire Protection District Alameda County Auto Aid May 2014



	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Auto Aid Given	11	6	14	6	15	6	5	8	11	12	8	11
Mutual Aid Given	6	11	10	18	11	14	13	9	11	11	6	19
Mutual Aid Received	2	0	0	0	0	0	0	0	0	0	1	1
Move-up	3	1	0	2	0	0	2	0	0	0	0	0

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

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



Sources: Esri, DeLorme/NAVTEQ, Garmin 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.

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

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**Date:** June 30, 2014  
**To:** Board of Directors  
**From:** Lon Phares, Interim Assistant Chief, Operations  
**Subject:** Monthly Support Services Report for May 2014

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## Facilities

1. Revised and completed 2014/2015 budget documents
2. CIP Completed
3. Conducting due diligence for the Station #30 Exterior Paint Project
4. Completed Annual Fire Alarm Inspections
5. Repairs in progress at Station 31 due to vehicle accident that damaged bell monument, lighting, signage and landscape
6. Preparing scope of work for replacement of Station 39 Generator

## Fleet

1. Completed Annual Hose Testing
2. Completed Annual Fire Road Maintenance
3. Upfit of two Fire Command Vehicles in Progress
4. Annual Maintenance and Pump Testing on Engines in Progress

## Technology Systems

1. Created online Exterior Hazard Abatement map for 2014 inspections
2. Updated forms in preparation for 2014 hose testing efforts
3. Revised and streamlined preplan update process in Computer-Aided Dispatch system
4. Participated in interviews of District Reserve candidates
5. Facilitated creation of budget workshop presentation
6. Attended Regional Radio and District working group meetings

## Communication Center

1. Facilitated interviews for Reserve applicants
2. Completed interviews for the Fire Dispatcher vacancy
3. Coordinated Reserves for the Amgen Race and Devil Mountain Run
4. Assisted in the policy development for the San Ramon Valley Notification System
5. Attended the CCC Manager's Association Meeting



**FIRE PREVENTION  
DIVISION**



# San Ramon Valley Fire Protection District

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Date: June 30, 2014  
To: Board of Directors  
From: Christina Kiefer, Fire Marshal  
Subject: May Report of Fire Prevention Activities

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## Activities

### Fire Prevention Activity Reports

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

### Residential Care Facility Evacuation Video--Update

- Kim French has completed supporting print materials; these documents are available on the District website.
- June 4- Debbie Vanek provided a 2-hour presentation at the Emergency Preparedness Training Workshop in Sacramento. This is a statewide event hosted by California Department of Public Health and California Emergency Medical Services Authority.
- June 12- Debbie Vanek presented to the UASI Approval Authority and received a number of positive comments from the commissioners.
- The San Francisco Public Health Department provided the evacuation video training to 150 administrators/caregivers.

### Exterior Hazard Abatement

Property initial inspections were completed by the end of the first week in June. All Fire Prevention staff worked collectively to accomplish this task as well as maintaining normal business services. As part of the initial inspections, 515 "first notices" were sent out. As of June 20, there were 152 properties outstanding.

### Spring Public Events

Fire Prevention staff attended the San Ramon Art and Wind Festival and the Danville Summer Fest and provided fire and life safety education.

### Fourth of July Activities

Fire Prevention staff will be patrolling the District providing educational information, fire watch and fireworks confiscation/enforcement on July 4 and 5. Road signs were strategically located at the southern District border lines and the 680 corridor stating "All Fireworks Illegal in Contra

Costa County". Fire Prevention will provide inspection and standby services for a private fireworks display at the Blackhawk Country Club on July 3.

#### 7th Grade "Hands Only" CPR and Use of an AED Program Results

The 7th grade CPR program was provided to 7 out of 8 elementary schools. As a result, over 2500 students were trained in "hands only" CPR. This training was accomplished with the assistance of over 500 volunteer hours. Evaluations will be going out to all 7th grade PE teachers to garner feedback on the program. We hope to have all eight elementary schools scheduled for next year.

#### HeartSafe Committee Update

The HeartSafe Committee trained 434 people at the San Ramon Art and Wind Festival on Monday, May 26. In 2014 to date, the committee has taught 7 middle schools, 5 SRVUSD staff development days, and over 20 community events/meetings inclusive of 3,193 people trained.

#### PulsePoint Success Story

On May 9 in Clackamas, Oregon an off-duty firefighter was working out at a health club when he received an alert through PulsePoint. Using the map presented on the app he located the patient in the parking lot outside the health club and began "hands only" CPR. He continued providing chest compressions until emergency responders arrived and provide advanced care. The patient was transported and survived.

#### Potential Issues

None to report

#### 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

## SAN RAMON VALLEY FIRE PROTECTION DISTRICT

## FIRE PREVENTION DIVISION

## MONTHLY PLAN REVIEW INTAKE REPORT

May 2014

PROJECT	PLAN REVIEW TYPE	SUBMITTAL	COMPLETED
Subvia Salon Tenant Improvement	Automatic fire-extinguishing systems	05/01/2014 14:24:43	05/07/2014 15:46:29
InZoom/EE-375	After hours plan review and inspection	05/02/2014 06:45:33	05/02/2014 06:51:00
Whippy Cottage	Construction, alteration, or renovation of a	05/02/2014 09:14:53	05/02/2014 09:18:44
Duffield Addition	Construction, alteration, or renovation of a	05/02/2014 09:26:41	05/02/2014 09:25:17
Riedel Residence	Construction, alteration, or renovation of a	05/02/2014 09:30:02	05/02/2014 09:31:35
550 Hartz Ave - Office	Construction, alteration, or renovation of a	05/02/2014 11:11:45	05/02/2014 11:25:44
McCaulous Home Demo	Construction, alteration, or renovation of a	05/02/2014 13:37:07	05/07/2014 09:47:24
Wiedemann Hill access road realignment	Fire apparatus access, site improvements and	05/05/2014 07:59:04	05/28/2014 08:02:55
1075 Hawkshead Circle Norris Canyon Lot 308 Phase 1	Automatic fire-extinguishing systems	05/05/2014 16:32:23	05/06/2014 10:47:26
Commerce West #300	After hours plan review and inspection	05/05/2014 16:58:02	05/06/2014 06:38:50
The Growing Room Day Care Center	Automatic fire-extinguishing systems	05/06/2014 14:04:07	05/16/2014 13:21:05
Demolition for Sunset Development New Office	Construction, alteration, or renovation of a	05/06/2014 16:06:40	05/16/2014 13:50:57
Demo (includes suite 140, 150, 160)	Construction, alteration, or renovation of a	05/07/2014 11:06:42	05/07/2014 11:41:52
Modern Recess - Tenant Improvement Phase I	Additional Plan Review	05/07/2014 13:33:43	05/16/2014 13:34:08
On Fire Pizza Company	Automatic fire-extinguishing systems	05/08/2014 08:52:30	05/16/2014 13:37:22
Mike Rose Auto Body	Automatic fire-extinguishing systems	05/08/2014 10:59:25	05/16/2014 14:01:07
Welcome Home Senior Residence Garage	Construction, alteration, or renovation of a	05/08/2014 12:38:54	05/21/2014 08:31:05
AT&T Patelco Asset Protection	Fire alarm and detection systems and related	05/08/2014 13:35:59	05/15/2014 10:05:38
Cimmaron Lot 266 Plan 2 - Mashona Ct	Automatic fire-extinguishing systems	05/08/2014 15:15:23	05/09/2014 13:21:27
Sagewood Lot 267 Plan 3 - 302 Mashona Ct	Automatic fire-extinguishing systems	05/08/2014 15:57:26	05/09/2014 13:22:03
Emergency Private Hydrant	Private fire hydrants and fire protection wa	05/09/2014 14:37:55	
MUP 14-501-009 - Tangles Studio Beauty Salon	Planning and site development review	05/09/2014 15:27:01	05/09/2014 15:31:19
AT&T Wireless Facility Upgrade - MUP 14-501-008	Planning and site development review	05/09/2014 15:33:57	05/09/2014 15:37:12
LP14-2023 Farmer's Market - Alamo Plaza	Planning and site development review	05/09/2014 15:40:46	05/09/2014 15:42:44
Cimmaron Lot 265 Plan 4	Automatic fire-extinguishing systems	05/12/2014 14:43:23	05/13/2014 11:03:20
Norris Canyon Lot 327 Mt Diablo Plan 1022 Hawks	Automatic fire-extinguishing systems	05/12/2014 14:47:06	05/13/2014 11:02:50
Hernandez Addition	Automatic fire-extinguishing systems	05/12/2014 14:51:38	05/16/2014 13:25:37
CVS/pharmacy #09868	Automatic fire-extinguishing systems	05/13/2014 09:52:38	05/13/2014 09:55:59
Izzys	Automatic fire-extinguishing systems	05/13/2014 10:35:35	05/13/2014 10:48:21
Nicholson Residence	Additional field inspection	05/13/2014 15:06:02	05/14/2014 14:24:12
AT&T Patelco Asset Protection	After hours plan review and inspection	05/14/2014 09:10:41	05/14/2014 14:25:05
Crow Canyon Commons	Construction, alteration, or renovation of a	05/14/2014 09:42:49	05/14/2014 09:47:45
Dr Jesse #185	Automatic fire-extinguishing systems	05/14/2014 10:06:23	05/21/2014 09:42:28

MS - Hidden Hills Place	Automatic fire-extinguishing systems	05/14/2014 11:22:44	05/14/2014 11:23:45
Dommes Residence - Variance	Construction, alteration, or renovation of a	05/15/2014 08:19:42	05/15/2014 08:25:34
Bridges Leasing Office	Automatic fire-extinguishing systems	05/15/2014 14:09:12	05/16/2014 16:19:37
The Growing Room Day Care Center	Fire alarm and detection systems and related	05/15/2014 14:23:14	05/21/2014 16:48:02
Kaplan Enterprises	Automatic fire-extinguishing systems	05/16/2014 10:11:32	05/22/2014 13:28:01
Athens Construction	Automatic fire-extinguishing systems	05/16/2014 10:15:57	05/22/2014 13:59:51
St James Pl Commercial Shell	Private fire hydrants and fire protection wa	05/16/2014 10:20:20	
Bridges Leasing Office	After hours plan review and inspection	05/16/2014 14:10:14	05/16/2014 14:12:04
Norris Tech Demo	Automatic fire-extinguishing systems	05/16/2014 15:29:41	05/22/2014 14:54:43
Carpet One AFES Monitoring Panel change	Automatic fire-extinguishing systems	05/16/2014 16:50:06	05/22/2014 14:55:44
DP14-3022 - Lot Line Adjustment for Open Space	Planning and site development review	05/16/2014 16:56:35	05/16/2014 17:04:26
VR14-1023 - re-construction of a retaining wall an	Planning and site development review	05/16/2014 17:34:45	05/16/2014 17:39:53
LP14-2018 - The Athenian School - demolition/cor	Planning and site development review	05/16/2014 17:44:00	05/16/2014 17:49:23
Crow Canyon Country Club Renovation	Construction, alteration, or renovation of a	05/19/2014 13:17:34	
Crockett Residence Remodel	Construction, alteration, or renovation of a	05/19/2014 13:31:18	05/29/2014 14:10:03
Radell Residence	Automatic fire-extinguishing systems	05/19/2014 14:37:51	05/29/2014 14:35:18
3 Tyler Ct - SD 9335 lot 5	Construction, alteration, or renovation of a	05/20/2014 09:50:06	05/20/2014 10:02:27
MUP 14-501-010 Sprint Wireless Telecom Expansi	Planning and site development review	05/20/2014 13:45:12	05/20/2014 13:50:08
CVS	Automatic fire-extinguishing systems	05/20/2014 15:42:59	
Carlson, Barbee Expansion	After hours plan review and inspection	05/20/2014 16:26:27	05/21/2014 06:40:57
GE GG 150	After hours plan review and inspection	05/20/2014 16:42:10	05/21/2014 06:41:51
Demo & Mechanical Room Prep for New HVAC Inf	Compressed Gases	05/21/2014 09:09:49	
Danville Materials	Automatic fire-extinguishing systems	05/21/2014 10:35:34	05/21/2014 10:35:59
Duling Residence	Fire apparatus access, site improvements a	05/21/2014 14:00:22	
EDU Express Learning Center	Construction, alteration, or renovation of a	05/22/2014 10:06:39	05/22/2014 10:25:23
Dr Jesse #185	Automatic fire-extinguishing systems	05/22/2014 14:54:57	
326 Mashona Ct Cimmaron Lot 264 Plan 3	Automatic fire-extinguishing systems	05/23/2014 13:26:54	05/23/2014 14:27:46
331 Mashona Ct Cimmaron Lot 263 Plan 4	Automatic fire-extinguishing systems	05/23/2014 13:32:58	05/27/2014 07:27:48
Alamo Springs Lot 31	Automatic fire-extinguishing systems	05/23/2014 14:32:10	
Stewart Addition - New 2000 sq ft - guest house &	Planning and site development review	05/23/2014 15:39:50	05/23/2014 15:44:13
Lot 3 - 24 Hidden Hills Pl	Automatic fire-extinguishing systems	05/23/2014 16:37:59	
Empowered Chiropractic	Construction, alteration, or renovation of a	05/27/2014 09:09:12	05/27/2014 09:26:08
Chevron #206541	Flammable and combustible liquids	05/27/2014 11:55:38	
125/130 Ryan Court Demo	Construction, alteration, or renovation of a	05/28/2014 08:14:51	
DP 14-300-003 - Concept Review ROEM Apartmen	Planning and site development review	05/28/2014 13:08:51	05/28/2014 14:08:53
3278 Carpenter Way Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	05/29/2014 08:28:30	05/29/2014 13:59:15
3282 Carpenter Way Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	05/29/2014 08:44:40	05/29/2014 13:59:36
3271 Carpenter Way Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	05/29/2014 09:16:51	05/29/2014 13:59:53
3275 Carpenter Way Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	05/29/2014 09:22:43	05/29/2014 14:00:17

3279	Carpenter Way Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	05/29/2014 10:01:24	05/29/2014 14:00:37
3283	Carpenter Way Avanti @ Gale Ranch II	Automatic fire-extinguishing systems	05/29/2014 10:17:58	05/29/2014 14:00:56
	Fiorella @ Gale Ranch III 2031 Tarragon Rose Ct	Automatic fire-extinguishing systems	05/29/2014 11:03:27	05/29/2014 15:25:57
	Fiorella @ Gale Ranch III 2033 Tarragon Rose Ct	Automatic fire-extinguishing systems	05/29/2014 11:07:25	05/29/2014 15:26:19
	Fiorella @ Gale Ranch III 2035 Tarragon Rose Ct	Automatic fire-extinguishing systems	05/29/2014 11:30:23	05/29/2014 15:26:42
	Fiorella @ Gale Ranch 2034 Tarragon Rose Ct	Automatic fire-extinguishing systems	05/29/2014 11:46:40	05/29/2014 15:27:02
2022	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 12:13:02	05/29/2014 14:03:03
2024	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 12:34:09	05/29/2014 14:03:28
2026	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 12:37:53	05/29/2014 14:03:58
2028	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 12:40:30	05/29/2014 14:04:21
2030	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 12:43:47	05/29/2014 14:04:42
2032	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 12:53:41	05/29/2014 14:05:03
2025	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 12:59:33	05/29/2014 14:05:24
2027	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 13:01:43	05/29/2014 14:05:46
2029	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 13:04:29	05/29/2014 14:07:06
2036	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 13:39:26	05/29/2014 15:27:21
2038	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 14:20:34	05/29/2014 15:27:41
2040	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 14:26:35	05/29/2014 15:27:58
2042	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 14:30:14	05/29/2014 15:28:18
2044	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 14:33:12	05/29/2014 15:28:36
2037	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 14:40:22	05/29/2014 15:28:57
	Savern Residence	Automatic fire-extinguishing systems	05/29/2014 14:43:11	
2039	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 14:43:30	05/29/2014 15:29:20
2041	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 14:55:20	05/29/2014 15:29:41
4443	Irisview Pl Iriana Lot 70 Plan 3	Automatic fire-extinguishing systems	05/29/2014 14:55:32	05/29/2014 15:30:10
4449	Irisview Pl Iriana Lot 69 Plan 5	Automatic fire-extinguishing systems	05/29/2014 14:57:37	05/29/2014 15:30:30
3176	Ashbourne Cir Norris Canyon Lot 231 Plan Sa	Automatic fire-extinguishing systems	05/29/2014 14:59:34	05/29/2014 15:30:51
	Children's Hospital	Construction, alteration, or renovation of a	05/29/2014 15:02:16	
	Children's Hospital	Automatic fire-extinguishing systems	05/29/2014 15:02:46	
	Children's Hospital	Fire alarm and detection systems and relate	05/29/2014 15:03:18	
2043	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 15:09:39	05/29/2014 15:33:47
2045	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 15:12:21	05/29/2014 15:34:32
2047	Tarragon Rose Ct Fiorella @ Gale Ranch III	Automatic fire-extinguishing systems	05/29/2014 15:21:51	05/29/2014 15:35:44
26 Sky Terrace GU Addition		Construction, alteration, or renovation of a	05/29/2014 15:47:08	
GE 1st Floor SE Quadrant Bldg GG		After hours plan review and inspection	05/29/2014 16:52:35	05/30/2014 05:27:18
4455	Irisview Pl Iriana Lot 68 Plan 3	Automatic fire-extinguishing systems	05/30/2014 13:44:22	
4461	Irisview Pl Iriana Lot 67 Plan 4	Automatic fire-extinguishing systems	05/30/2014 13:46:59	
321	Mashona Ct Sagewood Lot 262 Plan 2	Automatic fire-extinguishing systems	05/30/2014 13:50:01	
317	Mashona Ct Sagewood Lot 261 Plan 4	Automatic fire-extinguishing systems	05/30/2014 13:52:34	

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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>CODE COMPLIANCE</b>													
INSPECTIONS	112	174	81	106	94	0	0	0	0	0	0	0	567
REINSPECTIONS	68	84	167	95	107	0	0	0	0	0	0	0	521
<b>TOTAL *</b>	<b>180</b>	<b>258</b>	<b>248</b>	<b>201</b>	<b>201</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1088</b>

OCCUPANCY PERMITS	25	90	73	57	45	0	0	0	0	0	0	0	290
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<b>ANNUAL INSPECTION PROGRAM</b>													
TOTAL INSPECTABLE OCCS	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401	1401
TOTAL STARTED YTD †	80	103	105	110	120	0	0	0	0	0	0	0	518
% STARTED YTD	5.71%	7.35%	7.49%	7.85%	8.57%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	36.97%
TOTAL COMPLETED YTD ‡	74	89	93	74	61	0	0	0	0	0	0	0	391
% COMPLETED YTD	5.28%	6.35%	6.64%	5.28%	4.35%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	27.91%

<b>CONSTRUCTION</b>													
NEW PROJECTS	55	40	68	62	75	0	0	0	0	0	0	0	300
PLAN REVIEWS SUBMITTED	91	74	113	104	112	0	0	0	0	0	0	0	494
PLAN REVIEWS COMPLETED	118	72	119	94	109	0	0	0	0	0	0	0	512
INSPECTIONS	104	90	99	86	120	0	0	0	0	0	0	0	499

\* 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.

# **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:** June 30, 2014  
**To:** Board of Directors  
**From:** Ken Campo – Financial Consultant  
**Subject:** Monthly Administrative Services Report – May, 2014

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## Financials:

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

## Meetings/Activities:

### Finance:

- Finished compiling the preliminary two-year operating budget document, which now incorporates the CIP and 10-Year Cash Flow Model.
- Participated in a CCCERA workshop regarding the new financial reporting requirements of Governmental Accounting Standards Board ("GASB") Statements #67 (for CCCERS financial statements) and #68 (for the District's financial statements). GASB #68 will require the District to begin reporting its Net (unfunded) Pension Liability ("NPL") on the Statement of Net Assets (or Balance Sheet) as of June 30, 2015. The NPL requires a separate actuarial valuation, based on a separate set of assumptions, from the actuarial that determines our annual pension contributions. CCCERA is conducting a series of workshops over the next year to keep member agencies apprised of progress in developing the required reporting information.

### Human Resources:

- Completed compilation of workers' compensation actuarial data and transmitted to our actuarial firm, Bickmore.

- Initiated the CalPERS Dependent Eligibility Verification (DEV) Project in conjunction with CalPERS.
- Conducted Fire Captain's promotional written examination and assessment center.
- Coordinated Volunteer Reserve interviews.
- Coordinated Round 2 Dispatcher interviews.
- Initiated recruitment for Human Resources Manager.
- Processed promotion to Fire Captain.
- Processed Controller new hire.
- Processed Fire Captain (Grayson) resignation.

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

	GOVERNMENTAL FUND TYPES						AGENCY		ACCOUNT		GROUPS		Totals (Memo Only)
	General Fund - 100	Debt Service Fund - 200	Capital Projects Fund - 300	Federal Grant Capital Projects Fund - 310	Special Revenue Fund - 400	Equipment/ Vehicles Capital Projects Fund - 600	CERT PROGRAM Fund - 700	General Fixed Assets Fund - 800	General Fund - 900	Long-Term Debt Fund - 900			
<b>ASSETS</b>													
Cash - Bank of the West	\$ (233,084)	\$ -	\$ 2,690,586	\$ (750,524)	\$ 456	\$ -	\$ 50,662	\$ -	\$ -	\$ -	\$ -	\$ 1,758,096	
Cash - Bank of the West Money Market @ 0.29%	17,549,695											17,549,695	
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%	26,574,181						3,387					26,577,567	
Investments - LAIF Market Value Adjustment	9,447						1					9,448	
Cash with Fiscal Agent (Note #1)		599,446		750,524								599,446	
Accounts Receivable	22,738											22,738	
Interest Receivable													
Prepaid Expenses/Deposits			238,000									238,000	
Land												7,105,802	
Buildings & Improvements/Construction												28,020,409	
Equipment												26,475,248	
Accumulated Depreciation												(27,965,782)	
Amount to be Provided for General													
Long Term Debt					456							456	
<b>Total Assets</b>	\$ 43,889,063	\$ 599,446	\$ 2,928,586	\$ -	\$ 456	\$ -	\$ 54,049	\$ 33,635,677	\$ 17,791,234	\$ 17,791,234	\$ 98,898,512	\$ 98,898,512	

**LIABILITIES**

Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	2,848,291											2,848,291
Deposits Payable	39,021											39,021
Long Term Debt:												
(1) Certificates of Participation										11,432,000		11,432,000
(2) Vehicle Lease										2,017,197		2,017,197
Claims Payable	13,683									2,837,564		2,851,247
Compensated Absences										1,504,473		1,504,473
<b>Total Liabilities</b>	2,900,996									17,791,234		20,692,230
<b>FUND EQUITY</b>												
Investment in General Fixed Assets								33,635,677				33,635,677
Non-Spendable Fund Balance			238,000									238,000
Restricted Fund Balance		599,446										599,446
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		12,500
Unassigned Fund Balance	18,325,546											244,348
<b>Total Fund Balance</b>	40,988,068	599,446	2,928,586		456		54,049	33,635,677				18,379,595
<b>Total Liabilities and Fund Equity</b>	\$ 43,889,063	\$ 599,446	\$ 2,928,586	\$ -	\$ 456	\$ -	\$ 54,049	\$ 33,635,677	\$ 17,791,234	\$ 17,791,234	\$ 98,898,512	\$ 98,898,512

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 - May 31, 2014**

GL CODE	FISCAL YEAR COMPLETED: 92% DESCRIPTION	2010/2011	2011/2012	2012/2013	2013/2014	2013/2014
		ACTUAL REVENUE	ACTUAL REVENUE	ACTUAL REVENUE	ESTIMATED REVENUE	REALIZED REVENUE
<b>4100</b>	<b>TAXES</b>					
4110	PROPERTY TAXES - CURRENT SECURED	\$47,388,882	\$47,933,548	\$47,131,813	\$48,053,422	\$46,544,558
4120	PROPERTY TAXES - SUPPLEMENTAL	\$699,652	\$489,994	\$653,870	\$171,539	\$141,562
4130	PROPERTY TAXES - UTILITIES (Unitary)	\$896,045	\$959,401	\$937,596	\$956,348	\$929,516
4140	PROPERTY TAXES - CURRENT UNSECURED	\$1,747,874	\$1,841,275	\$1,867,991	\$1,775,617	\$1,818,710
4145	HOMEOWNERS PROPERTY TAX RELIEF	\$537,428	\$526,371	\$506,644	\$504,594	\$249,800
4150	LESS TAXES RETURNED TO COUNTY	(\$1,338,944)	(\$1,251,584)	(\$1,290,812)	(\$1,340,030)	\$144,293
4160	LESS COUNTY TAX ADMINISTRATION	(\$523,908)	(\$496,473)	(\$494,146)	(\$504,029)	(\$511,891)
4170	PROPERTY TAXES - PRIOR SECURED	(\$67,962)	(\$449,320)	(\$564,431)	(\$282,000)	(\$444,591)
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(\$185,201)	(\$187,054)	(\$126,731)	(\$63,000)	(\$132,498)
4190	PROPERTY TAXES - PRIOR UNSECURED	\$30,951	(\$37,026)	(\$114,527)	(\$7,501)	(\$13,349)
		<b>\$49,184,817</b>	<b>\$49,329,132</b>	<b>\$48,507,267</b>	<b>\$49,264,960</b>	<b>\$48,726,109</b>
<b>4200</b>	<b>INTERGOVERNMENTAL REVENUE</b>					
4220	MEASURE "H"	\$0	\$112,184	\$33,000	\$33,000	\$33,000
4230	SB-90 MANDATED COSTS	\$18,333	\$13,323	(\$92,152)	\$0	(\$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	\$330,476
4250	OTHER INTERGOVERNMENTAL REVENUE	\$3,000,000	\$245,151	\$74,070	\$922,829	\$62,335
		<b>\$3,054,056</b>	<b>\$462,267</b>	<b>\$1,814,637</b>	<b>\$1,045,829</b>	<b>\$696,118</b>
<b>4300</b>	<b>CHARGES FOR SERVICE</b>					
4310	INSPECTION FEES	\$32,729	\$60,324	\$63,974	\$57,000	\$109,156
4315	PLAN REVIEW	\$173,623	\$248,626	\$355,214	\$376,000	\$513,917
4320	WEED ABATEMENT CHARGES	\$4,435	\$2,984	\$26,031	\$4,000	\$5,474
4325	ADMINISTRATIVE CITATION CHARGES	\$8,250	\$35,321	\$58,485	\$35,000	\$58,600
4330	AMBULANCE SERVICES	\$2,202,045	\$2,439,773	\$2,743,005	\$2,700,000	\$2,676,624
4340	CPR CLASSES	\$2,955	\$2,555	\$735	\$2,000	\$800
4350	REPORTS/PHOTOCOPIES	\$1,560	\$5,464	\$6,214	\$5,000	\$21,408
		<b>\$2,425,597</b>	<b>\$2,795,047</b>	<b>\$3,253,658</b>	<b>\$3,179,000</b>	<b>\$3,385,979</b>
<b>4400</b>	<b>USE OF MONEY &amp; PROPERTY</b>					
4410	INVESTMENT EARNINGS	\$152,454	\$98,835	\$58,257	\$118,600	\$59,417
		<b>\$152,454</b>	<b>\$98,835</b>	<b>\$58,257</b>	<b>\$118,600</b>	<b>\$59,417</b>
<b>4500</b>	<b>RENTS, ROYALTIES AND COMMISSIONS</b>					
4510	RENT ON REAL ESTATE	\$159,877	\$189,978	\$322,020	\$350,000	\$232,205
		<b>\$159,877</b>	<b>\$189,978</b>	<b>\$322,020</b>	<b>\$350,000</b>	<b>\$232,205</b>
<b>4600</b>	<b>OTHER REVENUE</b>					
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	\$79,047
		<b>\$36,058</b>	<b>\$61,084</b>	<b>\$419,115</b>	<b>\$25,500</b>	<b>\$107,421</b>
<b>4900</b>	<b>OTHER FINANCING SOURCES</b>					
4920	Debt proceeds	\$3,400,000	\$0	\$0	\$100,000	\$3,227,000
		<b>\$3,400,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$3,227,000</b>
	<b>REVENUE TOTAL</b>	<b>\$58,412,859</b>	<b>\$52,936,343</b>	<b>\$54,374,954</b>	<b>\$54,083,889</b>	<b>\$56,434,250</b>

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

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

**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 - May 31, 2014**

FISCAL YEAR COMPLETED - 92%								
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	\$48,009	\$176,991	21%
<b>TOTAL CAPITAL PROJECTS (FUND 300)</b>		<b>\$712,194</b>	<b>\$355,873</b>	<b>\$924,685</b>	<b>\$337,500</b>	<b>\$97,768</b>	<b>\$239,732</b>	<b>29%</b>
PROFESSIONAL SERVICES	5250			\$0	\$0	\$0	\$0	
RADIO/ELECTRONIC EQUIPMENT	6230	\$0	\$0	\$2,021,167	\$362,186	\$347,510	\$14,676	
TOOLS & SUNDRY EQUIPMENT (SCBA's)	6240	\$0	\$0	\$0	\$1,500,000	\$1,267,374	\$232,626	84%
<b>TOTAL FEDERAL GRANT CAPITAL PROJECTS (FUND 310)</b>				<b>\$2,021,167</b>	<b>\$1,862,186</b>	<b>\$1,614,884</b>	<b>\$247,302</b>	<b>87%</b>
OFFICE EQUIP. & FURNISHINGS	6210	\$0	\$0			\$0	\$0	
MEDICAL/LAB EQUIPMENT	6220	\$0	\$0			\$0	\$0	
RADIO/ELECTRONIC EQUIPMENT	6230	\$425,512	\$264,441	\$37,500	\$11,950	\$2,200	\$9,750	18%
TOOLS & SUNDRY EQUIPMENT	6240	\$25,000	\$43,700	\$80,798	\$0	\$0	\$0	
AUTO & TRUCKS	6250	\$3,214,898	\$119,879	\$752,000	\$798,162	\$695,135	\$103,027	87%
<b>TOTAL EQUIPMENT/VEHICLES (FUND 600)</b>		<b>\$3,665,410</b>	<b>\$428,020</b>	<b>\$870,298</b>	<b>\$810,112</b>	<b>\$697,335</b>	<b>\$112,777</b>	<b>86%</b>
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%
<b>TOTAL DEBT SERVICE (FUND 200)</b>		<b>\$2,411,415</b>	<b>\$2,948,170</b>	<b>\$1,858,719</b>	<b>\$1,963,273</b>	<b>\$5,823,531</b>	<b>-\$3,860,258</b>	<b>297%</b>
OTHER SPECIAL DISTRICT EXPENDITURES	5286	\$0	\$858	\$7,000	\$500	\$1,000	-\$500	200%
<b>TOTAL SRVF COMMUNITY FUND (FUND 400)</b>		<b>\$0</b>	<b>\$858</b>	<b>\$7,000</b>	<b>\$500</b>	<b>\$1,000</b>	<b>-\$500</b>	<b>200%</b>
<b>TOTAL - CAPITAL, EQUIPMENT, DEBT SERVICE, SRVF COMMUNITY &amp; FEDERAL GRANT FUND</b>		<b>\$6,789,019</b>	<b>\$3,732,921</b>	<b>\$5,681,869</b>	<b>\$4,973,571</b>	<b>\$8,234,517</b>	<b>-\$3,260,947</b>	<b>166%</b>

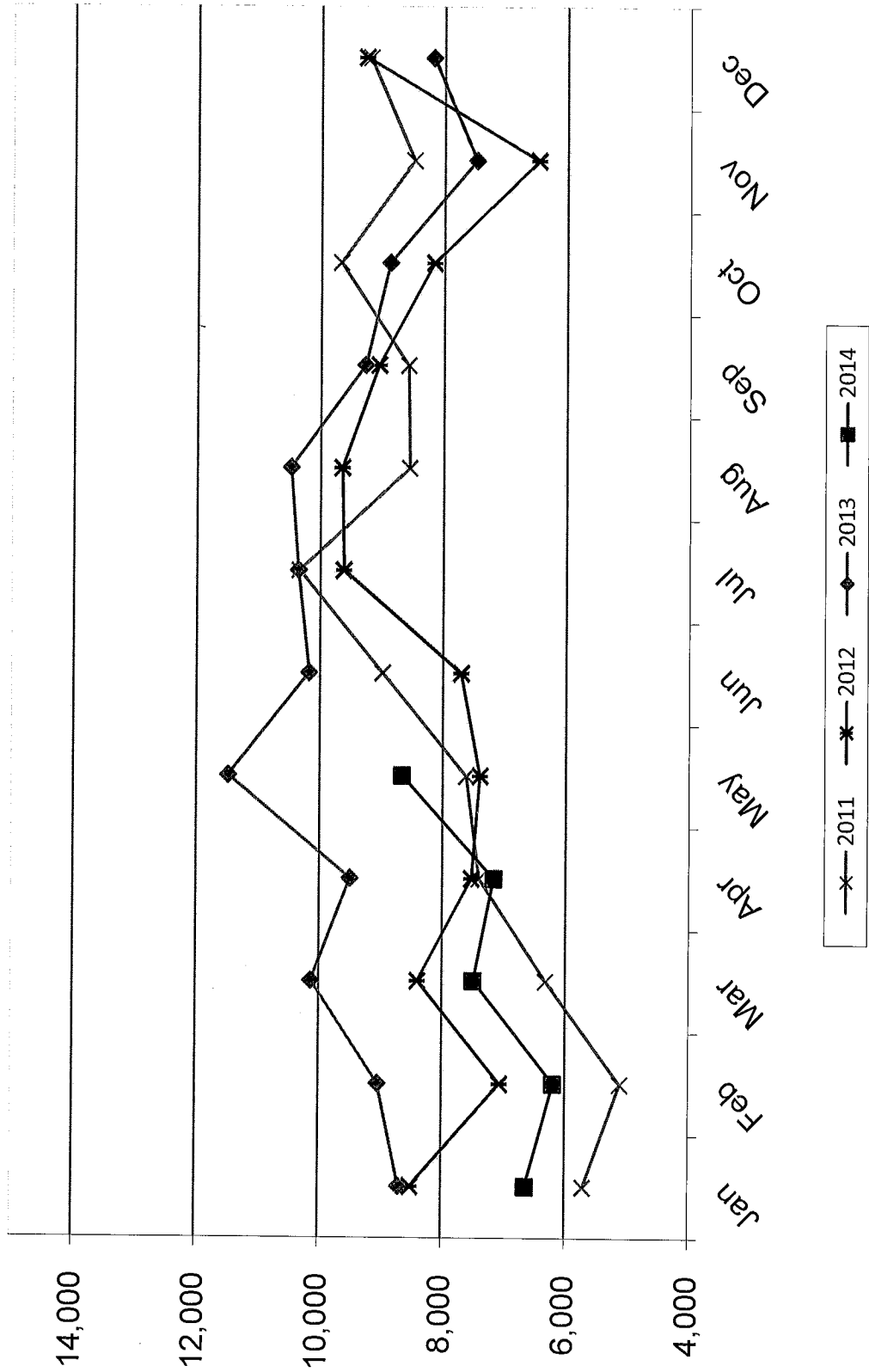
**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
GENERAL FUND EXPENDITURES  
FISCAL YEAR 2013-2014  
July 1, 2013 - May 31, 2014**

FISCAL YEAR COMPLETED - 92%								
DESCRIPTION	GL CODE	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
PERMANENT SALARIES	5110	\$21,730,515	\$21,231,690	\$20,138,426	\$20,441,549	\$17,451,928	\$2,989,621	85.37%
TEMPORARY SALARIES	5115	\$140,161	\$170,887	\$209,966	\$146,191	\$205,081	(\$58,890)	140.28%
PERMANENT OVERTIME	5120	\$4,736,070	\$5,943,633	\$6,533,121	\$5,217,500	\$5,386,704	(\$169,204)	103.24%
FICA/MEDICARE	5140	\$360,579	\$385,010	\$380,153	\$369,836	\$326,732	\$43,104	88.34%
RETIREMENT CONTRIBUTIONS	5150	\$11,811,102	\$11,131,763	\$11,797,439	\$12,019,863	\$10,363,851	\$1,656,012	86.22%
EMPLOYEE GROUP INSURANCE	5160	\$3,942,059	\$3,678,610	\$3,430,654	\$3,546,796	\$2,904,560	\$642,236	81.89%
RETIREE HEALTH INSURANCE	5170	\$1,375,426	\$1,571,813	\$1,816,302	\$1,901,214	\$1,690,711	\$210,503	88.93%
OPEB CONTRIBUTION	5175	\$0	\$0	\$0	\$520,473	\$357,669	\$162,804	68.72%
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	\$711,934	\$108,066	86.82%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>5100</b>	<b>\$44,973,080</b>	<b>\$44,784,659</b>	<b>\$45,219,530</b>	<b>\$45,003,422</b>	<b>\$39,414,770</b>	<b>\$5,588,652</b>	<b>87.58%</b>
OFFICE SUPPLIES	5202	\$40,156	\$30,218	\$27,951	\$34,700	\$18,894	\$15,806	54.45%
POSTAGE	5204	\$11,547	\$17,385	\$11,142	\$12,700	\$13,978	(\$1,278)	110.06%
TELECOMMUNICATIONS	5206	\$186,194	\$183,636	\$184,732	\$193,100	\$144,207	\$48,893	74.68%
UTILITIES	5208	\$322,395	\$322,361	\$327,386	\$309,900	\$292,670	\$17,230	94.44%
SMALL TOOLS/EQUIPMENT	5210	\$102,739	\$84,094	\$62,521	\$97,300	\$44,297	\$53,003	45.53%
MISCELLANEOUS SUPPLIES	5212	\$104,279	\$126,724	\$107,157	\$121,600	\$105,578	\$16,022	86.82%
MEDICAL SUPPLIES	5213	\$119,249	\$120,175	\$115,735	\$103,000	\$98,395	\$4,605	95.53%
FIREFIGHTING SUPPLIES	5214	\$132,020	\$71,452	\$68,903	\$90,750	\$41,876	\$48,874	46.14%
PHARMACEUTICAL SUPPLIES	5216	\$46,548	\$36,286	\$34,955	\$36,500	\$22,910	\$13,590	62.77%
COMPUTER SUPPLIES	5218	\$28,810	\$11,859	\$33,330	\$38,500	\$28,614	\$9,886	74.32%
RADIO EQUIPMENT & SUPPLIES	5219	\$342,998	\$72,432	\$58,493	\$25,000	\$7,372	\$17,628	29.49%
FILM PROCESSING/SUPPLIES	5220	\$25	\$0	\$660	\$0	\$0	\$0	
FOOD SUPPLIES	5222	\$23,015	\$18,748	\$27,387	\$26,450	\$14,287	\$12,163	54.01%
PPE INSPECTION & REPAIRS	5223	\$0	\$29,267	\$27,417	\$36,000	\$17,861	\$18,139	49.61%
SAFETY CLOTHING/SUPPLIES	5224	\$144,594	\$231,465	\$139,645	\$159,205	\$73,922	\$85,278	46.43%
CLASS A UNIFORMS & SUPPLIES	5225	\$0	\$720	\$3,763	\$6,000	\$2,788	\$3,212	46.46%
NON-SAFETY CLOTHING/SUPPLIES	5226	\$26,317	\$24,689	\$8,137	\$22,000	\$8,620	\$13,380	39.18%
CLASS B UNIFORMS & SUPPLIES	5227	\$0	\$2,161	\$21,686	\$25,000	\$18,745	\$6,255	74.98%
HOUSEHOLD SUPPLIES	5228	\$37,749	\$40,553	\$42,006	\$40,000	\$32,605	\$7,395	81.51%
CENTRAL GARAGE - REPAIRS	5230	\$74,712	\$121,634	\$78,235	\$100,000	\$74,516	\$25,484	74.52%
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	\$177,658	\$29,342	85.83%
CENTRAL GARAGE - TIRES	5234	\$20,197	\$58,875	\$42,139	\$45,000	\$26,959	\$18,041	59.91%
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	\$111,232	\$34,472	76.34%
MAINT./REPAIRS - RADIO & ELECTRON	5238	\$307,774	\$331,986	\$267,874	\$344,900	\$286,771	\$58,129	83.15%
MAINT./REPAIRS - BUILDINGS	5240	\$104,677	\$132,488	\$124,859	\$145,000	\$119,788	\$25,213	82.61%
MAINT./REPAIRS - GROUNDS	5242	\$36,171	\$33,700	\$31,834	\$38,500	\$35,471	\$3,029	92.13%
RENTS & LEASES-EQUIP./PROPERTY	5246	\$42,893	\$48,938	\$58,090	\$68,300	\$35,755	\$32,545	52.35%
PROFESSIONAL/SPECIALIZED SERVICES	5250	\$822,554	\$653,019	\$618,566	\$961,645	\$606,985	\$354,660	63.12%
RECRUITING COSTS	5251	\$35,680	\$101,946	\$78,347	\$94,200	\$41,437	\$52,763	43.99%
LEGAL SERVICES	5252	\$192,663	\$391,532	\$289,481	\$250,000	\$152,330	\$97,670	60.93%
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	\$64,778	\$46,322	58.31%
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	\$933	(\$433)	186.66%
SPECIALIZED PRINTING	5272	\$24,155	\$18,454	\$14,813	\$26,900	\$15,362	\$11,538	57.11%
MEMBERSHIPS	5274	\$53,784	\$48,575	\$57,710	\$68,130	\$54,009	\$14,121	79.27%
EDUCATIONAL COURSES/SUPPLIES	5276	\$48,708	\$52,091	\$39,463	\$61,000	\$30,251	\$30,749	49.59%
EDUCATIONAL ASSISTANCE	5277	\$26,514	\$22,051	\$24,037	\$45,000	\$13,256	\$31,744	29.46%
PUBLIC EDUCATIONAL SUPPLIES	5278	\$20,074	\$13,219	\$8,412	\$11,000	\$8,043	\$2,957	73.12%
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	\$17,231	\$27,219	38.77%
OTHER - CLAIMS EXPENSE	5286	\$304,845	\$0	\$0	\$0	\$9,181	(\$9,181)	
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>5200</b>	<b>\$4,784,062</b>	<b>\$4,399,929</b>	<b>\$4,006,252</b>	<b>\$4,761,264</b>	<b>\$3,411,043</b>	<b>\$1,350,221</b>	<b>71.64%</b>
<b>TOTAL G/F OPERATING EXPENDITURES</b>		<b>\$49,757,142</b>	<b>\$49,184,588</b>	<b>\$49,225,782</b>	<b>\$49,764,686</b>	<b>\$42,825,812</b>	<b>\$6,938,874</b>	<b>86.06%</b>





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



# Overtime Assignment Summary Report

5/1/2014 Through 5/31/2014

**WORK CODE: 1 STAFFING**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
101 HOLD OVER FOR CALL	3.66	6.00
103 MISC. STAFFING COVE	7782.66	7783.50
107 LATE/STA. MOVE COVE	6.83	11.25
199 MID SHIFT RECALL	44.00	44.00
<b>Total All Assignments This Work Type:</b>	<b>7,837.15</b>	<b>7,844.75</b>

**WORK CODE: 2 TRAINING**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
201 OPERATIONS TRAINING	54.83	55.00
209 RESCUE TRAINING	54.75	54.75
210 HAZ-MAT TRAINING	12.00	12.00
214 PARAMEDIC - CONT ED	39.00	39.00
<b>Total All Assignments This Work Type:</b>	<b>160.58</b>	<b>160.75</b>

# Overtime Assignment Summary Report

5/1/2014 Through 5/31/2014

**WORK CODE: 3****ASSIGNMENTS**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
301 MEETINGS/PROJECT DE	3.00	3.00
306 WELLNESS PROGRAM	3.50	3.50
308 STRIKE TEAM/OES ASSI	309.50	309.50
310 MISC. MAINTENANCE	.83	1.00
315 RECRUITMENT INTERN	8.00	8.00
317 RECRUITMENT EXTER	45.58	45.75
320 PUBLIC EVENTS	103.42	103.50
321 FP REIMBURSED OVER	19.25	19.25
340 PROJECT WORK	162.75	162.75
<b>Total All Assignments This Work Type:</b>	<b>655.83</b>	<b>656.25</b>

**WORK CODE: 7****EMERGENCY**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
700 EMERGENCY RECALL	2.15	2.25
720 FIRE INVESTIGATION	4.17	4.25
<b>Total All Assignments This Work Type:</b>	<b>6.32</b>	<b>6.50</b>

**Report Grand Total:****8,659.88****8,668.25**

# Overtime Summary Report

5/1/2014 Through 5/31/2014

**WORK CODE:**

**Time Paid**

1	STAFFING	7,844.75
2	TRAINING	160.75
3	ASSIGNMENTS	656.25
7	EMERGENCY	6.50
	<b>Report Grand Total:</b>	<b>8,668.25</b>



SAN RAMON VALLEY FIRE PROTECTION DISTRICT

PROPOSED  
ANNUAL OPERATING  
**BUDGET**

FISCAL YEAR 2014/2015

VERSION 1

## **ONE TEAM, ONE MISSION**

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

### **Board of Directors**

**Glenn W. Umont, President**

**H. Jay Kerr, Vice President**

**Gordon Dakin, Director**

**Jennifer G. Price, Director**

**Matthew J. Stamey, Director**

### **The Role of the Board**

**The Board of Directors is the elected policy-making body for the San Ramon Valley Fire Protection District. The Directors provide financial oversight and strategic policy direction to maximize the public value of District services.**

### **Fire Chief/Treasurer**

**Paige Meyer**

### **The Role of the Chief**

**The Fire Chief is the Chief Executive Officer of the District. In collaboration with the Board of Directors and in partnership with all members of the organization, the Chief provides direction, protection and order to the District.**

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# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

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

June 30, 2014

Board of Directors

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

Members of the Board:

I am pleased once again to present you with a balanced budget for fiscal year 2014-2015. I appreciate the guidance and direction from the Board with respect to fiscal policies and development of the budget. I also wish to express my appreciation to the union representatives and employees of the District for their collaboration and willingness to make sacrifices for the long term good of the District and the communities we serve. Through their cooperation and dedication to providing the best possible service, we were able to stabilize our finances, avoid any major disruptions in service delivery and develop a fiscally sustainable plan for the future.

Over the past few years the economy has presented the District with significant challenges. The Board of Directors and employees of the District responded by working together to not only address the immediate fiscal challenges, but to also address future financial and operational challenges with the goal of putting the San Ramon Valley Fire District on a more predictable and sustainable path going forward. A predictable and fiscally sustainable future is essential if we are to successfully carry out our long-standing mission to provide the highest level of emergency response and disaster preparedness to the communities we serve. In support of this goal, the District is now utilizing long range financial planning tools to help identify fiscal challenges, guide current decision making and keep the District on a sustainable path. These tools consist of a two-year operating budget, twelve-year capital improvement plan ("CIP") and ten year operating cash flow model. The 2014-2015 operating and capital budgets reflect the shared commitment of the Board, management and employees of the District to provide an exceptionally high level of service within a framework that promotes long term fiscal stability.

Our fiscal planning efforts identified two key areas that, if left unaddressed, could result in fiscal uncertainty and disrupt operations going forward: (1) the long term liability associated with retiree medical benefits, and (2) the significant long-term cost to maintain and replace fire stations, fire apparatus, ambulances and ancillary equipment. A plan has been developed to address the unfunded liability associated with retiree medical benefits ("OPEB") and ensure that adequate funding is available in the future to meet the District's commitment to provide this exceedingly important retiree benefit. The OPEB funding plan involves a combination of contributions and cost-saving measures agreed to by the District and employees that have lowered the long term cost of OPEB and will eventually provide

for full funding of the annual required contribution (or “ARC”). These actions were incorporated into the most recent OPEB actuarial valuation, resulting in a 30% reduction in the unfunded liability and a 31% reduction in the ARC. Included in the 2014-2015 operating budget is a contribution to the OPEB trust fund in the amount of \$1,000,000. This represents an increase of \$500,000 from the 2013-2014 OPEB contribution, and essentially matches the employee medical cost-share savings of \$500,000. The long-term OPEB funding plan calls for a contribution of \$1,000,000 again in 2015-2016, then a ramp-up of the OPEB contributions by \$500,000 per year until full funding of the ARC is achieved in three to four years. As with retirement benefits, fully funding the ARC is critical to the long term sustainability of the retiree medical benefit. The increasing ARC amounts have been incorporated into the ten year cash flow model.

Having to fund an unanticipated, major capital expenditure can also lead to a disruption in services. Therefore, the CIP was developed to anticipate the timing and cost associated with maintenance and replacement of critical capital infrastructure and establishes a systematic funding plan to ensure capital funds are available when needed and do not impact ongoing operations. Staff utilized projected cost and replacement data from the 2013 Bartel Wells capital asset study as the basis for the CIP. Initial funding for the CIP comes from the remaining funds set aside for acquisition of a training center site (\$2.7 million). The District was successful in getting the site “donated” by the property owner, so the funds are no longer needed for acquisition; and there are no immediate plans (or funding) identified for development of the training center. The CIP funding plan calls for \$1.7 million per year over the next twelve years, escalated at 3.5% per year to match the cost escalation built into the CIP. The ability to anticipate and plan for major capital expenditures is essential to the long term fiscal stability of the District. The annual CIP contributions have been incorporated into the ten year cash flow model.

Another vital component of long term fiscal stability is having a sufficient level of reserves on hand to weather economic downturns and absorb any significant, unanticipated expenditures. Not maintaining adequate reserve levels could lead to major disruptions in service delivery and adversely impact our employees. After much consideration and discussion of reserve levels, the Finance Committee of the Board has recommended a reserve policy that calls for (1) the District to have a General Fund balance at June 30 (excluding CIP and Budget Stabilization funds) equal to 50% of General Fund revenues to cover the cash needs for the period between the April and December property tax payments (“dry-period funding”); and (2) the District to create a separate Budget Stabilization Fund with a reserve fund balance equal to 20% of operating and debt service expenditures, plus \$1,000,000, which is the current level of the self-insured retention for workers’ compensation claims. This policy recommendation has been incorporated into the budget for 2014-2015 and beyond.

We are doing business differently and operating much more efficiently than in previous years. We have less administrative staff and fewer personnel in fire stations, all the while maintaining the high level of customer service that our residents and businesses expect and deserve. We are committed to continually evaluating our current programs and capital improvement projects, especially those that require significant financial resources. We are evaluating options for Fire Station 32 to ensure that our current and future finances will support whichever replacement alternative is chosen. We also remain committed to seeking additional cost savings, cost recovery and other revenue sources (such as grants) where appropriate and in keeping with Board policies.

Continuing to seek more efficient and effective ways of doing business, and monitoring the community impact of any changes, is also a key component of our long term sustainability; yet our pledge to the community remains unchanged – quick response when the community needs us, with a commitment to emergency preparedness and excellence in customer service.

Even in the face of challenging economic times we are honored to have received professional recognition for our financial reporting practices. The District received its twelfth successive Comprehensive Annual Financial Report from the Government Finance Officers Association of the United States (GFOA) in recognition of our outstanding financial reporting. This award is a reflection of the dedication of our employees and our overall commitment to excellence and sound business practices. Our efforts to balance the budget and effectively deal with long term liabilities was also recognized in a recent independent financial review performed by Moody's Investor Service in which they affirmed the District's Aa1 Issuer rating, which is the highest such rating bestowed by Moody's on fire districts in California.

We understand that serving our communities is the reason for our existence. As the needs of our community change, we will change by pursuing safe, effective, timely, economical, and measurable solutions. We believe our success is directly attributed to our community risk reduction efforts and resolute focus on our core mission of protecting our residents and businesses during all types of emergencies.

Sincerely,

A handwritten signature in black ink that reads "Paige Meyer". The signature is written in a cursive, flowing style.

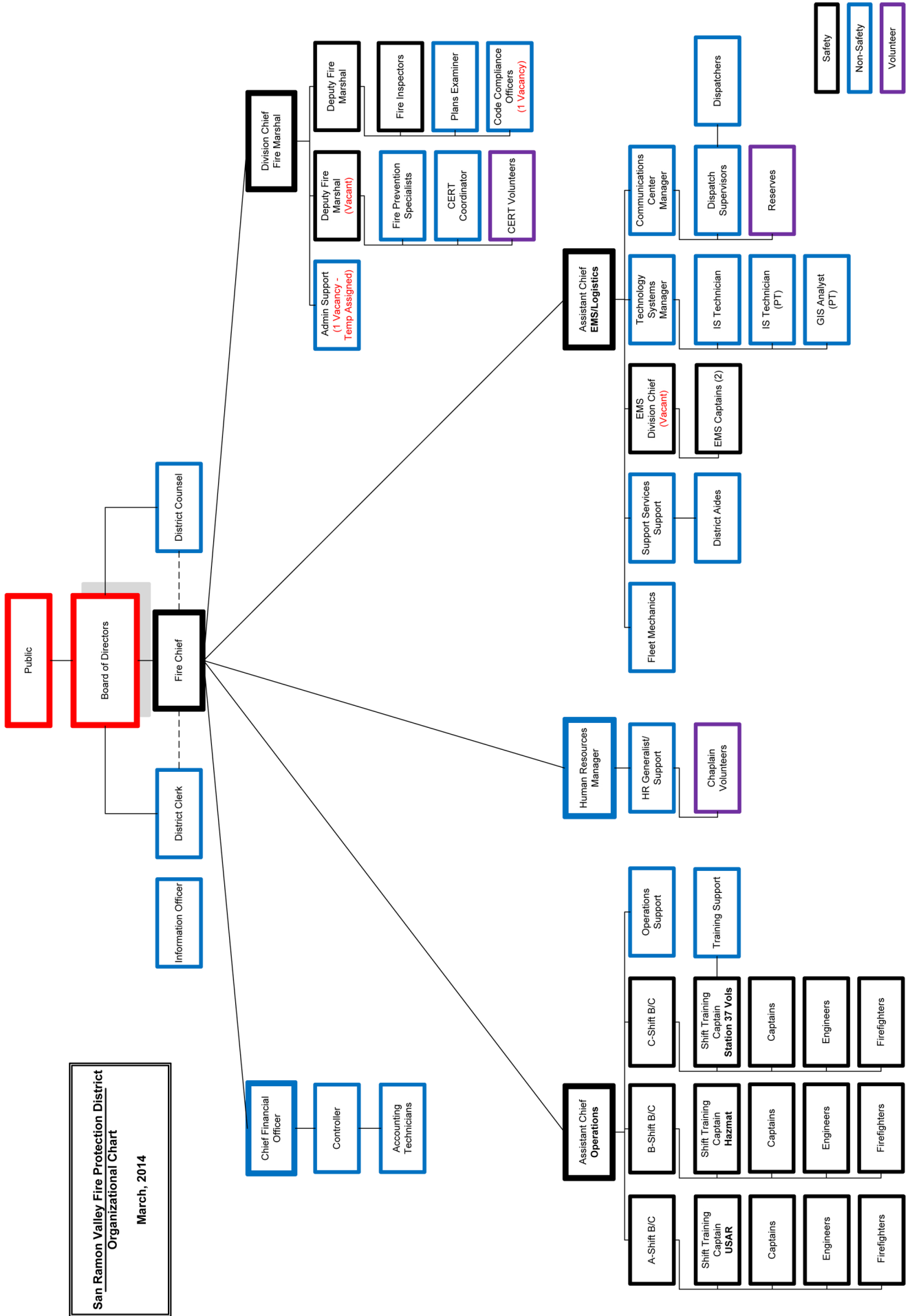
Paige Meyer  
Fire Chief

## STAFFING SUMMARY

DIVISION	2010-11	2011-12	2012-13	2013-14	Proposed 2014-15	Projected 2015-16
<b>Board of Directors</b>						
Director	5	5	5	5	5	5
Total	5	5	5	5	5	5
<b>Fire Chief</b>						
Fire Chief	1	1	1	1	1	1
District Clerk	1	1	1	1	1	1
Total	2	2	2	2	2	2
<b>Human Resources</b>						
Director	1	1	1	0.5	0	0
Manager	0	0	0	0	1	1
Generalist	1	1	1	1	1	1
Office Assistant	1	1	1	1	1	1
Total	3	3	3	2.5	3	3
<b>Finance</b>						
Director	0	0	0	0.5	0	0
Chief Financial Officer	0	0	0	0	1	1
Controller	0	0	0	0	1	1
Supervisor	1	1	1	1	0	0
Accounting Technician	2	2	2	2	2	2
Total	3	3	3	3.5	4	4
<b>Training</b>						
Division Chief	1	1	1	1	0	0
Training Captain	2	2	2	2	3	3
Senior Office Assistant	1	1	1	1	1	1
Total	4	4	4	4	4	4
<b>Technology</b>						
GIS Analyst	1	1	1	1	0	0
GIS Analyst Part Time	0	0	0	0	1	1
Technology Systems Mgr	1	1	1	1	1	1
Information Systems Tech	1	1	2	1	1	1
IS Tech Part Time	1	1	0	0	0	0
Radio/Elec Tech Part Time	1	1	1	1	1	1
Total	5	5	5	4	4	4
<b>Communications Center</b>						
Comm Center Manager	1	1	1	1	1	1
Dispatcher Supervisor	1	1	1	1	3	3
Dispatcher	8	8	8	8	6	6
Total	10	10	10	10	10	10
<b>Facilities</b>						
Assistant Chief	1	1	1	0	0	0
District Aids Part Time	2	2	2	2	2	2
Senior Office Assistant	1	1	1	1	1	1
Total	4	4	4	3	3	3

## STAFFING SUMMARY

<b>DIVISION</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>Proposed 2014-15</b>	<b>Projected 2015-16</b>
<b>Fire Prevention</b>						
Division Chief/Fire Marshal	1	1	1	1	1	1
Deputy Fire Marshal	2	2	2	1	1	1
Inspector	2	2	2	2	2	2
Code Compliance Officer	4	3	3	3	3	3
Prevention Specialist	2	2	2	2	2	2
Office Assistant	1	2	2	1	1	1
Office Assistant Part Time	0	0	0	1	1	1
Plans Examiner	1	1	1	1	1	1
CERT Prog Coord Part Time	1	1	1	1	1	1
<b>Total</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>Emergency Operations</b>						
Assistant Chief	1	1	1	1	2	2
Battalion Chief	4	4	4	4	3	3
Captain	39	39	39	39	39	39
Engineer	39	39	39	39	39	39
Firefighter/Paramedic	53	54	54	47	45	39
Station 37 Coordinator	1	1	1	1	1	1
Senior Office Assistant	1	1	1	1	1	1
<b>Total</b>	<b>138</b>	<b>139</b>	<b>139</b>	<b>132</b>	<b>130</b>	<b>124</b>
<b>Fleet</b>						
Mechanic	2	2	2	2	2	2
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Emergency Medical</b>						
Division Chief	0	0	0	0	0	1
EMS Coordinator	1	1	1	1	1	1
EMS Captain	0	0	0	0	1	1
EMS Specialist	1	1	1	1	0	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>GRAND TOTAL</b>	<b>192</b>	<b>193</b>	<b>193</b>	<b>183</b>	<b>182</b>	<b>177</b>



Safety  
Non-Safety  
Volunteer

**San Ramon Valley Fire Protection District**  
**Organizational Chart**  
**March, 2014**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**

**FY 2014-2015**

	<b>GENERAL FUND</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>SRV FIRE COMMUNITY</b>	<b>BUDGET STABILIZATION FUND</b>	<b>TOTAL</b>
<b>PROJECTED REVENUES</b>						
Taxes	54,294,987					54,294,987
Intergovernmental	33,000					33,000
Charges for services	3,956,000					3,956,000
Use of money & prop	80,604	360				80,964
Rent	203,448					203,448
Other	80,000			500		80,500
Debt issuance						0
<b>TOTAL</b>	<b>58,648,039</b>	<b>360</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>58,648,899</b>
<b>PROJECTED EXPENDITURES</b>						
Salaries & benefits	48,635,039					48,635,039
Services & supplies	4,825,390			500		4,825,890
Debt service		1,797,405				1,797,405
Capital projects			756,159			756,159
Equipment purchases						0
OPEB contribution	1,000,000					1,000,000
<b>TOTAL</b>	<b>54,460,429</b>	<b>1,797,405</b>	<b>756,159</b>	<b>500</b>	<b>0</b>	<b>57,014,492</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>						
	4,187,611	(1,797,045)	(756,159)	0	0	1,634,407
Transfers in (out)	(14,048,971)	1,797,405	0	0	12,251,567	0
Net change	(9,861,361)	360	(756,159)	0	12,251,567	1,634,407
<b>PROJECTED FUND BALANCE JULY 1, 2014</b>						
	38,752,113	599,395	2,928,586	455	0	42,280,549
<b>PROJECTED FUND BALANCE JUNE 30, 2015</b>						
	\$28,890,752	\$599,755	\$2,172,427	\$455	\$12,251,567	\$43,914,956
<b>Restricted</b>						
Debt Service		599,755				599,755
Capital Projects			238,000			238,000
IT Surcharge Cap Projects			30,830			30,830
<b>Committed</b>						
Worker's Comp Claims					1,000,000	1,000,000
"Dry Period" Funding <sup>(1)</sup>	28,890,752					28,890,752
Budget Stabilization <sup>(2)</sup>					11,251,567	11,251,567
Capital Projects			1,903,597			1,903,597
<b>Assigned</b>						
Capital Projects						
Other				455		455
Unassigned	0	0	0	0	0	0
<b>TOTAL</b>	<b>\$28,890,752</b>	<b>\$599,755</b>	<b>\$2,172,427</b>	<b>\$455</b>	<b>\$12,251,567</b>	<b>\$43,914,956</b>

(1) Dry Period Funding = 50% of General Fund Revenues

(2) Budget Stabilization = 20% of General Fund Expenses

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**

**FY 2015-2016**

	<b>GENERAL FUND</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>SRV FIRE COMMUNITY</b>	<b>BUDGET STABILIZATION FUND</b>	<b>TOTAL</b>
<b>PROJECTED REVENUES</b>						
Taxes	55,489,476					55,489,476
Intergovernmental	33,000					33,000
Charges for services	4,033,828					4,033,828
Use of money & prop	85,576	240				85,816
Rent	211,848					211,848
Other	51,600			500		52,100
Debt issuance						0
<b>TOTAL</b>	<b>59,905,328</b>	<b>240</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>59,906,068</b>
<b>PROJECTED EXPENDITURES</b>						
Salaries & benefits	48,246,112					48,246,112
Services & supplies	4,806,005			500		4,806,505
Debt service		1,803,706				1,803,706
Capital projects			1,372,945			1,372,945
Equipment purchases						0
OPEB contribution	1,050,000					1,050,000
<b>TOTAL</b>	<b>54,102,117</b>	<b>1,803,706</b>	<b>1,372,945</b>	<b>500</b>	<b>0</b>	<b>57,279,268</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>						
	5,803,211	(1,803,466)	(1,372,945)	0	0	2,626,800
Transfers in (out)	(3,507,294)	1,803,706	1,773,990	0	(70,402)	0
Net change	2,295,917	240	401,045	0	(70,402)	2,626,800
<b>PROJECTED FUND BALANCE JULY 1, 2015</b>						
	28,890,752	599,755	2,172,427	455	12,251,567	43,914,956
<b>PROJECTED FUND BALANCE JUNE 30, 2016</b>						
	<b>\$31,186,669</b>	<b>\$599,995</b>	<b>\$2,573,472</b>	<b>\$455</b>	<b>\$12,181,165</b>	<b>\$46,541,756</b>
<b>Restricted</b>						
Debt Service		599,995				599,995
Capital Projects			238,000			238,000
IT Surcharge Cap Projects			30,830			30,830
<b>Committed</b>						
Worker's Comp Claims					1,000,000	1,000,000
"Dry Period" Funding <sup>(1)</sup>	29,952,664					29,952,664
Budget Stabilization <sup>(2)</sup>					11,181,165	11,181,165
Capital Projects			2,304,642			2,304,642
<b>Assigned</b>						
Capital Projects						
Other				455		455
Unassigned	1,234,005					1,234,005
<b>TOTAL</b>	<b>\$31,186,669</b>	<b>\$599,995</b>	<b>\$2,573,472</b>	<b>\$455</b>	<b>\$12,181,165</b>	<b>\$46,541,756</b>

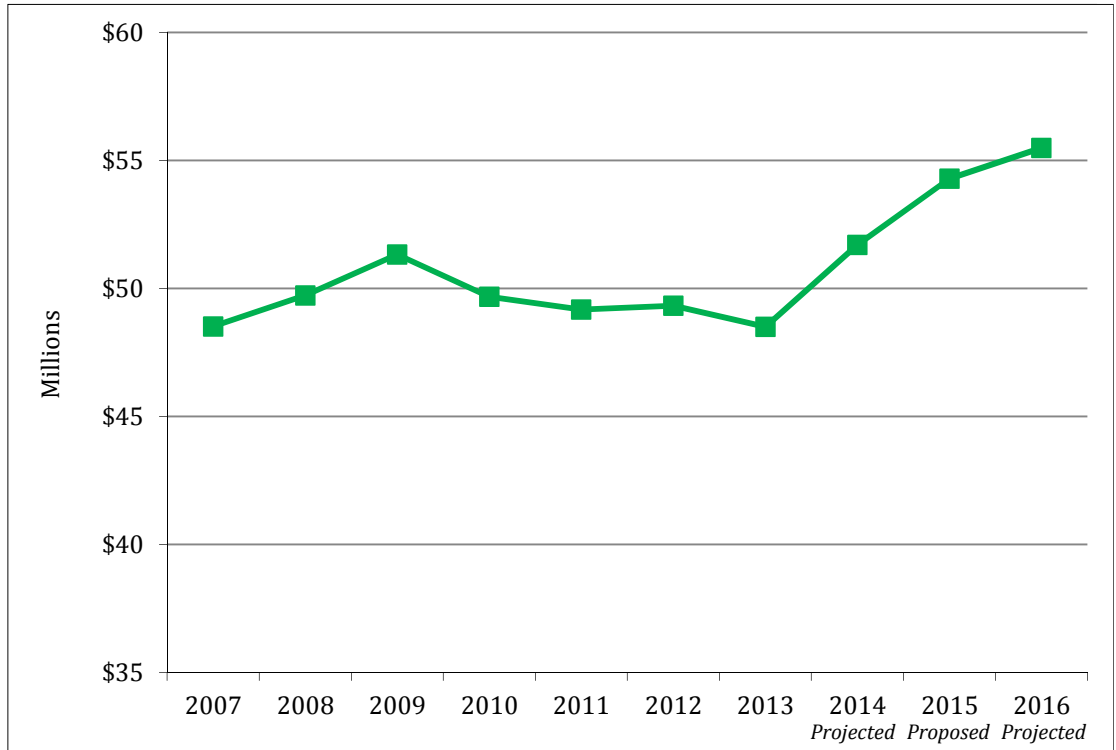
(1) Dry Period Funding = 50% of General Fund Revenues

(2) Budget Stabilization = 20% of General Fund Expenses

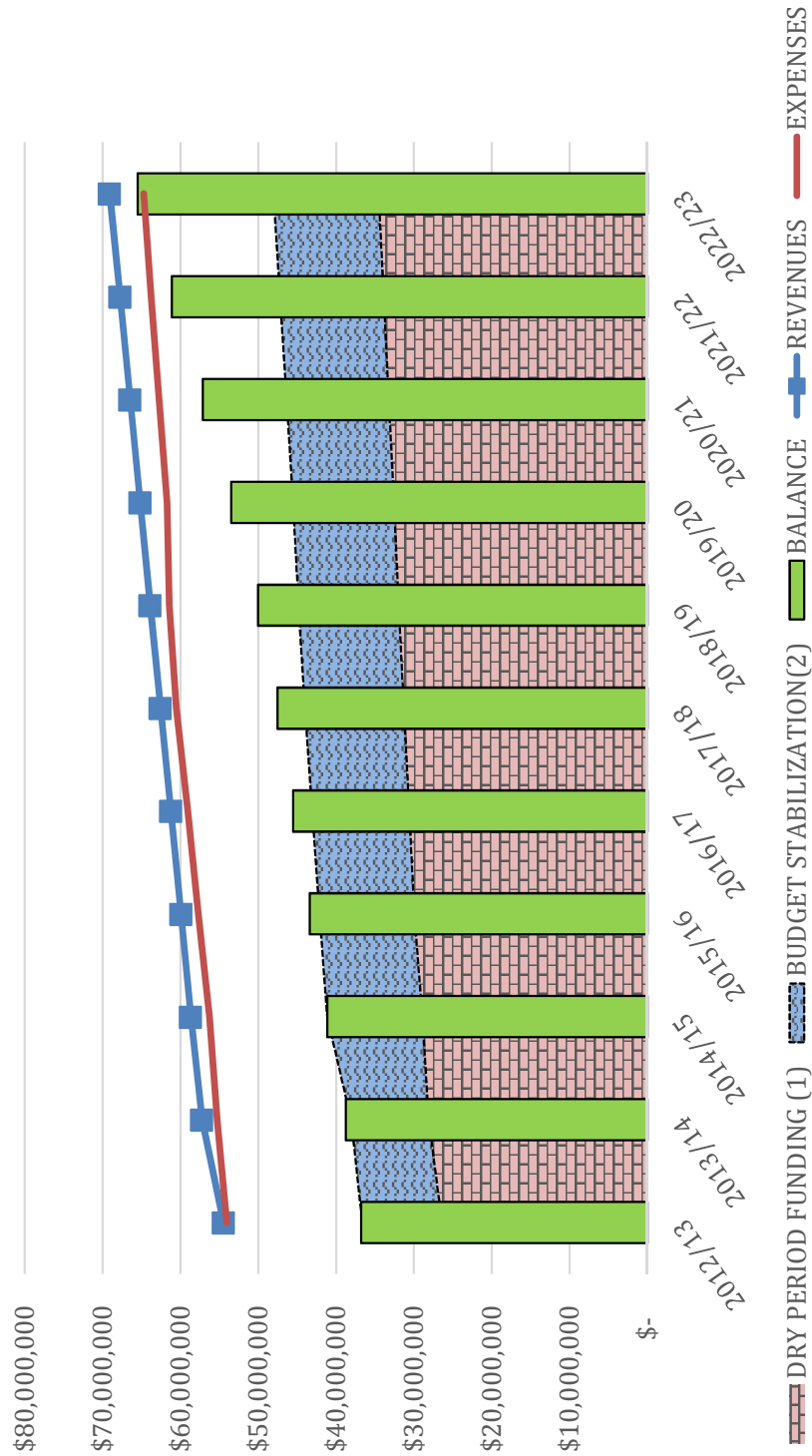


## TEN YEARS OF PROPERTY TAX REVENUE

<b>Year</b>	2007	2008	2009	2010	2011
<b>Actual</b>	48,521,551	49,729,211	51,335,992	49,680,045	49,184,817
<b>% Increase</b>	15.27%	2.49%	3.23%	-3.23%	-1.00%
<b>Year</b>	2012	2013	2014	2015	2016
<b>Actual</b>	49,329,131	48,507,267	51,709,510	54,294,987	55,489,476
<b>% Increase</b>	0.29%	-1.67%	6.60%	5.00%	2.20%



### General Fund 10-Year Cash Flow



(1) Dry Period Funding = 50% of General Fund Revenues

(2) Budget Stabilization = 20% of General Fund Expenses

**San Ramon Valley Fire Protection District  
General Fund Operations - Ten-Year Cash Flow Model**

	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
Beginning balance	\$36,403,675	\$36,795,015	\$38,752,113	\$41,142,318	\$43,367,834	\$45,517,649	\$47,542,954	\$50,016,344	\$53,455,415	\$57,141,498
Revenue:	<i>PT Growth</i>	6.60%	5.00%	2.20%	2.20%	2.20%	2.20%	2.00%	2.00%	2.00%
Property tax	48,507,267	51,709,511	54,294,987	55,489,476	56,710,245	57,957,870	59,232,943	60,417,602	61,625,954	62,858,473
Ambulance chgs	2,743,005	2,950,000	3,200,000	3,264,000	3,329,280	3,379,219	3,429,907	3,481,356	3,533,576	3,586,580
Other service chgs	510,654	745,150	756,000	769,828	781,375	793,096	804,992	817,067	829,323	841,763
Cell tower rent	322,020	250,000	203,448	211,848	220,248	224,653	229,146	233,729	238,404	243,172
Disposal of property	367,722	27,400	-	-	-	-	-	-	-	-
Interest income	58,257	80,000	80,604	85,576	90,205	94,677	98,889	104,034	111,187	118,854
State & Federal/Meas H	1,874,007	1,374,782	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000
Other/misc	50,358	84,320	80,000	51,600	52,632	53,685	54,758	55,853	56,971	58,110
Ongoing revenue	\$54,433,290	\$57,221,163	\$58,648,039	\$59,905,328	\$61,216,985	\$62,536,200	\$63,883,637	\$65,142,642	\$66,428,415	\$67,739,952
Expenses:										
Salaries	20,348,392	19,341,297	20,292,663	20,665,881	20,644,564	20,644,564	20,644,564	20,644,564	20,644,564	20,644,564
Overtime	6,533,121	6,227,545	5,964,046	4,926,794	4,926,794	4,926,794	4,926,794	4,926,794	4,926,794	4,926,794
Pension	11,797,439	12,217,375	17,433,637	17,727,160	17,717,100	17,717,100	17,717,100	17,717,100	17,717,100	17,717,100
Pension cost share	4,724,276	4,414,528	4,416,325	4,772,987	(2,230,123)	(2,230,123)	(2,230,123)	(2,230,123)	(2,230,123)	(2,230,123)
Insurance	1,816,302	1,818,271	2,076,046	2,385,118	2,711,471	3,027,105	3,307,934	3,576,842	3,925,614	4,255,885
Retiree medical	-	520,473	1,000,000	1,050,000	1,602,500	2,182,625	2,791,756	2,931,344	3,077,911	3,231,807
OPEB pre-funding	2,950,547	4,298,277	4,825,390	4,806,005	4,926,155	5,049,309	5,175,541	5,304,930	5,437,553	5,573,492
Services & supplies	1,858,719	1,866,164	1,797,405	1,803,706	1,801,669	1,803,050	1,262,839	598,620	597,290	595,360
Capital contribution	\$54,041,950	\$55,264,065	\$56,257,833	\$57,679,813	\$59,067,171	\$60,510,894	\$61,410,247	\$61,703,571	\$62,742,332	\$63,761,185
Debt payments										
Ongoing expenses	391,340	1,957,098	2,390,205	2,225,516	2,149,815	2,025,305	2,473,390	3,439,071	3,686,083	3,978,767
Rev over (under) exp	\$36,795,015	\$38,752,113	\$41,142,318	\$43,367,834	\$45,517,649	\$47,542,954	\$50,016,344	\$53,455,415	\$57,141,498	\$61,120,265
Ending balance										
"Dry Period" Funding	26,382,142	28,076,191	28,890,752	29,952,664	30,608,493	31,268,100	31,941,818	32,571,321	33,214,208	33,869,976
Budget Stabilization Fund	10,218,281	9,977,684	12,251,567	12,181,165	12,446,218	12,722,110	12,888,678	12,933,575	13,127,078	13,316,100
Amt over (under) Board Policy	194,593	698,239	0	1,234,005	2,462,938	3,552,744	5,185,847	7,950,518	10,800,212	13,934,189

**Key Assumptions/Board Policy**

*Revenue growth:* Property tax 5% 2014-15, 2% thereafter; Ambulance charges +\$250K 14/15, 2% thereafter; Other charges/ Cell Tower rent 1.5%-2% per year.

*Salaries:* 2014-15: 2 AC's, 3 Shift Training Captains, CFO; 2015-16 EMS DC; Step increases; Min Staff 41-39 on 7/1/15.

*Pension costs:* Reflects CCCERA 14/15 increases; no CCCERA rate changes projected beyond 14/15.

*Insurance:* Active/Retiree costs increases consistent with 6/30/2013 actuarial valuation.

*OPEB:* Employer match beginning 14/15; increased by \$500,000 per year until fully funding ARC.

*Capital:* No GF contribution 2014-15 due to Training Center reallocation.

*"Dry Period" Funding:* 50% of General Fund revenues (excludes federal grant revenue).

*Budget Stabilization Fund:* 20% of operating and debt service expenditures (excludes capital outlay/capital contributions).



**REVENUES GENERAL FUND**

DESCRIPTION	GL CODE	ACTUALS FY 12-13	PROJECTED ACTUALS FY 13-14	PROPOSED BUDGET FY 14-15	PROJECTED BUDGET FY 15-16
Prop Taxes Current Secured	4110	45,620,633	48,644,425	51,142,662	52,281,357
Prop Taxes Supplemental	4120	653,870	412,910	0	0
Prop Taxes Utilities/Unitary	4130	937,596	978,438	998,007	1,017,967
Prop Taxes Current Unsecured	4140	1,867,991	1,934,797	1,973,494	2,012,962
Homeowner Prop Tax Relief	4145	506,644	506,644	509,177	511,723
Redevelopment Agencies	4150	220,714	184,316	193,532	197,789
County Tax Administration	4160	(494,146)	(511,652)	(521,885)	(532,323)
Prop Taxes Prior Secured	4170	(564,431)	(444,591)	0	0
Prop Taxes Prior Supp	4180	(126,731)	(84,410)	0	0
Prop Taxes Prior Unsecured	4190	(114,873)	88,633	0	0
<b>TOTAL TAXES</b>		<b>\$48,507,267</b>	<b>\$51,709,510</b>	<b>\$54,294,987</b>	<b>\$55,489,476</b>
Measure H	4220	33,000	33,000	33,000	33,000
SB-90 Mandated Costs	4230	(92,152)	(14,248)	0	0
Misc State Aid/Grants	4240	231,510	284,555	0	0
Federal Grant	4245	0	52,468	0	0
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$172,358</b>	<b>\$355,775</b>	<b>\$33,000</b>	<b>\$33,000</b>
Inspection Fees	4310	63,974	120,000	120,900	123,300
Plan Review Fees	4315	355,214	550,150	562,600	573,900
Weed Abatement Charges	4320	26,031	4,000	4,000	4,000
Administrative Citations	4325	58,485	60,000	60,000	60,000
Ambulance Services	4330	2,743,005	2,950,000	3,200,000	3,264,000
CPR Classes	4340	735	1,000	1,000	1,015
Reports/Photocopies	4350	6,214	10,000	7,500	7,613
<b>TOTAL CHARGES FOR SERVICES</b>		<b>\$3,253,659</b>	<b>\$3,695,150</b>	<b>\$3,956,000</b>	<b>\$4,033,828</b>
Investment Earnings	4410	58,257	80,000	80,604	85,576
<b>TOTAL USE OF MONEY &amp; PROP</b>		<b>\$58,257</b>	<b>\$80,000</b>	<b>\$80,604</b>	<b>\$85,576</b>
Rent on Real Estate	4510	322,020	250,000	203,448	211,848
<b>TOTAL RENT</b>		<b>\$322,020</b>	<b>\$250,000</b>	<b>\$203,448</b>	<b>\$211,848</b>
Sale of Property	4620	367,722	27,400	0	0
Miscellaneous Revenue	4640	49,783	84,320	80,000	51,600
<b>TOTAL OTHER REVENUE</b>		<b>\$417,505</b>	<b>\$111,720</b>	<b>\$80,000</b>	<b>\$51,600</b>
<b>TOTAL REVENUES</b>		<b>\$52,731,065</b>	<b>\$56,202,155</b>	<b>\$58,648,039</b>	<b>\$59,905,328</b>

**EXPENDITURES GENERAL FUND**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	20,413,739	19,117,388	20,049,063	20,420,656
Temporary Salaries	5115	174,001	223,909	243,600	245,225
Permanent Overtime	5120	5,217,500	6,227,545	5,964,046	4,929,878
FICA Contributions	5140	369,836	359,080	385,721	376,114
Retirement Contributions	5150	12,019,863	11,401,863	15,886,138	15,495,863
Employee Group Insurance	5160	3,546,796	3,210,448	3,160,424	3,498,257
Retiree Health Insurance	5170	1,901,214	1,818,271	2,076,046	2,385,118
OPEB Contribution	5175	520,473	520,473	1,000,000	1,050,000
Unemployment Insurance	5180	20,000	25,000	20,000	20,000
Workers Comp Claims	5190	820,000	820,000	850,000	875,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$45,003,422</b>	<b>\$43,723,977</b>	<b>\$49,635,039</b>	<b>\$49,296,112</b>
<b>% Change</b>		<b>0%</b>	<b>-3%</b>	<b>14%</b>	<b>-1%</b>
Office Supplies	5202	34,700	21,605	33,600	35,073
Postage/Freight	5204	12,700	16,900	17,450	17,950
Telecommunications	5206	193,100	175,000	184,300	184,300
Utilities	5208	309,900	331,415	339,700	348,192
Small Tools/Equip/Furn	5210	103,327	73,491	110,850	111,957
Miscellaneous Supplies	5212	121,600	138,256	135,170	139,825
Medical Supplies	5213	103,000	103,000	111,000	115,000
Firefighting Supplies	5214	90,750	91,500	110,750	113,550
Pharmaceutical Supplies	5216	36,500	30,000	30,000	33,000
Computer Supplies	5218	38,500	25,000	7,500	7,500
Radio Equipment & Supplies	5219	25,000	25,000	25,000	25,000
Food Supplies	5222	26,450	19,139	25,150	25,451
PPE Inspections & Repairs	5223	36,000	13,916	36,000	36,900
Safety Clothing & Supplies	5224	182,282	130,320	161,500	165,675
Class A Uniforms & Supplies	5225	13,612	4,097	6,000	6,150
Non-Safety Clothing	5226	22,185	18,732	21,000	21,300
Class B Uniforms & Supplies	5227	25,000	24,604	28,000	28,700
Household Supplies	5228	40,000	35,193	40,000	41,000
Central Garage Repairs	5230	100,000	77,945	100,000	102,500
Central Garage Maintenance	5231	20,000	17,235	18,000	18,450

**EXPENDITURES GENERAL FUND**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Central Garage Gas & Oil	5232	207,000	210,632	216,750	222,169
Central Garage Tires	5234	45,000	25,589	45,000	46,125
Central Garage Inspectons	5235	13,000	1,590	9,500	9,738
Maintenance/Repairs Equip	5236	149,163	121,666	144,150	146,383
Maintenance/Repairs Radio	5238	368,144	352,000	328,650	334,650
Maintenance/Repairs Bldgs	5240	155,535	193,920	212,385	217,696
Maintenance/Repairs Grnds	5242	38,500	37,837	38,500	39,463
Rents/Leases Equip & Prop	5246	68,600	50,138	63,000	64,158
Prof & Specialized Services	5250	1,034,090	857,578	945,905	919,271
Recruiting Costs	5251	94,200	50,000	87,800	78,515
Legal Services	5252	250,000	210,000	200,000	207,500
Medical Services	5254	111,100	85,000	106,100	113,405
Communications Services	5258	78,600	78,600	79,500	79,500
Election Services	5262	0	0	110,000	0
Insurance Services	5264	460,000	445,000	466,000	512,600
Publication of Legal Notices	5270	500	1,200	500	500
Specialized Printing	5272	26,900	23,930	23,825	27,979
Dues & Memberships	5274	68,130	63,385	65,425	66,818
Educational Courses	5276	61,000	42,000	61,500	62,225
Educ Assistance Program	5277	45,000	25,000	15,000	16,125
Public Education Supplies	5278	11,000	8,000	11,000	11,000
Books & Periodicals	5280	18,635	10,965	20,030	18,812
Recognition Supplies	5282	5,000	3,000	4,000	4,000
Meetings & Travel Expenses	5284	44,450	28,900	29,900	29,900
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$4,888,153</b>	<b>\$4,298,277</b>	<b>\$4,825,390</b>	<b>\$4,806,005</b>
<b>% Change</b>		<b>-18%</b>	<b>-12%</b>	<b>12%</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>		<b>\$49,891,575</b>	<b>\$48,022,254</b>	<b>\$54,460,429</b>	<b>\$54,102,117</b>
<b>% Change</b>		<b>-1%</b>	<b>-4%</b>	<b>13%</b>	<b>-1%</b>

# **BOARD OF DIRECTORS**

## **PURPOSE**

The Board of Directors is the elected policy-making body for the San Ramon Valley Fire Protection District. It is comprised of five members elected at-large who serve four-year overlapping terms. The Board of Directors provide financial oversight and strategic policy direction to maximize the public value of District services. The Board is responsible for hiring the Fire Chief and District legal counsel.

## **STANDARD LEVEL OF PERFORMANCE**

1. Provide overall leadership and direction for the District through the establishment of broad policies to be implemented by the Fire Chief.
2. Strive to deliver the highest quality of fire suppression, fire prevention and emergency medical services to District residents and businesses.
3. Actively exercise financial and policy oversight to ensure the long term viability of the District.
4. Exercise prudence and integrity with respect to financial transactions and the stewardship of District assets.
5. Be sensitive and responsive to the needs and rights of the public.
6. Minimize legal challenges by ensuring compliance with both the letter and the spirit of the constitution, legislation and regulations governing actions of the District and through the effective use of outside legal counsel.
7. Provide the public, surrounding agencies and the media with a greater awareness of the District's role in the Valley.
8. Oversee the annual review and revision of the District's long term financial plan.
9. Define Board committee roles and membership on an annual basis.
10. Ensure the District has in place a personnel management system designed to attract and retain high quality and highly functioning employees.



## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Ensure fiscal policies and procedures are in place to sustain the long term viability of the District.
2. Continually review District operations for compliance with adopted standards and levels of service.
3. Ensure ongoing operations are carried out in an effective, efficient and fiscally prudent manner.
4. Evaluate options and decide on a viable plan for Station 32.

## **MEMBERS OF THE BOARD**

Director (5)

**BOARD OF DIRECTORS  
10-10**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	14,940	8,500	10,080	10,080
FICA Contributions	5140	1,328	737	902	902
Employee Group Insurance	5160	0	0	0	0
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$16,268</b>	<b>\$9,237</b>	<b>\$10,982</b>	<b>\$10,982</b>
Non-Safety Clothing	5226	500	0	0	0
Prof & Specialized Services	5250	25,000	0	10,000	10,000
Legal Services	5252	200,000	175,000	150,000	157,500
Election Services	5262	0	0	110,000	0
Dues & Memberships	5274	35,860	35,860	36,885	37,654
Educational Courses	5276	2,000	2,000	7,000	7,000
Books & Periodicals	5280	500	500	250	250
Recognition Supplies	5282	3,000	2,000	2,000	2,000
Meetings & Travel Expenses	5284	3,900	3,900	4,900	4,900
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$270,760</b>	<b>\$219,260</b>	<b>\$321,035</b>	<b>\$219,304</b>
<b>TOTAL EXPENDITURES</b>		<b>\$287,028</b>	<b>\$228,497</b>	<b>\$332,017</b>	<b>\$230,286</b>

**BOARD OF DIRECTORS  
10-10**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Clothing		0	0
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$0</b>	<b>\$0</b>
Website, Consulting Svcs, Grants		10,000	10,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
Legal Fees - District Counsel		150,000	157,500
Legislative Advocate		0	0
<b>Legal Services</b>	<b>5252</b>	<b>\$ 150,000</b>	<b>\$ 157,500</b>
Election Services		110,000	0
<b>Election Services</b>	<b>5262</b>	<b>\$ 110,000</b>	<b>\$ -</b>
Alamo Chamber of Commerce		75	75
CCC Fire Commissioner's Assoc		100	100
Danville Chamber of Commerce		300	300
San Ramon Chamber of Commerce		325	325
California Special Districts Assoc		5,300	5,300
Museum of San Ramon Valley		35	35
LAFCO		30,750	31,519
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 36,885</b>	<b>\$ 37,654</b>
Special Districts (CSDA) Workshops		5,000	5,000
Government Affairs Day		500	500
Miscellaneous Conferences		1,500	1,500
<b>Educational Courses</b>	<b>5276</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>
Manuals, Publications		250	250
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 250</b>	<b>\$ 250</b>
Retirement/Promotion Recognitions		1,000	1,000
Miscellaneous Recognition		1,000	1,000
<b>Recognition Supplies</b>	<b>5282</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
Board Meeting Refreshments		400	400
Special Districts (CSDA) Workshops		2,000	2,000
Fire Commissioners Quarterly Mtg		500	500
Miscellaneous Conferences		2,000	2,000
<b>Meetings/Travel Exp</b>	<b>5284</b>	<b>\$ 4,900</b>	<b>\$ 4,900</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 321,035</b>	<b>\$ 219,304</b>

## **FIRE CHIEF**

### **PURPOSE**

The Fire Chief is the Chief Executive Officer of the District. In collaboration with the Board of Directors and in partnership with all members of the organization, the Fire Chief provides direction, protection and order to the District. The Fire Chief also serves as the Treasurer of the District and is responsible for implementation of policies established by the Board of Directors and the San Ramon Valley Fire Protection District Financing Corporation.

### **STANDARD LEVEL OF PERFORMANCE**

1. Primarily responsible for day-to-day administration of the District and Public Financing Authority pursuant to policy direction from the Board of Directors.
2. Adhere to all legal and contractual requirements that govern Fire/Special District operations.
3. As Treasurer, oversee financial activities of the District, ensure investments are in compliance with the Board approved investment policy and state regulations.
4. Conduct long-range fiscal planning and provide the framework and oversight for the development and administration of the annual operating and capital budgets.
5. Ensure the safety of District residents, businesses and employees through effective oversight of daily operations and emergency situations.
6. Ensure that all requests for assistance are handled promptly and courteously.
7. Plan for future growth and development within the District.
8. Work collaboratively with labor to address financial and operational needs of the District.
9. Develop staff to meet the future needs of the organization.
10. Maintain political liaison with all local and regional jurisdictions.
11. Continue to evaluate the effectiveness of the organizational structure and programs offered to maximize the effectiveness and public value of District services.

### **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Continue to build trust and maintain a high level of morale throughout the organization.
2. Present the Board with a long term financial plan that is sustainable and enhances the fiscal stability of the District.
3. Recruit a Chief Financial Officer.
4. Develop a succession plan and implementation strategy that promotes organizational stability and consistency.

5. Ensure District procurement policies and procedures are prudent and take full advantage of all available economies and efficient practices.
6. Present the Board with viable options for Station 32.
7. Identify external threats to the organization and develop strategies to mitigate those threats.
8. Ensure the Board and all personnel are trained in disaster preparedness and have full understanding of EOC operations.
9. Review the structure, operations and long range goals of the Fire Prevention Division.
10. Ensure the District is in compliance with mandated training requirements; and identify targeted, specific training needs of the organization.
11. Ensure consistency in command throughout the organization.

## **STAFFING SUMMARY**

Fire Chief<sup>1</sup>

District Clerk

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<sup>1</sup> The Fire Chief also serves as the Treasurer of the District.

**FIRE CHIEF  
10-15**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	348,230	348,230	348,731	348,731
FICA Contributions	5140	5,049	5,049	5,057	5,057
Retirement Contributions	5150	191,687	191,687	253,783	243,718
Employee Group Insurance	5160	41,894	41,894	40,839	44,923
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$586,860</b>	<b>\$586,860</b>	<b>\$648,410</b>	<b>\$642,429</b>
Office Supplies	5202	1,500	1,000	1,000	1,000
Small Tools & Equipment	5210	5,000	4,000	5,000	5,000
Miscellaneous Supplies	5212	1,000	1,200	1,500	1,500
Food Supplies	5222	1,000	500	750	750
Non-Safety Clothing	5226	2,000	1,500	1,500	1,500
Prof & Specialized Services	5250	16,000	15,000	46,000	76,000
Specialized Printing	5272	5,200	4,200	4,200	4,200
Dues & Memberships	5274	8,150	5,000	5,775	5,775
Educ Courses District Wide	5276	39,000	20,000	20,000	20,000
Books & Periodicals	5280	250	250	250	250
Travel Exp District Wide	5284	40,550	25,000	25,000	25,000
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$119,650</b>	<b>\$77,650</b>	<b>\$110,975</b>	<b>\$140,975</b>
<b>TOTAL EXPENDITURES</b>		<b>\$706,510</b>	<b>\$664,510</b>	<b>\$759,385</b>	<b>\$783,404</b>

**FIRE CHIEF  
10-15**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		1,000	1,000
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Badges, Name Tag, Collar Brass, Pins		4,000	4,000
Misc. Tools and Equipment		1,000	1,000
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
Misc. Supplies		1,500	1,500
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Misc. Food Supplies/Meals		750	750
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 750</b>	<b>\$ 750</b>
Uniforms - District Clerk		750	750
Uniforms - Fire Chief		750	750
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Newsletter Writing/Design		1,000	1,000
Consultant/Professional Services		45,000	75,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 46,000</b>	<b>\$ 76,000</b>
Document Services		4,000	4,000
Business Cards		200	200
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 4,200</b>	<b>\$ 4,200</b>
Exchange Club San Ramon Valley		160	160
Fire Districts Assoc of California		450	450
Contra Costa Co. Special Dist Assoc		50	50
National Fire Protection Assoc		165	165
CCC Fire Chiefs Association		400	400
International Assoc. of Fire Chiefs		2,500	2,500
Annual Accreditation Fee		1,550	1,550
Contra Costa CAER		500	500
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 5,775</b>	<b>\$ 5,775</b>
Educational Courses - District Wide		20,000	20,000
<b>Educational Courses</b>	<b>5276</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
Misc. Fire Service Books/Magazines		250	250
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 250</b>	<b>\$ 250</b>

**FIRE CHIEF  
10-15**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Meetings/Travel Exp - District Wide		25,000	25,000
<b>Meetings/Travel Exp</b>	<b>5284</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 110,975</b>	<b>\$ 140,975</b>





## **HUMAN RESOURCES**

### **PURPOSE**

The Human Resources Department is responsible for recruiting, hiring, employee relations and communications, personnel policies and procedures, labor negotiations, workers' compensation, employee record keeping, benefits administration, and risk management oversight. The Human Resources staff act as advocates for both the District and the people who work for the District.

### **STANDARD LEVEL OF PERFORMANCE**

1. Through appropriate managers, ensure the District and employees adhere to administrative policies and procedures, rules and regulations.
2. Maintain positive labor relations through open, fair communications, and the consistent application of personnel policies and procedures.
3. Assist with collective bargaining and update human resources policies and procedures through the "Meet and Confer" process with represented group.
4. Deliver examination processes in a fair, consistent and legal manner.
5. Recruit and hire new employees as needed following all legal requirements.
6. Ensure standards pertaining to the Injury Illness Prevention Program, workers' compensation, salary and benefit administration, and attendance/leave policies are met and consistently administered.
7. Facilitate resolution of grievances, complaints, discipline, coaching/counseling and evaluation activities.
8. Administer the District's Chaplain Program.
9. Maintain an ergonomically sound work environment.
10. Manage and administer the District's employee benefits program.
11. Provide prompt, courteous responses to employees seeking information or assistance.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Hire Human Resources Manager by September 30, 2014.
2. Update Non-Represented Employee Handbook by December 31, 2014.
3. Update ABRA benefits database to assist with the compilation of information required for compliance with the Affordable Care Act by December 31, 2014.
4. Review and update personnel policies by December 31, 2014:
  - a. Policy #211                      Use of Sick Leave
  - b. Policy #215                      Modified Duty Assignment
  - c. Policy #222                      Workers' Compensation Program
  - d. Policy #320                      Communication Equipment
  - e. Policy #322                      Prohibiting Workplace Violence
  - f. Policy #512                      Attendance
  - g. Policy #515                      Social Media Policy – Personal Use (New Policy)
  - h. Policy #516                      Make-Up Time Policy (New Policy)
5. Review all Category 7 and Category 9C Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by June 30, 2015 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Human Resources Manager (1)

Human Resources Generalist (1)

Office Assistant (1)

**HUMAN RESOURCES  
10-20**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	248,582	297,970	291,738	302,389
Temporary Salaries	5115	20,000	5,340	0	0
Permanent Overtime	5120	5,000	0	5,000	5,000
FICA Contributions	5140	3,604	5,239	4,230	4,385
Retirement Contributions	5150	89,863	82,210	120,021	124,403
Employee Group Insurance	5160	42,215	42,215	65,611	72,172
Retiree Health Insurance	5170	1,901,214	1,818,271	2,076,046	2,385,118
OPEB Contribution	5175	520,473	520,473	1,000,000	1,050,000
Unemployment Insurance	5180	20,000	25,000	20,000	20,000
Workers Comp Claims	5190	820,000	820,000	850,000	875,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$3,670,951</b>	<b>\$3,616,718</b>	<b>\$4,432,646</b>	<b>\$4,838,467</b>
Office Supplies	5202	1,500	1,500	1,500	1,500
Postage/Freight	5204	1,000	1,000	1,000	1,000
Small Tools & Equipment	5210	2,500	2,500	6,500	6,500
Food Supplies	5222	7,500	4,000	6,500	6,500
Non-Safety Clothing	5226	3,000	2,000	3,000	3,000
Prof & Specialized Services	5250	126,700	75,000	104,900	109,845
Recruiting Costs	5251	94,200	50,000	87,800	78,515
Legal Services	5252	50,000	35,000	50,000	50,000
Medical Services	5254	111,100	85,000	106,100	113,405
Insurance Services	5264	460,000	445,000	466,000	512,600
Specialized Printing	5272	2,200	2,000	2,000	2,000
Dues & Memberships	5274	3,200	3,000	3,400	3,580
Educational Courses	5276	2,000	2,000	14,500	15,225
Books & Periodicals	5280	1,000	800	1,000	1,050
Recognition Supplies	5282	2,000	1,000	2,000	2,000
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$867,900</b>	<b>\$709,800</b>	<b>\$856,200</b>	<b>\$906,720</b>
<b>TOTAL EXPENDITURES</b>		<b>\$4,538,851</b>	<b>\$4,326,518</b>	<b>\$5,288,846</b>	<b>\$5,745,187</b>

**HUMAN RESOURCES**  
**10-20**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Pictures/Frames-Admin		300	300
General Office Supplies		500	500
Plaques, Name Plates, Misc.		200	200
Blank ID Cards & Printer Supplies		500	500
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Postage/Freight		1,000	1,000
<b>Postage/Freight</b>	<b>5204</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Chaplain Supplies		1,500	1,500
Ergonomic Furniture/Supplies		5,000	5,000
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>
Assessment Center - BC		500	500
Assessment Center - Engineer		500	500
Recruitment - FF/PM		2,000	2,000
Recruitment - Management (CFO)		500	500
Recruitment - EMS (Specialist)		500	500
Recruitment - Comm Ctr (Disp)		500	500
Recruitment - Administrative		500	500
Miscellaneous Testing		500	500
Management/Union Meetings		1,000	1,000
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>
Uniforms - Chaplain		1,000	1,000
Uniforms - Support Staff		1,750	1,750
Uniforms - Misc.		250	250
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
Taleo/Performance Appraisals		5,600	5,880
HRIS Software Support (ABRA)		3,300	3,465
IEDA		24,000	24,000
IEDA - Document Warehouse		0	0
Crisis - Trauma Intervention		7,000	7,000
Health Insurance Administrative Fee		20,000	22,000
Actuarial - Workers' Compensation		5,000	7,500
Safety Committee/Training/Consult		5,000	5,000
Ergonomic Consulting		3,000	3,000
Fingerprint Services/DOJ		2,000	2,000
Investigation Services		20,000	20,000
Human Resources Consulting		10,000	10,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 104,900</b>	<b>\$ 109,845</b>

**HUMAN RESOURCES**  
**10-20**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Assessment Center - BC		11,500	11,500
Assessment Center - Engineer		14,500	14,500
Recruitment - FF/PM (8)		8,500	8,500
Recruitment - Management (CFO)		10,000	0
Recruitment - EMS (Specialist)		1,500	1,500
Recruitment - Comm Ctr (Disp)		1,500	1,500
Recruitment - Administrative		1,000	0
Study Books/Materials (Eng)		2,500	2,625
Background Investigations - 12		15,000	15,750
Physical Examinations - 12		13,200	13,860
Polygraph/Psych (9)		3,600	3,780
Miscellaneous Recruiting Costs		5,000	5,000
<b>Recruiting Costs</b>	<b>5251</b>	<b>\$ 87,800</b>	<b>\$ 78,515</b>
Legal Services - Employee Relations		50,000	50,000
<b>Legal Services</b>	<b>5252</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
Wellness Exam Physicals/EKG		90,000	95,000
Various Vaccines/Tests		10,000	12,000
DMV Physicals		2,100	2,205
Medical Consulting/Fitness for Duty		2,000	2,100
Miscellaneous Medical Services		2,000	2,100
<b>Medical Services</b>	<b>5254</b>	<b>\$ 106,100</b>	<b>\$ 113,405</b>
Excess Workers' Comp Insurance		300,000	330,000
Property & Liability Insurance Pool		98,000	107,800
Self-Insured Certification-State of CA		68,000	74,800
<b>Insurance Services</b>	<b>5264</b>	<b>\$ 466,000</b>	<b>\$ 512,600</b>
Forms/Posters/Card Shells		500	500
Recognition Supplies		500	500
Survivor Benefit Handbook		800	800
Misc. Employee Materials/Handouts		200	200
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
Society for Human Resources		400	420
California Chamber Of Commerce		600	630
National Seminar Training - HR		600	630
CAL PELRA		350	368
PARMA		100	105
IPMA/Nor Cal IPMA		650	683
Chaplain Federation		500	525
Miscellaneous Dues/Memberships		200	220
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 3,400</b>	<b>\$ 3,580</b>
Supervisor Training		12,000	12,600
Misc On-Line Training		2,500	2,625
<b>Educational Courses</b>	<b>5276</b>	<b>\$ 14,500</b>	<b>\$ 15,225</b>

**HUMAN RESOURCES  
10-20**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Labor Monthly Newsletter		250	263
Western Cities		50	53
Public Retirement Newsletter		200	210
Miscellaneous Subscriptions		500	525
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,000</b>	<b>\$ 1,050</b>
Employee Events		1,000	1,000
Miscellaneous Recognition Supplies		1,000	1,000
<b>Recognition Supplies</b>	<b>5282</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 856,200</b>	<b>\$ 906,720</b>

## **FINANCE**

### **PURPOSE**

The Finance Division is responsible for: development of financial policies and procedures; implementing the internal accounting controls needed to safeguard District financial resources; internal and external financial reporting; cash/investment management; accounting and budgeting; accounts receivable/payable; payroll; grant administration; and fixed asset accounting.

### **STANDARD LEVEL OF PERFORMANCE**

1. Adhere to all legal and contractual requirements with respect to the financial transactions of the District.
2. Facilitate and coordinate the preparation of financial forecasts, annual budget, annual CAFR, report to State Controller, and the District's independent audit.
3. Provide debt service management (arbitrage calculations, trustee accounts, debt service payments).
4. Provide a prudent investment program consistent with the District's investment policy through ongoing analysis of cash requirements and market conditions.
5. Maintain and reconcile all accounts and general ledger transactions, including purchase order management and registers.
6. Provide the Board of Directors, Fire Chief and command staff with relevant and timely (monthly) financial information.
7. Deposit cash, post and prepare monthly report of cash receipts, track accounts receivable, audit ambulance billings, provide training and support to District staff regarding access to financial information.
8. Respond to vendor inquiries, maintain current files and issue applicable tax documents.
9. Maintain real property listings, equipment schedules for capital assets, depreciation schedules, disposal of surplus equipment and an annual physical inventory count of fixed assets.
10. Process payroll, retirement reporting, maintain records, respond to employee inquiries and other related payroll tasks.
11. Seek out grant funding as a District resource and monitor grant purchases for compliance with Single Audit guidelines, and respond to Federal audit inquiries.
12. Provide analytical support to all departments/divisions of the organization.



## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Complete the grant closing process in accordance with Federal regulations for the following: Assistance to Firefighters Grant for mobile radios and base stations, Assistance to Firefighters Grant for self-contained breathing apparatus and the Urban Areas Security Initiative Grant for development of a training video. (Operations and Fire Prevention)
2. Implement inventory control software and establish written procedures by March 31, 2015. (6E.5) (Operations and EMS)
3. Review and update District purchasing policies and procedures to: enhance open and competitive bidding; combine purchasing with other public agencies where practicable; and enhance opportunities for local vendors to do business with the District.
4. Negotiate and implement a sales tax sharing agreement with the City of San Ramon to capture local share of use tax on out-of-state purchases.
5. Maintain two-year budget and 10-year financial plan to provide long-term perspective for financial decision making.
6. Review all Category 4 Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by June 30, 2015 for inclusion in the CFAI Annual Compliance Report.
7. Identify investment options for reserve funds.

## **STAFFING SUMMARY**

Chief Financial Officer (1)

Controller (1)

Accounting Technician (2)

**FINANCE  
10-25**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	385,584	185,648	383,147	484,324
Permanent Overtime	5120	5,000	2,000	2,500	2,500
FICA Contributions	5140	5,591	2,652	5,556	7,023
Retirement Contributions	5150	139,389	67,977	157,626	199,251
Employee Group Insurance	5160	72,913	45,415	61,102	67,212
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$608,477</b>	<b>\$303,693</b>	<b>\$609,931</b>	<b>\$760,310</b>
Office Supplies	5202	10,000	7,500	9,000	10,000
Postage/Freight	5204	7,000	7,500	8,000	8,500
Food Supplies	5222	4,500	4,000	4,500	4,500
Non-Safety Clothing	5226	2,000	1,500	1,500	1,750
Maintenance/Repairs Equip	5236	15,004	14,779	15,300	15,300
Rents/Leases Equip & Prop	5246	1,200	1,200	1,200	1,200
Prof & Specialized Services	5250	371,247	410,000	344,500	309,400
Specialized Printing	5272	7,000	5,000	7,000	7,000
Dues & Memberships	5274	1,030	1,030	1,030	1,160
Books & Periodicals	5280	1,020	1,020	1,050	1,125
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$420,001</b>	<b>\$453,529</b>	<b>\$393,080</b>	<b>\$359,935</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,028,478</b>	<b>\$757,222</b>	<b>\$1,003,011</b>	<b>\$1,120,245</b>

**FINANCE  
10-25**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies-Administration		9,000	10,000
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 9,000</b>	<b>\$ 10,000</b>
District-wide Postage/Freight		8,000	8,500
<b>Postage/Freight</b>	<b>5204</b>	<b>\$ 8,000</b>	<b>\$ 8,500</b>
Coffee Supplies-Administration		4,500	4,500
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
Uniforms		1,500	1,750
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 1,500</b>	<b>\$ 1,750</b>
Canon Color Copier-Admin		10,500	10,500
Sage Software Maintenance		3,500	3,500
Postage Machine Maint. Agreement		1,300	1,300
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 15,300</b>	<b>\$ 15,300</b>
Postage Meter Lease		1,200	1,200
<b>Rents &amp; Leases</b>	<b>5246</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>
Ambulance Collection Fees		187,600	188,500
Audit Fees		34,100	34,100
Federal Grant - Single Audit Fees		5,000	5,000
COP-Annual Trustee Fees		3,000	3,000
SB-90 Claim Preparation		5,000	5,000
Payroll Charges - Admin Fees		21,000	21,000
Section 125 Plan - Admin Fees		2,900	2,900
Access Database Consultant		2,000	2,000
CAFR Overlapping Debt Schedule		900	900
Actuarial Services		0	14,000
Financial Consulting		50,000	0
Investment Management Fees		28,000	28,000
Bank & Credit Card Fees		5,000	5,000
Affordable Care Act - Legal Fees		0	0
<b>Professional Services</b>	<b>5250</b>	<b>\$ 344,500</b>	<b>\$ 309,400</b>
Budget Printing		3,000	3,000
CAFR Printing		3,000	3,000
Check Printing		1,000	1,000
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>

**FINANCE  
10-25**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Calif Municipal Finance Officers		250	300
Government Finance Officers Assoc		450	500
Calif Assoc. Public Procurement		130	150
Costco - District Wide		200	210
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 1,030</b>	<b>\$ 1,160</b>
GFOA/CAFR Submission Fee		550	575
Newspaper/Wall Street Journal		200	225
Government Tax Manual		300	325
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,050</b>	<b>\$ 1,125</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 393,080</b>	<b>\$ 359,935</b>



# **FIRE PREVENTION**

## **PURPOSE**

The Fire Prevention Division provides fire prevention and other community risk reduction services through the use of long range planning, inspection and plan review, code compliance, exterior hazard abatement, emergency preparedness, public information, community education and public counter services. The purpose is to foster a resilient and vital community.

## **STANDARD LEVEL OF PERFORMANCE**

1. Treat customers with respect, providing prompt resolution to customer needs that include realistic expectations and honest communication.
2. Provide prompt and courteous customer service and administrative support at the Public Counter for both internal and external customers.
3. Perform long range community development activities ensuring infrastructure contains emergency fire and life safety elements for both the public and emergency responders.
4. Perform engineering activities and inspections of construction projects in a timely manner, ensuring compliance with fire and life safety codes and standards.
5. Conduct code compliance activities and investigate hazard concerns, meeting 100% inspection of targeted occupancies and properties, ensuring compliance with fire and life safety codes and all standards, including the Exterior Hazard Abatement Program.
6. Deliver community education programs that provide knowledge in fire safety, life safety, community health and emergency preparedness in collaboration with partner agencies and stakeholders.
7. Continue ongoing staff development to assure personnel are well qualified to meet current and future needs.
8. Continue to manage and develop the emergency management and preparedness activities consistent with the Citizen Corps Council directives.
9. Perform investigations of fire incidents to determine their cause and origin, conduct post incident inspections to determine performance of building fire and life safety elements.
10. Strengthen relationships with law enforcement agencies; delineate roles and responsibilities for criminal investigations and evidence collection for incendiary fires.
11. Strengthen and protect the District image and reputation among both its internal and external stakeholders through actions that promote communication among stakeholders, transparency and community/media relations.
12. Manage prevention policies, contracts, standards, ordinances and fee schedules.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Evaluate the Fire Prevention Division services and long term vision to provide for efficiency while maintaining targeted and effective community risk reduction services.
2. In cooperation with the Operations Section, evaluate training needs and provide training or District staff to support emergency management functions of major incidents including functions within the incident command system and emergency operations centers.
3. Continue to provide support services for Facilities.
4. Develop a policy that outlines service charges related to negligent actions which cause the use of services or facilities of the District pursuant to Health and Safety Code §13009.

## **STAFFING SUMMARY**

Division Chief/Fire Marshal

Deputy Fire Marshal (2) [1 unfunded/vacant]

Fire Inspector (2)

Fire Code Compliance Officer (4) [1unfunded/vacant]

Fire Prevention Specialist (2)

CERT Coordinator (Part-time)

Plans Examiner (1)

Office Assistant (2) [1 vacant/Temp OA funded]

**FIRE PREVENTION  
10-30**

DESCRIPTION	GL CODE	AMENDED BUDGET FY 13-14	PROJECTED ACTUALS FY 13-14	PROPOSED BUDGET FY 14-15	PROJECTED BUDGET FY 15-16
Misc Revenue	4640	0	8,000	30,000	0
<b>TOTAL REVENUES</b>		<b>\$0</b>	<b>\$8,000</b>	<b>\$30,000</b>	<b>\$0</b>
Permanent Salaries	5110	1,297,856	1,293,464	1,307,581	1,307,581
Temporary Salaries	5115	0	55,000	65,000	66,625
Permanent Overtime	5120	30,000	30,000	40,000	40,000
FICA Contributions	5140	18,837	19,099	18,960	18,960
Retirement Contributions	5150	627,088	625,508	799,801	777,246
Employee Group Insurance	5160	236,857	215,951	218,347	240,182
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$2,210,638</b>	<b>\$2,239,022</b>	<b>\$2,449,689</b>	<b>\$2,450,594</b>
Office Supplies	5202	1,500	1,500	1,500	1,500
Postage	5204	4,700	8,400	8,450	8,450
Small Tools & Equipment	5210	1,500	1,500	1,500	1,500
Firefighting Supplies	5214	750	1,500	750	800
Food Supplies	5222	1,000	500	1,000	1,000
Safety Clothing & Supplies	5224	1,000	500	1,000	1,000
Non-Safety Clothing	5226	4,000	5,000	5,000	5,000
Maintenance/Repairs Equip	5236	1,000	250	1,000	1,000
Prof & Specialized Services	5250	77,500	84,900	58,000	28,000
Publication of Legal Notices	5270	500	1,200	500	500
Specialized Printing	5272	8,500	9,350	7,000	11,500
Dues & Memberships	5274	11,240	11,240	11,485	11,485
Public Education Supplies	5278	11,000	8,000	11,000	11,000
Books & Periodicals	5280	2,250	600	2,415	2,415
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$126,440</b>	<b>\$134,440</b>	<b>\$110,600</b>	<b>\$85,150</b>
<b>TOTAL EXPENDITURES</b>		<b>\$2,337,078</b>	<b>\$2,373,462</b>	<b>\$2,560,289</b>	<b>\$2,535,744</b>



**FIRE PREVENTION  
10-30**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Miscellaneous Office Supplies		1,500	1,500
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Plans Mail Back		3,000	3,000
Exterior Hazard Abatement Mailing		5,000	5,000
Bulk Mail Maintenance Account		450	450
<b>Postage/Freight</b>	<b>5204</b>	<b>\$ 8,450</b>	<b>\$ 8,450</b>
PIO, Code Officers & Invest Tools		1,500	1,500
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Cars - Auto Extrication Demos		750	800
<b>Firefighting Supplies</b>	<b>5214</b>	<b>\$ 750</b>	<b>\$ 800</b>
Staff Meals - Pub Ed Events		1,000	1,000
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Potential Replacement Gear		1,000	1,000
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Non-Safety Uniform Replacement		4,500	4,500
Tailoring		500	500
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
General Maintenance & Repair		1,000	1,000
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Specialized Plan Check Services		3,000	3,000
Weed Abatement Contractor		15,000	15,000
Emergency Services		30,000	0
E-Business Services		10,000	10,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 58,000</b>	<b>\$ 28,000</b>
Publication of Legal Notices		500	500
<b>Legal Notices</b>	<b>5270</b>	<b>\$ 500</b>	<b>\$ 500</b>
Coloring Contest		750	750
Citation Books		250	250
Exterior Hazard Abatement		5,000	5,000
Coloring Books--2yr supply		0	4,500
Public Education Brochure		500	500
Business Cards		500	500
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 7,000</b>	<b>\$ 11,500</b>

**FIRE PREVENTION  
10-30**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
NorCal FPO		165	165
CCAI		195	195
ICC		225	225
NFPA		165	165
CCC Chiefs		25	25
CalBO		215	215
IAFC		0	0
Diablo Firesafe Council		50	50
ICC East Bay		265	265
CAPIO		0	0
ICC Certification Renewal		180	180
Citizen Corps Council		10,000	10,000
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 11,485</b>	<b>\$ 11,485</b>
General Public Education Supplies		5,000	5,000
Public Education Program Supplies		6,000	6,000
<b>Pub Ed Supplies</b>	<b>5278</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>
NFPA Standards Online Subscription		1,165	1,165
Barclays Publishing, CCR Title 19		250	250
Misc. Books & Periodicals		1,000	1,000
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 2,415</b>	<b>\$ 2,415</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 110,600</b>	<b>\$ 85,150</b>



# **TECHNOLOGY**

## **PURPOSE**

The Technology Division is responsible for the acquisition and maintenance of the information systems, communications systems, and computing resources of the District.

## **STANDARD LEVEL OF PERFORMANCE**

1. Provide the necessary infrastructure to support the data and voice communications needs of the District.
2. Furnish all the necessary computer equipment and peripheral devices current with today's standards.
3. Provide and maintain mobile computing infrastructure and devices to enable timely communication and effective deployment of District resources.
4. Oversee the Web Content Management System platform and application updates.
5. Maintain a comprehensive radio network to support all operations of the District.
6. Provide all on duty suppression and investigation employees with appropriate communications devices as needed.
7. Perform GIS spatial analysis and provide mapping services to various divisions and entities.
8. Produce and maintain accurate maps of the District as changes occur to assure the timely delivery of emergency services.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Configure and implement all Computer-Aided Dispatch (CAD) deployment changes necessary for the Communications Center to perform closest-unit dispatch utilizing Automated Vehicle Location (AVL) technology. (Operations, Communications)
2. Install and configure a highly-reliable virtualization platform to consolidate and replace the District's end-of-life server infrastructure.
3. As identified in the District's Capital Improvement Plan (CIP), replace the District's core network switch (a network appliance used to connect all of the network devices, servers, computers, printers and other peripheral devices in the District's Administration building).
4. As identified in the District's Capital Improvement Plan (CIP), replace the District's Voice-over-IP (VoIP) infrastructure and the Communications Center logging recorder.
5. Review all Category 2A, 2B, 2C and Category 9D Performance Indicators that state current practice is within scope.

## **STAFFING SUMMARY**

Technology Systems Manager

Information Systems Technician

Geographic Information Systems Analyst (Part-time)

Radio Technician (Part-time)

**TECHNOLOGY  
20-35**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	320,811	267,815	249,167	249,167
Temporary Salaries	5115	64,981	60,000	89,580	89,580
Permanent Overtime	5120	0	0	0	0
FICA Contributions	5140	7,899	7,651	10,466	10,466
Retirement Contributions	5150	126,026	97,931	102,508	102,508
Employee Group Insurance	5160	57,166	38,503	32,944	36,239
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$576,883</b>	<b>\$471,899</b>	<b>\$484,665</b>	<b>\$487,960</b>
Telecommunications	5206	193,100	175,000	184,300	184,300
Computer Supplies	5218	38,500	25,000	7,500	7,500
Radio Equipment & Supplies	5219	25,000	25,000	25,000	25,000
Non-Safety Clothing	5226	1,500	1,500	1,500	1,500
Maintenance/Repairs Radio	5238	365,694	350,000	326,200	332,200
Rents/Leases Equip & Prop	5246	37,500	32,500	32,500	33,000
Prof & Specialized Services	5250	20,000	5,000	5,000	5,000
Communications Services	5258	78,600	78,600	79,500	79,500
Dues & Memberships	5274	500	500	500	500
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$760,394</b>	<b>\$693,100</b>	<b>\$662,000</b>	<b>\$668,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,337,277</b>	<b>\$1,164,999</b>	<b>\$1,146,665</b>	<b>\$1,156,460</b>

**TECHNOLOGY  
20-35**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
24x7 Network Support		8,000	8,000
Cell Phone Service		32,000	32,000
Fire Dispatch		4,800	4,800
Internet Fax Service		1,500	1,500
Internet Service		19,000	19,000
Mobile Data Service		24,000	24,000
Mobile Data T-1		8,500	8,500
Pager Service		11,000	11,000
Phone Maintenance		7,500	7,500
Phone/Network Service		60,000	60,000
Satellite Internet Service		3,000	3,000
Satellite Phone Service		4,500	4,500
Station 37 - Wireless		500	500
<b>Telecommunications</b>	<b>5206</b>	<b>\$ 184,300</b>	<b>\$ 184,300</b>
Computer Supplies and Parts		7,500	7,500
<b>Computer Supplies</b>	<b>5218</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>
Radios & Components		25,000	25,000
<b>Radio Equip/Supplies</b>	<b>5219</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
Uniforms-Non Safety		1,500	1,500
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Hardware Maint-Disp. & Admin UPS		4,750	5,000
Hardware Maint-Disp. Audio Logger		7,000	7,500
Hardware Maint-Disp. Fire Stn. Alert		8,000	8,250
Hardware Maint-Document Imaging		2,250	2,500
Hardware Maint-Firewall & VPN		2,500	2,500
Hardware Maint-Network		21,000	21,000
Hardware Maint-Servers		5,000	5,000
Misc. Maintenance & Repair		20,000	20,000
Radio Maintenance & Repair		45,000	45,000
Microsoft Office licensing		19,500	19,500
Software Maint-Anti-virus		3,750	3,750
Software Maint-Backup		6,000	6,000
Software Maint-CAD		81,000	84,000
Software Maint-Database Reporting		1,500	1,450
Software Maint-Disp. & Mobile Map		10,000	10,000
Software Maint-Document Imaging		7,500	8,000
Software Maint-EMD		2,000	2,000

**TECHNOLOGY  
20-35**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Software Maint-GIS		5,500	5,500
Software Maint-Network Admin.		1,500	1,500
Software Maint-Network Monitoring		3,500	3,500
Software Maint-Remote Access		1,500	1,500
Software Maint-RMS		41,200	42,500
Software Maint-Spam Filter		2,500	2,500
Software Maint-Staffing		9,750	9,750
Software Maint-Virtualization		1,250	1,250
Software Maint-Website		12,750	12,750
<b>M &amp; R-Radio/Elec</b>	<b>5238</b>	<b>\$ 326,200</b>	<b>\$ 332,200</b>
Microwave Services		32,500	33,000
<b>Rents &amp; Leases</b>	<b>5246</b>	<b>\$ 32,500</b>	<b>\$ 33,000</b>
Professional Services-Other		5,000	5,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
EBRCS - Subscriber Fees		79,500	79,500
<b>Comm Services</b>	<b>5258</b>	<b>\$ 79,500</b>	<b>\$ 79,500</b>
Dues & Membership		500	500
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 662,000</b>	<b>\$ 668,500</b>





# **COMMUNICATIONS CENTER**

## **PURPOSE**

The Communications Center is responsible for ensuring that citizens in need of emergency and non-emergency services are matched quickly and effectively with the most appropriate resources. The Communications Center monitors incident radio traffic and maintains location and status information of District resources.

## **STANDARD LEVEL OF PERFORMANCE**

1. Provide professional emergency and non-emergency dispatch services on a 24-hour basis.
2. Serve as a 24-hour communications resource for the general public.
3. Continually review the current standards of care and practice in EMD, Fire, and other areas of Public Safety Telecommunications.
4. Maintain an Accredited Center of Excellence (ACE) Emergency Medical Dispatch Program.
5. Ensure that all communications center personnel are trained to appropriate industry standards.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Develop and implement all workflow, policy and computer-aided dispatch (CAD) changes necessary for the Communications Center to perform nearest unit dispatch using Automatic Vehicle Location (AVL) based response. (Technology)
2. Provide dispatcher training to support operations transition to Automatic Vehicle Location (AVL) based response.
3. Implement Next Generation 911 Phone System, provide dispatcher training and ensure compliance with State standards.
4. Research and implement a Next Generation Communications Audio Logger, including the training of supervisory staff.
5. Review all Category 9B Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 6/30/15 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Communications Center Manager

Supervising Dispatcher (3)

Dispatcher (6)

**COMMUNICATIONS CENTER  
20-38**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	1,040,357	917,182	1,085,488	1,094,688
Temporary Salaries	5115	40,000	66,500	40,000	40,000
Permanent Overtime	5120	167,500	178,500	167,500	167,500
FICA Contributions	5140	17,485	21,469	18,140	18,273
Retirement Contributions	5150	366,822	341,432	443,697	447,202
Employee Group Insurance	5160	185,002	155,752	162,833	179,116
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$1,817,166</b>	<b>\$1,680,836</b>	<b>\$1,917,658</b>	<b>\$1,946,779</b>
Office Supplies	5202	4,500	4,000	4,500	4,500
Small Tools & Equipment	5210	7,208	4,500	4,500	4,500
Safety Clothing & Supplies	5224	3,000	3,000	3,000	3,000
Non-Safety Clothing	5226	3,500	3,000	3,500	3,500
Maintenance/Repairs Radio	5238	1,950	1,500	1,950	1,950
Prof & Specialized Services	5250	27,000	27,000	27,000	27,000
Dues & Memberships	5274	1,000	700	1,000	1,000
Books & Periodicals	5280	5,000	4,000	5,000	5,000
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$53,158</b>	<b>\$47,700</b>	<b>\$50,450</b>	<b>\$50,450</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,870,324</b>	<b>\$1,728,536</b>	<b>\$1,968,108</b>	<b>\$1,997,229</b>

**COMMUNICATIONS CENTER  
20-38**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		4,500	4,500
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
Small Tools/Equipment/Furniture		4,500	4,500
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
Safety Clothing/Supplies -Reserves		3,000	3,000
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
Non-Safety Clothing-Dispatchers		3,500	3,500
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>
Communications Center Headsets		1,000	1,000
EMD ACE Re-Accredit Maint Plan		950	950
<b>M &amp; R-Radio/Elec</b>	<b>5238</b>	<b>\$ 1,950</b>	<b>\$ 1,950</b>
Professional Team Development		2,000	2,000
EMD Call Review Services		25,000	25,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 27,000</b>	<b>\$ 27,000</b>
Dues & Memberships		500	500
EMD Recert Fees-Dispatchers		500	500
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Cross Directory Renewals		1,100	1,100
Maps/Atlas		3,000	3,000
Reference Books		900	900
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 50,450</b>	<b>\$ 50,450</b>

# **FACILITIES**

## **PURPOSE**

The Facilities Division is responsible for the design, construction, management and maintenance of all District facilities. The Facilities Division also researches and implements new technology to improve operational efficiency and conducts site inspections, facility audits, work order progress reports, and other related reports.

## **STANDARD LEVEL OF PERFORMANCE**

1. Maintain the District Capital Improvement Fund.
2. Maintain District facilities.
3. Continuously review maintenance costs and look for alternative strategies to save money and improve life expectancy of the facilities.
4. Manage facility capital improvement projects.
5. Forecast the need for future fire stations and other facilities.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Develop design modifications for the proposed new Fire Station 32 to ensure the most cost effective design and ensure continuance of the approved land-use permit.
2. Develop an annual facility inspection program in order to prioritize discretionary capital spending and properly maintain the condition of district assets.
3. Develop and maintain a fuel management program to accurately account for all fuel usage, billing, deliveries and statistical tracking.
4. Develop purchasing specifications for major replacement items to ensure competitive pricing and asset quality.
5. Establish preferred vendors for common goods to obtain competitive pricing and reduce retail spending.

## **STAFFING SUMMARY**

Assistant Chief, EMS/Logistics

Senior Office Assistant

**FACILITIES  
20-45**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	81,155	72,259	72,641	72,641
Temporary Salaries	5115	31,200	19,249	31,200	31,200
FICA Contributions	5140	3,435	2,496	3,440	3,440
Retirement Contributions	5150	17,225	20,357	29,885	29,885
Employee Group Insurance	5160	22,122	23,591	23,544	25,898
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$155,137</b>	<b>\$137,951</b>	<b>\$160,710</b>	<b>\$163,064</b>
Utilities	5208	309,900	331,415	339,700	348,192
Small Tools & Equipment	5210	10,000	13,657	10,250	10,506
Miscellaneous Supplies	5212	12,000	9,537	12,300	12,608
Household Supplies	5228	40,000	35,193	40,000	41,000
Central Garage Gas & Oil	5232	22,000	30,099	22,500	23,063
Maintenance/Repairs Equip	5236	82,100	68,165	82,750	84,820
Maintenance/Repairs Bldgs	5240	155,535	193,920	212,385	217,696
Maintenance/Repairs Grnds	5242	38,500	37,837	38,500	39,463
Rents/Leases Equip & Prop	5246	8,300	3,338	6,300	6,458
Prof & Specialized Services	5250	15,000	1,356	15,000	15,376
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$693,335</b>	<b>\$724,517</b>	<b>\$779,685</b>	<b>\$799,182</b>
<b>TOTAL EXPENDITURES</b>		<b>\$848,472</b>	<b>\$862,468</b>	<b>\$940,395</b>	<b>\$962,246</b>

**FACILITIES  
20-45**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Gas/Electricity		240,187	246,216
Water		37,367	38,301
Waste Services		30,573	31,337
Cable/Satellite Services		10,191	10,445
Sewer (CCC Sanitary)		16,985	17,409
Propane Tanks		4,397	4,484
<b>Utilities</b>	<b>5208</b>	<b>\$ 339,700</b>	<b>\$ 348,192</b>
Misc. Equipment/Furniture		10,250	10,506
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 10,250</b>	<b>\$ 10,506</b>
Miscellaneous Supplies		12,300	12,608
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 12,300</b>	<b>\$ 12,608</b>
Miscellaneous Household Supplies		40,000	41,000
<b>Household Supplies</b>	<b>5228</b>	<b>\$ 40,000</b>	<b>\$ 41,000</b>
HazMat Permit Fees		8,000	8,200
CUPA /SPCC		9,000	9,225
Generator Permit Fees/BAAQMD		5,500	5,638
<b>Central Garage-Gas</b>	<b>5232</b>	<b>\$ 22,500</b>	<b>\$ 23,063</b>
Fuel Tank & Pump Maint/Repair		15,000	15,375
HVAC Maintenance/Repairs		27,000	27,675
Generator Maintenance/Repairs		30,750	31,519
Workout Equipment Prev. Maint.		3,500	3,588
Workout Equipment Repairs		4,000	4,100
Extinguisher Maintenance		2,500	2,563
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 82,750</b>	<b>\$ 84,820</b>
Building Repairs & Maintenance		110,000	112,750
Admin Cleaning Contract		25,000	25,625
Carpet/Upholstery Cleaning		5,000	5,125
Lock/Key Repairs		2,000	2,050
Pest Control Service		9,360	9,594
Plumbing Repairs		23,500	24,088
Sectional Door Maint. & Repairs		25,000	25,625
Security Alarm Monitoring/Repair		9,225	9,456
Annual Sprinkler Inspection		3,300	3,383
<b>Maint/Repairs-Bldgs</b>	<b>5240</b>	<b>\$ 212,385</b>	<b>\$ 217,696</b>



**FACILITIES  
20-45**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Admin Maintenance		15,000	15,375
Hemme Property Fencing		2,000	2,050
Hemme Property Maintenance		2,000	2,050
Station 30 Landscape		5,500	5,638
Station 35, Blackhawk Rd. Maint.		3,000	3,075
Misc. Grounds Maintenance		11,000	11,275
<b>Maint/Repairs-Grounds</b>	<b>5242</b>	<b>\$ 38,500</b>	<b>\$ 39,463</b>
Station 40- Springers		4,000	4,100
LPG Rental		2,000	2,050
Water Tank		300	308
<b>Rents &amp; Leases</b>	<b>5246</b>	<b>\$ 6,300</b>	<b>\$ 6,458</b>
Professional Consulting Services		9,500	9,738
Legal Notices		5,000	5,125
Shred-It		500	513
<b>Professional Services</b>	<b>5250</b>	<b>\$ 15,000</b>	<b>\$ 15,376</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 779,685</b>	<b>\$ 799,182</b>

# **EMERGENCY OPERATIONS**

## **PURPOSE**

Emergency Operations is responsible for providing a coordinated and organized response to emergencies and other requests for service within the District.

## **STANDARD LEVEL OF PERFORMANCE**

1. Organize and coordinate fire suppression personnel and equipment.
2. In coordination with the Battalion Chiefs and Training Captains identify, prioritize, develop, and deliver the necessary training to provide safe and efficient delivery of emergency services.
3. In coordination with the Battalion Chiefs and Training Captains, provide direction and assist in setting goals for the USAR and the Hazmat Teams.
4. Coordinate with Support Services and Apparatus Committee in determining future equipment and vehicle needs.
5. In coordination with the Battalion Chiefs and Training Captains, oversee the Station 37 Volunteer Firefighter program.
6. Coordinate and network with other fire agencies in meeting mutual aid objectives and liaison with city and county officials in addressing areas of mutual concerns, i.e. Hazmat, EMS, fire trails, exterior hazard abatement etc.
7. Review, monitor, and investigate emergency calls for proper response and adherence to established policies.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. In conjunction with Technology, and Communications implement Automatic Vehicle Location (AVL) technology into dispatch processes to enable closest unit response capability.
2. In conjunction with Technology and Communications monitor progress, and if safe and appropriate, implement the East Bay Regional Communications System (EBRCS).
3. Provide command training to Chief Officers.
4. Provide officer development training to Company Officers.
5. Identify and replace additional 2 ½" outlets on public hydrants.
6. Review programs and processes for efficiency and effectiveness.

## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>2</sup>

Battalion Chief, Suppression (3)

Training Captains, Suppression (3)

Captain (39); Engineer (39); Firefighter/Paramedic (45)

Senior Office Assistant

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<sup>2</sup> Assistant Chief, Operations also responsible for Training oversight.

**EMERGENCY OPERATIONS  
30-55**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	15,602,470	14,750,794	15,186,717	15,244,417
Permanent Overtime	5120	4,850,000	5,913,996	5,913,996	4,879,828
FICA Contributions	5140	291,321	280,196	303,415	289,256
Retirement Contributions	5150	9,837,775	9,417,925	13,116,721	12,575,216
Employee Group Insurance	5160	2,722,636	2,509,721	2,398,211	2,638,032
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$33,304,202</b>	<b>\$32,872,632</b>	<b>\$36,919,060</b>	<b>\$35,626,749</b>
Office Supplies	5202	14,000	5,905	14,000	14,350
Small Tools & Equipment	5210	12,000	4,061	12,000	12,300
Miscellaneous Supplies	5212	16,000	16,807	16,400	16,810
Firefighting Supplies	5214	90,000	90,000	110,000	112,750
Food Supplies	5222	10,000	7,939	10,000	10,250
PPE Inspection & Repairs	5223	36,000	13,916	36,000	36,900
Safety Clothing & Supplies	5224	163,082	114,120	140,000	143,500
Class A Uniforms & Supplies	5225	13,612	4,097	6,000	6,150
Class B Uniforms & Supplies	5227	25,000	24,604	28,000	28,700
Maintenance/Repairs Equip	5236	6,359	2,787	5,000	5,125
Prof & Specialized Services	5250	170,000	130,422	170,000	174,250
Specialized Printing	5272	1,300	1,055	1,325	1,359
Dues & Memberships	5274	1,000	700	1,000	1,025
Books & Periodicals	5280	1,000	280	1,000	1,025
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$559,354</b>	<b>\$416,693</b>	<b>\$550,725</b>	<b>\$564,494</b>
<b>TOTAL EXPENDITURES</b>		<b>\$33,863,556</b>	<b>\$33,289,324</b>	<b>\$37,469,785</b>	<b>\$36,191,243</b>

**EMERGENCY OPERATIONS  
30-55**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		14,000	14,350
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 14,000</b>	<b>\$ 14,350</b>
Shop Tools/Station Supplies		12,000	12,300
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 12,000</b>	<b>\$ 12,300</b>
Disaster Preparedness Supplies		16,400	16,810
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 16,400</b>	<b>\$ 16,810</b>
Misc. Firefighting Supplies		110,000	112,750
<b>Firefighting Supplies</b>	<b>5214</b>	<b>\$ 110,000</b>	<b>\$ 112,750</b>
Emergency Meals/Officer Meetings		10,000	10,250
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 10,000</b>	<b>\$ 10,250</b>
PPE Repairs & Maintenance		15,000	15,375
PPE Annual Inspection		21,000	21,525
<b>PPE Inspection</b>	<b>5223</b>	<b>\$ 36,000</b>	<b>\$ 36,900</b>
Scheduled PPE Replacement		60,000	76,875
Unscheduled PPE Replacement		75,000	61,500
PPE Research & Development		5,000	5,125
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 140,000</b>	<b>\$ 143,500</b>
Class A Uniforms		6,000	6,150
<b>Class A Uniforms</b>	<b>5225</b>	<b>\$ 6,000</b>	<b>\$ 6,150</b>
Class B Uniforms		28,000	28,700
<b>Class B Uniforms</b>	<b>5227</b>	<b>\$ 28,000</b>	<b>\$ 28,700</b>
Misc. FF Equipment Repairs/Maint		5,000	5,125
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 5,000</b>	<b>\$ 5,125</b>
Officer Development		35,000	35,875
Fire Hydrant Flow Coding		1,000	1,025
Fire Hydrant Upgrades & Maint.		40,000	41,000
Fire Trail Grading and Maintenance		25,000	25,625
Preplan Updates and Maintenance		15,000	15,375
Miscellaneous Projects		30,000	30,750
SCBA Annual Maint./Fit Testing		24,000	24,600
<b>Professional Services</b>	<b>5250</b>	<b>\$ 170,000</b>	<b>\$ 174,250</b>

**EMERGENCY OPERATIONS  
30-55**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Business Cards		500	513
Shift Calendars		500	513
Misc. printing		325	333
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 1,325</b>	<b>\$ 1,359</b>
Cal Chiefs-IAFC		1,000	1,025
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 1,000</b>	<b>\$ 1,025</b>
Miscellaneous Books/Publications		1,000	1,025
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,000</b>	<b>\$ 1,025</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 550,725</b>	<b>\$ 564,494</b>



# **FLEET**

## **PURPOSE**

The Fleet Division manages District apparatus and vehicles encompassing all operations from acquisition to disposal. Maintenance activities strive to ensure a high state of readiness, reduce overall operating costs, and ensure compliance with all applicable laws and regulations.

## **STANDARD LEVEL OF PERFORMANCE**

1. Maintain a yearly schedule for the District's vehicles and equipment, including mandated maintenance and inspections.
2. Process vehicle maintenance requests in a timely manner.
3. Evaluate the District's vehicle maintenance vendors for timeliness and cost effectiveness.
4. Maintain comprehensive vehicle records.
5. Coordinate with other Divisions to ensure the availability of vehicles and equipment.
6. Coordinate with Support Services, Emergency Operations, and Apparatus Committee in determining future equipment and vehicle needs.
7. Place new apparatus in service.
8. Manage the disposition of surplus apparatus and equipment.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Review and revise vehicle inspection policies and forms.
2. Implement and monitor progress of new vehicle log books for tracking.
3. Review maintenance, repair and inspection programs for efficiency and effectiveness.

## **STAFFING SUMMARY**

Mechanic (2)

Senior Office Assistant



**FLEET  
30-60**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	174,833	173,784	175,735	175,735
Permanent Overtime	5120	0	3,050	3,050	3,050
FICA Contributions	5140	2,535	2,536	2,548	2,548
Retirement Contributions	5150	63,203	62,953	72,297	72,297
Employee Group Insurance	5160	27,950	24,634	21,236	23,361
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$268,521</b>	<b>\$266,957</b>	<b>\$274,866</b>	<b>\$276,991</b>
Office Supplies	5202	200	0	200	205
Small Tools & Equipment	5210	10,000	6,653	10,000	10,250
Miscellaneous Supplies	5212	70,000	88,212	80,370	82,379
Non-Safety Clothing	5226	1,185	807	1,200	1,230
Central Garage Repairs	5230	100,000	77,945	100,000	102,500
Central Garage Maintenance	5231	20,000	17,235	18,000	18,450
Central Garage Gas & Oil	5232	185,000	180,533	194,250	199,106
Central Garage Tires	5234	45,000	25,589	45,000	46,125
Central Garage Inspections	5235	13,000	1,590	9,500	9,738
Maintenance/Repairs Equip	5236	1,000	2,085	1,500	1,538
Dues & Memberships	5274	2,000	1,605	2,000	2,050
Books & Periodicals	5280	100	0	250	256
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$447,485</b>	<b>\$402,254</b>	<b>\$462,270</b>	<b>\$473,827</b>
<b>TOTAL EXPENDITURES</b>		<b>\$716,006</b>	<b>\$669,211</b>	<b>\$737,136</b>	<b>\$750,818</b>

**FLEET  
30-60**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		200	205
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 200</b>	<b>\$ 205</b>
Misc. Small Tools/Equipment		10,000	10,250
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 10,000</b>	<b>\$ 10,250</b>
Miscellaneous Supplies		80,370	82,379
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 80,370</b>	<b>\$ 82,379</b>
Non-Safety Clothing		1,200	1,230
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 1,200</b>	<b>\$ 1,230</b>
Vehicle Repairs		100,000	102,500
<b>Repairs</b>	<b>5230</b>	<b>\$ 100,000</b>	<b>\$ 102,500</b>
Staff Vehicles		6,000	6,150
Ambulances		6,000	6,150
Hurst Tool Service		2,000	2,050
Ladder Service		4,000	4,100
<b>Central Garage-Maint.</b>	<b>5231</b>	<b>\$ 18,000</b>	<b>\$ 18,450</b>
Diesel/Unleaded Fuel/Oil		194,250	199,106
<b>Gas, Diesel, Oil</b>	<b>5232</b>	<b>\$ 194,250</b>	<b>\$ 199,106</b>
Misc. Tires Repair/Replacement		45,000	46,125
<b>Central Garage-Tires</b>	<b>5234</b>	<b>\$ 45,000</b>	<b>\$ 46,125</b>
Ground Ladder Testing		4,000	4,100
Mandated Annual Pump Testing		1,000	1,025
Mandated Annual Ladder Cert.		3,500	3,588
Smog Testing-Staff Vehicles		1,000	1,025
<b>Mandated Inspection</b>	<b>5235</b>	<b>\$ 9,500</b>	<b>\$ 9,738</b>
Misc. Small Equip. Repairs/Maint.		1,500	1,538
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 1,500</b>	<b>\$ 1,538</b>

**FLEET  
30-60**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
CFCA Fire Mechanics		2,000	2,050
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 2,000</b>	<b>\$ 2,050</b>
Miscellaneous Books/References		250	256
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 250</b>	<b>\$ 256</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 462,270</b>	<b>\$ 473,827</b>

# **TRAINING**

## **PURPOSE**

District training is administered by the Assistant Chief of Operation, with a command staff consisting of three Suppression Division Battalion Chiefs and three Suppression Division Training Safety Officers. The Training Safety Officers are supported by one Senior Office Assistant. These personnel are responsible for developing and implementing an effective district-wide training program that teaches and supports the safe and appropriate actions of District personnel.

## **STANDARD LEVEL OF PERFORMANCE**

1. Develop and implement a Training Calendar which is coordinated with all District divisions and is maintained in the District's Operations calendar.
2. Review training mandates and requirements, make recommendations for adoption of industry standards and practices.
3. Develop, administer, and update academies and probationary programs for Suppression personnel.
4. Provide technical and direct assistance to Human Resources for entry level hiring and promotional processes.
5. Administer the Education Assistance Program.
6. Maintain individual training records for all District personnel; ensure completeness and accuracy of all records; preserve original rosters and other audit documentation.
7. Develop and reinforce cooperation with regional, State and Federal fire training communities (CCCTOA, NCTOA, etc).
8. Administer the Joint Apprenticeship Committee Program (JAC).
9. Coordinate with Emergency Operations to develop and revise the Standard Operating Procedures, Training/Safety Bulletins, and Performance Standards.
10. Deliver and coordinate District hosted and/or outside training classes for all District personnel, as appropriate.
11. Prepare and deliver Recruit Training Academies and Reserve/Volunteer Training Academies, as needed.
12. Develop and implement the Quarterly Training Module Program for Operations.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Conduct the 2014 District Training Summit in October 2014 as a component of the process utilized to identify current and future District wide training needs, and the most efficient methods to be used in order to achieve those goals.
2. Conclude the 2013 Firefighter II Recruit Academy probationary testing and evaluate the successfulness of the academy training delivery model used by the District. Evaluate these findings in order to improve efficiencies while planning for future recruit academy training.
3. Enhance the delivery of Public CPR instruction by converting to an on-line delivery of didactic instruction. This will reduce personnel overtime costs, while enhancing the public's access and participation in the program.
4. Facilitate efforts to ensure all appropriate District personnel are trained in Disaster Preparation and possess a full understanding of an Emergency Operations Center (EOC) activation and operations.
5. Facilitate the delivery of an in District presentation of Fire Ground Management Considerations workshop to District Command Staff personnel.

## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>3</sup>

Suppression Battalion Chiefs

Training Safety Captain (3)

Senior Office Assistant (1)

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<sup>3</sup> Assistant Chief, Operations and Suppression Battalion Chiefs budgeted under Emergency Operations (30-55).

**TRAINING  
30-65**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	491,561	392,729	475,127	484,340
Permanent Overtime	5120	60,000	0	5,000	5,000
FICA Contributions	5140	8,071	7,135	7,759	7,893
Retirement Contributions	5150	296,463	227,019	382,877	374,435
Employee Group Insurance	5160	89,189	77,130	88,227	97,049
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$945,284</b>	<b>\$704,013</b>	<b>\$958,990</b>	<b>\$968,717</b>
Office Supplies	5202	700	0	700	718
Small Tools & Equipment	5210	12,000	1,000	12,000	12,301
Miscellaneous Supplies	5212	17,000	16,900	17,000	17,428
Food Supplies	5222	2,000	1,750	2,000	2,051
Safety Clothing & Supplies	5224	7,000	7,000	7,000	7,175
Non-Safety Clothing	5226	800	725	800	820
Rents/Leases Equip & Prop	5246	20,000	11,500	20,000	20,500
Prof & Specialized Services	5250	156,998	85,000	144,000	147,600
Specialized Printing	5272	800	425	800	820
Dues & Memberships	5274	1,500	1,200	1,500	1,539
Educ Assistance Program	5277	45,000	25,000	15,000	16,125
Books & Periodicals	5280	5,000	1,000	5,000	5,126
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$268,798</b>	<b>\$151,500</b>	<b>\$225,800</b>	<b>\$232,203</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,214,082</b>	<b>\$855,513</b>	<b>\$1,184,790</b>	<b>\$1,200,920</b>

**TRAINING  
30-65**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Miscellaneous Office Supplies		700	718
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 700</b>	<b>\$ 718</b>
Software/Video Editing		800	820
Tool Cache for Training Site		1,400	1,435
Digital/Video Camera/Supplies		500	513
Power Tools Supplies		800	820
Classroom Upgrades		5,000	5,125
Hand Tools		1,000	1,025
Training Module Equip/Supplies		2,000	2,050
Misc. Small Tools/Equipment		500	513
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 12,000</b>	<b>\$ 12,301</b>
Vehicle Extrication Cars/Supplies		5,700	5,843
Training Prop Supplies		4,500	4,613
Simulation Software		4,500	4,613
Tool Training		200	205
Driver Training Class Expenses		1,500	1,538
Dump Fees Training Modules/Props		300	308
Miscellaneous Supplies		300	308
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 17,000</b>	<b>\$ 17,428</b>
Training Summit		500	513
Blue Card Training Class		950	974
Trg Events/Instructors/Academy		500	513
Miscellaneous Food Supplies		50	51
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 2,000</b>	<b>\$ 2,051</b>
Division Chief/Captains		7,000	7,175
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 7,000</b>	<b>\$ 7,175</b>
Uniforms-Support Staff		800	820
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 800</b>	<b>\$ 820</b>
Training Facilities Rental		12,000	12,300
Sharp Color Copier		3,000	3,075
Miscellaneous Rents/Leases		5,000	5,125
<b>Rents &amp; Leases</b>	<b>5246</b>	<b>\$ 20,000</b>	<b>\$ 20,500</b>

**TRAINING  
30-65**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Target Safety Web-Based Training		19,000	19,475
CPR Supplies		3,000	3,075
FSTEP/CSFM		6,000	6,150
EVOC		10,000	10,250
Other Outside Instructors		5,000	5,125
Miscellaneous Training		1,000	1,025
Firefighter Academy		100,000	102,500
<b>Professional Services</b>	<b>5250</b>	<b>\$ 144,000</b>	<b>\$ 147,600</b>
Training Materials		800	820
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 800</b>	<b>\$ 820</b>
CCC Fire Training & Safety Officers		300	308
IAFC		150	154
Fire Dept. SO Association		300	308
CFCA-NorCal Training Officer Assoc		300	308
AFSS Cal Chief Admin Northern Div		450	461
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 1,500</b>	<b>\$ 1,539</b>
Educational Assistance		15,000	16,125
<b>Educational Assistance</b>	<b>5277</b>	<b>\$ 15,000</b>	<b>\$ 16,125</b>
Training Library Reference Material		3,500	3,588
Books/Materials-Recruits/Res/Vol		1,500	1,538
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 5,000</b>	<b>\$ 5,126</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 225,800</b>	<b>\$ 232,203</b>





## **EMERGENCY MEDICAL**

### **PURPOSE**

The Emergency Medical Division is responsible for providing leadership and operational support for the District EMS program by providing appropriate systems, processes and performance measures. The Emergency Medical Division also provides for the ongoing professional development and continuing education of District paramedics and EMTs.

### **STANDARD LEVEL OF PERFORMANCE**

1. Insure compliance with Contra Costa County Ambulance Contract, and applicable Federal and State laws.
2. Planning and implementation of emergency medical service training, in conjunction with the Training Division for all suppression personnel.
3. Evaluate system, paramedic and EMT-1 performance by direct observation and data analysis.
4. Liaison between the District and County with the electronic Patient Care Reporting system.
5. Provide information and assistance to the Paramedics and EMTs in regards to standards of care and in maintaining their certifications, licenses and accreditation.
6. Planning and implementation of EMS QI program.
7. Act as a liaison with the State EMS Authority, Contra Costa County EMS Agency and local hospitals.
8. Coordinate Continuing Education classes for District Paramedic and EMT's.
9. In conjunction with Human Resources, coordinate required immunizations and other medical tests as required.
10. Upgrade and maintain EMS equipment, as necessary.

### **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. To continually evaluate Medication Inventory and Resupply program.
2. In conjunction with the Technology department, implement tablet E-PCR programs.
3. Continually evaluate the Affordable Care Act and future possibilities of Mobile Integrated Healthcare.
4. Review all Category 5G Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new / modified practice in writing to the Accreditation Manager by 6/30/15 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>4</sup>

EMS Coordinator

EMS Captain

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<sup>4</sup> Assistant Chief, Operations budgeted under Emergency Operations (30-55).

**EMERGENCY MEDICAL  
30-70**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	228,860	240,742	267,902	451,554
Permanent Overtime	5120	0	0	0	0
FICA Contributions	5140	3,318	3,457	3,885	6,548
Retirement Contributions	5150	132,139	148,341	213,614	356,394
Employee Group Insurance	5160	43,852	30,643	42,531	69,075
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$408,169</b>	<b>\$423,182</b>	<b>\$527,932</b>	<b>\$883,571</b>
Office Supplies	5202	600	0	1,000	1,000
Small Tools & Equipment	5210	32,500	25,000	38,000	38,000
Miscellaneous Supplies	5212	1,000	1,000	1,000	1,000
Medical Supplies	5213	103,000	103,000	111,000	115,000
Pharmaceutical Supplies	5216	36,500	30,000	30,000	33,000
Food Supplies	5222	200	200	200	200
Safety Clothing & Supplies	5224	1,500	0	1,000	1,000
Non-Safety Clothing	5226	1,000	1,000	500	500
Maintenance/Repairs Equip	5236	40,100	30,000	35,000	35,000
Prof & Specialized Services	5250	24,745	20,000	13,905	10,800
Specialized Printing	5272	1,700	1,700	1,000	1,000
Dues & Memberships	5274	1,550	1,550	850	1,050
Educational Courses	5276	18,000	18,000	20,000	20,000
Books & Periodicals	5280	1,215	1,215	1,215	1,215
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$263,610</b>	<b>\$232,665</b>	<b>\$254,670</b>	<b>\$258,765</b>
<b>TOTAL EXPENDITURES</b>		<b>\$671,779</b>	<b>\$655,847</b>	<b>\$782,602</b>	<b>\$1,142,336</b>

**EMERGENCY MEDICAL  
30-70**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		1,000	1,000
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Inventory supply locker & software		13,000	13,000
Non-Disposable Medical Supplies		24,000	24,000
Miscellaneous Small Tools/Equip		1,000	1,000
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 38,000</b>	<b>\$ 38,000</b>
Training Equipment		1,000	1,000
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Medical Grade Oxygen Delivery		8,000	8,000
Disposable Medical Supplies		103,000	107,000
<b>Medical Supplies</b>	<b>5213</b>	<b>\$ 111,000</b>	<b>\$ 115,000</b>
Pharmaceutical Supplies		30,000	33,000
<b>Pharmaceutical Supp</b>	<b>5216</b>	<b>\$ 30,000</b>	<b>\$ 33,000</b>
Food Supplies		200	200
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 200</b>	<b>\$ 200</b>
Safety Clothing & Supplies		1,000	1,000
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Non-Safety Clothing		500	500
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 500</b>	<b>\$ 500</b>
Prev. Maint-Biomedical Equipment		15,000	15,000
Biomedical Equipment Repairs		15,000	15,000
Other Equipment Maint/Repairs		5,000	5,000
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
Bio-Hazard Collection from Stations		6,600	6,600
EMT Recert. Fee to CCCEMS (65)		6,305	1,000
AHA CPR HCP Certs-Target Solution		1,000	3,200
<b>Professional Services</b>	<b>5250</b>	<b>\$ 13,905</b>	<b>\$ 10,800</b>
Forms and PCRs		1,000	1,000
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>

**EMERGENCY MEDICAL  
30-70**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Nat'l Assoc. of EMS Educators		350	350
Cal Chiefs EMS Section		500	700
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 850</b>	<b>\$ 1,050</b>
Paramedic CE Reimbursement		20,000	20,000
<b>Educational Courses</b>	<b>5276</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
The Source		65	65
JEMS Magazines-All Stations		450	450
Journal Watch of ER Medicine		30	30
ACLS/PALS Textbooks		200	200
EMS Insider Periodicals		255	255
Prehospital Care Journal		215	215
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,215</b>	<b>\$ 1,215</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 254,670</b>	<b>\$ 258,765</b>



# **RESCUE**

## **PURPOSE**

The Rescue Division supports the District's specialized Rescue Team which responds when a situation is particularly difficult or dangerous. The Rescue Team is trained and equipped to operate on any terrain (confined space, trench, high angle and low angle rope rescue, etc.) when a conventional rescue cannot be safely performed.

## **STANDARD LEVEL OF PERFORMANCE:**

1. Maintain skill levels for all District Emergency Operation personnel for Basic, Light and appropriate Medium level techniques.
2. Identify, clarify and prioritize rescue responsibilities.
3. Maintain State Office of Emergency Services Type II USAR Team designation.
4. Assure continuity, safety and accountability for rescue training.
5. Implement new rescue techniques, strategies and equipment.
6. Interact with other professional rescue groups, associations and affiliations.
7. Develop Rescue Division expertise and knowledge.
8. Be prepared to carry out assigned duties related to the District's disaster response operations.
9. Facilitate the ongoing replacement of rescue rope that has reached its end of service lifespan.
10. Provide ongoing SORD quarterly training to 90% of Rescue Division members.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Appoint and train new Rescue Team members.
2. Inspect and examine all disposable supplies, equipment, and tools to ensure that such items that include a manufacturer's expiration date are removed from service. Examples of these types of items include disposable medical supplies, canister filters, lift bags, and personal protective equipment.
3. Review all Category 5E Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/15 for inclusion in the CFAI Annual Compliance Report.



## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>5</sup>

Team Members (40)

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<sup>5</sup> Assistant Chief, Operations budgeted under Emergency Operations (30-55).

**RESCUE  
30-75**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	101,280	101,913	106,344	106,344
Permanent Overtime	5120	50,000	50,000	50,000	50,000
Retirement Contributions	5150	69,326	65,726	99,963	99,963
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$220,606</b>	<b>\$217,639</b>	<b>\$256,307</b>	<b>\$256,307</b>
Small Tools & Equipment	5210	5,000	5,000	5,000	5,000
Miscellaneous Supplies	5212	1,500	1,500	3,500	3,000
Safety Clothing & Supplies	5224	1,200	1,200	2,500	5,500
Non-Safety Clothing	5226	700	700	500	500
Maintenance/Repairs Equip	5236	1,000	1,000	1,000	1,000
Rents/Leases Equip & Prop	5246	100	100	1,500	1,500
Prof & Specialized Services	5250	200	200	3,600	2,000
Books & Periodicals	5280	500	500	1,000	0
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$10,200</b>	<b>\$10,200</b>	<b>\$18,600</b>	<b>\$18,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$230,806</b>	<b>\$227,839</b>	<b>\$274,907</b>	<b>\$274,807</b>

**RESCUE  
30-75**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Equipment Update		5,000	5,000
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
Miscellaneous Supplies		3,500	3,000
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 3,500</b>	<b>\$ 3,000</b>
PPE Replacement and Repairs		2,500	5,500
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 2,500</b>	<b>\$ 5,500</b>
Uniforms Replacement-Task Force 4		500	500
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 500</b>	<b>\$ 500</b>
Maintenance/Repairs Equipment		1,000	1,000
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Property/Equipment Rental		1,500	1,500
<b>Rents &amp; Leases-Equip</b>	<b>5246</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Annual Equipment Recertification		3,600	2,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 3,600</b>	<b>\$ 2,000</b>
Miscellaneous Books & Periodicals		1,000	0
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,000</b>	<b>\$0</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 18,600</b>	<b>\$ 18,500</b>

# **HAZARDOUS MATERIALS**

## **PURPOSE**

The Hazardous Material Division supports the District's specialized Hazmat Team which intervenes in chemical, biological, and radiological accidents. The Hazmat Team is trained and equipped to deal with accidents and spills involving materials that are radioactive, flammable, explosive, corrosive, oxidizing, asphyxiating, bio-hazardous or toxic.

## **STANDARD LEVEL OF PERFORMANCE**

1. Respond to hazardous materials emergencies within the District and region.
2. Plan and deliver training to Hazmat Team members and others as assigned.
3. Monitor team and team member certifications.
4. Maintain State Office of Emergency Services Type II Hazmat Team designation.
5. Attend District, State and Federal Hazmat response agency meetings to assimilate information concerning current regulations, grants and training.
6. Provide on-scene technical assistance to the Incident Commander regarding hazardous material incident response.
7. Participate in Hazmat FRA, and FRO decontamination training for all line personnel.
8. Perform required Hazmat equipment inspections.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Continue to develop and refine a position Task Book for New Hazardous Materials Team members in order to ensure each Team member is sufficiently trained and competent with District specific equipment and procedures and meets all State Technician and Specialists prerequisites.
2. Apply for recertification with the Office of Emergency Services Type II Hazardous Materials Team. Explore Type I certification feasibility.
3. Review all Category 5F Performance Indicators that state the current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/15 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>6</sup>

Team Members (30)

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<sup>6</sup> Assistant Chief, Operations budgeted under Emergency Operations (30-55).

**HAZARDOUS MATERIALS  
30-80**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	77,220	66,359	88,665	88,665
Permanent Overtime	5120	50,000	50,000	50,000	50,000
Retirement Contributions	5150	52,857	42,796	83,345	83,345
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$180,077</b>	<b>\$159,155</b>	<b>\$222,010</b>	<b>\$222,010</b>
Office Supplies	5202	100	100	100	200
Small Tools & Equipment	5210	5,319	5,319	5,000	5,000
Miscellaneous Supplies	5212	3,000	3,000	3,000	5,000
Safety Clothing & Supplies	5224	3,500	3,500	5,000	2,500
Maintenance/Repairs Equip	5236	2,500	2,500	2,500	2,500
Maintenance/Repairs Radio	5238	500	500	500	500
Rents/Leases Equip & Prop	5246	1,500	1,500	1,500	1,500
Prof & Specialized Services	5250	3,500	3,500	3,500	3,500
Specialized Printing	5272	100	100	0	0
Dues & Memberships	5274	1,000	1,000	0	0
Books & Periodicals	5280	200	200	1,000	500
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$21,219</b>	<b>\$21,219</b>	<b>\$22,100</b>	<b>\$21,200</b>
<b>TOTAL EXPENDITURES</b>		<b>\$201,296</b>	<b>\$180,374</b>	<b>\$244,110</b>	<b>\$243,210</b>

**HAZARDOUS MATERIALS  
30-80**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		100	200
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 100</b>	<b>\$ 200</b>
OES Equipment (Required)		2,500	2,500
Misc. Small Tools/Equipment		2,500	2,500
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
Draeger Tubes Replacement		1,000	1,000
Biological Supplies		1,000	1,500
Absorbents/Neutralizing Agents		0	1,000
Misc. Tactical Supplies		1,000	1,500
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 3,000</b>	<b>\$ 5,000</b>
Chemical Protective Boots		800	800
Level B Suits Replacement		3,400	0
Misc. Chemical Protective Clothing		800	1,700
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 5,000</b>	<b>\$ 2,500</b>
Monitor/Detector Maintenance		1,500	1,500
Misc. Equipment Maint/Repairs		1,000	1,000
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>
Software Updates		0	300
Misc. Radio/Computer Maint/Repair		500	200
<b>Maint/Repairs-Radio</b>	<b>5238</b>	<b>\$ 500</b>	<b>\$ 500</b>
Off Site Facility/Equip. Rental Fees		1,500	1,500
<b>Rents &amp; Leases</b>	<b>5246</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Outside Instructors		3,500	3,500
<b>Professional Services</b>	<b>5250</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>
Misc. Books/Periodicals		1,000	500
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,000</b>	<b>\$ 500</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 22,100</b>	<b>\$ 21,200</b>

# **VOLUNTEER FIRE**

## **PURPOSE**

Under the general direction of Operations, provides volunteer first responder services to the southern portion of Morgan Territory. Morgan Territory is on the east side of Mount Diablo in Contra Costa County.

## **STANDARD LEVEL OF PERFORMANCE**

1. Provide 24/7 emergency fire and EMS coverage for surrounding neighborhoods, working out of two unstaffed stations located at 10207A Morgan Territory Road (Station 37) and 9017 Double Tree Lane (Station 40).

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. In conjunction with the Training Captains, establish Standard Operating Procedures and provide realistic training for all 37/40 personnel according to Local, State and National standards.
2. Evaluate apparatus deployment plan.
3. In conjunction with the Fire Prevention Division, continue to evaluate targeted hazards and risk mitigation for residential properties.

## **STAFFING SUMMARY**

Assistant Chief<sup>7</sup>

Station 37 Coordinator

FS37 Volunteers (18)

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<sup>7</sup> Assistant Chief budgeted under Emergency Operations (30-55).



**VOLUNTEER FIRE  
30-85**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Temporary Salaries	5115	17,820	17,820	17,820	17,820
FICA Contributions	5140	1,363	1,363	1,363	1,363
Retirement Contributions	5150	10,000	10,000	10,000	10,000
Employee Group Insurance	5160	5,000	5,000	5,000	5,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$34,183</b>	<b>\$34,183</b>	<b>\$34,183</b>	<b>\$34,183</b>
Office Supplies	5202	100	100	100	100
Small Tools & Equipment	5210	300	300	1,100	1,100
Miscellaneous Supplies	5212	100	100	100	100
Food Supplies	5222	250	250	200	200
Safety Clothing & Supplies	5224	2,000	1,000	2,000	2,000
Non-Safety Clothing	5226	2,000	1,000	2,000	2,000
Maintenance/Repairs Equip	5236	100	100	100	100
Prof & Specialized Services	5250	200	200	500	500
Specialized Printing	5272	100	100	500	100
Dues & Memberships	5274	100	0	0	0
Books & Periodicals	5280	600	600	600	600
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$5,850</b>	<b>\$3,750</b>	<b>\$7,200</b>	<b>\$6,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$40,033</b>	<b>\$37,933</b>	<b>\$41,383</b>	<b>\$40,983</b>

**VOLUNTEER FIRE  
30-85**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		100	100
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 100</b>	<b>\$ 100</b>
ARA Pro Replacement		800	800
Small Tools & Equipment		300	300
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>
Miscellaneous Supplies		100	100
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 100</b>	<b>\$ 100</b>
Food Supplies		200	200
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 200</b>	<b>\$ 200</b>
Safety Clothing		2,000	2,000
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
New Volunteers		0	1,000
Uniforms Replacement		2,000	1,000
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
Maint/Repairs-Equipment		100	100
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 100</b>	<b>\$ 100</b>
DMV Med/Tower		500	500
<b>Professional Services</b>	<b>5250</b>	<b>\$ 500</b>	<b>\$ 500</b>
Specialized Printing		500	100
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 500</b>	<b>\$ 100</b>
Firehouse Magazine		600	600
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 600</b>	<b>\$ 600</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 7,200</b>	<b>\$ 6,800</b>

**SAN RAMON VALLEY FIRE COMMUNITY FUND 400  
STATEMENT OF REVENUES AND EXPENDITURES**

**Revenues**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
4610	Donations/Contributions	500	900	500	500
<b>TOTAL REVENUES</b>		\$500	\$900	\$500	\$500

**Expenditures**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
5286	Other Special District Exp	500	1,000	500	500
<b>TOTAL EXPENDITURES</b>		\$500	\$1,000	\$500	\$500

**San Ramon Valley Fire Protection District  
12-Year Capital Improvement Plan**

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Beginning Capital Balance	\$2,700,000	\$1,944,876	\$2,345,922	\$1,346,401	\$2,508,000	\$3,574,387	\$4,052,275	\$3,882,121	\$4,560,277	\$5,329,399	\$4,517,075	\$3,715,220
Capital Contributions	-	1,773,990	1,836,080	1,900,342	1,966,854	2,035,694	2,106,944	2,180,687	2,257,011	2,336,006	2,417,766	2,502,388
Grant Proceeds	-	-	-	-	-	-	-	-	1,378,244	1,324,592	-	-
Debt Proceeds	-	-	-	-	-	-	-	-	-	-	-	-
Funds Available	\$2,700,000	\$3,718,866	\$4,182,002	\$3,246,743	\$4,474,854	\$5,610,082	\$6,159,218	\$6,062,807	\$8,195,532	\$8,989,998	\$6,934,841	\$6,217,608
Facilities	297,912	276,560	149,677	153,768	162,713	174,554	208,062	164,601	170,362	191,841	261,335	188,884
Fleet	-	129,068	1,676,959	224,325	122,301	666,256	1,628,151	722,848	320,320	905,198	2,365,904	3,562,420
Technology	388,901	419,920	374,744	255,043	506,149	603,867	323,795	528,172	2,285,498	282,472	496,025	223,342
Equipment	68,310	547,396	634,221	1,05,608	109,304	113,130	117,089	86,909	89,951	3,093,411	96,358	99,731
Total Capital Expenses	\$755,124	\$1,372,944	\$2,835,601	\$738,743	\$900,467	\$1,557,807	\$2,277,097	\$1,502,530	\$2,866,132	\$4,472,923	\$3,219,622	\$4,074,376
Difference	(755,124)	401,046	(999,522)	1,161,599	1,066,387	477,887	(170,154)	678,156	769,122	(812,325)	(801,855)	(1,571,988)
Ending Capital Balance	\$1,944,876	\$2,345,922	\$1,346,401	\$2,508,000	\$3,574,387	\$4,052,275	\$3,882,121	\$4,560,277	\$5,329,399	\$4,517,075	\$3,715,220	\$2,143,232

**NOTES:**

Capital Contributions reflect an increase of 3.5% annually.

Expenses reflect an increase of 3.5% annually.

Facility numbers do not contain roofing or asphalt maintenance costs.

Figures assume cash payment for all assets unless otherwise noted in debt proceeds.

Grant allowance of 75% assumed for SCBA Equipment in 23/24 and EBRCS Radio replacement in 22/23

**CAPITAL PROJECTS FUND 300  
STATEMENT OF REVENUES AND EXPENDITURES**

**Revenues**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
4316	Info Technology Surcharge	29,800	29,800	29,800	29,800
<b>TOTAL REVENUES</b>		29,800	29,800	29,800	29,800

**Expenditures**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
5246	Rents/Leases Property	12,500	0	0	0
6110	Land/Design/Construct	100,000	75,000	0	0
6120	Facilities	225,000	10,000	297,911	276,560
6230	Technology	9,750	2,200	389,938	419,920
6240	Equipment	0	0	68,310	547,397
6250	Fleet	723,000	794,726	0	129,068
<b>TOTAL EXPENDITURES</b>		1,070,250	881,926	756,159	1,372,945

## CAPITAL PROJECTS FUND

GL CODE	DESCRIPTION	2014-15 BUDGET	2015-16 BUDGET
6120	Generator/Transfer Switch - Admin	-	71,180
6120	Generator/Transfer Switch -Station 33	56,323	-
6120	Generator/Transfer Switch -Station 35	56,323	-
6120	Generator/Transfer Switch -Station 38	-	71,476
6120	Fuel Management System	55,890	-
6120	Fitness Equipment	25,875	26,781
6120	General Repairs/Maintenance	103,500	107,123
<b>TOTAL FACILITIES</b>		<b>\$297,911</b>	<b>\$276,560</b>
6230	Portable Radio Battery Replacement	0	47,134
6230	Computers	28,463	21,425
6230	Dispatch Audio Logger	50,198	0
6230	Network Equipment	80,213	0
6230	VOIP Call Management System	46,575	0
6230	Data Center Equipment	101,948	62,131
6230	Software	82,541	289,230
<b>TOTAL TECHNOLOGY</b>		<b>\$389,938</b>	<b>\$419,920</b>
6240	Turnout Replacement	68,310	70,701
6240	Autopulse - 8	0	64,274
6240	Defibrillators	0	412,422
<b>TOTAL EQUIPMENT</b>		<b>\$68,310</b>	<b>\$547,397</b>
6250	Command Vehicles (2)	0	129,068
<b>TOTAL FLEET</b>		<b>\$0</b>	<b>\$129,068</b>
<b>TOTAL CAPITAL PROJECTS FUND</b>		<b>\$756,159</b>	<b>\$1,372,945</b>

**APPARATUS/EQUIPMENT REPLACEMENT FUND 600  
STATEMENT OF REVENUES AND EXPENDITURES**

**Expenditures**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
6230	Radio & Electronic Equip	9,750	2,200	0	0
6240	Operating/Misc Equip	0	0	0	0
6250	Autos & Trucks	723,000	790,159	0	0
	<b>TOTAL EXPENDITURES</b>	<b>\$732,750</b>	<b>\$792,359</b>	<b>\$0</b>	<b>\$0</b>

**APPARATUS/EQUIPMENT REPLACEMENT FUND**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 ACTUALS</b>	<b>2014-15 BUDGET</b>	<b>2015-16 BUDGET</b>
6230	Payroll System Hardware/Software Upgrade	2,200	0	0
<b>TOTAL TECHNOLOGY</b>		\$2,200	\$0	\$0
6250	Command Vehicles (3)	113,886	0	0
6250	Type III Ambulances (3)	623,109	0	0
6250	Emergency Equipment for New Vehicles	53,164	0	0
<b>TOTAL FLEET</b>		\$790,159	\$0	\$0
<b>TOTAL APPARATUS/EQUIPMENT REPLACEMENT FUND</b>		<b>\$792,359</b>	<b>\$0</b>	<b>\$0</b>



**FEDERAL GRANT CAPITAL PROJECTS FUND 310  
STATEMENT OF REVENUES AND EXPENDITURES**

**Revenues**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
4245	Federal Grant	867,104	1,019,007	0	0
4250	Other Intergovernmental	55,725	54,826	0	0
<b>TOTAL REVENUES</b>		\$922,829	\$1,073,833	\$0	\$0

**Expenditures**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
6230	Radio & Electronic Equip	362,186	347,510	0	0
6240	Operating/Misc Equip	1,500,000	1,250,340	0	0
<b>TOTAL EXPENDITURES</b>		\$1,862,186	\$1,597,850	\$0	\$0

**FEDERAL GRANT CAPITAL PROJECTS FUND**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
6230	Mobile Radio & Base Station Excess Funds Purchase	0	0
6240	Self-Contained Breathing Apparatus Replacement	0	0
<b>TOTAL FEDERAL GRANT CAPITAL PROJECTS FUND</b>		<b>\$0</b>	<b>\$0</b>

**DEBT SERVICE FUND 200**  
**STATEMENT OF REVENUES AND EXPENDITURES**

**Revenues**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
4410	Investment Earnings	600	600	360	240
4910	Debt Issuance	0	3,227,000	0	0
<b>TOTAL REVENUES</b>		<b>\$600</b>	<b>\$3,227,600</b>	<b>\$360</b>	<b>\$240</b>

**Expenditures**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
5310	Vehicle Lease #4	534,012	534,012	534,012	534,011
5310	Debt Service 2003 COP	729,926	4,624,926	0	0
5310	Debt Service 2006 COP	599,335	599,335	596,291	597,691
5310	Debt Service 2013 COP	100,000	0	667,102	672,004
<b>TOTAL EXPENDITURES</b>		<b>\$1,963,273</b>	<b>\$5,758,273</b>	<b>\$1,797,405</b>	<b>\$1,803,706</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
LEASE AGREEMENT - SCHEDULE #4**

**PURPOSE: Purchase three Type 1 Engines, four Type 3 Engines  
and two Ambulances**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2014				\$2,017,197
Reduction in Principal Balance				485,077
Interest Due				48,935
Total Payment Due				534,012
Principal Outstanding as of June 30, 2015				\$1,532,120
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2011-2012	2.58%	\$449,170	\$84,841	\$534,011
2012-2013	2.58%	460,833	73,178	534,011
2013-2014	2.58%	472,800	61,212	534,012
2014-2015	2.58%	485,077	48,935	534,012
2015-2016	2.58%	497,672	36,339	534,011
2016-2017	2.58%	510,595	23,416	534,011
2017-2018	2.58%	523,853	10,159	534,012
<b>TOTALS</b>		<b>\$3,400,000</b>	<b>\$338,080</b>	<b>\$3,738,080</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2003 REFUNDING ISSUE - \$9,015,000**

**PURPOSE: Refund debt issued in 1989 to purchase Station 38 and Administration Building and to perform code updates and remodels of Stations 31 and 33**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2013				\$4,470,000
Reduction in Principal Balance				4,470,000
Interest Due				154,926
Total Payment Due				4,624,926
Principal Outstanding as of June 30, 2014				\$0
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2003-2004	2.00%	\$0	\$176,239	\$176,239
2004-2005	2.00%	465,000	270,008	735,008
2005-2006	2.00%	475,000	260,608	735,608
2006-2007	2.10%	480,000	250,818	730,818
2007-2008	2.10%	490,000	240,633	730,633
2008-2009	2.10%	500,000	230,238	730,238
2009-2010	2.50%	515,000	218,550	733,550
2010-2011	2.75%	525,000	204,894	729,894
2011-2012	3.00%	540,000	189,576	729,576
2012-2013	3.10%	555,000	172,873	727,873
2013-2014	3.25%	4,470,000	154,926	4,624,926
2014-2015	0.00%	0	0	0
2015-2016	0.00%	0	0	0
2016-2017	0.00%	0	0	0
2017-2018	0.00%	0	0	0
2018-2019	0.00%	0	0	0
2019-2020	0.00%	0	0	0
<b>TOTALS</b>		<b>\$9,015,000</b>	<b>\$2,369,363</b>	<b>\$11,384,363</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2006 CERTIFICATES OF PARTICIPATION - \$9,485,000**

**PURPOSE: Design and construction of Station 36 and Station 31  
Apparatus Storage Building, purchase Hemme land  
and Station 32 land**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2014				\$8,205,000
Reduction in Principal Balance				210,000
Interest Due				386,291
Total Payment Due				596,291
Principal Outstanding as of June 30, 2015				\$7,995,000
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2006-2007	3.50%	\$0	\$367,990	\$367,990
2007-2008	3.50%	165,000	434,329	599,329
2008-2009	3.50%	170,000	428,466	598,466
2009-2010	3.50%	175,000	422,429	597,429
2010-2011	3.75%	180,000	415,991	595,991
2011-2012	3.75%	190,000	409,054	599,054
2012-2013	3.75%	195,000	401,835	596,835
2013-2014	3.75%	205,000	394,335	599,335
2014-2015	4.00%	210,000	386,291	596,291
2015-2016	4.00%	220,000	377,691	597,691
2016-2017	4.00%	230,000	368,691	598,691
2017-2018	4.10%	240,000	359,171	599,171
2018-2019	4.13%	245,000	349,198	594,198
2019-2020	4.25%	260,000	338,620	598,620
2020-2021	4.30%	270,000	327,290	597,290
2021-2022	4.38%	280,000	315,360	595,360
2022-2023	4.40%	290,000	302,855	592,855
2023-2024	4.50%	305,000	289,613	594,613
2024-2025	5.00%	320,000	274,750	594,750
2025-2026	5.00%	335,000	258,375	593,375
2026-2027	5.00%	350,000	241,250	591,250
2027-2028	5.00%	370,000	223,250	593,250
2028-2029	5.00%	390,000	204,250	594,250
2029-2030	5.00%	405,000	184,375	589,375
2030-2031	5.00%	430,000	163,500	593,500
2031-2032	5.00%	450,000	141,500	591,500
2032-2033	5.00%	470,000	118,500	588,500
2033-2034	5.00%	495,000	94,375	589,375
2034-2035	5.00%	520,000	69,000	589,000
2035-2036	5.00%	545,000	42,375	587,375
2035-2036	5.00%	575,000	14,375	589,375
<b>TOTALS</b>		<b>\$9,485,000</b>	<b>\$8,719,084</b>	<b>\$18,204,084</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2013 REFUNDING ISSUE - \$3,227,000**

**PURPOSE: Refund debt issued in 1989 to purchase Station 38 and Administration Building and to perform code updates and remodels of Stations 31 and 33**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2014				\$3,227,000
Reduction in Principal Balance				621,000
Interest Due				46,102
Total Payment Due				667,102
Principal Outstanding as of June 30, 2015				\$2,606,000
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2014-2015	1.40%	621,000	46,102	667,102
2015-2016	1.40%	640,000	32,004	672,004
2016-2017	1.40%	646,000	23,002	669,002
2017-2018	1.40%	656,000	13,888	669,888
2018-2019	1.40%	664,000	4,648	668,648
<b>TOTALS</b>		<b>\$3,227,000</b>	<b>\$119,644</b>	<b>\$3,346,644</b>

## **ABOUT US**

The San Ramon Valley Fire Protection District provides all-risk fire, rescue and emergency medical services to the communities of Alamo, Blackhawk, the Town of Danville, Diablo, the City of San Ramon, the southern area of Morgan Territory and the Tassajara Valley, all located in Contra Costa County. The District's service area encompasses approximately 155 square miles and serves a population of 169,900.

The District maintains nine career fire stations and one volunteer-staffed station, an administrative office building and other supporting facilities all strategically located throughout the jurisdiction. The District staffs fifteen companies, including structure and wildland engines, ladder trucks, ALS ambulances, and specialized Hazardous Materials, Rescue, Communications and other support units. The District also operates its own nationally accredited 911 communications center.

The District's Fire Prevention Division manages several significant community risk reduction initiatives including notable vegetation and hazard abatement programs, plan review and engineering services, and comprehensive code enforcement and fire investigation activities. The Division also produces and delivers numerous programs intended to promote and teach fire safety, CPR/AED skills and emergency preparedness. In 2011 the District became a HeartSafe Community.

Within the boundaries of the District are expansive wildland and recreation areas, large single-family homes and multi-family residential complexes, hotels, a regional hospital and a 585-acre business park. The District is also bisected by a major interstate highway (I-680).

The San Ramon Valley Fire Protection District is an internationally accredited autonomous Special District as defined under the Fire Protection District Law of 1987, Health and Safety Code, Section 13800, of the State of California. A five-member Board of Directors, elected at-large by their constituents and each serving a staggered four-year term, govern the District. The Fire Chief oversees the general operations of the District in accordance with the policy direction prescribed by the Board of Directors. The Fire Chief also serves as the Treasurer for the District.

The major revenue sources of the District are property taxes (94%), ambulance service fees and interest income. Total income for the year ending June 30, 2013 was \$52,731,065. The District employs approximately 183 personnel.





SAN RAMON VALLEY FIRE PROTECTION DISTRICT

PROPOSED  
ANNUAL OPERATING  
**BUDGET**

FISCAL YEAR 2014/2015

VERSION 2

## **ONE TEAM, ONE MISSION**

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

### **Board of Directors**

**Glenn W. Umont, President**

**H. Jay Kerr, Vice President**

**Gordon Dakin, Director**

**Jennifer G. Price, Director**

**Matthew J. Stamey, Director**

### **The Role of the Board**

**The Board of Directors is the elected policy-making body for the San Ramon Valley Fire Protection District. The Directors provide financial oversight and strategic policy direction to maximize the public value of District services.**

### **Fire Chief/Treasurer**

**Paige Meyer**

### **The Role of the Chief**

**The Fire Chief is the Chief Executive Officer of the District. In collaboration with the Board of Directors and in partnership with all members of the organization, the Chief provides direction, protection and order to the District.**

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# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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

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

June 30, 2014

Board of Directors

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

Members of the Board:

I am pleased once again to present you with a balanced budget for fiscal year 2014-2015. I appreciate the guidance and direction from the Board with respect to fiscal policies and development of the budget. I also wish to express my appreciation to the union representatives and employees of the District for their collaboration and willingness to make sacrifices for the long term good of the District and the communities we serve. Through their cooperation and dedication to providing the best possible service, we were able to stabilize our finances, avoid any major disruptions in service delivery and develop a fiscally sustainable plan for the future.

Over the past few years the economy has presented the District with significant challenges. The Board of Directors and employees of the District responded by working together to not only address the immediate fiscal challenges, but to also address future financial and operational challenges with the goal of putting the San Ramon Valley Fire District on a more predictable and sustainable path going forward. A predictable and fiscally sustainable future is essential if we are to successfully carry out our long-standing mission to provide the highest level of emergency response and disaster preparedness to the communities we serve. In support of this goal, the District is now utilizing long range financial planning tools to help identify fiscal challenges, guide current decision making and keep the District on a sustainable path. These tools consist of a two-year operating budget, twelve-year capital improvement plan ("CIP") and ten year operating cash flow model. The 2014-2015 operating and capital budgets reflect the shared commitment of the Board, management and employees of the District to provide an exceptionally high level of service within a framework that promotes long term fiscal stability.

Our fiscal planning efforts identified two key areas that, if left unaddressed, could result in fiscal uncertainty and disrupt operations going forward: (1) the long term liability associated with retiree medical benefits, and (2) the significant long-term cost to maintain and replace fire stations, fire apparatus, ambulances and ancillary equipment. A plan has been developed to address the unfunded liability associated with retiree medical benefits ("OPEB") and ensure that adequate funding is available in the future to meet the District's commitment to provide this exceedingly important retiree benefit. The OPEB funding plan involves a combination of contributions and cost-saving measures agreed to by the District and employees that have lowered the long term cost of OPEB and will eventually provide

for full funding of the annual required contribution (or “ARC”). These actions were incorporated into the most recent OPEB actuarial valuation, resulting in a 30% reduction in the unfunded liability and a 31% reduction in the ARC. Included in the 2014-2015 operating budget is a contribution to the OPEB trust fund in the amount of \$1,000,000. This represents an increase of \$500,000 from the 2013-2014 OPEB contribution, and essentially matches the employee medical cost-share savings of \$500,000. The long-term OPEB funding plan calls for a contribution of \$1,000,000 again in 2015-2016, then a ramp-up of the OPEB contributions by \$500,000 per year until full funding of the ARC is achieved in three to four years. As with retirement benefits, fully funding the ARC is critical to the long term sustainability of the retiree medical benefit. The increasing ARC amounts have been incorporated into the ten year cash flow model.

Having to fund an unanticipated, major capital expenditure can also lead to a disruption in services. Therefore, the CIP was developed to anticipate the timing and cost associated with maintenance and replacement of critical capital infrastructure and establishes a systematic funding plan to ensure capital funds are available when needed and do not impact ongoing operations. Staff utilized projected cost and replacement data from the 2013 Bartel Wells capital asset study as the basis for the CIP. Initial funding for the CIP comes from the remaining funds set aside for acquisition of a training center site (\$2.7 million). The District was successful in getting the site “donated” by the property owner, so the funds are no longer needed for acquisition; and there are no immediate plans (or funding) identified for development of the training center. The CIP funding plan calls for \$1.7 million per year over the next twelve years, escalated at 3.5% per year to match the cost escalation built into the CIP. The ability to anticipate and plan for major capital expenditures is essential to the long term fiscal stability of the District. The annual CIP contributions have been incorporated into the ten year cash flow model.

Another vital component of long term fiscal stability is having a sufficient level of reserves on hand to weather economic downturns and absorb any significant, unanticipated expenditures. Not maintaining adequate reserve levels could lead to major disruptions in service delivery and adversely impact our employees. After much consideration and discussion of reserve levels, the Finance Committee of the Board has recommended a reserve policy that calls for (1) the District to have a General Fund balance at June 30 (excluding CIP and Budget Stabilization funds) equal to 50% of General Fund revenues to cover the cash needs for the period between the April and December property tax payments (“dry-period funding”); and (2) the District to create a separate Budget Stabilization Fund with a reserve fund balance equal to 20% of operating and debt service expenditures, plus \$1,000,000, which is the current level of the self-insured retention for workers’ compensation claims. This policy recommendation has been incorporated into the budget for 2014-2015 and beyond.

We are doing business differently and operating much more efficiently than in previous years. We have less administrative staff and fewer personnel in fire stations, all the while maintaining the high level of customer service that our residents and businesses expect and deserve. We are committed to continually evaluating our current programs and capital improvement projects, especially those that require significant financial resources. We are evaluating options for Fire Station 32 to ensure that our current and future finances will support whichever replacement alternative is chosen. We also remain committed to seeking additional cost savings, cost recovery and other revenue sources (such as grants) where appropriate and in keeping with Board policies.

Continuing to seek more efficient and effective ways of doing business, and monitoring the community impact of any changes, is also a key component of our long term sustainability; yet our pledge to the community remains unchanged – quick response when the community needs us, with a commitment to emergency preparedness and excellence in customer service.

Even in the face of challenging economic times we are honored to have received professional recognition for our financial reporting practices. The District received its twelfth successive Comprehensive Annual Financial Report from the Government Finance Officers Association of the United States (GFOA) in recognition of our outstanding financial reporting. This award is a reflection of the dedication of our employees and our overall commitment to excellence and sound business practices. Our efforts to balance the budget and effectively deal with long term liabilities was also recognized in a recent independent financial review performed by Moody's Investor Service in which they affirmed the District's Aa1 Issuer rating, which is the highest such rating bestowed by Moody's on fire districts in California.

We understand that serving our communities is the reason for our existence. As the needs of our community change, we will change by pursuing safe, effective, timely, economical, and measurable solutions. We believe our success is directly attributed to our community risk reduction efforts and resolute focus on our core mission of protecting our residents and businesses during all types of emergencies.

Sincerely,

A handwritten signature in black ink that reads "Paige Meyer". The signature is written in a cursive, flowing style.

Paige Meyer  
Fire Chief

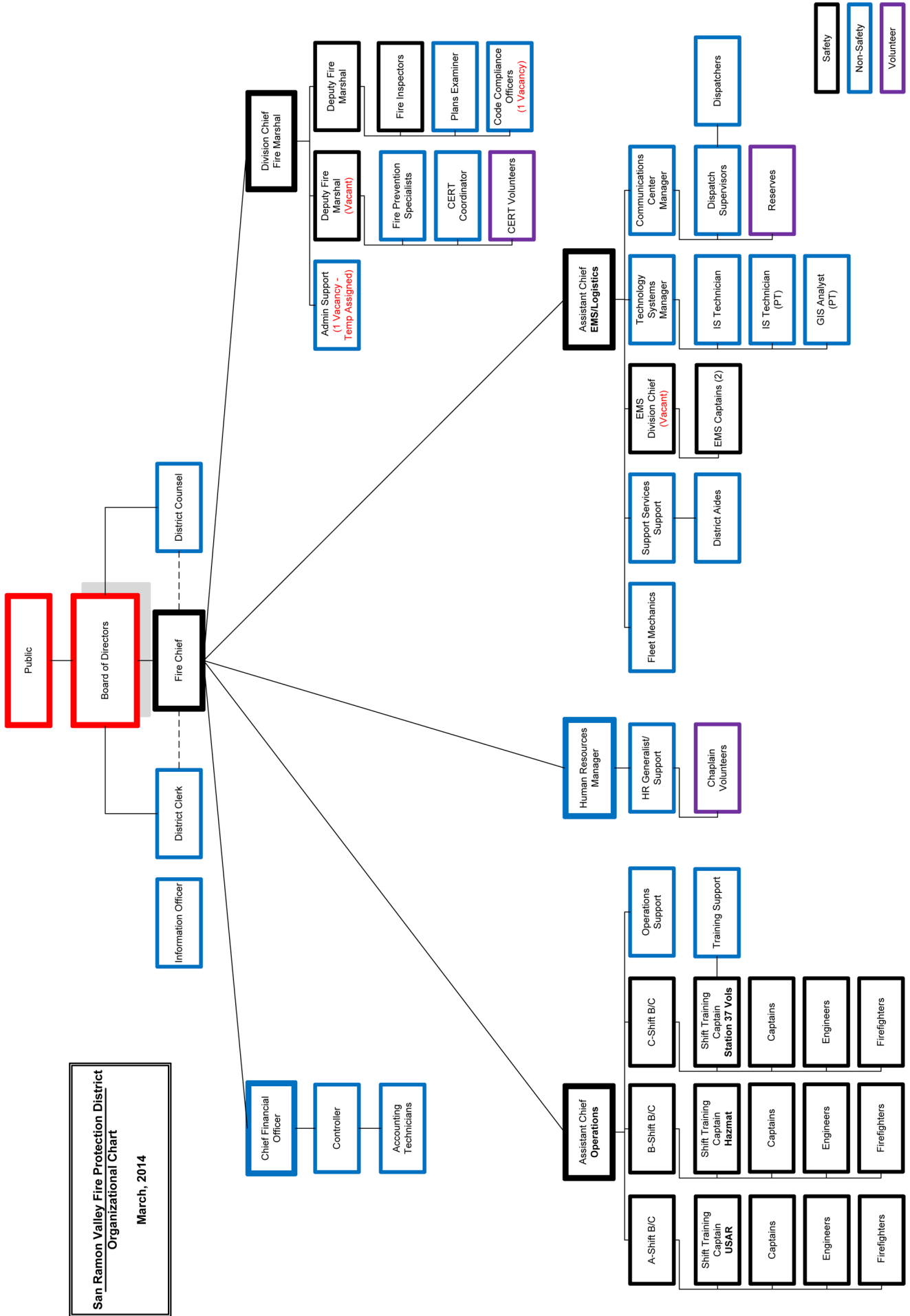
## STAFFING SUMMARY

DIVISION	2010-11	2011-12	2012-13	2013-14	Proposed 2014-15	Projected 2015-16
<b>Board of Directors</b>						
Director	5	5	5	5	5	5
Total	5	5	5	5	5	5
<b>Fire Chief</b>						
Fire Chief	1	1	1	1	1	1
District Clerk	1	1	1	1	1	1
Total	2	2	2	2	2	2
<b>Human Resources</b>						
Director	1	1	1	0.5	0	0
Manager	0	0	0	0	1	1
Generalist	1	1	1	1	1	1
Office Assistant	1	1	1	1	1	1
Total	3	3	3	2.5	3	3
<b>Finance</b>						
Director	0	0	0	0.5	0	0
Chief Financial Officer	0	0	0	0	1	1
Controller	0	0	0	0	1	1
Supervisor	1	1	1	1	0	0
Accounting Technician	2	2	2	2	2	2
Total	3	3	3	3.5	4	4
<b>Training</b>						
Division Chief	1	1	1	1	0	0
Training Captain	2	2	2	2	3	3
Senior Office Assistant	1	1	1	1	1	1
Total	4	4	4	4	4	4
<b>Technology</b>						
GIS Analyst	1	1	1	1	0	0
GIS Analyst Part Time	0	0	0	0	1	1
Technology Systems Mgr	1	1	1	1	1	1
Information Systems Tech	1	1	2	1	1	1
IS Tech Part Time	1	1	0	0	0	0
Radio/Elec Tech Part Time	1	1	1	1	1	1
Total	5	5	5	4	4	4
<b>Communications Center</b>						
Comm Center Manager	1	1	1	1	1	1
Dispatcher Supervisor	1	1	1	1	1	1
Dispatcher	8	8	8	8	8	8
Total	10	10	10	10	10	10
<b>Facilities</b>						
Assistant Chief	1	1	1	0	0	0
District Aids Part Time	2	2	2	2	2	2
Senior Office Assistant	1	1	1	1	1	1
Total	4	4	4	3	3	3



## STAFFING SUMMARY

<b>DIVISION</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>Proposed 2014-15</b>	<b>Projected 2015-16</b>
<b>Fire Prevention</b>						
Division Chief/Fire Marshal	1	1	1	1	1	1
Deputy Fire Marshal	2	2	2	1	1	1
Inspector	2	2	2	2	2	2
Code Compliance Officer	4	3	3	3	3	3
Prevention Specialist	2	2	2	2	2	2
Office Assistant	1	2	2	1	1	1
Office Assistant Part Time	0	0	0	1	1	1
Plans Examiner	1	1	1	1	1	1
CERT Prog Coord Part Time	1	1	1	1	1	1
<b>Total</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>Emergency Operations</b>						
Assistant Chief	1	1	1	1	2	2
Battalion Chief	4	4	4	4	3	3
Captain	39	39	39	39	39	39
Engineer	39	39	39	39	39	39
Firefighter/Paramedic	53	54	54	47	39	39
Station 37 Coordinator	1	1	1	1	1	1
Senior Office Assistant	1	1	1	1	1	1
<b>Total</b>	<b>138</b>	<b>139</b>	<b>139</b>	<b>132</b>	<b>124</b>	<b>124</b>
<b>Fleet</b>						
Mechanic	2	2	2	2	2	2
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Emergency Medical</b>						
Division Chief	0	0	0	0	0	1
EMS Coordinator	1	1	1	1	1	1
EMS Captain	0	0	0	0	1	1
EMS Specialist	1	1	1	1	0	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>GRAND TOTAL</b>	<b>192</b>	<b>193</b>	<b>193</b>	<b>183</b>	<b>176</b>	<b>177</b>



Safety  
Non-Safety  
Volunteer

**San Ramon Valley Fire Protection District**  
**Organizational Chart**  
**March, 2014**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**

**FY 2014-2015**

	<b>GENERAL FUND</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>SRV FIRE COMMUNITY</b>	<b>BUDGET STABILIZATION FUND</b>	<b>TOTAL</b>
<b>PROJECTED REVENUES</b>						
Taxes	54,294,987					54,294,987
Intergovernmental	33,000					33,000
Charges for services	3,956,000					3,956,000
Use of money & prop	80,604	360				80,964
Rent	203,448					203,448
Other	80,000			500		80,500
Debt issuance						0
<b>TOTAL</b>	<b>58,648,039</b>	<b>360</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>58,648,899</b>
<b>PROJECTED EXPENDITURES</b>						
Salaries & benefits	47,878,156					47,878,156
Services & supplies	4,825,390			500		4,825,890
Debt service		1,797,405				1,797,405
Capital projects			756,159			756,159
Equipment purchases						0
OPEB contribution	1,000,000					1,000,000
<b>TOTAL</b>	<b>53,703,546</b>	<b>1,797,405</b>	<b>756,159</b>	<b>500</b>	<b>0</b>	<b>56,257,609</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>						
	4,944,494	(1,797,045)	(756,159)	0	0	2,391,290
Transfers in (out)	(13,897,595)	1,797,405	0	0	12,100,190	0
Net change	(8,953,101)	360	(756,159)	0	12,100,190	2,391,290
<b>PROJECTED FUND BALANCE</b>						
<b>JULY 1, 2014</b>	<b>38,752,113</b>	<b>599,395</b>	<b>2,928,586</b>	<b>455</b>	<b>0</b>	<b>42,280,549</b>
<b>PROJECTED FUND BALANCE</b>						
<b>JUNE 30, 2015</b>	<b>\$29,799,012</b>	<b>\$599,755</b>	<b>\$2,172,427</b>	<b>\$455</b>	<b>\$12,100,190</b>	<b>\$44,671,839</b>
<b>Restricted</b>						
Debt Service		599,755				599,755
Capital Projects			238,000			238,000
IT Surcharge Cap Projects			30,830			30,830
<b>Committed</b>						
Worker's Comp Claims					1,000,000	1,000,000
"Dry Period" Funding <sup>(1)</sup>	29,324,020					29,324,020
Budget Stabilization <sup>(2)</sup>					11,100,190	11,100,190
Capital Projects			1,903,597			1,903,597
<b>Assigned</b>						
Capital Projects						
Other				455		455
Unassigned	474,992					474,992
<b>TOTAL</b>	<b>\$29,799,012</b>	<b>\$599,755</b>	<b>\$2,172,427</b>	<b>\$455</b>	<b>\$12,100,190</b>	<b>\$44,671,839</b>

(1) Dry Period Funding = 50% of General Fund Revenues

(2) Budget Stabilization = 20% of General Fund Expenses

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**

**FY 2015-2016**

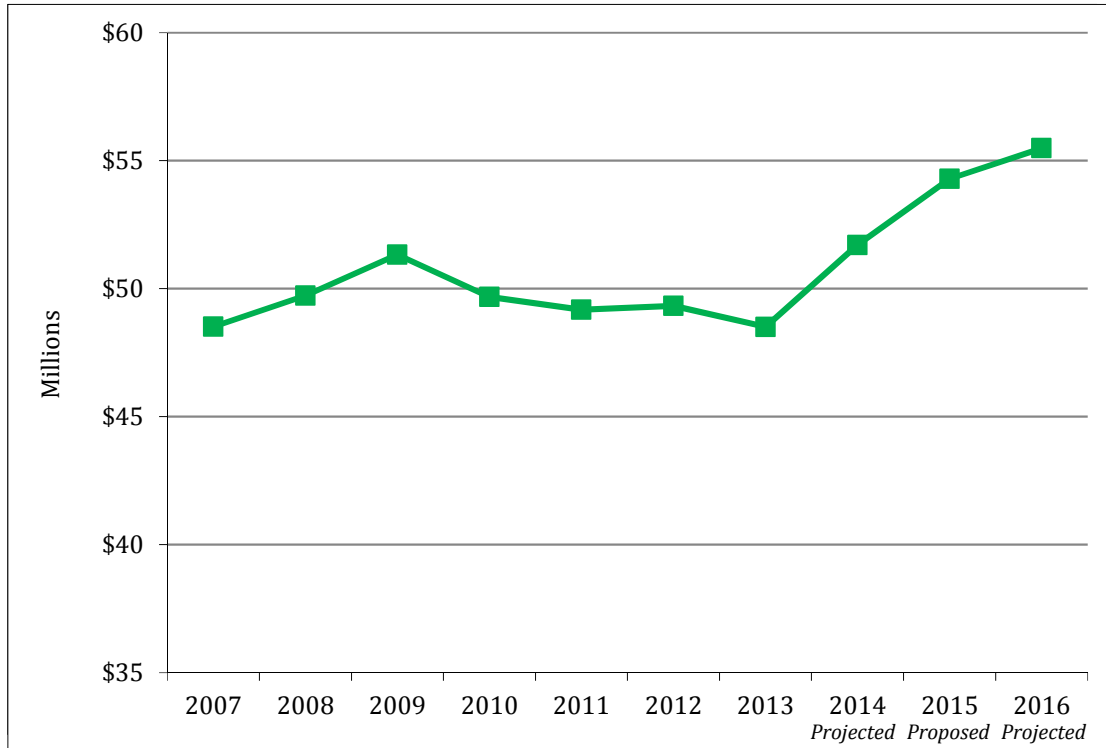
	<b>GENERAL FUND</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>SRV FIRE COMMUNITY</b>	<b>BUDGET STABILIZATION FUND</b>	<b>TOTAL</b>
<b>PROJECTED REVENUES</b>						
Taxes	55,489,476					55,489,476
Intergovernmental	33,000					33,000
Charges for services	4,033,828					4,033,828
Use of money & prop	87,150	240				87,390
Rent	211,848					211,848
Other	51,600			500		52,100
Debt issuance						0
<b>TOTAL</b>	<b>59,906,902</b>	<b>240</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>59,907,642</b>
<b>PROJECTED EXPENDITURES</b>						
Salaries & benefits	49,359,937					49,359,937
Services & supplies	4,806,005			500		4,806,505
Debt service		1,803,706				1,803,706
Capital projects			1,372,945			1,372,945
Equipment purchases						0
OPEB contribution	1,050,000					1,050,000
<b>TOTAL</b>	<b>55,215,942</b>	<b>1,803,706</b>	<b>1,372,945</b>	<b>500</b>	<b>0</b>	<b>58,393,093</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>						
	4,690,960	(1,803,466)	(1,372,945)	0	0	1,514,549
Transfers in (out)	(3,881,436)	1,803,706	1,773,990	0	303,740	0
Net change	809,524	240	401,045	0	303,740	1,514,549
<b>PROJECTED FUND BALANCE JULY 1, 2015</b>						
	29,799,012	599,755	2,172,427	455	12,100,190	44,671,839
<b>PROJECTED FUND BALANCE JUNE 30, 2016</b>						
	\$30,608,536	\$599,995	\$2,573,472	\$455	\$12,403,930	\$46,186,388
<b>Restricted</b>						
Debt Service		599,995				599,995
Capital Projects			238,000			238,000
IT Surcharge Cap Projects			30,830			30,830
<b>Committed</b>						
Worker's Comp Claims					1,000,000	1,000,000
"Dry Period" Funding <sup>(1)</sup>	29,953,451					29,953,451
Budget Stabilization <sup>(2)</sup>					11,403,930	11,403,930
Capital Projects			2,304,642			2,304,642
<b>Assigned</b>						
Capital Projects						
Other				455		455
Unassigned	655,085					655,085
<b>TOTAL</b>	<b>\$30,608,536</b>	<b>\$599,995</b>	<b>\$2,573,472</b>	<b>\$455</b>	<b>\$12,403,930</b>	<b>\$46,186,388</b>

(1) Dry Period Funding = 50% of General Fund Revenues

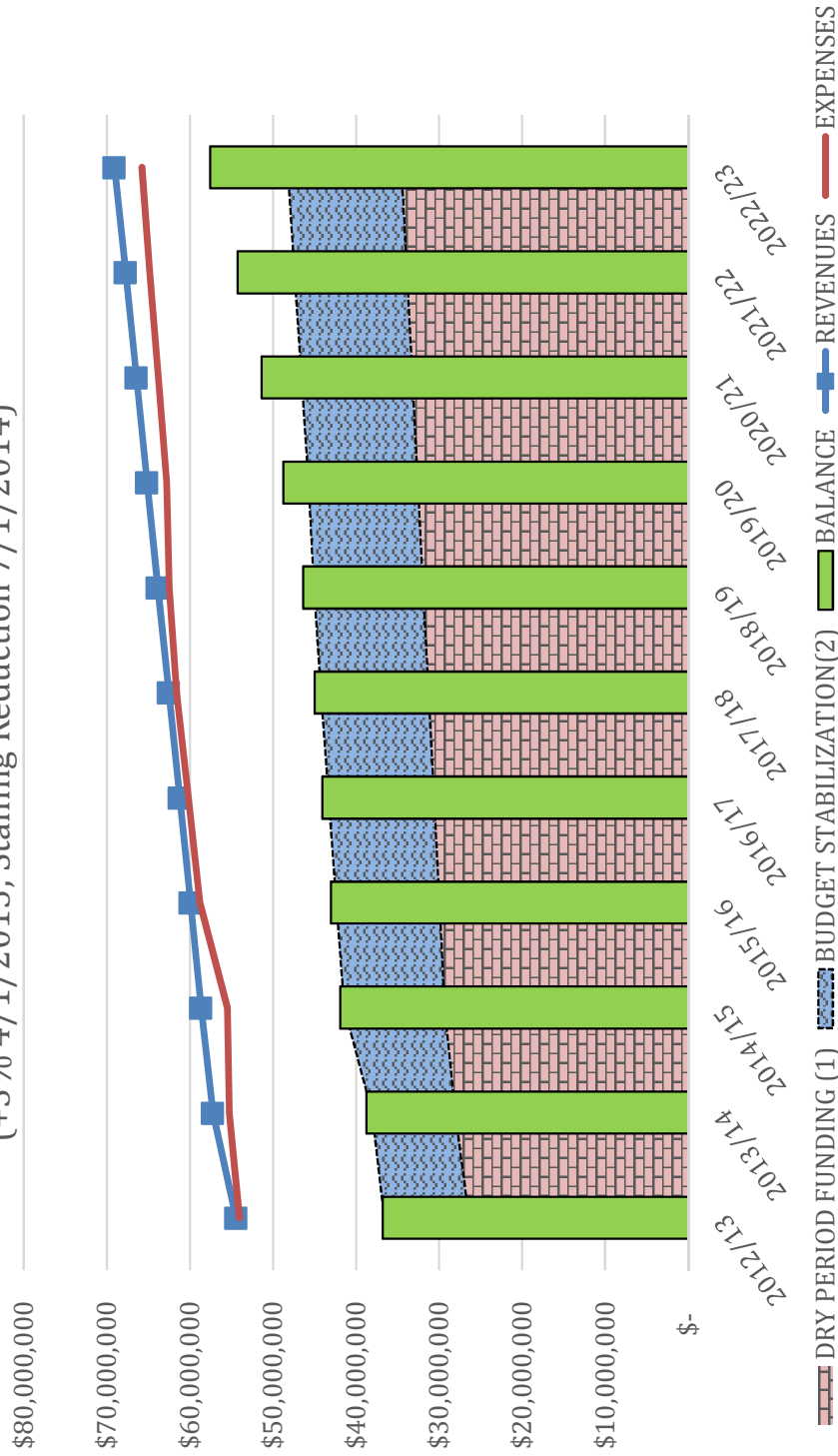
(2) Budget Stabilization = 20% of General Fund Expenses

## TEN YEARS OF PROPERTY TAX REVENUE

<b>Year</b>	2007	2008	2009	2010	2011
<b>Actual</b>	48,521,551	49,729,211	51,335,992	49,680,045	49,184,817
<b>% Increase</b>	15.27%	2.49%	3.23%	-3.23%	-1.00%
<b>Year</b>	2012	2013	2014	2015	2016
<b>Actual</b>	49,329,131	48,507,267	51,709,510	54,294,987	55,489,476
<b>% Increase</b>	0.29%	-1.67%	6.60%	5.00%	2.20%



**General Fund 10-Year Cash Flow**  
 (+3% 4/1/2015; Staffing Reduction 7/1/2014)



(1) Dry Period Funding = 50% of General Fund Revenues

(2) Budget Stabilization = 20% of General Fund Expenses

**San Ramon Valley Fire Protection District**  
**General Fund Operations - Ten-Year Cash Flow Model (+3% 4/1/2015; Staffing Reduction 7/1/2014)**

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Beginning fund balance	\$36,403,675	\$36,795,015	\$38,752,113	\$41,899,202	\$43,012,466	\$44,066,002	\$44,999,617	\$46,385,872	\$48,742,256	\$51,349,920
<b>Revenue:</b>	<i>PT Growth</i>	<i>6.60%</i>	<i>5.00%</i>	<i>2.20%</i>	<i>2.20%</i>	<i>2.20%</i>	<i>2.20%</i>	<i>2.00%</i>	<i>2.00%</i>	<i>2.00%</i>
Property tax	48,507,267	51,709,511	54,294,987	55,489,476	56,710,245	57,957,870	59,232,943	60,417,602	61,625,954	62,858,473
Ambulance charges	2,743,005	2,950,000	3,200,000	3,264,000	3,329,280	3,379,219	3,429,907	3,481,356	3,533,576	3,586,580
Other service chgs	510,654	745,150	756,000	769,828	781,375	793,096	804,992	817,067	829,323	841,763
Cell tower rent	322,020	250,000	203,448	211,848	220,248	224,653	229,146	233,729	238,404	243,172
Disposal of property	367,722	27,400	-	-	-	-	-	-	-	-
Interest income	58,257	80,000	80,604	87,150	89,466	91,657	93,599	96,483	101,384	106,808
State & Federal/Meas H	1,874,007	1,374,782	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000
Other/misc	50,358	84,320	80,000	51,600	52,632	53,685	54,758	55,853	56,971	58,110
	\$54,433,290	\$57,221,163	\$58,648,039	\$59,906,903	\$61,216,246	\$62,533,180	\$63,878,347	\$65,135,091	\$66,418,612	\$67,727,906
<b>EXPENSES:</b>										
Salaries	20,348,392	19,341,297	20,430,711	21,240,665	21,218,708	21,218,708	21,218,708	21,218,708	21,218,708	21,218,708
Overtime	6,533,121	6,227,545	4,976,844	5,120,467	5,120,467	5,120,467	5,120,467	5,120,467	5,120,467	5,120,467
Pension	11,797,439	12,217,375	17,554,032	18,226,632	18,205,722	18,205,722	18,205,722	18,205,722	18,205,722	18,205,722
Pension cost share		(815,512)	(1,558,334)	(2,294,640)	(2,292,884)	(2,292,884)	(2,292,884)	(2,292,884)	(2,292,884)	(2,292,884)
Insurance	4,724,276	4,414,528	4,398,857	4,681,696	5,032,823	5,385,121	5,735,154	6,079,263	6,413,623	6,734,304
Retiree medical	1,816,302	1,818,271	2,076,046	2,385,118	2,711,471	3,027,105	3,307,934	3,576,842	3,925,614	4,255,885
OPEB pre-funding	-	520,473	1,000,000	1,050,000	1,602,500	2,182,625	2,791,756	2,931,344	3,077,911	3,231,807
Services & supplies	4,013,154	4,298,277	4,825,390	4,806,005	4,926,155	5,049,309	5,175,541	5,304,930	5,437,553	5,573,492
Capital contribution	2,950,547	5,375,647	0	1,773,990	1,836,080	1,900,342	1,966,854	2,035,694	2,106,944	2,180,687
Debt payments	1,858,719	1,866,164	1,797,405	1,803,706	1,801,669	1,803,050	1,262,839	598,620	597,290	595,360
	\$54,041,950	\$55,264,065	\$55,500,950	\$58,793,638	\$60,162,711	\$61,599,565	\$62,492,092	\$62,778,706	\$63,810,948	\$64,823,547
Revenue over (under) exp	391,340	1,957,098	3,147,089	1,113,264	1,053,535	933,615	1,386,255	2,356,384	2,607,664	2,904,359
Ending fund balance	\$36,795,015	\$38,752,113	\$41,899,202	\$43,012,466	\$44,066,002	\$44,999,617	\$46,385,872	\$48,742,256	\$51,349,920	\$54,254,279
<b>"Dry Period" Funding</b>	26,382,142	28,076,191	29,324,019	29,953,451	30,608,123	31,266,590	31,939,173	32,567,545	33,209,306	33,863,953
<b>Budget Stabilization Fund</b>	10,218,281	9,977,684	12,100,190	12,403,930	12,665,326	12,939,845	13,105,048	13,148,602	13,340,801	13,528,572
<b>Amt over (under) Board Policy</b>	194,593	698,239	474,992	655,085	792,552	793,182	1,341,651	3,026,108	4,799,813	6,861,754

**Key Assumptions/Board Policy**

*Revenue growth:* Property tax 5% 2014-15, 2% thereafter.; Ambulance charges +\$250K 14/15, 2% thereafter; Other charges/ Cell Tower rent 1.5%-2% per year.  
*Salaries:* 2014-15; 2 AC's, 3 Shift Training Captains, CFO; 2015-16 EMS DC; Step increases; Min Staff 41-39 on 7/1/14; 3% across-the board increase (except Fire Chief)  
*Pension costs:* Reflects CCCERA 14/15 increases; no CCCERA rate changes projected beyond 14/15.  
*Insurance:* Active/Retiree costs increases consistent with 6/30/2013 actuarial valuation.  
*OPEB:* Employer match beginning 14/15; increased by \$500,000 per year until fully funding ARC.  
*Capital:* No GF contribution 2014-15 due to Training Center reallocation.

*"Dry Period" Funding:* 50% of General Fund revenues (excludes federal grant revenue).  
*Budget Stabilization Fund:* 20% of operating and debt service expenditures (excludes capital outlay/capital contributions).





**REVENUES GENERAL FUND**

DESCRIPTION	GL CODE	ACTUALS FY 12-13	PROJECTED ACTUALS FY 13-14	PROPOSED BUDGET FY 14-15	PROJECTED BUDGET FY 15-16
Prop Taxes Current Secured	4110	45,620,633	48,644,425	51,142,662	52,281,357
Prop Taxes Supplemental	4120	653,870	412,910	0	0
Prop Taxes Utilities/Unitary	4130	937,596	978,438	998,007	1,017,967
Prop Taxes Current Unsecured	4140	1,867,991	1,934,797	1,973,494	2,012,962
Homeowner Prop Tax Relief	4145	506,644	506,644	509,177	511,723
Redevelopment Agencies	4150	220,714	184,316	193,532	197,789
County Tax Administration	4160	(494,146)	(511,652)	(521,885)	(532,323)
Prop Taxes Prior Secured	4170	(564,431)	(444,591)	0	0
Prop Taxes Prior Supp	4180	(126,731)	(84,410)	0	0
Prop Taxes Prior Unsecured	4190	(114,873)	88,633	0	0
<b>TOTAL TAXES</b>		<b>\$48,507,267</b>	<b>\$51,709,510</b>	<b>\$54,294,987</b>	<b>\$55,489,476</b>
Measure H	4220	33,000	33,000	33,000	33,000
SB-90 Mandated Costs	4230	(92,152)	(14,248)	0	0
Misc State Aid/Grants	4240	231,510	284,555	0	0
Federal Grant	4245	0	52,468	0	0
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$172,358</b>	<b>\$355,775</b>	<b>\$33,000</b>	<b>\$33,000</b>
Inspection Fees	4310	63,974	120,000	120,900	123,300
Plan Review Fees	4315	355,214	550,150	562,600	573,900
Weed Abatement Charges	4320	26,031	4,000	4,000	4,000
Administrative Citations	4325	58,485	60,000	60,000	60,000
Ambulance Services	4330	2,743,005	2,950,000	3,200,000	3,264,000
CPR Classes	4340	735	1,000	1,000	1,015
Reports/Photocopies	4350	6,214	10,000	7,500	7,613
<b>TOTAL CHARGES FOR SERVICES</b>		<b>\$3,253,659</b>	<b>\$3,695,150</b>	<b>\$3,956,000</b>	<b>\$4,033,828</b>
Investment Earnings	4410	58,257	80,000	80,604	87,150
<b>TOTAL USE OF MONEY &amp; PROP</b>		<b>\$58,257</b>	<b>\$80,000</b>	<b>\$80,604</b>	<b>\$87,150</b>
Rent on Real Estate	4510	322,020	250,000	203,448	211,848
<b>TOTAL RENT</b>		<b>\$322,020</b>	<b>\$250,000</b>	<b>\$203,448</b>	<b>\$211,848</b>
Sale of Property	4620	367,722	27,400	0	0
Miscellaneous Revenue	4640	49,783	84,320	80,000	51,600
<b>TOTAL OTHER REVENUE</b>		<b>\$417,505</b>	<b>\$111,720</b>	<b>\$80,000</b>	<b>\$51,600</b>
<b>TOTAL REVENUES</b>		<b>\$52,731,065</b>	<b>\$56,202,155</b>	<b>\$58,648,039</b>	<b>\$59,906,902</b>

**EXPENDITURES GENERAL FUND**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	20,413,739	19,117,388	20,187,110	20,995,439
Temporary Salaries	5115	174,001	223,909	243,600	245,225
Permanent Overtime	5120	5,217,500	6,227,545	4,976,844	5,120,467
FICA Contributions	5140	369,836	359,080	387,733	387,139
Retirement Contributions	5150	12,019,863	11,401,863	15,995,698	15,931,992
Employee Group Insurance	5160	3,546,796	3,210,448	3,141,124	3,399,558
Retiree Health Insurance	5170	1,901,214	1,818,271	2,076,046	2,385,118
OPEB Contribution	5175	520,473	520,473	1,000,000	1,050,000
Unemployment Insurance	5180	20,000	25,000	20,000	20,000
Workers Comp Claims	5190	820,000	820,000	850,000	875,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$45,003,422</b>	<b>\$43,723,977</b>	<b>\$48,878,156</b>	<b>\$50,409,937</b>
<b>% Change</b>		<b>0%</b>	<b>-3%</b>	<b>12%</b>	<b>3%</b>
Office Supplies	5202	34,700	21,605	33,600	35,073
Postage/Freight	5204	12,700	16,900	17,450	17,950
Telecommunications	5206	193,100	175,000	184,300	184,300
Utilities	5208	309,900	331,415	339,700	348,192
Small Tools/Equip/Furn	5210	103,327	73,491	110,850	111,957
Miscellaneous Supplies	5212	121,600	138,256	135,170	139,825
Medical Supplies	5213	103,000	103,000	111,000	115,000
Firefighting Supplies	5214	90,750	91,500	110,750	113,550
Pharmaceutical Supplies	5216	36,500	30,000	30,000	33,000
Computer Supplies	5218	38,500	25,000	7,500	7,500
Radio Equipment & Supplies	5219	25,000	25,000	25,000	25,000
Food Supplies	5222	26,450	19,139	25,150	25,451
PPE Inspections & Repairs	5223	36,000	13,916	36,000	36,900
Safety Clothing & Supplies	5224	182,282	130,320	161,500	165,675
Class A Uniforms & Supplies	5225	13,612	4,097	6,000	6,150
Non-Safety Clothing	5226	22,185	18,732	21,000	21,300
Class B Uniforms & Supplies	5227	25,000	24,604	28,000	28,700
Household Supplies	5228	40,000	35,193	40,000	41,000
Central Garage Repairs	5230	100,000	77,945	100,000	102,500
Central Garage Maintenance	5231	20,000	17,235	18,000	18,450

**EXPENDITURES GENERAL FUND**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Central Garage Gas & Oil	5232	207,000	210,632	216,750	222,169
Central Garage Tires	5234	45,000	25,589	45,000	46,125
Central Garage Inspectons	5235	13,000	1,590	9,500	9,738
Maintenance/Repairs Equip	5236	149,163	121,666	144,150	146,383
Maintenance/Repairs Radio	5238	368,144	352,000	328,650	334,650
Maintenance/Repairs Bldgs	5240	155,535	193,920	212,385	217,696
Maintenance/Repairs Grnds	5242	38,500	37,837	38,500	39,463
Rents/Leases Equip & Prop	5246	68,600	50,138	63,000	64,158
Prof & Specialized Services	5250	1,034,090	857,578	945,905	919,271
Recruiting Costs	5251	94,200	50,000	87,800	78,515
Legal Services	5252	250,000	210,000	200,000	207,500
Medical Services	5254	111,100	85,000	106,100	113,405
Communications Services	5258	78,600	78,600	79,500	79,500
Election Services	5262	0	0	110,000	0
Insurance Services	5264	460,000	445,000	466,000	512,600
Publication of Legal Notices	5270	500	1,200	500	500
Specialized Printing	5272	26,900	23,930	23,825	27,979
Dues & Memberships	5274	68,130	63,385	65,425	66,818
Educational Courses	5276	61,000	42,000	61,500	62,225
Educ Assistance Program	5277	45,000	25,000	15,000	16,125
Public Education Supplies	5278	11,000	8,000	11,000	11,000
Books & Periodicals	5280	18,635	10,965	20,030	18,812
Recognition Supplies	5282	5,000	3,000	4,000	4,000
Meetings & Travel Expenses	5284	44,450	28,900	29,900	29,900
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$4,888,153</b>	<b>\$4,298,277</b>	<b>\$4,825,390</b>	<b>\$4,806,005</b>
<b>% Change</b>		<b>-18%</b>	<b>-12%</b>	<b>12%</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>		<b>\$49,891,575</b>	<b>\$48,022,254</b>	<b>\$53,703,546</b>	<b>\$55,215,942</b>
<b>% Change</b>		<b>-1%</b>	<b>-4%</b>	<b>12%</b>	<b>3%</b>

# **BOARD OF DIRECTORS**

## **PURPOSE**

The Board of Directors is the elected policy-making body for the San Ramon Valley Fire Protection District. It is comprised of five members elected at-large who serve four-year overlapping terms. The Board of Directors provide financial oversight and strategic policy direction to maximize the public value of District services. The Board is responsible for hiring the Fire Chief and District legal counsel.

## **STANDARD LEVEL OF PERFORMANCE**

1. Provide overall leadership and direction for the District through the establishment of broad policies to be implemented by the Fire Chief.
2. Strive to deliver the highest quality of fire suppression, fire prevention and emergency medical services to District residents and businesses.
3. Actively exercise financial and policy oversight to ensure the long term viability of the District.
4. Exercise prudence and integrity with respect to financial transactions and the stewardship of District assets.
5. Be sensitive and responsive to the needs and rights of the public.
6. Minimize legal challenges by ensuring compliance with both the letter and the spirit of the constitution, legislation and regulations governing actions of the District and through the effective use of outside legal counsel.
7. Provide the public, surrounding agencies and the media with a greater awareness of the District's role in the Valley.
8. Oversee the annual review and revision of the District's long term financial plan.
9. Define Board committee roles and membership on an annual basis.
10. Ensure the District has in place a personnel management system designed to attract and retain high quality and highly functioning employees.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Ensure fiscal policies and procedures are in place to sustain the long term viability of the District.
2. Continually review District operations for compliance with adopted standards and levels of service.
3. Ensure ongoing operations are carried out in an effective, efficient and fiscally prudent manner.
4. Evaluate options and decide on a viable plan for Station 32.

## **MEMBERS OF THE BOARD**

Director (5)

**BOARD OF DIRECTORS  
10-10**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	14,940	8,500	10,080	10,080
FICA Contributions	5140	1,328	737	956	956
Employee Group Insurance	5160	0	0	0	0
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$16,268</b>	<b>\$9,237</b>	<b>\$11,036</b>	<b>\$11,036</b>
Non-Safety Clothing	5226	500	0	0	0
Prof & Specialized Services	5250	25,000	0	10,000	10,000
Legal Services	5252	200,000	175,000	150,000	157,500
Election Services	5262	0	0	110,000	0
Dues & Memberships	5274	35,860	35,860	36,885	37,654
Educational Courses	5276	2,000	2,000	7,000	7,000
Books & Periodicals	5280	500	500	250	250
Recognition Supplies	5282	3,000	2,000	2,000	2,000
Meetings & Travel Expenses	5284	3,900	3,900	4,900	4,900
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$270,760</b>	<b>\$219,260</b>	<b>\$321,035</b>	<b>\$219,304</b>
<b>TOTAL EXPENDITURES</b>		<b>\$287,028</b>	<b>\$228,497</b>	<b>\$332,071</b>	<b>\$230,340</b>

**BOARD OF DIRECTORS  
10-10**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Clothing		0	0
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$0</b>	<b>\$0</b>
Website, Consulting Svcs, Grants		10,000	10,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
Legal Fees - District Counsel		150,000	157,500
Legislative Advocate		0	0
<b>Legal Services</b>	<b>5252</b>	<b>\$ 150,000</b>	<b>\$ 157,500</b>
Election Services		110,000	0
<b>Election Services</b>	<b>5262</b>	<b>\$ 110,000</b>	<b>\$ -</b>
Alamo Chamber of Commerce		75	75
CCC Fire Commissioner's Assoc		100	100
Danville Chamber of Commerce		300	300
San Ramon Chamber of Commerce		325	325
California Special Districts Assoc		5,300	5,300
Museum of San Ramon Valley		35	35
LAFCO		30,750	31,519
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 36,885</b>	<b>\$ 37,654</b>
Special Districts (CSDA) Workshops		5,000	5,000
Government Affairs Day		500	500
Miscellaneous Conferences		1,500	1,500
<b>Educational Courses</b>	<b>5276</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>
Manuals, Publications		250	250
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 250</b>	<b>\$ 250</b>
Retirement/Promotion Recognitions		1,000	1,000
Miscellaneous Recognition		1,000	1,000
<b>Recognition Supplies</b>	<b>5282</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
Board Meeting Refreshments		400	400
Special Districts (CSDA) Workshops		2,000	2,000
Fire Commissioners Quarterly Mtg		500	500
Miscellaneous Conferences		2,000	2,000
<b>Meetings/Travel Exp</b>	<b>5284</b>	<b>\$ 4,900</b>	<b>\$ 4,900</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 321,035</b>	<b>\$ 219,304</b>

## **FIRE CHIEF**

### **PURPOSE**

The Fire Chief is the Chief Executive Officer of the District. In collaboration with the Board of Directors and in partnership with all members of the organization, the Fire Chief provides direction, protection and order to the District. The Fire Chief also serves as the Treasurer of the District and is responsible for implementation of policies established by the Board of Directors and the San Ramon Valley Fire Protection District Financing Corporation.

### **STANDARD LEVEL OF PERFORMANCE**

1. Primarily responsible for day-to-day administration of the District and Public Financing Authority pursuant to policy direction from the Board of Directors.
2. Adhere to all legal and contractual requirements that govern Fire/Special District operations.
3. As Treasurer, oversee financial activities of the District, ensure investments are in compliance with the Board approved investment policy and state regulations.
4. Conduct long-range fiscal planning and provide the framework and oversight for the development and administration of the annual operating and capital budgets.
5. Ensure the safety of District residents, businesses and employees through effective oversight of daily operations and emergency situations.
6. Ensure that all requests for assistance are handled promptly and courteously.
7. Plan for future growth and development within the District.
8. Work collaboratively with labor to address financial and operational needs of the District.
9. Develop staff to meet the future needs of the organization.
10. Maintain political liaison with all local and regional jurisdictions.
11. Continue to evaluate the effectiveness of the organizational structure and programs offered to maximize the effectiveness and public value of District services.

### **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Continue to build trust and maintain a high level of morale throughout the organization.
2. Present the Board with a long term financial plan that is sustainable and enhances the fiscal stability of the District.
3. Recruit a Chief Financial Officer.
4. Develop a succession plan and implementation strategy that promotes organizational stability and consistency.



5. Ensure District procurement policies and procedures are prudent and take full advantage of all available economies and efficient practices.
6. Present the Board with viable options for Station 32.
7. Identify external threats to the organization and develop strategies to mitigate those threats.
8. Ensure the Board and all personnel are trained in disaster preparedness and have full understanding of EOC operations.
9. Review the structure, operations and long range goals of the Fire Prevention Division.
10. Ensure the District is in compliance with mandated training requirements; and identify targeted, specific training needs of the organization.
11. Ensure consistency in command throughout the organization.

## **STAFFING SUMMARY**

Fire Chief<sup>1</sup>

District Clerk

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<sup>1</sup> The Fire Chief also serves as the Treasurer of the District.

**FIRE CHIEF  
10-15**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	348,230	348,230	351,216	358,673
FICA Contributions	5140	5,049	5,049	5,093	5,201
Retirement Contributions	5150	191,687	191,687	255,578	250,617
Employee Group Insurance	5160	41,894	41,894	42,227	43,888
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$586,860</b>	<b>\$586,860</b>	<b>\$654,115</b>	<b>\$658,379</b>
Office Supplies	5202	1,500	1,000	1,000	1,000
Small Tools & Equipment	5210	5,000	4,000	5,000	5,000
Miscellaneous Supplies	5212	1,000	1,200	1,500	1,500
Food Supplies	5222	1,000	500	750	750
Non-Safety Clothing	5226	2,000	1,500	1,500	1,500
Prof & Specialized Services	5250	16,000	15,000	46,000	76,000
Specialized Printing	5272	5,200	4,200	4,200	4,200
Dues & Memberships	5274	8,150	5,000	5,775	5,775
Educ Courses District Wide	5276	39,000	20,000	20,000	20,000
Books & Periodicals	5280	250	250	250	250
Travel Exp District Wide	5284	40,550	25,000	25,000	25,000
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$119,650</b>	<b>\$77,650</b>	<b>\$110,975</b>	<b>\$140,975</b>
<b>TOTAL EXPENDITURES</b>		<b>\$706,510</b>	<b>\$664,510</b>	<b>\$765,090</b>	<b>\$799,354</b>

**FIRE CHIEF  
10-15**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		1,000	1,000
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Badges, Name Tag, Collar Brass, Pins		4,000	4,000
Misc. Tools and Equipment		1,000	1,000
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
Misc. Supplies		1,500	1,500
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Misc. Food Supplies/Meals		750	750
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 750</b>	<b>\$ 750</b>
Uniforms - District Clerk		750	750
Uniforms - Fire Chief		750	750
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Newsletter Writing/Design		1,000	1,000
Consultant/Professional Services		45,000	75,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 46,000</b>	<b>\$ 76,000</b>
Document Services		4,000	4,000
Business Cards		200	200
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 4,200</b>	<b>\$ 4,200</b>
Exchange Club San Ramon Valley		160	160
Fire Districts Assoc of California		450	450
Contra Costa Co. Special Dist Assoc		50	50
National Fire Protection Assoc		165	165
CCC Fire Chiefs Association		400	400
International Assoc. of Fire Chiefs		2,500	2,500
Annual Accreditation Fee		1,550	1,550
Contra Costa CAER		500	500
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 5,775</b>	<b>\$ 5,775</b>
Educational Courses - District Wide		20,000	20,000
<b>Educational Courses</b>	<b>5276</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
Misc. Fire Service Books/Magazines		250	250
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 250</b>	<b>\$ 250</b>

**FIRE CHIEF  
10-15**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Meetings/Travel Exp - District Wide		25,000	25,000
<b>Meetings/Travel Exp</b>	<b>5284</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 110,975</b>	<b>\$ 140,975</b>



## **HUMAN RESOURCES**

### **PURPOSE**

The Human Resources Department is responsible for recruiting, hiring, employee relations and communications, personnel policies and procedures, labor negotiations, workers' compensation, employee record keeping, benefits administration, and risk management oversight. The Human Resources staff act as advocates for both the District and the people who work for the District.

### **STANDARD LEVEL OF PERFORMANCE**

1. Through appropriate managers, ensure the District and employees adhere to administrative policies and procedures, rules and regulations.
2. Maintain positive labor relations through open, fair communications, and the consistent application of personnel policies and procedures.
3. Assist with collective bargaining and update human resources policies and procedures through the "Meet and Confer" process with represented group.
4. Deliver examination processes in a fair, consistent and legal manner.
5. Recruit and hire new employees as needed following all legal requirements.
6. Ensure standards pertaining to the Injury Illness Prevention Program, workers' compensation, salary and benefit administration, and attendance/leave policies are met and consistently administered.
7. Facilitate resolution of grievances, complaints, discipline, coaching/counseling and evaluation activities.
8. Administer the District's Chaplain Program.
9. Maintain an ergonomically sound work environment.
10. Manage and administer the District's employee benefits program.
11. Provide prompt, courteous responses to employees seeking information or assistance.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Hire Human Resources Manager by September 30, 2014.
2. Update Non-Represented Employee Handbook by December 31, 2014.
3. Update ABRA benefits database to assist with the compilation of information required for compliance with the Affordable Care Act by December 31, 2014.
4. Review and update personnel policies by December 31, 2014:
  - a. Policy #211                      Use of Sick Leave
  - b. Policy #215                      Modified Duty Assignment
  - c. Policy #222                      Workers' Compensation Program
  - d. Policy #320                      Communication Equipment
  - e. Policy #322                      Prohibiting Workplace Violence
  - f. Policy #512                      Attendance
  - g. Policy #515                      Social Media Policy – Personal Use (New Policy)
  - h. Policy #516                      Make-Up Time Policy (New Policy)
5. Review all Category 7 and Category 9C Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by June 30, 2015 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Human Resources Manager (1)

Human Resources Generalist (1)

Office Assistant (1)

**HUMAN RESOURCES  
10-20**

DESCRIPTION	GL CODE	AMENDED BUDGET FY 13-14	PROJECTED ACTUALS FY 13-14	PROPOSED BUDGET FY 14-15	PROJECTED BUDGET FY 15-16
Permanent Salaries	5110	248,582	297,970	293,892	311,297
Temporary Salaries	5115	20,000	5,340	0	0
Permanent Overtime	5120	5,000	0	5,000	5,000
FICA Contributions	5140	3,604	5,239	4,261	4,514
Retirement Contributions	5150	89,863	82,210	120,907	128,068
Employee Group Insurance	5160	42,215	42,215	65,142	70,510
Retiree Health Insurance	5170	1,901,214	1,818,271	2,076,046	2,385,118
OPEB Contribution	5175	520,473	520,473	1,000,000	1,050,000
Unemployment Insurance	5180	20,000	25,000	20,000	20,000
Workers Comp Claims	5190	820,000	820,000	850,000	875,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$3,670,951</b>	<b>\$3,616,718</b>	<b>\$4,435,249</b>	<b>\$4,849,506</b>
Office Supplies	5202	1,500	1,500	1,500	1,500
Postage/Freight	5204	1,000	1,000	1,000	1,000
Small Tools & Equipment	5210	2,500	2,500	6,500	6,500
Food Supplies	5222	7,500	4,000	6,500	6,500
Non-Safety Clothing	5226	3,000	2,000	3,000	3,000
Prof & Specialized Services	5250	126,700	75,000	104,900	109,845
Recruiting Costs	5251	94,200	50,000	87,800	78,515
Legal Services	5252	50,000	35,000	50,000	50,000
Medical Services	5254	111,100	85,000	106,100	113,405
Insurance Services	5264	460,000	445,000	466,000	512,600
Specialized Printing	5272	2,200	2,000	2,000	2,000
Dues & Memberships	5274	3,200	3,000	3,400	3,580
Educational Courses	5276	2,000	2,000	14,500	15,225
Books & Periodicals	5280	1,000	800	1,000	1,050
Recognition Supplies	5282	2,000	1,000	2,000	2,000
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$867,900</b>	<b>\$709,800</b>	<b>\$856,200</b>	<b>\$906,720</b>
<b>TOTAL EXPENDITURES</b>		<b>\$4,538,851</b>	<b>\$4,326,518</b>	<b>\$5,291,449</b>	<b>\$5,756,226</b>



**HUMAN RESOURCES**  
**10-20**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Pictures/Frames-Admin		300	300
General Office Supplies		500	500
Plaques, Name Plates, Misc.		200	200
Blank ID Cards & Printer Supplies		500	500
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Postage/Freight		1,000	1,000
<b>Postage/Freight</b>	<b>5204</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Chaplain Supplies		1,500	1,500
Ergonomic Furniture/Supplies		5,000	5,000
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>
Assessment Center - BC		500	500
Assessment Center - Engineer		500	500
Recruitment - FF/PM		2,000	2,000
Recruitment - Management (CFO)		500	500
Recruitment - EMS (Specialist)		500	500
Recruitment - Comm Ctr (Disp)		500	500
Recruitment - Administrative		500	500
Miscellaneous Testing		500	500
Management/Union Meetings		1,000	1,000
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>
Uniforms - Chaplain		1,000	1,000
Uniforms - Support Staff		1,750	1,750
Uniforms - Misc.		250	250
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
Taleo/Performance Appraisals		5,600	5,880
HRIS Software Support (ABRA)		3,300	3,465
IEDA		24,000	24,000
IEDA - Document Warehouse		0	0
Crisis - Trauma Intervention		7,000	7,000
Health Insurance Administrative Fee		20,000	22,000
Actuarial - Workers' Compensation		5,000	7,500
Safety Committee/Training/Consult		5,000	5,000
Ergonomic Consulting		3,000	3,000
Fingerprint Services/DOJ		2,000	2,000
Investigation Services		20,000	20,000
Human Resources Consulting		10,000	10,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 104,900</b>	<b>\$ 109,845</b>

**HUMAN RESOURCES**  
**10-20**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Assessment Center - BC		11,500	11,500
Assessment Center - Engineer		14,500	14,500
Recruitment - FF/PM (8)		8,500	8,500
Recruitment - Management (CFO)		10,000	0
Recruitment - EMS (Specialist)		1,500	1,500
Recruitment - Comm Ctr (Disp)		1,500	1,500
Recruitment - Administrative		1,000	0
Study Books/Materials (Eng)		2,500	2,625
Background Investigations - 12		15,000	15,750
Physical Examinations - 12		13,200	13,860
Polygraph/Psych (9)		3,600	3,780
Miscellaneous Recruiting Costs		5,000	5,000
<b>Recruiting Costs</b>	<b>5251</b>	<b>\$ 87,800</b>	<b>\$ 78,515</b>
Legal Services - Employee Relations		50,000	50,000
<b>Legal Services</b>	<b>5252</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
Wellness Exam Physicals/EKG		90,000	95,000
Various Vaccines/Tests		10,000	12,000
DMV Physicals		2,100	2,205
Medical Consulting/Fitness for Duty		2,000	2,100
Miscellaneous Medical Services		2,000	2,100
<b>Medical Services</b>	<b>5254</b>	<b>\$ 106,100</b>	<b>\$ 113,405</b>
Excess Workers' Comp Insurance		300,000	330,000
Property & Liability Insurance Pool		98,000	107,800
Self-Insured Certification-State of CA		68,000	74,800
<b>Insurance Services</b>	<b>5264</b>	<b>\$ 466,000</b>	<b>\$ 512,600</b>
Forms/Posters/Card Shells		500	500
Recognition Supplies		500	500
Survivor Benefit Handbook		800	800
Misc. Employee Materials/Handouts		200	200
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
Society for Human Resources		400	420
California Chamber Of Commerce		600	630
National Seminar Training - HR		600	630
CAL PELRA		350	368
PARMA		100	105
IPMA/Nor Cal IPMA		650	683
Chaplain Federation		500	525
Miscellaneous Dues/Memberships		200	220
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 3,400</b>	<b>\$ 3,580</b>
Supervisor Training		12,000	12,600
Misc On-Line Training		2,500	2,625
<b>Educational Courses</b>	<b>5276</b>	<b>\$ 14,500</b>	<b>\$ 15,225</b>

**HUMAN RESOURCES  
10-20**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Labor Monthly Newsletter		250	263
Western Cities		50	53
Public Retirement Newsletter		200	210
Miscellaneous Subscriptions		500	525
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,000</b>	<b>\$ 1,050</b>
Employee Events		1,000	1,000
Miscellaneous Recognition Supplies		1,000	1,000
<b>Recognition Supplies</b>	<b>5282</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 856,200</b>	<b>\$ 906,720</b>

## **FINANCE**

### **PURPOSE**

The Finance Division is responsible for: development of financial policies and procedures; implementing the internal accounting controls needed to safeguard District financial resources; internal and external financial reporting; cash/investment management; accounting and budgeting; accounts receivable/payable; payroll; grant administration; and fixed asset accounting.

### **STANDARD LEVEL OF PERFORMANCE**

1. Adhere to all legal and contractual requirements with respect to the financial transactions of the District.
2. Facilitate and coordinate the preparation of financial forecasts, annual budget, annual CAFR, report to State Controller, and the District's independent audit.
3. Provide debt service management (arbitrage calculations, trustee accounts, debt service payments).
4. Provide a prudent investment program consistent with the District's investment policy through ongoing analysis of cash requirements and market conditions.
5. Maintain and reconcile all accounts and general ledger transactions, including purchase order management and registers.
6. Provide the Board of Directors, Fire Chief and command staff with relevant and timely (monthly) financial information.
7. Deposit cash, post and prepare monthly report of cash receipts, track accounts receivable, audit ambulance billings, provide training and support to District staff regarding access to financial information.
8. Respond to vendor inquiries, maintain current files and issue applicable tax documents.
9. Maintain real property listings, equipment schedules for capital assets, depreciation schedules, disposal of surplus equipment and an annual physical inventory count of fixed assets.
10. Process payroll, retirement reporting, maintain records, respond to employee inquiries and other related payroll tasks.
11. Seek out grant funding as a District resource and monitor grant purchases for compliance with Single Audit guidelines, and respond to Federal audit inquiries.
12. Provide analytical support to all departments/divisions of the organization.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Complete the grant closing process in accordance with Federal regulations for the following: Assistance to Firefighters Grant for mobile radios and base stations, Assistance to Firefighters Grant for self-contained breathing apparatus and the Urban Areas Security Initiative Grant for development of a training video. (Operations and Fire Prevention)
2. Implement inventory control software and establish written procedures by March 31, 2015. (6E.5) (Operations and EMS)
3. Review and update District purchasing policies and procedures to: enhance open and competitive bidding; combine purchasing with other public agencies where practicable; and enhance opportunities for local vendors to do business with the District.
4. Negotiate and implement a sales tax sharing agreement with the City of San Ramon to capture local share of use tax on out-of-state purchases.
5. Maintain two-year budget and 10-year financial plan to provide long-term perspective for financial decision making.
6. Review all Category 4 Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by June 30, 2015 for inclusion in the CFAI Annual Compliance Report.
7. Identify investment options for reserve funds.

## **STAFFING SUMMARY**

Chief Financial Officer (1)

Controller (1)

Accounting Technician (2)

**FINANCE  
10-25**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	385,584	185,648	385,118	497,607
Permanent Overtime	5120	5,000	2,000	2,500	2,500
FICA Contributions	5140	5,591	2,652	5,584	7,215
Retirement Contributions	5150	139,389	67,977	158,437	204,716
Employee Group Insurance	5160	72,913	45,415	60,665	65,664
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$608,477</b>	<b>\$303,693</b>	<b>\$612,304</b>	<b>\$777,702</b>
Office Supplies	5202	10,000	7,500	9,000	10,000
Postage/Freight	5204	7,000	7,500	8,000	8,500
Food Supplies	5222	4,500	4,000	4,500	4,500
Non-Safety Clothing	5226	2,000	1,500	1,500	1,750
Maintenance/Repairs Equip	5236	15,004	14,779	15,300	15,300
Rents/Leases Equip & Prop	5246	1,200	1,200	1,200	1,200
Prof & Specialized Services	5250	371,247	410,000	344,500	309,400
Specialized Printing	5272	7,000	5,000	7,000	7,000
Dues & Memberships	5274	1,030	1,030	1,030	1,160
Books & Periodicals	5280	1,020	1,020	1,050	1,125
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$420,001</b>	<b>\$453,529</b>	<b>\$393,080</b>	<b>\$359,935</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,028,478</b>	<b>\$757,222</b>	<b>\$1,005,384</b>	<b>\$1,137,637</b>

**FINANCE  
10-25**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies-Administration		9,000	10,000
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 9,000</b>	<b>\$ 10,000</b>
District-wide Postage/Freight		8,000	8,500
<b>Postage/Freight</b>	<b>5204</b>	<b>\$ 8,000</b>	<b>\$ 8,500</b>
Coffee Supplies-Administration		4,500	4,500
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
Uniforms		1,500	1,750
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 1,500</b>	<b>\$ 1,750</b>
Canon Color Copier-Admin		10,500	10,500
Sage Software Maintenance		3,500	3,500
Postage Machine Maint. Agreement		1,300	1,300
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 15,300</b>	<b>\$ 15,300</b>
Postage Meter Lease		1,200	1,200
<b>Rents &amp; Leases</b>	<b>5246</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>
Ambulance Collection Fees		187,600	188,500
Audit Fees		34,100	34,100
Federal Grant - Single Audit Fees		5,000	5,000
COP-Annual Trustee Fees		3,000	3,000
SB-90 Claim Preparation		5,000	5,000
Payroll Charges - Admin Fees		21,000	21,000
Section 125 Plan - Admin Fees		2,900	2,900
Access Database Consultant		2,000	2,000
CAFR Overlapping Debt Schedule		900	900
Actuarial Services		0	14,000
Financial Consulting		50,000	0
Investment Management Fees		28,000	28,000
Bank & Credit Card Fees		5,000	5,000
Affordable Care Act - Legal Fees		0	0
<b>Professional Services</b>	<b>5250</b>	<b>\$ 344,500</b>	<b>\$ 309,400</b>
Budget Printing		3,000	3,000
CAFR Printing		3,000	3,000
Check Printing		1,000	1,000
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>

**FINANCE  
10-25**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Calif Municipal Finance Officers		250	300
Government Finance Officers Assoc		450	500
Calif Assoc. Public Procurement		130	150
Costco - District Wide		200	210
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 1,030</b>	<b>\$ 1,160</b>
GFOA/CAFR Submission Fee		550	575
Newspaper/Wall Street Journal		200	225
Government Tax Manual		300	325
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,050</b>	<b>\$ 1,125</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 393,080</b>	<b>\$ 359,935</b>





# **FIRE PREVENTION**

## **PURPOSE**

The Fire Prevention Division provides fire prevention and other community risk reduction services through the use of long range planning, inspection and plan review, code compliance, exterior hazard abatement, emergency preparedness, public information, community education and public counter services. The purpose is to foster a resilient and vital community.

## **STANDARD LEVEL OF PERFORMANCE**

1. Treat customers with respect, providing prompt resolution to customer needs that include realistic expectations and honest communication.
2. Provide prompt and courteous customer service and administrative support at the Public Counter for both internal and external customers.
3. Perform long range community development activities ensuring infrastructure contains emergency fire and life safety elements for both the public and emergency responders.
4. Perform engineering activities and inspections of construction projects in a timely manner, ensuring compliance with fire and life safety codes and standards.
5. Conduct code compliance activities and investigate hazard concerns, meeting 100% inspection of targeted occupancies and properties, ensuring compliance with fire and life safety codes and all standards, including the Exterior Hazard Abatement Program.
6. Deliver community education programs that provide knowledge in fire safety, life safety, community health and emergency preparedness in collaboration with partner agencies and stakeholders.
7. Continue ongoing staff development to assure personnel are well qualified to meet current and future needs.
8. Continue to manage and develop the emergency management and preparedness activities consistent with the Citizen Corps Council directives.
9. Perform investigations of fire incidents to determine their cause and origin, conduct post incident inspections to determine performance of building fire and life safety elements.
10. Strengthen relationships with law enforcement agencies; delineate roles and responsibilities for criminal investigations and evidence collection for incendiary fires.
11. Strengthen and protect the District image and reputation among both its internal and external stakeholders through actions that promote communication among stakeholders, transparency and community/media relations.
12. Manage prevention policies, contracts, standards, ordinances and fee schedules.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Evaluate the Fire Prevention Division services and long term vision to provide for efficiency while maintaining targeted and effective community risk reduction services.
2. In cooperation with the Operations Section, evaluate training needs and provide training or District staff to support emergency management functions of major incidents including functions within the incident command system and emergency operations centers.
3. Continue to provide support services for Facilities.
4. Develop a policy that outlines service charges related to negligent actions which cause the use of services or facilities of the District pursuant to Health and Safety Code §13009.

## **STAFFING SUMMARY**

Division Chief/Fire Marshal

Deputy Fire Marshal (2) [1 unfunded/vacant]

Fire Inspector (2)

Fire Code Compliance Officer (4) [1unfunded/vacant]

Fire Prevention Specialist (2)

CERT Coordinator (Part-time)

Plans Examiner (1)

Office Assistant (2) [1 vacant/Temp OA funded]

**FIRE PREVENTION  
10-30**

DESCRIPTION	GL CODE	AMENDED BUDGET FY 13-14	PROJECTED ACTUALS FY 13-14	PROPOSED BUDGET FY 14-15	PROJECTED BUDGET FY 15-16
Misc Revenue	4640	0	8,000	30,000	0
<b>TOTAL REVENUES</b>		<b>\$0</b>	<b>\$8,000</b>	<b>\$30,000</b>	<b>\$0</b>
Permanent Salaries	5110	1,297,856	1,293,464	1,317,339	1,346,611
Temporary Salaries	5115	0	55,000	65,000	66,625
Permanent Overtime	5120	30,000	30,000	40,000	40,000
FICA Contributions	5140	18,837	19,099	19,101	19,526
Retirement Contributions	5150	627,088	625,508	805,757	800,400
Employee Group Insurance	5160	236,857	215,951	216,787	234,650
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$2,210,638</b>	<b>\$2,239,022</b>	<b>\$2,463,985</b>	<b>\$2,507,812</b>
Office Supplies	5202	1,500	1,500	1,500	1,500
Postage	5204	4,700	8,400	8,450	8,450
Small Tools & Equipment	5210	1,500	1,500	1,500	1,500
Firefighting Supplies	5214	750	1,500	750	800
Food Supplies	5222	1,000	500	1,000	1,000
Safety Clothing & Supplies	5224	1,000	500	1,000	1,000
Non-Safety Clothing	5226	4,000	5,000	5,000	5,000
Maintenance/Repairs Equip	5236	1,000	250	1,000	1,000
Prof & Specialized Services	5250	77,500	84,900	58,000	28,000
Publication of Legal Notices	5270	500	1,200	500	500
Specialized Printing	5272	8,500	9,350	7,000	11,500
Dues & Memberships	5274	11,240	11,240	11,485	11,485
Public Education Supplies	5278	11,000	8,000	11,000	11,000
Books & Periodicals	5280	2,250	600	2,415	2,415
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$126,440</b>	<b>\$134,440</b>	<b>\$110,600</b>	<b>\$85,150</b>
<b>TOTAL EXPENDITURES</b>		<b>\$2,337,078</b>	<b>\$2,373,462</b>	<b>\$2,574,585</b>	<b>\$2,592,962</b>

**FIRE PREVENTION  
10-30**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Miscellaneous Office Supplies		1,500	1,500
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Plans Mail Back		3,000	3,000
Exterior Hazard Abatement Mailing		5,000	5,000
Bulk Mail Maintenance Account		450	450
<b>Postage/Freight</b>	<b>5204</b>	<b>\$ 8,450</b>	<b>\$ 8,450</b>
PIO, Code Officers & Invest Tools		1,500	1,500
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Cars - Auto Extrication Demos		750	800
<b>Firefighting Supplies</b>	<b>5214</b>	<b>\$ 750</b>	<b>\$ 800</b>
Staff Meals - Pub Ed Events		1,000	1,000
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Potential Replacement Gear		1,000	1,000
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Non-Safety Uniform Replacement		4,500	4,500
Tailoring		500	500
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
General Maintenance & Repair		1,000	1,000
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Specialized Plan Check Services		3,000	3,000
Weed Abatement Contractor		15,000	15,000
Emergency Services		30,000	0
E-Business Services		10,000	10,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 58,000</b>	<b>\$ 28,000</b>
Publication of Legal Notices		500	500
<b>Legal Notices</b>	<b>5270</b>	<b>\$ 500</b>	<b>\$ 500</b>
Coloring Contest		750	750
Citation Books		250	250
Exterior Hazard Abatement		5,000	5,000
Coloring Books--2yr supply		0	4,500
Public Education Brochure		500	500
Business Cards		500	500
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 7,000</b>	<b>\$ 11,500</b>

**FIRE PREVENTION  
10-30**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
NorCal FPO		165	165
CCAI		195	195
ICC		225	225
NFPA		165	165
CCC Chiefs		25	25
CalBO		215	215
IAFC		0	0
Diablo Firesafe Council		50	50
ICC East Bay		265	265
CAPIO		0	0
ICC Certification Renewal		180	180
Citizen Corps Council		10,000	10,000
		0	0
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 11,485</b>	<b>\$ 11,485</b>
General Public Education Supplies		5,000	5,000
Public Education Program Supplies		6,000	6,000
<b>Pub Ed Supplies</b>	<b>5278</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>
NFPA Standards Online Subscription		1,165	1,165
Barclays Publishing, CCR Title 19		250	250
Misc. Books & Periodicals		1,000	1,000
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 2,415</b>	<b>\$ 2,415</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 110,600</b>	<b>\$ 85,150</b>



# **TECHNOLOGY**

## **PURPOSE**

The Technology Division is responsible for the acquisition and maintenance of the information systems, communications systems, and computing resources of the District.

## **STANDARD LEVEL OF PERFORMANCE**

1. Provide the necessary infrastructure to support the data and voice communications needs of the District.
2. Furnish all the necessary computer equipment and peripheral devices current with today's standards.
3. Provide and maintain mobile computing infrastructure and devices to enable timely communication and effective deployment of District resources.
4. Oversee the Web Content Management System platform and application updates.
5. Maintain a comprehensive radio network to support all operations of the District.
6. Provide all on duty suppression and investigation employees with appropriate communications devices as needed.
7. Perform GIS spatial analysis and provide mapping services to various divisions and entities.
8. Produce and maintain accurate maps of the District as changes occur to assure the timely delivery of emergency services.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Configure and implement all Computer-Aided Dispatch (CAD) deployment changes necessary for the Communications Center to perform closest-unit dispatch utilizing Automated Vehicle Location (AVL) technology. (Operations, Communications)
2. Install and configure a highly-reliable virtualization platform to consolidate and replace the District's end-of-life server infrastructure.
3. As identified in the District's Capital Improvement Plan (CIP), replace the District's core network switch (a network appliance used to connect all of the network devices, servers, computers, printers and other peripheral devices in the District's Administration building).
4. As identified in the District's Capital Improvement Plan (CIP), replace the District's Voice-over-IP (VoIP) infrastructure and the Communications Center logging recorder.
5. Review all Category 2A, 2B, 2C and Category 9D Performance Indicators that state current practice is within scope.



## **STAFFING SUMMARY**

Technology Systems Manager

Information Systems Technician

Geographic Information Systems Analyst (Part-time)

Radio Technician (Part-time)

**TECHNOLOGY  
20-35**

DESCRIPTION	GL CODE	AMENDED BUDGET FY 13-14	PROJECTED ACTUALS FY 13-14	PROPOSED BUDGET FY 14-15	PROJECTED BUDGET FY 15-16
Permanent Salaries	5110	320,811	267,815	250,927	256,209
Temporary Salaries	5115	64,981	60,000	89,580	89,580
Permanent Overtime	5120	0	0	0	0
FICA Contributions	5140	7,899	7,651	10,491	10,568
Retirement Contributions	5150	126,026	97,931	103,232	105,404
Employee Group Insurance	5160	57,166	38,503	32,709	35,404
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$576,883</b>	<b>\$471,899</b>	<b>\$486,940</b>	<b>\$497,166</b>
Telecommunications	5206	193,100	175,000	184,300	184,300
Computer Supplies	5218	38,500	25,000	7,500	7,500
Radio Equipment & Supplies	5219	25,000	25,000	25,000	25,000
Non-Safety Clothing	5226	1,500	1,500	1,500	1,500
Maintenance/Repairs Radio	5238	365,694	350,000	326,200	332,200
Rents/Leases Equip & Prop	5246	37,500	32,500	32,500	33,000
Prof & Specialized Services	5250	20,000	5,000	5,000	5,000
Communications Services	5258	78,600	78,600	79,500	79,500
Dues & Memberships	5274	500	500	500	500
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$760,394</b>	<b>\$693,100</b>	<b>\$662,000</b>	<b>\$668,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,337,277</b>	<b>\$1,164,999</b>	<b>\$1,148,940</b>	<b>\$1,165,666</b>

**TECHNOLOGY  
20-35**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
24x7 Network Support		8,000	8,000
Cell Phone Service		32,000	32,000
Fire Dispatch		4,800	4,800
Internet Fax Service		1,500	1,500
Internet Service		19,000	19,000
Mobile Data Service		24,000	24,000
Mobile Data T-1		8,500	8,500
Pager Service		11,000	11,000
Phone Maintenance		7,500	7,500
Phone/Network Service		60,000	60,000
Satellite Internet Service		3,000	3,000
Satellite Phone Service		4,500	4,500
Station 37 - Wireless		500	500
<b>Telecommunications</b>	<b>5206</b>	<b>\$ 184,300</b>	<b>\$ 184,300</b>
Computer Supplies and Parts		7,500	7,500
<b>Computer Supplies</b>	<b>5218</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>
Radios & Components		25,000	25,000
<b>Radio Equip/Supplies</b>	<b>5219</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
Uniforms-Non Safety		1,500	1,500
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Hardware Maint-Disp. & Admin UPS		4,750	5,000
Hardware Maint-Disp. Audio Logger		7,000	7,500
Hardware Maint-Disp. Fire Stn. Alert		8,000	8,250
Hardware Maint-Document Imaging		2,250	2,500
Hardware Maint-Firewall & VPN		2,500	2,500
Hardware Maint-Network		21,000	21,000
Hardware Maint-Servers		5,000	5,000
Misc. Maintenance & Repair		20,000	20,000
Radio Maintenance & Repair		45,000	45,000
Microsoft Office licensing		19,500	19,500
Software Maint-Anti-virus		3,750	3,750
Software Maint-Backup		6,000	6,000
Software Maint-CAD		81,000	84,000
Software Maint-Database Reporting		1,500	1,450
Software Maint-Disp. & Mobile Map		10,000	10,000
Software Maint-Document Imaging		7,500	8,000
Software Maint-EMD		2,000	2,000

**TECHNOLOGY  
20-35**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Software Maint-GIS		5,500	5,500
Software Maint-Network Admin.		1,500	1,500
Software Maint-Network Monitoring		3,500	3,500
Software Maint-Remote Access		1,500	1,500
Software Maint-RMS		41,200	42,500
Software Maint-Spam Filter		2,500	2,500
Software Maint-Staffing		9,750	9,750
Software Maint-Virtualization		1,250	1,250
Software Maint-Website		12,750	12,750
<b>M &amp; R-Radio/Elec</b>	<b>5238</b>	<b>\$ 326,200</b>	<b>\$ 332,200</b>
Microwave Services		32,500	33,000
<b>Rents &amp; Leases</b>	<b>5246</b>	<b>\$ 32,500</b>	<b>\$ 33,000</b>
Professional Services-Other		5,000	5,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
EBRCS - Subscriber Fees		79,500	79,500
<b>Comm Services</b>	<b>5258</b>	<b>\$ 79,500</b>	<b>\$ 79,500</b>
Dues & Membership		500	500
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 662,000</b>	<b>\$ 668,500</b>



# **COMMUNICATIONS CENTER**

## **PURPOSE**

The Communications Center is responsible for ensuring that citizens in need of emergency and non-emergency services are matched quickly and effectively with the most appropriate resources. The Communications Center monitors incident radio traffic and maintains location and status information of District resources.

## **STANDARD LEVEL OF PERFORMANCE**

1. Provide professional emergency and non-emergency dispatch services on a 24-hour basis.
2. Serve as a 24-hour communications resource for the general public.
3. Continually review the current standards of care and practice in EMD, Fire, and other areas of Public Safety Telecommunications.
4. Maintain an Accredited Center of Excellence (ACE) Emergency Medical Dispatch Program.
5. Ensure that all communications center personnel are trained to appropriate industry standards.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Develop and implement all workflow, policy and computer-aided dispatch (CAD) changes necessary for the Communications Center to perform nearest unit dispatch using Automatic Vehicle Location (AVL) based response. (Technology)
2. Provide dispatcher training to support operations transition to Automatic Vehicle Location (AVL) based response.
3. Implement Next Generation 911 Phone System, provide dispatcher training and ensure compliance with State standards.
4. Research and implement a Next Generation Communications Audio Logger, including the training of supervisory staff.
5. Review all Category 9B Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 6/30/15 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Communications Center Manager

Supervising Dispatcher (3)

Dispatcher (6)

**COMMUNICATIONS CENTER  
20-38**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	1,040,357	917,182	1,093,218	1,127,376
Temporary Salaries	5115	40,000	66,500	40,000	40,000
Permanent Overtime	5120	167,500	178,500	167,500	167,500
FICA Contributions	5140	17,485	21,469	18,252	18,747
Retirement Contributions	5150	366,822	341,432	446,850	460,556
Employee Group Insurance	5160	185,002	155,752	161,670	174,991
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$1,817,166</b>	<b>\$1,680,836</b>	<b>\$1,927,490</b>	<b>\$1,989,170</b>
Office Supplies	5202	4,500	4,000	4,500	4,500
Small Tools & Equipment	5210	7,208	4,500	4,500	4,500
Safety Clothing & Supplies	5224	3,000	3,000	3,000	3,000
Non-Safety Clothing	5226	3,500	3,000	3,500	3,500
Maintenance/Repairs Radio	5238	1,950	1,500	1,950	1,950
Prof & Specialized Services	5250	27,000	27,000	27,000	27,000
Dues & Memberships	5274	1,000	700	1,000	1,000
Books & Periodicals	5280	5,000	4,000	5,000	5,000
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$53,158</b>	<b>\$47,700</b>	<b>\$50,450</b>	<b>\$50,450</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,870,324</b>	<b>\$1,728,536</b>	<b>\$1,977,940</b>	<b>\$2,039,620</b>



**COMMUNICATIONS CENTER  
20-38**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		4,500	4,500
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
Small Tools/Equipment/Furniture		4,500	4,500
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
Safety Clothing/Supplies -Reserves		3,000	3,000
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
Non-Safety Clothing-Dispatchers		3,500	3,500
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>
Communications Center Headsets		1,000	1,000
EMD ACE Re-Accredit Maint Plan		950	950
<b>M &amp; R-Radio/Elec</b>	<b>5238</b>	<b>\$ 1,950</b>	<b>\$ 1,950</b>
Professional Team Development		2,000	2,000
EMD Call Review Services		25,000	25,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 27,000</b>	<b>\$ 27,000</b>
Dues & Memberships		500	500
EMD Recert Fees-Dispatchers		500	500
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Cross Directory Renewals		1,100	1,100
Maps/Atlas		3,000	3,000
Reference Books		900	900
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 50,450</b>	<b>\$ 50,450</b>

# **FACILITIES**

## **PURPOSE**

The Facilities Division is responsible for the design, construction, management and maintenance of all District facilities. The Facilities Division also researches and implements new technology to improve operational efficiency and conducts site inspections, facility audits, work order progress reports, and other related reports.

## **STANDARD LEVEL OF PERFORMANCE**

1. Maintain the District Capital Improvement Fund.
2. Maintain District facilities.
3. Continuously review maintenance costs and look for alternative strategies to save money and improve life expectancy of the facilities.
4. Manage facility capital improvement projects.
5. Forecast the need for future fire stations and other facilities.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Develop design modifications for the proposed new Fire Station 32 to ensure the most cost effective design and ensure continuance of the approved land-use permit.
2. Develop an annual facility inspection program in order to prioritize discretionary capital spending and properly maintain the condition of district assets.
3. Develop and maintain a fuel management program to accurately account for all fuel usage, billing, deliveries and statistical tracking.
4. Develop purchasing specifications for major replacement items to ensure competitive pricing and asset quality.
5. Establish preferred vendors for common goods to obtain competitive pricing and reduce retail spending.

## **STAFFING SUMMARY**

Assistant Chief, EMS/Logistics

Senior Office Assistant

**FACILITIES  
20-45**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	81,155	72,259	73,186	74,821
Temporary Salaries	5115	31,200	19,249	31,200	31,200
FICA Contributions	5140	3,435	2,496	3,448	3,472
Retirement Contributions	5150	17,225	20,357	30,109	30,781
Employee Group Insurance	5160	22,122	23,591	23,375	25,301
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$155,137</b>	<b>\$137,951</b>	<b>\$161,318</b>	<b>\$165,575</b>
Utilities	5208	309,900	331,415	339,700	348,192
Small Tools & Equipment	5210	10,000	13,657	10,250	10,506
Miscellaneous Supplies	5212	12,000	9,537	12,300	12,608
Household Supplies	5228	40,000	35,193	40,000	41,000
Central Garage Gas & Oil	5232	22,000	30,099	22,500	23,063
Maintenance/Repairs Equip	5236	82,100	68,165	82,750	84,820
Maintenance/Repairs Bldgs	5240	155,535	193,920	212,385	217,696
Maintenance/Repairs Grnds	5242	38,500	37,837	38,500	39,463
Rents/Leases Equip & Prop	5246	8,300	3,338	6,300	6,458
Prof & Specialized Services	5250	15,000	1,356	15,000	15,376
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$693,335</b>	<b>\$724,517</b>	<b>\$779,685</b>	<b>\$799,182</b>
<b>TOTAL EXPENDITURES</b>		<b>\$848,472</b>	<b>\$862,468</b>	<b>\$941,003</b>	<b>\$964,757</b>

**FACILITIES  
20-45**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Gas/Electricity		240,187	246,216
Water		37,367	38,301
Waste Services		30,573	31,337
Cable/Satellite Services		10,191	10,445
Sewer (CCC Sanitary)		16,985	17,409
Propane Tanks		4,397	4,484
<b>Utilities</b>	<b>5208</b>	<b>\$ 339,700</b>	<b>\$ 348,192</b>
Misc. Equipment/Furniture		10,250	10,506
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 10,250</b>	<b>\$ 10,506</b>
Miscellaneous Supplies		12,300	12,608
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 12,300</b>	<b>\$ 12,608</b>
Miscellaneous Household Supplies		40,000	41,000
<b>Household Supplies</b>	<b>5228</b>	<b>\$ 40,000</b>	<b>\$ 41,000</b>
HazMat Permit Fees		8,000	8,200
CUPA /SPCC		9,000	9,225
Generator Permit Fees/BAAQMD		5,500	5,638
<b>Central Garage-Gas</b>	<b>5232</b>	<b>\$ 22,500</b>	<b>\$ 23,063</b>
Fuel Tank & Pump Maint/Repair		15,000	15,375
HVAC Maintenance/Repairs		27,000	27,675
Generator Maintenance/Repairs		30,750	31,519
Workout Equipment Prev. Maint.		3,500	3,588
Workout Equipment Repairs		4,000	4,100
Extinguisher Maintenance		2,500	2,563
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 82,750</b>	<b>\$ 84,820</b>
Building Repairs & Maintenance		110,000	112,750
Admin Cleaning Contract		25,000	25,625
Carpet/Upholstery Cleaning		5,000	5,125
Lock/Key Repairs		2,000	2,050
Pest Control Service		9,360	9,594
Plumbing Repairs		23,500	24,088
Sectional Door Maint. & Repairs		25,000	25,625
Security Alarm Monitoring/Repair		9,225	9,456
Annual Sprinkler Inspection		3,300	3,383
<b>Maint/Repairs-Bldgs</b>	<b>5240</b>	<b>\$ 212,385</b>	<b>\$ 217,696</b>

**FACILITIES  
20-45**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Admin Maintenance		15,000	15,375
Hemme Property Fencing		2,000	2,050
Hemme Property Maintenance		2,000	2,050
Station 30 Landscape		5,500	5,638
Station 35, Blackhawk Rd. Maint.		3,000	3,075
Misc. Grounds Maintenance		11,000	11,275
<b>Maint/Repairs-Grounds</b>	<b>5242</b>	<b>\$ 38,500</b>	<b>\$ 39,463</b>
Station 40- Springers		4,000	4,100
LPG Rental		2,000	2,050
Water Tank		300	308
<b>Rents &amp; Leases</b>	<b>5246</b>	<b>\$ 6,300</b>	<b>\$ 6,458</b>
Professional Consulting Services		9,500	9,738
Legal Notices		5,000	5,125
Shred-It		500	513
<b>Professional Services</b>	<b>5250</b>	<b>\$ 15,000</b>	<b>\$ 15,376</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 779,685</b>	<b>\$ 799,182</b>

# **EMERGENCY OPERATIONS**

## **PURPOSE**

Emergency Operations is responsible for providing a coordinated and organized response to emergencies and other requests for service within the District.

## **STANDARD LEVEL OF PERFORMANCE**

1. Organize and coordinate fire suppression personnel and equipment.
2. In coordination with the Battalion Chiefs and Training Captains identify, prioritize, develop, and deliver the necessary training to provide safe and efficient delivery of emergency services.
3. In coordination with the Battalion Chiefs and Training Captains, provide direction and assist in setting goals for the USAR and the Hazmat Teams.
4. Coordinate with Support Services and Apparatus Committee in determining future equipment and vehicle needs.
5. In coordination with the Battalion Chiefs and Training Captains, oversee the Station 37 Volunteer Firefighter program.
6. Coordinate and network with other fire agencies in meeting mutual aid objectives and liaison with city and county officials in addressing areas of mutual concerns, i.e. Hazmat, EMS, fire trails, exterior hazard abatement etc.
7. Review, monitor, and investigate emergency calls for proper response and adherence to established policies.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. In conjunction with Technology, and Communications implement Automatic Vehicle Location (AVL) technology into dispatch processes to enable closest unit response capability.
2. In conjunction with Technology and Communications monitor progress, and if safe and appropriate, implement the East Bay Regional Communications System (EBRCS).
3. Provide command training to Chief Officers.
4. Provide officer development training to Company Officers.
5. Identify and replace additional 2 ½" outlets on public hydrants.
6. Review programs and processes for efficiency and effectiveness.

## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>2</sup>

Battalion Chief, Suppression (3)

Training Captains, Suppression (3)

Captain (39); Engineer (39); Firefighter/Paramedic (39)

Senior Office Assistant

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<sup>2</sup> Assistant Chief, Operations also responsible for Training oversight.

**EMERGENCY OPERATIONS  
30-55**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	15,602,470	14,750,794	15,293,854	15,676,367
Permanent Overtime	5120	4,850,000	5,913,996	4,926,794	5,070,417
FICA Contributions	5140	291,321	280,196	304,897	298,138
Retirement Contributions	5150	9,837,775	9,417,925	13,209,837	12,933,696
Employee Group Insurance	5160	2,722,636	2,509,721	2,382,640	2,580,806
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$33,304,202</b>	<b>\$32,872,632</b>	<b>\$36,118,022</b>	<b>\$36,559,424</b>
Office Supplies	5202	14,000	5,905	14,000	14,350
Small Tools & Equipment	5210	12,000	4,061	12,000	12,300
Miscellaneous Supplies	5212	16,000	16,807	16,400	16,810
Firefighting Supplies	5214	90,000	90,000	110,000	112,750
Food Supplies	5222	10,000	7,939	10,000	10,250
PPE Inspection & Repairs	5223	36,000	13,916	36,000	36,900
Safety Clothing & Supplies	5224	163,082	114,120	140,000	143,500
Class A Uniforms & Supplies	5225	13,612	4,097	6,000	6,150
Class B Uniforms & Supplies	5227	25,000	24,604	28,000	28,700
Maintenance/Repairs Equip	5236	6,359	2,787	5,000	5,125
Prof & Specialized Services	5250	170,000	130,422	170,000	174,250
Specialized Printing	5272	1,300	1,055	1,325	1,359
Dues & Memberships	5274	1,000	700	1,000	1,025
Books & Periodicals	5280	1,000	280	1,000	1,025
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$559,354</b>	<b>\$416,693</b>	<b>\$550,725</b>	<b>\$564,494</b>
<b>TOTAL EXPENDITURES</b>		<b>\$33,863,556</b>	<b>\$33,289,324</b>	<b>\$36,668,747</b>	<b>\$37,123,918</b>



**EMERGENCY OPERATIONS  
30-55**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		14,000	14,350
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 14,000</b>	<b>\$ 14,350</b>
Shop Tools/Station Supplies		12,000	12,300
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 12,000</b>	<b>\$ 12,300</b>
Disaster Preparedness Supplies		16,400	16,810
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 16,400</b>	<b>\$ 16,810</b>
Misc. Firefighting Supplies		110,000	112,750
<b>Firefighting Supplies</b>	<b>5214</b>	<b>\$ 110,000</b>	<b>\$ 112,750</b>
Emergency Meals/Officer Meetings		10,000	10,250
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 10,000</b>	<b>\$ 10,250</b>
PPE Repairs & Maintenance		15,000	15,375
PPE Annual Inspection		21,000	21,525
<b>PPE Inspection</b>	<b>5223</b>	<b>\$ 36,000</b>	<b>\$ 36,900</b>
Scheduled PPE Replacement (72)		60,000	76,875
Unscheduled PPE Replacement		75,000	61,500
PPE Research & Development		5,000	5,125
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 140,000</b>	<b>\$ 143,500</b>
Class A Uniforms		6,000	6,150
<b>Class A Uniforms</b>	<b>5225</b>	<b>\$ 6,000</b>	<b>\$ 6,150</b>
Class B Uniforms		28,000	28,700
<b>Class B Uniforms</b>	<b>5227</b>	<b>\$ 28,000</b>	<b>\$ 28,700</b>
Misc. FF Equipment Repairs/Maint		5,000	5,125
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 5,000</b>	<b>\$ 5,125</b>
Officer Development		35,000	35,875
Fire Hydrant Flow Coding		1,000	1,025
Fire Hydrant Upgrades & Maint.		40,000	41,000
Fire Trail Grading and Maintenance		25,000	25,625
Preplan Updates and Maintenance		15,000	15,375
Miscellaneous Projects		30,000	30,750
SCBA Annual Maint./Fit Testing		24,000	24,600
<b>Professional Services</b>	<b>5250</b>	<b>\$ 170,000</b>	<b>\$ 174,250</b>

**EMERGENCY OPERATIONS  
30-55**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Business Cards		500	513
Shift Calendars		500	513
Misc. printing		325	333
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 1,325</b>	<b>\$ 1,359</b>
Cal Chiefs-IAFC		1,000	1,025
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 1,000</b>	<b>\$ 1,025</b>
Miscellaneous Books/Publications		1,000	1,025
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,000</b>	<b>\$ 1,025</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 550,725</b>	<b>\$ 564,494</b>



# **FLEET**

## **PURPOSE**

The Fleet Division manages District apparatus and vehicles encompassing all operations from acquisition to disposal. Maintenance activities strive to ensure a high state of readiness, reduce overall operating costs, and ensure compliance with all applicable laws and regulations.

## **STANDARD LEVEL OF PERFORMANCE**

1. Maintain a yearly schedule for the District's vehicles and equipment, including mandated maintenance and inspections.
2. Process vehicle maintenance requests in a timely manner.
3. Evaluate the District's vehicle maintenance vendors for timeliness and cost effectiveness.
4. Maintain comprehensive vehicle records.
5. Coordinate with other Divisions to ensure the availability of vehicles and equipment.
6. Coordinate with Support Services, Emergency Operations, and Apparatus Committee in determining future equipment and vehicle needs.
7. Place new apparatus in service.
8. Manage the disposition of surplus apparatus and equipment.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Review and revise vehicle inspection policies and forms.
2. Implement and monitor progress of new vehicle log books for tracking.
3. Review maintenance, repair and inspection programs for efficiency and effectiveness.

## **STAFFING SUMMARY**

Mechanic (2)

Senior Office Assistant

**FLEET  
30-60**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	174,833	173,784	177,053	181,007
Permanent Overtime	5120	0	3,050	3,050	3,050
FICA Contributions	5140	2,535	2,536	2,567	2,625
Retirement Contributions	5150	63,203	62,953	72,840	74,466
Employee Group Insurance	5160	27,950	24,634	21,085	22,822
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$268,521</b>	<b>\$266,957</b>	<b>\$276,595</b>	<b>\$283,971</b>
Office Supplies	5202	200	0	200	205
Small Tools & Equipment	5210	10,000	6,653	10,000	10,250
Miscellaneous Supplies	5212	70,000	88,212	80,370	82,379
Non-Safety Clothing	5226	1,185	807	1,200	1,230
Central Garage Repairs	5230	100,000	77,945	100,000	102,500
Central Garage Maintenance	5231	20,000	17,235	18,000	18,450
Central Garage Gas & Oil	5232	185,000	180,533	194,250	199,106
Central Garage Tires	5234	45,000	25,589	45,000	46,125
Central Garage Inspections	5235	13,000	1,590	9,500	9,738
Maintenance/Repairs Equip	5236	1,000	2,085	1,500	1,538
Dues & Memberships	5274	2,000	1,605	2,000	2,050
Books & Periodicals	5280	100	0	250	256
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$447,485</b>	<b>\$402,254</b>	<b>\$462,270</b>	<b>\$473,827</b>
<b>TOTAL EXPENDITURES</b>		<b>\$716,006</b>	<b>\$669,211</b>	<b>\$738,865</b>	<b>\$757,798</b>

**FLEET  
30-60**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		200	205
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 200</b>	<b>\$ 205</b>
Misc. Small Tools/Equipment		10,000	10,250
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 10,000</b>	<b>\$ 10,250</b>
Miscellaneous Supplies		80,370	82,379
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 80,370</b>	<b>\$ 82,379</b>
Non-Safety Clothing		1,200	1,230
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 1,200</b>	<b>\$ 1,230</b>
Vehicle Repairs		100,000	102,500
<b>Repairs</b>	<b>5230</b>	<b>\$ 100,000</b>	<b>\$ 102,500</b>
Staff Vehicles		6,000	6,150
Ambulances		6,000	6,150
Hurst Tool Service		2,000	2,050
Ladder Service		4,000	4,100
<b>Central Garage-Maint.</b>	<b>5231</b>	<b>\$ 18,000</b>	<b>\$ 18,450</b>
Diesel/Unleaded Fuel/Oil		194,250	199,106
<b>Gas, Diesel, Oil</b>	<b>5232</b>	<b>\$ 194,250</b>	<b>\$ 199,106</b>
Misc. Tires Repair/Replacement		45,000	46,125
<b>Central Garage-Tires</b>	<b>5234</b>	<b>\$ 45,000</b>	<b>\$ 46,125</b>
Ground Ladder Testing		4,000	4,100
Mandated Annual Pump Testing		1,000	1,025
Mandated Annual Ladder Cert.		3,500	3,588
Smog Testing-Staff Vehicles		1,000	1,025
<b>Mandated Inspection</b>	<b>5235</b>	<b>\$ 9,500</b>	<b>\$ 9,738</b>
Misc. Small Equip. Repairs/Maint.		1,500	1,538
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 1,500</b>	<b>\$ 1,538</b>

**FLEET  
30-60**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
CFCA Fire Mechanics		2,000	2,050
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 2,000</b>	<b>\$ 2,050</b>
Miscellaneous Books/References		250	256
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 250</b>	<b>\$ 256</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 462,270</b>	<b>\$ 473,827</b>

# **TRAINING**

## **PURPOSE**

District training is administered by the Assistant Chief of Operation, with a command staff consisting of three Suppression Division Battalion Chiefs and three Suppression Division Training Safety Officers. The Training Safety Officers are supported by one Senior Office Assistant. These personnel are responsible for developing and implementing an effective district-wide training program that teaches and supports the safe and appropriate actions of District personnel.

## **STANDARD LEVEL OF PERFORMANCE**

1. Develop and implement a Training Calendar which is coordinated with all District divisions and is maintained in the District's Operations calendar.
2. Review training mandates and requirements, make recommendations for adoption of industry standards and practices.
3. Develop, administer, and update academies and probationary programs for Suppression personnel.
4. Provide technical and direct assistance to Human Resources for entry level hiring and promotional processes.
5. Administer the Education Assistance Program.
6. Maintain individual training records for all District personnel; ensure completeness and accuracy of all records; preserve original rosters and other audit documentation.
7. Develop and reinforce cooperation with regional, State and Federal fire training communities (CCCTOA, NCTOA, etc).
8. Administer the Joint Apprenticeship Committee Program (JAC).
9. Coordinate with Emergency Operations to develop and revise the Standard Operating Procedures, Training/Safety Bulletins, and Performance Standards.
10. Deliver and coordinate District hosted and/or outside training classes for all District personnel, as appropriate.
11. Prepare and deliver Recruit Training Academies and Reserve/Volunteer Training Academies, as needed.
12. Develop and implement the Quarterly Training Module Program for Operations.



## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Conduct the 2014 District Training Summit in October 2014 as a component of the process utilized to identify current and future District wide training needs, and the most efficient methods to be used in order to achieve those goals.
2. Conclude the 2013 Firefighter II Recruit Academy probationary testing and evaluate the successfulness of the academy training delivery model used by the District. Evaluate these findings in order to improve efficiencies while planning for future recruit academy training.
3. Enhance the delivery of Public CPR instruction by converting to an on-line delivery of didactic instruction. This will reduce personnel overtime costs, while enhancing the public's access and participation in the program.
4. Facilitate efforts to ensure all appropriate District personnel are trained in Disaster Preparation and possess a full understanding of an Emergency Operations Center (EOC) activation and operations.
5. Facilitate the delivery of an in District presentation of Fire Ground Management Considerations workshop to District Command Staff personnel.

## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>3</sup>

Suppression Battalion Chiefs

Training Safety Captain (3)

Senior Office Assistant (1)

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<sup>3</sup> Assistant Chief, Operations and Suppression Battalion Chiefs budgeted under Emergency Operations (30-55).

**TRAINING  
30-65**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	491,561	392,729	478,455	497,767
Permanent Overtime	5120	60,000	0	5,000	5,000
FICA Contributions	5140	8,071	7,135	7,808	8,088
Retirement Contributions	5150	296,463	227,019	385,542	384,746
Employee Group Insurance	5160	89,189	77,130	87,597	94,814
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$945,284</b>	<b>\$704,013</b>	<b>\$964,401</b>	<b>\$990,415</b>
Office Supplies	5202	700	0	700	718
Small Tools & Equipment	5210	12,000	1,000	12,000	12,301
Miscellaneous Supplies	5212	17,000	16,900	17,000	17,428
Food Supplies	5222	2,000	1,750	2,000	2,051
Safety Clothing & Supplies	5224	7,000	7,000	7,000	7,175
Non-Safety Clothing	5226	800	725	800	820
Rents/Leases Equip & Prop	5246	20,000	11,500	20,000	20,500
Prof & Specialized Services	5250	156,998	85,000	144,000	147,600
Specialized Printing	5272	800	425	800	820
Dues & Memberships	5274	1,500	1,200	1,500	1,539
Educ Assistance Program	5277	45,000	25,000	15,000	16,125
Books & Periodicals	5280	5,000	1,000	5,000	5,126
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$268,798</b>	<b>\$151,500</b>	<b>\$225,800</b>	<b>\$232,203</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,214,082</b>	<b>\$855,513</b>	<b>\$1,190,201</b>	<b>\$1,222,618</b>

**TRAINING  
30-65**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Miscellaneous Office Supplies		700	718
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 700</b>	<b>\$ 718</b>
Software/Video Editing		800	820
Tool Cache for Training Site		1,400	1,435
Digital/Video Camera/Supplies		500	513
Power Tools Supplies		800	820
Classroom Upgrades		5,000	5,125
Hand Tools		1,000	1,025
Training Module Equip/Supplies		2,000	2,050
Misc. Small Tools/Equipment		500	513
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 12,000</b>	<b>\$ 12,301</b>
Vehicle Extrication Cars/Supplies		5,700	5,843
Training Prop Supplies		4,500	4,613
Simulation Software		4,500	4,613
Tool Training		200	205
Driver Training Class Expenses		1,500	1,538
Dump Fees Training Modules/Props		300	308
Miscellaneous Supplies		300	308
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 17,000</b>	<b>\$ 17,428</b>
Training Summit		500	513
Blue Card Training Class		950	974
Trg Events/Instructors/Academy		500	513
Miscellaneous Food Supplies		50	51
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 2,000</b>	<b>\$ 2,051</b>
Division Chief/Captains		7,000	7,175
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 7,000</b>	<b>\$ 7,175</b>
Uniforms-Support Staff		800	820
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 800</b>	<b>\$ 820</b>
Training Facilities Rental		12,000	12,300
Sharp Color Copier		3,000	3,075
Miscellaneous Rents/Leases		5,000	5,125
<b>Rents &amp; Leases</b>	<b>5246</b>	<b>\$ 20,000</b>	<b>\$ 20,500</b>

**TRAINING  
30-65**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Target Safety Web-Based Training		19,000	19,475
CPR Supplies		3,000	3,075
FSTEP/CSFM		6,000	6,150
EVOC		10,000	10,250
Other Outside Instructors		5,000	5,125
Miscellaneous Training		1,000	1,025
Firefighter Academy		100,000	102,500
<b>Professional Services</b>	<b>5250</b>	<b>\$ 144,000</b>	<b>\$ 147,600</b>
Training Materials		800	820
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 800</b>	<b>\$ 820</b>
CCC Fire Training & Safety Officers		300	308
IAFC		150	154
Fire Dept. SO Association		300	308
CFCA-NorCal Training Officer Assoc		300	308
AFSS Cal Chief Admin Northern Div		450	461
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 1,500</b>	<b>\$ 1,539</b>
Educational Assistance		15,000	16,125
<b>Educational Assistance</b>	<b>5277</b>	<b>\$ 15,000</b>	<b>\$ 16,125</b>
Training Library Reference Material		3,500	3,588
Books/Materials-Recruits/Res/Vol		1,500	1,538
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 5,000</b>	<b>\$ 5,126</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 225,800</b>	<b>\$ 232,203</b>



## **EMERGENCY MEDICAL**

### **PURPOSE**

The Emergency Medical Division is responsible for providing leadership and operational support for the District EMS program by providing appropriate systems, processes and performance measures. The Emergency Medical Division also provides for the ongoing professional development and continuing education of District paramedics and EMTs.

### **STANDARD LEVEL OF PERFORMANCE**

1. Insure compliance with Contra Costa County Ambulance Contract, and applicable Federal and State laws.
2. Planning and implementation of emergency medical service training, in conjunction with the Training Division for all suppression personnel.
3. Evaluate system, paramedic and EMT-1 performance by direct observation and data analysis.
4. Liaison between the District and County with the electronic Patient Care Reporting system.
5. Provide information and assistance to the Paramedics and EMTs in regards to standards of care and in maintaining their certifications, licenses and accreditation.
6. Planning and implementation of EMS QI program.
7. Act as a liaison with the State EMS Authority, Contra Costa County EMS Agency and local hospitals.
8. Coordinate Continuing Education classes for District Paramedic and EMT's.
9. In conjunction with Human Resources, coordinate required immunizations and other medical tests as required.
10. Upgrade and maintain EMS equipment, as necessary.

### **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. To continually evaluate Medication Inventory and Resupply program.
2. In conjunction with the Technology department, implement tablet E-PCR programs.
3. Continually evaluate the Affordable Care Act and future possibilities of Mobile Integrated Healthcare.
4. Review all Category 5G Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new / modified practice in writing to the Accreditation Manager by 6/30/15 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>4</sup>

EMS Coordinator

EMS Captain

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<sup>4</sup> Assistant Chief, Operations budgeted under Emergency Operations (30-55).

**EMERGENCY MEDICAL  
30-70**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	228,860	240,742	269,720	463,925
Permanent Overtime	5120	0	0	0	0
FICA Contributions	5140	3,318	3,457	3,911	6,727
Retirement Contributions	5150	132,139	148,341	215,139	366,466
Employee Group Insurance	5160	43,852	30,643	42,227	45,707
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$408,169</b>	<b>\$423,182</b>	<b>\$530,997</b>	<b>\$882,825</b>
Office Supplies	5202	600	0	1,000	1,000
Small Tools & Equipment	5210	32,500	25,000	38,000	38,000
Miscellaneous Supplies	5212	1,000	1,000	1,000	1,000
Medical Supplies	5213	103,000	103,000	111,000	115,000
Pharmaceutical Supplies	5216	36,500	30,000	30,000	33,000
Food Supplies	5222	200	200	200	200
Safety Clothing & Supplies	5224	1,500	0	1,000	1,000
Non-Safety Clothing	5226	1,000	1,000	500	500
Maintenance/Repairs Equip	5236	40,100	30,000	35,000	35,000
Prof & Specialized Services	5250	24,745	20,000	13,905	10,800
Specialized Printing	5272	1,700	1,700	1,000	1,000
Dues & Memberships	5274	1,550	1,550	850	1,050
Educational Courses	5276	18,000	18,000	20,000	20,000
Books & Periodicals	5280	1,215	1,215	1,215	1,215
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$263,610</b>	<b>\$232,665</b>	<b>\$254,670</b>	<b>\$258,765</b>
<b>TOTAL EXPENDITURES</b>		<b>\$671,779</b>	<b>\$655,847</b>	<b>\$785,667</b>	<b>\$1,141,590</b>



**EMERGENCY MEDICAL  
30-70**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>FY 14-15 BUDGET</b>	<b>FY 15-16 BUDGET</b>
Office Supplies		1,000	1,000
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Inventory supply locker & software		13,000	13,000
Non-Disposable Medical Supplies		24,000	24,000
Miscellaneous Small Tools/Equip		1,000	1,000
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 38,000</b>	<b>\$ 38,000</b>
Training Equipment		1,000	1,000
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Medical Grade Oxygen Delivery		8,000	8,000
Disposable Medical Supplies		103,000	107,000
<b>Medical Supplies</b>	<b>5213</b>	<b>\$ 111,000</b>	<b>\$ 115,000</b>
Pharmaceutical Supplies		30,000	33,000
<b>Pharmaceutical Supp</b>	<b>5216</b>	<b>\$ 30,000</b>	<b>\$ 33,000</b>
Food Supplies		200	200
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 200</b>	<b>\$ 200</b>
Safety Clothing & Supplies		1,000	1,000
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Non-Safety Clothing		500	500
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 500</b>	<b>\$ 500</b>
Prev. Maint-Biomedical Equipment		15,000	15,000
Biomedical Equipment Repairs		15,000	15,000
Other Equipment Maint/Repairs		5,000	5,000
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
Bio-Hazard Collection from Stations		6,600	6,600
EMT Recert. Fee to CCCEMS (65)		6,305	1,000
AHA CPR HCP Certs-Target Solution		1,000	3,200
<b>Professional Services</b>	<b>5250</b>	<b>\$ 13,905</b>	<b>\$ 10,800</b>
Forms and PCRs		1,000	1,000
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>

**EMERGENCY MEDICAL  
30-70**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Nat'l Assoc. of EMS Educators		350	350
Cal Chiefs EMS Section		500	700
<b>Dues &amp; Memberships</b>	<b>5274</b>	<b>\$ 850</b>	<b>\$ 1,050</b>
Paramedic CE Reimbursement		20,000	20,000
<b>Educational Courses</b>	<b>5276</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
The Source		65	65
JEMS Magazines-All Stations		450	450
Journal Watch of ER Medicine		30	30
ACLS/PALS Textbooks		200	200
EMS Insider Periodicals		255	255
Prehospital Care Journal		215	215
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,215</b>	<b>\$ 1,215</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 254,670</b>	<b>\$ 258,765</b>



# **RESCUE**

## **PURPOSE**

The Rescue Division supports the District's specialized Rescue Team which responds when a situation is particularly difficult or dangerous. The Rescue Team is trained and equipped to operate on any terrain (confined space, trench, high angle and low angle rope rescue, etc.) when a conventional rescue cannot be safely performed.

## **STANDARD LEVEL OF PERFORMANCE:**

1. Maintain skill levels for all District Emergency Operation personnel for Basic, Light and appropriate Medium level techniques.
2. Identify, clarify and prioritize rescue responsibilities.
3. Maintain State Office of Emergency Services Type II USAR Team designation.
4. Assure continuity, safety and accountability for rescue training.
5. Implement new rescue techniques, strategies and equipment.
6. Interact with other professional rescue groups, associations and affiliations.
7. Develop Rescue Division expertise and knowledge.
8. Be prepared to carry out assigned duties related to the District's disaster response operations.
9. Facilitate the ongoing replacement of rescue rope that has reached its end of service lifespan.
10. Provide ongoing SORD quarterly training to 90% of Rescue Division members.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Appoint and train new Rescue Team members.
2. Inspect and examine all disposable supplies, equipment, and tools to ensure that such items that include a manufacturer's expiration date are removed from service. Examples of these types of items include disposable medical supplies, canister filters, lift bags, and personal protective equipment.
3. Review all Category 5E Performance Indicators that state current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/15 for inclusion in the CFAI Annual Compliance Report.

## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>5</sup>

Team Members (40)

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<sup>5</sup> Assistant Chief, Operations budgeted under Emergency Operations (30-55).

**RESCUE  
30-75**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	101,280	101,913	103,812	103,812
Permanent Overtime	5120	50,000	50,000	50,000	50,000
Retirement Contributions	5150	69,326	65,726	97,583	97,583
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$220,606</b>	<b>\$217,639</b>	<b>\$251,395</b>	<b>\$251,395</b>
Small Tools & Equipment	5210	5,000	5,000	5,000	5,000
Miscellaneous Supplies	5212	1,500	1,500	3,500	3,000
Safety Clothing & Supplies	5224	1,200	1,200	2,500	5,500
Non-Safety Clothing	5226	700	700	500	500
Maintenance/Repairs Equip	5236	1,000	1,000	1,000	1,000
Rents/Leases Equip & Prop	5246	100	100	1,500	1,500
Prof & Specialized Services	5250	200	200	3,600	2,000
Books & Periodicals	5280	500	500	1,000	0
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$10,200</b>	<b>\$10,200</b>	<b>\$18,600</b>	<b>\$18,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$230,806</b>	<b>\$227,839</b>	<b>\$269,995</b>	<b>\$269,895</b>

**RESCUE  
30-75**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Equipment Update		5,000	5,000
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
Miscellaneous Supplies		3,500	3,000
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 3,500</b>	<b>\$ 3,000</b>
PPE Replacement and Repairs		2,500	5,500
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 2,500</b>	<b>\$ 5,500</b>
Uniforms Replacement-Task Force 4		500	500
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 500</b>	<b>\$ 500</b>
Maintenance/Repairs Equipment		1,000	1,000
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Property/Equipment Rental		1,500	1,500
<b>Rents &amp; Leases-Equip</b>	<b>5246</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Annual Equipment Recertification		3,600	2,000
<b>Professional Services</b>	<b>5250</b>	<b>\$ 3,600</b>	<b>\$ 2,000</b>
Miscellaneous Books & Periodicals		1,000	0
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,000</b>	<b>\$0</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 18,600</b>	<b>\$ 18,500</b>

# **HAZARDOUS MATERIALS**

## **PURPOSE**

The Hazardous Material Division supports the District's specialized Hazmat Team which intervenes in chemical, biological, and radiological accidents. The Hazmat Team is trained and equipped to deal with accidents and spills involving materials that are radioactive, flammable, explosive, corrosive, oxidizing, asphyxiating, bio-hazardous or toxic.

## **STANDARD LEVEL OF PERFORMANCE**

1. Respond to hazardous materials emergencies within the District and region.
2. Plan and deliver training to Hazmat Team members and others as assigned.
3. Monitor team and team member certifications.
4. Maintain State Office of Emergency Services Type II Hazmat Team designation.
5. Attend District, State and Federal Hazmat response agency meetings to assimilate information concerning current regulations, grants and training.
6. Provide on-scene technical assistance to the Incident Commander regarding hazardous material incident response.
7. Participate in Hazmat FRA, and FRO decontamination training for all line personnel.
8. Perform required Hazmat equipment inspections.

## **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. Continue to develop and refine a position Task Book for New Hazardous Materials Team members in order to ensure each Team member is sufficiently trained and competent with District specific equipment and procedures and meets all State Technician and Specialists prerequisites.
2. Apply for recertification with the Office of Emergency Services Type II Hazardous Materials Team. Explore Type I certification feasibility.
3. Review all Category 5F Performance Indicators that state the current practice is within scope. Confirm continued compliance or fully document new/modified practice in writing to the Accreditation Manager by 06/30/15 for inclusion in the CFAI Annual Compliance Report.



## **STAFFING SUMMARY**

Assistant Chief, Operations<sup>6</sup>

Team Members (30)

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<sup>6</sup> Assistant Chief, Operations budgeted under Emergency Operations (30-55).

**HAZARDOUS MATERIALS  
30-80**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Permanent Salaries	5110	77,220	66,359	89,240	89,885
Permanent Overtime	5120	50,000	50,000	50,000	50,000
Retirement Contributions	5150	52,857	42,796	83,885	84,492
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$180,077</b>	<b>\$159,155</b>	<b>\$223,125</b>	<b>\$224,378</b>
Office Supplies	5202	100	100	100	200
Small Tools & Equipment	5210	5,319	5,319	5,000	5,000
Miscellaneous Supplies	5212	3,000	3,000	3,000	5,000
Safety Clothing & Supplies	5224	3,500	3,500	5,000	2,500
Maintenance/Repairs Equip	5236	2,500	2,500	2,500	2,500
Maintenance/Repairs Radio	5238	500	500	500	500
Rents/Leases Equip & Prop	5246	1,500	1,500	1,500	1,500
Prof & Specialized Services	5250	3,500	3,500	3,500	3,500
Specialized Printing	5272	100	100	0	0
Dues & Memberships	5274	1,000	1,000	0	0
Books & Periodicals	5280	200	200	1,000	500
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$21,219</b>	<b>\$21,219</b>	<b>\$22,100</b>	<b>\$21,200</b>
<b>TOTAL EXPENDITURES</b>		<b>\$201,296</b>	<b>\$180,374</b>	<b>\$245,225</b>	<b>\$245,578</b>

**HAZARDOUS MATERIALS  
30-80**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		100	200
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 100</b>	<b>\$ 200</b>
OES Equipment (Required)		2,500	2,500
Misc. Small Tools/Equipment		2,500	2,500
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
Draeger Tubes Replacement		1,000	1,000
Biological Supplies		1,000	1,500
Absorbents/Neutralizing Agents		0	1,000
Misc. Tactical Supplies		1,000	1,500
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 3,000</b>	<b>\$ 5,000</b>
Chemical Protective Boots		800	800
Level B Suits Replacement		3,400	0
Misc. Chemical Protective Clothing		800	1,700
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 5,000</b>	<b>\$ 2,500</b>
Monitor/Detector Maintenance		1,500	1,500
Misc. Equipment Maint/Repairs		1,000	1,000
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>
Software Updates		0	300
Misc. Radio/Computer Maint/Repair		500	200
<b>Maint/Repairs-Radio</b>	<b>5238</b>	<b>\$ 500</b>	<b>\$ 500</b>
Off Site Facility/Equip. Rental Fees		1,500	1,500
<b>Rents &amp; Leases</b>	<b>5246</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Outside Instructors		3,500	3,500
<b>Professional Services</b>	<b>5250</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>
Misc. Books/Periodicals		1,000	500
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 1,000</b>	<b>\$ 500</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 22,100</b>	<b>\$ 21,200</b>

## **VOLUNTEER FIRE**

### **PURPOSE**

Under the general direction of Operations, provides volunteer first responder services to the southern portion of Morgan Territory. Morgan Territory is on the east side of Mount Diablo in Contra Costa County.

### **STANDARD LEVEL OF PERFORMANCE**

1. Provide 24/7 emergency fire and EMS coverage for surrounding neighborhoods, working out of two unstaffed stations located at 10207A Morgan Territory Road (Station 37) and 9017 Double Tree Lane (Station 40).

### **GOALS AND OBJECTIVES FOR FY 2014-2015**

1. In conjunction with the Training Captains, establish Standard Operating Procedures and provide realistic training for all 37/40 personnel according to Local, State and National standards.
2. Evaluate apparatus deployment plan.
3. In conjunction with the Fire Prevention Division, continue to evaluate targeted hazards and risk mitigation for residential properties.

### **STAFFING SUMMARY**

Assistant Chief<sup>7</sup>

Station 37 Coordinator

FS37 Volunteers (18)

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<sup>7</sup> Assistant Chief budgeted under Emergency Operations (30-55).

**VOLUNTEER FIRE  
30-85**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY 13-14</b>	<b>PROJECTED ACTUALS FY 13-14</b>	<b>PROPOSED BUDGET FY 14-15</b>	<b>PROJECTED BUDGET FY 15-16</b>
Temporary Salaries	5115	17,820	17,820	17,820	17,820
FICA Contributions	5140	1,363	1,363	1,363	1,363
Retirement Contributions	5150	10,000	10,000	10,000	10,000
Employee Group Insurance	5160	5,000	5,000	5,000	5,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$34,183</b>	<b>\$34,183</b>	<b>\$34,183</b>	<b>\$34,183</b>
Office Supplies	5202	100	100	100	100
Small Tools & Equipment	5210	300	300	1,100	1,100
Miscellaneous Supplies	5212	100	100	100	100
Food Supplies	5222	250	250	200	200
Safety Clothing & Supplies	5224	2,000	1,000	2,000	2,000
Non-Safety Clothing	5226	2,000	1,000	2,000	2,000
Maintenance/Repairs Equip	5236	100	100	100	100
Prof & Specialized Services	5250	200	200	500	500
Specialized Printing	5272	100	100	500	100
Dues & Memberships	5274	100	0	0	0
Books & Periodicals	5280	600	600	600	600
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$5,850</b>	<b>\$3,750</b>	<b>\$7,200</b>	<b>\$6,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$40,033</b>	<b>\$37,933</b>	<b>\$41,383</b>	<b>\$40,983</b>

**VOLUNTEER FIRE  
30-85**

DESCRIPTION	GL CODE	FY 14-15 BUDGET	FY 15-16 BUDGET
Office Supplies		100	100
<b>Office Supplies</b>	<b>5202</b>	<b>\$ 100</b>	<b>\$ 100</b>
ARA Pro Replacement		800	800
Small Tools & Equipment		300	300
<b>Small Tools/Equip</b>	<b>5210</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>
Miscellaneous Supplies		100	100
<b>Misc Supplies</b>	<b>5212</b>	<b>\$ 100</b>	<b>\$ 100</b>
Food Supplies		200	200
<b>Food Supplies</b>	<b>5222</b>	<b>\$ 200</b>	<b>\$ 200</b>
Safety Clothing		2,000	2,000
<b>Safety Clothing</b>	<b>5224</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
New Volunteers		0	1,000
Uniforms Replacement		2,000	1,000
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
Maint/Repairs-Equipment		100	100
<b>Maint/Repairs-Equip</b>	<b>5236</b>	<b>\$ 100</b>	<b>\$ 100</b>
DMV Med/Tower		500	500
<b>Professional Services</b>	<b>5250</b>	<b>\$ 500</b>	<b>\$ 500</b>
Specialized Printing		500	100
<b>Specialized Printing</b>	<b>5272</b>	<b>\$ 500</b>	<b>\$ 100</b>
Firehouse Magazine		600	600
<b>Books &amp; Periodicals</b>	<b>5280</b>	<b>\$ 600</b>	<b>\$ 600</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 7,200</b>	<b>\$ 6,800</b>

**SAN RAMON VALLEY FIRE COMMUNITY FUND 400  
STATEMENT OF REVENUES AND EXPENDITURES**

**Revenues**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
4610	Donations/Contributions	500	900	500	500
<b>TOTAL REVENUES</b>		\$500	\$900	\$500	\$500

**Expenditures**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
5286	Other Special District Exp	500	1,000	500	500
<b>TOTAL EXPENDITURES</b>		\$500	\$1,000	\$500	\$500

**San Ramon Valley Fire Protection District  
12-Year Capital Improvement Plan**

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Beginning Capital Balance	\$2,700,000	\$1,944,876	\$2,345,922	\$1,346,401	\$2,508,000	\$3,574,387	\$4,052,275	\$3,882,121	\$4,560,277	\$5,329,399	\$4,517,075	\$3,715,220
Capital Contributions	-	1,773,990	1,836,080	1,900,342	1,966,854	2,035,694	2,106,944	2,180,687	2,257,011	2,336,006	2,417,766	2,502,388
Grant Proceeds	-	-	-	-	-	-	-	-	1,378,244	1,324,592	-	-
Debt Proceeds	-	-	-	-	-	-	-	-	-	-	-	-
Funds Available	\$2,700,000	\$3,718,866	\$4,182,002	\$3,246,743	\$4,474,854	\$5,610,082	\$6,159,218	\$6,062,807	\$8,195,532	\$8,989,998	\$6,934,841	\$6,217,608
Facilities	297,912	276,560	149,677	153,768	162,713	174,554	208,062	164,601	170,362	191,841	261,335	188,884
Fleet	-	129,068	1,676,959	224,325	122,301	666,256	1,628,151	722,848	320,320	905,198	2,365,904	3,562,420
Technology	388,901	419,920	374,744	255,043	506,149	603,867	323,795	528,172	2,285,498	282,472	496,025	223,342
Equipment	68,310	547,396	634,221	1,05,608	109,304	113,130	117,089	86,909	89,951	3,093,411	96,358	99,731
Total Capital Expenses	\$755,124	\$1,372,944	\$2,835,601	\$738,743	\$900,467	\$1,557,807	\$2,277,097	\$1,502,530	\$2,866,132	\$4,472,923	\$3,219,622	\$4,074,376
Difference	(755,124)	401,046	(999,522)	1,161,599	1,066,387	477,887	(170,154)	678,156	769,122	(812,325)	(801,855)	(1,571,988)
Ending Capital Balance	\$1,944,876	\$2,345,922	\$1,346,401	\$2,508,000	\$3,574,387	\$4,052,275	\$3,882,121	\$4,560,277	\$5,329,399	\$4,517,075	\$3,715,220	\$2,143,232

**NOTES:**

Capital Contributions reflect an increase of 3.5% annually.

Expenses reflect an increase of 3.5% annually.

Facility numbers do not contain roofing or asphalt maintenance costs.

Figures assume cash payment for all assets unless otherwise noted in debt proceeds.

Grant allowance of 75% assumed for SCBA Equipment in 23/24 and EBRCS Radio replacement in 22/23



**CAPITAL PROJECTS FUND 300  
STATEMENT OF REVENUES AND EXPENDITURES**

**Revenues**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
4316	Info Technology Surcharge	29,800	29,800	29,800	29,800
<b>TOTAL REVENUES</b>		29,800	29,800	29,800	29,800

**Expenditures**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
5246	Rents/Leases Property	12,500	0	0	0
6110	Land/Design/Construct	100,000	75,000	0	0
6120	Facilities	225,000	10,000	297,911	276,560
6230	Technology	9,750	2,200	389,938	419,920
6240	Equipment	0	0	68,310	547,397
6250	Fleet	723,000	794,726	0	129,068
<b>TOTAL EXPENDITURES</b>		1,070,250	881,926	756,159	1,372,945

## CAPITAL PROJECTS FUND

GL CODE	DESCRIPTION	2014-15 BUDGET	2015-16 BUDGET
6120	Generator/Transfer Switch - Admin	-	71,180
6120	Generator/Transfer Switch -Station 33	56,323	-
6120	Generator/Transfer Switch -Station 35	56,323	-
6120	Generator/Transfer Switch -Station 38	-	71,476
6120	Fuel Management System	55,890	-
6120	Fitness Equipment	25,875	26,781
6120	General Repairs/Maintenance	103,500	107,123
<b>TOTAL FACILITIES</b>		<b>\$297,911</b>	<b>\$276,560</b>
6230	Portable Radio Battery Replacement	0	47,134
6230	Computers	28,463	21,425
6230	Dispatch Audio Logger	50,198	0
6230	Network Equipment	80,213	0
6230	VOIP Call Management System	46,575	0
6230	Data Center Equipment	101,948	62,131
6230	Software	82,541	289,230
<b>TOTAL TECHNOLOGY</b>		<b>\$389,938</b>	<b>\$419,920</b>
6240	Turnout Replacement	68,310	70,701
6240	Autopulse - 8	0	64,274
6240	Defibrillators	0	412,422
<b>TOTAL EQUIPMENT</b>		<b>\$68,310</b>	<b>\$547,397</b>
6250	Command Vehicles (2)	0	129,068
<b>TOTAL FLEET</b>		<b>\$0</b>	<b>\$129,068</b>
<b>TOTAL CAPITAL PROJECTS FUND</b>		<b>\$756,159</b>	<b>\$1,372,945</b>

**APPARATUS/EQUIPMENT REPLACEMENT FUND 600  
STATEMENT OF REVENUES AND EXPENDITURES**

**Expenditures**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
6230	Radio & Electronic Equip	9,750	2,200	0	0
6240	Operating/Misc Equip	0	0	0	0
6250	Autos & Trucks	723,000	790,159	0	0
	<b>TOTAL EXPENDITURES</b>	<b>\$732,750</b>	<b>\$792,359</b>	<b>\$0</b>	<b>\$0</b>

**APPARATUS/EQUIPMENT REPLACEMENT FUND**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 ACTUALS</b>	<b>2014-15 BUDGET</b>	<b>2015-16 BUDGET</b>
6230	Payroll System Hardware/Software Upgrade	2,200	0	0
<b>TOTAL TECHNOLOGY</b>		\$2,200	\$0	\$0
6250	Command Vehicles (3)	113,886	0	0
6250	Type III Ambulances (3)	623,109	0	0
6250	Emergency Equipment for New Vehicles	53,164	0	0
<b>TOTAL FLEET</b>		\$790,159	\$0	\$0
<b>TOTAL APPARATUS/EQUIPMENT REPLACEMENT FUND</b>		<b>\$792,359</b>	<b>\$0</b>	<b>\$0</b>

**FEDERAL GRANT CAPITAL PROJECTS FUND 310  
STATEMENT OF REVENUES AND EXPENDITURES**

**Revenues**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
4245	Federal Grant	867,104	1,019,007	0	0
4250	Other Intergovernmental	55,725	54,826	0	0
<b>TOTAL REVENUES</b>		\$922,829	\$1,073,833	\$0	\$0

**Expenditures**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
6230	Radio & Electronic Equip	362,186	347,510	0	0
6240	Operating/Misc Equip	1,500,000	1,250,340	0	0
<b>TOTAL EXPENDITURES</b>		\$1,862,186	\$1,597,850	\$0	\$0

**FEDERAL GRANT CAPITAL PROJECTS FUND**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
6230	Mobile Radio & Base Station Excess Funds Purchase	0	0
6240	Self-Contained Breathing Apparatus Replacement	0	0
<b>TOTAL FEDERAL GRANT CAPITAL PROJECTS FUND</b>		<b>\$0</b>	<b>\$0</b>

**DEBT SERVICE FUND 200**  
**STATEMENT OF REVENUES AND EXPENDITURES**

**Revenues**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
4410	Investment Earnings	600	600	360	240
4910	Debt Issuance	0	3,227,000	0	0
<b>TOTAL REVENUES</b>		<b>\$600</b>	<b>\$3,227,600</b>	<b>\$360</b>	<b>\$240</b>

**Expenditures**

<b>GL CODE</b>	<b>DESCRIPTION</b>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 PROJECTED ACTUALS</b>	<b>2014-15 PROPOSED BUDGET</b>	<b>2015-16 PROPOSED BUDGET</b>
5310	Vehicle Lease #4	534,012	534,012	534,012	534,011
5310	Debt Service 2003 COP	729,926	4,624,926	0	0
5310	Debt Service 2006 COP	599,335	599,335	596,291	597,691
5310	Debt Service 2013 COP	100,000	0	667,102	672,004
<b>TOTAL EXPENDITURES</b>		<b>\$1,963,273</b>	<b>\$5,758,273</b>	<b>\$1,797,405</b>	<b>\$1,803,706</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
LEASE AGREEMENT - SCHEDULE #4**

**PURPOSE: Purchase three Type 1 Engines, four Type 3 Engines and two Ambulances**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2014				\$2,017,197
Reduction in Principal Balance				485,077
Interest Due				48,935
Total Payment Due				534,012
Principal Outstanding as of June 30, 2015				\$1,532,120
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2011-2012	2.58%	\$449,170	\$84,841	\$534,011
2012-2013	2.58%	460,833	73,178	534,011
2013-2014	2.58%	472,800	61,212	534,012
2014-2015	2.58%	485,077	48,935	534,012
2015-2016	2.58%	497,672	36,339	534,011
2016-2017	2.58%	510,595	23,416	534,011
2017-2018	2.58%	523,853	10,159	534,012
<b>TOTALS</b>		<b>\$3,400,000</b>	<b>\$338,080</b>	<b>\$3,738,080</b>



**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2003 REFUNDING ISSUE - \$9,015,000**

**PURPOSE: Refund debt issued in 1989 to purchase Station 38 and Administration Building and to perform code updates and remodels of Stations 31 and 33**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2013				\$4,470,000
Reduction in Principal Balance				4,470,000
Interest Due				154,926
Total Payment Due				4,624,926
Principal Outstanding as of June 30, 2014				\$0
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2003-2004	2.00%	\$0	\$176,239	\$176,239
2004-2005	2.00%	465,000	270,008	735,008
2005-2006	2.00%	475,000	260,608	735,608
2006-2007	2.10%	480,000	250,818	730,818
2007-2008	2.10%	490,000	240,633	730,633
2008-2009	2.10%	500,000	230,238	730,238
2009-2010	2.50%	515,000	218,550	733,550
2010-2011	2.75%	525,000	204,894	729,894
2011-2012	3.00%	540,000	189,576	729,576
2012-2013	3.10%	555,000	172,873	727,873
2013-2014	3.25%	4,470,000	154,926	4,624,926
2014-2015	0.00%	0	0	0
2015-2016	0.00%	0	0	0
2016-2017	0.00%	0	0	0
2017-2018	0.00%	0	0	0
2018-2019	0.00%	0	0	0
2019-2020	0.00%	0	0	0
<b>TOTALS</b>		<b>\$9,015,000</b>	<b>\$2,369,363</b>	<b>\$11,384,363</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2006 CERTIFICATES OF PARTICIPATION - \$9,485,000**

**PURPOSE: Design and construction of Station 36 and Station 31  
Apparatus Storage Building, purchase Hemme land  
and Station 32 land**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2014				\$8,205,000
Reduction in Principal Balance				210,000
Interest Due				386,291
Total Payment Due				596,291
Principal Outstanding as of June 30, 2015				\$7,995,000
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2006-2007	3.50%	\$0	\$367,990	\$367,990
2007-2008	3.50%	165,000	434,329	599,329
2008-2009	3.50%	170,000	428,466	598,466
2009-2010	3.50%	175,000	422,429	597,429
2010-2011	3.75%	180,000	415,991	595,991
2011-2012	3.75%	190,000	409,054	599,054
2012-2013	3.75%	195,000	401,835	596,835
2013-2014	3.75%	205,000	394,335	599,335
2014-2015	4.00%	210,000	386,291	596,291
2015-2016	4.00%	220,000	377,691	597,691
2016-2017	4.00%	230,000	368,691	598,691
2017-2018	4.10%	240,000	359,171	599,171
2018-2019	4.13%	245,000	349,198	594,198
2019-2020	4.25%	260,000	338,620	598,620
2020-2021	4.30%	270,000	327,290	597,290
2021-2022	4.38%	280,000	315,360	595,360
2022-2023	4.40%	290,000	302,855	592,855
2023-2024	4.50%	305,000	289,613	594,613
2024-2025	5.00%	320,000	274,750	594,750
2025-2026	5.00%	335,000	258,375	593,375
2026-2027	5.00%	350,000	241,250	591,250
2027-2028	5.00%	370,000	223,250	593,250
2028-2029	5.00%	390,000	204,250	594,250
2029-2030	5.00%	405,000	184,375	589,375
2030-2031	5.00%	430,000	163,500	593,500
2031-2032	5.00%	450,000	141,500	591,500
2032-2033	5.00%	470,000	118,500	588,500
2033-2034	5.00%	495,000	94,375	589,375
2034-2035	5.00%	520,000	69,000	589,000
2035-2036	5.00%	545,000	42,375	587,375
2035-2036	5.00%	575,000	14,375	589,375
<b>TOTALS</b>		<b>\$9,485,000</b>	<b>\$8,719,084</b>	<b>\$18,204,084</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2013 REFUNDING ISSUE - \$3,227,000**

**PURPOSE: Refund debt issued in 1989 to purchase Station 38 and Administration Building and to perform code updates and remodels of Stations 31 and 33**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2014				\$3,227,000
Reduction in Principal Balance				621,000
Interest Due				46,102
Total Payment Due				667,102
Principal Outstanding as of June 30, 2015				\$2,606,000
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2014-2015	1.40%	621,000	46,102	667,102
2015-2016	1.40%	640,000	32,004	672,004
2016-2017	1.40%	646,000	23,002	669,002
2017-2018	1.40%	656,000	13,888	669,888
2018-2019	1.40%	664,000	4,648	668,648
<b>TOTALS</b>		<b>\$3,227,000</b>	<b>\$119,644</b>	<b>\$3,346,644</b>

## **ABOUT US**

The San Ramon Valley Fire Protection District provides all-risk fire, rescue and emergency medical services to the communities of Alamo, Blackhawk, the Town of Danville, Diablo, the City of San Ramon, the southern area of Morgan Territory and the Tassajara Valley, all located in Contra Costa County. The District's service area encompasses approximately 155 square miles and serves a population of 169,900.

The District maintains nine career fire stations and one volunteer-staffed station, an administrative office building and other supporting facilities all strategically located throughout the jurisdiction. The District staffs fifteen companies, including structure and wildland engines, ladder trucks, ALS ambulances, and specialized Hazardous Materials, Rescue, Communications and other support units. The District also operates its own nationally accredited 911 communications center.

The District's Fire Prevention Division manages several significant community risk reduction initiatives including notable vegetation and hazard abatement programs, plan review and engineering services, and comprehensive code enforcement and fire investigation activities. The Division also produces and delivers numerous programs intended to promote and teach fire safety, CPR/AED skills and emergency preparedness. In 2011 the District became a HeartSafe Community.

Within the boundaries of the District are expansive wildland and recreation areas, large single-family homes and multi-family residential complexes, hotels, a regional hospital and a 585-acre business park. The District is also bisected by a major interstate highway (I-680).

The San Ramon Valley Fire Protection District is an internationally accredited autonomous Special District as defined under the Fire Protection District Law of 1987, Health and Safety Code, Section 13800, of the State of California. A five-member Board of Directors, elected at-large by their constituents and each serving a staggered four-year term, govern the District. The Fire Chief oversees the general operations of the District in accordance with the policy direction prescribed by the Board of Directors. The Fire Chief also serves as the Treasurer for the District.

The major revenue sources of the District are property taxes (94%), ambulance service fees and interest income. Total income for the year ending June 30, 2013 was \$52,731,065. The District employs approximately 183 personnel.