



# San Ramon Valley Fire Protection District



## Annual Operating Budget Fiscal Year 2024/2025

San Ramon, CA

## **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**

Jay Kerr, President

Matthew J. Stamey, Vice President

Ryan Crean, Director

Michelle Lee, Director

Donald R. Parker, 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.

## 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 194,607.

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 sixteen companies, including structure and wildland engines, ladder trucks, Advanced Life Support 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 Community Risk Reduction 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 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. In 2022 the District achieved Insurance Services Office (ISO) top rating of Class 1, which is the designation it reserves for superior fire protection programs.

The primary source of funding for the District is from property taxes (90% of revenue) and the majority of the District's spending is for personnel (90% of operating expenditures).



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# San Ramon Valley Fire Protection District

2401 Crow Canyon Road, Suite A

San Ramon, CA 94583

[www.firedepartment.org](http://www.firedepartment.org)

Board of Directors

San Ramon Valley Fire Protection District

2401 Crow Canyon Road, Suite A

San Ramon, CA 94583

Members of the Board:

I am pleased to present the Fiscal Year 2024-25 (FY25) Operating and Capital Budget for the San Ramon Valley Fire Protection District, which establishes a guideline for anticipated revenues and operating expenditures. It provides a realistic yet conservative financial plan for the upcoming fiscal year, ensuring our ability to deliver exceptional fire protection and emergency medical services as we safeguard our community. It is consistent with the District's mission statement and has been prepared with the priorities and resources necessary to accomplish the goals and objectives established by the Board of Directors. This budget will allow the District to execute its mission to protect and preserve life and property from the impact of fire, disaster, injury, and illness while also responsibly paying down the unfunded liabilities associated with retirement benefits and ensuring the availability of funds for future capital needs.

## **BUDGET DEVELOPMENT PROCESS**

This document represents the culmination of a collaborative budget development process which kicked-off last February and spanned some five months. In the month of February, budget goals and related costs are formulated. In April, budget worksheets were distributed to Division managers to articulate their expenditure requests and adjustments for the next fiscal year. The District's payroll expenditure forecasts were based on current staff compensation and benefits outlined in the memorandum of understanding (MOU) and compensation plans for the remainder of District personnel. Property tax revenues are based on projections from the District's property tax consultant and incorporate historical growth, current trends, and CPI data. All other operating revenues are estimated by reviewing service contract agreements, economic factors affecting fees, and estimations based on historical data. The District takes a conservative approach to projecting revenues and a realistic approach to projecting expenditures. I, as the Fire Chief, am responsible for ensuring a balanced budget in which expenses are within revenue budget allocation. The District prepares a budget for funds that are subject to the budget requirements of state law. Community members are encouraged to participate in the District's budget process through various stages of preparation and public hearing prior to the approval of the budget by the Board of Directors.

## **BUDGET OVERVIEW**

The budget establishes a guideline for the anticipated revenue and operating expenditures to ensure that inflows of resources are adequate to support the delivery of services based on established priorities.

It provides a logical structure to organize various program costs, projects, and other expenses, as well as a sound system for control of the District's revenues and expenditures. This document includes the preliminary budget for all District funds and includes a structurally balanced General Fund preliminary operating budget for FY25.

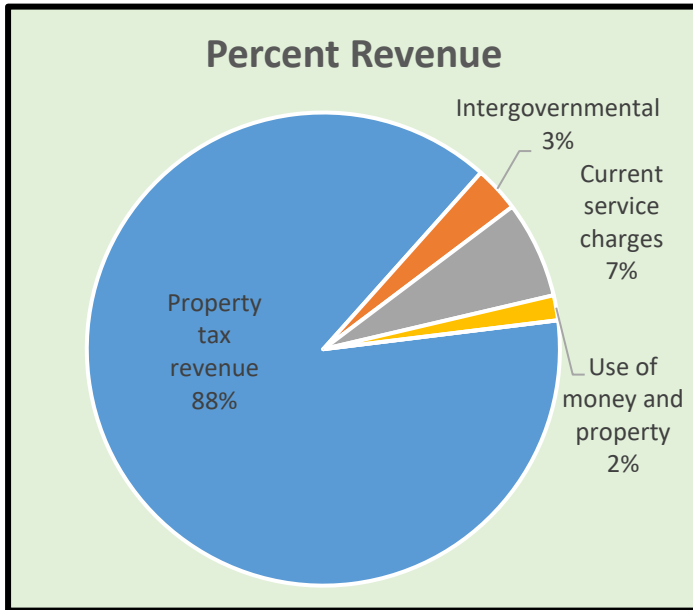
## GENERAL FUND BUDGET SUMMARY

The FY25 General Fund revenue budget totals \$108 million, which includes \$96 million in property taxes and \$12 million in other operating revenues. The General Fund expenditure budget totals \$110 million, and includes \$86 million in salaries and benefits, \$11 million in other operating expenditures and operating transfers out from the General Fund of \$13 million: \$8 million to the Capital Improvement Projects (CIP) Fund and \$5 million to the Debt Service Fund. The result is a projected operating deficit of \$2 million for FY25, as compared to an expected \$2 million surplus for FY24. As explained in more detail below, the projected deficit for FY25 is due to the accelerated paydown of unfunded liabilities and increased transfer to the CIP Fund.

	FY23 Actual	FY24 Final Budget	FY24 Estimated Actual	FY25 Proposed Budget	FY25 vs FY24 Increase/ (Decrease)	Change in %
<b>Revenues</b>						
Property taxes	\$ 90,854,053	\$ 92,140,359	\$ 92,027,817	\$ 95,673,070	\$ 3,645,253	4.0%
Ambulance Services	6,631,944	6,562,535	6,209,337	6,395,617	186,280	3.0%
Other agencies	4,567,943	3,540,323	4,596,181	3,373,330		
Other operating	2,240,749	1,629,010	3,154,968	2,614,410	(540,558)	-17.1%
<b>Revenue Totals</b>	<b>\$ 104,294,689</b>	<b>\$ 103,872,227</b>	<b>\$ 105,988,303</b>	<b>\$ 108,056,427</b>	<b>\$ 2,068,124</b>	<b>2.0%</b>
<b>Expenditures</b>						
Salaries & benefits	\$ 80,703,846	\$ 84,719,544	\$ 82,260,176	\$ 86,359,444	\$ 4,099,268	5.0%
Services & supplies	4,498,388	13,328,387	4,446,394	5,408,850	962,456	21.6%
Professional services	4,587,113	4,810,200	4,641,959	5,606,879	964,920	20.8%
<b>Expenditure Totals</b>	<b>\$ 89,789,346</b>	<b>\$ 102,858,131</b>	<b>\$ 91,348,528</b>	<b>\$ 97,375,173</b>	<b>\$ 6,026,645</b>	<b>6.6%</b>
<b>Net change from operations</b>	<b>\$ 14,505,343</b>	<b>\$ 1,014,096</b>	<b>\$ 14,639,774</b>	<b>\$ 10,681,254</b>	<b>\$ (3,958,521)</b>	
<b>Transfer to FF&amp;E Fund</b>	<b>\$ 7,941,072</b>	<b>\$ 7,546,723</b>	<b>\$ 13,133,388</b>	<b>\$ 13,292,617</b>	<b>\$ 159,229</b>	<b>1.2%</b>
<b>Net operating surplus(deficit)</b>	<b>\$ 6,564,271</b>	<b>\$ (6,532,627)</b>	<b>\$ 1,506,386</b>	<b>\$ (2,611,363)</b>	<b>\$ (4,117,750)</b>	



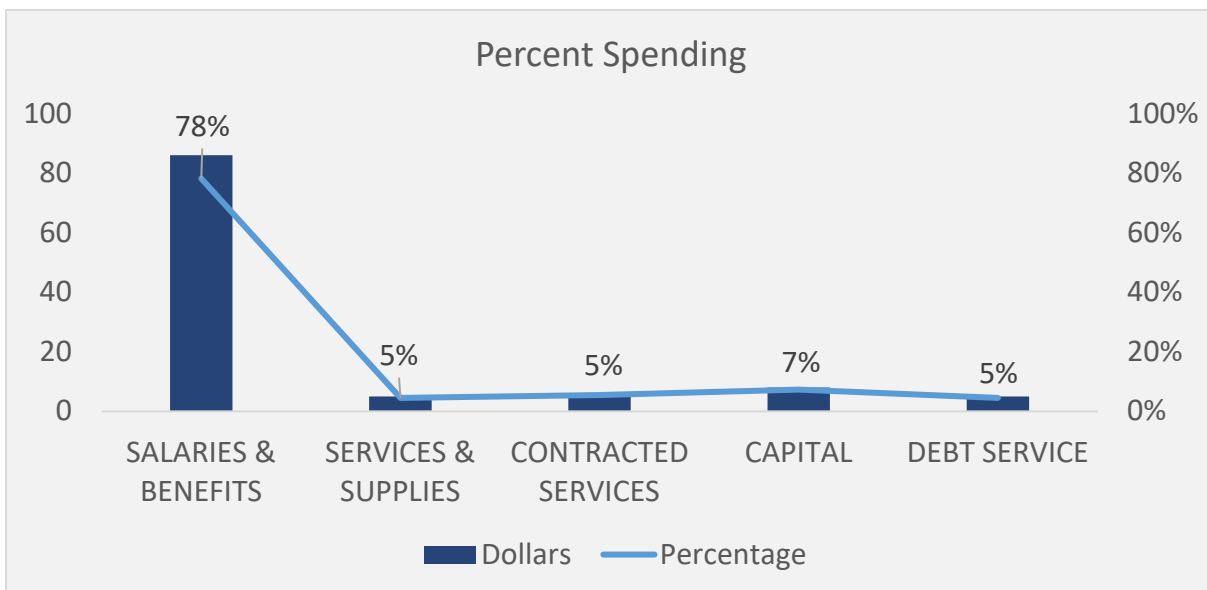
## GENERAL FUND REVENUE SUMMARY



The District's General Fund revenue is projected to be approximately \$108 million for operating uses in carrying out the projects and program costs in FY25. The General Fund is financed primarily by property taxes, which represents \$96 million or 89% of the District-wide revenue. The District's other operating revenues are supported by cost recovery for ambulance transports (\$6 million or 5%), dispatch services provided to the City of San Ramon Police Department (\$2 million or 2%) included in Intergovernmental, and licenses and permits services (\$769 thousand or 0.7%). Other revenue sources include use of money and property (\$2 million or 2%), and intergovernmental (\$3 million or 3%).

## GENERAL FUND EXPENDITURE SUMMARY

The District's General Fund expenditures, including operating transfers out, are projected to be \$110 million for fire and EMS operations in FY25. The General Fund salaries and benefits expenditure represents \$86 million or 78% of the District-wide expenditure. The materials and supplies budget are projected at \$5 million or 5% of the District-wide expenditures to provide items necessary to carry out the work of the District. The contract services budget is projected at \$6 million or 5% of overall expenditures. The operating transfers out from the General Fund to the Capital Improvement Projects Fund (\$8 million) and Debt Service Fund (\$5 million) total \$13 million or 12% of the overall District-wide expenditures.



## **OTHER ECONOMIC AND OPERATIONAL ISSUES**

**Strategic Plan and Goals** - The District's strategic goals for FY25 as discussed during the Board's budget workshop in June are incorporated throughout this budget document. Many of the goals for FY25 pertain to completing the significant capital projects initiated over the past several years (i.e., Training Center & Live Burn Prop), as well as taking delivery of roughly 20 new pieces of apparatus (Type 1 & 3 Engines, Tiller Truck, Heavy Rescue, Ambulances and other vehicles) and putting those apparatus into service.

**Pension Funding Policy** - Retirement plan costs involve two basic cost components: the normal cost rate and the amortization of the Unfunded Actuarial Liability (UAL). The District receives an annual actuarial plan valuation of its retirement plans from CCCERA each year. The most recent valuation available is for plan year ended December 31, 2022, which sets retirement contribution rates for FY25. In addition to the normal required contribution, the Board has established a policy to accelerate the paydown of the UAL and for the plan to become fully funded by FY28.

**OPEB Funding Policy** – The retiree medical benefit plan is funded in a similar manner to the pension plan. Plan costs involve two basic cost components: the normal cost rate and the amortization of the Unfunded Actuarial Liability (UAL). The District receives an annual actuarial plan valuation of its Other Post-Employment Benefit each year. The most recent valuation available is for plan year ended June 30, 2021, which sets retiree medical contribution amounts for FY23 and FY24. In addition to the normal required contribution, the Board has established a policy to accelerate the paydown of the UAL and for the plan to become fully funded by FY26.

## **BUDGETARY COMPLIANCE WITH FINANCIAL POLICIES**

The District's FY25 Budget complies with all of the District's relevant financial policies. A summary of the District's financial policies is included in the 'Other' section of this budget document.

## **CONCLUSION**

**Budgetary Priorities** - The District's FY25 Budget presents a healthy and structurally balanced guide for the next fiscal year. This budget will enable the District to maintain high quality fire and emergency response services, provide quality training to our personnel, and place a top priority on the health and safety of the public and our staff. Heading into the FY25 Budget, there were still some uncertainties as it pertains to the ongoing state of the pandemic and the high inflation environment. The District is moving forward with confidence to focus on our priorities of the completion of capital facilities, planning for future rebuild projects, timely implementation of the mental health initiative, and implementation of the Board's strategic initiatives.

**Financial Stewardship** - The Board places a high priority on closely monitoring the impact of local economic conditions on the District's finances as well as the District's ability to maintain high service levels, meet infrastructure needs, and to build and maintain healthy reserve balances. The budget preparation and adoption process are guided by several fundamental fiscal tenets:

- Ongoing operating expenditures are to be paid with ongoing operating revenues.
- Utilize long-range financial planning tools to ensure the District remains financially viable for future generations.
- Eliminate the unfunded liabilities associated with employee retirement benefits.

- Services provided by District Staff that have a cost recovery element should be as close to full cost recovery as is feasible.
- Unassigned fund balances at fiscal year-end are allocated to reserves for future uses.

The District has incorporated these tenets into its fiscal strategies and uses them to set fiscally responsible short and long-term goals. The District also continues to provide an exceptionally high level of reliable service to the public. The District's reserves remain healthy and the long-term financial outlook is strong. Effective leadership and prudent fiscal practices continue to ensure that the communities served by the District receive the service level that they have come to expect. We will continue to fortify the District's financial sustainability through sound and efficient planning and budgeting to ensure it maintains the exceptional services it provides to our residents.

**Acknowledgements** - This FY25 budget would not be possible without the support, guidance and strategic direction from the Board with respect to fiscal policies and guidelines for budget development. I also wish to express my appreciation to the union representatives and employees of the District for their ongoing collaboration and willingness to work with the Board and Administration for the long-term good of the District and the communities we serve. With their cooperation and commitment to providing the best possible service within available funding constraints, we have been able to stabilize our finances, enhance the delivery of essential emergency services and keep the District on a fiscally sustainable path moving forward.

We would like to express our appreciation as well to the Town of Danville, Alamo, the unincorporated areas of Contra Costa County that are protected by the District, and in particular the City of San Ramon for their continuing support of a public safety partnership.

And thank you to the taxpaying public, our residents, and area businesses for their support, cooperation and partnership with the District in making our community an outstanding and safe place to play, work and live.

I am truly honored to serve as your Fire Chief.

Sincerely,



Paige Meyer  
Fire Chief



## STAFFING SUMMARY

DIVISION	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Proposed 2024/25	Projected 2025/26
<b>Board of Directors</b>								
Director	5	5	5	5	5	5	5	5
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Fire Chief</b>								
Fire Chief	1	1	1	1	1	1	1	1
Emergency Preparedness Coordinator	-	-	-	0.5	-	-	-	-
Senior Office Assistant	-	-	-	-	1	1	1	1
District Clerk	0.5	0.5	0.5	-	-	-	-	-
<b>Total</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>District Counsel   Clerk</b>								
District Counsel   Clerk	-	-	-	1	1	1	1	1
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Human Resources</b>								
Human Resources Director	1	1	1	-	-	-	-	-
Human Resources Generalist	2	1	1	2	2.5	2	2	2
Administrative Technician	-	0.5	0.5	-	-	-	1	1
<b>Total</b>	<b>3</b>	<b>2.5</b>	<b>2.5</b>	<b>2</b>	<b>2.5</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Finance</b>								
Chief Financial Officer	1	-	-	1	1	1	1	1
Controller	1	1	1	-	-	-	-	-
Administrative Analyst	-	-	-	-	-	-	1	1
Accounting Technician	2	2	2	2	2	2	1	1
<b>Total</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Community Risk Reduction</b>								
Fire Marshal   Plans Examiner	-	-	-	-	1	1	1	1
Deputy Fire Marshal	0.5	0.5	-	-	-	-	-	-
Disaster Preparedness Manager	-	0.5	-	-	-	-	-	-
CRR Inspector	6	4	3	2	1	1	2	2
Plans Examiner	2	2	1	1	-	-	-	-
Permit Technician	2	2	1	1	1	-	-	-
Community Risk Reduction Educator	0.5	0.5	0.5	0.5	1	1	0.5	0.5
CRR Inspector Trainee	-	-	-	-	-	-	1	1
District Aides - Part-Time (18)	-	-	-	-	-	7	9	9
<b>Total</b>	<b>11</b>	<b>9.5</b>	<b>5.5</b>	<b>4.5</b>	<b>4</b>	<b>10</b>	<b>14</b>	<b>14</b>

## STAFFING SUMMARY

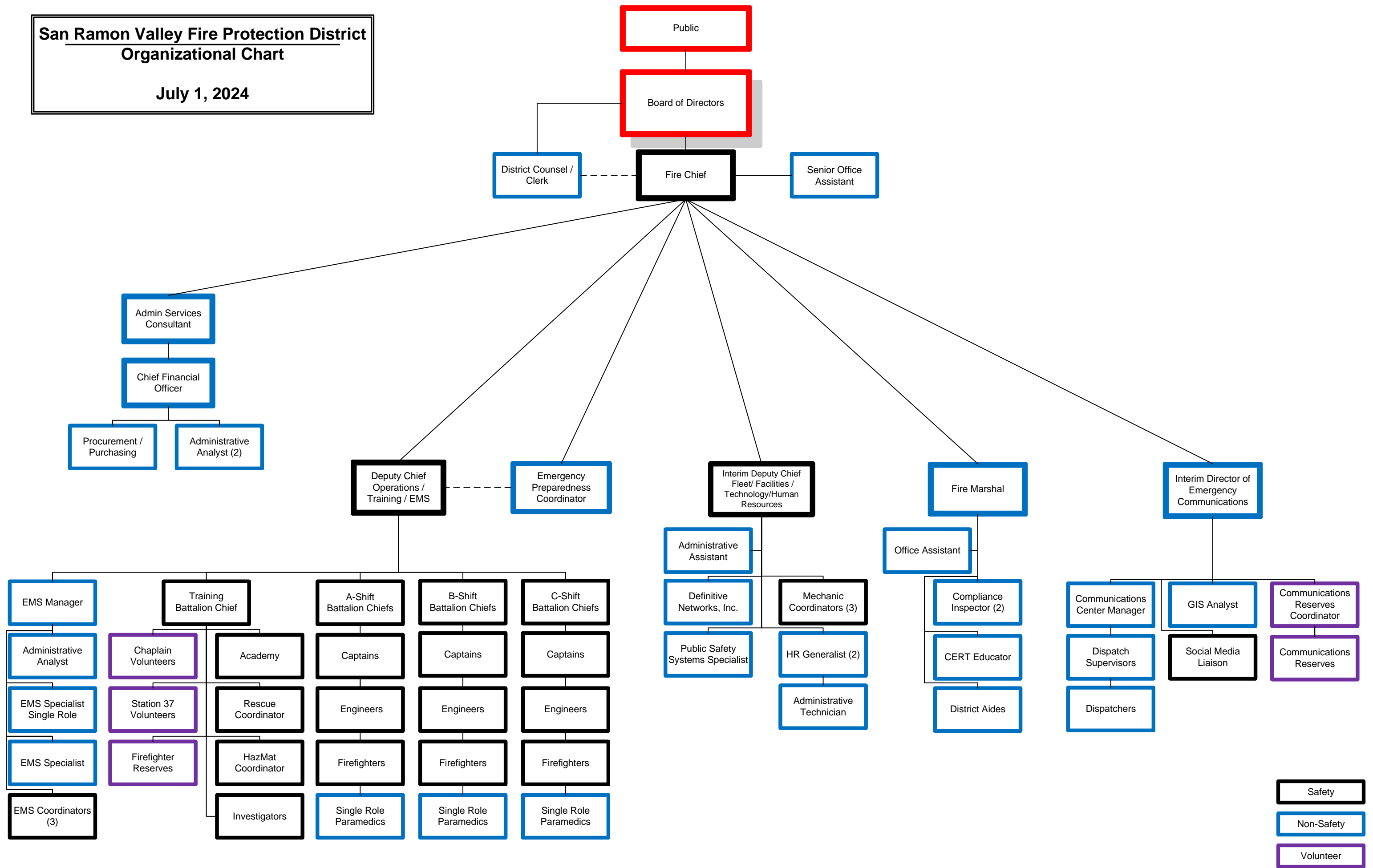
DIVISION	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Proposed 2024/25	Projected 2025/26
<b>Technology</b>								
Public Safety Systems Specialist	-	-	-	-	-	-	1	1
Technology Systems Manager	1	1	1	1	-	-	-	-
Information Systems Technician	1	-	-	-	1	1	-	-
Media Communications and Pub Ed Analyst	-	1	1	1	1	1	-	-
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>
<b>Communications Center</b>								
Director of Emergency Communications	1	1	1	1	1	1	-	-
Communications Center Manager	-	-	-	-	1	-	1	1
Dispatcher Supervisor	3	3	3	3	3	3	3	3
Dispatcher II	9	9	9	9	9	9	9	9
Dispatcher - Part-Time (2)	1.5	1.5	1	-	-	-	3	3
Dispatcher Trainee	-	-	-	-	-	-	1	1
Project Assistant - Part-Time	1	1	1	1	1	0.5	0.5	0.5
GIS Analyst	1	1	1	1	1	1	1	1
Public Safety Systems Specialist	1	1	1	1	-	-	-	-
<b>Total</b>	<b>17.5</b>	<b>17.5</b>	<b>17</b>	<b>16</b>	<b>16</b>	<b>14.5</b>	<b>18.5</b>	<b>18.5</b>
<b>Emergency Preparedness   EOC</b>								
Emergency Preparedness Coordinator	-	-	-	-	1	1	1	1
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Facilities</b>								
District Aides - Part-Time (12)	1	1.5	3	5	6	-	-	-
Senior Office Assistant	1	-	-	-	-	-	-	-
<b>Total</b>	<b>2</b>	<b>1.5</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Emergency Operations</b>								
Deputy Chief	2	1	2	2	1	2	2	2
Battalion Chief	3	3	3	6	6	6	6	6
Captain	33	33	33	33	33	33	33	33
Engineer	33	33	33	33	33	33	33	33
Firefighter/Paramedic	57	57	57	57	57	57	57	57
Emergency Preparedness Coordinator	-	-	0.5	-	-	-	-	-
Administrative Assistant	-	1	1	1	1	1	1	1
<b>Total</b>	<b>128</b>	<b>128</b>	<b>129.5</b>	<b>132</b>	<b>131</b>	<b>132</b>	<b>132</b>	<b>132</b>

## STAFFING SUMMARY

DIVISION	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Proposed 2024/25	Projected 2025/26
<b>Fleet</b>								
Mechanic	1	1	1	1	-	-	-	-
District Transporter	-	-	-	-	0.5	0.5	0.5	0.5
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>Training</b>								
Battalion Chief	1	1	1	1	1	1	1	1
Training Captain	3	3	3	-	-	-	-	-
Senior Office Assistant	1	1	1	1	1	-	-	-
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Academy</b>								
Firefighter/Paramedics	-	-	10	6	11	12	8	8
Single Role Paramedics	-	-	-	12	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>10</b>	<b>18</b>	<b>11</b>	<b>12</b>	<b>8</b>	<b>8</b>
<b>Emergency Medical Services</b>								
Deputy Chief	-	-	-	-	1	-	-	-
EMS Battalion Chief	1	1	1	-	-	-	-	-
EMS Captain	2	-	-	-	-	-	-	-
EMS Manager	-	-	-	-	-	1	1	1
Medical Director	-	-	-	0.5	0.5	0.5	0.5	0.5
EMS Coordinator/RN	-	1	1	2	1	-	-	-
EMS Specialists	-	-	-	-	2	2	2	2
Single Role Paramedics	-	-	-	-	6	6	6	6
Administrative Analyst	-	-	-	-	-	1	1	1
Senior Office Assistant	1	1	1	1	1	-	-	-
Project Assistant	-	-	-	-	0.5	-	-	-
<b>Total</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3.5</b>	<b>12</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>
<b>Volunteer and Reserve Firefighters</b>								
Volunteer Coordinator - Part-Time	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Chaplain Coordinator - Part-Time	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>GRAND TOTAL</b>	<b>185.0</b>	<b>180.5</b>	<b>189.0</b>	<b>196.5</b>	<b>200.0</b>	<b>197.5</b>	<b>201.0</b>	<b>201.0</b>



**San Ramon Valley Fire Protection District  
Organizational Chart**  
July 1, 2024



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

**2024-25**

	<b>GENERAL FUND</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>BUDGET STABILIZATION FUND</b>	<b>TOTAL</b>
<b>PROJECTED REVENUES</b>					
Taxes	\$ 95,673,070	\$ -	\$ -	\$ -	\$ 95,673,070
Intergovernmental	3,373,330	-	1,388,000	-	4,761,330
Charges for services	7,164,779	-	-	-	7,164,779
Use of money & prop	1,750,000	-	312,781	-	2,062,781
Rent	85,248	-	-	-	85,248
Other	10,000	-	18,656	-	28,656
Developer Contributions	-	-	-	-	-
<b>TOTAL</b>	<b>108,056,427</b>	<b>-</b>	<b>1,719,437</b>	<b>-</b>	<b>109,775,864</b>
<b>PROJECTED EXPENDITURES</b>					
Salaries & benefits	70,767,504	-	-	-	70,767,504
Services & supplies	11,015,729	-	-	-	11,015,729
Debt service	-	5,586,759	-	-	5,586,759
Capital projects	-	-	21,130,720	-	21,130,720
OPEB contribution	15,591,940	-	-	-	15,591,940
<b>TOTAL</b>	<b>97,375,172</b>	<b>5,586,759</b>	<b>21,130,720</b>	<b>-</b>	<b>124,092,651</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>					
	10,681,254	(5,586,759)	(19,411,283)	-	(14,316,788)
Transfers in (out)	(18,554,976)	5,586,759	7,705,858	5,262,359	-
Net change	(7,873,722)	-	(11,705,425)	5,262,359	(14,316,788)
<b>PROJECTED FUND BALANCE JULY 1, 2024</b>					
	73,595,617	-	12,893,482	23,117,422	109,606,521
<b>PROJECTED FUND BALANCE JUNE 30, 2025</b>					
	\$ 65,721,895	\$ -	\$ 1,188,057	\$ 28,379,781	\$ 95,289,733
<b>Restricted</b>					
IT Surcharge Cap Projects	-	-	30,828	-	30,828
<b>Committed</b>					
Worker's Comp Claims	-	-	-	6,148,291	6,148,291
"Dry Period" Funding <sup>(1)</sup>	54,028,213	-	-	-	54,028,213
Budget Stabilization <sup>(2)</sup>	-	-	-	22,231,490	22,231,490
Capital Projects	-	-	1,157,229	-	1,157,229
Unassigned	11,693,682	-	-	-	11,693,682
<b>TOTAL</b>	<b>\$ 65,721,895</b>	<b>\$ -</b>	<b>\$ 1,188,057</b>	<b>\$ 28,379,781</b>	<b>\$ 95,289,733</b>

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

(2) Budget Stabilization = 20%-35% of General Fund Expenses

See *Fund Balance Reserve Policy* in Financial Policies section.



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

**2025-26**

	<b>GENERAL FUND</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>BUDGET STABILIZATION FUND</b>	<b>TOTAL</b>
<b>PROJECTED REVENUES</b>					
Taxes	\$ 99,365,684	\$ -	\$ -	\$ -	\$ 99,365,684
Intergovernmental	3,252,869	-	1,100,000	-	4,352,869
Charges for services	7,379,662	-	-	-	7,379,662
Use of money & prop	1,767,500	-	71,723	-	1,839,223
Rent	86,527	-	-	-	86,527
Other	10,000	-	18,656	-	28,656
Developer Contributions	-	-	1,450,000	-	1,450,000
<b>TOTAL</b>	<b>111,862,242</b>	<b>-</b>	<b>2,640,379</b>	<b>-</b>	<b>114,502,621</b>
<b>PROJECTED EXPENDITURES</b>					
Salaries & benefits	85,088,883	-	-	-	85,088,883
Services & supplies	10,610,572	-	-	-	10,610,572
Debt service	-	5,586,699	-	-	5,586,699
Capital projects	-	-	2,591,781	-	2,591,781
OPEB contribution	3,313,833	-	-	-	3,313,833
<b>TOTAL</b>	<b>99,013,287</b>	<b>5,586,699</b>	<b>2,591,781</b>	<b>-</b>	<b>107,191,767</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>					
	12,848,954	(5,586,699)	48,598	-	7,310,853
Transfers in (out)	(11,107,132)	5,586,699	3,770,563	1,749,870	-
Net change	1,741,822	-	3,819,161	1,749,870	7,310,853
<b>PROJECTED FUND BALANCE</b>					
<b>JULY 1, 2025</b>	<b>65,721,895</b>	<b>-</b>	<b>1,188,057</b>	<b>28,379,781</b>	<b>95,289,733</b>
<b>PROJECTED FUND BALANCE</b>					
<b>JUNE 30, 2026</b>	<b>\$ 67,463,718</b>	<b>\$ -</b>	<b>\$ 5,007,218</b>	<b>\$ 30,129,651</b>	<b>\$ 102,600,587</b>
<b>Restricted</b>					
IT Surcharge Cap Projects	-	-	30,828	-	30,828
<b>Committed</b>					
Worker's Comp Claims	-	-	-	7,148,291	7,148,291
"Dry Period" Funding <sup>(1)</sup>	55,931,121	-	-	-	55,931,121
Budget Stabilization <sup>(2)</sup>	-	-	-	22,981,360	22,981,360
Capital Projects	-	-	4,976,390	-	4,976,390
Unassigned	11,532,597	-	-	-	11,532,597
<b>TOTAL</b>	<b>\$ 67,463,718</b>	<b>\$ -</b>	<b>\$ 5,007,218</b>	<b>\$ 30,129,651</b>	<b>\$ 102,600,586</b>

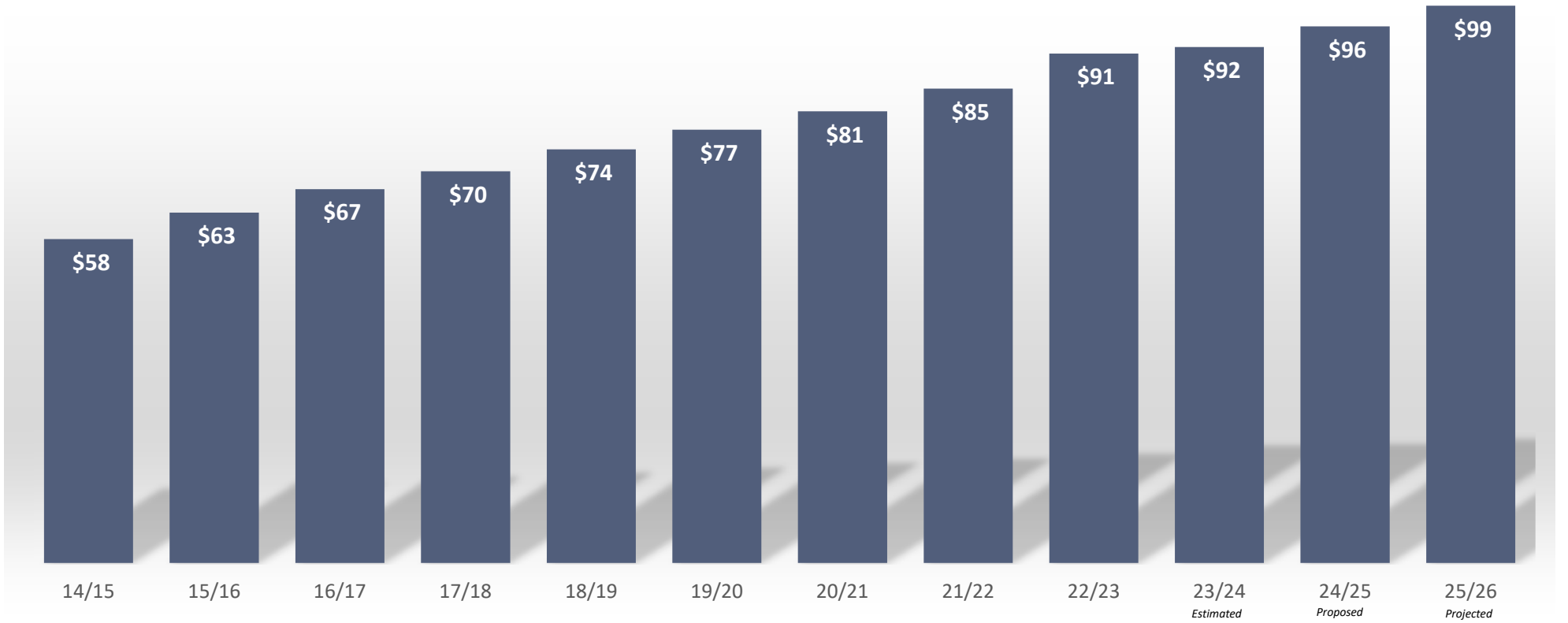
(1) Dry Period Funding = 50% of General Fund Revenues

(2) Budget Stabilization = 20%-35% of General Fund Expenses

See *Fund Balance Reserve Policy* in Financial Policies section.

## SAN RAMON VALLEY FIRE PROTECTION DISTRICT TEN YEARS OF PROPERTY TAX REVENUE

Fiscal Year	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	Estimated 23/24	Proposed 24/25	Projected 25/26
Actual	\$ 57,771,509	\$ 62,506,117	\$ 66,666,013	\$ 69,840,586	\$ 73,773,914	\$ 77,282,053	\$ 80,539,051	\$ 84,572,284	\$ 90,854,053	\$ 92,027,817	\$ 95,673,070	\$ 99,365,684
% Increase	8.7%	8.2%	6.7%	4.8%	5.6%	4.8%	4.2%	5.0%	7.4%	1.3%	4.0%	3.9%



San Ramon Valley Fire Protection District  
 General Fund Operations - Ten-Year Cash Flow Model  
 Debt Service, OPEB Contributions

	Actual	Estimated Actual	Proposed	Projected								
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Beginning fund balance	\$ 89,170,499	\$ 95,746,072	\$ 97,252,457	\$ 94,641,093	\$ 98,132,786	\$ 100,212,827	\$ 103,949,677	\$ 113,357,675	\$ 121,497,849	\$ 127,661,089	\$ 132,042,363	\$ 134,529,505
Revenue:												
Property tax	90,854,053	92,027,817	95,673,070	99,365,684	101,352,998	103,380,058	105,447,659	107,556,612	109,707,744	111,901,899	114,139,937	116,422,736
Ambulance charges	6,631,944	6,209,337	6,395,617	6,587,486	6,653,361	6,719,894	6,787,093	6,854,964	6,923,514	6,992,749	7,062,677	7,133,303
Other service charges	633,256	751,928	769,162	792,176	800,098	808,099	816,180	824,342	832,585	840,911	849,320	857,813
Cell tower rent	68,307	83,987	85,248	86,527	89,123	91,796	94,550	97,387	100,309	103,318	103,318	103,318
Interest income	958,713	2,314,392	1,750,000	1,767,500	1,794,013	1,820,923	1,848,237	1,875,960	1,904,099	1,932,661	1,961,651	1,991,076
State/Fed/Local/Meas H	2,042,440	2,377,161	1,308,438	1,177,975	1,189,755	1,201,652	1,213,669	1,225,806	1,238,064	1,250,444	1,262,949	1,275,578
Consolidated Dispatch *	2,221,608	2,219,020	2,064,891	2,074,894	2,116,392	2,158,720	2,201,894	2,245,932	2,290,851	2,336,668	2,383,401	2,431,069
SAFER Grant	303,894	-	-	-	-	-	-	-	-	-	-	-
Other/misc	580,473	4,660	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	104,294,688	105,988,302	108,056,426	111,862,242	114,005,738	116,191,142	118,419,282	120,691,002	123,007,165	125,368,650	127,773,252	130,224,894
Expenses:												
Salaries	32,239,970	31,576,991	34,144,374	35,708,184	37,850,906	39,364,943	40,939,540	42,577,122	44,280,207	46,051,415	47,893,472	49,809,211
Overtime	11,294,949	11,270,488	10,803,147	11,303,466	11,755,605	12,225,829	12,714,862	13,223,456	13,752,395	14,302,491	14,874,590	15,469,574
Pension	20,333,155	22,411,549	14,795,805	26,388,894	29,436,183	19,052,904	13,000,310	13,520,323	14,061,136	14,623,581	15,208,524	15,816,865
Pension cost share	(1,361,136)	(1,187,708)	(1,177,570)	(1,220,650)	(1,269,476)	(1,320,255)	(1,269,476)	(1,220,650)	(1,173,702)	(1,128,560)	(1,085,153)	(1,043,417)
Insurance	6,512,312	6,719,702	7,428,706	7,849,564	8,302,849	8,634,963	8,980,361	9,339,575	9,713,158	10,101,685	10,505,752	10,925,982
OPEB	11,684,595	11,469,154	20,364,982	8,373,258	5,394,355	5,610,130	5,834,535	6,067,916	6,310,633	6,563,058	6,825,580	7,098,604
Services & supplies	9,074,198	9,088,353	11,015,729	10,610,571	10,928,888	11,256,755	11,594,457	11,942,291	12,300,560	12,669,577	13,049,664	13,441,154
Capital contribution	2,360,412	7,546,723	7,705,858	3,770,563	3,941,033	14,117,469	14,300,081	14,189,083	14,684,701	14,887,166	15,096,717	15,313,602
Debt payments	5,580,660	5,586,665	5,586,759	5,586,699	5,585,354	3,511,556	2,916,613	2,911,712	2,914,838	2,916,963	2,916,963	2,916,964
	97,719,115	104,481,917	110,667,790	108,370,549	111,925,697	112,454,292	109,011,284	112,550,829	116,843,925	120,987,376	125,286,109	129,748,539
Revenue over (under) exp	6,575,573	1,506,385	(2,611,364)	3,491,693	2,080,041	3,736,850	9,407,998	8,140,174	6,163,240	4,381,274	2,487,143	476,354
Ending fund balance	\$ 95,746,072	\$ 97,252,457	\$ 94,641,093	\$ 98,132,786	\$ 100,212,827	\$ 103,949,677	\$ 113,357,675	\$ 121,497,849	\$ 127,661,089	\$ 132,042,363	\$ 134,529,505	\$ 135,005,860
"Dry Period" Funding	\$ 52,147,344	\$ 52,994,151	\$ 54,028,213	\$ 55,931,121	\$ 57,002,869	\$ 58,095,571	\$ 59,209,641	\$ 60,345,501	\$ 61,503,583	\$ 62,684,325	\$ 63,886,626	\$ 65,112,447
Contingency Reserve	19,071,741	22,733,799	22,231,490	22,981,360	23,775,921	29,501,047	28,413,361	34,426,611	35,755,728	37,135,073	38,566,287	40,052,228
Worker's Comp Reserve	4,745,914	5,148,291	6,148,291	7,148,291	8,148,291	9,648,291	11,148,291	12,648,291	14,648,291	16,898,291	19,398,291	21,898,291
Amt over (under) Board Po	\$ 19,781,073	\$ 16,376,216	\$ 12,233,099	\$ 12,072,014	\$ 11,285,746	\$ 6,704,768	\$ 14,586,382	\$ 14,077,445	\$ 15,753,486	\$ 15,324,674	\$ 12,678,301	\$ 7,942,894

**Key Assumptions/Board Policy**

*Revenue growth:* General property tax growth is based on the HDL estimate for 2024/25 and 2025/26, 2.0% thereafter ; Ambulance charges, 1.0%; Other charges/ Cell Tower rent 1.0%.

*Salaries:* Step increases; Local 3546 3% effective 4/1/25, 3% effective 4/1/26; 3% effective 4/1/27 thereafter for all other employees.

*Pension costs:* Reflects staffing levels and salary changes; Rate changes provided by CCCERA for 2024/25, no rate changes thereafter;

*Pension Cost Share:* Non-Safety cost share is 6%; Safety cost share at 8%.

*Insurance:* Medical premium increases at 6.0% 24/25 and 4% thereafter; also includes workers' compensation and FICA/medicare.

*OPEB:* Fiscal year 2024/25 represent full funding of ADC from 7/1/2021 Actuarial Valuation +\$14 million 25/26, remaining unfunded liability 26/27; amount includes both retiree premiums and prefunding; 4.00% growth thereafter.

*Capital:* 2024/25 General Fund contribution \$7.7M; includes repayment of start up costs for Consolidated Dispatch.

*Debt Payments:* Reflects 2015 advanced refunding of 2006 COPs, maturing in 35/36; 2018 Equipment lease maturing in 27/28, 2020 COPs for financing of Public Safety Complex and 2022 Equipment lease maturing in 2027/28.

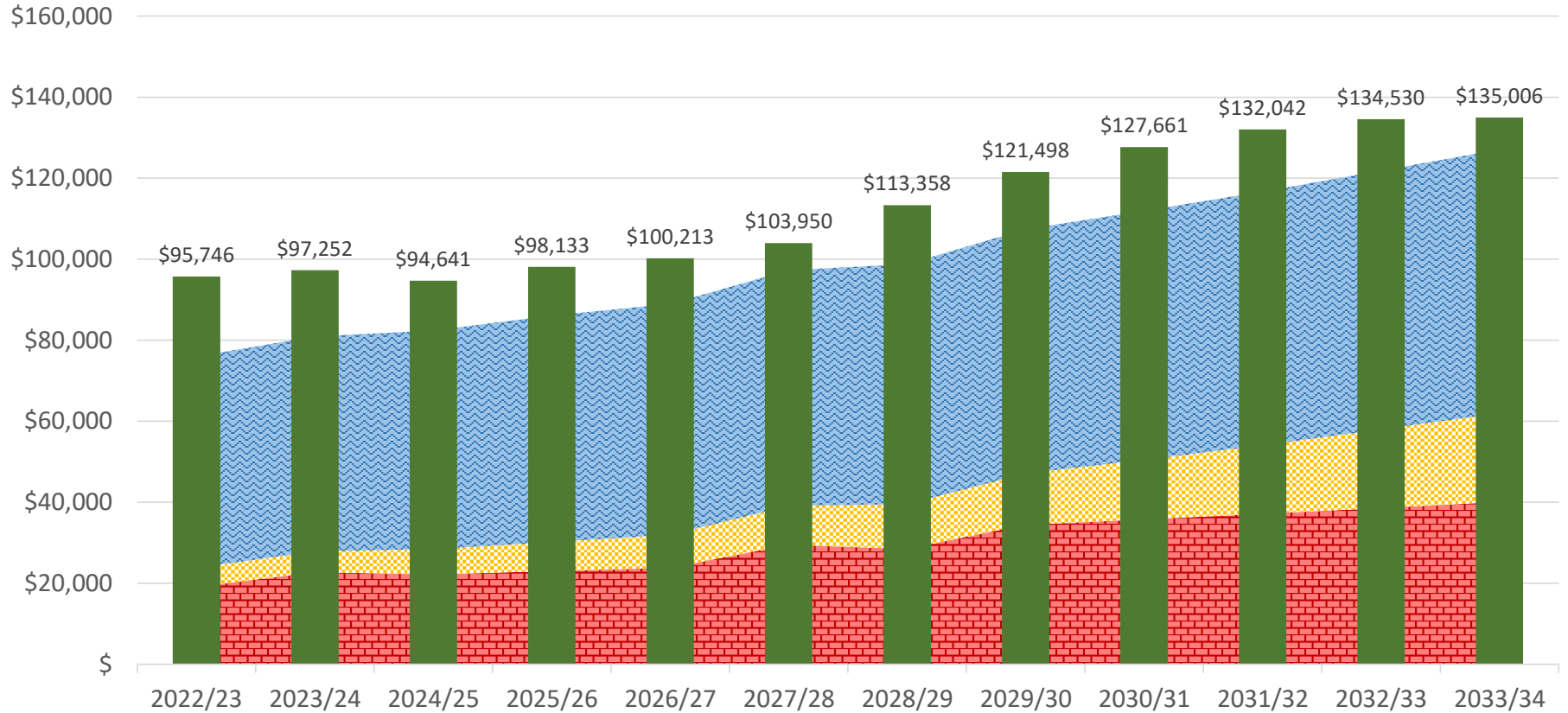
*"Dry Period" Funding:* 50% of General Fund revenues (excludes federal grant revenue).

*Contingency Reserve* 20% of operating and debt service expenditures (excludes capital outlay/capital contributions)



# San Ramon Valley Fire Protection District General Fund 10-Year Cash Flow

(expressed in thousands)



(1) Budget Stabilization = 20-35% of General Fund Expenditures  
 (2) Dry Period Funding = 50% of General fund Revenues  
 See *Fund Balance Reserve Policy* in financial Policies Section

- "Dry Period" Funding
- Contingency Reserve
- Worker's Comp Reserve
- Ending fund balance

**REVENUES GENERAL FUND**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Property Taxes - Secured	4110	\$ 83,105,371	\$ 86,644,339	\$ 90,548,885	\$ 94,084,477
Property Taxes - Supplemental	4120	2,961,706	371,110	-	-
Property Taxes - Utilities/Unitary	4130	1,330,595	1,378,718	1,330,595	1,330,595
Property Taxes - Unsecured	4140	2,367,660	2,797,531	2,964,370	3,080,118
Homeowner Property Tax Relief	4145	425,143	413,628	413,628	413,628
Redevelopment Agencies	4150	1,653,389	1,664,478	1,732,068	1,799,699
County Tax Administration	4160	(536,032)	(610,137)	(684,626)	(710,983)
Property Taxes - Prior Secured	4170	(280,822)	(400,338)	(400,338)	(400,338)
Property Taxes - Prior Supplemental	4180	(165,900)	(191,750)	(191,750)	(191,750)
Property Taxes - Prior Unsecured	4190	(7,057)	(39,762)	(39,762)	(39,762)
<b>TOTAL TAXES</b>		<b>90,854,053</b>	<b>92,027,817</b>	<b>95,673,070</b>	<b>99,365,684</b>
Measure H	4220	33,000	33,000	33,000	33,000
Measure X	4225	-	505,064	-	-
Miscellaneous State Aid	4240	901,901	290,451	30,192	30,192
Grants	4240	-	187,200	150,000	-
Federal Grant	4245	303,894	345,507	-	-
Intergovernmental	4250	542,750	484,274	536,407	550,356
GEMT   PP-GEMT-IGT	4251	564,790	531,665	558,839	564,427
Consolidated Dispatch Services	4252	2,221,608	2,219,020	2,064,891	2,074,894
<b>TOTAL INTERGOVERNMENTAL</b>		<b>4,567,943</b>	<b>4,596,181</b>	<b>3,373,330</b>	<b>3,252,869</b>
Permit Fees	4305	8,404	8,656	8,916	9,183
Inspection Fees	4310	15,857	93,666	96,476	99,370
Plan Review Fees	4315	604,569	639,333	658,513	678,268
Weed Abatement Charges	4320	3,256	3,162	3,257	3,355
Administrative Citations	4325	-	4,500	-	-
Ambulance Services	4330	6,631,944	6,209,337	6,395,617	6,587,486
Reports/Photocopies	4350	1,170	2,611	2,000	2,000
<b>TOTAL CHARGES FOR SERVICES</b>		<b>7,265,200</b>	<b>6,961,265</b>	<b>7,164,779</b>	<b>7,379,662</b>
Investment Earnings	4410	958,713	2,314,392	1,750,000	1,767,500
<b>TOTAL USE OF MONEY &amp; PROPERTY</b>		<b>958,713</b>	<b>2,314,392</b>	<b>1,750,000</b>	<b>1,767,500</b>
Rent on Real Estate	4510	68,307	83,987	85,248	86,527
<b>TOTAL RENT</b>		<b>68,307</b>	<b>83,987</b>	<b>85,248</b>	<b>86,527</b>
Miscellaneous Revenue	4640	580,473	4,660	10,000	10,000
<b>TOTAL OTHER REVENUE</b>		<b>580,473</b>	<b>4,660</b>	<b>10,000</b>	<b>10,000</b>
<b>TOTAL REVENUES</b>		<b>\$ 104,294,689</b>	<b>\$ 105,988,303</b>	<b>\$ 108,056,427</b>	<b>\$ 111,862,242</b>

**EXPENDITURES GENERAL FUND**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Permanent Salaries	5110	\$ 31,631,629	\$ 31,012,342	\$ 33,283,224	\$ 34,954,472
Temporary Salaries	5115	608,341	564,649	861,150	753,712
Permanent Overtime	5120	11,294,949	11,270,488	10,803,147	11,303,466
FICA Contributions	5140	607,716	609,992	639,021	668,570
Retirement Contributions	5150	18,972,019	21,223,841	13,618,235	25,168,244
401(a) Employer Contributions	5151	60,000	60,000	30,000	0
Employee Group Insurance	5160	4,583,048	4,849,291	5,351,685	5,772,994
Retiree Health Insurance	5170	3,921,695	4,502,870	4,773,042	5,059,425
OPEB Contribution	5175	7,762,900	6,966,284	15,591,940	3,313,833
Unemployment Insurance	5180	6,496	8,000	8,000	8,000
Workers' Compensation Claims	5190	1,255,052	1,192,419	1,400,000	1,400,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$80,703,846</b>	<b>\$ 82,260,176</b>	<b>\$ 86,359,444</b>	<b>\$ 88,402,716</b>
<b>% Change</b>		10%	2%	5%	2%
Office Supplies	5202	\$ 24,450	\$ 29,050	\$ 37,990	\$ 39,510
Postage and Freight	5204	10,857	10,470	13,106	13,630
Telecommunications	5206	206,556	244,342	288,828	300,382
Utilities	5208	492,779	479,661	518,303	539,035
Small Tools and Equipment	5210	99,823	81,500	151,522	137,583
Miscellaneous Supplies	5212	90,585	97,153	150,993	156,995
Medical Supplies	5213	245,697	237,000	250,000	260,000
Firefighting Supplies	5214	68,478	60,000	94,964	98,520
Pharmaceutical Supplies	5216	89,738	75,000	75,000	78,000
Computer Supplies and Equip	5218	8,174	7,500	11,187	11,634
Radio Equipment and Supplies	5219	1,966	10,000	10,000	10,400
Media Supplies	5220	-	1,000	5,000	5,200
Food Supplies	5222	28,465	25,800	47,122	49,007
PPE Inspections and Repairs	5223	25,786	19,908	21,935	22,812
Safety Clothing and Supplies	5224	338,020	286,400	329,893	343,073
Class A Uniforms	5225	8,522	10,000	11,249	11,699
Non-Safety Clothing	5226	13,669	17,320	54,777	56,969
Class B Uniforms	5227	65,151	55,500	71,429	74,286
Household Supplies	5228	74,639	63,245	53,375	55,510
Central Garage - Repairs	5230	489,860	450,000	400,000	410,000
Central Garage - Maintenance	5231	93,489	161,000	161,000	167,440
Central Garage - Gas and Oil	5232	608,745	561,000	581,873	605,148
Central Garage - Tires	5234	72,350	62,000	60,000	62,400
Central Garage - Inspections	5235	15,727	-	-	-
Maintenance and Repairs - Equip	5236	234,562	188,879	225,559	234,581

**EXPENDITURES GENERAL FUND**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>ACTUAL FY 22-23</b>	<b>ESTIMATED ACTUAL FY 23-24</b>	<b>PROPOSED BUDGET FY 24-25</b>	<b>PROJECTED BUDGET FY 25-26</b>
Maintenance and Repairs - Computers and Radio	5238	40,883	50,530	112,777	117,288
Maintenance and Repairs - Buildings	5240	156,918	185,100	189,496	197,076
Maintenance and Repairs - Grounds	5242	70,980	69,000	87,059	90,541
Rents and Leases	5246	176,623	224,277	285,688	297,115
Software and Licensing	5248	483,268	536,840	665,108	628,659
Professional Services	5250	2,755,585	2,849,533	3,183,462	3,012,483
Recruiting	5251	160,117	181,613	147,831	195,944
Legal Services	5252	144,239	228,000	185,000	192,400
Medical Services	5254	128,974	160,332	260,979	181,419
Communications Services	5258	95,040	91,800	107,267	111,557
Election Services	5262	-	-	345,000	-
Insurance Services	5264	819,890	593,841	712,895	806,335
Publication of Legal Notices	5270	791	450	500	520
Specialized Printing	5272	5,434	9,247	22,543	23,644
Dues and Memberships	5274	84,746	98,801	113,084	116,769
Educational Courses and Supplies	5276	174,596	240,783	531,903	434,873
Educational Assistance	5277	17,523	25,000	56,243	58,493
Public Educational Supplies	5278	3,218	20,518	22,600	23,840
Books and Periodicals	5280	6,582	17,384	26,512	29,739
Recognition Supplies	5282	4,429	6,950	11,200	11,648
Meetings and Travel	5284	74,016	93,201	129,203	134,371
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 8,811,938</b>	<b>\$ 8,916,928</b>	<b>\$ 10,821,457</b>	<b>\$ 10,408,529</b>
<b>% Change</b>		20%	1%	21%	-4%
Taxes and Assessments	5320	273,563	171,425	194,272	202,043
<b>TOTAL EXPENDITURES</b>		<b>\$89,789,346</b>	<b>\$ 91,348,528</b>	<b>\$ 97,375,172</b>	<b>\$ 99,013,287</b>
<b>% Change</b>		11%	2%	7%	2%

**DISTRICT-WIDE  
00-00**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
415 Retirement Contributions	5150	\$ 383,720	\$ 408,177	\$ 424,504	\$ 441,484
Unfunded Liability Pension Payment	5150	(717,965)	288,000	299,520	10,978,919
Retiree Health Insurance	5170	3,921,695	4,502,870	4,773,042	5,059,425
OPEB Contribution <sup>1</sup>	5175	7,762,900	6,966,284	15,591,940	3,313,833
Unemployment Insurance	5180	6,496	8,000	8,000	8,000
Worker's Compensation Claims	5190	1,255,052	1,192,419	1,400,000	1,400,000
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 12,611,899</b>	<b>\$ 13,365,750</b>	<b>\$ 22,497,006</b>	<b>\$ 21,201,661</b>
Administrative Fee - Worker's Compensation		124,121	117,167	126,000	131,040
<b>Professional Services</b>	<b>5250</b>	<b>124,121</b>	<b>117,167</b>	<b>126,000</b>	<b>131,040</b>
Other		2,748	-	-	-
<b>Legal Services</b>	<b>5252</b>	<b>2,748</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess Workers' Compensation		401,153	4,207	-	-
Property & Liability Insurance Pool		402,721	472,179	590,224	678,757
Self-Insured Certification   State of CA		16,016	116,955	121,633	126,499
<b>Insurance Services</b>	<b>5264</b>	<b>819,890</b>	<b>593,341</b>	<b>711,857</b>	<b>805,256</b>
CA Special Districts Association		8,810	9,275	10,000	10,400
Citizen Corps Council		-	10,000	10,000	10,000
Fire Districts Association of California		1,250	1,000	1,250	1,300
Local Agency Formation Commissions		37,314	40,000	45,000	46,800
National Fire Protection Association		-	200	200	208
Street Smarts		-	10,000	10,000	10,000
Other		-	2,500	3,000	3,120
<b>Dues and Memberships</b>	<b>5274</b>	<b>47,374</b>	<b>70,475</b>	<b>79,450</b>	<b>81,828</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 994,133</b>	<b>\$ 780,983</b>	<b>\$ 917,307</b>	<b>\$ 1,018,124</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 13,606,032</b>	<b>\$ 14,146,733</b>	<b>\$ 23,414,313</b>	<b>\$ 22,219,785</b>

<sup>1</sup>See OPEB Funding Policy in Financial Policies section.



# 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 for the delivery of 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 providing public safety services to the San Ramon Valley.
8. Oversee the annual review and update of the District's long term financial plan and capital improvement plan.



9. Define Board committee roles and determine membership on outside committees and commissions on an annual basis.
10. Ensure the District has in place a fair and reasonable personnel compensation package designed to attract and retain high quality and highly functioning employees.

## GOALS AND OBJECTIVES FOR FY 2024 | 25

1. Maintain high level of disaster preparedness.
2. Maintain fiscal policies and procedures that sustain our long-term financial stability.
3. Monitor and respond to trends in EMS delivery.
4. Support the well-being of all District employees through Functional Fitness Program and Mental Health from Firefighter First Response.
5. Ensure facilities, fleet, and equipment maintenance to meet or exceed current standards.
6. Review/update Board Handbook for Board consideration.

## MEMBERS OF THE BOARD

Director (5)

**BOARD OF DIRECTORS**

**10-10**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>ACTUAL FY 22-23</b>	<b>ESTIMATED ACTUAL FY 23-24</b>	<b>PROPOSED BUDGET FY 24-25</b>	<b>PROJECTED BUDGET FY 25-26</b>
Permanent Salaries	5110	\$ 7,605	\$ 7,500	\$ 8,500	\$ 8,500
FICA Contributions	5140	110	109	123	123
Employee Group Insurance	5160	129,512	124,032	127,107	131,736
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 137,227</b>	<b>\$ 131,641</b>	<b>\$ 135,730</b>	<b>\$ 140,359</b>
Non-Safety Clothing	5226	\$ -	\$ 250	\$ 500	\$ 520
Professional Services	5250	-	300	400	416
Dues and Memberships	5274	405	1,473	1,591	1,654
Books and Periodicals	5280	16	135	281	292
Recognition Supplies	5282	1,432	2,200	2,200	2,288
Meetings and Travel	5284	14,582	13,000	13,000	13,520
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 16,435</b>	<b>\$ 17,358</b>	<b>\$ 17,972</b>	<b>\$ 18,690</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 153,662</b>	<b>\$ 148,998</b>	<b>\$ 153,702</b>	<b>\$ 159,049</b>

**BOARD OF DIRECTORS**

**10-10**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Clothing		\$ -	\$ 250	\$ 500	\$ 520
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>-</b>	<b>250</b>	<b>500</b>	<b>520</b>
Miscellaneous Services		-	300	400	416
<b>Professional Services</b>	<b>5250</b>	<b>-</b>	<b>300</b>	<b>400</b>	<b>416</b>
CCC Fire Commissioner's Association		65	119	123	128
Chamber of Commerce - Alamo		-	86	90	93
Chamber of Commerce - Danville		340	352	366	380
Chamber of Commerce - San Ramon		-	700	787	819
EERI		-	216	225	234
<b>Dues and Memberships</b>	<b>5274</b>	<b>405</b>	<b>1,473</b>	<b>1,591</b>	<b>1,654</b>
Manuals and Publications		16	135	281	292
<b>Books and Periodicals</b>	<b>5280</b>	<b>16</b>	<b>135</b>	<b>281</b>	<b>292</b>
Retirement and Promotional Recognitions		852	1,000	1,000	1,040
Miscellaneous Recognition		580	1,200	1,200	1,248
<b>Recognition Supplies</b>	<b>5282</b>	<b>1,432</b>	<b>2,200</b>	<b>2,200</b>	<b>2,288</b>
Board Meetings		2,620	700	700	728
CSDA Conference		1,179	3,000	3,000	3,120
Fire Commissioners Quarterly Meeting		981	300	300	312
Miscellaneous Conferences		4,531	2,500	2,500	2,600
Navigator Conference		4,596	6,000	6,000	6,240
Special Districts (CSDA) Workshops		675	500	500	520
<b>Meetings and Travel</b>	<b>5284</b>	<b>14,582</b>	<b>13,000</b>	<b>13,000</b>	<b>13,520</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 16,435</b>	<b>\$ 17,358</b>	<b>\$ 17,972</b>	<b>\$ 18,690</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 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.

## STANDARD LEVEL OF PERFORMANCE

1. Primarily responsible for day-to-day administration of the Fire District 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 and ensure adequate cash liquidity to support District operations.
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. Align organizational structure to optimize delivery of core services.

12. 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 2024 | 25

1. Provide oversight of the IT/DNI model; review for effectiveness and make adjustments as necessary; and keep the Board informed of progress.
2. Oversee the completion of South County Training Facility.
3. Oversee the future planning for Stations 31, 32 (old), 37 and 39.
4. Explore and evaluate opportunities for the District to participate in County EMS Delivery System outside the District. Bring discussion to the Board.
5. Ensure Management and future Management is prepared to support an organizational structure aligned with the District's mission, which includes professional training.
6. Explore current MOU and develop long-term strategies with fiscal sustainability.
7. Continue to oversee District's mental health well-being and functional fitness programs.
8. Continue with succession planning and ensure staff/organization is skillfully equipped.

## STAFFING SUMMARY

Fire Chief<sup>1</sup>

Senior Office Assistant

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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>ACTUAL FY 22-23</b>	<b>ESTIMATED ACTUAL FY 23-24</b>	<b>PROPOSED BUDGET FY 24-25</b>	<b>PROJECTED BUDGET FY 25-26</b>
Permanent Salaries	5110	\$ 428,039	\$ 512,107	\$ 527,267	\$ 502,305
Temporary Salaries	5115	23,387	-	-	-
FICA Contributions	5140	6,455	7,426	7,645	7,283
Retirement Contributions	5150	234,518	290,662	114,740	102,444
401a Contributions ER Paid	5151	60,000	60,000	30,000	-
Employee Group Insurance	5160	61,859	75,083	48,391	52,310
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 814,256</b>	<b>\$ 945,278</b>	<b>\$ 728,043</b>	<b>\$ 664,342</b>
Office Supplies	5202	\$ 35	\$ 800	\$ 1,125	\$ 1,170
Small Tools and Equipment	5210	17,609	9,600	11,562	12,025
Miscellaneous Supplies	5212	1,181	2,000	1,000	1,040
Food Supplies	5222	7,456	5,000	5,000	5,200
Non-Safety Clothing	5226	108	500	1,062	1,105
Specialized Printing	5272	316	100	281	292
Dues and Memberships	5274	4,305	6,505	7,006	7,247
Educational Courses and Supplies	5276	400	3,000	4,725	4,914
Books and Periodicals	5280	-	150	300	312
Meetings and Travel	5284	1,692	5,500	6,500	6,760
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 33,102</b>	<b>\$ 33,155</b>	<b>\$ 38,561</b>	<b>\$ 40,065</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 847,358</b>	<b>\$ 978,433</b>	<b>\$ 766,604</b>	<b>\$ 704,407</b>

**FIRE CHIEF**

**10-15**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Office Supplies		\$ 35	\$ 800	\$ 1,125	\$ 1,170
<b>Office Supplies</b>	<b>5202</b>	<b>35</b>	<b>800</b>	<b>1,125</b>	<b>1,170</b>
Badges, Name Tag, Collar Brass, Pins		16,350	8,000	10,500	10,920
Miscellaneous Tools and Equipment		1,013	1,100	562	585
District Honor Guard		246	500	500	520
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>17,609</b>	<b>9,600</b>	<b>11,562</b>	<b>12,025</b>
Miscellaneous Supplies		1,181	2,000	1,000	1,040
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>1,181</b>	<b>2,000</b>	<b>1,000</b>	<b>1,040</b>
Food Supplies and Meals		7,456	5,000	5,000	5,200
<b>Food Supplies</b>	<b>5222</b>	<b>7,456</b>	<b>5,000</b>	<b>5,000</b>	<b>5,200</b>
Uniforms - District Honor Guard		-	250	500	520
Uniforms - Fire Chief		108	250	562	585
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>108</b>	<b>500</b>	<b>1,062</b>	<b>1,105</b>
Document Services		245	-	-	-
Business Cards		71	100	281	292
<b>Specialized Printing</b>	<b>5272</b>	<b>316</b>	<b>100</b>	<b>281</b>	<b>292</b>
100 Club		-	100	100	104
CA Fire Chiefs Association		600	2,360	2,500	2,563
CA Special Districts Association		150	150	150	154
CCC Fire Chiefs Association		2,305	600	600	624
Contra Costa CAER		550	595	619	643
International Association of Fire Chiefs		700	2,700	3,037	3,159
<b>Dues and Memberships</b>	<b>5274</b>	<b>4,305</b>	<b>6,505</b>	<b>7,006</b>	<b>7,247</b>
Educational Courses		400	1,500	2,250	2,340
Leadership San Ramon Valley		-	1,500	2,475	2,574
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>400</b>	<b>3,000</b>	<b>4,725</b>	<b>4,914</b>
Fire Service Books and Magazines		-	150	300	312
<b>Books and Periodicals</b>	<b>5280</b>	<b>-</b>	<b>150</b>	<b>300</b>	<b>312</b>
Meetings and Travel		1,692	5,000	4,000	4,160
District Honor Guard - Events		-	500	2,500	2,600
<b>Meetings and Travel</b>	<b>5284</b>	<b>1,692</b>	<b>5,500</b>	<b>6,500</b>	<b>6,760</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 33,102</b>	<b>\$ 33,155</b>	<b>\$ 38,561</b>	<b>\$ 40,065</b>



# DISTRICT COUNSEL | CLERK

## PURPOSE

The District Counsel | Clerk is the legal advisor of the District and liaison between the public and the District. In collaboration with the Board of Directors and in partnership with all members of the organization, the Counsel | Clerk provides support and ensures the District's compliance with the law. The District Counsel | Clerk is also responsible for implementation and management of policies established by the Board of Directors.

## STANDARD LEVEL OF PERFORMANCE

1. Primarily responsible to advise and provide support to the Board of Directors and Executive Management.
2. Adhere to all legal and contractual requirements that govern Fire/Special District operations.
3. Prepare board meeting agendas, agenda packets and reporting minutes.
4. Manage Board communications, mandated filings and trainings.
5. Research, prepare and manage Ordinances and Resolutions.
6. Administer elections.
7. Prepare, evaluate and execute contracts.
8. Administrator of records management and ensure that all requests for assistance are handled promptly and courteously; including recordkeeping and assisting of Public Records Act requests.
9. Managing and implementing Lexipol Policy updates through Lexipol updates and working with Executive Management for Division approval.
10. Work collaboratively with Executive Management on Grievances, Complaints, Disciplines, and Investigations.

11. Assist third party administrators and Workers' Compensation Counsel with Workers' Compensation claims relating to stipulated settlements and interactive process.
12. Provide Risk Management through:
  - a. Contract review and maintenance;
  - b. General liability claim administration;
  - c. Records requests support, as requested by Divisions; and
  - d. Law and Policy Administration – Work with Executive Management to update Lexipol policies for each Division.
13. Perform such other legally permissible and proper duties and functions as the Board may assign from time to time.

## GOALS AND OBJECTIVES FOR FY 2024 | 25

1. Provide risk management/oversight of the Wellness/Fitness Committee.
2. Maintain/exceed legal compliance with Harassment Prevention and Ethics Training requirements.
3. Work with Lexipol Professional Services Specialist as District Point of Contact for Policies.
4. Provide risk management/oversight of functional fitness program.
5. Oversee current year elections.
6. Update the District's Conflict of Interest Code.
7. Research and implement Public Records Act (PRA) System.

## STAFFING SUMMARY

District Counsel | Clerk

**DISTRICT COUNSEL | CLERK**

**10-17**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>ACTUAL FY 22-23</b>	<b>ESTIMATED ACTUAL FY 23-24</b>	<b>PROPOSED BUDGET FY 24-25</b>	<b>PROJECTED BUDGET FY 25-26</b>
Permanent Salaries	5110	\$ 244,352	\$ 251,829	\$ 259,524	\$ 267,310
FICA Contributions	5140	3,469	3,652	3,763	3,876
Retirement Contributions	5150	54,296	59,024	43,869	45,998
Employee Group Insurance	5160	21,349	28,648	33,551	35,498
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 323,464</b>	<b>\$ 343,153</b>	<b>\$ 340,707</b>	<b>\$ 352,682</b>
Office Supplies	5202	\$ -	\$ 150	\$ 324	\$ 337
Non-Safety Clothing	5226	182	355	355	369
Software and Licenses	5248	46,255	45,500	57,000	59,280
Professional Services	5250	3,302	22,616	29,740	30,930
Legal Services	5252	116,481	228,000	185,000	192,400
Election Services	5262	-	-	345,000	-
Dues and Memberships	5274	903	1,232	1,265	1,316
Educational Courses and Supplies	5276	-	520	541	562
Books and Periodicals	5280	44	200	324	337
Meetings and Travel	5284	3,564	5,096	5,301	5,513
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 170,732</b>	<b>\$ 303,669</b>	<b>\$ 624,850</b>	<b>\$ 291,044</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 494,196</b>	<b>\$ 646,822</b>	<b>\$ 965,557</b>	<b>\$ 643,726</b>

**DISTRICT COUNSEL | CLERK**

**10-17**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Office Supplies		\$ -	\$ 150	\$ 324	\$ 337
<b>Office Supplies</b>	<b>5202</b>	<b>-</b>	<b>150</b>	<b>324</b>	<b>337</b>
Clothing		182	355	355	369
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>182</b>	<b>355</b>	<b>355</b>	<b>369</b>
Contract Administration		-	14,500	12,500	13,000
Document Management		10,015	12,000	12,000	12,480
Policy Software		36,240	19,000	20,000	20,800
Records Request Management		-	-	12,500	13,000
<b>Software and Licenses</b>	<b>5248</b>	<b>46,255</b>	<b>45,500</b>	<b>57,000</b>	<b>59,280</b>
Document Services		2,616	2,616	2,700	2,808
Investigation Services		686	20,000	27,040	28,122
<b>Professional Services</b>	<b>5250</b>	<b>3,302</b>	<b>22,616</b>	<b>29,740</b>	<b>30,930</b>
Employee Relations		30,048	3,000	10,000	10,400
Other		86,433	225,000	175,000	182,000
<b>Legal Services</b>	<b>5252</b>	<b>116,481</b>	<b>228,000</b>	<b>185,000</b>	<b>192,400</b>
Election Services		-	-	345,000	-
<b>Election Services</b>	<b>5262</b>	<b>-</b>	<b>-</b>	<b>345,000</b>	<b>-</b>
CA Bar License		523	832	865	900
CalPELRA		380	400	400	416
<b>Dues and Memberships</b>	<b>5274</b>	<b>903</b>	<b>1,232</b>	<b>1,265</b>	<b>1,316</b>
Educational Courses and Supplies		-	520	541	562
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>-</b>	<b>520</b>	<b>541</b>	<b>562</b>
Books and Periodicals		44	200	324	337
<b>Books and Periodicals</b>	<b>5280</b>	<b>44</b>	<b>200</b>	<b>324</b>	<b>337</b>
CalPELRA Conference		1,990	2,000	2,380	2,475
CSDA Board Secretary   Clerk Conference		681	2,000	2,380	2,475
Other Meetings and Travel		894	1,096	541	563
<b>Meetings and Travel</b>	<b>5284</b>	<b>3,564</b>	<b>5,096</b>	<b>5,301</b>	<b>5,513</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 124,476</b>	<b>\$ 303,669</b>	<b>\$ 624,850</b>	<b>\$ 291,044</b>

# HUMAN RESOURCES

## PURPOSE

The Human Resources Division is responsible for recruiting, hiring, employee relations, personnel policies and procedures, labor relations and negotiations, workers' compensation, employee record keeping, benefits administration, risk management oversight and retiree relations. The Human Resources staff act as advocates for both the District and the people who work for the District. The Human Resources Division goals include recruiting, developing, and retaining a diverse, well-qualified and professional workforce that reflects the high standards of the community we serve, and to lead the District in positive employee relations, talent management, succession planning, and employee engagement.

## 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. Maintain an ergonomically sound work environment.
9. Manage and administer the District's employee benefits program.
10. Provide prompt, courteous responses to employees seeking information or assistance.

## GOALS AND OBJECTIVES FOR FY 2024 | 25

1. Implement Enterprise Resource Planning (ERP) system.
2. Develop interface between pre-employment tracking and onboarding modules for new hires.
3. Administer hiring of Firefighter/Paramedics, Single Role Paramedics, and promotional exams.
4. Develop employees and expand recruiting efforts utilizing the District's scholarship program.
5. Expand the Scholarship program to include Dispatchers, Inspectors and EMS staff.

## STAFFING SUMMARY

Human Resources Generalist (2)

Administrative Technician

## HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Permanent Salaries	5110	\$ 233,787	\$ 241,128	\$ 312,075	\$ 347,461
FICA Contributions	5140	3,225	3,496	4,525	5,038
Retirement Contributions	5150	77,370	76,194	64,689	75,700
Employee Group Insurance	5160	71,195	67,549	79,315	108,605
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 385,576</b>	<b>\$ 388,367</b>	<b>\$ 460,604</b>	<b>\$ 536,804</b>
Office Supplies	5202	\$ 483	\$ 1,100	\$ 2,100	\$ 2,184
Postage	5204	24	150	337	350
Food Supplies	5222	182	800	2,500	2,600
Non-Safety Clothing	5226	606	850	1,000	1,040
Software and Licenses	5248	35,347	48,000	59,446	60,366
Professional Services	5250	178,763	132,510	326,650	130,365
Recruiting Costs	5251	160,117	181,613	147,831	195,944
Medical Services	5254	128,974	160,332	260,979	181,419
Specialized Printing	5272	639	1,600	3,225	3,354
Dues and Memberships	5274	4,639	6,384	9,210	9,579
Educational Courses and Supplies	5276	17,623	31,163	39,372	36,786
Books and Periodicals	5280	-	150	250	260
Recognition Supplies	5282	2,998	4,750	9,000	9,360
Meetings and Travel	5284	5,963	10,405	12,621	13,126
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 536,357</b>	<b>\$ 579,807</b>	<b>\$ 874,521</b>	<b>\$ 646,733</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 921,933</b>	<b>\$ 968,174</b>	<b>\$ 1,335,126</b>	<b>\$ 1,183,537</b>

## HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Office Supplies		\$ 483	\$ 600	\$ 900	\$ 936
Printer Supplies and Key Fobs		-	500	1,200	1,248
<b>Office Supplies</b>	<b>5202</b>	<b>483</b>	<b>1,100</b>	<b>2,100</b>	<b>2,184</b>
Postage and Freight		24	150	337	350
<b>Postage</b>	<b>5204</b>	<b>24</b>	<b>150</b>	<b>337</b>	<b>350</b>
Food Supplies		182	800	2,500	2,600
<b>Food Supplies</b>	<b>5222</b>	<b>182</b>	<b>800</b>	<b>2,500</b>	<b>2,600</b>
Uniforms - Staff		606	850	1,000	1,040
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>606</b>	<b>850</b>	<b>1,000</b>	<b>1,040</b>
ADP Professional Support		23,024	25,000	36,446	36,446
Applicant Tracking System		12,322	23,000	23,000	23,920
<b>Software and Licenses</b>	<b>5248</b>	<b>35,347</b>	<b>48,000</b>	<b>59,446</b>	<b>60,366</b>
Actuarial Study - Worker's Compensation		4,400	4,200	4,728	4,917
Administration Fees - Health Insurance		26,769	29,410	20,248	21,057
Administration Fees - PARS		3,600	3,600	4,050	4,211
Administration Fees - Section 125 Plan		3,956	4,300	5,000	5,200
Human Resources Consulting		132,992	90,000	90,000	92,250
ID Card Printing		400	1,000	2,625	2,730
Functional Fitness Program		6,647	-	200,000	-
<b>Professional Services</b>	<b>5250</b>	<b>178,763</b>	<b>132,510</b>	<b>326,650</b>	<b>130,365</b>



## HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Assessment Center - Battalion Chief		112	200	-	10,000
Assessment Center - Captain		38,087	18,500	-	20,000
Assessment Center - Engineer		5,965	17,500	-	20,000
Background Investigations		42,724	48,000	50,000	52,000
Fingerprint Services		1,909	1,300	2,559	2,661
Lodging		2,373	3,000	6,400	6,656
Miscellaneous Recruiting Costs		4,388	5,408	5,624	5,849
Physical Examinations		20,905	30,000	30,000	31,200
Polygraph and Psychological Tests		14,339	19,000	30,000	31,200
FireTEAM Test		-	1,000	2,000	2,080
Recruitment - Administrative		2,420	7,200	1,248	1,298
Recruitment - Communications Center		-	19,900	2,000	2,080
Recruitment - EMS		11,169	3,000	2,500	2,600
Recruitment - Firefighter/Paramedic		15,726	3,500	8,000	8,320
Recruitment - Management		-	4,105	-	-
Recruitment Video		-	-	7,500	-
<b>Recruiting Costs</b>	<b>5251</b>	<b>160,117</b>	<b>181,613</b>	<b>147,831</b>	<b>195,944</b>
DMV Physicals		-	500	1,125	1,170
Medical Consulting   Fitness for Duty		8,593	2,000	2,812	2,925
Miscellaneous Medical Services		-	500	562	585
Vaccines and Tests		2,786	500	3,375	3,510
Annual Wellness Exams		117,595	156,832	253,105	173,229
<b>Medical Services</b>	<b>5254</b>	<b>128,974</b>	<b>160,332</b>	<b>260,979</b>	<b>181,419</b>
Employee Materials and Handouts		222	100	225	234
Forms   Posters   Card Shells		417	1,500	3,000	3,120
<b>Specialized Printing</b>	<b>5272</b>	<b>639</b>	<b>1,600</b>	<b>3,225</b>	<b>3,354</b>
California Chamber of Commerce		1,099	1,100	1,100	1,144
CalPELRA		-	1,000	2,396	2,492
Consortium		3,540	3,540	4,050	4,211
Miscellaneous Dues and Memberships		-	500	1,440	1,497
Society for Human Resources		-	244	225	234
<b>Dues and Memberships</b>	<b>5274</b>	<b>4,639</b>	<b>6,384</b>	<b>9,210</b>	<b>9,579</b>

## HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Ethics Training		-	4,000	4,000	-
Harrassment Training		17,623	25,000	28,122	29,246
Workplace Violence Training		-	-	5,000	5,200
Miscellaneous On-Line Training		-	2,163	2,250	2,340
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>17,623</b>	<b>31,163</b>	<b>39,372</b>	<b>36,786</b>
Miscellaneous Subscriptions and Books		-	150	250	260
<b>Books and Periodicals</b>	<b>5280</b>	<b>-</b>	<b>150</b>	<b>250</b>	<b>260</b>
Employee Events		960	500	4,000	4,160
Miscellaneous Recognition Supplies		2,037	4,250	5,000	5,200
<b>Recognition Supplies</b>	<b>5282</b>	<b>2,998</b>	<b>4,750</b>	<b>9,000</b>	<b>9,360</b>
CalPELRA conference		2,881	5,192	5,399	5,615
Special Districts (CSDA) Workshops		360	2,000	2,272	2,363
SHRM Conference		2,722	1,477	3,150	3,276
NeoGov Conference		-	1,736	1,800	1,872
<b>Meetings and Travel</b>	<b>5284</b>	<b>5,963</b>	<b>10,405</b>	<b>12,621</b>	<b>13,126</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 536,357</b>	<b>\$ 579,807</b>	<b>\$ 874,521</b>	<b>\$ 646,733</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 Comprehensive Financial Report, 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 general ledger accounts and 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.
13. Maintain two-year budget and 10-year financial plan to provide long-term perspective for financial decision making and keep District on a fiscally sustainable path.
14. Maintain Government Finance Officers Association (GFOA) Certificate of Excellence in Financial Reporting.

## GOALS AND OBJECTIVES FOR FY 2024 | 25

1. Implement Enterprise Resource Planning (ERP) system – Phase 2.
2. Reestablish and enhance staffing in the Finance Division.

## STAFFING SUMMARY

Chief Financial Officer

Administrative Analyst

Accounting Technician

## FINANCE

10-25

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Permanent Salaries	5110	\$ 434,099	\$ 422,680	\$ 483,610	\$ 505,709
Permanent Overtime	5120	-	500	-	-
FICA Contributions	5140	6,140	6,129	7,012	7,333
Retirement Contributions	5150	136,899	134,726	101,587	111,263
Employee Group Insurance	5160	68,753	69,331	101,751	107,471
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 645,891</b>	<b>\$ 633,366</b>	<b>\$ 693,960</b>	<b>\$ 731,776</b>
Office Supplies	5202	\$ 11,284	\$ 10,000	\$ 10,500	\$ 10,920
Postage	5204	7,184	6,500	8,436	8,774
Computer and Electronic Supplies	5218	241	-	1,000	1,040
Food Supplies	5222	4,074	2,000	3,375	3,510
Non-Safety Clothing	5226	355	1,065	1,198	1,246
Maintenance and Repairs - Equipment	5236	-	1,300	500	520
Rents and Leases	5246	23,114	33,270	34,659	36,045
Software and Licenses	5248	33,725	38,717	55,078	21,463
Professional Services	5250	489,806	628,750	536,619	556,669
Specialized Printing	5272	3,043	2,897	3,500	3,640
Dues and Memberships	5274	1,473	1,750	1,924	2,000
Educational Courses and Supplies	5276	1,003	2,000	6,187	6,434
Books and Periodicals	5280	591	949	1,350	1,404
Meetings and Travel	5284	339	4,700	5,000	5,200
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 576,232</b>	<b>\$ 733,898</b>	<b>\$ 669,325</b>	<b>\$ 658,865</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,222,123</b>	<b>\$ 1,367,264</b>	<b>\$ 1,363,286</b>	<b>\$ 1,390,641</b>

**FINANCE**

**10-25**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Office Supplies - Administration		\$ 11,284	\$ 10,000	\$ 10,500	\$ 10,920
<b>Office Supplies</b>	<b>5202</b>	<b>11,284</b>	<b>10,000</b>	<b>10,500</b>	<b>10,920</b>
Postage		7,184	6,500	8,436	8,774
<b>Postage</b>	<b>5204</b>	<b>7,184</b>	<b>6,500</b>	<b>8,436</b>	<b>8,774</b>
Computer Equipment		241	0	1,000	1,040
<b>Computer and Electronic Supplies</b>	<b>5218</b>	<b>241</b>	-	<b>1,000</b>	<b>1,040</b>
Food Supplies		4,074	2,000	3,375	3,510
<b>Food Supplies</b>	<b>5222</b>	<b>4,074</b>	<b>2,000</b>	<b>3,375</b>	<b>3,510</b>
Uniforms		355	1,065	1,198	1,246
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>355</b>	<b>1,065</b>	<b>1,198</b>	<b>1,246</b>
Maintenance and Repairs - Equipment		-	1,300	500	520
<b>Maintenance and Repairs - Equipment</b>	<b>5236</b>	-	<b>1,300</b>	<b>500</b>	<b>520</b>
Color Copier - Administration		22,122	32,270	31,200	32,448
Postage Meter Lease		991	1,000	3,459	3,597
<b>Rents and Leases</b>	<b>5246</b>	<b>23,114</b>	<b>33,270</b>	<b>34,659</b>	<b>36,045</b>
Enterprise Resource Planning		-	-	21,463	21,463
Payroll Service - Administration Fees		25,992	30,312	25,000	-
Sage Software Maintenance		7,733	8,405	8,615	-
<b>Software and Licenses</b>	<b>5248</b>	<b>33,725</b>	<b>38,717</b>	<b>55,078</b>	<b>21,463</b>

**FINANCE**

**10-25**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Actuarial Services		1,206	12,300	13,836	14,389
Ambulance Collection Fees		268,976	309,409	300,000	312,000
Audit Fees		16,893	31,200	33,746	35,096
Bank & Credit Card Fees		25,545	29,061	25,000	26,000
CAFR Overlapping Debt Schedule		550	550	550	572
COP - Annual Trustee Fees		6,600	6,600	6,600	6,864
COP Arbitrage Analysis		2,000	1,200	1,200	1,248
Credit Rating Agency			1,000	1,000	
Financial Consulting		100,393	88,021	90,000	93,600
GEMT Administrative Fee		-	9,500	1,687	1,755
GEMT Cost Report		33,503	10,000	12,000	12,480
Investment Advisory Services		9,450	27,787	25,000	25,625
Payroll Service		-	76,122	-	-
Property Tax Consulting		24,690	26,000	26,000	27,040
<b>Professional Services</b>	<b>5250</b>	<b>489,806</b>	<b>628,750</b>	<b>536,619</b>	<b>556,669</b>
Annual Comprehensive Financial Report		1,413	1,200	1,200	1,248
Budget Document		1,254	1,191	1,200	1,248
Check Printing		302	300	550	572
Shift Calendars		74	206	550	572
<b>Specialized Printing</b>	<b>5272</b>	<b>3,043</b>	<b>2,897</b>	<b>3,500</b>	<b>3,640</b>
California Society of Municipal Finance Officers		225	250	346	360
Government Finance Officers Association		430	500	577	600
Other		818	1,000	1,000	1,040
<b>Dues and Memberships</b>	<b>5274</b>	<b>1,473</b>	<b>1,750</b>	<b>1,924</b>	<b>2,000</b>
CSMFO, GFOA, MFI Training		1,003	2,000	6,187	6,434
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>1,003</b>	<b>2,000</b>	<b>6,187</b>	<b>6,434</b>
GFOA/CAFR Submission Fee		460	649	675	702
Newspaper		131	300	675	702
<b>Books and Periodicals</b>	<b>5280</b>	<b>591</b>	<b>949</b>	<b>1,350</b>	<b>1,404</b>
CCCERA, CSDA, GFOA, CSMFO, MFI		339	4,700	5,000	5,200
<b>Meetings and Travel</b>	<b>5284</b>	<b>339</b>	<b>4,700</b>	<b>5,000</b>	<b>5,200</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 576,232</b>	<b>\$ 733,898</b>	<b>\$ 669,325</b>	<b>\$ 658,865</b>





# COMMUNITY RISK REDUCTION

## PURPOSE

The Community Risk Reduction Division contributes to community safety and prosperity through the systematic mitigation of risk. Staff works with the development community, partner agencies, community stakeholders, and residents to maintain and enhance safety through education, engineering, evaluation, and enforcement.

## STANDARD LEVEL OF PERFORMANCE

1. Provide courteous service to all customers, ensuring timely resolution of their needs with transparent communication and realistic expectations.
2. Execute community development initiatives focused on long-term goals, ensuring that infrastructure incorporates fire and life safety elements for both the public and emergency responders.
3. Conduct engineering activities and inspections of construction projects promptly, ensuring adherence to fire and life safety codes and standards.
4. Conduct code compliance activities and investigate potential hazards, meeting 100% inspection of targeted occupancies and properties, while ensuring compliance with fire and life safety codes and all standards, including the Exterior Hazard Abatement Program.
5. Provide community education programs collaboratively with partner agencies and stakeholders, offering instruction on fire safety, life safety, community health and emergency preparedness.
6. Continue ongoing staff development to assure personnel are adequately qualified to meet both present and future requirements.

7. Continue to oversee and develop the emergency management and preparedness activities in accordance with the directives of the Citizen Corps Council.
8. Administer Division policies, contracts, standards, ordinances and fee schedules.
9. Continue to work with regional agencies to minimize amendments and provide uniform application of the adopted Fire Code.

## GOALS AND OBJECTIVES FOR FY 2024 | 25

1. Continue to monitor and evaluate efficiency and effectiveness of the Community Risk Reduction Division.
2. Ensure compliance with 2022 Fire Code and adopted ordinance.
3. Maintain inspection schedules to comply with NFPA standard for inspecting high/moderate/low hazard occupancies as adopted by the Fire Board.
4. Review fee structure and conduct fee assessment for all plan review and inspection fees to simplify fees and ensure fees align with services delivered.
5. Increase HEARTSafe training to various community clubs and public events utilizing our Pulse Point relationship.
6. Conduct focus groups with diverse communities within the District to meet multicultural community needs for emergency preparedness.
7. Use fire mitigation modeling to identify critical fire paths and develop workplans to reduce fire hazards.

## STAFFING SUMMARY

Fire Marshal

Community Risk Reduction Inspector (2)

Office Assistant

Community Risk Reduction Inspector Trainee

CERT Coordinator Part-Time

District Aides Part-Time (18)

**COMMUNITY RISK REDUCTION**

**10-30**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Permit Fees	4305	\$ 8,404	\$ 8,656	\$ 8,916	\$ 9,183
Inspection Fees	4310	15,857	93,666	96,476	99,370
Plan Review Fees	4315	604,569	639,333	658,513	678,268
Weed Abatement Charges	4320	3,256	3,162	3,257	3,355
Administrative Citations	4325	-	4,500	-	-
Reports/Photocopies	4350	1,170	2,611	2,000	2,000
<b>TOTAL REVENUES</b>		<b>\$ 633,256</b>	<b>\$ 751,928</b>	<b>\$ 769,162</b>	<b>\$ 792,176</b>
Permanent Salaries	5110	\$ 461,238	\$ 435,960	\$ 512,880	\$ 564,895
Temporary Salaries	5115	-	258,434	431,011	431,011
Permanent Overtime	5120	82,017	25,000	25,000	25,000
FICA Contributions	5140	8,101	10,885	14,049	14,803
Retirement Contributions	5150	147,031	148,084	91,627	123,372
Employee Group Insurance	5160	73,118	90,364	94,356	133,517
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 771,505</b>	<b>\$ 968,727</b>	<b>\$ 1,168,923</b>	<b>\$ 1,292,598</b>
Postage	5204	\$ 3,649	\$ 3,820	\$ 4,333	\$ 4,506
Small Tools and Equipment	5210	2,679	2,800	2,500	2,600
Computer and Electronic Supplies	5218	-	-	-	-
Food Supplies	5222	396	500	1,000	1,040
Safety Clothing	5224	245	600	2,704	2,812
Non-Safety Clothing	5226	30	7,000	8,000	8,320
Maintenance and Repairs - Equipment	5236	-	-	-	-
Software and Licenses	5248	23,735	27,466	53,260	55,154
Professional Services	5250	71,148	72,500	80,000	83,200
Legal Notices	5270	791	450	500	520
Specialized Printing	5272	-	500	2,450	2,748
Dues and Memberships	5274	21,005	1,082	1,114	1,160
Educational Courses and Supplies	5276	3,369	800	6,000	6,100
Public Education Supplies	5278	3,218	20,518	22,600	23,840
Books and Periodicals	5280	3,723	2,600	3,300	5,600
Meetings and Travel	5284	5,394	2,000	3,000	3,120
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 139,382</b>	<b>\$ 142,636</b>	<b>\$ 190,761</b>	<b>\$ 200,720</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 910,887</b>	<b>\$ 1,111,363</b>	<b>\$ 1,359,684</b>	<b>\$ 1,493,318</b>

## COMMUNITY RISK REDUCTION

10-30

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Bulk Mail Maintenance Account		\$ 290	\$ 320	\$ 333	\$ 346
Exterior Hazard Abatement Mailing		3,359	3,500	4,000	4,160
Public Safety Mailers		-	-	-	-
<b>Postage</b>	<b>5204</b>	<b>3,649</b>	<b>3,820</b>	<b>4,333</b>	<b>4,506</b>
Inspector Tools		2,679	2,800	2,500	2,600
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>2,679</b>	<b>2,800</b>	<b>2,500</b>	<b>2,600</b>
Staff Meals - Public Education Events		396	500	1,000	1,040
<b>Food Supplies</b>	<b>5222</b>	<b>396</b>	<b>500</b>	<b>1,000</b>	<b>1,040</b>
Uniforms		245	600	2,704	2,812
<b>Safety Clothing</b>	<b>5224</b>	<b>245</b>	<b>600</b>	<b>2,704</b>	<b>2,812</b>
Non-Safety Uniform Replacement		30	7,000	8,000	8,320
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>30</b>	<b>7,000</b>	<b>8,000</b>	<b>8,320</b>
Document Imaging		3,104	-	-	-
Electronic Plan Submittal		2,379	-	-	-
Plan Review		297	327	400	416
Fire Mitigation Modeling		-	-	15,000	15,000
Cloud Storage		-	3,749	-	-
Public Notification		5,500	5,500	5,500	5,720
Project Permit Management		12,455	17,890	18,920	20,040
Case Management		-	-	13,440	13,978
<b>Software and Licenses</b>	<b>5248</b>	<b>23,735</b>	<b>27,466</b>	<b>53,260</b>	<b>55,154</b>
Compliance Inspection Services		36,960	30,000	40,000	41,600
Plan Review Services   PPE		34,188	40,000	30,000	31,200
Weed Abatement Contractor		-	2,500	10,000	10,400
<b>Professional Services</b>	<b>5250</b>	<b>71,148</b>	<b>72,500</b>	<b>80,000</b>	<b>83,200</b>

**COMMUNITY RISK REDUCTION**

**10-30**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Publication of Legal Notices		791	450	500	520
<b>Legal Notices</b>	<b>5270</b>	<b>791</b>	<b>450</b>	<b>500</b>	<b>520</b>
Business Cards		-	350	450	468
Citation Books		-	150	-	200
Public Education Brochure		-	-	2,000	2,080
<b>Specialized Printing</b>	<b>5272</b>	<b>-</b>	<b>500</b>	<b>2,450</b>	<b>2,748</b>
CCAI		-	100	115	120
Citizen Corps Council		10,000	-	-	-
ICC		265	300	300	312
NFPA		175	216	225	234
NorCal FPO		55	216	225	234
Other		260	-	-	-
Street Smarts		10,000	-	-	-
Youth Firesetter		250	250	250	260
<b>Dues and Memberships</b>	<b>5274</b>	<b>21,005</b>	<b>1,082</b>	<b>1,114</b>	<b>1,160</b>
Education Courses and Supplies		3,369	800	2,500	2,600
District Scholarship Program		-	-	3,500	3,500
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>3,369</b>	<b>800</b>	<b>6,000</b>	<b>6,100</b>
Smoke Detector Program		-	1,468	1,600	2,000
Public Education Program Supplies		2,110	11,050	13,000	13,520
Fire Prevention Month		1,108	8,000	8,000	8,320
<b>Public Education Supplies</b>	<b>5278</b>	<b>3,218</b>	<b>20,518</b>	<b>22,600</b>	<b>23,840</b>
Code books		197	600	800	3,000
Miscellaneous Books and Periodicals		984	200	500	520
NFPA Standards Online Subscription		2,542	1,800	2,000	2,080
<b>Books and Periodicals</b>	<b>5280</b>	<b>3,723</b>	<b>2,600</b>	<b>3,300</b>	<b>5,600</b>
Meetings and Travel		5,394	2,000	3,000	3,120
<b>Meetings and Travel</b>	<b>5284</b>	<b>5,394</b>	<b>2,000</b>	<b>3,000</b>	<b>3,120</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 139,382</b>	<b>\$ 142,636</b>	<b>\$ 190,761</b>	<b>\$ 200,720</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 2024 | 25

1. Assess staffing and contract opportunities with outside agencies to optimize costs and resources.
2. Evaluate and if feasible, implement additional station alerting features consistent with station needs.
3. Manage the oversight and implementation of all technical equipment at the new training facility.
4. Evaluate Tablet Command as a mobile solution to replace Mobile Data Terminals (MDC's).

## STAFFING SUMMARY

Public Safety Systems Specialist



**TECHNOLOGY**

**20-35**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>ACTUAL FY 22-23</b>	<b>ESTIMATED ACTUAL FY 23-24</b>	<b>PROPOSED BUDGET FY 24-25</b>	<b>PROJECTED BUDGET FY 25-26</b>
Permanent Salaries	5110	\$ 210,251	\$ 201,346	\$ 107,241	\$ 223,027
Permanent Overtime	5120	15,719	10,000	7,500	7,500
FICA Contributions	5140	3,226	3,065	1,664	3,343
Retirement Contributions	5150	69,171	63,107	23,277	50,604
Employee Group Insurance	5160	40,854	39,955	16,709	45,012
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 339,221</b>	<b>\$ 317,473</b>	<b>\$ 156,391</b>	<b>\$ 329,486</b>
Office Supplies	5202	\$ 9,167	\$ 9,000	\$ 10,500	\$ 10,920
Telecommunications	5206	200,539	204,800	244,013	253,774
Computer and Electronic Supplies	5218	7,299	4,000	4,000	4,160
Radio Equipment and Supplies	5219	1,966	10,000	10,000	10,400
Media Supplies	5220	-	1,000	5,000	5,200
Food Supplies	5222	-	350	500	520
Non-Safety Clothing	5226	892	1,000	500	520
Maintenance and Repairs - Radio	5238	17,529	16,000	77,222	80,311
Rents and Leases	5246	42,210	47,838	55,000	57,200
Software and Licenses	5248	123,281	112,132	146,978	127,315
Professional Services	5250	856,856	1,079,944	986,847	990,768
Communication Services	5258	95,040	91,800	107,267	111,557
Specialized Printing	5272	-	1,000	5,624	5,849
Dues and Memberships	5274	596	800	800	832
Meetings and Travel	5284	4,841	5,000	5,000	5,200
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 1,360,215</b>	<b>\$ 1,584,664</b>	<b>\$ 1,659,251</b>	<b>\$ 1,664,526</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,699,436</b>	<b>\$ 1,902,137</b>	<b>\$ 1,815,642</b>	<b>\$ 1,994,012</b>

**TECHNOLOGY  
20-35**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Office Supplies		\$ 470	\$ 3,000	\$ 500	\$ 520
Printer toner cartridges		8,697	6,000	10,000	10,400
<b>Office Supplies</b>	<b>5202</b>	<b>9,167</b>	<b>9,000</b>	<b>10,500</b>	<b>10,920</b>
Cell Phone and Data Services		136,610	120,000	140,608	146,232
Fire Dispatch		4,800	4,800	5,399	5,615
Internet Fax Service		0	1,000	900	936
Internet Service		24,014	21,000	23,622	24,567
Pager Service		7,548	8,000	10,686	11,114
Phone Maintenance		65	5,000	5,624	5,849
Phone and Network Service		27,501	35,000	45,925	47,762
Satellite Phone Service		0	10,000	11,249	11,699
<b>Telecommunications</b>	<b>5206</b>	<b>200,539</b>	<b>204,800</b>	<b>244,013</b>	<b>253,774</b>
Computer Supplies and Parts		7,299	4,000	4,000	4,160
<b>Computer and Electronic Supplies</b>	<b>5218</b>	<b>7,299</b>	<b>4,000</b>	<b>4,000</b>	<b>4,160</b>
Radios and Components		1,966	10,000	10,000	10,400
<b>Radio Equipment and Supplies</b>	<b>5219</b>	<b>1,966</b>	<b>10,000</b>	<b>10,000</b>	<b>10,400</b>
Media Supplies		-	1,000	5,000	5,200
<b>Media Supplies</b>	<b>5220</b>	<b>-</b>	<b>1,000</b>	<b>5,000</b>	<b>5,200</b>
Food Supplies		-	350	500	520
<b>Food Supplies</b>	<b>5222</b>	<b>-</b>	<b>350</b>	<b>500</b>	<b>520</b>
Uniforms		892	1,000	500	520
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>892</b>	<b>1,000</b>	<b>500</b>	<b>520</b>
Hardware Maintenance - Disp. & Admin UPS		1,016	1,000	2,475	2,574
Miscellaneous Maintenance and Repairs		4,880	5,000	22,497	23,397
Fire Station Alerting		11,303	-	11,755	12,225
Radio Maintenance and Repairs		330	10,000	40,495	42,115
<b>Maintenance and Repairs - Radio</b>	<b>5238</b>	<b>17,529</b>	<b>16,000</b>	<b>77,222</b>	<b>80,311</b>
Microwave Services - Lease		42,210	47,838	55,000	57,200
<b>Rents and Leases</b>	<b>5246</b>	<b>42,210</b>	<b>47,838</b>	<b>55,000</b>	<b>57,200</b>

**TECHNOLOGY  
20-35**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Adobe Acrobat		4,757	5,500	5,000	5,200
Cloud Storage		-	-	4,500	4,680
Cyber Security Training		-	4,374	5,000	5,200
Database Reporting		-	-	-	-
Microsoft Office Licensing		28,560	20,000	-	-
Miscellaneous Maintenance		4,060	5,408	5,624	5,849
Records Management		42,869	40,000	50,000	52,000
Remote Access		2,565	5,000	-	-
Scheduling software		24,513	13,650	15,354	15,969
SitStat		-	-	-	-
Tablet Command		-	-	45,000	22,000
Video Teleconferencing		7,252	7,500	3,000	3,120
Website		8,705	9,200	10,000	9,710
Wildcard SSL secure sites		-	1,500	3,500	3,588
<b>Software and Licenses</b>	<b>5248</b>	<b>123,281</b>	<b>112,132</b>	<b>146,978</b>	<b>127,315</b>
MDC and Modem HaaS		193,200	194,400	92,397	96,093
Professional Services - Other		-	2,500	5,624	5,849
DNI: Technology Services Contract		663,656	883,044	888,826	888,826
<b>Professional Services</b>	<b>5250</b>	<b>856,856</b>	<b>1,079,944</b>	<b>986,847</b>	<b>990,768</b>
EBRCS - Subscriber Fees		95,040	91,800	107,267	111,557
<b>Communication Services</b>	<b>5258</b>	<b>95,040</b>	<b>91,800</b>	<b>107,267</b>	<b>111,557</b>
Map Books		-	1,000	5,624	5,849
<b>Specialized Printing</b>	<b>5272</b>	<b>-</b>	<b>1,000</b>	<b>5,624</b>	<b>5,849</b>
APCO		194	200	200	208
CAP10		-	200	200	208
MISAC		260	200	200	208
NENA		142	200	200	208
<b>Dues and Memberships</b>	<b>5274</b>	<b>596</b>	<b>800</b>	<b>800</b>	<b>832</b>
Meetings and Travel		4,841	5,000	5,000	5,200
<b>Meetings and Travel</b>	<b>5284</b>	<b>4,841</b>	<b>5,000</b>	<b>5,000</b>	<b>5,200</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 1,360,215</b>	<b>\$ 1,584,664</b>	<b>\$ 1,659,251</b>	<b>\$ 1,664,526</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 public.
3. Continually review the current standards of care and practice in Law, Fire, Emergency Medical Dispatch, and other areas of Public Safety Telecommunications.
4. Maintain an Accredited Center of Excellence (ACE) standing from the International Academy of Emergency Dispatch in utilizing Medical and Fire Protocols.
5. Ensure that all communications center personnel are trained to appropriate industry standards.

## GOALS AND OBJECTIVES FOR FY 2024 | 25

1. Implement CAD to CAD interface with Alameda and Contra Costa County Fire Agencies.
2. Develop and implement a scholarship program for Public Safety Dispatch position.
3. Evaluate organizational structure of supervisor/management roles within the Division.
4. Evaluate Tablet Command as a mobile solution to replace Mobile Data Terminals (MDC's).

5. Apply for Reaccreditation of Emergency Fire Dispatch (EFD).
6. Develop training procedures and policy for new Mobile Communications Unit.

## STAFFING SUMMARY

Communications Center Manager

Dispatch Supervisor (3)

Public Safety Dispatcher II (9)

Geographic Information Systems Analyst

Public Safety Dispatcher Trainee

Project Assistant (Part-Time) (2)

**COMMUNICATIONS CENTER  
20-38**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Consolidated Dispatch Services	4252	\$ -	\$ 2,115,604	\$ 1,970,224	\$ 1,976,378
CalOES 911	4240	-	-	30,192	30,192
<b>TOTAL REVENUES</b>		<b>\$ -</b>	<b>\$ 2,115,604</b>	<b>\$ 2,000,416</b>	<b>\$ 2,006,570</b>
Permanent Salaries	5110	\$ 2,260,859	\$ 2,335,860	\$ 2,241,607	\$ 2,463,172
Temporary Salaries	5115	46,458	60,000	194,793	85,238
Permanent Overtime	5120	414,577	708,634	410,000	410,000
FICA Contributions	5140	39,000	45,015	41,273	42,897
Retirement Contributions	5150	706,785	669,397	409,542	473,611
Employee Group Insurance	5160	281,405	280,346	309,134	326,579
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 3,749,084</b>	<b>\$ 4,099,252</b>	<b>\$ 3,606,349</b>	<b>\$ 3,801,497</b>
Office Supplies	5202	\$ 1,135	\$ 3,100	\$ 3,487	\$ 3,627
Telecommunications	5206	6,018	39,542	44,815	46,608
Small Tools and Equipment	5210	2,058	5,000	11,249	11,699
Computer and Electronic Supplies	5218	634	3,500	6,187	6,434
Food Supplies	5222	-	4,200	2,000	2,080
Safety Clothing	5224	100	1,000	3,937	4,095
Non-Safety Clothing	5226	1,879	2,000	5,500	5,720
Maintenance & Repairs - Computers, Radios and Electronics	5238	23,354	34,030	34,992	36,392
Software and Licenses	5248	177,155	175,450	195,253	203,063
Professional Services	5250	354,734	358,000	715,910	744,547
Dues and Memberships	5274	1,686	1,600	2,625	2,730
Educational Courses and Supplies	5276	5,621	5,000	27,387	28,482
Books and Periodicals	5280	100	2,500	5,624	5,849
Meetings and Travel	5284	16,503	5,000	20,248	21,058
		<b>\$ 590,976</b>	<b>\$ 639,922</b>	<b>\$ 1,079,215</b>	<b>\$ 1,122,384</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,340,060</b>	<b>\$ 4,739,174</b>	<b>\$ 4,685,563</b>	<b>\$ 4,923,881</b>

**COMMUNICATIONS CENTER**

**20-38**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Office Supplies		\$ 1,135	\$ 3,100	\$ 3,487	\$ 3,627
<b>Office Supplies</b>	<b>5202</b>	<b>1,135</b>	<b>3,100</b>	<b>3,487</b>	<b>3,627</b>
Language Line Services		1	250	562	585
Phone Maintenance		-	2,000	2,250	2,340
Phone and Network Service		2,417	3,500	7,762	8,072
CalOES911		-	30,192	30,192	31,400
Satellite Internet Service		3,600	3,600	4,050	4,211
<b>Telecommunications</b>	<b>5206</b>	<b>6,018</b>	<b>39,542</b>	<b>44,815</b>	<b>46,608</b>
Small Tools and Equipment		2,058	5,000	11,249	11,699
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>2,058</b>	<b>5,000</b>	<b>11,249</b>	<b>11,699</b>
Computer Supplies and Parts		634	1,500	2,812	2,925
Printer Toner		-	2,000	3,375	3,510
<b>Computer and Electronic Supplies</b>	<b>5218</b>	<b>634</b>	<b>3,500</b>	<b>6,187</b>	<b>6,434</b>
Food Supplies		-	4,200	2,000	2,080
<b>Food Supplies</b>	<b>5222</b>	<b>-</b>	<b>4,200</b>	<b>2,000</b>	<b>2,080</b>
Safety Clothing and Supplies		100	1,000	3,937	4,095
<b>Safety Clothing</b>	<b>5224</b>	<b>100</b>	<b>1,000</b>	<b>3,937</b>	<b>4,095</b>
Non-Safety Clothing		1,879	2,000	5,500	5,720
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>1,879</b>	<b>2,000</b>	<b>5,500</b>	<b>5,720</b>
Communications Center Headsets		-	1,000	1,125	1,170
EMD ACE Re-Accredit Maint Plan		-	1,000	1,125	1,170
Firewall Connection - PD to Comm		-	1,680	-	-
Hardware Maintenance - Disp. Audio Logger		19,100	9,550	9,620	10,005
Hardware Maintenance - Dispatch UPS		4,254	3,800	4,000	4,160
Hardware Maintenance - Servers		-	2,000	2,250	2,340
Maintenance & Repair - Miscellaneous		-	5,000	5,624	5,849
Maintenance & Repair - Radio		-	10,000	11,249	11,699
<b>Maintenance &amp; Repairs - Computers, Radios and Electronics</b>	<b>5238</b>	<b>23,354</b>	<b>34,030</b>	<b>34,992</b>	<b>36,392</b>



**COMMUNICATIONS CENTER**

**20-38**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
CAD/RMS		147,506	144,000	161,980	168,460
Customer Services Survey		4,770	5,500	6,000	6,240
EFD		7,785	7,680	7,680	7,987
EMD		8,435	7,680	7,680	7,987
GIS		8,659	7,090	7,975	8,294
Reddinet		-	3,500	3,937	4,095
<b>Software and Licenses</b>	<b>5248</b>	<b>177,155</b>	<b>175,450</b>	<b>195,253</b>	<b>203,063</b>
Call Review Services - EFD		16,975	20,000	28,122	29,246
Call Review Services - EMD		23,875	20,000	28,122	29,246
DNI: Hardware   Software Services		313,884	318,000	659,667	686,054
<b>Professional Services</b>	<b>5250</b>	<b>354,734</b>	<b>358,000</b>	<b>715,910</b>	<b>744,547</b>
Memberships		1,593	800	1,500	1,560
Recertification Fees - EMD   EFD		93	800	1,125	1,170
<b>Dues and Memberships</b>	<b>5274</b>	<b>1,686</b>	<b>1,600</b>	<b>2,625</b>	<b>2,730</b>
APCO Certification Training		210	3,000	3,375	3,510
EFD Certification Training		93	500	562	585
EMD   EFD Back-up Tablets		-	-	1,125	1,170
EMD Certification Training		47	500	562	585
POST Training		134	500	562	585
District Scholarship Program		-	-	1,200	1,248
Communications Center Manager Training		5,137	500	20,000	20,800
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>5,621</b>	<b>5,000</b>	<b>27,387</b>	<b>28,482</b>
Cross Directory Renewals		-	1,000	2,250	2,340
Mapping Resources		-	1,000	2,250	2,340
Reference Books		100	500	1,125	1,170
<b>Books and Periodicals</b>	<b>5280</b>	<b>100</b>	<b>2,500</b>	<b>5,624</b>	<b>5,849</b>
Meetings and Travel		16,503	5,000	20,248	21,058
<b>Meetings and Travel</b>	<b>5284</b>	<b>16,503</b>	<b>5,000</b>	<b>20,248</b>	<b>21,058</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 590,976</b>	<b>\$ 639,922</b>	<b>\$ 1,079,215</b>	<b>\$ 1,122,384</b>



# EMERGENCY PREPAREDNESS | EOC

## PURPOSE

The Emergency Management Preparedness Division provides the support, tools and resources to ensure that the District can build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all types of hazards.

## STANDARD LEVEL OF PERFORMANCE

1. Continue to manage and develop the emergency management and preparedness activities consistent with the Citizen Corps Council directives.
2. Participate in updating the Contra Costa County Local Hazard Mitigation Plan.

## GOALS AND OBJECTIVES FOR FY 2024 | 25

1. Deliver EOC/ICS training to District and City of San Ramon employees.
2. Conduct joint exercises of the new EOC with the City of San Ramon.
3. Monitor impacts of Fire Severity Zone map updates and continue assisting residents with insurance cancellation questions.
4. Develop a Transition/Succession Plan for the Emergency Preparedness Coordinator position.
5. Develop a Self Study Training Archive for the Fire Investigation Team.
6. Continue training, report reviews, mentoring, investigative scene support and case follow-up for the District's Fire Investigators.

**STAFFING SUMMARY**

Emergency Preparedness Coordinator

**EMERGENCY PREPAREDNESS | EOC**

**20-40**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
City of San Ramon	4252	\$ -	\$ 103,416	\$ 94,667	\$ 98,516
<b>TOTAL REVENUES</b>		<b>\$ -</b>	<b>\$ 103,416</b>	<b>\$ 94,667</b>	<b>\$ 98,516</b>
Permanent Salaries	5110	\$ 120,461	\$ 130,169	\$ 134,676	\$ 138,716
FICA Contributions	5140	1,719	1,887	1,953	2,011
Retirement Contributions	5150	32,360	45,846	29,231	31,474
Employee Group Insurance	5160	14,822	20,058	23,475	24,831
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 169,361</b>	<b>\$ 197,960</b>	<b>\$ 189,335</b>	<b>\$ 197,032</b>
Office Supplies	5202	\$ -	\$ 500	\$ 2,704	\$ 2,812
Small Tools and Equipment	5210	2,425	500	2,704	2,812
Miscellaneous Supplies	5212	75	500	104	107
Food Supplies	5222	-	250	500	520
Rents and Leases	5246	-	1,680	5,040	5,242
Software and Licenses	5248	-	1,000	1,750	1,820
Specialized Printing	5272	-	-	1,500	1,560
Educational Courses and Supplies	5276	3,996	4,000	22,400	23,296
Books and Periodicals	5280	822	750	2,200	2,288
Meetings and Travel	5284	2,156	500	2,600	2,704
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 9,475</b>	<b>\$ 9,680</b>	<b>\$ 41,502</b>	<b>\$ 43,161</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 178,836</b>	<b>\$ 207,640</b>	<b>\$ 230,837</b>	<b>\$ 240,193</b>

**EMERGENCY PREPAREDNESS | EOC**

**20-40**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Office Supplies		\$ -	\$ 500	\$ 2,704	\$ 2,812
<b>Office Supplies</b>	<b>5202</b>	<b>-</b>	<b>500</b>	<b>2,704</b>	<b>2,812</b>
Small Tools and Equipment		2,425	500	2,704	2,812
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>2,425</b>	<b>500</b>	<b>2,704</b>	<b>2,812</b>
Miscellaneous Supplies		75	500	104	107
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>75</b>	<b>500</b>	<b>104</b>	<b>107</b>
Food Supplies		-	250	500	520
<b>Food Supplies</b>	<b>5222</b>	<b>-</b>	<b>250</b>	<b>500</b>	<b>520</b>
Copier Maintenance Agreement		-	1,680	5,040	5,242
<b>Rents and Leases</b>	<b>5246</b>	<b>-</b>	<b>1,680</b>	<b>5,040</b>	<b>5,242</b>
EOC Shared Work Platform		-	-	1,000	1,040
Emergency Activation Notification		-	-	750	780
Simulation software		-	1,000	-	-
<b>Software and Licenses</b>	<b>5248</b>	<b>-</b>	<b>1,000</b>	<b>1,750</b>	<b>1,820</b>
Training materials		-	-	1,500	1,560
<b>Specialized Printing</b>	<b>5272</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>1,560</b>
EOC Supplies		3,631	1,500	4,500	4,680
EOC Training		365	2,500	17,900	18,616
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>3,996</b>	<b>4,000</b>	<b>22,400</b>	<b>23,296</b>
Training Library Reference Material		822	750	2,200	2,288
<b>Books and Periodicals</b>	<b>5280</b>	<b>822</b>	<b>750</b>	<b>2,200</b>	<b>2,288</b>
EOC and Emergency Preparedness		2,156	500	2,600	2,704
<b>Meetings and Travel</b>	<b>5284</b>	<b>2,156</b>	<b>500</b>	<b>2,600</b>	<b>2,704</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>9,475</b>	<b>\$ 9,680</b>	<b>\$ 41,502</b>	<b>\$ 43,161</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.
6. Provide independent Hazardous Materials Compliance Reporting service to align with increased County Health Services reporting requirements.

## GOALS AND OBJECTIVES FOR FY 2024 | 25

1. Oversee the completion of the District's Fire Training Tower/Facility (Project Manager).
2. Develop options for use of Old Station 32.

3. Identify options for relocation of Station 39 to a more central location to better serve the community.
4. Work with facilities committee to prioritize station construction (Station 39, 31).

## STAFFING SUMMARY

Deputy Chief<sup>1</sup>

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<sup>1</sup> Deputy Chief budgeted under Emergency Operations (30-55).



## FACILITIES

20-45

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Temporary Salaries	5115	\$ 211,295	\$ -	\$ -	\$ -
FICA Contributions	5140	3,064	-	-	-
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 214,359</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Utilities	5208	\$ 492,779	\$ 479,661	\$ 518,303	\$ 539,035
Small Tools and Equipment	5210	15,082	12,000	20,000	20,800
Miscellaneous Supplies	5212	6,207	13,500	16,873	17,548
Non-Safety Clothing	5226	4,392	-	-	-
Household Supplies	5228	74,639	63,245	53,375	55,510
Central Garage - Gas	5232	31,101	26,000	31,873	33,148
Maintenance and Repairs - Equipment	5236	157,233	94,348	111,038	115,479
Maintenance and Repairs - Buildings	5240	156,918	185,100	189,496	197,076
Maintenance and Repairs - Grounds	5242	70,980	69,000	87,059	90,541
Rents and Leases	5246	5,295	10,200	7,874	8,189
Professional Services	5250	9,988	10,428	10,124	10,529
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 1,024,614</b>	<b>\$ 963,482</b>	<b>\$ 1,046,015</b>	<b>\$ 1,087,855</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,238,972</b>	<b>\$ 963,482</b>	<b>\$ 1,046,015</b>	<b>\$ 1,087,855</b>

**FACILITIES  
20-45**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Cable and Satellite Services		\$ 14,010	\$ 14,061	\$ 14,623	\$ 15,208
Gas and Electricity		311,408	300,000	324,480	337,459
Propane Tanks		4,756	6,500	7,874	8,189
Property Taxes		10,524	11,620	11,811	12,284
Sewer		11,034	12,480	13,498	14,038
Waste Services		74,234	60,000	64,896	67,492
Water		66,813	75,000	81,120	84,365
<b>Utilities</b>	<b>5208</b>	<b>492,779</b>	<b>479,661</b>	<b>518,303</b>	<b>539,035</b>
Miscellaneous Equipment and Furniture		15,082	12,000	20,000	20,800
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>15,082</b>	<b>12,000</b>	<b>20,000</b>	<b>20,800</b>
Miscellaneous Supplies		6,207	13,500	16,873	17,548
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>6,207</b>	<b>13,500</b>	<b>16,873</b>	<b>17,548</b>
Non-Safety Clothing		4,392	-	-	-
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>4,392</b>	<b>-</b>	<b>-</b>	<b>-</b>
Miscellaneous Household Supplies		68,948	60,000	50,000	52,000
Water Service/Softener		5,691	3,245	3,375	3,510
<b>Household Supplies</b>	<b>5228</b>	<b>74,639</b>	<b>63,245</b>	<b>53,375</b>	<b>55,510</b>
CUPA /SPCC		18,468	10,000	11,249	11,699
Generator Permit Fees/BAAQMD		12,633	15,000	15,000	15,600
HazMat Permit Fees		-	1,000	5,624	5,849
<b>Central Garage - Gas</b>	<b>5232</b>	<b>31,101</b>	<b>26,000</b>	<b>31,873</b>	<b>33,148</b>
Fuel Tank & Pump		44,296	20,000	20,000	20,800
HVAC Maintenance and Repairs		23,173	25,000	23,546	24,488
Generators		41,093	32,448	33,746	35,096
Workout Equipment - Preventative		2,186	2,200	4,499	4,679
Workout Equipment Repairs		1,048	2,200	4,499	4,679
Oil Separator Clean-Out		10,035	5,000	11,249	11,699
Miscellaneous Equipment Repairs		33,146	6,000	10,124	10,529
Extinguisher Maintenance		2,257	1,500	3,375	3,510
<b>Maintenance and Repairs - Equipment</b>	<b>5236</b>	<b>157,233</b>	<b>94,348</b>	<b>111,038</b>	<b>115,479</b>

## FACILITIES

20-45

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Annual Sprinkler Inspection		3,810	13,600	4,499	4,679
Building Repairs and Maintenance		42,982	52,000	60,743	63,172
Carpet and Upholstery Cleaning		5,750	12,000	16,873	17,548
Janitorial - Administration		31,200	15,000	-	-
Lock and Key Repairs		2,534	2,500	5,624	5,849
Pest Control Service		11,923	10,000	13,224	13,753
Plumbing		31,215	28,000	30,040	31,242
Roof - Annual Preventative Maintenance		1,493	12,000	13,498	14,038
Sectional Door		14,314	25,000	28,122	29,246
Security Alarm Monitoring and Repair		11,698	15,000	16,873	17,548
<b>Maintenance and Repairs - Buildings</b>	<b>5240</b>	<b>156,918</b>	<b>185,100</b>	<b>189,496</b>	<b>197,076</b>
Training Site Improvement and Props		8,613	2,000	3,937	4,095
Administration Maintenance		-	5,000	5,000	5,200
Station Landscaping		57,528	52,000	50,000	52,000
Safety Structural Pruning		-	5,000	11,249	11,699
Miscellaneous Grounds Maintenance		4,839	5,000	16,873	17,548
<b>Maintenance and Repairs - Grounds</b>	<b>5242</b>	<b>70,980</b>	<b>69,000</b>	<b>87,059</b>	<b>90,541</b>
Station 40 - Engine Storage		5,200	5,200	5,624	5,849
Liquid Propane Gas Rental		95	2,000	2,250	2,340
Water Tank		-	3,000	-	-
<b>Rents and Leases</b>	<b>5246</b>	<b>5,295</b>	<b>10,200</b>	<b>7,874</b>	<b>8,189</b>
HazMat Business Plan Services		1,076	5,000	5,624	5,849
Landscape Design		-	-	-	-
Shredding Service		8,911	5,428	4,500	4,680
<b>Professional Services</b>	<b>5250</b>	<b>9,988</b>	<b>10,428</b>	<b>10,124</b>	<b>10,529</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$1,024,614</b>	<b>\$ 963,482</b>	<b>\$ 1,046,015</b>	<b>\$ 1,087,855</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 Training Battalion Chief identify, prioritize, develop, and deliver the necessary training to provide safe and efficient delivery of emergency services.
3. Provide direction and assist in setting goals for the USAR and the Hazmat Teams.
4. Coordinate with Fleet in determining future equipment and vehicle needs.
5. 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, etc.
6. Review, monitor, and investigate emergency calls for proper response and adherence to established policies.

## GOALS AND OBJECTIVES FOR FY 2024 | 25

1. Develop and implement paramedic scholarship program for Contra Costa Community College District (Diversity).
2. Develop and implement an employee functional fitness program.
3. Evaluate Tablet Command as a mobile solution to replace Mobile Data Terminals (MDC's).
4. Conduct Battalion Chief Incident Command Refresher Course.

## STAFFING SUMMARY

Deputy Chief (2)

Battalion Chief (6)

Captain (33)

Engineer (33)

Firefighter | Paramedic (57)

## EMERGENCY OPERATIONS

30-55

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
SAFER Grant	4245	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Permanent Salaries	5110	\$ 24,634,994	\$ 24,372,413	\$ 26,187,360	\$ 27,266,267
Permanent Overtime	5120	10,223,604	9,993,617	9,803,900	10,298,017
FICA Contributions	5140	495,221	498,307	521,873	544,682
Retirement Contributions	5150	16,473,208	17,621,638	11,115,537	11,815,433
Employee Group Insurance	5160	3,544,460	3,775,064	4,148,588	4,389,633
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 55,371,487</b>	<b>\$ 56,261,039</b>	<b>\$ 51,777,258</b>	<b>\$ 54,314,032</b>
Office Supplies	5202	\$ 768	\$ 2,000	\$ 4,662	\$ 4,848
Small Tools and Equipment	5210	11,626	5,000	14,623	15,208
Miscellaneous Supplies	5212	13,181	14,000	15,748	16,378
Firefighting Supplies	5214	53,679	55,000	78,740	81,890
Food Supplies	5222	8,585	10,000	20,248	21,058
PPE Inspection	5223	25,786	19,908	21,935	22,812
Safety Clothing	5224	214,820	157,000	205,288	213,499
Class A Uniforms	5225	8,472	10,000	11,249	11,699
Non-Safety Clothing	5226	1,301	-	25,000	26,000
Class B Uniforms	5227	44,910	38,000	45,304	47,116
Maintenance and Repairs - Equipment	5236	7,603	10,000	15,000	15,600
Professional Services	5250	170,768	114,476	53,122	55,246
Specialized Printing	5272	473	1,400	1,462	1,521
Dues and Memberships	5274	-	1,000	1,125	1,170
Educational Courses and Supplies	5276	7,660	-	15,000	15,600
Books and Periodicals	5280	134	850	1,125	1,170
Meetings and Travel	5284	16,548	20,000	5,624	5,849
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 586,315</b>	<b>\$ 458,634</b>	<b>\$ 535,254</b>	<b>\$ 556,665</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 55,957,801</b>	<b>\$ 56,719,673</b>	<b>\$ 52,312,512</b>	<b>\$ 54,870,697</b>

## EMERGENCY OPERATIONS

30-55

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Office Supplies		\$ 768	\$ 2,000	\$ 4,662	\$ 4,848
<b>Office Supplies</b>	<b>5202</b>	<b>768</b>	<b>2,000</b>	<b>4,662</b>	<b>4,848</b>
Shop Tools and Station Supplies		11,626	5,000	14,623	15,208
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>11,626</b>	<b>5,000</b>	<b>14,623</b>	<b>15,208</b>
Miscellaneous Operational Supplies		13,181	14,000	15,748	16,378
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>13,181</b>	<b>14,000</b>	<b>15,748</b>	<b>16,378</b>
Firefighting Supplies		53,679	55,000	78,740	81,890
<b>Firefighting Supplies</b>	<b>5214</b>	<b>53,679</b>	<b>55,000</b>	<b>78,740</b>	<b>81,890</b>
Emergency Meals and Officer Meetings		8,585	10,000	20,248	21,058
<b>Food Supplies</b>	<b>5222</b>	<b>8,585</b>	<b>10,000</b>	<b>20,248</b>	<b>21,058</b>
PPE Repairs and Maintenance		6,396	5,408	5,624	5,849
PPE Annual Inspection		19,390	14,500	16,311	16,963
<b>PPE Inspection</b>	<b>5223</b>	<b>25,786</b>	<b>19,908</b>	<b>21,935</b>	<b>22,812</b>
Structual - PPE		203,084	125,000	161,980	168,460
Wildland - PPE		11,736	32,000	37,683	39,190
PPE Research and Development		-	-	5,624	5,849
<b>Safety Clothing</b>	<b>5224</b>	<b>214,820</b>	<b>157,000</b>	<b>205,288</b>	<b>213,499</b>
Class A Uniforms		8,472	10,000	11,249	11,699
<b>Class A Uniforms</b>	<b>5225</b>	<b>8,472</b>	<b>10,000</b>	<b>11,249</b>	<b>11,699</b>
T-shirts, Sweats and Hats		1,301	-	25,000	26,000
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>1,301</b>	<b>-</b>	<b>25,000</b>	<b>26,000</b>
Class B Uniforms		44,910	38,000	45,304	47,116
<b>Class B Uniforms</b>	<b>5227</b>	<b>44,910</b>	<b>38,000</b>	<b>45,304</b>	<b>47,116</b>
Firefighter Equipment Repairs and Maintenance		7,603	10,000	15,000	15,600
<b>Maintenance and Repairs - Equipment</b>	<b>5236</b>	<b>7,603</b>	<b>10,000</b>	<b>15,000</b>	<b>15,600</b>



## EMERGENCY OPERATIONS

30-55

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Fire Trail Grading and Maintenance		24,500	24,850	25,000	26,000
Preplan Updates and Maintenance		-	1,000	5,624	5,849
Standards of Coverage		41,521	3,626	-	-
Consultant		76,790	70,000	-	-
SCBA Annual Maintenance/Fit Testing		27,958	15,000	22,497	23,397
<b>Professional Services</b>	<b>5250</b>	<b>170,768</b>	<b>114,476</b>	<b>53,122</b>	<b>55,246</b>
Business Cards		-	1,100	1,125	1,170
Miscellaneous Printing		473	300	337	351
<b>Specialized Printing</b>	<b>5272</b>	<b>473</b>	<b>1,400</b>	<b>1,462</b>	<b>1,521</b>
Cal Chiefs - IAFC		-	1,000	1,125	1,170
<b>Dues and Memberships</b>	<b>5274</b>	<b>-</b>	<b>1,000</b>	<b>1,125</b>	<b>1,170</b>
Engineer/Officer Development		7,660	-	15,000	15,600
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>7,660</b>	<b>-</b>	<b>15,000</b>	<b>15,600</b>
Books and Publications		134	850	1,125	1,170
<b>Books and Periodicals</b>	<b>5280</b>	<b>134</b>	<b>850</b>	<b>1,125</b>	<b>1,170</b>
Travel Expenses - Strike Teams		16,548	20,000	5,624	5,849
<b>Meetings and Travel</b>	<b>5284</b>	<b>16,548</b>	<b>20,000</b>	<b>5,624</b>	<b>5,849</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 586,315</b>	<b>\$ 458,634</b>	<b>\$ 535,254</b>	<b>\$ 556,665</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.
9. Surplus non-essential vehicles as necessary to reduce ongoing Fleet costs.
10. Evaluate condition of reserve vehicles and need.
11. Replace vehicles identified in Capital Improvement Plan.

## GOALS AND OBJECTIVES FOR FY 2024 | 25

1. Onboard:
  - a. 4 Type 1 Engines
  - b. 1 Heavy Rescue Unit
  - c. 6 Type 3 Engines
  - d. 3 Ambulances
  - e. 7 Command Vehicles
2. Identify specifications and purchase an ambulance and a flatbed utility vehicle.
3. Refurbish and retain surplus fire apparatus.
4. Explore and identify additional maintenance/service options for District fleet.

## STAFFING SUMMARY

Deputy Chief<sup>1</sup>

Mechanic Coordinators (3)

District Transporter (Part-Time)

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<sup>1</sup> Deputy Chief budgeted under Emergency Operations (30-55).

**FLEET  
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
City of San Ramon - Fuel	4250		\$ 220,117	\$ 270,870	\$ 277,642
<b>TOTAL REVENUES</b>		\$ -	\$ 220,117	\$ 270,870	\$ 277,642
Permanent Salaries	5110	\$ 95,343	\$ 52,759	\$ 54,359	\$ 55,990
Temporary Salaries	5115	1,275	3,508	26,250	27,038
Permanent Overtime	5120	-	4,881	-	-
FICA Contributions	5140	595	887	1,169	1,204
Retirement Contributions	5150	44,328	42,925	26,728	27,530
Employee Group Insurance	5160	2,135	-	-	-
<b>TOTAL SALARIES AND BENEFITS</b>		\$ 143,675	\$ 104,959	\$ 108,506	\$ 111,762
Office Supplies	5202	\$ 45	\$ 150	\$ 225	\$ 234
Small Tools and Equipment	5210	21,299	7,500	7,500	7,800
Miscellaneous Supplies	5212	48,740	30,000	56,243	58,493
Non-Safety Clothing	5226	-	200	225	234
Central Garage - Repairs	5230	489,860	450,000	400,000	410,000
Central Garage - Maintenance	5231	93,489	161,000	161,000	167,440
Central Garage - Diesel, Fuel and Oil	5232	577,644	535,000	550,000	572,000
Central Garage - Tires	5234	72,350	62,000	60,000	62,400
Central Garage - Mandated Inspection	5235	15,727	-	-	-
Maintenance and Repairs - Equipment	5236	2,184	1,731	1,800	1,872
Rents and Leases	5246	90,860	115,000	165,000	171,600
Software and Licenses	5248	20	13,500	11,249	11,699
Books and Periodicals	5280	-	200	309	321
Meetings and Travel	5284	567	8,000	13,000	13,520
<b>TOTAL SERVICES AND SUPPLIES</b>		\$ 1,412,784	\$ 1,384,281	\$ 1,426,551	\$ 1,477,613
<b>TOTAL EXPENDITURES</b>		\$ 1,556,460	\$ 1,489,240	\$ 1,535,057	\$ 1,589,375

**FLEET  
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Office Supplies		\$ 45	\$ 150	\$ 225	\$ 234
<b>Office Supplies</b>	<b>5202</b>	<b>45</b>	<b>150</b>	<b>225</b>	<b>234</b>
Miscellaneous Small Tools and Equipment		21,299	7,500	7,500	7,800
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>21,299</b>	<b>7,500</b>	<b>7,500</b>	<b>7,800</b>
Parts and Supplies		48,740	30,000	56,243	58,493
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>48,740</b>	<b>30,000</b>	<b>56,243</b>	<b>58,493</b>
Non-Safety Clothing		-	200	225	234
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>-</b>	<b>200</b>	<b>225</b>	<b>234</b>
Vehicle Repairs		489,860	450,000	300,000	307,500
Mobile Mechanic Service		-	-	100,000	102,500
<b>Central Garage - Repairs</b>	<b>5230</b>	<b>489,860</b>	<b>450,000</b>	<b>400,000</b>	<b>410,000</b>
Ambulances		25,732	25,000	25,000	26,000
Fleet Mandated Inspections		18,864	50,000	60,000	62,400
Hurst Tool Service		15,752	16,000	16,000	16,640
Miscellaneous Fleet Maintenance		11,352	50,000	50,000	52,000
Staff Vehicles		21,789	20,000	10,000	10,400
<b>Central Garage - Maintenance</b>	<b>5231</b>	<b>93,489</b>	<b>161,000</b>	<b>161,000</b>	<b>167,440</b>
Diesel, Unleaded Fuel and Oil		577,644	535,000	550,000	572,000
<b>Central Garage - Diesel, Fuel and Oil</b>	<b>5232</b>	<b>577,644</b>	<b>535,000</b>	<b>550,000</b>	<b>572,000</b>
Tire Repairs and Replacement		72,350	62,000	60,000	62,400
<b>Central Garage - Tires</b>	<b>5234</b>	<b>72,350</b>	<b>62,000</b>	<b>60,000</b>	<b>62,400</b>
Ground Ladder Testing		15,237	-	-	-
Mandated Annual Pump Testing		-	-	-	-
Smog Testing - Staff Vehicles		490	-	-	-
<b>Central Garage - Mandated Inspection</b>	<b>5235</b>	<b>15,727</b>	<b>-</b>	<b>-</b>	<b>-</b>
Small Equipment Maintenance and Repairs		2,184	1,731	1,800	1,872
<b>Maintenance and Repairs - Equipment</b>	<b>5236</b>	<b>2,184</b>	<b>1,731</b>	<b>1,800</b>	<b>1,872</b>
Leased Fleet Payments		90,860	115,000	165,000	171,600
<b>Rents and Leases</b>	<b>5246</b>	<b>90,860</b>	<b>115,000</b>	<b>165,000</b>	<b>171,600</b>

**FLEET  
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Fleet Maintenance Software		20	13,500	11,249	11,699
<b>Software and Licenses</b>	<b>5248</b>	<b>20</b>	<b>13,500</b>	<b>11,249</b>	<b>11,699</b>
Miscellaneous Books		-	200	309	321
<b>Books and Periodicals</b>	<b>5280</b>	<b>-</b>	<b>200</b>	<b>309</b>	<b>321</b>
Apparatus Committee		567	3,000	3,000	3,120
Conferences and Training		-	5,000	10,000	10,400
<b>Meetings and Travel</b>	<b>5284</b>	<b>567</b>	<b>8,000</b>	<b>13,000</b>	<b>13,520</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 1,412,784</b>	<b>\$ 1,384,281</b>	<b>\$ 1,426,551</b>	<b>\$ 1,477,613</b>





# TRAINING

## PURPOSE

District training is administered by the Training Battalion Chief. He is 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. Maintain a Training Calendar that 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.
8. Administer the Joint Apprenticeship Committee Program (JAC).
9. 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 District personnel, as appropriate.
11. Identify current and future targeted and specific training needs of the organization and ensure compliance with mandated training requirements.
12. Develop and implement the Quarterly Training Module Program for Operations.

## GOALS AND OBJECTIVES FOR FY 2024|25

1. Establish Training Tower Facility policies and procedures to include Facility Use Agreements and Course Scheduling Procedures.
2. Update current Annual Training Plan, Training Calendar, Academy Schedule and Probationary Testing processes to account for the Training Tower Facility.
3. Facilitate the acquisition of training equipment and materials to outfit the Training Tower Facility and have it prepared for opening in 2025.
4. Develop annual live-fire training plan and incorporate it into the Training Calendar and Annual Training Plan.
5. Deliver Driver Safety Training to all suppression personnel.
6. Deliver a comprehensive training module to all of suppression on EV/Solar/Battery Firefighting Tactics.

## STAFFING SUMMARY

Deputy Chief<sup>1</sup>

Training Battalion Chief

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<sup>1</sup> Deputy Chief budgeted under Emergency Operations (30-55).

**TRAINING**  
**30-65**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Permanent Salaries	5110	\$ 447,109	\$ 262,288	\$ 286,467	\$ 366,392
Permanent Overtime	5120	555	-	-	-
FICA Contributions	5140	7,197	3,803	4,154	5,313
Retirement Contributions	5150	197,462	207,478	139,885	163,172
Employee Group Insurance	5160	10,243	30,648	33,987	63,284
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 662,566</b>	<b>\$ 504,217</b>	<b>\$ 464,493</b>	<b>\$ 598,161</b>
Office Supplies	5202	\$ 632	\$ 350	\$ 563	\$ 585
Small Tools and Equipment	5210	6,616	10,000	16,086	16,729
Miscellaneous Supplies	5212	940	18,153	25,560	26,583
Food Supplies	5222	1,844	2,000	7,000	7,280
Non-Safety Clothing	5226	1,250	-	500	520
Class B Uniforms	5227	1,179	-	1,125	1,170
Rents and Leases	5246	4,879	10,789	7,874	8,189
Software and Licenses	5248	392	23,500	24,185	25,152
Professional Services	5250	-	6,000	6,749	7,019
Specialized Printing	5272	119	500	1,125	1,170
Dues and Memberships	5274	413	2,700	3,037	3,159
Educational Courses and Supplies	5276	-	15,000	109,761	113,512
Educational Assistance	5277	17,523	25,000	56,243	58,493
Books and Periodicals	5280	790	3,000	3,375	3,510
Meetings and Travel	5284	1,868	14,000	37,309	38,802
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 38,445</b>	<b>\$ 130,992</b>	<b>\$ 300,494</b>	<b>\$ 311,872</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 701,012</b>	<b>\$ 635,209</b>	<b>\$ 764,986</b>	<b>\$ 910,033</b>

**TRAINING  
30-65**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Office Supplies		\$ 632	\$ 350	\$ 563	\$ 585
<b>Office Supplies</b>	<b>5202</b>	<b>632</b>	<b>350</b>	<b>563</b>	<b>585</b>
Tool Cache for Training Site		6,616	10,000	16,086	16,729
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>6,616</b>	<b>10,000</b>	<b>16,086</b>	<b>16,729</b>
Miscellaneous Supplies		171	5,000	7,000	7,280
Training Prop Supplies		770	8,653	8,999	9,359
Vehicle Extrication Cars and Supplies		-	4,500	9,561	9,944
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>940</b>	<b>18,153</b>	<b>25,560</b>	<b>26,583</b>
Miscellaneous Food Supplies		1,844	2,000	7,000	7,280
<b>Food Supplies</b>	<b>5222</b>	<b>1,844</b>	<b>2,000</b>	<b>7,000</b>	<b>7,280</b>
Uniforms - Support Staff		1,250	-	500	520
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>1,250</b>	<b>-</b>	<b>500</b>	<b>520</b>
Class B Uniforms		1,179	-	1,125	1,170
<b>Class B Uniforms</b>	<b>5227</b>	<b>1,179</b>	<b>-</b>	<b>1,125</b>	<b>1,170</b>
Copier Maintenance Agreement		4,879	1,289	-	-
Miscellaneous Rents and Leases		-	1,500	1,687	1,755
Training Facilities Rental		-	8,000	6,187	6,434
<b>Rents and Leases</b>	<b>5246</b>	<b>4,879</b>	<b>10,789</b>	<b>7,874</b>	<b>8,189</b>
Simulation Software		-	1,500	1,687	1,755
Web-Based Safety Training		392	22,000	22,497	23,397
<b>Software and Licenses</b>	<b>5248</b>	<b>392</b>	<b>23,500</b>	<b>24,185</b>	<b>25,152</b>
FSTEP/CSFM		-	1,500	3,375	3,510
Emergency Vehicle Operations Course		-	4,500	3,375	3,510
<b>Professional Services</b>	<b>5250</b>	<b>-</b>	<b>6,000</b>	<b>6,749</b>	<b>7,019</b>

## TRAINING

30-65

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Training Materials		119	500	1,125	1,170
<b>Specialized Printing</b>	<b>5272</b>	<b>119</b>	<b>500</b>	<b>1,125</b>	<b>1,170</b>
Cal Chief Admin Northern Division		413	500	562	585
Cal Chief IAFC		-	400	450	468
CCC Fire Training & Safety Officers		-	300	337	351
CFCA - NorCal Training Officer Assoc		-	1,200	1,350	1,404
Fire Dept. SO Association		-	300	337	351
<b>Dues and Memberships</b>	<b>5274</b>	<b>413</b>	<b>2,700</b>	<b>3,037</b>	<b>3,159</b>
Battalion Chief Training		-	-	16,000	16,000
CA State Fire Marshal Courses		-	-	8,000	8,320
Driver Refresher Course		-	-	24,297	25,269
Officer Development		-	5,000	36,866	38,341
Instructor Development		-	10,000	12,598	13,102
Live Fire Training		-	-	12,000	12,480
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>-</b>	<b>15,000</b>	<b>109,761</b>	<b>113,512</b>
Educational Assistance		17,523	25,000	56,243	58,493
<b>Educational Assistance</b>	<b>5277</b>	<b>17,523</b>	<b>25,000</b>	<b>56,243</b>	<b>58,493</b>
Training Library Reference Material		790	3,000	3,375	3,510
<b>Books and Periodicals</b>	<b>5280</b>	<b>790</b>	<b>3,000</b>	<b>3,375</b>	<b>3,510</b>
FDIC		-	6,000	6,000	6,240
FireHouse World		-	3,000	6,000	6,240
Training Officers Conference		1,868	5,000	25,309	26,322
<b>Meetings and Travel</b>	<b>5284</b>	<b>1,868</b>	<b>14,000</b>	<b>37,309</b>	<b>38,802</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 38,445</b>	<b>\$ 130,992</b>	<b>\$ 300,494</b>	<b>\$ 311,872</b>



# ACADEMY

## PURPOSE

Academy training is responsible for developing and executing a challenging and educational instructional curriculum that provides safe and effective education and skills in Operations to all new Firefighter Paramedics. The Academy is administered by the Training Battalion Chief.

## STANDARD LEVEL OF PERFORMANCE

1. Develop and implement an Academy Training Calendar which is coordinated with all District Divisions.
2. Review training mandates, requirements and make recommendations for adoption of industry standards and best practices.
3. Administer weekly performance evaluations for all recruits.
4. Maintain individual training records for all Academy personnel; ensure completeness and accuracy of all records; preserve original rosters and other audit documentation.
5. Develop and reinforce cooperation with Regional, State and Federal fire training communities.
6. Continue to develop the instructional library for the Academy.

## GOALS AND OBJECTIVES FOR FY 2024 | 25

1. Administer a Firefighter Recruit Academy.
2. Facilitate the probationary process for Recruit Academy 2023-1.
3. Update the probationary testing process for Recruit Academy 2024-1 in preparation for testing to occur at the Training Tower Facility.

## STAFFING SUMMARY

Deputy Chief<sup>1</sup>

Battalion Chief<sup>2</sup>

Firefighter | Paramedic (8)

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<sup>1</sup> Deputy Chief budgeted for under Operations (30-55).

<sup>2</sup> Training Battalion Chief budgeted for under Training (30-65).



**ACADEMY  
30-66**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Permanent Salaries	5110	\$ 360,565	\$ 427,161	\$ 457,793	\$ 463,143
Permanent Overtime	5120	78,493	67,343	75,000	75,000
FICA Contributions	5140	6,317	7,170	7,725	7,803
Retirement Contributions	5150	217,020	305,719	169,535	175,521
Employee Group Insurance	5160	97,453	55,691	102,067	107,645
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 759,848</b>	<b>\$ 863,084</b>	<b>\$ 812,120</b>	<b>\$ 829,112</b>
Office Supplies	5202	\$ -	\$ 300	\$ 675	\$ 702
Small Tools and Equipment	5210	1,376	2,500	8,999	9,359
Miscellaneous Supplies	5212	5,884	3,500	10,000	10,400
Firefighting Supplies	5214	14,798	5,000	16,224	16,630
Food Supplies	5222	2,153	2,500	4,499	4,679
Safety Clothing	5224	106,756	110,000	80,000	83,200
Class B Uniforms	5227	19,062	17,500	25,000	26,000
Rents and Leases	5246	9,742	4,500	7,500	7,800
Software and Licenses	5248	2,500	3,575	6,187	6,434
Professional Services	5250	1,203	-	-	-
Specialized Printing	5272	563	1,000	2,812	2,925
Educational Courses and Supplies	5276	33,684	41,700	40,300	41,912
Books and Periodicals	5280	402	2,000	2,812	2,925
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 198,123</b>	<b>\$ 194,075</b>	<b>\$ 205,008</b>	<b>\$ 212,966</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 957,971</b>	<b>\$ 1,057,159</b>	<b>\$ 1,017,129</b>	<b>\$ 1,042,078</b>

**ACADEMY  
30-66**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Miscellaneous Office Supplies		\$ -	\$ 300	\$ 675	\$ 702
<b>Office Supplies</b>	<b>5202</b>	<b>-</b>	<b>300</b>	<b>675</b>	<b>702</b>
Small Tools and Equipment		1,376	2,500	8,999	9,359
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>1,376</b>	<b>2,500</b>	<b>8,999</b>	<b>9,359</b>
Miscellaneous Supplies		5,884	3,500	10,000	10,400
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>5,884</b>	<b>3,500</b>	<b>10,000</b>	<b>10,400</b>
Firefighting Supplies		14,798	5,000	16,224	16,630
<b>Firefighting Supplies</b>	<b>5214</b>	<b>14,798</b>	<b>5,000</b>	<b>16,224</b>	<b>16,630</b>
Food Supplies		2,153	2,500	4,499	4,679
<b>Food Supplies</b>	<b>5222</b>	<b>2,153</b>	<b>2,500</b>	<b>4,499</b>	<b>4,679</b>
Safety Clothing		106,756	110,000	80,000	83,200
<b>Safety Clothing</b>	<b>5224</b>	<b>106,756</b>	<b>110,000</b>	<b>80,000</b>	<b>83,200</b>
Class B Uniforms and Supplies		19,062	17,500	25,000	26,000
<b>Class B Uniforms</b>	<b>5227</b>	<b>19,062</b>	<b>17,500</b>	<b>25,000</b>	<b>26,000</b>
Rents and Leases		9,742	4,500	7,500	7,800
<b>Rents and Leases</b>	<b>5246</b>	<b>9,742</b>	<b>4,500</b>	<b>7,500</b>	<b>7,800</b>
Evals		2,500	2,575	2,812	2,925
E-library		-	1,000	3,375	3,510
<b>Software and Licenses</b>	<b>5248</b>	<b>2,500</b>	<b>3,575</b>	<b>6,187</b>	<b>6,434</b>
Miscellaneous Training		1,203	-	-	-
<b>Professional Services</b>	<b>5250</b>	<b>1,203</b>	<b>-</b>	<b>-</b>	<b>-</b>
Training Materials		563	1,000	2,812	2,925
<b>Specialized Printing</b>	<b>5272</b>	<b>563</b>	<b>1,000</b>	<b>2,812</b>	<b>2,925</b>

**ACADEMY  
30-66**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Auto Extrication		5,725	5,000	5,000	5,200
Firefighter Survival		675	700	900	936
Rapid Intervention Crew		750	700	900	936
Driver Operator 1A		2,800	1,300	2,000	2,080
Rope Rescue Operations		1,395	2,000	2,000	2,080
Confined Space Operations		9,000	9,000	8,000	8,320
Emergency Vehicle Operations Course		8,036	10,000	8,000	8,320
Ventilation		-	4,000	4,500	4,680
Fire Control 3 and 4		5,243	7,000	7,000	7,280
Other		60	2,000	2,000	2,080
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>33,684</b>	<b>41,700</b>	<b>40,300</b>	<b>41,912</b>
Books and Materials		402	2,000	2,812	2,925
<b>Books and Periodicals</b>	<b>5280</b>	<b>402</b>	<b>2,000</b>	<b>2,812</b>	<b>2,925</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 198,123</b>	<b>\$ 194,075</b>	<b>\$ 205,008</b>	<b>\$ 212,966</b>



# EMERGENCY MEDICAL SERVICES

## 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. Ensure 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 regard 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. Conduct all in-house Paramedic and EMT recertification classes.
9. Upgrade and maintain EMS equipment, as necessary.
10. Evaluate current and future innovative EMS equipment and treatment trends for opportunities for increased save rates and service levels.
11. Evaluate effectiveness of MCI response capabilities.
12. Perform biomedical preventative maintenance and repair services on industry standard basis.

13. Analyze empirical data to determine cause/effect relationship with improved cardiac save rate trend.
14. Provide appropriate enhanced medical oversight through utilization of District-focused Medical Director services.
15. Research strategic opportunities and maintain legislative awareness through utilization of EMS consultant services.
16. Research and apply for grants that are related to EMS response and Behavioral Health.

## GOALS AND OBJECTIVES FOR FY 2024 | 25

1. Mental Health Program: Evaluate, study and adjust as needed
  - a. Phase 2 - Behavioral Health Warm Hand-Off Program
  - b. Phase 3 - Firefighter First Response Program
2. Evaluate the upcoming Contra Costa County bid process for ambulance providers and determine the feasibility of the District participating in this process.
3. Continue to research and develop a District Well-being Program.
4. Research and implement Public Records Act (PRA) System.
5. Evaluate the potential of becoming an accredited EMT/Paramedic School.
6. Research, Map and Train staff on the Contra Costa County LEMSA's Pilot Programs.
7. Conduct all in-house EMT/Paramedic recertification classes.

## STAFFING SUMMARY

Deputy Chief<sup>1</sup>

EMS Manager

EMS Specialist (2)

EMS Coordinators (3)

Single Role Paramedics (6)

Administrative Analyst

Medical Director (Part-time)

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<sup>1</sup> Deputy Chief budgeted for under Operations (30-55).

**EMERGENCY MEDICAL SERVICES**

**30-70**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
LEMSA - Medical Director Services	4250	\$ -	\$ 131,250	\$ 131,250	\$ 134,531
LEMSA - ePCR Hosting Service	4250	-	98,400	98,400	100,860
LEMSA - ePCR Licensing Agreement	4250	-	34,507	35,887	37,323
PP-IGT-GEMT	4251	-	531,665	558,839	564,427
Ambulance Services	4330	-	6,209,337	6,395,617	6,587,486
<b>TOTAL REVENUES</b>		<b>\$ -</b>	<b>\$ 7,005,159</b>	<b>\$ 7,219,993</b>	<b>\$ 7,424,627</b>
Permanent Salaries	5110	\$ 995,499	\$ 681,590	\$ 1,039,518	\$ 1,091,158
Temporary Salaries	5115	291,870	210,593	164,800	164,800
Permanent Overtime	5120	410,996.12	328,218	275,000	275,000
FICA Contributions	5140	23,382	17,696	21,450	22,199
Retirement Contributions	5150	399,942	263,642	234,355	254,249
Employee Group Insurance	5160	165,076	192,451	233,183	246,802
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 2,286,766</b>	<b>\$ 1,694,190</b>	<b>\$ 1,968,306</b>	<b>\$ 2,054,208</b>
Office Supplies	5202	\$ 900	\$ 1,600	\$ 1,125	\$ 1,170
Small Tools and Equipment	5210	17,288	12,500	17,624	18,329
Miscellaneous Supplies	5212	1,004	1,600	1,500	1,560
Medical Supplies	5213	245,697	237,000	250,000	260,000
Pharmaceutical Supplies	5216	89,738	75,000	75,000	78,000
Food Supplies	5222	2,424	2,500	2,500	2,600
Safety Clothing	5224	71	1,500	5,000	5,200
Class A Uniforms	5225	50	-	-	-
Non-Safety Clothing	5226	1,365	800	2,000	2,080
Maintenance and Repairs - Equipment	5236	51,074	65,000	70,000	72,800
Software and Licenses	5248	40,858	48,000	54,723	56,912
Professional Services	5250	243,295	215,592	251,264	261,314
Dues and Memberships	5274	150	1,100	1,237	1,287
Educational Courses and Supplies	5276	73,267	80,000	127,495	62,370
Books and Periodicals	5280	-	1,000	1,687	1,754
Meetings and Travel	5284	-	300	5,000	5,200
Taxes and Assessments	5320	273,563	171,425	194,272	202,043
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 1,040,743</b>	<b>\$ 914,917</b>	<b>\$ 1,060,427</b>	<b>\$ 1,032,620</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,327,509</b>	<b>\$ 2,609,107</b>	<b>\$ 3,028,734</b>	<b>\$ 3,086,828</b>

**EMERGENCY MEDICAL SERVICES**

**30-70**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Office Supplies		\$ 900	\$ 1,600	\$ 1,125	\$ 1,170
<b>Office Supplies</b>	<b>5202</b>	<b>900</b>	<b>1,600</b>	<b>1,125</b>	<b>1,170</b>
EMS Batteries		3,234	10,000	12,000	12,480
Miscellaneous Small Tools and Equipment		14,054	2,500	5,624	5,849
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>17,288</b>	<b>12,500</b>	<b>17,624</b>	<b>18,329</b>
Training Equipment		1,004	1,600	1,500	1,560
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>1,004</b>	<b>1,600</b>	<b>1,500</b>	<b>1,560</b>
Medical Grade Oxygen Delivery		34,887	37,000	35,000	36,400
Medical Supplies - Disposable		209,235	190,000	190,000	197,600
Medical Supplies - Non-Disposable		1,576	10,000	25,000	26,000
<b>Medical Supplies</b>	<b>5213</b>	<b>245,697</b>	<b>237,000</b>	<b>250,000</b>	<b>260,000</b>
Pharmaceutical Supplies		89,738	75,000	75,000	78,000
<b>Pharmaceutical Supplies</b>	<b>5216</b>	<b>89,738</b>	<b>75,000</b>	<b>75,000</b>	<b>78,000</b>
Food Supplies		2,424	2,500	2,500	2,600
<b>Food Supplies</b>	<b>5222</b>	<b>2,424</b>	<b>2,500</b>	<b>2,500</b>	<b>2,600</b>
Safety Clothing and Supplies		71	1,500	5,000	5,200
<b>Safety Clothing</b>	<b>5224</b>	<b>71</b>	<b>1,500</b>	<b>5,000</b>	<b>5,200</b>
Class A Uniforms		50	-	-	-
<b>Class A Uniforms</b>	<b>5225</b>	<b>50</b>	<b>-</b>	<b>-</b>	<b>-</b>
Non-Safety Clothing		1,365	800	2,000	2,080
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>1,365</b>	<b>800</b>	<b>2,000</b>	<b>2,080</b>
Biomedical Equipment Repairs		13,210	-	-	-
Other Equipment Maintenance and Repairs		5,031	20,000	25,000	26,000
Preventative Maintenance - Biomedical Equipment		32,833	45,000	45,000	46,800
<b>Maintenance and Repairs - Equipment</b>	<b>5236</b>	<b>51,074</b>	<b>65,000</b>	<b>70,000</b>	<b>72,800</b>



**EMERGENCY MEDICAL SERVICES**

**30-70**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
ePCR Annual License Agreement - County		39,458	35,000	35,000	36,400
Inventory Supply Locker and Software		1,400	13,000	19,723	20,512
<b>Software and Licenses</b>	<b>5248</b>	<b>40,858</b>	<b>48,000</b>	<b>54,723</b>	<b>56,912</b>
Bio-Hazard Collection		12,615	10,192	10,192	10,600
EMS Consultant Services		60,000	60,000	60,000	62,400
EMS External Certifications		10,080	12,000	14,623	15,208
ePCR Hosting Service		98,400	98,400	98,408	102,344
ePCR Independent Review Services		62,200	20,000	51,168	53,215
OCU Review		-	15,000	16,873	17,548
<b>Professional Services</b>	<b>5250</b>	<b>243,295</b>	<b>215,592</b>	<b>251,264</b>	<b>261,314</b>
Cal Chiefs EMS Section		150	600	675	702
National Association of EMS Educators		-	500	562	585
<b>Dues and Memberships</b>	<b>5274</b>	<b>150</b>	<b>1,100</b>	<b>1,237</b>	<b>1,287</b>
AHA CPR HCP Certifications		855	4,000	5,624	5,849
Public CPR Supplies		-	1,000	3,459	3,597
EMS Internal Certifications		34,200	25,000	50,000	-
District Scholarship Program		38,212	50,000	65,600	50,000
Other Educational Courses and Supplies		-	-	2,812	2,924
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>73,267</b>	<b>80,000</b>	<b>127,495</b>	<b>62,370</b>
Miscellaneous		-	1,000	1,687	1,754
<b>Books and Periodicals</b>	<b>5280</b>	<b>-</b>	<b>1,000</b>	<b>1,687</b>	<b>1,754</b>
Records Management Conference		-	-	2,500	2,600
Other Meetings & Travel Expenses		-	300	2,500	2,600
<b>Meetings and Travel</b>	<b>5284</b>	<b>-</b>	<b>300</b>	<b>5,000</b>	<b>5,200</b>
PP GEMT IGT		273,563	171,425	194,272	202,043
<b>Taxes and Assessments</b>	<b>5320</b>	<b>273,563</b>	<b>171,425</b>	<b>194,272</b>	<b>202,043</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 1,040,743</b>	<b>\$ 914,917</b>	<b>\$ 1,060,427</b>	<b>\$ 1,032,620</b>

**EMERGENCY MEDICAL SERVICES - GRANTS**

**30-70**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
BHJIS Grant	4240	\$ -	\$ 37,200	\$ -	\$ -
CareStar Grant	4240	-	150,000	150,000	-
Measure X	4240	-	505,064	-	-
<b>TOTAL REVENUES</b>		<b>\$ -</b>	<b>\$ 692,264</b>	<b>\$ 150,000</b>	<b>\$ -</b>
Temporary Salaries	5115	-	-	-	-
FICA Contributions	5140	-	-	-	-
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Professional Services - BHJIS	5250	212,502	2,500	-	-
Professional Services - CC Crisis Center	5250	-	-	-	-
Professional Services - CC Crisis Center	5250	35,000	85,000	50,000	-
Professional Services - Behavioral Health Initiative	5250	-	-	-	-
Professional Services - CareStar	5250	-	141,721	170,777	-
Legal Services	5252	27,758	-	-	-
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$275,260</b>	<b>\$ 229,221</b>	<b>\$ 220,777</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$275,260</b>	<b>\$ 229,221</b>	<b>\$ 220,777</b>	<b>\$ -</b>

# SPECIAL OPERATIONS

## PURPOSE

The Special Operations Division is comprised of three teams and is responsible for providing a coordinated and organized response to Technical Rescue, Hazardous Materials incidents and investigation of fires. The Hazardous Materials team is trained and equipped to deal with incidents involving chemical, biological, radiological, radioactive, flammable, and other types of accidents. The Rescue team is trained and equipped to mitigate incidents involving confined space, trench, high angle, and low angle rope rescue when conventional rescues cannot be safely performed. The Fire Investigation team determines fire cause and origin as required by law.

## STANDARD LEVEL OF PERFORMANCE

1. Plan and deliver training to Hazmat, Rescue and Fire Investigation Team members.
2. Maintain State Office of Emergency Services Type II USAR and Haz Mat Designations.
3. Develop internal instructors capable of instructing classes within and outside of the Organization.
4. Attend District, County, and Regional training exercises.
5. Provide ongoing Haz Mat and Rescue team quarterly training.
6. Explore and implement improvements to Operations for all teams.
7. Send Special Operations team members to conferences, classes, and regional training events to ensure compliance with all local, state, and federal laws.
8. 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.
9. Strengthen relationships with law enforcement agencies; delineate roles and responsibilities for criminal investigations and evidence collection for incendiary fires.

## GOALS AND OBJECTIVES FOR FY 2024|25

1. Train and develop new Special Operations Team members and assist with Position Task Book completion.
2. Develop a plan for achieving Office of Emergency Services (OES) Heavy Rescue designation.
3. Deliver Hazardous Materials initial incident command training.

## STAFFING SUMMARY

Deputy Chief<sup>1</sup>

Training Battalion Chief<sup>2</sup>

Rescue Team Coordinator

Rescue Team Members (45)

Investigation Team Members (8)

Hazardous Materials Team Coordinator

Hazardous Materials Team Members (35)

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<sup>1</sup> Deputy Chief budgeted under Emergency Operations (30-55).

<sup>2</sup> Training Battalion Chief budgeted under Training (30-65).

**SPECIAL OPERATIONS**

**30-75**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Permanent Salaries	5110	\$ 697,430	\$ 677,552	\$ 670,347	\$ 690,427
Permanent Overtime	5120	68,988	132,295	206,747	212,949
Retirement Contributions	5150	515,874	599,222	329,609	346,387
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 1,282,292</b>	<b>\$ 1,409,069</b>	<b>\$ 1,206,703</b>	<b>\$ 1,249,763</b>
Small Tools and Equipment	5210	\$ 2,665	\$ 9,600	\$ 32,675	\$ 13,982
Miscellaneous Supplies	5212	6,905	10,800	17,103	17,750
Safety Clothing	5224	6,841	7,300	12,964	13,467
Non-Safety Clothing	5226	-	1,000	1,688	1,755
Maintenance and Repairs - Equipment	5236	16,467	16,500	27,221	28,310
Maintenance and Repairs - Radio	5238	-	500	563	585
Rents and Leases	5246	523	1,000	2,741	2,850
Software and Licenses	5248	-	-	8,000	8,200
Professional Services	5250	4,000	750	2,163	2,250
Insurance Services	5264	-	500	1,038	1,079
Educational Courses and Supplies	5276	27,974	57,600	126,735	79,306
Books and Periodicals	5280	825	2,600	3,238	3,367
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 66,200</b>	<b>\$ 108,150</b>	<b>\$ 236,129</b>	<b>\$ 172,901</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,348,492</b>	<b>\$ 1,517,219</b>	<b>\$ 1,442,832</b>	<b>\$ 1,422,664</b>

**RESCUE  
30-75-75**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Permanent Salaries	5110	\$ 373,212	\$ 365,281	\$ 338,874	\$ 349,009
Permanent Overtime	5120	40,911	63,286	102,897	105,984
Retirement Contributions	5150	274,693	323,957	166,624	175,098
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 688,817</b>	<b>\$ 752,524</b>	<b>\$ 608,395</b>	<b>\$ 630,091</b>
Small Tools and Equipment		\$ 534	\$ 5,000	\$ 27,000	\$ 8,080
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>534</b>	<b>5,000</b>	<b>27,000</b>	<b>8,080</b>
Miscellaneous Supplies		14	2,200	4,499	4,679
K9 Supplies		626	2,000	3,245	3,375
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>640</b>	<b>4,200</b>	<b>7,744</b>	<b>8,054</b>
PPE Replacement and Repairs		5,210	5,000	7,874	8,189
<b>Safety Clothing</b>	<b>5224</b>	<b>5,210</b>	<b>5,000</b>	<b>7,874</b>	<b>8,189</b>
USAR Gear Bags		-	500	1,125	1,170
Uniforms Replacement-Task Force 4		-	500	563	585
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>-</b>	<b>1,000</b>	<b>1,688</b>	<b>1,755</b>
Maintenance and Repairs - Equipment		360	500	1,096	1,140
<b>Maintenance and Repairs - Equipment</b>	<b>5236</b>	<b>360</b>	<b>500</b>	<b>1,096</b>	<b>1,140</b>
Property and Equipment Rental		453	500	2,178	2,265
<b>Rents and Leases</b>	<b>5246</b>	<b>453</b>	<b>500</b>	<b>2,178</b>	<b>2,265</b>
Site Evaluation - Mt. Diablo		4,000	750	-	-
<b>Professional Services</b>	<b>5250</b>	<b>4,000</b>	<b>750</b>	<b>-</b>	<b>-</b>
Training		11,786	20,000	57,168	14,455
Handler Refresher		1,249	2,500	5,408	5,624
Instructor Development		-	5,000	16,049	16,691
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>13,036</b>	<b>27,500</b>	<b>78,625</b>	<b>36,770</b>
Books and Periodicals		-	300	563	585
<b>Books and Periodicals</b>	<b>5280</b>	<b>-</b>	<b>300</b>	<b>563</b>	<b>585</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 24,233</b>	<b>\$ 44,750</b>	<b>\$ 126,768</b>	<b>\$ 66,839</b>

## FIRE INVESTIGATION

30-75-77

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Permanent Salaries	5110	\$ 72,297	\$ 69,798	\$ 83,556	\$ 86,063
Permanent Overtime	5120	-	24,463	23,819	24,533
Retirement Contributions	5150	55,761	63,239	41,084	43,178
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 128,058</b>	<b>\$ 157,500</b>	<b>\$ 148,459</b>	<b>\$ 153,774</b>
Small Tools and Equipment		\$ 1,440	\$ -	\$ 500	\$ 520
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>1,440</b>	<b>-</b>	<b>500</b>	<b>520</b>
Miscellaneous Supplies		-	3,000	2,500	2,563
K9 Supplies		1,449	-	1,122	1,167
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>1,449</b>	<b>3,000</b>	<b>3,622</b>	<b>3,730</b>
PPE Replacement and Repairs		-	500	1,040	1,066
<b>Safety Clothing</b>	<b>5224</b>	<b>-</b>	<b>500</b>	<b>1,040</b>	<b>1,066</b>
Report Writing Program		-	-	7,000	7,175
Report Reviewer		-	-	1,000	1,025
<b>Software and Licenses</b>	<b>5248</b>	<b>-</b>	<b>-</b>	<b>8,000</b>	<b>8,200</b>
Professional Services		-	-	2,163	2,250
<b>Professional Services</b>	<b>5250</b>	<b>-</b>	<b>-</b>	<b>2,163</b>	<b>2,250</b>
Pet Insurance		-	500	1,038	1,079
<b>Insurance Services</b>	<b>5264</b>	<b>-</b>	<b>500</b>	<b>1,038</b>	<b>1,079</b>
Fire K9 Detection Certification		-	600	600	624
Handler Refresher		1,029	3,500	4,000	4,160
Instructor		807	-	3,000	3,120
Training		3,691	12,000	18,387	19,123
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>5,527</b>	<b>16,100</b>	<b>25,987</b>	<b>27,027</b>
Books and Periodicals		825	2,000	2,000	2,080
<b>Books and Periodicals</b>	<b>5280</b>	<b>825</b>	<b>2,000</b>	<b>2,000</b>	<b>2,080</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 9,242</b>	<b>\$ 22,100</b>	<b>\$ 44,350</b>	<b>\$ 45,952</b>

**HAZARDOUS MATERIALS  
30-75-80**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Permanent Salaries	5110	\$ 251,920	\$ 242,473	\$ 247,917	\$ 255,355
Permanent Overtime	5120	28,077	44,546	80,031	82,432
Retirement Contributions	5150	185,420	212,026	121,901	128,111
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 465,417</b>	<b>\$ 499,045</b>	<b>\$ 449,849</b>	<b>\$ 465,898</b>
Small Tools and Equipment		691	4,600	5,175	5,382
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>691</b>	<b>4,600</b>	<b>5,175</b>	<b>5,382</b>
Miscellaneous Supplies		4,816	3,600	5,737	5,966
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>4,816</b>	<b>3,600</b>	<b>5,737</b>	<b>5,966</b>
Chemical Protective Boots		-	800	900	936
Level B Suit Replacements		-	500	1,350	1,404
Miscellaneous Protective Clothing		1,631	500	1,800	1,872
<b>Safety Clothing</b>	<b>5224</b>	<b>1,631</b>	<b>1,800</b>	<b>4,050</b>	<b>4,212</b>
Equipment Maintenance and Repairs		1,355	1,000	1,125	1,170
Monitor and Detector Maintenance		14,751	15,000	25,000	26,000
<b>Maintenance and Repairs - Equipment</b>	<b>5236</b>	<b>16,107</b>	<b>16,000</b>	<b>26,125</b>	<b>27,170</b>
Maintenance and Repairs - Radios and Computers		-	500	563	585
<b>Maintenance and Repairs - Radio</b>	<b>5238</b>	<b>-</b>	<b>500</b>	<b>563</b>	<b>585</b>
Off Site Facility and Equipment		71	500	563	585
<b>Rents and Leases</b>	<b>5246</b>	<b>71</b>	<b>500</b>	<b>563</b>	<b>585</b>
Instructor Development		495	1,000	10,875	3,810
Training		8,916	13,000	11,249	11,699
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>9,411</b>	<b>14,000</b>	<b>22,123</b>	<b>15,509</b>
Books and Periodicals		-	300	675	702
<b>Books and Periodicals</b>	<b>5280</b>	<b>-</b>	<b>300</b>	<b>675</b>	<b>702</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 32,726</b>	<b>\$ 41,300</b>	<b>\$ 65,011</b>	<b>\$ 60,111</b>



# VOLUNTEER AND RESERVE FIREFIGHTERS

## 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).
2. Maintain Title 22 EMS Standards requirements within District and with CCC EMS Medical Director's approval.
3. Review performance, roles and responsibilities of Volunteer Coordinator.
4. Administer the District's Chaplain Program.

## GOALS AND OBJECTIVES FOR FY 2024 | 25

1. Develop a long-term strategy to address Station 37 needs.
2. In coordination with the Training Division, Develop a Reserve Firefighter Training Academy.
3. Evaluate all reserve/volunteer programs to ensure operational efficiency and consistency.

## STAFFING SUMMARY

Deputy Chief<sup>1</sup>

Training Battalion Chief<sup>2</sup>

Station 37 Coordinator

Chaplain Coordinator

FS37 Volunteers (15)

Chaplain Volunteers (9)

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<sup>1</sup> Deputy Chief budgeted under Emergency Operations (30-55).

<sup>2</sup> Training Battalion Chief budgeted under Training (30-65).

**VOLUNTEER AND RESERVE FIREFIGHTERS**

**30-85**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Temporary Salaries	5115	\$ 34,057	\$ 32,114	\$ 44,296	\$ 45,625
FICA Contributions	5140	494	466	642	662
Employee Group Insurance	5160	817	71	71	71
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 35,368</b>	<b>\$ 32,651</b>	<b>\$ 45,009</b>	<b>\$ 46,358</b>
Small Tools and Equipment	5210	\$ 1,525	\$ 4,500	\$ 5,999	\$ 6,239
Miscellaneous Supplies	5212	6,468	3,100	6,862	7,136
Food Supplies	5222	1,350	250	500	520
Safety Clothing	5224	9,187	9,000	20,000	20,800
Non-Safety Clothing	5226	1,310	2,300	7,250	7,540
Professional Services	5250	100	3,000	7,874	8,189
Specialized Printing	5272	280	250	563	585
Dues and Memberships	5274	2,700	2,700	2,700	2,808
Educational Courses and Supplies	5276	-	6,000	14,999	15,599
Books and Periodicals	5280	-	300	337	350
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 22,920</b>	<b>\$ 31,400</b>	<b>\$ 67,084</b>	<b>\$ 69,767</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 58,288</b>	<b>\$ 64,051</b>	<b>\$ 112,093</b>	<b>\$ 116,124</b>

**VOLUNTEER AND RESERVE FIREFIGHTERS**

**30-85**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
ARA Pro Replacement		\$ -	\$ 1,500	\$ 1,500	\$ 1,560
Firefighter Reserves Equipment		-	2,000	2,925	3,042
Small Tools and Equipment		1,525	1,000	1,575	1,638
<b>Small Tools and Equipment</b>	<b>5210</b>	<b>1,525</b>	<b>4,500</b>	<b>5,999</b>	<b>6,239</b>
Auto Extrication Vehicles		500	1,000	2,250	2,340
Firefighter Reserves Supplies		4,845	2,000	4,499	4,679
Miscellaneous Supplies		1,123	100	112	117
<b>Miscellaneous Supplies</b>	<b>5212</b>	<b>6,468</b>	<b>3,100</b>	<b>6,862</b>	<b>7,136</b>
Food Supplies		1,350	250	500	520
<b>Food Supplies</b>	<b>5222</b>	<b>1,350</b>	<b>250</b>	<b>500</b>	<b>520</b>
PPE - Firefighter Reserves		3,420	5,000	15,000	15,600
PPE - Volunteers		5,767	4,000	5,000	5,200
<b>Safety Clothing</b>	<b>5224</b>	<b>9,187</b>	<b>9,000</b>	<b>20,000</b>	<b>20,800</b>
Class B - Firefighter Reserves		629	1,500	5,000	5,200
Class B - Volunteers		681	800	2,250	2,340
<b>Non-Safety Clothing</b>	<b>5226</b>	<b>1,310</b>	<b>2,300</b>	<b>7,250</b>	<b>7,540</b>
Firefighter Reserve Tower Rental		100	2,000	2,250	2,340
Vegetation Clean up		-	1,000	5,624	5,849
<b>Professional Services</b>	<b>5250</b>	<b>100</b>	<b>3,000</b>	<b>7,874</b>	<b>8,189</b>
Specialized Printing		280	250	563	585
<b>Specialized Printing</b>	<b>5272</b>	<b>280</b>	<b>250</b>	<b>563</b>	<b>585</b>
Volunteer Firefighter Service Award		2,700	2,700	2,700	2,808
<b>Dues and Memberships</b>	<b>5274</b>	<b>2,700</b>	<b>2,700</b>	<b>2,700</b>	<b>2,808</b>
Emergency Medical Responder Certification		-	1,000	4,499	4,679
Emergency Vehicle Operation Course		-	3,000	5,000	5,200
Training		-	2,000	5,500	5,720
<b>Educational Courses and Supplies</b>	<b>5276</b>	<b>-</b>	<b>6,000</b>	<b>14,999</b>	<b>15,599</b>
Firehouse Magazine		-	300	337	350
<b>Books and Periodicals</b>	<b>5280</b>	<b>-</b>	<b>300</b>	<b>337</b>	<b>350</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$ 22,920</b>	<b>\$ 31,400</b>	<b>\$ 67,084</b>	<b>\$ 69,767</b>

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

**REVENUES**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Transfer in	3800	\$ 5,580,660	\$ 5,586,665	\$ 5,586,759	\$ 5,586,699
<b>TOTAL REVENUES</b>		<b>\$ 5,580,660</b>	<b>\$ 5,586,665</b>	<b>\$ 5,586,759</b>	<b>\$ 5,586,699</b>

**EXPENDITURES**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Debt Service - Equipment Lease	5310	\$ 2,066,373	\$ 2,072,556	\$ 2,072,988	\$ 2,073,092
Debt Service - 2020 COP	5310	1,993,663	1,991,763	1,993,762	1,994,562
Debt Service - Equipment Lease	5310	595,999	597,696	597,159	597,520
Debt Service - 2015 COP	5310	924,625	924,650	922,850	921,525
<b>TOTAL EXPENDITURES</b>		<b>\$ 5,580,660</b>	<b>\$ 5,586,665</b>	<b>\$ 5,586,759</b>	<b>\$ 5,586,699</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
LEASE AGREEMENT - EQUIPMENT**

**PURPOSE:** Purchase four Type 1 Fire Engines, six Type 3 Fire Engines, one Tiller Truck, 1 Mobile Communications Unit and one Heavy Duty Rescue Unit.

<b>CURRENT YEAR SUMMARY</b>	
Principal Outstanding as of July 1, 2024	\$ 6,081,000
Reduction in Principal Balance	2,001,000
Interest Due	71,988
Total Payment Due	2,072,988
Principal Outstanding as of June 30, 2025	\$ 4,080,000

<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2024-2025	1.29%	\$ 2,001,000	\$ 71,988	\$ 2,072,988
2025-2026	1.29%	2,027,000	46,092	2,073,092
2026-2027	1.29%	2,053,000	19,860	2,072,860
<b>TOTALS</b>		<b>\$ 6,081,000</b>	<b>\$ 137,940</b>	<b>\$ 6,218,940</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2020 CERTIFICATES OF PARTICIPATION \$40.0M**

**PURPOSE:** Finance the design and construction of the Public Safety Complex at 2401 Crow Canyon Road in the City of San Ramon to house the San Ramon Police Department and the Fire District Administration, and to Finance the future Training Center Facility at 1500 Bollinger Canyon Road in the City of San Ramon.

<b>CURRENT YEAR SUMMARY</b>	
Principal Outstanding as of July 1, 2024	\$ 33,385,000
Reduction in Principal Balance	715,000
Interest Due	1,278,762
Total Payment Due	1,993,762
Principal Outstanding as of June 30, 2025	\$ 32,670,000

<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2024-2025	4.00%	\$ 715,000	\$ 1,278,762	\$ 1,993,762
2025-2026	4.00%	745,000	1,249,562	1,994,562
2026-2027	4.00%	775,000	1,219,162	1,994,162
2027-2028	4.00%	805,000	1,187,562	1,992,562
2028-2029	4.00%	840,000	1,154,662	1,994,662
2029-2030	4.00%	870,000	1,120,462	1,990,462
2030-2031	4.00%	905,000	1,084,962	1,989,962
2031-2032	4.00%	945,000	1,047,962	1,992,962
2032-2033	4.00%	985,000	1,009,362	1,994,362
2033-2034	4.00%	1,025,000	969,162	1,994,162
2034-2035	4.00%	1,065,000	927,362	1,992,362
2035-2036	4.00%	1,110,000	883,862	1,993,862
2036-2037	4.00%	1,155,000	838,562	1,993,562
2037-2038	4.00%	1,200,000	791,462	1,991,462
2038-2039	2.25%	1,240,000	753,512	1,993,512
2039-2040	2.38%	1,270,000	724,481	1,994,481
2040-2041	4.00%	1,310,000	683,200	1,993,200
2041-2042	4.00%	1,365,000	629,700	1,994,700
2042-2043	4.00%	1,420,000	574,000	1,994,000
2043-2044	4.00%	1,475,000	516,100	1,991,100
2044-2045	4.00%	1,535,000	455,900	1,990,900
2045-2046	4.00%	1,600,000	393,200	1,993,200
2046-2047	4.00%	1,665,000	327,900	1,992,900
2047-2048	4.00%	1,730,000	260,000	1,990,000
2048-2049	4.00%	1,805,000	189,300	1,994,300
2049-2050	4.00%	1,875,000	115,700	1,990,700
2050-2051	4.00%	1,955,000	39,100	1,994,100
<b>TOTALS</b>		<b>\$ 33,385,000</b>	<b>\$ 20,424,961</b>	<b>\$ 53,809,961</b>

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
LEASE AGREEMENT - EQUIPMENT**

**PURPOSE:** Purchase five Rescue Type 1 Ambulances, five Type 1 Fire Engines, four Type 5 Fire Engines.

<b>CURRENT YEAR SUMMARY</b>	
Principal Outstanding as of July 1, 2024	\$ 2,318,000
Reduction in Principal Balance	568,000
Interest Due	29,159
Total Payment Due	597,159
Principal Outstanding as of June 30, 2025	\$ 1,750,000

<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2024-2025	1.34%	\$ 568,000	\$ 29,159	\$ 597,159
2025-2026	1.34%	576,000	21,520	597,520
2026-2027	1.34%	583,000	13,782	596,782
2027-2028	1.34%	591,000	5,943	596,943
<b>TOTALS</b>		<b>\$ 2,318,000</b>	<b>\$ 70,404</b>	<b>\$ 2,388,404</b>



**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE  
2015 REFINANCING CERTIFICATES OF PARTICIPATION \$8.5M  
PLUS \$5.0M NEW MONEY**

**PURPOSE:** Refund Debt Issued in 2006 to design and construct Station 36 and Station 31, Apparatus Storage Building, purchase Hemme land and Station 32 land, and New Money for Construction of Replacement Station 32.

<b>CURRENT YEAR SUMMARY</b>	
Principal Outstanding as of July 1, 2024	\$ 8,700,000
Reduction in Principal Balance	595,000
Interest Due	327,850
Total Payment Due	922,850
Principal Outstanding as of June 30, 2025	\$ 8,105,000

<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2024-2025	2.00%	\$ 595,000	\$ 327,850	\$ 922,850
2025-2026	5.00%	615,000	306,525	921,525
2026-2027	3.00%	640,000	281,550	921,550
2027-2028	3.00%	660,000	262,050	922,050
2028-2029	3.00%	680,000	241,950	921,950
2029-2030	3.00%	700,000	221,250	921,250
2030-2031	3.00%	725,000	199,875	924,875
2031-2032	4.00%	750,000	174,000	924,000
2032-2033	4.00%	775,000	143,500	918,500
2033-2034	5.00%	810,000	107,750	917,750
2034-2035	5.00%	855,000	66,125	921,125
2035-2036	5.00%	895,000	22,375	917,375
<b>TOTALS</b>		<b>\$ 8,700,000</b>	<b>\$ 2,354,800</b>	<b>\$ 11,054,800</b>



**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**Capital Improvement Plan**

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
<b>Beginning Capital Balance</b>	\$ 33,124,148	\$ 14,280,108	\$ 12,893,483	\$ 1,188,059	\$ 5,007,221	\$ 7,951,796	\$ 9,423,772	\$ 9,244,036	\$ 21,551,679	\$ 20,871,654	\$ 12,684,638	\$ 28,462,809
<b>Contributions</b>												
General Fund Transfer	1,860,338	7,029,146	7,170,166	3,216,122	3,367,186	13,523,538	13,685,362	13,852,849	14,026,199	14,205,616	14,391,313	14,583,509
Projected Comm Ctr Savings	500,074	517,577	535,692	554,441	573,847	593,931	614,719	636,234	658,502	681,550	705,404	730,093
FLSD Tech Fee	30,828	17,768	18,656	18,656	18,656	18,656	18,656	18,656	18,656	18,656	18,656	18,656
Investment Earnings	440,467	482,029	312,781	71,723	138,690	227,460	194,312	314,391	535,569	339,602	414,762	727,213
Developer Contribution	-	-	-	1,450,000	-	-	-	-	-	-	-	-
Grant	-	100,000	288,000	-	-	-	-	-	-	-	-	-
Measure X	-	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Property Sales	2,058	-	-	-	-	-	-	-	-	-	-	-
<b>Total Contributions</b>	<u>2,833,765</u>	<u>9,246,519</u>	<u>9,425,295</u>	<u>6,410,942</u>	<u>5,198,380</u>	<u>15,463,586</u>	<u>15,613,049</u>	<u>15,922,130</u>	<u>16,338,926</u>	<u>16,345,424</u>	<u>16,630,135</u>	<u>17,159,471</u>
<b>Expenditures</b>												
Facilities	18,598,443	8,001,322	17,495,075	283,875	327,072	12,353,085	12,821,074	362,630	13,696,086	14,175,449	361,168	15,185,096
Fleet	582,575	2,022,139	1,180,391	834,171	1,049,146	1,378,743	2,797,654	3,001,209	2,841,478	3,310,615	-	-
Technology	2,074,508	558,499	338,203	342,536	61,377	56,815	99,304	109,316	249,084	6,872,968	114,499	97,992
Communications Center	31,807	37,745	22,950	93,919	27,911	81,100	35,560	27,258	45,387	101,623	47,257	82,060
FLSD Tech Improvements	61,623	13,440	10,350	-	5,322	-	-	18,193	-	-	6,542	-
Equipment	328,849	-	2,083,751	1,037,281	782,977	121,867	39,194	95,882	186,916	71,785	322,498	559,176
<b>Total Expenditures</b>	<u>21,677,805</u>	<u>10,633,145</u>	<u>21,130,719</u>	<u>2,591,781</u>	<u>2,253,804</u>	<u>13,991,610</u>	<u>15,792,785</u>	<u>3,614,488</u>	<u>17,018,951</u>	<u>24,532,440</u>	<u>851,964</u>	<u>15,924,323</u>
<b>Difference</b>	<u>(18,844,040)</u>	<u>(1,386,626)</u>	<u>(11,705,424)</u>	<u>3,819,161</u>	<u>2,944,576</u>	<u>1,471,976</u>	<u>(179,736)</u>	<u>12,307,642</u>	<u>(680,025)</u>	<u>(8,187,016)</u>	<u>15,778,171</u>	<u>1,235,148</u>
<b>Ending Capital Balance</b>	<u>\$ 14,280,108</u>	<u>\$ 12,893,483</u>	<u>\$ 1,188,059</u>	<u>\$ 5,007,221</u>	<u>\$ 7,951,796</u>	<u>\$ 9,423,772</u>	<u>\$ 9,244,036</u>	<u>\$ 21,551,679</u>	<u>\$ 20,871,654</u>	<u>\$ 12,684,638</u>	<u>\$ 28,462,809</u>	<u>\$ 29,697,957</u>

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

**REVENUES**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
Transfer In	3800	\$ 2,360,412	\$ 7,546,723	\$ 7,705,858	\$ 3,770,563
Grant	4240	-	100,000	288,000	-
Measure X	4240	-	1,100,000	1,100,000	1,100,000
Info Technology Surcharge	4316	30,828	17,768	18,656	18,656
Investment Earnings	4410	440,467	482,029	312,781	71,723
Sale of Property	4620	2,058	-	-	-
Developer Contribution	4910	-	-	-	1,450,000
<b>TOTAL REVENUES</b>		<b>\$ 2,833,765</b>	<b>\$ 9,246,520</b>	<b>\$ 9,425,295</b>	<b>\$ 6,410,942</b>

**EXPENDITURES**

DESCRIPTION	GL CODE	ACTUAL FY 22-23	ESTIMATED ACTUAL FY 23-24	PROPOSED BUDGET FY 24-25	PROJECTED BUDGET FY 25-26
CRR Tech Improvements	5253	\$ 61,623	\$ 13,440	\$ 10,350	\$ -
Facilities	6120	18,598,443	8,001,322	17,495,075	283,875
Technology	6230	2,074,508	558,499	338,203	342,536
Communications Center	6230	31,807	37,745	22,950	93,918
Equipment	6240	328,849	-	2,083,751	1,037,281
Fleet	6250	582,575	2,022,139	1,180,391	834,171
<b>TOTAL EXPENDITURES</b>		<b>\$ 21,677,805</b>	<b>\$ 10,633,145</b>	<b>\$ 21,130,720</b>	<b>\$ 2,591,781</b>

**CAPITAL PROJECTS FUND**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>ACTUAL FY 22-23</b>	<b>ESTIMATED ACTUAL FY 23-24</b>	<b>PROPOSED BUDGET FY 24-25</b>	<b>PROJECTED BUDGET FY 25-26</b>
Roof Replacement	6120	\$ -	\$ -	\$ 31,050	\$ -
Exterior Painting	6120	-	83,000	103,500	107,123
PCC/Asphalt Repairs	6120	-	-	15,525	16,068
Fitness Equipment	6120	9,421	27,473	131,050	32,137
General Repairs/Maintenance	6120	747	23,444	51,750	53,561
Old Station 32 Environmental Impact Svcs	6120	22,031	28,453	-	-
Landscape Improvements - 3 Stations	6120	-	10,700	46,575	48,205
Plymovent	6120	-	26,547	25,875	26,781
Fuel Management System	6120	-	16,009	59,871	-
Live Burn Prop	6120	-	166,883	967,317	-
Training Facility	6120	383,782	2,451,353	15,632,562	-
Fire Station Remodel - 34	6120	5,346,665	1,748,602	-	-
Fire Station Remodel - 37	6120	-	-	250,000	-
Public Safety Building	6120	11,630,497	2,996,159	-	-
Public Safety Building - Microwave	6120	-	332,461	-	-
Wiedemann Tower	6120	1,205,300	90,238	180,000	-
<b>TOTAL FACILITIES</b>		<b>18,598,443</b>	<b>8,001,322</b>	<b>17,495,075</b>	<b>283,875</b>
Document Image Archive Appliance	5253	50,750	13,440	10,350	-
Records Management	5253	10,873	-	-	-
<b>TOTAL CRR TECH IMPROVEMENTS</b>		<b>61,623</b>	<b>13,440</b>	<b>10,350</b>	<b>-</b>
Mobile Radios	6230	1,732,047	-	-	-
Wildland Radios	6230	-	408,781	-	-
Portable Radio Batteries	6230	-	-	8,291	8,581
Fire Station UPS	6230	-	-	7,539	-
Computers	6230	-	-	38,813	40,171
Tablets	6230	17,173	-	13,041	21,425
Apparatus Cell Phones	6230	-	-	9,315	-
Fire Station Alerting	6230	258,110	128,161	235,204	224,154
Enterprise Resource Planning	6230	-	21,557	-	-
Document Management System	6230	-	-	26,000	-
GPS Time Clock	6230	15,996	-	-	-
Wall Map Monitors	6230	51,182	-	-	-
Physio Lifepak Modems	6230	-	-	-	48,205
<b>TOTAL TECHNOLOGY</b>		<b>2,074,508</b>	<b>558,499</b>	<b>338,203</b>	<b>342,536</b>

**CAPITAL PROJECTS FUND**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>ACTUAL FY 22-23</b>	<b>ESTIMATED ACTUAL FY 23-24</b>	<b>PROPOSED BUDGET FY 24-25</b>	<b>PROJECTED BUDGET FY 25-26</b>
Radios	6230	8,797	-	-	-
Computers	6230	-	-	-	11,248
Audio Logger	6230	-	-	-	58,917
Mobile Communications Unit (CS131)	6230	-	10,629	22,950	23,753
Software	6230	23,010	-	-	-
CAD to CAD	6230	-	27,116	-	-
<b>TOTAL COMMUNICATIONS CENTER</b>		<b>31,807</b>	<b>37,745</b>	<b>22,950</b>	<b>93,918</b>
Extrication Equipment	6240	-	-	95,634	-
PFAS-Free Turnouts	6240	-	-	528,249	-
Thermal Imaging Cameras	6240	-	-	34,155	35,350
SCBA Equipment	6240	-	-	1,405,013	-
Automatic Compression Devices	6240	328,849	-	-	-
Rapid Response Kit	6240	-	-	20,700	-
Gurney	6240	-	-	-	262,786
Defibrillators	6240	-	-	-	739,145
<b>TOTAL EQUIPMENT</b>		<b>328,849</b>	<b>-</b>	<b>2,083,751</b>	<b>1,037,281</b>
Ambulances - Refurbish Engine	6250	-	1,110,522	-	-
Ambulance	6250	-	-	-	412,422
Single Role Ambulances	6250	188,250	-	-	191,749
Trucks	6250	-	9,156	-	-
Watertenders	6250	341,499	-	-	-
Specialty Units	6250	-	-	142,391	-
Vehicle Upfitting/Improvements	6250	52,826	902,461	1,038,000	230,000
<b>TOTAL FLEET</b>		<b>582,575</b>	<b>2,022,139</b>	<b>1,180,391</b>	<b>834,171</b>
<b>TOTAL CAPITAL PROJECTS FUND</b>		<b>\$ 21,677,805</b>	<b>\$ 10,633,145</b>	<b>\$ 21,130,720</b>	<b>2,591,781</b>

**RESOLUTION NO. 2024-05**

**A RESOLUTION OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
SETTING THE DISTRICT'S APPROPRIATION LIMIT FOR FISCAL YEAR 2024-25  
(APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-25)**

**WHEREAS**, Article XIII B of the California Constitution provides that the total annual appropriations subject to limitation of each governmental entity, including this District, shall not exceed the appropriation limit of such entity of government for the prior year adjusted for certain changes mandated by Proposition Four passed in November, 1979 and Proposition 111 in June, 1990 except as otherwise provided for in said Article XIII B and implementing State statutes; and

**WHEREAS**, pursuant to said Article XIII B, and Section 7900 et seq. of the California Government Code, the District is required to set its appropriation limit for each fiscal year; and

**WHEREAS**, the District has conducted the necessary analysis and calculations to determine the appropriations limit for fiscal year 2024-25, relying on the fiscal year 2023-24 limit approved by the Board of Directors on June 28, 2023, and the following two adjustment factors: Change in Population and Change in Per Capita Income for January 1, 2024, as provided by the California Department of Finance; and

**WHEREAS**, based on such calculations the District has determined the said appropriation limit, and pursuant to Section 7910 of the Government Code, has made available to the public the documentation used in the determination of the limit;

**NOW THEREFORE, BE IT RESOLVED** by the San Ramon Valley Fire Protection District Board of Directors that:

1. The annual adjustment factors used to calculate the fiscal year 2024-25 appropriations limit shall be the change in State Per Capita Income of 3.62% and the January 2024 District population change of -0.15%;
2. The new Appropriation Limit for fiscal year 2024-25 shall be and is hereby set in the amount of \$221,314,962;
3. The fiscal year 2024-25 Adopted Budget appropriations subject to the appropriation limit are \$97,248,025.

**PASSED, APPROVED AND ADOPTED** on this 26th day of June, 2024 at a regular meeting of the District Board of Directors at San Ramon, State of California on a motion made by Director Lee, seconded by Vice President Stamey and duly carried with the following roll call votes:

**AYES:** Stamey, Lee, Crean, Kerr

**NOES:** None

**ABSENT:** Parker

**ABSTAIN:** None

**{{SIGNATURES TO FOLLOW ON NEXT PAGE}}**

Page 2 of 2  
Resolution No. 2024-05 (Appropriations Limit for FY 2024-25)  
June 26, 2024

Dated: June 26, 2024

DocuSigned by:  
*H Jay Kerr*  
4A7B0FF581E2469...  
H. Jay Kerr  
President, Board of Directors

**APPROVED TO CONTENT:**

DocuSigned by:  
*Paige Meyer*  
F5CC8122F442487...  
Paige Meyer, District Fire Chief

**APPROVED AS TO FORM:**

DocuSigned by:  
*Stephanie Brendlen*  
41C3A3F37BD54B3...  
Stephanie Brendlen, District Counsel/District Clerk

**ATTEST.**  
DocuSigned by:  
*Stephanie Brendlen*  
41C3A3F37BD54B3...  
Stephanie Brendlen, District Counsel/District Clerk



San Ramon Valley Fire Protection District  
Salary Schedule - Full-Time, Monthly and Annual  
April 1, 2024

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Accounting Technician	Non-Rep	40	6,782.45	7,120.84	7,477.49	7,851.18	8,245.57	8,658.21		
			81,389.39	85,450.09	89,729.90	94,214.20	98,946.82	103,898.55		
Administrative Analyst I	Non-Rep	40	7,549.31	7,924.22	8,317.39	8,734.90	9,170.67	9,629.57		
			90,591.70	95,090.62	99,808.63	104,818.78	110,048.03	115,554.82		
Administrative Assistant	Non-Rep	40	7,739.51	8,125.95	8,531.30	8,961.47	9,407.00	9,877.35		
			92,874.06	97,511.38	102,375.61	107,537.64	112,884.03	118,528.23		
Battalion Chief 0	IAFF-A	56	14,769.77	15,414.27	16,138.25	16,856.01	17,592.41	18,471.62		
			177,237.20	184,971.22	193,658.95	202,272.18	211,108.93	221,659.38		
Battalion Chief 1	IAFF-A	56	15,419.61	16,064.11	16,788.09	17,505.86	18,242.25	19,121.46		
			185,035.31	192,769.33	201,457.06	210,070.29	218,907.04	229,457.50		
Battalion Chief 2	Rescue or HazMat	IAFF-A	56	16,069.45	16,713.95	17,437.93	18,155.70	18,892.10	19,771.30	
			192,833.42	200,567.44	209,255.18	217,868.40	226,705.15	237,255.61		
Battalion Chief 4	EMS Training Academy	IAFF-A	40	16,816.65	17,522.00	18,313.04	19,097.86	19,927.96	20,902.68	
			201,799.81	210,264.01	219,756.44	229,174.36	239,135.47	250,832.11		
Battalion Chief 5	EMS or Training	Rescue or HazMat	IAFF-A	40	17,466.49	18,171.84	18,962.88	19,747.71	20,552.40	21,514.81
			209,597.92	218,062.12	227,554.55	236,972.47	246,628.82	258,177.70		
Captain 0		IAFF	56	11,551.13	12,052.55	12,619.78	13,180.42	13,756.86	14,445.16	
			138,613.54	144,630.61	151,437.31	158,165.05	165,082.30	173,341.95		
Captain 1	EMT	IAFF	56	12,239.26	12,740.68	13,307.91	13,868.55	14,444.99	15,133.29	
			146,871.12	152,888.18	159,694.88	166,422.62	173,339.87	181,599.52		
Captain 2	Rescue or HazMat	IAFF	56	12,927.39	13,428.81	13,996.04	14,556.68	15,133.12	15,821.42	
			155,128.69	161,145.75	167,952.45	174,680.19	181,597.45	189,857.09		
Captain 3	Rescue and HazMat	IAFF	56	13,271.46	13,772.88	14,340.10	14,900.75	15,477.19	16,165.49	
			159,257.47	165,274.53	172,081.24	178,808.98	185,726.23	193,985.87		
Captain 7	Rescue or HazMat and Mechanic Coordinator	IAFF	56	14,523.31	15,024.73	15,591.96	16,152.60	16,729.04	17,417.34	
			174,279.72	180,296.78	187,103.48	193,831.22	200,748.48	209,008.12		
Captain 8	Rescue or HazMat and Mechanic Coordinator	IAFF	40	15,711.42	16,260.68	16,882.04	17,496.17	18,127.61	18,881.62	
			188,537.04	195,128.18	202,584.44	209,954.06	217,531.32	226,579.48		
Captain 10	Paramedic	IAFF	56	13,271.46	13,772.88	14,340.10	14,900.75	15,477.19	16,165.49	
			159,257.47	165,274.53	172,081.24	178,808.98	185,726.23	193,985.87		
Captain 11	Paramedic	Rescue or HazMat	IAFF	56	13,959.59	14,461.01	15,028.23	15,588.88	16,165.32	16,853.62
			167,515.04	173,532.11	180,338.81	187,066.55	193,983.80	202,243.44		
Captain 12	Paramedic	Rescue and HazMat	IAFF	56	14,303.65	14,805.07	15,372.30	15,932.94	16,509.38	17,197.69
			171,643.83	177,660.89	184,467.59	191,195.33	198,112.59	206,372.23		
Captain 13	Paramedic	Academy	IAFF	40	14,385.94	14,934.74	15,554.61	16,167.90	16,799.61	17,593.52
			172,631.27	179,216.87	186,655.29	194,014.74	201,595.29	211,122.27		

San Ramon Valley Fire Protection District  
Salary Schedule - Full-Time, Monthly and Annual  
April 1, 2024

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Captain 25	Paramedic	Rescue or HazMat and Investigator	IAFF	56	14,727.64	15,256.65	15,855.09	16,446.58	17,054.73	17,780.91
					176,731.72	183,079.77	190,261.13	197,358.98	204,656.81	213,370.91
Captain 26	Paramedic	Rescue, HazMat and Investigator	IAFF	56	15,090.64	15,619.64	16,218.08	16,809.58	17,417.73	18,143.91
					181,087.69	187,435.73	194,616.93	201,714.94	209,012.77	217,726.87
Captain 27	Paramedic	Rescue or HazMat and EMS Coordinator	IAFF	56	15,544.56	16,045.98	16,613.21	17,173.85	17,750.29	18,438.59
					186,534.71	192,551.73	199,358.46	206,086.24	213,003.51	221,263.07
Captain 28	Paramedic	Rescue, HazMat and EMS Coordinator	IAFF	56	15,888.62	16,390.04	16,957.26	17,517.91	18,094.35	18,782.65
					190,663.42	196,680.44	203,487.17	210,214.94	217,132.22	225,391.78
Captain 29	Paramedic	Coordinator: EMS, HazMat, Mechanic or Rescue	IAFF	56	14,856.43	15,357.85	15,925.08	16,485.72	17,062.16	17,750.46
					178,277.13	184,294.20	191,100.90	197,828.64	204,745.89	213,005.54
Captain 31		Rescue or HazMat Coordinator and Investigator	IAFF	56	14,459.77	14,988.79	15,587.22	16,178.71	16,786.86	17,513.04
					173,517.22	179,865.46	187,046.60	194,144.46	201,442.36	210,156.50
Chief Financial Officer	Non-Rep	40			-	16,273.15	17,086.81	17,941.15	18,838.21	19,780.12
Communications Center Manager	Non-Rep	40			-	195,277.81	205,041.70	215,293.78	226,058.47	237,361.39
			13,433.03	14,141.72	14,872.04	15,637.37	16,422.38	17,244.37		
Community Risk Reduction Educator	CERT	Non-Rep	40	6,949.92	7,297.41	7,662.29	8,045.40	8,447.67	8,870.06	
				83,399.09	87,568.94	91,947.44	96,544.79	101,372.05	106,440.69	
Community Risk Reduction Inspector 1	IAFF	40	8,201.18	8,611.56	9,042.59	9,494.27	9,969.18	10,467.31		
			98,414.17	103,338.75	108,511.11	113,931.24	119,630.13	125,607.76		
Community Risk Reduction Inspector 2	IAFF	40	9,136.80	9,593.64	10,073.71	10,578.30	11,106.12	11,662.32		
			109,641.59	115,123.67	120,884.50	126,939.57	133,273.38	139,947.89		
Community Risk Reduction Plans Examiner 1	IAFF	40	10,436.34	10,960.29	11,513.92	12,089.48	12,683.12	13,318.05		
			125,236.10	131,523.45	138,166.99	145,073.79	152,197.40	159,816.56		
Community Risk Reduction Plans Examiner 2	Investigator	IAFF	40	10,993.84	11,546.18	12,126.91	12,738.61	13,360.63	14,029.12	
				131,926.09	138,554.14	145,522.89	152,863.30	160,327.60	168,349.40	
Deputy Chief	Non-Rep	40	19,115.25	19,917.46	20,822.74	21,716.85	22,642.00	23,741.01		
			229,382.99	239,009.53	249,872.92	260,602.20	271,704.02	284,892.09		
District Counsel   Clerk	Non-Rep	40	-	-	-	-	-	-	19,780.12	
			-	-	-	-	-	-	237,361.39	
Emergency Preparedness Coordinator	Non-Rep	40	8,728.05	9,164.46	9,622.67	10,103.81	10,609.00	11,139.45		
			104,736.55	109,973.49	115,472.05	121,245.72	127,308.00	133,673.40		
EMS Division Manager	Non-Rep	40	13,433.03	14,141.72	14,872.04	15,637.37	16,422.38	17,244.37		
			161,196.40	169,700.70	178,464.43	187,648.41	197,068.58	206,932.48		

San Ramon Valley Fire Protection District  
Salary Schedule - Full-Time, Monthly and Annual  
April 1, 2024

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
EMS Specialist	Non-Rep	40	9,680.71	10,164.75	10,672.99	11,206.63	11,766.97	12,355.31		
			116,168.55	121,976.98	128,075.83	134,479.62	141,203.60	148,263.78		
Engineer 0	IAFF	56	10,117.83	10,566.51	11,050.44	11,573.69	12,079.31	12,683.27		
			121,413.90	126,798.15	132,605.33	138,884.23	144,951.68	152,199.26		
Engineer 1	EMT	IAFF	56	10,805.96	11,254.64	11,738.57	12,261.82	12,767.44	13,371.40	
			129,671.48	135,055.72	140,862.90	147,141.80	153,209.25	160,456.83		
Engineer 2	Rescue or HazMat	IAFF	56	11,494.09	11,942.77	12,426.71	12,949.95	13,455.57	14,059.53	
			137,929.05	143,313.29	149,120.47	155,399.37	161,466.82	168,714.40		
Engineer 3	Rescue and HazMat	IAFF	56	11,838.15	12,286.84	12,770.77	13,294.01	13,799.63	14,403.60	
			142,057.83	147,442.08	153,249.25	159,528.16	165,595.60	172,843.19		
Engineer 4	Paramedic	IAFF	56	11,838.15	12,286.84	12,770.77	13,294.01	13,799.63	14,403.60	
			142,057.83	147,442.08	153,249.25	159,528.16	165,595.60	172,843.19		
Engineer 5	Paramedic	Rescue or HazMat	IAFF	56	12,526.28	12,974.97	13,458.90	13,982.14	14,487.76	15,091.73
			150,315.40	155,699.65	161,506.82	167,785.73	173,853.17	181,100.76		
Engineer 6	Paramedic	Rescue and HazMat	IAFF	56	12,870.35	13,319.04	13,802.97	14,326.21	14,831.83	15,435.80
			154,444.19	159,828.43	165,635.61	171,914.52	177,981.96	185,229.54		
Engineer 8	Paramedic	Rescue or HazMat and Investigator	IAFF	56	13,220.24	13,693.78	14,204.53	14,756.76	15,290.39	15,927.81
			158,642.88	164,325.41	170,454.30	177,081.06	183,484.64	191,133.74		
Engineer 9	Paramedic	Rescue, HazMat and Investigator	IAFF	56	13,583.37	14,056.91	14,567.65	15,119.88	15,653.51	16,290.94
			163,000.40	168,682.93	174,811.82	181,438.58	187,842.16	195,491.26		
Engineer 11	Paramedic	EMS or Mechanic Coordinator	IAFF	56	13,423.13	13,871.82	14,355.74	14,878.98	15,384.61	15,988.57
			161,077.53	166,461.80	172,268.93	178,547.79	184,615.29	191,862.84		
Engineer 12	Paramedic	Rescue, HazMat and Social Media Liaison	IAFF	56	13,662.83	14,111.52	14,595.45	15,118.70	15,624.32	16,228.28
			163,954.02	169,338.26	175,145.44	181,424.35	187,491.79	194,739.37		
Fire Chief	Non-Rep	40	-	-	-	-	-	30,000.00		
			-	-	-	-	-	360,000.00		
Firefighter 1	Academy	IAFF	40	9,282.23	9,698.10	10,140.30	10,618.04	11,077.34	11,631.41	
			111,386.73	116,377.26	121,683.65	127,416.44	132,928.13	139,576.91		
Firefighter 5	Paramedic	IAFF	56	11,002.55	11,418.43	11,860.63	12,338.36	12,797.67	13,351.74	
			132,030.66	137,021.19	142,327.57	148,060.37	153,572.06	160,220.83		
Firefighter 6	Paramedic	Rescue or HazMat	IAFF	56	11,690.69	12,106.56	12,548.76	13,026.49	13,485.80	14,039.87
			140,288.23	145,278.76	150,585.14	156,317.94	161,829.63	168,478.40		
Firefighter 7	Paramedic	Rescue and HazMat	IAFF	56	12,034.75	12,450.63	12,892.83	13,370.56	13,829.87	14,383.93
			144,417.01	149,407.54	154,713.93	160,446.72	165,958.41	172,607.19		
Firefighter 9	Paramedic	Rescue or HazMat and Investigator	IAFF	56	12,338.35	12,777.27	13,243.96	13,748.16	14,232.92	14,817.68
			148,060.20	153,327.20	158,927.56	164,977.95	170,794.99	177,812.11		

San Ramon Valley Fire Protection District  
Salary Schedule - Full-Time, Monthly and Annual  
April 1, 2024

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
GIS Analyst	Non-Rep	40	7,501.97	7,876.59	8,270.13	8,684.93	9,117.47	9,573.63	
			90,023.60	94,519.10	99,241.51	104,219.19	109,409.59	114,883.61	
Human Resources Generalist	Non-Rep	40	7,549.31	7,924.22	8,317.39	8,734.90	9,170.67	9,629.57	
			90,591.70	95,090.62	99,808.63	104,818.78	110,048.03	115,554.82	
Public Safety Dispatch Supervisor	EMD	IAFF	56	10,071.27	10,602.80	11,150.25	11,724.19	12,312.73	12,929.09
				120,855.23	127,233.65	133,803.01	140,690.30	147,752.73	155,149.05
Public Safety Dispatcher 1	IAFF	56	8,472.19	8,917.41	9,384.58	9,867.23	10,378.27	10,897.05	
			101,666.25	107,008.96	112,614.93	118,406.73	124,539.22	130,764.64	
Public Safety Dispatcher 2	EMD	IAFF	56	8,702.02	9,159.32	9,639.16	10,134.90	10,659.81	11,192.66
				104,424.20	109,911.84	115,669.89	121,618.81	127,917.66	134,311.95
Public Safety Systems Specialist	Non-Rep	40	8,102.31	8,507.66	8,933.11	9,379.82	9,847.81	10,340.61	
			97,227.75	102,091.98	107,197.29	112,557.86	118,173.70	124,087.35	
Senior Office Assistant	Non-Rep	40	6,233.47	6,548.74	6,873.74	7,218.22	7,578.52	7,958.30	
			74,801.70	78,584.87	82,484.90	86,618.64	90,942.27	95,499.61	

**Items NOT included in Base Monthly Salary (BMS):**

Holiday Pay = PBMS\* x 6%

FLSA

\*Premium Base Monthly Salary (PBMS) = BMS x ARC

Average Retirement Contribution (ARC) = 10.80%

San Ramon Valley Fire Protection District  
 Salary Schedule - Part-Time, Hourly  
 April 1, 2024

Job Title	Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Chaplain Coordinator	Non-Rep	-	-	-	-	-	47.74
District Aide	Non-Rep	-	-	-	-	-	22.95
District Transporter	Non-Rep	-	-	-	-	-	35.00
Medical Director	Non-Rep	-	-	-	-	-	164.80
Project Assistant (Temporary)	Non-Rep	67.36	70.06	72.86	75.78	78.81	81.96
Public Safety Dispatcher	Non-Rep	-	-	-	-	-	62.69
Single Role Paramedic	Non-Rep	26.64	27.97	29.38	-	-	-
Volunteer Coordinador	Non-Rep	-	-	-	-	-	49.17



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## Fund Balance Reserve

### 215.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the reporting of fund balance classifications, establish prudent reserve requirements, and establish a hierarchy of fund balance expenditures. District reserves play a key role in mitigating risks associated with volatility and uncertainty in public finances. Reserves are used as a form of insurance for those risks where it is difficult or impractical to cover with commercial insurance like revenue instability, catastrophic events, and cash flow instability. Reserves are also used as savings account for accumulating funds to pay for future costs that would not be affordable within a single year's revenue like major apparatus purchases or construction projects.

#### 215.1.1 DEFINITIONS

Definitions related to this policy include:

**Fund balance** – The difference between assets and liabilities.

**Dry-Period Funding** – Reserve funds to ensure there is sufficient cash available to cover operating expenditures between major property tax payment receipts in December and April. Without a dry-period funding reserve the District would need to borrow funds to meet operational cash requirements.

**Budget Stabilization Fund** – Reserve funds to mitigate the impacts of an economic recession, a significant decline in operating revenues (i.e., property taxes or ambulance fees) or unexpected major expense, local disasters, unfunded mandates, or extraordinary workers' compensation self-insurance claim(s).

**Capital Projects Fund** – Reserve funds for the purchase of apparatus, equipment, and the construction, rehabilitation, and improvements to District facilities and properties made pursuant to a long-range Capital Improvement Program (CIP). The CIP is a multi-year program and plan that identifies capital projects necessary for the implementation of the District's various long range plans including the Standards of Cover, growth plans, facility condition assessment, and apparatus and equipment replacement schedule and includes financing options. Annually, in conjunction with the budget development process, the Fire Chief shall review and present CIP goals to the Board of Directors.

**Unfunded Liabilities** – For purposes of this policy, the term unfunded liabilities is used to describe the Other Post Employment Benefits (OPEB) Unfunded Actuarial Accrued Liability (UAAL) associated with retiree medical benefits and the UAAL associated with CCCERA retirement benefits; with the UAAL being defined as the difference between the value of trust assets and the value of benefits earned as of the most recent actuarial valuation date. (Also see OPEB Funding Policy 219.)

### 215.2 RESERVE BALANCE POLICY

The District will maintain the following reserves:

# San Ramon Valley Fire Protection District

## Policy Manual

### *Fund Balance Reserve*

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(a) Dry Period Funding - On July 1 of each year:

1. General Fund unassigned operating reserves (i.e., fund balance) in an amount equivalent to at least 50% of the General Fund operating revenues (excluding grant and other one-time revenues) for the upcoming budget year.

These funds are intended to be used during periods when operating cash outflows exceed inflows, typically January-March and May-November; and then get replenished with the receipt of property tax payments in December and April.

(b) Budget Stabilization Fund - On July 1 of each year, committed reserves (i.e., fund balance) comprised of the following separate and distinct reserve amounts:

1. Contingency Reserve funds between 20% and 35% of General Fund operating expenditures (excluding capital contributions) and debt service expenditures for the upcoming budget. This lower limit of 20% represents 2.4 months of operating expenditures and is generally considered to be in the low-range of acceptable reserve levels by credit rating agencies, while the upper limit of 35% represents 4.2 months of operating expenditures and is generally considered to be in the mid-range of acceptable reserve levels by credit rating agencies.
2. Workers' Compensation Reserve funds between the expected net claims liability and value at the 85% confidence level as determined in the most recent actuarial review of the District's self-insured workers' compensation program. Annually, the District will undertake an actuarial review of the workers' compensation program to ascertain its risk exposure for future outstanding claim costs, determine the net present value of claim liabilities, and provide a range of reserve options based on various confidence levels: the 85% confidence level refers to an estimate for which there is an 85% chance that the amount will be sufficient to pay all projected claim costs. These reserves also provide mitigation against a catastrophic claim event in lieu of commercial excess insurance.

Budget Stabilization Funds can only be used pursuant to action taken by the Board of Directors.

(c) Capital Project Fund restricted CIP reserves as determined pursuant to the Capital Improvement Plan.

1. It is the policy of the District to prepare a CIP that outlines capital needs of the District that:
  - (a) Are responsive to the changing needs of the District.
  - (b) Demonstrate excellence in quality and value.
  - (c) Enable District staff to carry out their duties in an efficient and customer-focused manner.
  - (d) Provide a healthy, safe, secure, productive, and equitable environment for our employees to promote efficient service delivery.
  - (e) Upholds our commitment to the protection of lives and property within the communities we serve.



## *Fund Balance Reserve*

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2. The CIP incorporates and is consistent with District master plans, Board of Director's goals, and other long-range plans of the District. Capital projects may be funded from transfers from the General Fund, grant funding, debt financing, sale of surplus property or developer agreements.
3. Since capital projects may span multiple fiscal years, the CIP details anticipated annual capital expenditures for a 5-10 year period. This allows the District's Board of Directors to regularly revisit the plan and project progress, and better anticipate future needs.
4. In developing the CIP, staff shall look for opportunities to minimize potential negative environmental impacts and shall seek available grant funding for "green" initiatives; however, if the project involves the use of taxpayer funds, then the costs must be weighed against long term financial benefit.

### 215.2.1 FUNDING PRIORITIES

The long-term financial viability and financial sustainability of the District is predicated on establishing and maintaining financial reserves as set forth in Fund Balance Reserve Policy 215 eliminating any significant unfunded liabilities.

Establishing funding priorities and strategies will aid in guiding fiscal planning, deliberations, and decisions toward achieving the goal of maintaining long-term financial stability. With limited resources, the District must prioritize the funding of reserves and the paydown of unfunded liabilities. Following are Districts funding priorities:

- (a) Dry-period funding reserves to avoid having to borrow money to cover operating expenditures.
- (b) Contingency ("rainy day") reserves to avoid disruption in service delivery.
- (c) Paydown of unfunded liabilities beginning with OPEB, followed by CCCERA.
  1. These benefits will be considered "funded" when the actuarial value of assets set aside for the payment of such benefits are between 95% and 105% of the actuarial liability associated with the benefits.
- (d) Capital project reserves to ensure funding is available when needed pursuant to the CIP.
- (e) Achieving the desired level of workers' compensation reserve funds.

Strategies to achieve the target reserve levels and paydown of unfunded liabilities will be identified and implemented as part of the Board's annual budget development process after the amount of available resources is established.

### **215.3 FUND BALANCE REPORTING POLICY**

Responsible financial practices necessitate the 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.

# San Ramon Valley Fire Protection District

## Policy Manual

### *Fund Balance Reserve*

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

- (a) 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.
- (b) Restricted Fund Balance - Fund Balance amounts that have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation that requires the funds to be used only for a specific purpose.
- (c) 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.
- (d) 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.
- (e) Unassigned Fund Balance - represents residual amounts that have not been restricted, committed, or assigned.

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

- (a) Within the Budget Stabilization Fund – the amount of fund balance designated as the Contingency Reserve.
- (b) Within the Budget Stabilization Fund – the amount of fund balance designated as the Workers' Compensation Reserve.

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:

- (a) 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.
- (b) Other Assigned Fund Balance categories as determined by the Fire Chief or Chief Financial Officer; typically for the District these would be amounts associated with outstanding purchases orders and encumbrances as of fiscal year end.

All remaining fund balance not included under the categories cited above will be designated as "Unassigned Fund Balance," which would include the dry-period operating reserve amount.

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; and committed, assigned and unassigned amounts, in this order, when an expenditure is incurred for purposes for which each is available.

BOARD APPROVED JANUARY 24, 2024

## OPEB Funding

### 219.1 PURPOSE AND SCOPE

The purpose of this OPEB Funding Policy ("Policy") is to establish a methodology for funding current and future costs associated with the District's contractual obligation to provide retiree medical benefits as set forth in District labor agreements. It is anticipated that current assets, plus future assets from employer contributions, employee contributions, and investment earnings will be sufficient to fund the retiree's medical benefits when due.

### 219.2 POLICY

It is the policy of the Board that the OPEB liability associated with retiree medical benefits, along with the annual contributions required to both fully fund the cost of retiree medical benefits as they are earned on a going-forward basis and fully amortize any unfunded liability, be determined through an actuarial valuation, performed biannually, in accordance with GASB 45. This annual funding concept is the same as that utilized to fund CCCERA pension obligations on an ongoing basis.

The Policy is intended to reflect a reasonable, conservative approach to funding which, to the greatest extent possible, funds the cost of the benefits as they are earned. This Policy recognizes that there will be investment marketplace volatility and that actual economic and demographic experience will differ from assumed experience. Accordingly, this Policy is intended to provide flexibility to smooth such volatility and experience in a reasonable, systematic, and financially sound manner. Further, it is the intent that this Policy complies with Governmental Accounting Standard No. 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions ("GASB 45").

### 219.3 NORMAL COSTS

The District incurs an annual OPEB retirement obligation for current employees. The on-going service cost for retiree medical benefits earned by current employees during the current year is referred to as the "normal" cost. In order to keep the District's OPEB obligations current, the normal cost for service will be paid for on an annual basis and included as part of the overall District budget. The payment of these funds will be made to the OPEB retirement trust fund.

### 219.4 UNFUNDED ACTUARIAL ACCRUED LIABILITY (UAAL)

The actuarial valuation calculates an Unfunded Actuarial Accrued Liability (UAAL) as of the valuation date. The UAAL represents the difference between OPEB assets available in the trust fund and the OPEB liability related to prior employment service for former and existing employees. The UAAL (or funding shortfall) is amortized as a level dollar amount over a closed period (16 years as of July 1, 2023), and is also paid annually along with the normal cost into the OPEB retirement trust fund.

## *OPEB Funding*

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Also, the assumptions used in the actuarial valuations may vary from actual results. Significant assumptions include the discount rate (or assumed annual investment earnings rate; currently 6.80%) and health care costs increases ranging from 5.8% in 2023 to 5.00% in 2030 and beyond. To the extent these assumptions vary from the actual results, the District could incur additional liabilities resulting from these differences.

### **219.5 ANNUAL REQUIRED CONTRIBUTIONS (ARC)**

The annual required contributions (ARC) to fund retiree medical benefits, as determined by the actuarial valuation, reflect the normal costs plus amortization of the UAAL, until such time as the UAAL is fully amortized.

Active employees have agreed to contribute toward the cost of medical benefits through a monthly, pre-tax payroll deduction. In exchange, the District has committed to use such amount paid by employees to help fund the District's obligation to provide retiree medical benefits. It is the District's policy, through a combination of employee and District contributions, to fully fund the annual ARC into an irrevocable trust fund.

### **219.6 ADDITIONAL CONTRIBUTION**

If financial conditions warrant, and until such time as the UAAL is fully amortized, it is the District's policy to make an additional contribution to the OPEB trust fund to further pay down the UAAL. When the General Fund budget projects an operating surplus (i.e., operating revenues exceed expenditures and transfers), the District shall make an additional contribution into the OPEB trust fund during the budget year as approved by the Board of Directors.

### **219.7 INVESTMENT/TRUST VEHICLE**

In order to maximize the earnings rate of the OPEB deposits, the District will utilize an irrevocable trust fund. Once the funds are invested into the trust, they can only be used to fund ongoing OPEB retirement obligations.

The Board of Directors approved using the California Employers' Retiree Benefits Trust (CERBT), which is managed by CalPERS. From time to time, the Board may evaluate this trust advisor/organization to determine if the service and safety goals are being met for these funds.