

**CONSENT
ITEMS**

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration
Phone: 925-838-6600
Fax: 925-838-6629
www.firedepartment.org

1500 Bollinger Canyon Road
San Ramon, California 94583

Fire Prevention
Phone: 925-838-6680
Fax: 925-838-6696

MEMORANDUM

Date: May 22, 2013
To: Board of Directors
From: Battalion Chief Dan McNamara
Subject: Approval to declare 25 Zoll M-Series Cardiac Monitors as Surplus

Background:

This February, the District placed in service 21 Lifepak 15 monitors through a countywide grant and the 21 monitors have been placed on all front line ambulances, engines and trucks. The reserve apparatus and all Type 3 engines now have the Zoll CCT cardiac monitors. With these changes, there are now 25 Zoll M-Series monitors that are 10 years old and are not within our county 12 lead protocols. The repair costs when needed exceed the value of the monitor.

Recommended Board Action:

Staff recommends the Board declare 25 Zoll M-Series cardiac monitors as surplus.

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Fire Prevention
Phone: 925-838-6680
Fax: 925-838-6696

MEMORANDUM

Date: May 22, 2013
To: Board of Directors
From: Battalion Chief Dan McNamara
Subject: Approval to Declare 52 Narcotic Lock Boxes Surplus

Background:

This February, the District finished installing the new Medvault narcotic storage system on all apparatus that carry narcotics. The old lock boxes are not technically supported by any vendor and had to be replaced with the new Medvaults through Measure H funds. This change has left a surplus of 52 lock boxes that are no longer vendor supported.

Recommended Board Action:

Staff recommends the Board declare the older lock boxes as surplus.

**SPECIAL ANNOUNCEMENTS/
PRESENTATIONS/
GENERAL BUSINESS**

*A Proclamation of the San Ramon Valley Fire Protection District
Proclaiming June 1-7, 2013 As National Cardiopulmonary Resuscitation and
Automated External Defibrillator Awareness Week and
Commitment to a Heart Safe Community*

WHEREAS, heart disease remains the leading cause of death in the United States affecting men, women, and children of every age and race regardless of where they live; and

WHEREAS, approximately 325,000 coronary heart disease deaths occur annually outside a hospital or emergency room; and

WHEREAS, prompt delivery of cardiopulmonary resuscitation (CPR) increases the chance of survival from sudden cardiac arrest by helping maintain vital blood flow to the heart and brain and increasing the amount of time a defibrillator can be effective; and

WHEREAS, an automated external defibrillator (AED), even when used by a bystander, is safe, easy to operate and highly effective in restoring a normal heart rhythm and increasing the chance of survival for many in sudden cardiac arrest; and

WHEREAS, the interval between the 911 call and the arrival of emergency medical services personnel is typically longer than five minutes and death or severe brain injury is likely to occur within ten minutes after the onset of sudden cardiac arrest. Therefore, achieving high survival rates depends on a public trained in cardiopulmonary resuscitation and automated external defibrillator use; and

WHEREAS, the American Heart Association, the American Red Cross, and the National Safety Council are preparing related public awareness and training campaigns on cardiopulmonary resuscitation and automated external defibrillation to be held during the first week of June each year; and

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

WHEREAS, the San Ramon Valley Fire Protection District recognizes the Heart Safe Community program will work in coordination with San Ramon Valley Emergency Preparedness Citizen Corps Council.

***NOW, THEREFORE, BE IT RESOLVED,** that the San Ramon Valley Fire Protection District does hereby proclaim June 1-7, 2013, as National Cardiopulmonary Resuscitation and Automated External Defibrillator Awareness Week, and supports the creation and efforts of a Heart Safe Community.*

Dated: May 22, 2013

Matthew J. Stamey, Board President

NEW BUSINESS



MEMORANDUM

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: May 22, 2013

To: Board President and Board of Directors

From: Paige Meyer, Fire Chief

Subject: (For Action): Approval of a Memorandum of Understanding between the San Ramon Valley Fire Protection District and Local 3546 IAFF, for the period August 1, 2009 - June 30, 2018.

Summary:

This Memorandum of Understanding (MOU) provides for “Classic” employees to pick up a portion of the *employer* retirement cost, capping the District’s contribution toward active and retiree medical, prefunding retiree medical benefits, no set wage increase and the duration of the MOU to be until June 30, 2018.

Local 3546 has ratified the proposed MOU and staff recommends that the Board of Directors approve the MOU.

Previous Board Action:

Board approved a Letter of Understanding in 2008 for the period July 1, 2007 through July 31, 2009.

Discussion:

In the summer of 2009, at the height of the Great Recession, the previous labor agreement expired. As the District’s revenue stream began to recede, other significant legislative actions impacted the meet and confer process as well. Specifically, the Federal government passed into law the Affordable Care Act. In California the legislature passed into law the California Public Employees’ Pension Reform Act of 2013 (“PEPRA”). Furthermore, during this same time frame the District underwent a generation change in Executive Management, as a core group of four of the top managers retired, including the Fire Chief on December 31, 2012.

It is a credit to both the Union and the new Management team, which assumed office on March 18, 2013 that in the span of barely two months the parties were able to arrive at this groundbreaking new labor agreement. An agreement that addresses in a serious

manner the District's finances, while maintaining a high level of service to the community we serve.

Summary of Major Changes to MOU

- Term: August 1, 2009 through June 30, 2018

- "PEPRA" new hire retirement contributions – 50% of normal cost rate
 - Safety 15.75% for FY13/14
 - Non-Safety 10.25% for FY13/14

- "Classic" employees pick up portion of *employer* retirement cost rate
 - Safety 12.00% (effective July 1, 2013) (4% FY 13/14, 8% FY 14/15, 12% FY 15/16)
 - Non-Safety 8.00% (effective July 1, 2013) 4% FY 13/14, 8% FY 14/15)

- Health Insurance and OPEB – Active Employees and Retirees
 - Benefit capped at 2nd highest Bay Area plan
 - District contributes 92% of actual monthly premium. Cost in excess of 92% of second highest plan to be paid by employee.
 - District to contribute amount paid by actives and retirees to the retiree medical benefit trust.
 - Effective 7/1/2013.

- Minimum shift staffing
 - From 43 to 41 effective July 1, 2013
 - From 41 to 39 effective July 1, 2015

- Reopeners on Salary and Health Benefits in 2015 and 2016

Financial Implications:

Both represented and non-represented employee total cost savings for Fiscal Year 2013-14 is approximately \$2 million, and will grow to over \$5 million in Fiscal Year 2015-16 when the cost saving measures contained in the MOU are fully implemented. In addition, the MOU changes with respect to medical benefits call for both active employees and retirees to help defray the cost of providing medical benefits after

retirement, thus reducing both the future cost and liability of the District associated with this benefit. First year contributions by actives and retirees to the California employers' Retiree Benefit Trust ("CERBT") are projected at over \$500,000).

Recommendation:

Staff recommends Board approve the August 1, 2009 - June 30, 2018 Memorandum of Understanding between the San Ramon Valley Fire Protection District and Local 3546 IAFF.



MEMORANDUM

San Ramon Valley Fire Protection District

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Date: May 22, 2013

To: Board President and Board of Directors

From: Paige Meyer, Fire Chief

Subject: (For Action): Approval of changes to non-represented employees compensation package.

Summary:

This change in compensation provides for non-represented employees to pick up a portion of the *employer* retirement cost, capping the District's contribution toward active and retiree medical, and prefunding retiree medical benefits. Staff recommends the Board of Directors approve this change in compensation.

Discussion:

In the summer of 2009, at the height of the Great Recession, the previous labor agreement expired. As the District's revenue stream began to recede, other significant legislative actions impacted the meet and confer process as well. Specifically, the Federal government passed into law the Affordable Care Act. In California the legislature passed into law the California Public Employees' Pension Reform Act of 2013 ("PEPRA"). Furthermore, during this same time frame the District underwent a generation change in Executive Management, as a core group of four of the top managers retired, including the Fire Chief on December 31, 2012.

Summary of Changes

- "PEPRA" new hire retirement contributions – 50% of normal cost rate
 - Safety 15.75% for FY 13/14
 - Non-Safety/ 10.25% for FY 13/14Non-Represented

- "Classic" non-represented employees pick up portion of *employer* retirement cost rate

- Safety 12.00% (effective July 1, 2013) (4% FY 13/14, 8% FY 14/15, 12% FY 15/16)
 - Non-Safety/ 8.00% (effective July 1, 2013) (4% FY 13/14, 8% FY 14/15)
Non-Represented
- Health Insurance and OPEB – Active Employees and Retirees
 - Benefit capped at 2nd highest Bay Area plan.
 - District contributes 92% of actual monthly premium. Cost in excess of 92% of second highest plan to be paid by employee.
 - District to contribute amount paid by actives and retirees to the retiree medical benefit trust.
 - Effective 7/1/2013.

Financial Implications:

Both represented and non-represented employee total cost savings for Fiscal Year 2013-14 is approximately \$2 million, and will grow to over \$5 million in Fiscal Year 2015-16 when the cost saving measures are fully implemented. In addition, the changes with respect to medical benefits call for both active employees and retirees to help defray the cost of providing medical benefits after retirement, thus reducing both the future cost and liability of the District associated with this benefit. (First year contributions by actives and retirees to the California Employers' Retiree Benefit Trust ("CERBT") are projected at over \$500,000).

Recommendation:

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

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MEMORANDUM

Date: May 22, 2013

To: Board of Directors

From: Robert Leete, Administrative Services Director
Gloriann Sasser, Finance Supervisor

Subject: District Investment Policy

Background

The Board of Directors is required to annually review the District's Investment Policy. The District is under contract with PFM Asset Management, LLC (PFM) for investment advisory services. Based on information received from PFM, staff is recommending one change to the Investment Policy. The change is noted in the attached recommended Investment Policy.

Analysis

Section 6.3a has been added to the District's Investment Policy. This addition permits the investment advisor to use its own list of approved broker/dealers to conduct transactions on behalf of the District. The District may request the list from the investment advisor.

Recommended Action

Staff recommends the Board adopt Resolution 2013-05 establishing the Investment Policy.

RESOLUTION NO. 2013-05

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN RAMON VALLEY FIRE PROTECTION DISTRICT ESTABLISHING
THE INVESTMENT POLICY FOR DISTRICT FUNDS**

WHEREAS, the Board of Directors of the San Ramon Valley Fire Protection District has previously adopted an investment policy for District funds to ensure that District monies are invested prudently; and

WHEREAS, the Treasurer, Administrative Services Director, Finance Supervisor, or Finance Committee of the San Ramon Valley Fire Protection District have been given authority to invest District funds pursuant to the District's Investment Policy; and

WHEREAS, legislation necessitates the annual review of the District's investment policy in order to comply with current state law.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the San Ramon Valley Fire Protection District establishes and adopts a District investment policy, attached hereto as Exhibit 1, which is incorporated by this reference.

BE IT FURTHER RESOLVED, that the District Board of Directors delegates its authority to the Treasurer, Administrative Services Director, Finance Supervisor, or Finance Committee of the San Ramon Valley Fire Protection District to invest District funds in a manner consistent with the District's Investment Policy.

PASSED, APPROVED AND ADOPTED this 22nd day of May 2013, at a regular meeting of the District Board of Directors at San Ramon, California, on a motion by Director _____, seconded by Director _____ and duly carried with the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Resolution No. 2013-05
May 22, 2013
Page 2

Dated: _____, 2013

Matthew J. Stamey, Board President
Board of Directors

ATTEST:

Susan F. Brooks
District Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

William D. Ross, District Counsel

Paige Meyer, District Chief



DISTRICT – POLICY AND PROCEDURE

TOPIC:	Investment Policy		
EFFECTIVE DATE:	05/2013	DOC NO:	
CROSS REF:			

INTRODUCTION

Responsible financial practices necessitate adoption of specific procedures for investments in conformance with the Government Code of the State of California.

PURPOSE

The purpose of this policy is to establish a prudent and systematic investment policy and to organize and formalize investment-related activities.

POLICY

Section One: Scope and Authority

- 1.1 The San Ramon Valley Fire Protection District's (District) Investment Policy is authorized under the California Government Code, section 53600, et seq. as it applies to the investment of public funds.
- 1.2 It is intended that this policy cover all funds and investment activities under the direct authority of the District excluding pension funds, other post employment benefit funds held in a trust, and the proceeds of debt issues. Investments authorized by Fiscal Agents pursuant to bonded debt are controlled by the terms and conditions of the specific bond and may not necessarily coincide with the Investment Policy outlined herein. Investments must conform to Government Code section 53600.5 concerning custody of all securities. Wherever practical, investments made by a Fiscal Agent on behalf of the District will be consistent with this Policy.
- 1.3 The District's Board hereby delegates management authority for the investment program to the Treasurer. The Treasurer may delegate investment decision making and execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.

Section Two: Investment Objectives

- 2.1 Safety - It is the primary duty and responsibility of the Treasurer, Administrative Services Director, Finance Supervisor or Finance Committee to protect, preserve and maintain cash and investments placed in trust on behalf of the citizens of the District.
- 2.2 Liquidity - An adequate percentage of the District's investment portfolio should be maintained in liquid short-term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets is highly recommended. Emphasis should be on marketable securities with low sensitivity to

AUTHOR:	Gloriann Sasser, Finance Supervisor		Page 1 of 7
REVIEWED:	Robert Leete, Administrative Services Director		
APPROVED:	Paige Meyer, Fire Chief		
ORIGIN DATE:	06/11	REVISED DATE:	2012, 2013



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market risk.

2.3 Yield - Yield should become a consideration only after the basic requirements of safety and liquidity have been met.

a) The overall yield should be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the District's risk constraints, the cash flow characteristics of the portfolio, and State and local laws, ordinances or resolutions that restrict investments.

2.4 Public Trust - All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

2.5 Diversification - The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

In a diversified portfolio, it must be recognized that occasional measured losses are inevitable and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

2.6 Prudence - The District adheres to the "prudent investor standard" which states that

"When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. "

Section Three: District's Investment Strategy

3.1 The most effective method of increasing investment yields without sacrificing safety is to extend the investment horizon commensurate with the District's cash requirements. To that end, improved cash forecasting and management is the preferred investment strategy for the District.

a) Cash management activities include accurate cash projections, the expeditious collection of revenue, the control of disbursements, cost-effective banking

AUTHOR:	Gloriann Sasser, Finance Supervisor		Page 2 of 7
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relations, and a short-term borrowing program, when needed, that coordinates working capital requirements and investment opportunity.

Section Four: Allowable Investment Instruments

- 4.1 The Government Code, sections 53601 and 53601.1 shall govern the District's allowable investments and the length of those investments, unless specifically limited by this policy. Although the maximum maturity for any deposit or investment is five years, most investments should be for no longer than 2-3 years.
- 4.2 The specific investments allowed are listed below:
 - a) The State's Local Agency Investment Fund (LAIF)
 - b) Any Public Agency's Pooled Investment Fund, provided such involvement is approved in advance by resolution of the Board
 - c) United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest
 - d) Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises
 - e) Insured Certificates of Deposits (CD's) or CD's adequately collateralized by the institution issuing the certificate
 - f) Passbook Savings and Money Market Accounts
 - g) Money market funds
- 4.3 Any investment not specifically approved by this policy is prohibited.

Section Five: Reporting Requirements

- 5.1 The Treasurer or designee shall submit to the Board a report of monthly investment security transactions.
- 5.2 The Treasurer or designee shall annually submit a written investment policy to the Board. The Board shall consider the investment policy at a public meeting.
- 5.3 The Treasurer or designee shall submit a quarterly investment report to the Board. The report must be submitted within 30 days following the end of the month covered by the report. Such report shall include at least the following information:
 - a) Types of investments;
 - b) Names of the institution in which funds are invested or deposited;

AUTHOR:	Gloriann Sasser, Finance Supervisor		Page 3 of 7
REVIEWED:	Robert Leete, Administrative Services Director		
APPROVED:	Paige Meyer, Fire Chief		
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- c) Date of maturity, if applicable;
 - d) Par and original investment amount on all securities;
 - e) Percent distribution of each type of investment;
 - f) Current market value as of the date of the report, including sources of the valuation except those under LAIF;
 - g) Coupon, if applicable;
 - h) Average weighted yield of portfolio;
 - i) Investment income for the fiscal year to date and total return
 - j) A statement relating the report to the District's Investment Policy; and
 - k) A statement that there are sufficient funds to meet the District's next six months' financial obligations.
- 5.4 Periodic reports shall be prepared as required by circumstances or as directed by the Board. Such circumstances include, but are not limited to, notification that any District investment may be in jeopardy, or a sudden and significant drop in the current market value of any District investment.
- 5.5 The District will report the investment portfolio at market value at the end of each fiscal year in accordance with Governmental Accounting Standards Board Statement No. 31.

Section Six: Internal Controls and General Guidelines

- 6.1 A system of internal control shall be established and documented in writing. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District.
- 6.2 Controls deemed most important include:
- a) The control of collusion and separation of duties;
 - b) Custodial safekeeping of funds invested or on deposit;
 - c) Minimizing the number of authorized Investment Officers; and
 - d) Written documentation of procedures and transactions.
- 6.3 In selecting financial institutions for the deposit or investment of District funds, the Treasurer or designee shall consider the credit-worthiness of the institution. Such credit-worthiness shall be monitored on a regular basis throughout the period in which District funds are deposited or invested.

a) If the District has an investment advisor, the investment advisor may use its own list of authorized broker/dealers to conduct transactions on behalf of the District. The investment advisor's list of approved broker/dealers will be made available to

AUTHOR:	Gloriann Sasser, Finance Supervisor	Page 4 of 7
REVIEWED:	Robert Leete, Administrative Services Director	
APPROVED:	Paige Meyer, Fire Chief	
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the District upon request.

- b) Any deposit or investment of funds shall be in writing, signed by the Treasurer or designee and the authorized representative of the institution.
 - c) All transactions will be executed on a Delivery Versus Payment (DVP) basis.
 - d) All investment securities shall be held in the District's name by a third-party custodian that is the trust or custody division of a bank.
- 6.4 The District will require the auditors to perform cash and investment testing as part of the audit of the District's financial statements.
- 6.5 An annual Cash Flow Forecast may be prepared by the Treasurer or designee and would be used to assist in the development of the annual operating budget for the District.
- 6.6 This Investment Policy shall be reviewed by the Board on an annual basis.
- 6.7 Ethics and Conflict of Interest - Board members and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Board members and employees shall disclose any material financial interests that could be related to the performance of the District's investment portfolio.

AUTHOR:	Gloriann Sasser, Finance Supervisor	Page 5 of 7
REVIEWED:	Robert Leete, Administrative Services Director	
APPROVED:	Paige Meyer, Fire Chief	
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DISTRICT – POLICY AND PROCEDURE

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DEFINITIONS

Call Option – The right, but not the obligation, of an issuer of a security to redeem a security at a specified value and at a specified date or dates prior to its stated maturity date.

Callable Bonds/Notes – Securities which contain an imbedded call option giving the issuer the right to redeem the securities prior to maturity at a predetermined price and time.

Certificate of Deposit (CD) – A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CDs are typically negotiable.

Collateral – Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Custody – Safekeeping services offered by a bank, financial institution or trust company, referred to as the “custodian.” Service normally includes the holding and reporting of the customer's securities, the collection and disbursement of income, securities settlement and market values.

Delivery Versus Payment – A type of securities transaction in which the purchaser pays for the securities when they are delivered either to the purchaser or custodian. It ensures that securities are deposited in an eligible financial institution prior to the release of funds. Securities should be held by a third-party custodian as evidenced by safekeeping receipts.

Diversification – Dividing investment funds among a variety of securities offering independent returns.

Federal Agency Obligation – A debt instrument issued by one of the federal agencies. Federal agencies are considered second in credit quality and liquidity only to U.S. Treasuries.

Liquidity – An investment that can be converted easily and rapidly into cash without a substantial loss of value.

Local Agency Investment Fund (LAIF) – The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

Market Value – The price at which a security is trading and could presumably be purchased or sold on a specific date.

Maturity – The date upon which the principal or stated value of an investment becomes

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due and payable.

Portfolio – Collection of securities held by an investor.

Prudent Investor Standard – An investment standard that all investments should be made with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

Total Return – Investment performance measured over a period of time that includes coupon interest, interest on interest, and both realized and unrealized gains or losses. Total return includes, therefore, any market value appreciation/depreciation on investments held at period end.

Secondary Market – A market made for the purchase and sale of outstanding issues following the initial distribution.

U.S. Treasury – Government debt issued by the United States Department of the Treasury through the Bureau of the Public Debt. Treasury securities are the debt financing instruments of the United States federal government, and they are often referred to simply as Treasuries. There are four types of marketable treasury securities: Treasury bills, Treasury notes, Treasury bonds, and Treasury Inflation Protected Securities (TIPS). All of the marketable Treasury securities are very liquid and are heavily traded on the secondary market.

Yield at Market – The percentage rate of return paid if the security is held to its maturity date using the market price of the security. The calculation is based on the coupon rate, length of time to maturity, and market price. It assumes that coupon interest paid over the life of the security is reinvested at the same rate. The Yield at Market will vary over time.

Yield at Cost – The percentage rate of return paid if the security is held to its maturity date at the original time of purchase. The calculation is based on the coupon rate, length of time to maturity, and original price. It assumes that coupon interest paid over the life of the security is reinvested at the same rate. The Yield at Cost on a security remains the same while held as an investment.

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REVIEWED:	Robert Leete, Administrative Services Director		
APPROVED:	Paige Meyer, Fire Chief		
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MEMORANDUM

Date: May 22, 2013
To: Board of Directors
From: Robert Leete, Administrative Services Director
Gloriann Sasser, Finance Supervisor
Subject: Assistance to Firefighters Grant – Mobile Radios and Base Stations Excess Funds

Background

In December 2011, the District was awarded a Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant. The grant is a regional grant that includes 8 Contra Costa County fire agencies. The grant may only be used to purchase and install base stations and mobile radios as part of the East Bay Regional Communications System project. The total project cost for the grant is \$2,383,353. The federal grant pays for 80% of the project cost or \$1,906,683. The 8 local agencies are responsible to pay a local agency match of 20% of the project cost or \$476,670.

All base stations and mobile radios have been purchased and installed. The project is complete with the exception of the District going live on the radio system, which is scheduled for July 2013. Actual project cost was less than the amount awarded by the grant as follows:

Grant Awarded Project Cost	\$2,383,353
Actual Project Cost	<u>2,016,167</u>
Excess Project Funds	<u>\$367,186</u>

FEMA permits the District to use the excess project funds for other items such as equipment. However, there are restrictions. The District is required to obtain approval from FEMA in advance to use the excess project funds for other items. The District is in discussions with the other participating agencies to determine what items are needed by all the agencies involved in the grant. Once this is determined, the District is required to file a written amendment with

FEMA requesting approval to modify the articles of agreement. Due to the amount of excess project funds, Board approval is required.

Recommended Board Action

Staff recommends the Board authorize the Fire Chief to execute all documents related to an amendment to the Department of Homeland Security Assistance to Firefighters Grant in order to use the excess project funds.

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MEMORANDUM

Date: May 22, 2013
To: Board of Directors
From: Steve Call, Technology Systems Manager
Subject: Type III Mobile Data Computers – Project Overview

Background:

The fiscal year 2012-2013 budget includes \$22,500 in the Apparatus/Equipment Replacement Fund for the purchase of four (4) Mobile Data Computers (MDC's) for the District's Type III apparatus. The 4 new MDC's were to be combined with 5 repurposed MDC's and installed in the District's 9 frontline Type III apparatus. The original mounting location for the MDC's and docking stations was on the center console of the apparatus. Following the installation of the new East Bay Regional Communications System (EBRCS) mobile radio, Suppression staff reviewed the space requirements of the planned MDC installation and determined the MDC would need to be mounted in the rear of the apparatus cab, with a smaller remote screen mounted on the center console. The new configuration would ensure access to the controls mounted on the dashboard of the apparatus, to the mobile radios and microphones, as well as to the map book and other resources. A prototype MDC was installed in Engine 334 to verify the new remote screen configuration would provide sufficient access to the apparatus controls, communications equipment and resources.

In order to install the MDC's according to the new configuration, 12 remote screens will need to be purchased, in addition to the 4 MDC's. The remote screens will be installed in the 9 frontline Type III apparatus, as well as the 3 reserve apparatus. The \$22,500 initially budgeted in the Apparatus/Equipment Replacement Fund for the Type III MDC's will not fully fund the cost of the purchase. The 12 remote screens, including tax, will cost an additional \$23,159.46. After purchasing the 4 budgeted MDC's, remaining funds in the amount of \$3,772.19 will be available to be applied toward the purchase of the remote screens. Additional funding, not to exceed \$19,500 will need to be transferred to the Apparatus/Equipment Replacement Fund to complete the purchase of both the MDC's and the remote screens. Savings in the Operations Division budget have been identified to fund the additional costs.

Recommended Actions:

- Authorize the following 2012-13 budget adjustments:
 - Increase Apparatus/Equipment Replacement Fund Capital Outlay Expenditures in the amount of \$19,500 for a total of \$42,000
 - Decrease General Fund Operations Services and Supplies Expenditures in the amount of \$19,500
- Authorize a Transfer Out of the General Fund and a Transfer In to the Apparatus/Equipment Replacement Fund and budget adjustments in an amount not to exceed \$19,500 to pay for the purchase of 4 Panasonic CF-31 MDC's and 12 Panasonic PDRC remote screens.
- Authorize staff to contract with CDW-G in an amount not to exceed \$42,000 to purchase 4 Panasonic CF-31 MDC's and 12 Panasonic PDRC remote screens. The pricing provided by CDW-G is according to a GSA schedule and meets District purchasing requirements.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration

Phone: 925-838-6600
Fax: 925-838-6629
www.srvfire.ca.gov

1500 Bollinger Canyon Road
San Ramon, California 94583

Fire Prevention

Phone: 925-838-6680
Fax: 925-838-6609

MEMORANDUM

Date: May 22, 2013
To: Board of Directors
From: Robert Leete, Administrative Services Director
Subject: Fire Agencies Insurance Risk Authority
Election of Board Members

Background:

The District participates in the Fire Agencies Insurance Risk Authority (FAIRA) for property and liability insurance coverages. FAIRA was formed in 1988 and has 105 member fire agencies.

FAIRA is governed by a volunteer Board of Directors elected by the member agencies. This year there are four positions on the Board of Directors up for election (4-year terms). Each member agency has the ability to vote for Directors.

There are five candidates for the available positions. Candidates are as follows:

Chief Bill Paskle, Alpine FPD
Director Pete Liebig, Lakeside FPD
Chief Mike Bell, Rancho Cucamonga FPOD
Chief Richard Hutchinson, Aromas Tri-County FPD
Director JoAnn Gath, Humbolt #1 FPD

Recommended Board Action:

1. Determine which candidates the District wishes to support.
2. Adopt Resolution No. 2013-06 indicating the four candidates supported by the San Ramon Valley Fire Protection District.
3. Authorize and direct staff to forward the completed ballot to FAIRA.

RESOLUTION NO. 2013-06

A RESOLUTION OF THE SAN RAMON VALLEY FIRE
PROTECTION DISTRICT BOARD OF DIRECTORS,
FAIRA ELECTION BALLOT FOR GOVERNING BOARD OF DIRECTORS

WHEREAS, San Ramon Valley Fire Protection District is a member of the Fire Agencies Insurance Risk Authority (FAIRA); and,

WHEREAS, The Board of Directors of the San Ramon Valley Fire Protection District ("District"), as a member agency of FAIRA, is authorized to vote for members of the FAIRA Board of Directors,

NOW, THEREFORE, BE IT RESOLVED, that the District Board of Directors does hereby authorize the District to cast its ballot for the following candidates for members of the FAIRA Board of Directors:

- 1.
- 2.
- 3.
- 4.

PASSED, APPROVED and ADOPTED this 22nd day of May, 2013, at the regular meeting of the Board of Directors held at 1500 Bollinger Canyon Road, San Ramon, CA, on a motion made by Director _____, seconded by Director _____ and duly carried with the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: May 22, 2013

ATTEST:

Matthew J. Stamey, Board President

Susan F. Brooks, District Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

William D. Ross, District Counsel

Paige Meyer, Fire Chief

CORRESPONDENCE

Brooks, Sue

Subject: FW: Response

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

From: Ellen K Hole [mailto:ekhole696@hole.com]

Sent: Sunday, May 12, 2013 6:02 PM

To: Meyer, Paige

Subject: Response

Your department's response to my 911 call was immediate and performed by a group of gentlemen. They quickly determined the facts and assessed the situation and treated me, then delivered me to the hospital. I appreciate all they did in their very kind manner.

I am doing well, with a new stent. From community experiences I knew the San Ramon Valley Fire District people were good and good hearted people. I really appreciate the gentlemen who came to my home and all their efforts.

Sincerely,

Ellen K. Hole

--

Brooks, Sue

Subject: FW: Response of emergency personnel.

From: Meyer, Paige
Sent: Friday, May 10, 2013 5:50 PM
To: Paul Szulborski
Subject: Re: Response of emergency personnel.

Hello Mr. Szulborski,

I am glad that my card found you in good health. We are proud to serve such a fantastic community. I will pass on your kind words to the crew.

We wish you good health!
Chief Paige Meyer

Sent from my iPhone

On May 10, 2013, at 3:11 PM, "Paul Szulborski" <paulszulborski@sbcglobal.net> wrote:

Dear Fire Chief Meyer,

I recently received your card pertaining to my condition, since my need to call for emergency assistance.

I would like to take this opportunity to thank you for your concern and to confirm that I have recovered completely from the cause of the incident.

I and my family would also like to highly commend your entire group for their compassion, thoughtfulness, efficiency, patience and professionalism. You should be very proud of your staff, because they are a step above what we expected.

Sincerely,

Paul H Szulborski

5/19

Recently I passed out and one of your crews was right there to help us. This community is so blessed to ^{have} crews like yours who arrived so promptly and who were so caring! I couldn't believe they could start an IV while we were going down the road.

and it didn't even hurt!
Luckily I didn't do any serious damage to myself.
My husband & I both thank you for your help.

Jack & Gynithe LaSalle

A SHATTERED
FUTURE

Every 10 Minutes

SRV Five dept,

I cannot thank you all enough for your help this week at SRV. The I was so inspired by you guys during the crash scene. It was real, I have NO clue how you did that. The program was insanely important for me... Taught me a lot about the value of human life and how much my decisions can make a huge impact in our community. Thank you for all your help!!! You're all amazing!

LOVE NATALIE BROWN SRV LEADERSHIP

May 11, 2018

Dear Christ Keys and staff,

Thank you so much for the thoughtful care that I am perfectly healthy. It was a great program. I was a bit dehydrated and some dehydration.

The caring and quick reaction of the staff and customer at Bell's nail plus the professionalism, competence and positive attitudes of the medical and care givers from your staff amazed me. Last summer I required their help. I never needed their help as everyone on your staff was so helpful. Special thanks to the nurse who gave the D.V.'s which were bruised, and thank me through the entire process. I feel blessed to live in a

community and caring. I was thankful and grateful of your help and care. I hope to see you soon. I hope to see you soon. I hope to see you soon.

CHRIST KEYS
1111 W. 10th St.
Fairfield, CA 94534

christkeys.com

Thank you for your help.

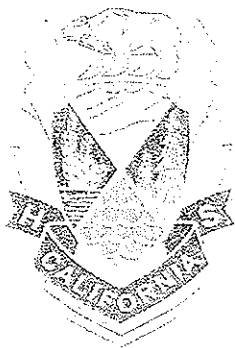
From: Courtney Cameron <cackmm@yahoo.com>
Date: May 14, 2013, 1:42:57 PM PDT
To: "DMcNamara@srvfire.ca.gov"
<DMcNamara@srvfire.ca.gov>
Subject: ****SPAM**** Thank you to the RM32 crew
Reply-To: Courtney Cameron <cackmm@yahoo.com>

Dear Dan McNamara,

On April 9th, 2013, a mandated reporter called 911 because our son had failed a suicide assessment. He has struggled with behavior and emotional issues from a very young age. He doesn't trust anyone. The Contra Costa Sheriff's Department came and treated him like he had done something wrong. He shut down immediately and would not talk to them. However, when you, Captain Barragan, Engineer Bennett and Firefighter/Paramedic Smith arrived on the scene you all treated him with respect, kindness and compassion. He responded well to all of you. He smiled and spoke directly to you. It help put him, his father and myself at ease. We thank you so much for making an extremely stressful and terrifying experience bearable!

Will you please pass along our sincere gratitude for such professional conduct!!! You taught our son there really are "good guys" in his world!

Courtney Cameron and Kevin Merideth



California High School

9870 Broadmoor Drive, San Ramon, CA 94583

www.calhigh.net • (925) 803-3200 • Fax (925) 803-9341

A National Blue Ribbon School

A California Distinguished School

April 24, 2013

Andy Swartzell
San Ramon Valley Fire Protection District
1500 Crow Canyon Road
San Ramon, CA 94583

Dear Andy,

Thank you so much for your support! I appreciate you taking the time to let Kameron, Rafael and Chris shadow you on April 11. I know they each enjoyed spending the morning with you; in fact, they came back to class raving about their visit to the different fire houses. I honestly think you had a big impact on them and opened their eyes to new career possibilities.

Its business people like you that truly enrich my class and help the students relate the course curriculum to the real world. Thank you for touching a few lives!

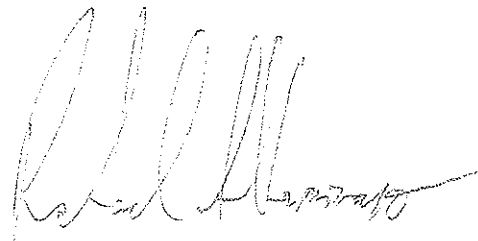
Sincerely,

Shanin McKavish
Life Skills Teacher

Dear Mr. Swartzell,

Thank You so much for taking the time out of Your ~~very~~ interesting, ~~already~~ busy schedule to teach us a few tricks of Your trade. I really enjoyed spotting the engineering about all of the different pieces of equipment that You use in Your profession. Learning more about the medical aspect of Your job was really ~~amazing~~ ^{amazing} to see the kind of things I'd expect to see on an everyday basis was super. I can't wait to continue taking steps to start my career as a fire fighter. You have an amazing job, and you should ~~be~~ ^{have} an awesome time as my rotation. I look forward to staying in touch with you throughout my journey to become a fire fighter. Thank You very much for letting me shadow You for the day.

Sincerely, Rafael Altamirano



Thank you so much
for letting me shadow
you. I learned a lot
including how to put
in an Et tube. I'm
very set on becoming
a firefighter paramedic
and hope to see you
in the future

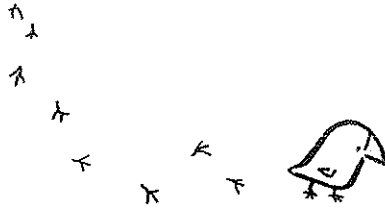
- Cameron
Subia

Dear Andy,

I wanted to start with thank you
In the few hours of touring the
fire department I enjoyed every
second. It was probably the most
exciting school day of my years.

I thought it was so awesome
that you brought our group through
medical training and looking at all
the equipment was cool. I learned a
lot, the coolest thing that you have
taught me is putting a tube down
someones throat. ~~My~~ My name is
Christopher Zabaneh and I am a life
scout almost an eagle scout, so I do
a lot of first aid. I just wanted
to thank you again for your time
and I hope to come back another
time.

Sincerely,



Dear Chief Meyer,

Your employees were professional
& compassionate indeed! They
were of great help to me.

Please say thanks to them, and
thanks to you.

Tom Pai

A little note
with big thanks
from me!

4



Dear Mr. Burton,
Tulheim Fire Chief

As wonderful staff at the fire
department in Acosta and Forest continue
to deliver the best of service that is
professional and compassionate.

Thank you for all their service.

Sincerely

Patty Kegermeyer

OPERATIONS

<p style="text-align: center;">Operations April, 2013</p>

SOC Report

1. Response times / Turn-out times continue to improve.
2. Auto Aid / Mutual Aid Report evaluation is on going.
3. Wilderness Response Area definition is being reviewed for approval.
4. Type 3 Engine MDC project is in progress.

Training

1. Recruit Academy is in progress.
2. Cal Fire Pre Season Meeting was attended on May 2nd.
3. Wild land season operational review scheduled with Cal Fire and the Ops Group.
4. County-wide wild land BC command training scheduled with Con Fire.
5. EBRCS Module 1 and 2 Training Complete. Module 3 under Construction.
6. Annual Mt Diablo Rope Rescue Training Completed.
7. Preparing for annual wild land refresher training and off-road driver training.

EMS

1. Preparing for Amgen Race.
2. Replacement of EMS Specialist is in progress.
3. Reviewing and evaluating medical supply program.
4. Working with Contra Costa County EMS on EMS Study.
5. Life Pack 15 Cardiac Monitors in service and being evaluated.
6. Quality Improvement Process is on going.

Additional Activities

1. Fire Trail grading in progress.
2. Annual hose testing. - Completed.
3. Annual A Set PPE Inspections. – Completed.
4. Reviewing and preparing the budget.
5. Standardized Fire Station Activity Report.
6. Supported and attended the Service for Engineer Barney Robles.

Significant Responses

- 2nd Alarm Structure Fire at Lexington Place San Ramon
- 2nd Alarm Structure Fire at Portsmouth Court San Ramon
- 3 Pediatric Air Transports to Children's Hospital Oakland
- Safety Officer assignment to the Springs Fire in Ventura County

Standards of Cover Policy Compliance Report

April 1, 2013 - April 30, 2013

		SOC Goal 1, 5, 6		SOC Goal 2, 5, 6		SOC Goal 3, 5, 6	
		Urban (Count = 286)		Suburban (Count = 84)		Rural (Count = 9)	
Goal	Y-T-D	Actual	Y-T-D	Goal	Actual	Y-T-D	Actual
7:00	6:55	6:37	100%	8:00	6:48	8:02	15:00
		100%	100%	100%	100%	99%	78%
							19:36
							91%

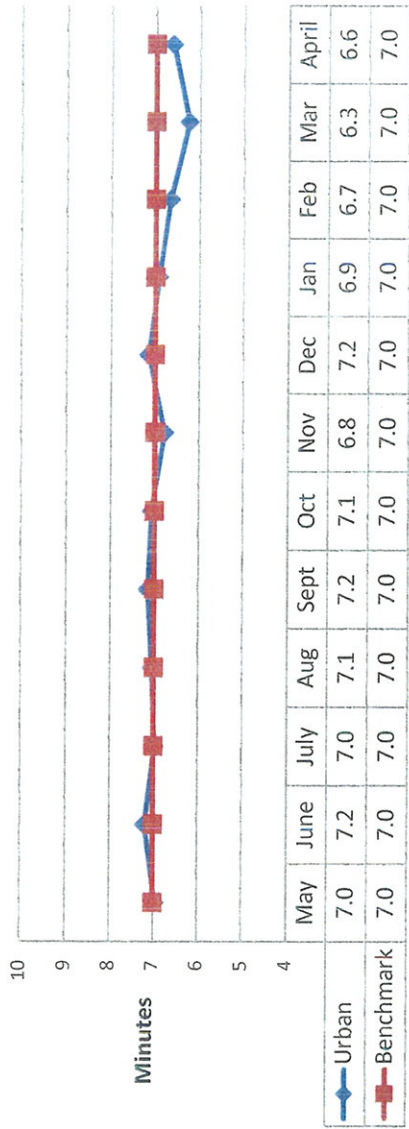
		SOC Goal 4		SOC Goal 4		SOC Goal 4	
		Urban (Count = 1)		Suburban (Count = 0)		Rural (Count = 0)	
Goal	Y-T-D	Actual	Y-T-D	Goal	Actual	Y-T-D	Actual
11:00	13:06	11:45	20%	12:00	0:00	16:33	21:00
		0%	0%	0%	0%	25%	0%
							0:00
							14:46
							100%

		SOC Goal 8		SOC Goal 8		SOC Goal 8	
		Urban (Count = 111)		Suburban (Count = 37)		Rural (Count = 4)	
Goal	Y-T-D	Actual	Y-T-D	Goal	Actual	Y-T-D	Actual
9:00	8:48	8:01	100%	10:00	9:49	9:53	21:00
		100%	100%	100%	100%	100%	100%
							9:46
							15:00
							100%

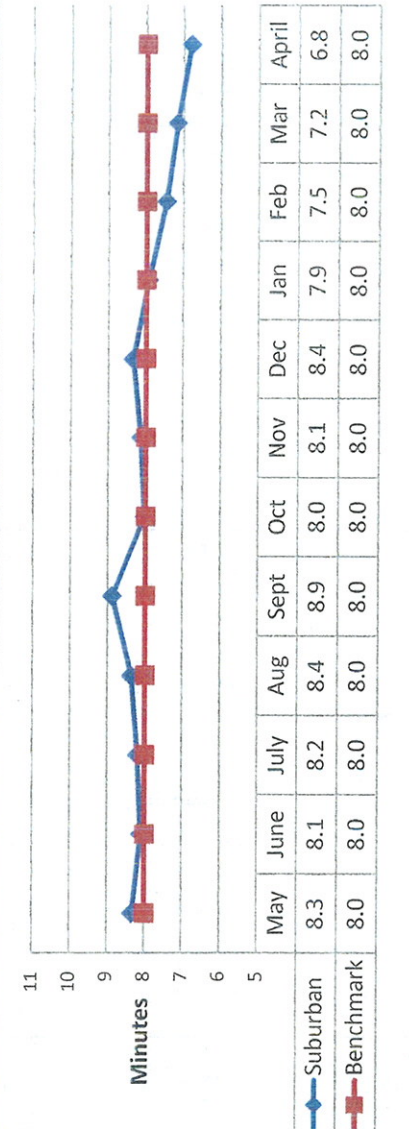
		SOC Goal 7		SOC Goal 7	
		Call Processing Time		Turnout Time	
Goal	Y-T-D	Actual	Y-T-D	Goal	Y-T-D
1:00	0:47	0:44	100%	2:00	1:38
		100%	100%	100%	95%
					2:14

First Unit Response

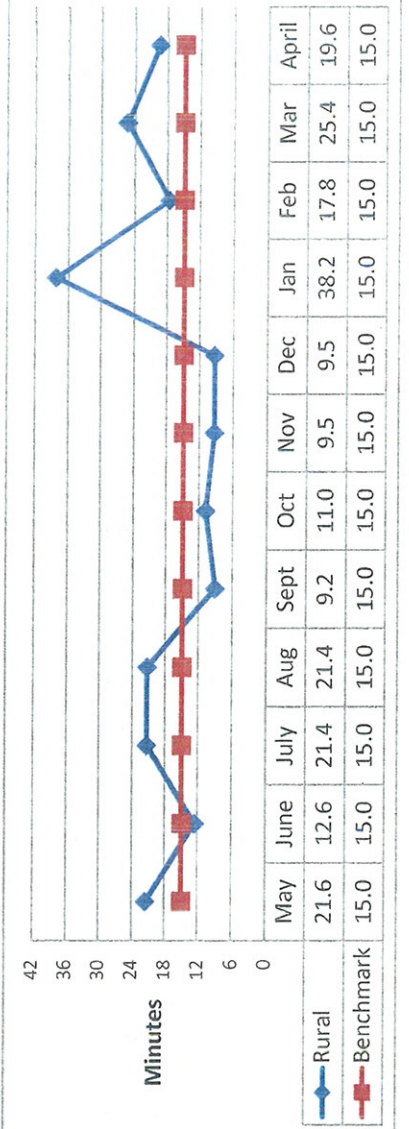
Urban



Suburban

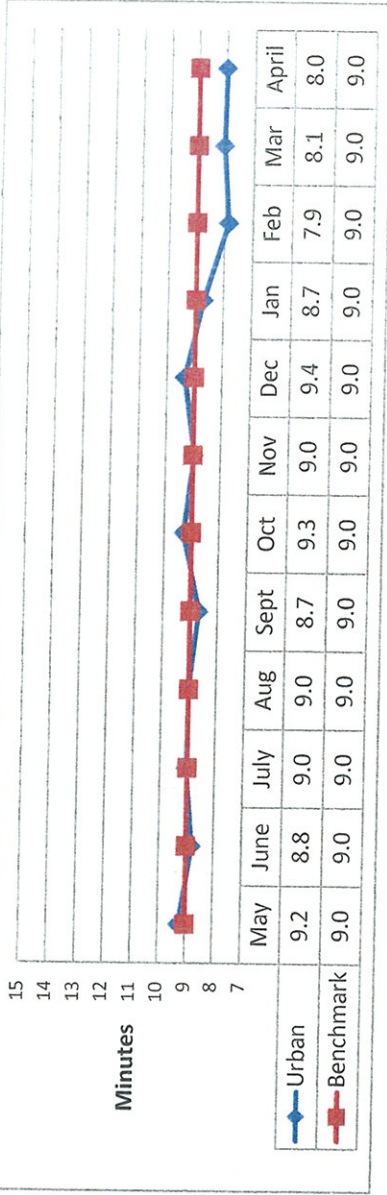


Rural

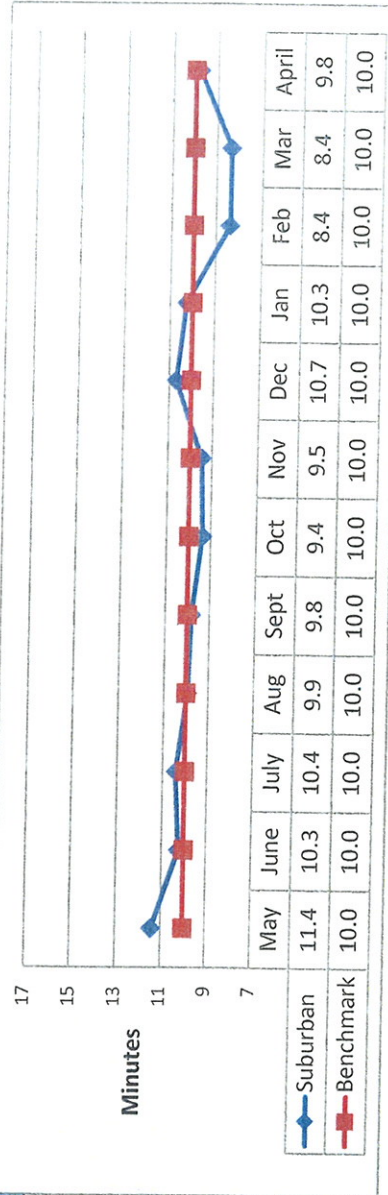


ERF Medical

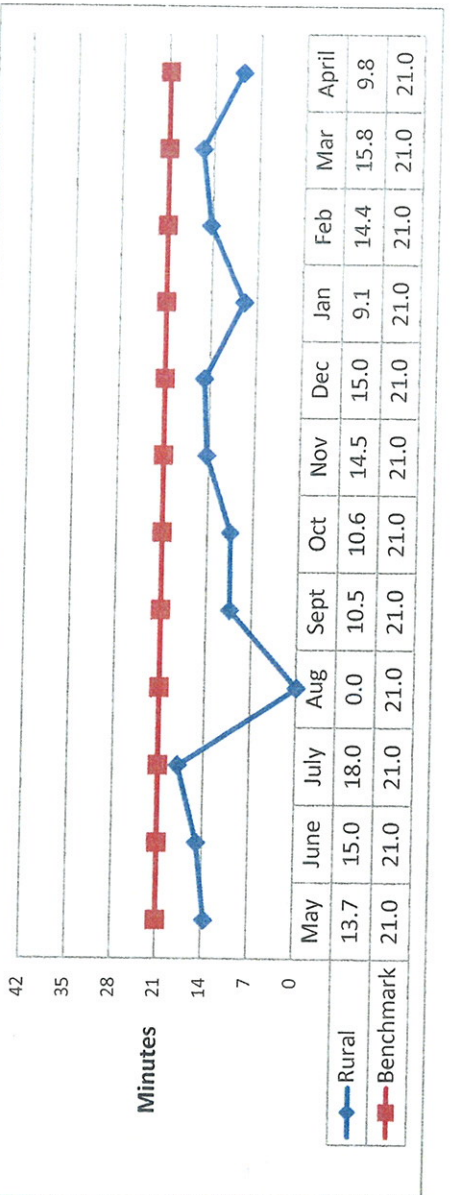
Urban



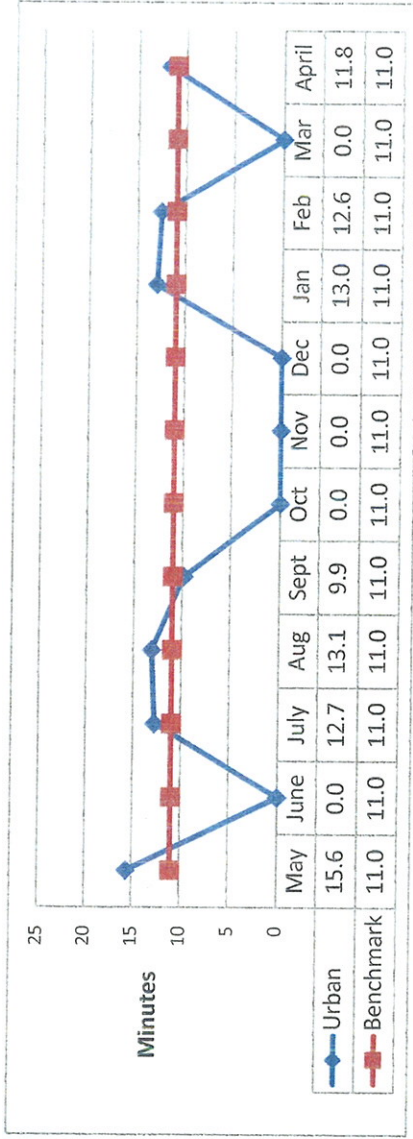
Suburban



Rural



ERF Fire Response
Urban



Goal 1

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

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

Goal 2

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

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

Goal 3

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

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

Goal 4

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

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

Goal 5

Hazardous Materials Response

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

Goal 6

Technical Rescue

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

Goal 7

Call processing and turnout times

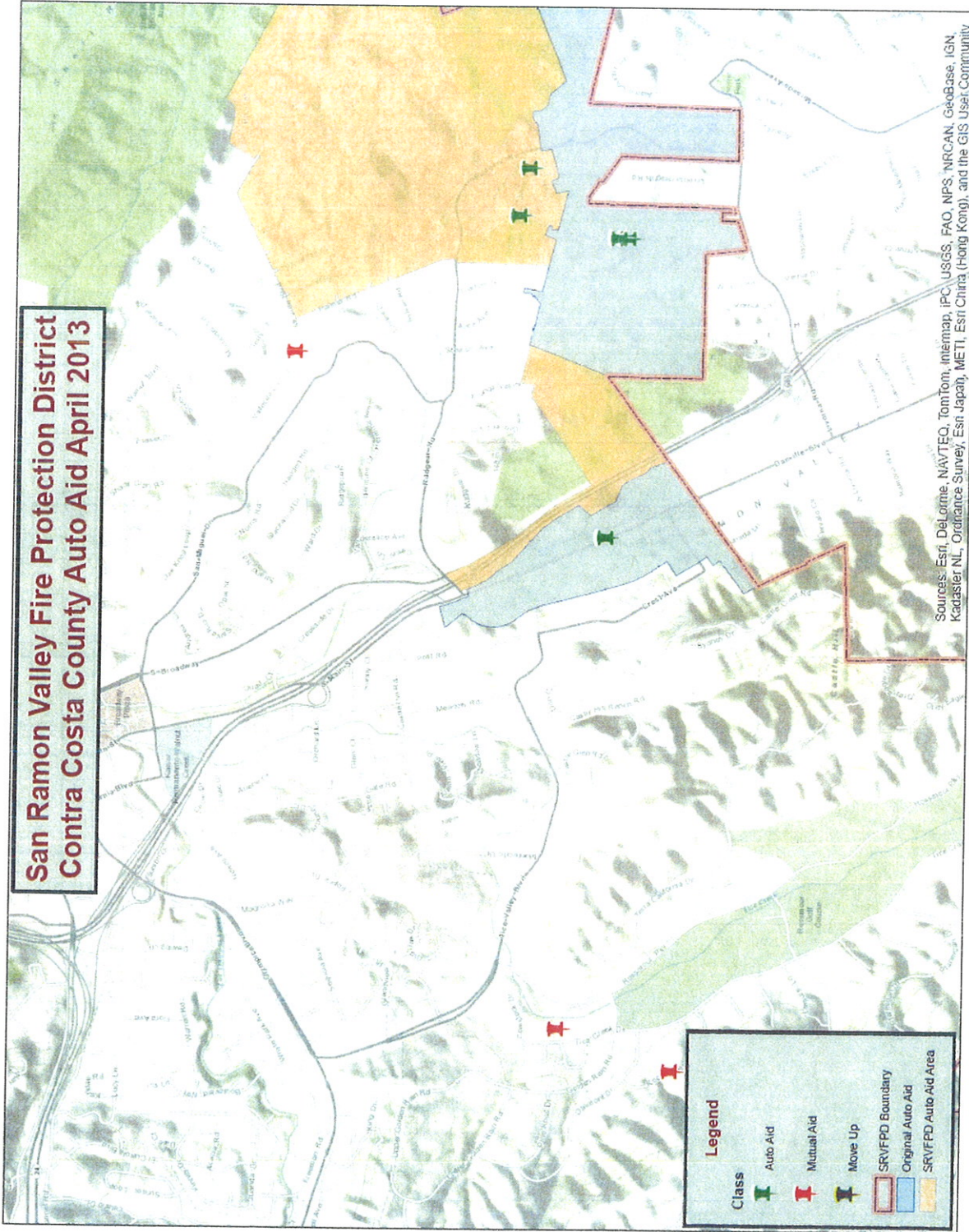
A concentrated focus will be placed on systems, training and feedback measures to crews to lower dispatch and turnout time reflex measures to national best practices of 1 minute for dispatch and 2 minutes for fire crew turnout, 90 percent of the time.

Goal 8

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

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

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



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

SUPPORT SERVICES

Support Services
April, 2013

Facilities

1. Station No. 31, Phase 2 Progress. EBRCSA Project – Installation of Radio Repeater Equipment
 - Phase 2 infrastructure work is nearly complete. The acceptance, approval and transition to the new radio system will be completed after the construction of the Walnut Creek EBRCSA antenna is modified based on public comments. Modifications are anticipated to be completed prior to the end of May.
2. (New) Station No. 32, Phase 2 Progress
 - Finance options are under consideration.

Fleet

1. 1 Command Vehicle going through bid process for Fire Chief.
2. Annual Inspection of Fire Extinguishers on Apparatus.
3. Reviewing and preparing the budget.
4. Mechanics attended California Fire Mechanics Academy (CFMA) – COMPLETED.
5. Annual Engine / Truck services in progress.
6. Modular Ambulance, Pre Construction Scheduled for May 16.

Technology Systems

1. Upgraded Emergency Medical Dispatch (EMD) software in the Communications Center.
2. Completed installation of heart monitor software at the fire stations.
3. Provided EBRCS Module II training for the District reserves.
4. Installation of Communications Center radio consoles completed by CCC radio technicians.
5. Created a new mobile map for the Fire Prevention tablet computers.
6. Met with Cal Fire to discuss potential State Responsibility Area (SRA) and Mutual Threat Zone (MTZ) changes.
7. Created map detailing the proposed SRA and MTZ changes for Fire Prevention.
8. Attended Leadership San Ramon Valley (LSRV).
9. Attended Regional Radio and District working group meetings.

Communication Center

1. EBRCS radio monitors were installed in the Communications Center.
2. Reserves received Module II EBRCS training.
3. Two Dispatchers attended the Navigator EMD Conference.
4. Facilitated meeting with the Medical Dispatch Review Committee.
5. Updated Communications policies in preparation for EBRCS.

6. Reserves assisted with the County radio reprogramming for cache radios and CS131.
7. Attended the 9-1-1 Heroes Award Presentation in Sacramento.
8. Upgraded the EMD ProQA Software to V12.2.
9. Communications personnel assisted in the filming for the "Every 15 Minutes" Program at San Ramon Valley High School.
10. Attended Budget Review meeting.

Current Projects

1. Reviewing and preparing the budget.
2. District Aides assisting with PPE Inspection gear – "A" Set – COMPLETED.
3. District Aides assisted with annual Ground Ladder Testing – COMPLETED.
4. District commencing due diligence process to meet new BAAQMD Fuel Tank Compliance regulations.
5. AED – Ongoing project for District Aides/Support Services. Confirming location, address, contact info, lat/long, etc – ongoing.
6. Assisted with Fire Road Maintenance Bidding Process and Contract.

**FIRE PREVENTION
DIVISION**

Fire Prevention Summary of Monthly Activities

April 2013

Activities

Fire Prevention Inspection Activity Report

The attached Fire Prevention inspection activity report is for the inspection and plan review services for the month of April.

Streamlining Plan Review

Staff continues to work with the Contra Costa County Fire Marshal's and Building Department to increase efficiency with plan review, construction and compliance inspections. All plan review applications will be sent to the District in the form of an electronic notification that provides the applicants name, contact information and scope of work. Staff will contact the applicant and provide the customer project plan submittal requirements. Additionally, staff will provide an immediate response to the Building Department Plans Examiner as to whether the project is located within a High Fire Severity Zone.

Fire Code Adoption

Staff also continuing work with the Contra Costa County Fire Marshal's and Building Department to develop closely aligned ordinances for the upcoming code adoption process. Currently there are significant differences that create challenges for the customer and the Building Department Plans Examiner when attempting to understand the scope of a project and potential requirements. These meetings have been very positive and productive with a customer service focus.

Senior Pancake Breakfast and Resource Fair

May 18th, staff will provide a public education table at the Senior Pancake Breakfast and Resource Fair at the San Ramon Senior Center. This is a wonderful event and is well attended by local Senior's.

Amgen Tour

The 7th Stage of the Amgen Cycling Tour is being hosted at the Mount Diablo Summit finish line, May 18th. Operations will have personnel on-site to manage emergency responses and fire prevention staff will be performing tent inspections prior to public attendance.

Bishop Ranch Safety Fair

The annual Safety Fair at Bishop Ranch is taking place on May 23rd and Fire Prevention will be hosting a public education table for information sharing.

Art and Wind Festival

The annual San Ramon Art and Wind Festival is scheduled for May 26th and 27th. Operations will provide multiple apparatus on static display and will be performing a vehicle extrication demonstration. Fire Prevention staff will be performing tent and food booth inspections, as well as hosting the Fire Safety Trailer and public education table.

Fire Prevention Summary of Monthly Activities
April 2013

Potential Issues

None to report at this time.

Upcoming Public Education Classes and Events Scheduled

Senior Resource Fair	Alcosta Senior and Community Center	Saturday, May 18 0800 – 1330 hours
San Ramon Art and Wind Festival	San Ramon Central Park	May 26 & 27 0900-1730 hours
Country Brook Apt's Neighborhood Watch	Country Brook Apt's Community Room	June 6 1800-2000
Windemere Community Neighborhood Watch	Dougherty Valley Community Center	June 12 1800-2000 hours
Danville Fine Arts Fair	Downtown Danville	June 22 0930-1730 hours
CERT Class #53	Administrative Building	Tuesday Evenings April 2-May 7 1800-2130 hours
CERT Class #54	Administrative Building	Weekend Series 0800-1700 hours
CERT Continuing Education Class #4	Administrative Building	April 25 1800-2130 hours
CERT Continuing Education Class #5	Administrative Building	May 21 1800-2130 hours

ADMINISTRATIVE SERVICES

Administrative Services Department
April, 2013

Finance:

Financials:

Balance Sheet (April 30, 2013)
Revenue/Expense History
Statement of Expenditures
Revenues: Budget v Actual
Expenses: Budget v Actual
General Fund Expenditures
General Fund Revenues
Capital & Equipment/Vehicle Fund
Total Overtime
Staffing/Overtime Analysis

Meetings/Activities:

Finance:

- Assembled Annual Operating Budget Fiscal Year 2013-2014.
- Prepared information for Budget Overview meeting.
- Continued work for Facilities, Fleet and Equipment Reserve Study.
- Administered Assistance to Firefighters Grant for mobile and base station radios.
- Supported labor negotiations.
- Attended Contra Costa County Employees Retirement Association meeting.
- Attended Finance Committee meeting.
- Attended Citizen Corp Council meeting.
- Attended Affordable Care Act implementation webinar .

Human Resources:

- Attended NCCIPMA Recruitment Workshop, focusing on legal compliance aspect of recruiting.
- Participated in Affordable Care Act webinar to understand compliance/reporting requirements.
- Sent out notifications to inactive Reserves, terminating them from the program and requesting equipment return.
- Assembled study packets for 2013 Engineer exam and sent out availability notification (Engineer written = 9/10 & Engineer practical = 10/1-10/3 depending on number of candidates).
- Compiled benefits cost and participation information for Finance.

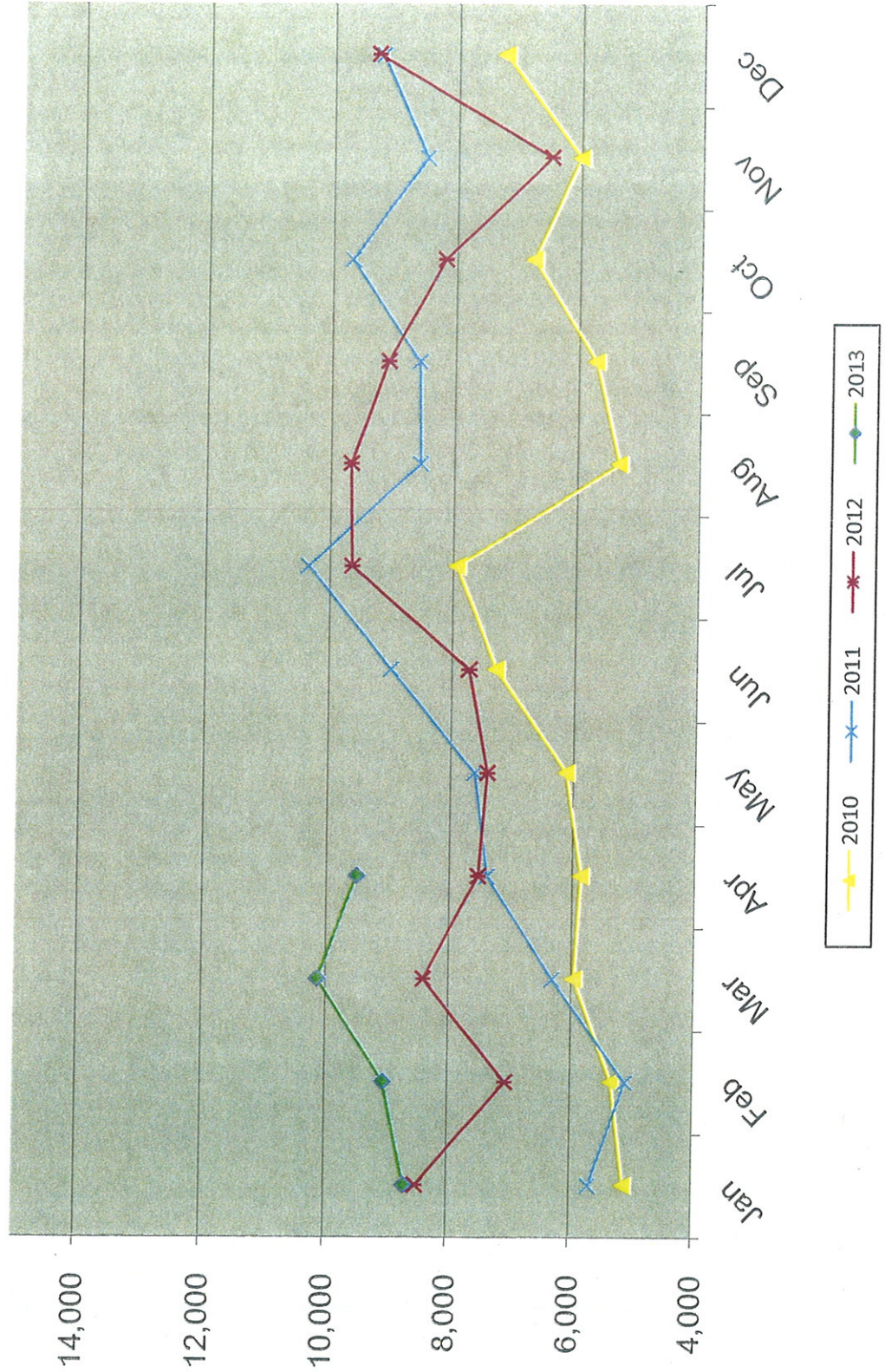
Employee Illness/Injury Report for April 2013

Reportable Injuries – April 2013:

1. April 22, 2013. A Captain strained their shoulder and upper back while lifting a patient on to a gurney. Lost time: 48 hours.
2. April 11, 2013. An Engineer strained their lower back lifting a patient on to a gurney. Lost time: 48 hours.
3. April 8, 2013. A Captain strained their shoulder lifting a patient on to a gurney. Lost time: 48 hours.

Note: As of April 30, 2013, there were two (2) employees absent from their regular work assignment. Lost time related to prior month injuries totaled 499.14 hours.

Total Overtime Hours by Month January 2010 - April 2013



4/1/2013 Through 4/30/2013

WORK CODE: 1 STAFFING

ASSIGNMENT	Time Worked	Time Paid
101 HOLD OVER FOR CALL	4.41	5.75
103 MISC. STAFFING COVE	9043.33	9044.75
107 LATE/STA. MOVE COVE	11.33	16.25
Total All Assignments This Work Type:	9,059.07	9,066.75

WORK CODE: 2 TRAINING

ASSIGNMENT	Time Worked	Time Paid
201 OPERATIONS TRAINING	28.58	28.75
209 RESCUE TRAINING	207.83	208.00
210 HAZ-MAT TRAINING	7.00	7.00
214 PARAMEDIC - CONT ED	5.00	5.00
221 2013-1 ACADEMY	34.50	39.00
Total All Assignments This Work Type:	282.91	287.75

WORK CODE: 3 ASSIGNMENTS

ASSIGNMENT	Time Worked	Time Paid
301 MEETINGS/PROJECT DE	18.00	18.00
310 MISC. MAINTENANCE	4.00	4.00
314 RED FLAG DAY	36.00	36.00
317 RECRUITMENT EXTER	31.50	31.50
320 PUBLIC EVENTS	7.00	7.00
340 PROJECT WORK	37.00	37.00
Total All Assignments This Work Type:	133.50	133.50

4/1/2013 Through 4/30/2013

WORK CODE: 7 EMERGENCY

ASSIGNMENT	Time Worked	Time Paid
700 EMERGENCY RECALL	16.90	17.50
Total All Assignments This Work Type:	<u>16.90</u>	<u>17.50</u>
Report Grand Total:	<u>9,492.38</u>	<u>9,505.50</u>

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

4/1/2013 Through 4/30/2013

WORK CODE:		Time Paid
1	STAFFING	9,066.75
2	TRAINING	287.75
3	ASSIGNMENTS	133.50
7	EMERGENCY	17.50
	Report Grand Total:	9,505.50

April 2013 Staffing/Overtime Analysis

	<u>Staffing OI \$</u>	<u>Staffing OI Hrs</u>	<u>Staffing OI FTE</u>	<u>Paid FTE</u>	<u>Total Effective FTE</u>	<u>See Note 1</u>
ACTUAL APRIL RESULTS	\$ 482,439	8,838.00	36.42	108.00	144.42	11.95%
PROJECTED APRIL						
HIRING IN PLACE OF OVERTIME	\$ 664,945	8,838.00				
NET SAVINGS						
OVERTIME IN PLACE OF HIRING	\$ 182,507					

Note 1: This figure represents the percentage of time necessary to backfill regularly staffed positions for the month. This amount will routinely include the following components:

- The variance of regular, full-time paid employees either above or below the optimal 129 FTEs based upon the 10% hiring model
- Vacation Leave
- Sick Leave
- Disability Leave
- Various (jury duty, station moves, medic coverage, etc.)

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
COMBINED BALANCE SHEET OF ALL FUND TYPES
APRIL 30, 2013**

	GOVERNMENTAL FUND TYPES					AGENCY		ACCOUNT		GROUPS	
	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	AGENCY CERT PROGRAM Fund-700	General Fixed Assets Fund-800	General Fund-900	Long-Term Debt Fund-900	Totals (Memo Only)
ASSETS											
Cash - Bank of the West	\$ 263,510	\$ -	\$ 2,702,301	\$ (136)	\$ 306	\$ 299	\$ 51,024	\$ -	\$ -	\$ -	\$ 3,017,304
Cash - Bank of the West Money Market @ 0.09%	1,478,944										1,478,944
Cash - Bank of the West Workers' Compensation	(23,176)										(23,176)
Cash - Comerica Flexible Spending	6,122										6,122
Petty Cash	1,250										1,250
Investments - LAIF @ 0.28%	39,578,338										39,578,338
Investments - LAIF Market Value Adjustment	41,750					3,349					41,754
Cash with Fiscal Agent (Note #1)		1,329,394				4					1,329,394
Accounts Receivable											
Prepaid Expenses/Deposits	57,769										57,769
Land			238,000								238,000
Buildings & Improvements/Construction											
Equipment								7,105,802			7,105,802
Accumulated Depreciation								27,283,239			27,283,239
Amount to be Provided for General								26,055,765			26,055,765
Long Term Debt								(27,952,714)			(27,952,714)
Total Assets	\$ 41,404,507	\$ 1,329,394	\$ 2,940,301	\$ (136)	\$ 306	\$ 299	\$ 54,377	\$ 32,492,092	\$ 19,496,434	\$ -	\$ 97,717,574
LIABILITIES											
Accounts Payable	\$ 183,825	\$ -	\$ 295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 184,120
Accrued Expenses	2,933,044										2,933,044
Deposits Payable	7,669										7,669
Long Term Debt:											
(1) Certificates of Participation											
(2) Vehicle Lease											
Claims Payable	6,122										6,122
Compensated Absences											
Total Liabilities	\$ 3,130,660	\$ -	\$ 295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,808,986	\$ 19,496,434	\$ 22,627,389
FUND EQUITY											
Investment in General Fixed Assets											
Non-Spendable Fund Balance			238,000								238,000
Restricted Fund Balance				(136)							(136)
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	16,097,700										16,097,700
Tactical Training Center			2,702,006								2,702,006
Assigned Fund Balance:											
Budgetary Deficit	4,210,978										4,210,978
Other Assigned Fund Balance					306						306
Unassigned Fund Balance	10,977,724										10,977,724
Total Fund Balance	\$ 38,273,847	\$ 1,329,394	\$ 2,940,006	\$ (136)	\$ 306	\$ 299	\$ 54,377	\$ 32,492,092	\$ -	\$ -	\$ 75,090,185
Total Liabilities and Fund Equity	\$ 41,404,507	\$ 1,329,394	\$ 2,940,301	\$ (136)	\$ 306	\$ 299	\$ 54,377	\$ 32,492,092	\$ 19,496,434	\$ -	\$ 97,717,574

Note 1 - US Bank:
Reserve Fund (COP 2003) Market Value \$729,998, Interest Rate 0.04% (Money Market Fund)
Lease Fund (COP 2003) Market Value \$1, Interest Rate 0.00% (Money Market Fund)
Reserve Fund (COP 2006) Market Value \$599,394, Interest Rate 0.04% (Money Market Fund)
Lease Fund (COP 2006) Market Value \$1, Interest Rate 0.00% (Money Market Fund)

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
REVENUES (ALL FUNDS)
FISCAL YEAR 2012/2013
JULY 1, 2012 - APRIL 30, 2013

GL CODE	DESCRIPTION	2009/2010 ACTUAL REVENUE	2010/2011 ACTUAL REVENUE	2011/2012 ACTUAL REVENUE	2012/2013 ESTIMATED REVENUE	2012/2013 REALIZED REVENUE
4100	TAXES					
4110	PROPERTY TAXES - CURRENT SECURED	\$48,555,854	\$47,388,882	\$47,933,548	\$48,274,589	\$44,831,319
4120	PROPERTY TAXES - SUPPLEMENTAL	\$649,615	\$699,652	\$489,994	\$146,412	\$159,766
4130	PROPERTY TAXES - UTILITIES (Unitary)	\$760,539	\$896,045	\$959,401	\$978,589	\$850,716
4140	PROPERTY TAXES - CURRENT UNSECURED	\$1,832,522	\$1,747,874	\$1,841,275	\$1,765,227	\$1,740,801
4145	HOMEOWNERS PROPERTY TAX RELIEF	\$645,215	\$537,428	\$525,371	\$494,700	\$251,920
4150	LESS TAXES RETURNED TO COUNTY	(\$1,412,883)	(\$1,338,944)	(\$1,251,584)	(\$1,594,551)	(\$1,388,074)
4160	LESS COUNTY TAX ADMINISTRATION	(\$547,169)	(\$523,908)	(\$498,473)	(\$506,402)	(\$494,133)
4170	PROPERTY TAXES - PRIOR SECURED	(\$339,632)	(\$67,982)	(\$449,320)	(\$458,307)	(\$564,431)
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(\$393,227)	(\$185,201)	(\$187,054)	(\$190,795)	(\$125,509)
4190	PROPERTY TAXES - PRIOR UNSECURED	\$29,210	\$30,951	(\$37,025)	(\$62,379)	(\$14,783)
		\$49,680,045	\$49,184,817	\$49,329,132	\$48,857,083	\$45,287,592
4200	INTERGOVERNMENTAL REVENUE					
4220	MEASURE "H"	\$0	\$0	\$112,184	\$25,000	\$33,000
4230	SB-90 MANDATED COSTS	\$59,662	\$18,333	\$13,323	\$15,000	(\$92,152)
4240	MISCELLANEOUS STATE AID/GRANTS	\$309,199	\$35,723	\$91,609	\$35,000	\$157,321
4245	FEDERAL GRANT REVENUE	\$0	\$0	\$0	\$1,906,683	\$1,827,579
4250	OTHER INTERGOVERNMENTAL REVENUE	\$0	\$3,000,000	\$245,151	\$444,711	\$49,548
		\$368,861	\$3,054,056	\$462,267	\$2,426,394	\$1,775,296
4300	CHARGES FOR SERVICE					
4310	INSPECTION FEES	\$40,847	\$32,729	\$60,324	\$42,000	\$51,925
4315	PLAN REVIEW	\$120,522	\$173,623	\$248,526	\$265,000	\$294,048
4320	WEED ABATEMENT CHARGES	\$8,299	\$4,435	\$2,984	\$4,000	\$25,162
4325	ADMINISTRATIVE CITATION CHARGES	\$0	\$8,250	\$35,321	\$23,000	\$45,785
4330	AMBULANCE SERVICES	\$2,388,562	\$2,202,045	\$2,439,773	\$2,300,000	\$2,262,500
4340	CPR CLASSES	\$2,278	\$2,955	\$2,555	\$2,000	\$575
4350	REPORTS/PHOTOCOPIES	\$1,796	\$1,560	\$5,464	\$1,100	\$4,419
4360	MISCELLANEOUS CURRENT SERVICES	\$0	\$0	\$0	\$0	\$0
		\$2,562,304	\$2,425,597	\$2,795,047	\$2,637,100	\$2,684,413
4400	USE OF MONEY & PROPERTY					
4410	INVESTMENT EARNINGS	\$250,322	\$152,454	\$98,835	\$156,600	\$68,372
		\$250,322	\$152,454	\$98,835	\$156,600	\$68,372
4500	RENTS, ROYALTIES AND COMMISSIONS					
4510	RENT ON REAL ESTATE	\$143,852	\$159,877	\$189,978	\$305,000	\$249,626
		\$143,852	\$159,877	\$189,978	\$305,000	\$249,626
4600	OTHER REVENUE					
4610	DONATIONS/CONTRIBUTIONS	\$500	\$917	\$7,355	\$5,000	\$325
4620	SALE OF PROPERTY	\$19,340	\$9,203	\$7,960	\$755,000	\$367,722
4640	MISCELLANEOUS REVENUE	\$38,897	\$25,938	\$45,769	\$10,000	\$50,348
		\$58,745	\$36,058	\$61,084	\$770,000	\$418,395
4900	OTHER FINANCING SOURCES					
4920	LEASE PROCEEDS	\$0	\$3,400,000	\$0	\$2,750,000	\$0
		\$0	\$3,400,000	\$0	\$2,750,000	\$0
	REVENUE TOTAL	\$53,064,129	\$58,412,859	\$52,936,343	\$57,902,177	\$50,483,694

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
GENERAL FUND EXPENDITURES
FISCAL YEAR 2012/2013
JULY 1, 2012 - APRIL 30, 2013**

FISCAL YEAR COMPLETED - 83%								
DESCRIPTION	GL CODE	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
PERMANENT SALARIES	5110	\$21,979,823	\$21,730,515	\$21,231,690	\$21,933,333	\$17,023,523	\$4,909,810	77.61%
TEMPORARY SALARIES	5115	\$223,756	\$140,161	\$170,887	\$146,191	\$165,170	(\$13,979)	112.98%
PERMANENT OVERTIME	5120	\$4,597,107	\$4,736,070	\$5,943,633	\$4,767,500	\$5,254,804	(\$487,304)	110.22%
FEDERAL INSURANCE COMPENSATION	5140	\$379,421	\$360,579	\$385,010	\$384,505	\$316,420	\$68,085	82.29%
RETIREMENT CONTRIBUTIONS	5150	\$11,654,409	\$11,811,102	\$11,131,763	\$12,993,780	\$9,968,827	\$3,024,953	76.72%
EMPLOYEE GROUP INSURANCE	5160	\$3,446,521	\$3,942,059	\$3,678,610	\$3,711,590	\$2,895,493	\$816,097	78.01%
RETIREE HEALTH INSURANCE	5170	\$1,080,915	\$1,375,426	\$1,571,813	\$1,850,000	\$1,497,564	\$352,446	80.95%
UNEMPLOYMENT INSURANCE	5180	\$29,318	\$2,693	\$118	\$20,000	\$4,758	\$15,242	23.79%
WORKERS' COMPENSATION INS	5190	\$638,059	\$874,475	\$671,135	\$800,000	\$732,787	\$67,213	91.60%
TOTAL SALARIES AND BENEFITS	5100	\$44,029,329	\$44,973,080	\$44,784,659	\$46,606,899	\$37,859,336	\$8,747,563	81.23%
OFFICE SUPPLIES	5202	\$43,108	\$40,156	\$30,218	\$28,250	\$20,210	\$8,040	71.54%
POSTAGE	5204	\$10,181	\$11,547	\$17,385	\$12,700	\$9,440	\$3,260	74.33%
TELECOMMUNICATIONS	5205	\$191,794	\$186,194	\$183,636	\$201,560	\$148,816	\$52,744	73.83%
UTILITIES	5208	\$302,015	\$322,395	\$322,361	\$281,500	\$270,729	\$10,771	96.17%
SMALL TOOLS/EQUIPMENT	5210	\$128,997	\$102,739	\$84,094	\$92,000	\$51,651	\$40,349	56.14%
MISCELLANEOUS SUPPLIES	5212	\$150,958	\$104,279	\$126,724	\$117,100	\$68,557	\$48,543	58.55%
MEDICAL SUPPLIES	5213	\$115,527	\$119,249	\$120,175	\$103,000	\$100,527	\$2,473	97.60%
FIREFIGHTING SUPPLIES	5214	\$139,196	\$132,020	\$71,452	\$100,252	\$37,203	\$63,049	37.11%
PHARMACEUTICAL SUPPLIES	5216	\$35,173	\$46,548	\$36,286	\$36,500	\$32,145	\$4,355	88.07%
COMPUTER SUPPLIES	5218	\$55,612	\$28,810	\$11,859	\$39,500	\$31,114	\$8,386	78.77%
RADIO EQUIPMENT & SUPPLIES	5219	\$50,198	\$342,998	\$72,432	\$139,850	\$44,979	\$94,871	32.16%
FILM PROCESSING/SUPPLIES	5220	\$741	\$25	\$0	\$0	\$0	\$0	
FOOD SUPPLIES	5222	\$22,148	\$23,015	\$18,748	\$20,450	\$20,608	(\$158)	100.77%
PPE INSPECTION & REPAIRS	5223	\$0	\$0	\$29,267	\$36,000	\$25,475	\$10,525	70.76%
SAFETY CLOTHING/SUPPLIES	5224	\$132,513	\$144,594	\$231,465	\$239,499	\$117,294	\$122,205	48.97%
CLASS A UNIFORMS & SUPPLIES	5225	\$0	\$0	\$720	\$1,000	\$2,074	(\$1,074)	207.40%
NON-SAFETY CLOTHING/SUPPLIES	5226	\$67,028	\$26,317	\$24,689	\$23,200	\$7,465	\$15,735	32.18%
CLASS B UNIFORMS & SUPPLIES	5227	\$0	\$0	\$2,161	\$25,000	\$19,555	\$5,445	78.22%
HOUSEHOLD SUPPLIES	5228	\$40,834	\$37,749	\$40,553	\$40,000	\$35,485	\$4,515	88.71%
CENTRAL GARAGE - REPAIRS	5230	\$110,747	\$74,712	\$121,634	\$100,000	\$56,772	\$43,228	56.77%
CENTRAL GARAGE - MAINTENANCE	5231	\$18,074	\$14,325	\$6,784	\$20,000	\$10,043	\$9,957	50.22%
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	\$165,112	\$161,507	\$174,886	\$199,500	\$145,384	\$54,116	72.87%
CENTRAL GARAGE - TIRES	5234	\$39,221	\$20,197	\$58,875	\$40,000	\$39,718	\$282	99.30%
CENTRAL GARAGE - MANDATED INSP.	5235	\$8,250	\$10,240	\$9,330	\$12,500	\$5,281	\$7,219	42.25%
MAINT./REPAIRS - EQUIPMENT	5236	\$96,527	\$103,571	\$107,632	\$126,004	\$143,271	(\$17,267)	113.70%
MAINT./REPAIRS - RADIO & ELECTRONIC	5238	\$333,941	\$307,774	\$331,986	\$355,006	\$221,652	\$133,354	62.44%
MAINT./REPAIRS - BUILDINGS	5240	\$217,464	\$104,677	\$132,488	\$131,750	\$103,244	\$28,506	78.36%
MAINT./REPAIRS - GROUNDS	5242	\$46,871	\$36,171	\$33,700	\$37,500	\$24,969	\$12,531	66.58%
RENTS & LEASES-EQUIP./PROPERTY	5246	\$54,890	\$42,893	\$48,938	\$71,300	\$55,799	\$15,501	78.26%
PROFESSIONAL/SPECIALIZED SERVICES	5250	\$746,996	\$822,554	\$653,019	\$989,526	\$467,380	\$522,146	47.23%
RECRUITING COSTS	5251	\$63,582	\$35,880	\$101,946	\$82,800	\$60,981	\$21,819	73.65%
LEGAL SERVICES	5252	\$246,839	\$192,663	\$391,532	\$336,000	\$259,483	\$76,517	77.23%
MEDICAL SERVICES	5254	\$112,336	\$83,633	\$95,857	\$126,500	\$72,276	\$54,224	57.14%
DATA PROCESSING SERVICES	5256	\$70	\$0	\$0	\$0	\$0	\$0	
COMMUNICATIONS SERVICES	5258	\$3,738	\$1,577	\$0	\$78,600	\$0	\$78,600	0.00%
DOCUMENT MANAGEMENT SERVICES	5260	\$510	\$0	\$0	\$0	\$0	\$0	
ELECTION SERVICES	5262	\$0	\$51,099	\$0	\$117,768	\$105,565	\$12,203	89.64%
INSURANCE SERVICES	5264	\$481,274	\$493,476	\$497,815	\$437,000	\$388,378	\$48,622	88.87%
PUBLICATION OF LEGAL NOTICES	5270	\$949	\$5,552	\$1,578	\$500	\$228	\$272	45.60%
SPECIALIZED PRINTING	5272	\$55,936	\$24,155	\$18,454	\$26,620	\$10,298	\$16,322	38.69%
MEMBERSHIPS	5274	\$48,871	\$53,784	\$48,575	\$58,195	\$53,586	\$4,609	92.08%
EDUCATIONAL COURSES/SUPPLIES	5276	\$138,221	\$48,708	\$52,091	\$59,000	\$35,043	\$23,957	59.39%
EDUCATIONAL ASSISTANCE PROGRAM	5277	\$30,761	\$26,514	\$22,051	\$45,000	\$16,714	\$28,286	37.14%
PUBLIC EDUCATIONAL SUPPLIES	5278	\$22,529	\$20,074	\$13,219	\$11,000	\$8,412	\$2,588	76.47%
BOOKS & PERIODICALS	5280	\$21,447	\$21,700	\$10,216	\$25,800	\$6,043	\$19,757	23.42%
RECOGNITION SUPPLIES	5282	\$4,889	\$6,573	\$3,364	\$6,500	\$2,732	\$3,768	42.03%
MEETINGS/TRAVEL EXPENSES	5284	\$109,023	\$46,773	\$39,734	\$45,000	\$17,756	\$27,242	39.46%
OTHER - CLAIMS EXPENSE	5286	\$154,062	\$304,845	\$0	\$0	\$0	\$0	
TOTAL SERVICES AND SUPPLIES	5200	\$4,819,154	\$4,784,062	\$4,399,929	\$5,076,730	\$3,354,337	\$1,722,393	66.07%
TOTAL G/F OPERATING EXPENDITURES		\$48,848,483	\$49,757,142	\$49,184,588	\$51,683,629	\$41,213,673	\$10,469,956	79.74%

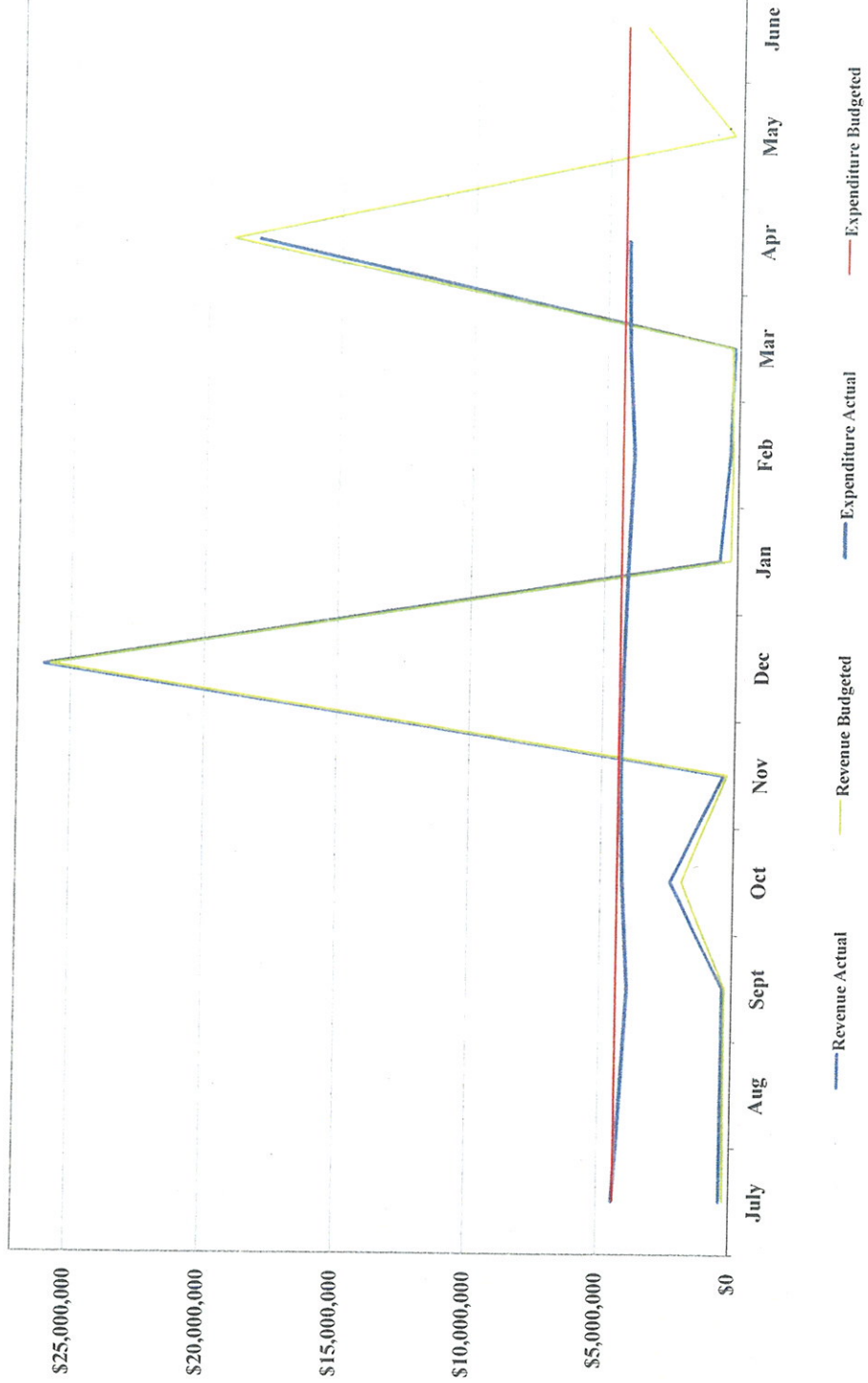
SAN RAMON VALLEY FIRE PROTECTION DISTRICT
 CAPITAL PROJECTS, EQUIP/VEHICLES, DEBT SERVICE, SAN RAMON VALLEY FIRE COMMUNITY FUND
 FISCAL YEAR 2012/2013
 JULY 1, 2012 - APRIL 30, 2013

FISCAL YEAR COMPLETED - 83%								
DESCRIPTION	GL CODE	2009/2010 ACTUAL	2010/2011 ACTUAL	2011/2012 ACTUAL	2012/2013 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
RENTS & LEASES - PROPERTY	5246	\$12,500	\$12,500	\$12,500	\$0	\$12,500	\$12,500	
DESIGN/CONSTRUCTION	6105/6110	\$1,917,756	\$652,060	\$297,355	\$1,808,988	\$727,384	\$1,081,604	40%
VARIOUS IMPROVEMENTS	6120	\$224,490	\$47,534	\$46,018	\$70,000	\$23,243	\$46,757	33%
TOTAL CAPITAL PROJECTS (FUND 300)		\$2,154,746	\$712,194	\$355,873	\$1,878,988	\$783,127	\$1,115,861	41%
RADIO/ELECTRONIC EQUIPMENT	6230			\$0	\$2,724,155	\$2,016,167	\$707,988	74%
TOTAL FEDERAL GRANT CAPITAL PROJECTS (FUND 310)					\$2,724,155	\$2,016,167	\$707,988	74%
OFFICE EQUIP. & FURNISHINGS	6210	\$11,905	\$0	\$0		\$0	\$0	
MEDICAL/LAB EQUIPMENT	6220	\$11,397	\$0	\$0		\$0	\$0	
RADIO/ELECTRONIC EQUIPMENT	6230	\$247,764	\$425,512	\$264,441	\$37,500	\$0	\$37,500	0%
TOOLS & SUNDRY EQUIPMENT	6240	\$204,987	\$25,000	\$43,700	\$1,580,798	\$80,786	\$1,500,012	5%
AUTO & TRUCKS	6250	\$465,191	\$3,214,898	\$119,879	\$980,000	\$768	\$979,232	0%
TOTAL EQUIPMENT/VEHICLES (FUND 600)		\$941,234	\$3,665,410	\$428,020	\$2,598,298	\$81,554	\$2,516,744	3%
BOND REDEMPTION - 2003/2006/2012 COP	5310	\$1,330,979	\$1,325,885	\$1,328,630	\$1,504,708	\$1,324,707	\$180,001	88%
VEHICLE LEASE #2	5310	\$329,498	\$329,498	\$329,497	\$0	\$0	\$0	
VEHICLE LEASE #3	5310	\$756,032	\$756,032	\$756,033	\$0	\$0	\$0	
VEHICLE LEASE #4	5310			\$534,010	\$534,011	\$267,006	\$267,005	50%
TOTAL DEBT SERVICE (FUND 200)		\$2,416,509	\$2,411,415	\$2,948,170	\$2,038,719	\$1,591,713	\$447,006	78%
OTHER SPECIAL DISTRICT EXPENDITURES	5286		\$0	\$858	\$7,000	\$6,903	\$97	99%
TOTAL SRVF COMMUNITY FUND (FUND 400)			\$0	\$858	\$7,000	\$6,903	\$97	99%
TOTAL - CAPITAL, EQUIPMENT, DEBT SERVICE, SRVF COMMUNITY & FEDERAL GRANT FUND		\$5,512,469	\$6,789,019	\$3,732,921	\$9,247,160	\$4,459,464	\$4,787,696	48%

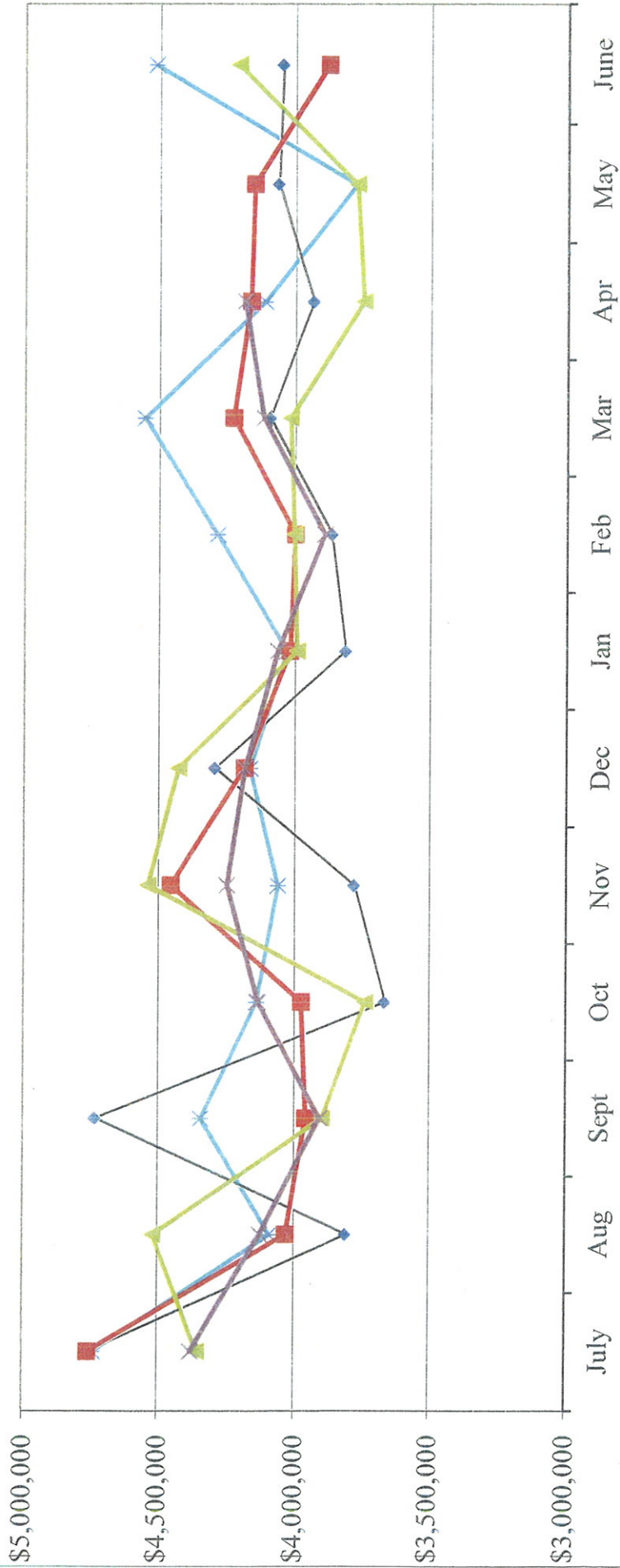
**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
GENERAL FUND
REVENUE/EXPENDITURE HISTORY**

Month	2008-09		2009-10		2010-11		2011-12		2012-13	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	409,494	4,731,355	247,304	4,758,259	166,735	4,749,257	186,793	4,351,134	327,098	4,374,370
August	215,934	4,086,942	222,953	3,806,559	215,809	4,025,589	265,453	4,513,204	319,178	4,123,666
September	367,546	4,339,978	296,640	4,728,793	204,485	3,953,342	312,278	3,893,321	309,945	3,903,613
October	2,483,697	4,137,431	1,955,619	3,664,748	1,892,126	3,970,955	2,046,255	3,735,522	2,331,797	4,132,784
November	165,281	4,058,659	228,442	3,778,804	220,473	4,450,015	188,594	4,535,275	360,982	4,246,986
December	27,327,550	4,162,810	26,486,066	4,293,444	25,691,372	4,182,987	25,787,719	4,424,050	25,961,035	4,181,747
January	437,643	4,026,715	2,231,614	3,813,140	213,894	4,015,505	265,253	3,990,074	628,896	4,061,102
February	234,858	4,284,220	253,553	3,865,360	176,960	3,997,461	508,340	4,000,893	301,646	3,889,221
March	358,150	4,551,611	263,343	4,094,246	266,513	4,225,922	268,932	4,016,648	184,995	4,115,245
April	19,725,844	4,110,947	14,980,947	3,933,954	19,064,857	4,162,409	18,036,297	3,746,578	18,080,208	4,184,939
May	315,047	3,773,572	2,319,553	4,064,248	270,777	4,149,354	344,774	3,770,965		
June	3,892,839	8,012,065	3,562,931	4,046,928	3,611,512	3,874,346	4,472,525	4,206,925		

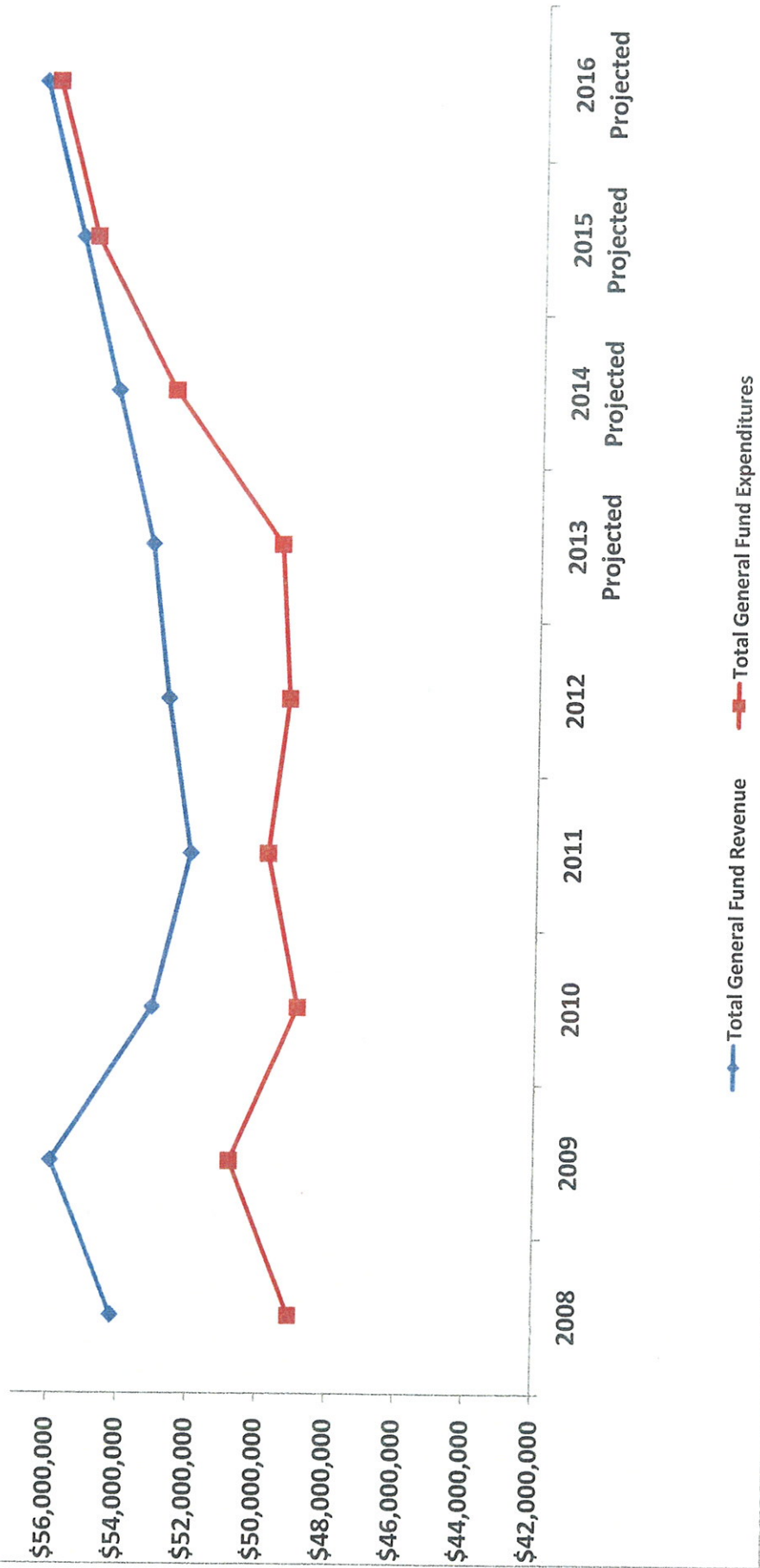
**GENERAL FUND
COMPARISON OF ACTUAL TO BUDGETED
FISCAL YEAR 2012-13**



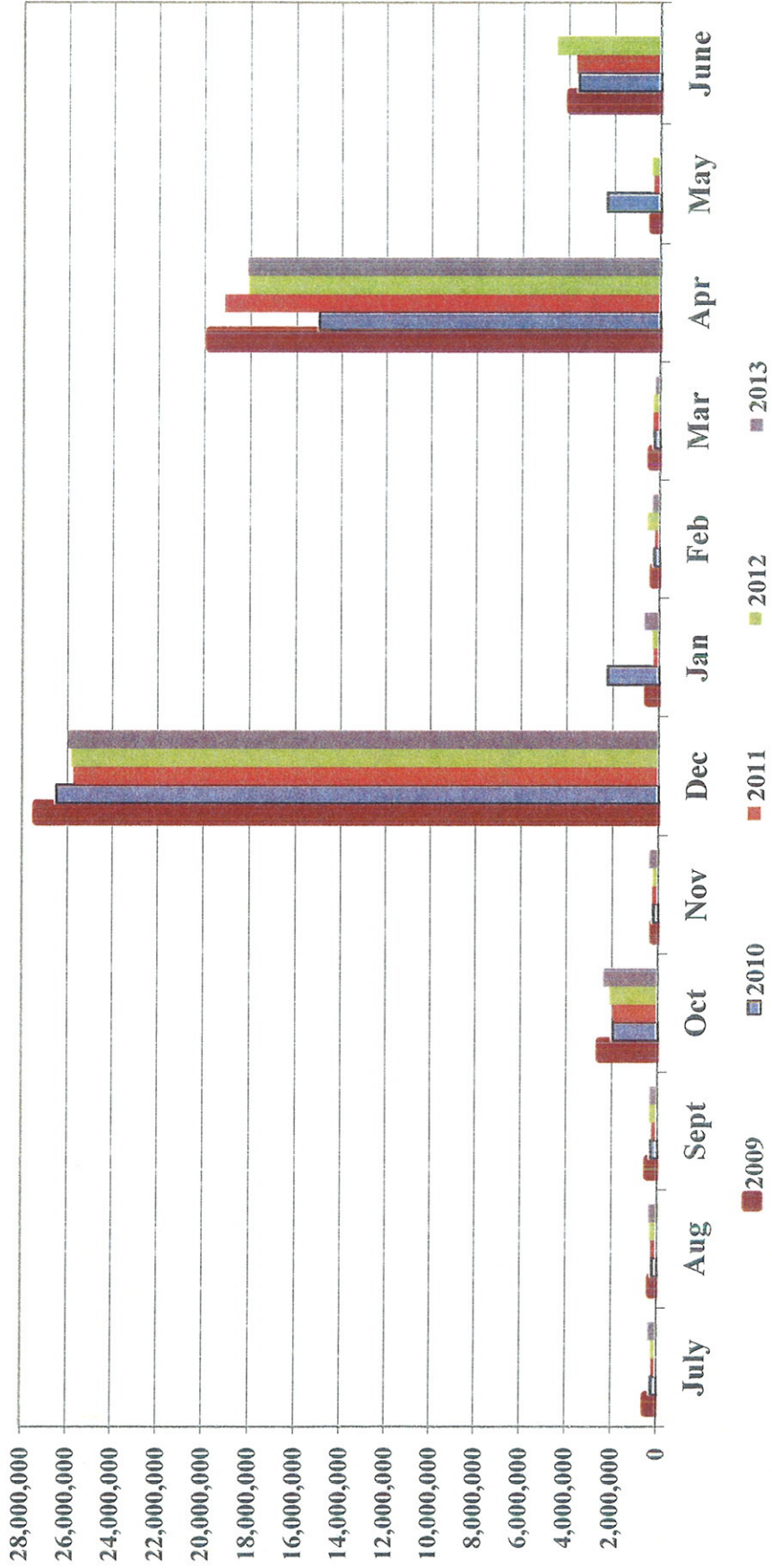
**GENERAL FUND EXPENDITURES BY MONTH
FISCAL YEARS 2009 - 2013**



**GENERAL FUND
2008 - 2016 PROJECTED**



**GENERAL FUND REVENUE
FISCAL YEARS 2009 - 2013**



CAPITAL & EQUIPMENT/VEHICLES FUNDS

COMPARISON OF ACTUAL TO BUDGET FISCAL YEAR 2012-2013

