



MORAGA-ORINDA FIRE DISTRICT

Annual Operating Budget Fiscal Year 2020

Mission Statement

With pride and professionalism, the Moraga-Orinda Fire District will provide the highest level of emergency and public service in response to the needs of our community

Board of Directors

Steven Danziger, President

Craig Jorgens, Vice-President

John Jex, Secretary

Michael Donner, Treasurer

Gregory Baitx, Director

Fire Chief

David Winnacker

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Moraga-Orinda Fire District

Office of the Fire Chief

June 19, 2019

Board of Directors
Moraga-Orinda Fire District
1280 Moraga Way
Moraga, CA 94556

Members of the Board:

We are pleased to present you with a balanced budget for fiscal year 2020.

Working in partnership with members and other stakeholders, the Board, Fire Chief and staff are tasked with being the financial stewards of the organization. The proposed budget provides for continued high level services, while at the same time paying down long-term liabilities. In addition, the District continues to maintain prudent levels of reserve funds as directed by the Board. The 2020 budget is driven by fiscal sustainability, prudent savings and our commitment to providing high levels of emergency and public services.

The proposed budget funds ongoing operational costs with recurrent, sustainable revenues while fulfilling the District's commitment to its members by prefunding retiree health benefits. The proposed budget also includes significant additional contributions to the District's pension rate stabilization trust.

District staff remains focused on the successful completion of several high profile projects during the upcoming year, most notably the North Orinda Shaded Fuel Break. In partnership with CALFIRE, Costa County Fire Protection District, EBMUD, and EBRPD the project will create a 14 mile shaded fuel break in North Orinda and Lafayette. Shaded fuel breaks are designed to reduce the risk of wildfires entering communities by removing understory and ground fuels. Per Board direction, the budget also includes increased funding for fire prevention services. Due to high citizen demand, the budget will expand the District's successful fuels mitigation program from a six-month program to a year-round program. The budget includes funding for one full-time, year round Fuels Mitigation Program Manager and two seasonal part-time fuels mitigation and outreach crews. In addition, one new battalion chief vehicle replacement will be deployed in FY2020 to increase reliability and improved emergency response services throughout the community.

At the same time that we are investing resources in fire prevention, core services and capital infrastructure improvements, we are acting responsibly in managing our long term fiscal obligations. The budget reflects the Board's ongoing commitment to fiscal sustainability with a balanced General Fund budget. General Fund reserves are projected to reach \$7.5M at June 30, 2020, the highest level in the history of the District and significantly above the Board required minimum level of 17% of budgeted General Fund revenue.

General Fund Financial Summary

The proposed budget projects General Fund revenue of \$26.5M, an increase of \$802K or 3.1%. This revenue increase is primarily due to the projected increase in property tax revenue of \$899K or 4.3%. Ambulance service revenue is projected to increase 2.0%.

The proposed budget projects General Fund expenditures of \$25.4M, an increase of \$2.1M or 9.0%. The increase in expenditures is primarily due to an increase in salaries and benefits costs. Permanent salaries are projected to increase 13% due to negotiated salary increases and an increase in fire prevention positions. Overtime is projected to decrease to \$1.8M due to the filling of vacant firefighter paramedic positions. Retirement contribution costs for employees are projected to increase 14% due to the increase in permanent salaries and new benefitted positions. The District's projected increased property tax revenue will fund the overall increase to salaries and benefits costs.

Capital Projects Fund Financial Summary

The proposed budget projects Capital Projects Fund expenditures of \$147K. This includes appropriations for one new battalion chief vehicle. Per Board direction, funding to the capital contingency budget has been eliminated.

North Orinda Emergency Fuel Break Financial Summary

The proposed budget includes projected revenue and expenditures of \$3.9M to create the North Orinda Emergency Fuel Break. This project is funded by the State of California and is designed to reduce the threat of wildfire to the community.

Staffing Summary and Benefits Changes

The proposed budget recommends Safety roster strength of 57 positions. The budget expands the fuels mitigation program from six-months to year-round with the addition of one fuels mitigation program manager (1.0 FTE) and two additional district aides (1.0 FTE). Due to expanded fire prevention activities, additional administrative support is necessary. The Budget eliminates one part-time District Aide position (0.5 FTE) and replaces it with one full-time Office Specialist position (1.0 FTE). The Budget continues to freeze one chief officer position (dedicated training chief) and one assistant fire marshal position. No changes to employee benefits are recommended.

OPEB Funding and Pension Rate Stabilization Funding

The proposed budget includes appropriations for the District's FY2020 contribution to the OPEB trust account in the amount of \$559K and the pension rate stabilization trust in the amount of \$1.0M. While unfunded liabilities for pension and retiree healthcare are significant obligations of the District, we continue to pay down and manage these liabilities in accordance with Board direction.

Fund Balance Reserves and Fund Balance Policy

The proposed budget projects a total fund balance increase of \$220K. Projected fund balance in the General Fund as of June 30, 2020 is \$7.5M, in the Debt Service Fund \$3.5M and in the Capital Projects Fund \$4.5M.

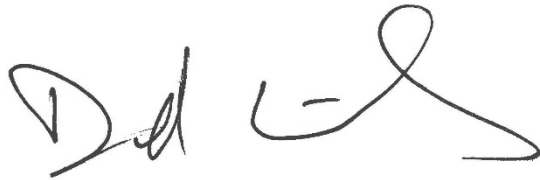
The District's fund balance policy states the District will maintain a minimum fund balance of unrestricted fund balance in the General Fund of at least 17% of budgeted General Fund revenue at fiscal year-end. The District has a goal to reach a minimum unrestricted fund balance in the General Fund of 50% of budgeted General Fund revenue. It is projected the General Fund balance at June 30, 2019 will be 28.3% of budgeted General Fund revenue.

Budget Summation

During the budget preparation process we have continued to review existing practices and identify and implement cost-saving opportunities. While progress has been made, this important work will continue in FY2020 as staff works together with the Board, members and contracted service providers to improve services, implement efficiencies and reduce costs.

In summary, we would like to express our appreciation to the Board for their continued support and guidance, all personnel for their ongoing efforts to provide high-quality all-risk services, and our Firefighters for their cooperation to help the District and the public they proudly serve. We know that this will continue this year thoughtfully, effectively, and with a vision for the future.

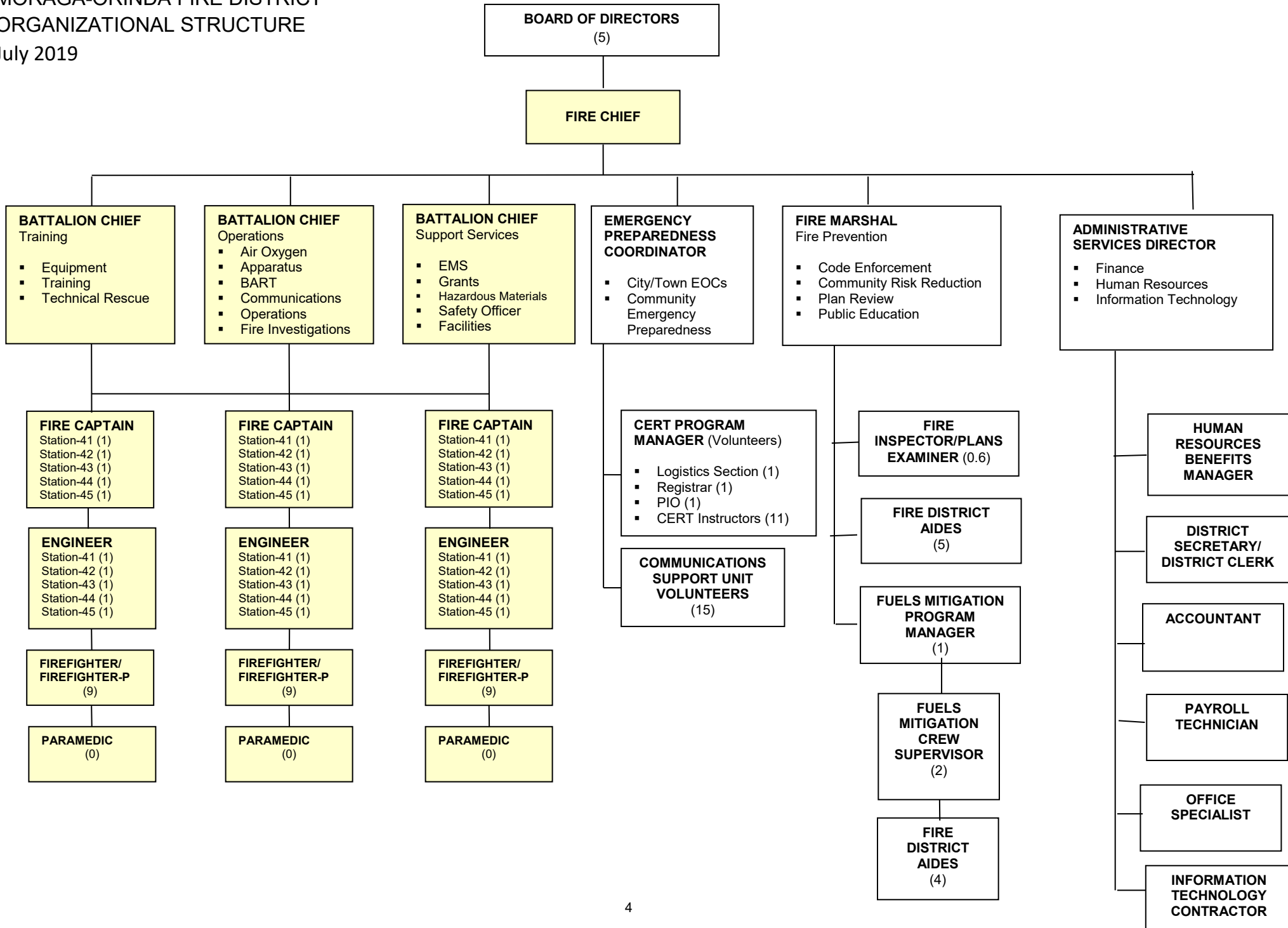
Sincerely,

A handwritten signature in black ink, appearing to read 'Dave Winnacker', written in a cursive style.

Dave Winnacker
Fire Chief

MORAGA-ORINDA FIRE DISTRICT
ORGANIZATIONAL STRUCTURE

July 2019



EXPLANATION OF FUNDS

General Fund

The General Fund is the general operating fund of the District. It is used to account for all financial resources. The major revenue sources for this fund are property taxes, ambulance service fees and fire flow taxes. Expenditures are made for public safety and other operating expenditures. The District has a fund balance policy that requires a minimum fund balance in the General Fund of at least 17% of budgeted General Fund revenue at fiscal year-end.

Debt Service Fund

The Debt Service Fund is used to account for the accumulation of financial resources for payment of principal and interest on the long-term debt of the District. Resources are provided by property tax revenue and transfers from the General Fund.

Capital Projects Fund

The Capital Projects Fund is used to account for the replacement of equipment, software, apparatus, building upgrades, acquisition and construction of major capital projects. Resources are provided by developer impact mitigation fees and transfers from the General Fund.

North Orinda Emergency Fuel Break Special Revenue Fund

The North Orinda Emergency Fuel Break Special Revenue Fund is used to account for the activities to create a shaded fuel break in North Orinda. Resources are provided by the State of California via a professional services contract.

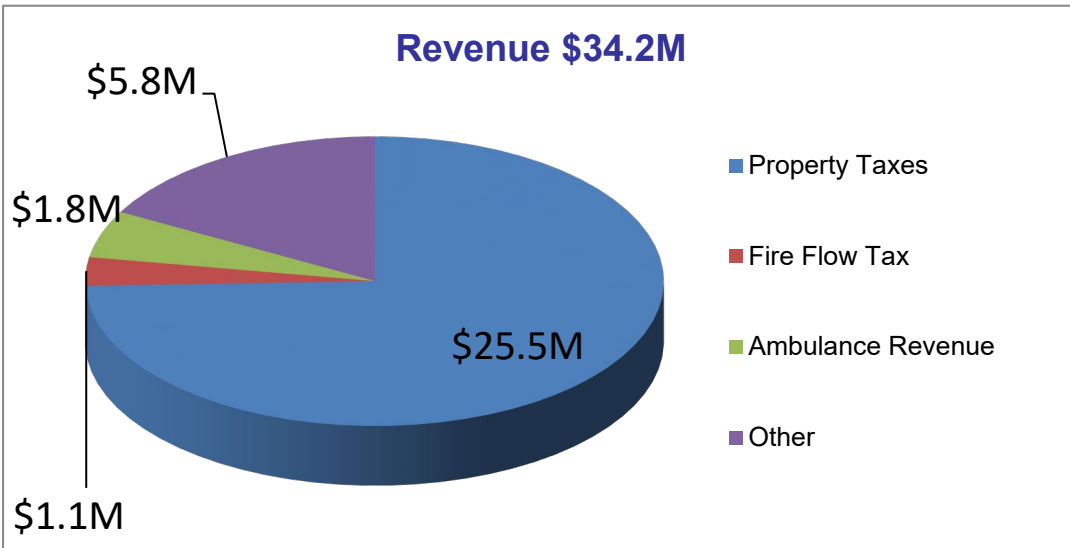
**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES**

FY 2020

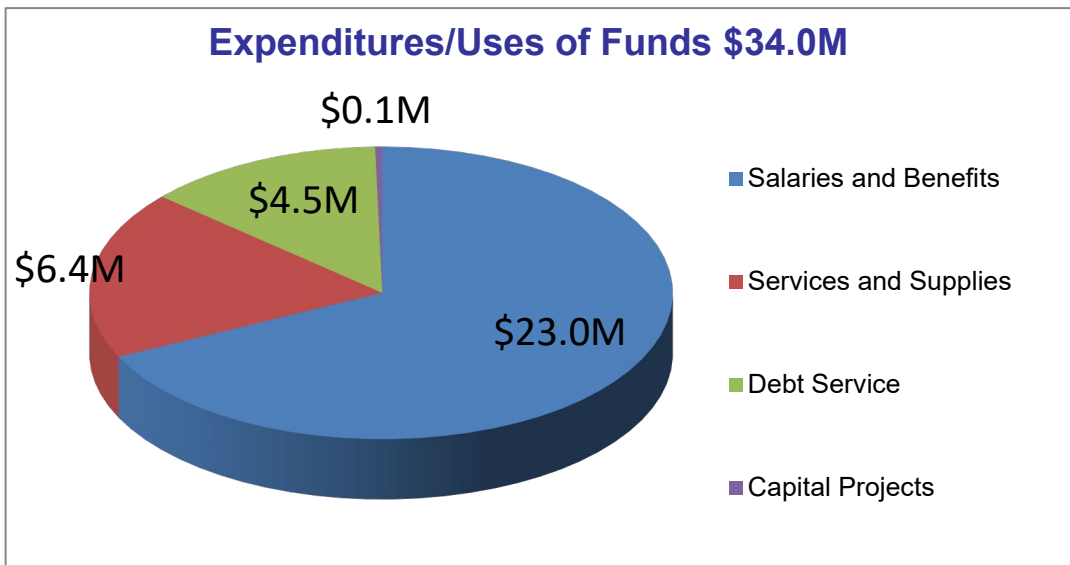
	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	NORTH ORINDA EMERGENCY FUEL BREAK	TOTAL
PROJECTED FUND BALANCE JULY 1, 2019	\$7,500,000	\$3,245,000	\$4,528,000	\$0	\$15,273,000
PROJECTED REVENUES					
Property Taxes	21,755,454	3,709,744			25,465,198
Use of money & prop	70,000	500	10,000		80,500
Fire flow taxes	1,085,000				1,085,000
Intergovernmental	661,914			3,923,250	4,585,164
Charges for services	312,350				312,350
Charges ambulance	1,801,600				1,801,600
Other	820,500		40,000		860,500
TOTAL	26,506,818	3,710,244	50,000	3,923,250	34,190,312
PROJECTED EXPENDITURES					
Salaries & benefits	22,897,711			133,273	23,030,984
Services & supplies	2,524,107		14,200	3,789,977	6,328,284
Debt service pension obligation bonds		3,466,609			3,466,609
Debt service leases		1,011,549			1,011,549
Capital projects			133,000		133,000
TOTAL	25,421,818	4,478,158	147,200	3,923,250	33,970,426
Transfers in (out)	(1,085,000)	1,011,549	73,451		0
NET CHANGE	0	243,635	(23,749)	0	219,886
PROJECTED FUND BALANCE JUNE 30, 2020	\$7,500,000	\$3,488,635	\$4,504,251	\$0	\$15,492,886

FUNDING SOURCES AND USES ALL FUNDS FY 2020

FUNDING SOURCES



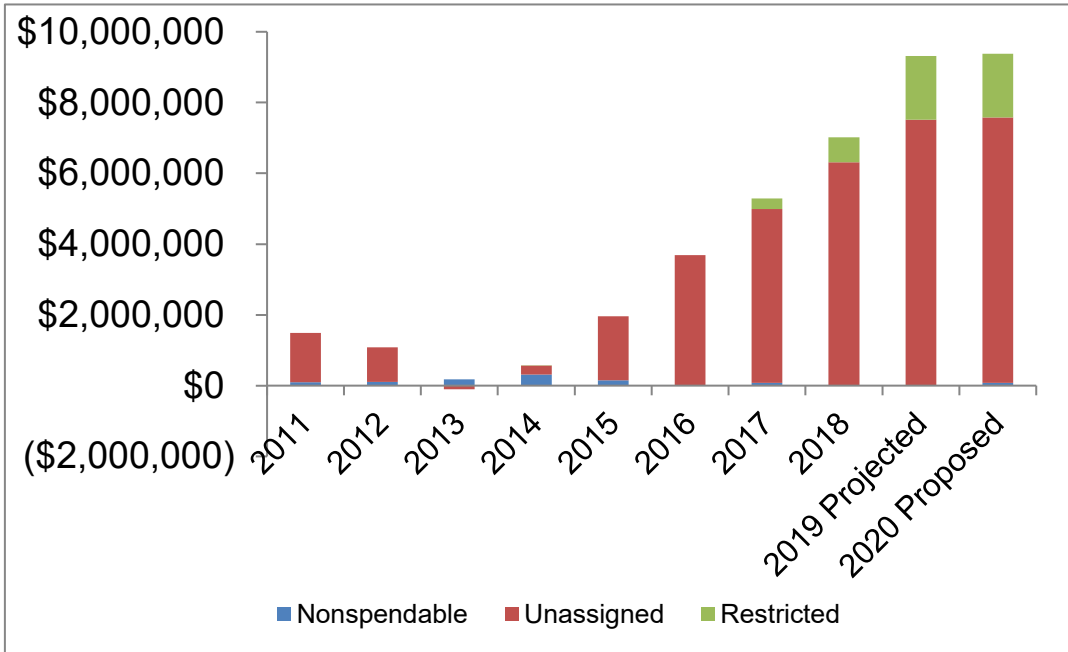
FUNDING USES



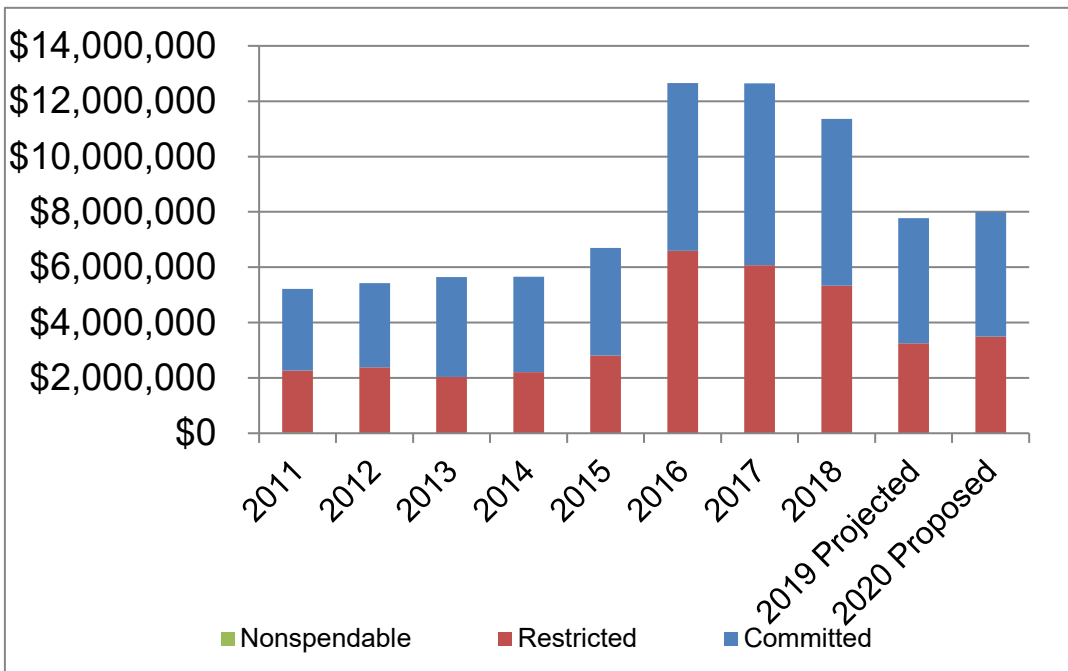
FUND BALANCE

FISCAL YEAR END JUNE 30

GENERAL FUND



CAPITAL PROJECTS AND DEBT SERVICE FUNDS



REVENUES GENERAL FUND

FISCAL YEAR 2020

DESCRIPTION	GL CODE	ACTUALS FY 2018	PROJECTED ACTUALS FY 2019	PROPOSED BUDGET FY 2020
Prop Taxes Current Secured	4010	18,574,161	19,704,062	20,740,454
Prop Taxes Supplemental	4011	496,077	357,249	300,000
Prop Taxes Unitary	4013	229,988	238,262	200,000
Prop Taxes Current Unsecured	4020	614,323	630,000	600,000
Prop Taxes Prior Secured	4030	(43,975)	(40,000)	(45,000)
Prop Taxes Prior Supp	4031	(25,561)	(22,758)	(30,000)
Prop Taxes Prior Unsecured	4035	(1,171)	(10,000)	(10,000)
TOTAL PROPERTY TAXES		\$19,843,842	\$20,856,815	\$21,755,454
Fire Flow Taxes	4066		1,084,245	1,085,000
TOTAL FIRE FLOW TAXES			\$1,084,245	\$1,085,000
Investment Earnings	4181	90,725	70,000	70,000
TOTAL USE OF MONEY & PROP		\$90,725	\$70,000	\$70,000
Homeowners Relief Tax	4385	154,535	149,000	149,000
Federal Grants	4437	182,228	512,000	420,000
JAC Training Funds	4440	12,419	6,623	6,500
Other/In Lieu Taxes	4580	0	940	900
Measure H	4896	85,514	85,514	85,514
TOTAL INTERGOVERNMENTAL		\$434,696	\$754,077	\$661,914

REVENUES GENERAL FUND

FISCAL YEAR 2020

DESCRIPTION	GL CODE	ACTUALS FY 2018	PROJECTED ACTUALS FY 2019	PROPOSED BUDGET FY 2020
Permits	4740	3,833	2,000	2,000
Plan Review Fees	4741	272,114	250,000	250,000
Inspection Fees	4742	37,146	33,000	33,000
Weed Abatement Charges	4744	22,651	19,118	20,000
CPR/First Aid Classes	4745	1,310	1,080	1,000
Reports/Photocopies	4746	453	438	350
Other Charges For Service	4747	11,184	10,000	6,000
TOTAL CHARGES FOR SERVICES		\$348,691	\$315,636	\$312,350
Ambulance Service Fees	4898	1,166,272	1,873,000	1,938,000
Ambulance Fees Reimburse	4899	(139,517)	(182,000)	(188,000)
Ambulance Recovery Payments	4900	1,674	2,137	1,600
GEMT/IGT Revenue	4901	54,256	73,641	50,000
TOTAL CHARGES AMBULANCE		\$1,082,685	\$1,766,778	\$1,801,600
Strike Team Recovery	4971	1,143,841	809,566	800,000
Other Revenue	4972	18,000	32,451	18,000
Other Revenue-Misc.	4974	13,704	13,154	1,000
Misc Rebates & Refunds	4975	53,552	1,302	1,000
Sale of Surplus Property	4980	0	122	500
Transfers in	4999	4,476	542	0
TOTAL OTHER REVENUE		\$1,233,573	\$857,137	\$820,500
TOTAL REVENUES		\$23,034,212	\$25,704,688	\$26,506,818

GENERAL FUND EXPENDITURES

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020	ACTUALS TO BUDGET % CHANGE
Permanent Salaries	5011	8,875,000	8,822,700	9,968,534	13%
Hourly Salaries	5013	254,531	237,000	269,651	14%
Overtime	5014	2,550,000	2,336,800	1,830,828	-22%
Overtime - Strike Team	5016	550,020	469,948	540,020	15%
Deferred Compensation	5015	22,400	22,100	22,700	3%
Payroll Taxes	5042	190,000	185,973	207,193	11%
Payroll Processing Fees	5043	20,000	19,000	20,000	5%
Retirement Contributions	5044	4,800,000	4,720,400	5,388,042	14%
Health & Life Insurance	5060	1,120,000	1,063,753	1,380,492	30%
Employee Share Health Ins	5061	(106,000)	(114,310)	(140,664)	23%
Vision Insurance	5066	16,000	15,485	20,796	34%
Retiree Health Insurance	5062	1,234,000	1,232,000	1,275,000	3%
Retiree Share Health	5063	(324,000)	(347,000)	(350,000)	1%
Unemployment Insurance	5064	18,000	10,000	11,000	10%
OPEB Funding Contrib	5065	439,771	439,771	559,108	27%
Pension Rate Stabilization	5067	1,100,000	1,100,000	1,023,850	-7%
Workers' Compensation	5070	878,775	878,775	1,021,161	16%
Workers' Comp Recovery	5019	(136,000)	(170,000)	(150,000)	-12%
TOTAL SALARIES & BENEFITS		\$ 21,502,497	\$ 20,922,395	\$ 22,897,711	9%
Office Supplies	6100	11,725	8,500	10,300	21%
Postage	6101	5,000	5,000	5,000	0%
Books & Periodicals	6102	7,650	4,150	7,660	85%
Printer Ink Cartridges	6103	3,000	2,000	2,500	25%
Telephone/Communication	6110	50,000	42,000	50,000	19%
Dispatch Center	6111	188,700	188,700	188,700	0%
Uilities - Sewer	6120	5,400	3,650	4,100	12%
Uilities - Garbage	6121	12,845	13,686	14,050	3%
Uilities - PG&E	6122	65,690	68,700	69,900	2%
Uilities - Water	6123	13,860	14,100	18,300	30%
Uilities - Medical Waste	6124	3,300	2,314	2,200	-5%
Small Tools & Instruments	6130	7,000	6,500	8,250	27%
Minor Equipment/Furniture	6131	1,500	2,125	1,500	-29%
Computer Equip/Supplies	6132	3,000	3,000	3,000	0%
Power Saw/Other Equip	6133	6,800	3,500	6,800	94%

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020	ACTUALS TO BUDGET % CHANGE
Fire Trail Grading	6135	20,000	15,000	25,000	67%
Technical Rescue Equip	6137	3,400	2,500	7,000	180%
Fire Fighting Equip/Hoses	6138	11,000	9,500	16,000	68%
Fire Fighting Equip/Foam	6139	2,000	2,000	5,125	156%
Medical & Lab Supplies	6140	90,000	100,000	100,000	0%
Food Supplies	6150	4,000	2,400	4,000	67%
Safety Clothing	6160	150,300	95,000	120,000	26%
Non-Safety Clothing	6161	1,500	650	0	-100%
Household Expenses	6170	17,000	14,500	17,000	17%
Household Expenses - Lin	6171	6,880	6,420	6,440	0%
Public & Legal Notices	6190	11,000	5,000	10,000	100%
Dues & Memberships	6200	9,695	8,391	8,555	2%
EMT/Paramedic License	6201	6,500	3,000	4,000	33%
Rents & Leases Equip	6250	35,400	30,120	29,900	-1%
Computer Software/Maint	6251	85,750	70,500	75,500	7%
Website Development	6252	1,800	1,700	8,000	371%
EPA Verification Fees	6264	150	150	150	0%
County Haz Materials Plan	6265	3,000	2,575	3,000	17%
Air Quality Enviro Fees	6266	900	900	900	0%
Air Monitor Maintenance	6269	1,300	500	1,300	160%
Maintenance - Equipment	6270	52,500	49,650	70,840	43%
Central Garage - Repairs	6271	200,000	200,000	200,000	0%
Central Garage - Gas/Oil	6272	65,000	55,000	65,000	18%
Central Garage - Tires	6273	7,500	9,000	7,500	-17%
Fuel System Service	6274	3,500	2,400	2,500	4%
Aerial Ladder Pump Testin	6275	1,000	1,000	1,000	0%
Smog Inspections	6276	500	500	500	0%
Air Compressor Service	6278	1,500	1,500	3,000	100%
Hydro Test SCBA/Oxygen	6279	2,500	0	2,500	
Tank Testing	6280	1,000	1,000	1,000	0%
Maintenance - Building	6281	52,000	60,500	64,000	6%
Maintenance - Grounds	6282	6,400	5,100	6,400	25%
Meetings & Travel Exp	6303	3,875	1,600	3,875	142%
Medical Exams/Physicals	6311	30,000	30,000	30,000	0%
Ambulance Billing Admin	6312	62,000	72,000	74,160	3%
Outside Attorney Fees	6313	150,000	150,000	150,000	0%
Ouside CPR Instructors	6314	3,000	1,610	2,000	24%
County Tax Admin Fee	6316	190,000	195,247	205,000	5%
Prof Services	6317	40,000	41,000	46,000	12%
Prof Services/Labor Negot	6318	100,000	91,000	2,000	-98%
Prof Services/Technology	6319	238,535	226,000	205,452	-9%

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020	ACTUALS TO BUDGET % CHANGE
Prof Services/Investigation	6320	15,000	25,000	15,000	-40%
Prof Services/Promo Exam	6321	6,000	4,000	6,000	50%
Prof Services/OPEB Valu	6322	4,741	5,505	5,500	0%
Exterior Hazard Removal	6323	25,000	20,000	25,000	25%
Prof Services/Prop Tax Au	6326	12,600	8,775	8,200	-7%
Prof Services/User Fee	6327	14,000	13,440	14,000	4%
Burn Trailer Grant Mtc	6352	3,500	3,500	3,500	0%
Testing Materials & Prop	6354	12,000	6,000	20,000	233%
Career Develop - Classes	6357	15,000	10,000	25,000	150%
Target Safety Training	6359	6,500	8,720	9,000	3%
Training - Paramedic/EMT	6360	15,000	12,509	10,000	-20%
District Sponsored	6361	25,000	8,000	20,000	150%
Election Expense	6465	14,730	14,930	0	-100%
Recruit Academy	6470	75,000	85,000	40,000	-53%
Strike Team Supplies	6474	15,000	12,963	9,500	-27%
CERT Emer. Response	6475	6,500	7,500	8,000	7%
Exercise Equipment	6476	5,000	5,000	5,000	0%
Recognition Supplies	6478	5,000	3,500	4,000	14%
Other Special Dept Exp	6479	65,350	66,025	95,950	45%
Public Education Supplies	6480	3,000	3,700	3,700	0%
CPR Supplies	6481	3,000	1,300	1,000	-23%
LAFCO	6482	12,000	11,624	12,500	8%
Emergency Preparedness	6484	22,500	22,500	10,000	-56%
Misc. Services & Supplies	6490	30,000	28,615	35,800	25%
Fire Chief Contingency*	6491	35,638	35,638	100,000	181%
Property & Liability Insur	6540	55,621	55,621	57,000	2%
Bank Fees	7510	3,300	3,300	3,300	0%
Interest County Teeter	7520	50	0	0	
County Tax Collection	7530	300	255	300	18%
TOTAL OPERATING EXPENSE		2,564,185	2,415,758	2,524,107	4%
TOTAL EXPENDITURES		\$ 24,066,682	\$ 23,338,153	\$ 25,421,818	9%
Transfers Out	7999	1,149,362	1,149,362	1,085,000	-6%
TOTAL EXPENDITURES/TRANS		\$ 25,216,044	\$ 24,487,515	\$ 26,506,818	8%

* Fire chief contingency was reduced in FY2019 for vehicle purchases

STAFFING SUMMARY

DIVISION	FY2016	FY2017	FY2018	FY2019	Proposed FY2020
Board of Directors					
Director	5	5	5	5	5
Total	5	5	5	5	5
Finance & Administration					
Administrative Services Director	0.5	0.5	0.5	0.5	0.5
Accountant	1	1	1	1	1
Payroll Technician Part-Time	0.6	0.6	0.6	0.6	0.6
District Secretary/District Clerk	1	1	1	1	1
Office Specialist					1
District Aide Part-Time*	0.5	1.0	1.0	0.5	
Total	3.6	4.1	4.1	3.6	4.1
Human Resources					
Administrative Services Director	0.25	0.25	0.25	0.25	0.25
Human Resources Benefits Mgr	0.50	1.00	1.00	1.00	1.00
Total	0.75	1.25	1.25	1.25	1.25
Information Technology					
Administrative Services Director	0.25	0.25	0.25	0.25	0.25
Total	0.25	0.25	0.25	0.25	0.25
Emergency Operations					
Fire Chief	1	1	1	1	1
Battalion Chief	3	3	3	3	3
Captain/Paramedic I	4	4	4	3	2
Captain/Paramedic II	7	7	7	8	9
Captain	4	4	4	4	4
Engineer/Paramedic I	4	4	4	3	2
Engineer/Paramedic II	3	3	3	4	3
Engineer	8	8	8	8	10
Firefighter/Paramedic	19	19	19	23	25
Firefighter	5	5	5	4	2
Paramedic**					
Total	58	58	58	61	61

STAFFING SUMMARY

Fire Prevention					
Fire Marshal	1	1	1	1	1
Fire Inspector/Plans Examiner		0.6	0.6	0.6	0.6
District Aide Part-Time*	3.5	2.5	2.5	2.5	2.5
Fuels Mitigation Program Mgr				0.5	1
Fuels Mitigation Crew Supervisor Seasonal*				1	1
District Aide Part-Time Seasonal*				1	2
Total	4.5	4.1	4.1	6.6	8.1
Emergency Preparedness					
Emer Preparedness Coord***	0.5	0.5	0.5	1	1
Total	0.5	0.5	0.5	1	1
North Orinda Emergency Fuel Break					
Project Manager****				1	1
Total	0	0	0	1	1
GRAND TOTAL	72.60	73.20	73.20	79.70	81.70

* Non-benefitted, part-time position

** The Paramedic job classification has been established. The District retains the option to fill positions in this classification if needed.

*** Non-benefitted, full-time position through December 31, 2019 partially funded by the City of Lafayette

**** Non-benefitted, full-time position funded by the State of California

BOARD OF DIRECTORS

PURPOSE

The Board of Directors is the elected policy-making body for the Moraga-Orinda Fire District. It is comprised of five elected members who serve four-year terms. The Board of Directors provides financial oversight and strategic policy direction to maximize the public value of District services.

STANDARD LEVEL OF PERFORMANCE

- Strive to provide the highest quality of performance by the District
- Exercise prudence and integrity in the management of funds in all financial transactions
- Be sensitive and responsive to the rights of the public and its changing needs
- Uphold both the letter and the spirit of the constitution, legislation, and regulations governing actions.
- Provide the public, surrounding agencies, and the media with a greater awareness of the District's role in Moraga and Orinda.
- Maintain the high professional standards set forth in the District's policies, as well as, the District's Mission Statement and Core Values.
- Ensure that services and costs associated with Board activities are supported and identified.
- Define Board committee roles and assignments on an annual basis

GOALS & OBJECTIVES FOR FISCAL YEAR 2020

1. Monitor emergency response times, incident frequency and response capacity

STAFFING SUMMARY

Directors (5)

BOARD OF DIRECTORS

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Meetings & Travel	6303	2,875	1,000	2,875
Election Fees	6465	14,730	14,930	
TOTAL OPERATING EXPENSE		17,605	15,930	2,875
TOTAL EXPENDITURES		\$ 17,605	\$ 15,930	\$ 2,875

BOARD OF DIRECTORS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Fire Commissioners Quarterly Mtg	375		
Fire Districts' Assoc Conference	2,500		
Sub-total	2,875	6303	Meetings & Travel Exp
TOTAL	2,875		

FINANCE & ADMINISTRATION

PURPOSE

The Finance and Administration Program provides financial and administrative support services to the Board of Directors and Fire Chief, cash management and investments, accounting and budgeting, grant administration, accounts receivable and payable, payroll, attendance, purchasing, risk management, capital assets and business services at the front counter.

STANDARD LEVEL OF PERFORMANCE

- Prepare the annual budget, comprehensive annual financial report, reports to the State Controller and long-range financial forecast.
- Coordinate and facilitate the annual audit
- Provide monthly financial statements, ambulance billing, and quarterly investment reports to the Board of Directors.
- Provide debt service management (trustee accounts and debt service payments)
- Provide a prudent investment program consistent with the District's investment policy through ongoing analysis of cash requirements and market conditions.
- Deposit checks and cash on a weekly basis, post cash receipts, track accounts receivable, audit ambulance billings, pay invoices on a weekly basis, respond to vendor inquiries, maintain current files, and issue 1099s.
- Maintain and reconcile all District bank accounts monthly
- Provide financial support and monthly actual to budget analysis to District managers
- Process payroll, report retirement information, maintain payroll records, respond to employee inquiries and other payroll related tasks such as quarterly reports, W-2s and attendance recording.
- Update monthly financial transparency information
- Provide prompt and courteous phone and front desk customer service
- Maintain capital asset records and depreciation schedules
- Monitor grant purchases and activities for compliance with Single Audit requirements and respond to Federal audit inquiries.
- Provide and prepare monthly Board and Committee board packets including agendas, meeting minutes and other required documents.
- Update and maintain the District's website
- Order and maintain all office supplies and postage

GOALS & OBJECTIVES FOR FISCAL YEAR 2020

1. Determine financing alternatives for the Station 41/Administration rebuild project.
2. Implement technology efficiencies including electronic credit card statements.
3. Administer the financial elements of the Assistance to Firefighters Grants in accordance with Federal regulations.

STAFFING SUMMARY

Administrative Services Director (0.5)

Accountant (1)

Payroll Technician Part-Time (0.6)

District Secretary/District Clerk (1)
District Aide Part-Time (0.5)

PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser

FINANCE & ADMINISTRATION

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Permanent Salaries	5011	338,308	359,000	441,632
Hourly Salaries	5013	22,932	32,000	
Overtime	5014	4,500	1,000	1,000
Deferred Compensation	5015	600	600	600
Payroll Taxes	5042	6,668	7,100	6,412
Payroll Processing Fees	5043	20,000	19,000	20,000
Retirement Contributions	5044	78,118	80,000	87,621
Health & Life Insurance	5060	28,722	28,000	60,762
Employee Share Health Insur	5061	(3,690)	(3,824)	(9,510)
Vision Insurance	5066	1,200	900	1,512
TOTAL SALARIES & BENEFITS		\$ 497,358	\$ 523,776	\$ 610,029
Office Supplies	6100	11,000	8,000	9,500
Postage	6101	5,000	5,000	5,000
Books & Periodicals	6102	650	650	660
Printer Ink Cartridges	6103	3,000	2,000	2,500
Minor Equipment/Furniture	6131	1,000	1,000	1,000
Public & Legal Notices	6190	3,000	1,000	2,000
Dues, Memberships & Prof Fees	6200	1,050	1,211	1,100
Rents & Leases Equipment	6250	10,000	5,000	5,000
Meetings & Travel Expenses	6303	1,000	600	1,000
Ambulance Billing Administration	6312	62,000	72,000	74,160
Outside Attorney Fees	6313	150,000	150,000	150,000
County Tax Administration Fee	6316	190,000	195,247	205,000
Professional Services - Audit	6317	30,000	30,000	30,000
Professional Services - Labor Neg	6318	100,000	91,000	2,000
Professional Services - OPEB Val	6322	4,741	5,505	5,500
Professional Services - Prop Tax	6326	12,600	8,775	8,200
Professional Services	6327	14,000	13,440	14,000
LAFCO	6482	12,000	11,624	12,500
Fire Chief Contingency	6491	35,638	35,638	100,000
Property & Liability Insurance	6540	55,621	55,621	57,000
Bank Fees	7510	3,300	3,300	3,300
Interest on County Teeter Account	7520	50	0	0

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
County Tax Collection Fees	7530	300	255	300
TOTAL OPERATING EXPENSE		705,950	696,866	689,720
TOTAL EXPENDITURES		\$ 1,203,308	\$ 1,220,642	\$ 1,299,749

FINANCE & ADMINISTRATION

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Check Stock	500		
Business Cards	500		
Secure shred services - monthly	850		
Printing Envelopes, Stationary	2,000		
Office Supplies	5,650		
Sub-total	9,500	6100	Office Supplies
Postage	5,000		
Sub-total	5,000	6101	Postage
GFOA CAFR Submission Fee	560		
Miscellaneous Books/Periodicals	100		
Sub-total	660	6102	Books & Periodicals
Printer Ink Cartridges	2,500		
Sub-total	2,500	6103	Printer Ink Cartridges
Equipment & Furniture	1,000		
Sub-total	1,000	6131	Minor Equipment/Furn
Legal Notices	2,000		
Sub-total	2,000	6190	Public & Legal Notices

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Calif Society Municipal Finance Office	240		
City Clerks Association	160		
Fire Districts Assoc of California	500		
Government Finance Officers Assoc	200		
Sub-total	1,100	6200	Dues & Memberships
Copy Machine - Administration	5,000		
Sub-total	5,000	6250	Rent & Leases Equip
Mileage & Parking	1,000		
Sub-total	1,000	6303	Meetings & Travel Exp
Ambulance Collection Fees	74,160		Ambulance Billing
Sub-total	74,160	6312	Administration Fees
Legal Fees - District Counsel	150,000		
Sub-total	150,000	6313	Outside Attorney Fees
County Tax Administration	205,000		
Sub-total	205,000	6316	County Tax Admin Fee
Audit Services - CAFR	29,000		
CAFR Statistical Package	1,000		Professional Services -
Sub-total	30,000	6317	District Audit
Labor Negotiations	2,000		Professional Services -
Sub-total	2,000	6318	Labor Negotiator

DESCRIPTION	ACCOUNT		ACCOUNT NAME
	TOTAL	CODE	
Actuarial Services	5,500		Professional Services -
Sub-total	5,500	6322	OPEB Actuarial
Property Tax Forecasting	8,200		Professional Services -
Sub-total	8,200	6326	Property Tax Audit
GEMT/IGT Claim Filing Services	14,000		
Sub-total	14,000	6327	Professional Services
LAFCO Membership	12,500		
Sub-total	12,500	6482	LAFCO
Fire Chief Contingency	100,000		
Sub-total	100,000	6491	Fire Chief Contingency
Property & Liability Insurance	57,000		
	57,000	6540	Property & Liab Insurance
Bank Fees	2,300		
Credit Card Processing	1,000		
	3,300	7510	Bank Fees
County Tax Collection Fees	300	7530	County Tax Fees
TOTAL	689,720		

HUMAN RESOURCES

PURPOSE

Personnel Administration: General administration of Human Resources services, including maintenance of employee records, administration of the compensation and classification plan, administration and maintenance of administrative policies.

Benefits Administration: Administer various benefit programs available to employees, such as medical, dental and vision plans, deferred compensation, and the retirement program.

Negotiations and Labor Relations: Negotiation and administration of labor agreements with the various employee bargaining units.

Recruitment and Selection: Coordinate recruitments by advertising, screening and interviewing qualified applicants for employment with the District. As part of the hiring process, Human Resources staff conducts reference checks, coordinates medical exams, and provides new employee orientation for the successful candidates.

Risk Management: Oversee the District's worker's compensation programs; manage employees' out on leave due to either industrial or non-industrial injury or illness; and ensure all compliance with state and other regulations.

GOALS & OBJECTIVES FOR FISCAL YEAR 2020

1. Recruitment:
 - a. Host a promotional Captain recruitment to establish an eligibility list.
 - b. Host an entry level/lateral Firefighter Paramedic recruitment.
2. Conduct Sexual Harassment Training District-wide by January 1, 2020 in accordance with SB 1343.
3. Streamline and develop existing and new Human Resources and Risk Management systems and processes to more efficiently provide customer service to District employees.

STAFFING SUMMARY

Administrative Services Director (.25)
Human Resources Benefits Manager (1)

PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser
Program Manager – Human Resources Benefits Manager Christine Russell

HUMAN RESOURCES

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Permanent Salaries	5011	151,820	158,700	161,070
Deferred Compensation	5015	600	600	600
Payroll Taxes	5042	2,201	2,200	2,336
Retirement Contributions	5044	31,896	37,000	36,062
Health & Life Insurance	5060	18,669	19,600	19,683
Employee Share Health Insur	5061	(3,159)	(3,300)	(3,519)
Vision Insurance	5066	120	175	120
Retiree Health Insurance	5062	1,234,000	1,232,000	1,275,000
Insurance	5063	(324,000)	(347,000)	(350,000)
Unemployment Insurance	5064	18,000	10,000	11,000
OPEB Funding Contribution	5065	439,771	439,771	559,108
Pension Rate Stabilization	5067	1,100,000	1,100,000	1,023,850
Workers' Compensation Insur	5070	878,775	878,775	1,021,161
Workers' Compensation Recove	5019	(136,000)	(170,000)	(150,000)
TOTAL SALARIES &		\$ 3,412,693	\$ 3,358,521	\$ 3,606,471
Books & Periodicals	6102	500	500	500
Dues & Memberships	6200	800	750	750
Medical Exams & Physicals	6311	30,000	30,000	30,000
Professional Svcs - Investigation	6320	15,000	25,000	15,000
Professional Svcs	6321	6,000	4,000	6,000
Recognition Supplies	6478	3,000	1,500	2,000
TOTAL OPERATING EXPENSE		55,300	61,750	54,250
TOTAL EXPENDITURES		\$ 3,467,993	\$ 3,420,271	\$ 3,660,721

HUMAN RESOURCES

DESCRIPTION	ACCOUNT		ACCOUNT NAME
	TOTAL	CODE	
Miscellaneous	500		
Sub-total	500	6102	Books & Periodicals
Society for Human Resources	400		
CalPELRA	350		
Sub-total	750	6200	Dues & Memberships
Pre-Employment Physicals	5,000		
Annual Physical Exams	25,000		
Sub-total	30,000	6311	Medical Exams/Physicals
Pre-Employment Investigations	10,000		
Investigation Services	5,000		
Sub-total	15,000	6320	Professional Services - Investigations
Captain Promotional	2,000		
Firefighter Paramedic	2,000		
Recruiting Advertisement	2,000		
Sub-total	6,000	6321	Professional Services
Employee Recognition and Awards	1,000		
Badges, Nametags & Service Pins	1,000		
Sub-total	2,000	6478	Recognition Supplies
TOTAL	54,250		

INFORMATION TECHNOLOGY

PURPOSE

The purpose of the Information Technology program is to improve and maintain the computer network system and provide the most current technology necessary for the flow of information, as well as industry specific applications for all District personnel. It is the responsibility of the Information Technology program to safely and securely store vital District Information, to centralize data storage and to integrate all stations into a networked system to enhance communication and provide information and application access.

STANDARD LEVEL OF PERFORMANCE

- Maintain Computer Network System and Workstations to provide the means for improved productivity in the workplace.
- Provide secure data storage and back up of District information daily through redundant systems.
- Assure network hardware and software applications are compliant with industry standards
- Manage maintenance costs and overhead through lease and support contracts with Industry leaders in computer hardware products and services.
- Maintain and update productivity software through licensing agreements, assuring the latest versions are available to Administrative and Suppression Staff.
- Provide responsive hardware and software support to District personnel
- Provide technical support of the Electronic EMS Patient Care Reporting System and data collection for Ambulance billing and statistical analysis.
- Ongoing evaluation of industry standards for network systems
- Improve data collection and form automation. Improve staff productivity and reduce redundant data input and use of paper.
- Ensure District Website is updated on an on-going basis so it contains all information required and necessary for public safety, awareness, and transparency for District residents and other users.

GOALS & OBJECTIVES FOR FISCAL YEAR 2020

1. In conjunction with Emergency Medical Services, implement narcotics tracking software
2. Implement an enhanced District website using current technologies in order to improve communication with the community and increase efficiencies.

STAFFING SUMMARY

Administrative Services Director (0.25)

PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser

INFORMATION TECHNOLOGY

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Permanent Salaries	5011	46,428	48,000	49,250
Payroll Taxes	5042	673	673	715
Retirement Contributions	5044	11,070	11,400	12,307
Health & Life Insurance	5060	7,053	6,953	7,587
Employee Share Health Insur	5061	(951)	(1,186)	(1,227)
TOTAL SALARIES & BENEFITS		\$ 64,273	\$ 65,840	\$ 68,632
Computer Equipment & Supplies	6132	3,000	3,000	3,000
Rents & Leases Equipment	6250	15,900	15,900	15,900
Computer Software & Mtc	6251	84,750	70,500	75,500
Website Development & Mtc	6252	1,800	1,700	8,000
Professional Services	6319	238,535	226,000	205,452
TOTAL OPERATING EXPENSE		343,985	317,100	307,852
TOTAL EXPENDITURES		\$ 408,258	\$ 382,940	\$ 376,484

INFORMATION TECHNOLOGY

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Station UPS Batteries - 2	1,000		
Computer Supplies and Parts	2,000		
Sub-total	3,000	6132	Computer Equipment
Internet Service	5,400		
Dell Lease Desktops & Laptops	10,500		
Sub-total	15,900	6250	Rents & Leases Equip
Microsoft Enterprise Agreement	14,000		
Telestaff Software Maintenance	4,550		
RescueNet Software Maintenance	5,000		
FirstOnScene Prevention Maint	17,500		
Narcotics Tracking Software	3,300		
Abila Accounting Software Maint	3,600		
Citrix Software Maintenance	1,500		
Soniclear Software Renewal	350		
Adobe Acrobat Annual Renewal	1,000		
Dell Desktop Authority Renewal	2,500		
Parcel Quest Renewal	1,900		
Applicant Tracking Software	4,200		
OpenGov Software	6,000		
GovInvest Actuarial Software	8,400		
Check Signing Software	200		
Mapping Software Renewal	1,500		
Sub-total	75,500	6251	Computer Software/Mtc

DESCRIPTION	TOTAL	CODE	ACCOUNT NAME
Website	8,000		
Sub-total	8,000	6252	Website Development
Information Technology Services	169,992		
Fiber Connection - District Wide	35,460		
Sub-total	205,452	6319	Professional Services
TOTAL	\$307,852		

FIRE PREVENTION

PURPOSE

The purpose of the Fire Prevention Division is to provide the District with the highest level of fire prevention through community risk reduction initiatives, life safety public education and compliance of all applicable codes and standards in order to prevent fires, to create a safe environment and to reduce the financial impact to the community from fires or other disasters. Goals: 1) save lives; 2) injury prevention; and 3) reduction of property loss.

STANDARD LEVEL OF PERFORMANCE

- Enhance the community outreach related to the Wildland Urban Interface Risk Assessment program through the expansion of the District webpage and the availability of web-based wildland risk information.
- Implement Board adopted programs for Fire and Life Safety, including Firewise programs. Coordinate these programs with local communities, agencies and other public and private entities.
- Update All Risk Education information for the District website.
- Provide community fire prevention/education outreach activities during the two Open House events.
- Educate property owners about grant funded opportunities defensible space, vegetation maintenance requirements and potential wildfire risk threats and vulnerabilities within the District.
- Administer the Exterior Hazard Abatement Program to control vegetation that poses a fire hazard.
- Provide pertinent media information of current fire and accident prevention information, upcoming District activities, and other new information or programs.
- Prepare materials and collaborate with participating agencies for the upcoming California fire code adoption and new MOFD Ordinance.
- Explore options to increase work flow efficiency, data collection through emerging technology and software including the use of mobile applications as available and funded for.
- Provide annual training to District employees conducting code compliance inspections or investigating complaints.
- Conduct state mandated annual code enforcement inspections of multi-family residential, educational, and institutional occupancies, including Saint Mary's College.
- Review plans and conduct inspections for fire protections systems and construction projects to assure compliance with all codes and regulations within the District's scope of authority.
- Provide fire and life safety training to staff at Saint Mary's College, local government agencies, within the business community and to private organizations as resources allow.
- Flow test and/or inspect 25 percent of the hydrants within the District each year in accordance with NFPA 291 Standard.

GOALS & OBJECTIVES FOR FISCAL YEAR 2020

1. Adopt 2018 California Fire Code and MOFD Ordinance
2. Expand public education for community risk reduction topics including wildfire risk reduction education, Firewise programs, grant opportunities and expansion of messaging through social media outlets and all other methods of community outreach.
3. Complete all state mandated inspections of occupancy type A, E, R-2, and I.
4. Complete inspections for vegetation fire code compliance for all parcels in the district.
5. Flow test and/or inspect 25 percent of the fire hydrants within the District.
6. Complete wood chipping projects to reduce fuel load throughout the District

STAFFING SUMMARY

Fire Marshal (1)
Fire Inspector/Plans Examiner (0.6)
District Aide Part-Time (2.5)

Fuels Mitigation Program Manager (1)
Fuels Mitigation Crew Supervisor (1)
Fuels Mitigation District Aide Part-Time (2.0)

PROGRAM MANAGEMENT

Program Administrator - Fire Marshal

Program Administrator – Fuels Mitigation Program Manager Scott Watson

FIRE PREVENTION

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Permanent Salaries	5011	257,679	257,000	382,006
Hourly Salaries	5013	176,280	120,000	176,800
Overtime	5014	2,000	1,000	1,000
Deferred Compensation	5015	600	600	1,200
Overtime - Incident Mgmt Team	5016	10,000	0	0
Payroll Taxes	5042	22,344	13,000	24,240
Retirement Contributions	5044	61,488	60,000	95,592
Health & Life Insurance	5060	35,868	34,200	60,636
Employee Share Health Insur	5061	(2,256)	(2,000)	(2,208)
Vision Insurance	5066	468	410	816
TOTAL SALARIES & BENEFITS		\$ 564,471	\$ 484,210	\$ 740,082
Books & Periodicals	6102	4,000	1,000	4,000
Fire Trail Grading	6135			25,000
Food Supplies	6150	500	500	500
Public & Legal Notices	6190	8,000	4,000	8,000
Dues & Memberships	6200	6,945	5,755	6,030
Computer Software & Maintenance	6251	1,000	0	0
Maintenance - Equipment	6270	6,500	2,350	6,500
Exterior Hazard Removal	6323	25,000	20,000	25,000
Other Special Departmental Exp	6479	2,000	20,000	33,000
Public Education Supplies	6480	2,500	2,500	2,500
Misc Service & Supplies	6490	2,000	1,500	2,000
TOTAL OPERATING EXPENSE		58,445	57,605	112,530
TOTAL EXPENDITURES		\$ 622,916	\$ 541,815	\$ 852,612

FIRE PREVENTION

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Fire Code Books, Subscriptions	4,000		
Sub-total	4,000	6102	Books & Periodicals
Fire Trail Grading/Maintenance	25,000		
Sub-total	25,000	6135	Fire Trail Grading
Food for Open House & Activities	500		
Sub-total	500	6150	Food Supplies
Exterior Hazard Abatement Notices	8,000		
Sub-total	8,000	6190	Public & Legal Notices
Wildland Resource Management	5,500		
California Building Officials	395		
International Code Council	135		
Sub-total	6,030	6200	Dues & Memberships
Computer Software & Maint.			
Sub-total	0	6251	Maintenance - Equipment
Hydrant Repair & Maintenance	5,000		
Equipment Maintenance	1,500		
Sub-total	6,500	6270	Maintenance - Equipment
Exterior Hazard Removal Contract	25,000		
Sub-total	25,000	6323	Exterior Hazard Removal
Fuels Mitigation Materials	33,000		
Sub-total	33,000	6479	Other Special Dept

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Public Education Outreach Materials	2,500		
Sub-total	2,500	6480	Public Education Supp
Printing - Inspection Forms	250		
Uniforms	1,200		
Smoke Detector Program	550		
Sub-total	2,000	6490	Misc Service & Supplies
TOTAL	112,530		

EMERGENCY PREPAREDNESS PROGRAM

PURPOSE

The purpose of the Emergency Preparedness Program is to promote interagency collaboration among Lamorinda agencies, businesses, and local groups with respect to disaster preparedness and response. The program aids in planning and coordinating community disaster preparedness and training efforts to preserve the life, health and welfare of all who reside or work in Lamorinda. Numerous opportunities exist where collaboration can occur between the District, the cities of Lafayette and Orinda, the Town of Moraga, Saint Mary's College and the School Districts. These include, but are not limited to: sharing Emergency Operations Center personnel and facilities, interagency communications, emergency preparedness training, developing shared emergency preparedness resource inventories, presenting drills for the community, organizing neighborhoods to be more self-sufficient during a disaster, and public education related to preparedness. The emergency preparedness program seeks to identify areas of weakness or redundancy and works to develop strategies that strengthen and improve coordination between the stakeholders.

Lamorinda's Community Emergency Response Team (CERT) is a key component of the District's Emergency Preparedness Program. CERT's mission is to train and inform residents so they will be better able to help themselves, their families, neighbors, and co-workers in the event of a disaster that slows, hinders or overwhelms the public safety agency response capabilities. CERT members are a critical support resource for all of the local agency's emergency operations.

The Emergency Preparedness Program is partially funded by the City of Lafayette.

STANDARD LEVEL OF PERFORMANCE

- Create and maintain professional relationships with Lamorinda's community emergency preparedness stakeholders and other emergency management professionals.
- Serve as the sponsoring agency for and support the Lamorinda Community Emergency Response Team (CERT).
- Periodically review and recommend updates to cooperating agency Emergency Operations Plans and plan annexes.
- Coordinate training and drills for the Lamorinda's emergency operations center personnel to meet SEMS and NIMS requirements.
- Work with the communities to create compatible/interoperable EOC/DOC facilities in Lamorinda.
- Support the District's Volunteer Communications-Support Unit personnel as a regional resource providing auxiliary communications and logistical support to the agencies and cooperators.

GOALS & OBJECTIVES FOR FISCAL YEAR 2020

1. Continue to support Lamorinda CERT's training, education and community outreach programs to help Lamorinda residents become more resilient when disaster strikes.
2. Recruit, equip and train 10 new Communications-Support Unit volunteers to fully staff the unit.
3. Coordinate training and exercises for the Lamorinda's emergency operations centers.
4. Work with Fire Operations and Prevention staff to support National Night Out events, the Great ShakeOut exercises and the Lamorinda Community Safety Fair.

5. Maintain HeartSafe Community status with Contra Costa County Emergency Medical Services for Lafayette, Moraga and Orinda.

STAFFING SUMMARY

Emergency Preparedness Coordinator (1)

PROGRAM MANAGEMENT

Program Administrator – Emergency Preparedness Coordinator Dennis Rein

EMERGENCY PREPAREDNESS

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Hourly Salaries	5013	55,319	85,000	92,851
Overtime	5014	8,828	8,800	8,828
Overtime - Incident Mgmt Team	5016	40,020	33,628	40,020
Payroll Taxes	5042	7,969	10,000	10,300
TOTAL SALARIES & BENEFITS		\$ 112,136	\$ 137,428	\$ 151,999
Office Supplies	6100	725	500	800
Small Tools & Instruments	6130	2,500	2,000	2,750
Dues, Memberships & Prof Fees	6200	275	275	275
Maintenance - Equipment	6270	1,000	1,000	1,000
CERT Emergency Response	6475	6,500	7,500	8,000
Recognition	6478	2,000	2,000	2,000
Outreach Materials	6480	500	1,200	1,200
Emergency Preparedness	6484	22,500	22,500	10,000
TOTAL OPERATING EXPENSE		36,000	36,975	26,025
TOTAL EXPENDITURES		\$ 148,136	\$ 174,403	\$ 178,024

EMERGENCY PREPAREDNESS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Printer/Plotter Supplies	400		
Presentation Materials & Supplies	400		
Sub-total	800	6100	Office Supplies
CS 241- Go Bags and Supplies	1,000		
Mesh Network Project	1,000		
CS-241 Equipment	750		
Sub-total	2,750	6130	Small Tools & Equipment
Intl. Association Emerg. Managers	200		
Calif Emergency Services Assoc	75		
Sub-total	275	6200	Dues & Memberships
Equipment	1,000		
Sub-total	1,000	6270	Maintenance - Equipment
CERT Instructor Uniforms	1,500		
CERT Emergency Response Team	6,500		
Sub-total	8,000	6475	CERT
Volunteer Recognition	800		
Volunteer Appreciation Meeting	1,200		
Sub-total	2,000	6478	Recognition
Outreach Materials	1,200		
Sub-total	1,200	6480	Outreach Materials
CS-241 Uniforms	2,500		
Emergency Preparedness Supplies	7,500		
Sub-total	10,000	6484	Emergency Preparedness
TOTAL	26,025		

EMERGENCY MEDICAL SERVICES

PURPOSE

The purpose of the Emergency Medical Services division is to save lives; prevent and minimize disabling illnesses and injuries; and provide rapid, high-quality medical care.

STANDARD LEVEL OF PERFORMANCE

- Maintain a force of highly trained professional Emergency Medical Technicians and Paramedic personnel equipped with state-of-the-art equipment.
- Support and maintain American Heart Association Community Training Center.
- Support and maintain District's Infection Control Program.
- Ensure compliance with the District's Emergency Medical Services Agency Ambulance Agreement.
- Ensure compliance with County EMS equipment lists
- Ensure compliance with local, State, and Federal regulations, standards and guidelines
- Provide medical care consistent with best practices and evidence-based medicine
- Provide medical oversight and continual quality improvement
- Provide medical equipment and supplies
- Provide District training programs in Emergency Medical Services for all providers, including continuing education.

GOALS & OBJECTIVES FOR FISCAL YEAR 2020

1. Provide increased continuing education training opportunities for on-duty personnel
2. Adopt and implement additional Paramedic and EMT optional treatment skills approved by LEMSA.
3. In conjunction with Information Technology, implement narcotics tracking software
4. Improve narcotics security district-wide
5. Review and update district EMS policies
6. Evaluate and update medical supplies on district apparatus

PROGRAM MANAGEMENT

Functional Supervisor – Battalion Chief Jerry Lee
Supply Coordinator – Firefighter Katy Himsl

EMERGENCY MEDICAL SERVICES

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Overtime	5014	5,000	1,000	2,000
TOTAL SALARIES & BENEFITS		\$ 5,000	\$ 1,000	\$ 2,000
Medical & Lab Supplies	6140	90,000	100,000	100,000
Dues & Memberships	6200	300		
Paramedic/EMT License Fees	6201	6,500	3,000	4,000
Maintenance - Equipment	6270	5,000	9,000	10,000
Professional Services	6317	10,000	11,000	16,000
TOTAL OPERATING EXPENSE		111,800	123,000	130,000
TOTAL EXPENDITURES		\$ 116,800	\$ 124,000	\$ 132,000

EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Medical Supplies	100,000		
Sub-total	100,000	6140	Medical & Lab Supplies
Continuing Education Provider Fee	1,500		
License Fees	2,500		
Sub-total	4,000	6201	Paramedic/EMT License
Defibrillator & Gurney Maintenance	10,000		
Sub-total	10,000	6270	Maintenance - Equipment
EMS Training Services	16,000		
Sub-total	16,000	6317	Professional Services
TOTAL	130,000		

SUPPORT SERVICES

PURPOSE

The purpose of Support Services is to provide appropriate station supplies, maintenance, and fuel delivery systems for the District, which includes the District's five (5) fire stations and administrative office.

STANDARD LEVEL OF PERFORMANCE

- Oversee MOFD facilities maintenance and improvement projects.
- Support facility operations with standardized inventory of supplies and materials.
- Support incident rehabilitation and food necessities.
- Ensure regulatory compliance with Federal, State and County mandates with fuel systems and other building systems.
- Provide disposal of hazardous wastes per regulatory process.

GOALS & OBJECTIVES FOR FISCAL YEAR 2020

1. Review and update facility information sheets and policies
2. Assess and evaluate vendor contracts for cost-savings and efficiencies
3. Support and manage facility capital projects
4. Complete energy efficiency assessment of District facilities

PROGRAM MANAGEMENT

Functional Supervisor – Battalion Chief Jerry Lee
Program Manager – Firefighter Paramedic Travis Dulli

SUPPORT SERVICES

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Food Supplies	6150	2,000	1,400	2,000
Household Expense	6170	12,000	10,000	12,000
EPA ID Verification Fee	6264	150	150	150
CCC HazMat Plan	6265	3,000	2,575	3,000
Environmental Fees	6266	900	900	900
Maintenance - Equipment	6270	1,500	500	1,500
Service & Repair	6274	3,500	2,400	2,500
Tank Testing	6280	1,000	1,000	1,000
Misc Service & Supplies	6490	7,500	6,615	7,500
TOTAL OPERATING EXPENSE		31,550	25,540	30,550
TOTAL EXPENDITURES		\$ 31,550	\$ 25,540	\$ 30,550

SUPPORT SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Food for emergency incidents	2,000		
Sub-total	2,000	6150	Food Supplies
Household supplies for fire stations	12,000		
Sub-total	12,000	6170	Household Expense
Annual fee fuel system	150		
Sub-total	150	6264	EPA ID Verification Fee
Annual hazardous materials permits	3,000		
Sub-total	3,000	6265	CCC Haz Mat Plan
Bay Area Air Quality permit fees	900		
Sub-total	900	6266	Environmental Fees
Fuel system equipment	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Fuel system dispensers	2,500		
Sub-total	2,500	6274	Service & Repair
Fuel tank testing	1,000		
Sub-total	1,000	6280	Tank Testing
Fire station furniture	7,500		
Sub-total	7,500	6490	Misc Service & Supplies
TOTAL	30,550		

ADMINISTRATION BUILDING

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Utilities - PG & E	6122	4,500	4,000	4,500
Maintenance - Building	6281	5,000	5,000	5,000
Maintenance - Grounds	6282	800	100	800
Other Special Departmental Exp	6479	1,100	1,025	1,100
TOTAL OPERATING EXPENSE		11,400	10,125	11,400
TOTAL EXPENDITURES		\$ 11,400	\$ 10,125	\$ 11,400

ADMINISTRATION BUILDING

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
PG & E	4,500		
Sub-total	4,500	6122	Utilities - PG & E
Building Maintenance	5,000		
Sub-total	5,000	6281	Maintenance - Building
Grounds Maintenance	800		
Sub-total	800	6282	Maintenance - Grounds
Security System	1,100		
Sub-total	1,100	6479	Other Special Dept
TOTAL	11,400		

STATION 41

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Utilities - Sewer	6120	2,200	1,386	1,500
Utilities - Garbage	6121	4,200	4,489	4,500
Utilities - PG & E	6122	10,600	12,000	12,000
Utilities - Water	6123	1,200	3,000	3,000
Utilities - Medical Waste	6124	1,100	1,100	1,100
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	1,600	1,600	1,600
Maintenance - Equipment	6270	2,000	1,000	2,000
Maintenance - Building	6281	11,000	16,000	16,000
Maintenance - Grounds	6282	1,400	1,000	1,400
TOTAL OPERATING EXPENSE		36,300	42,575	44,100
TOTAL EXPENDITURES		\$ 36,300	\$ 42,575	\$ 44,100

STATION 41

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	1,500		
Sub-total	1,500	6120	Utilities - Sewer
Garbage	4,500		
Sub-total	4,500	6121	Utilities - Garbage
PG & E	12,000		
Sub-total	12,000	6122	Utilities - PG & E
Water	3,000		
Sub-total	3,000	6123	Utilities - Water
Medical Waste Services	1,100		
Sub-total	1,100	6124	Utilities - Medical Waste
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,600		
Sub-total	1,600	6171	Household Exp - Linen
Equipment Maintenance	2,000		
Sub-total	2,000	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	4,000		
Air Compressor	500		
Plumbing	1,000		
Overhead Doors	4,000		
Plymovent System & Misc.	5,000		
Sub-total	16,000	6281	Maintenance - Building
Storm Drain Filter	800		
Grounds Maintenance	600		
Sub-total	1,400	6282	Maintenance - Grounds
TOTAL	44,100		

STATION 42

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Utilities - Sewer	6120	800	566	650
Utilities - Garbage	6121	1,365	1,100	1,200
Utilities - PG & E	6122	10,390	15,000	15,000
Utilities - Water	6123	3,500	5,000	5,000
Household Expense	6170	1,000	500	1,000
Household Expense - Linen	6171	1,320	1,300	1,320
Maintenance - Equipment	6270	2,000	1,000	2,000
Maintenance - Building	6281	13,000	10,000	13,000
Maintenance - Grounds	6282	1,200	1,000	1,200
TOTAL OPERATING EXPENSE		34,575	35,466	40,370
TOTAL EXPENDITURES		\$ 34,575	\$ 35,466	\$ 40,370

STATION 42

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	650		
Sub-total	650	6120	Utilities - Sewer
Garbage	1,200		
Sub-total	1,200	6121	Utilities - Garbage
PG & E	15,000		
Sub-total	15,000	6122	Utilities - PG & E
Water	5,000		
Sub-total	5,000	6123	Utilities - Water
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,320		
Sub-total	1,320	6171	Household Exp - Linen
Equipment Maintenance	2,000		
Sub-total	2,000	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	2,000		
Plumbing	1,000		
Overhead Doors	3,000		
Plymovent System	1,500		
Misc.	4,000		
Sub-total	13,000	6281	Maintenance - Building
Storm Drain Filter	800		
Grounds Maintenance	400		
Sub-total	1,200	6282	Maintenance - Grounds
TOTAL	40,370		

STATION 43

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Utilities - Sewer	6120	800	566	650
Utilities - Garbage	6121	1,300	1,117	1,200
Utilities - PG & E	6122	8,800	6,600	7,000
Utilities - Water	6123	4,200	0	4,200
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	1,320	1,100	1,100
Maintenance - Equipment	6270	1,500	1,500	1,500
Maintenance - Building	6281	2,500	2,500	4,000
Maintenance - Grounds	6282	1,000	1,000	1,000
TOTAL OPERATING EXPENSE		22,420	15,383	21,650
TOTAL EXPENDITURES		\$ 22,420	\$ 15,383	\$ 21,650

STATION 43

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	650		
Sub-total	650	6120	Utilities - Sewer
Garbage	1,200		
Sub-total	1,200	6121	Utilities - Garbage
PG & E	7,000		
Sub-total	7,000	6122	Utilities - PG & E
Water	4,200		
Sub-total	4,200	6123	Utilities - Water
Miscellaneous	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,100		
Sub-total	1,100	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Generator	1,000		
HVAC Maintenance	1,000		
Plymovent System	1,000		
Miscellaneous	1,000		
Sub-total	4,000	6281	Maintenance - Building
Grounds Maintenance	1,000		
Sub-total	1,000	6282	Maintenance - Grounds
TOTAL	21,650		

STATION 44

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Utilities - Sewer	6120	800	566	650
Utilities - Garbage	6121	980	1,150	1,150
Utilities - PG & E	6122	9,300	9,000	9,300
Utilities - Water	6123	3,460	4,500	4,500
Utilities - Medical Waste	6124	1,100	1,100	1,100
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	1,320	1,100	1,100
Maintenance - Equipment	6270	1,000	1,000	1,000
Maintenance - Building	6281	9,000	13,000	12,000
Maintenance - Grounds	6282	1,000	1,000	1,000
TOTAL OPERATING EXPENSE		28,960	33,416	32,800
TOTAL EXPENDITURES		\$ 28,960	\$ 33,416	\$ 32,800

STATION 44

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	650		
Sub-total	650	6120	Utilities - Sewer
Garbage	1,150		
Sub-total	1,150	6121	Utilities - Garbage
PG & E	9,300		
Sub-total	9,300	6122	Utilities - PG & E
Water	4,500		
Sub-total	4,500	6123	Utilities - Water
Medical Waste	1,100		
Sub-total	1,100	6124	Utilities - Medical Waste
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,100		
Sub-total	1,100	6171	Household Exp - Linen
Equipment Maintenance	1,000		
Sub-total	1,000	6270	Maintenance - Equipment
Generator	1,000		
Plumbing	1,000		
HVAC Maintenance	2,000		
Overhead Doors	2,000		
Plymovent System	5,000		
Miscellaneous	1,000		
Sub-total	12,000	6281	Maintenance - Building
Grounds Maintenance - Creek	1,000		
Sub-total	1,000	6282	Maintenance - Grounds
TOTAL	32,800		

STATION 45

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Utilities - Sewer	6120	800	566	650
Utilities - Garbage	6121	5,000	5,830	6,000
Utilities - PG & E	6122	22,100	22,100	22,100
Utilities - Water	6123	1,500	1,600	1,600
Utilities - Medical Waste	6124	1,100	114	
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	1,320	1,320	1,320
Maintenance - Equipment	6270	1,500	1,500	1,500
Maintenance - Building	6281	11,500	14,000	14,000
Maintenance - Grounds	6282	1,000	1,000	1,000
TOTAL OPERATING EXPENSE		46,820	49,030	49,170
TOTAL EXPENDITURES		\$ 46,820	\$ 49,030	\$ 49,170

STATION 45

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	650		
Sub-total	650	6120	Utilities - Sewer
Garbage	6,000		
Sub-total	6,000	6121	Utilities - Garbage
PG & E	22,100		
Sub-total	22,100	6122	Utilities - PG & E
Water	1,600		
Sub-total	1,600	6123	Utilities - Water
Miscellaneous	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,320		
Sub-total	1,320	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Generator	1,500		
Plumbing	1,000		
HVAC Maintenance	4,500		
Overhead Doors	4,000		
Plymovent System	2,000		
Miscellaneous	1,000		
Sub-total	14,000	6281	Maintenance - Building
Grounds Maintenance	1,000		
Sub-total	1,000	6282	Maintenance - Grounds
TOTAL	49,170		

EMERGENCY OPERATIONS

PURPOSE

The purpose of the Emergency Operations Program is to provide a coordinated and organized response to emergencies and other requests for service within the District.

STANDARD LEVEL OF PERFORMANCE

- Organize and coordinate fire suppression personnel and equipment
- Ensure all fire apparatus are equipped with a full complement of appropriate equipment at all times.
- Ensure all personal protective equipment is serviceable and meets current federal standards.
- Maintain fire trails within the District
- Maintain licenses for mapping applications and Tablet Command
- In coordination with the Fire Prevention Division, inspect and service all hydrants with the District each year, providing appropriate bi-annual maintenance to ensure functional reliability.
- Continuously update District maps, preplans and target hazard information
- Administer the Wellness Initiative through annual fitness testing and maintenance of exercise equipment.
- Continue to develop subordinates as fire investigators

GOALS & OBJECTIVES FOR FISCAL YEAR 2020

1. Update operational policies
2. Create and maintain data sets for Operations Division
3. Update District response matrix

STAFFING SUMMARY

Fire Chief (1)
Battalion Chief (3)
Captain/Paramedic I (2)
Captain/Paramedic II (9)
Captain (4)
Engineer/Paramedic I (2)
Engineer/Paramedic II (3)
Engineer (10)
Firefighter/Paramedic (25)
Firefighter (2)
Paramedic (0)

PROGRAM MANAGEMENT

Program Administrator - Battalion Chief Matthew Nichols

EMERGENCY OPERATIONS

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Permanent Salaries	5011	8,080,765	8,000,000	8,934,576
Overtime	5014	2,517,672	2,320,000	1,800,000
Deferred Compensation	5015	20,600	20,300	20,300
Overtime - Strike Team	5016	500,000	436,320	500,000
Payroll Taxes	5042	150,145	153,000	163,190
Retirement Contributions	5044	4,617,428	4,532,000	5,156,460
Health & Life Insurance	5060	1,029,688	975,000	1,231,824
Employee Share Health Insur	5061	(95,944)	(104,000)	(124,200)
Vision Insurance	5066	14,212	14,000	18,348
TOTAL SALARIES & BENEFITS		\$ 16,834,566	\$ 16,346,620	\$ 17,700,498
Small Tools & Instruments	6130	4,500	4,500	5,500
Minor Equipment/Furniture	6131	500	1,125	500
Power Saw/Other Equipment	6133	6,800	3,500	6,800
Fire Trail Grading	6135	20,000	15,000	
Technical Rescue	6137	3,400	2,500	7,000
Firefighting Equipment - Hose	6138	11,000	9,500	16,000
Firefighting Equipment - Foam	6139	2,000	2,000	5,125
Safety Clothing	6160	150,300	95,000	120,000
Non-Safety Clothing	6161	1,500	650	
Rent & Leases Equip	6250	9,000	9,000	9,000
Air Monitor Maintenance	6269	1,300	500	1,300
Maintenance - Equipment	6270	25,500	26,000	25,500
Air Compressor Service	6278	1,500	1,500	3,000
Hydro Test SCBA & Oxygen	6279	2,500	0	2,500
Strike Team Supplies	6474	15,000	12,963	9,500
Exercise Equipment	6476	5,000	5,000	5,000
Other Special Dept Exp	6479	5,000	0	4,600
Mapping - Services and Supplie	6490	20,500	20,500	26,300
TOTAL OPERATING EXPENSE		285,300	209,238	247,625
TOTAL EXPENDITURES		\$ 17,119,866	\$ 16,555,858	\$ 17,948,123

EMERGENCY OPERATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Tool Replacement/Maintenance	5,500		
Sub-total	5,500	6130	Small Tools & Instruments
Investigation supplies	500		
Sub-total	500	6131	Minor Equip/Furniture
Chains, Blades, Maintenance	6,800		
Sub-total	6,800	6133	Power Saw/Other Equip
Extrication Equipment/Maintenance	2,000		
Rope Rescue	5,000		
Sub-total	7,000	6137	Technical Rescue
Fittings/Nozzles	6,000		
Restock Hose Inventory	10,000		
Sub-total	16,000	6138	Firefighting Equip - Hose
Restock Foam Inventory	5,125		
Sub-total	5,125	6139	Firefighting Equip - Foam
Personal Protective Equipment	102,000		
Annual Inspections PPE	18,000		
Sub-total	120,000	6160	Safety Clothing

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Medical Oxygen	9,000		
Sub-total	9,000	6250	Rent & Leases Equip
Air Monitor Sensors Replacement	1,300		
Sub-total	1,300	6269	Air Monitor Maintenance
SCBA Tests & Mask Fit Tests	10,000		
SCBA Bottles/Masks/Regulators	10,500		
Ladder Testing, Fire Extinguisher	5,000		
Sub-total	25,500	6270	Maintenance - Equipment
Air Compressor Service	3,000		
Sub-total	3,000	6278	Air Compressor Service
Test SCBA & Oxygen Cylinders	2,500		
Sub-total	2,500	6279	Hydro Test
Strike Team Equipment/Supplies	9,500		
Sub-total	9,500	6474	Strike Team Supplies
Exercise Supplies	3,000		
Exercise Maintenance	2,000		
Sub-total	5,000	6476	Exercise Equipment
Drone	4,600		
Sub-total	4,600	6479	Other Special Dept Exp
GIS Supplies	1,300		
GIS Consulting	25,000		
Sub-total	26,300	6490	Services & Supplies Map
TOTAL	247,625		

COMMUNICATIONS

PURPOSE

The purpose of the Communications Program is to provide the personnel of the district the ability to safely and efficiently disseminate information within the District in emergency and non-emergency situations with the aid of technological devices such as radios and wireless mobile devices.

STANDARD LEVEL OF PERFORMANCE

- Maintain devices integral for CAD integration (iPad, modem, antennas) for every Suppression related Radio Identifier in the District.
- Upgrade hardware and software as necessary to provide the highest level of reliability and data transfer rates to devices.
- Continue to provide CAD integration using Tablet Command.
- Plan and begin replacement of the current generation of portable radios
- Provide cell phones on all apparatus which meet the needs of the district.

GOALS & OBJECTIVES FOR FISCAL YEAR 2020

1. Replace all modems in District apparatus.
2. Provide secondary means of accessing CAD information on apparatus.
3. Begin replacement of portable radios.
4. Evaluate and replace apparatus cell phones.

PROGRAM MANAGEMENT

Program Administrator - Battalion Chief Matthew Nichols
iPad Manager – Captain Michael Martinez
Radio Manager – Captain Michael Lacy
Cell Phone Manager – TBD

COMMUNICATIONS

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Telephone Communications	6110	50,000	42,000	50,000
Communication Center	6111	188,700	188,700	188,700
Rent & Leases - Equipment	6250	500	220	
Maintenance - Equipment	6270	3,000	2,800	16,340
Other Special Departmental Exp	6479	57,250	45,000	57,250
TOTAL OPERATING EXPENSE		299,450	278,720	312,290
TOTAL EXPENDITURES		\$ 299,450	\$ 278,720	\$ 312,290

COMMUNICATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Cellular Phone/Tablet Data Service	50,000		
Sub-total	50,000	6110	Telephone Comm
Contra Costa County Dispatch	188,700		
Sub-total	188,700	6111	Communication Center
Communications Parts & Radios	16,340		
Sub-total	16,340	6270	Maintenance - Equipment
Tablet Command License Fees	16,000		
EBRCSA Subscriber Fees	30,000		
iPad Application License Fees	1,250		
EBRSCA Updated Programming	10,000		
Sub-total	57,250	6479	Other Special Dept Exp
TOTAL	312,290		

APPARATUS

PURPOSE

The purpose of the apparatus program is to ensure that all District vehicles and emergency response apparatus are maintained in accordance with National Fire Protection Association, Occupational Safety Health Administration and International Organization for Standardization standards in order to ensure prompt emergency response and optimal operational capabilities. The apparatus program also ensures that each apparatus is capable of transporting District personnel in a safe manner.

STANDARD LEVEL OF PERFORMANCE

- Ensure all Fire District vehicles are able to respond to emergency incidents
- Provide oversight on mechanical issues regarding vehicle maintenance
- Provide maintenance for all Fire District vehicles and apparatus
- Provide a timely response to major work orders for repairs to prevent excessive down time.
- Maintain current contracts for service by qualified vendors
- Provide annual pump and ladder service testing according to NFPA standards
- Maintain records for all Fire District vehicles and apparatus
- Provide training for Firefighters and new Engineers on driving and apparatus maintenance.

GOALS & OBJECTIVES FOR FISCAL YEAR 2020

1. Acquire and upfit two new utility vehicles.
2. Acquire and upfit new BC vehicle.
3. Acquire and upfit new type VI fire apparatus.
4. Promptly maintain and repair district vehicles.

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Matthew Nichols
Program Manager – Captain Daryle Balao

APPARATUS

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Maintenance - Equipment	6270	2,000	2,000	2,000
Central Garage Repairs	6271	200,000	200,000	200,000
Central Garage Gasoline & Oil	6272	65,000	55,000	65,000
Central Garage Tires	6273	7,500	9,000	7,500
Aerial Ladder & Pump Testing	6275	1,000	1,000	1,000
Smog Inspections	6276	500	500	500
TOTAL OPERATING EXPENSE		276,000	267,500	276,000
TOTAL EXPENDITURES		\$ 276,000	\$ 267,500	\$ 276,000

APPARATUS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Batteries	2,000		
Sub-total	2,000	6270	Maintenance - Equipment
On-going maintenance/repairs	200,000		
Sub-total	200,000	6271	Central Garage Repairs
Fuel	65,000		
Sub-total	65,000	6272	Gasoline & Oil
Tire replacement	7,500		
Sub-total	7,500	6273	Central Garage Tires
Annual Ladder Testing	1,000		
Sub-total	1,000	6275	Aerial Ladder/Pump Test
Annual Smog Testing	500		
Sub-total	500	6276	Smog Inspections
TOTAL	276,000		

TRAINING

PURPOSE

The purpose of the training division is 1) to maintain an effective firefighting force to prevent conflagration; 2) to prevent accidental injury or death of personnel; 3) to provide training opportunities to all personnel; 4) to meet federal, state, and locally mandated training requirements; and 5) to prepare personnel for advancement.

STANDARD LEVEL OF PERFORMANCE

- Plan and implement quarterly and annual master training calendars
- Provide, coordinate, and evaluate daily and monthly training activities
- Develop and implement training on new operational policies and equipment
- Provide federal, state, local, and in-house training
- Evaluate company and individual performance
- Assist in development and execution of promotional exams
- Develop, mentor, and train all new employees to District standards
- Ensure compliance with federal, state, and local training mandates
- Continue to participate in regional training activities
- Complete yearly mandated training

GOALS & OBJECTIVES FOR FISCAL YEAR 2020

1. Support new MOFD education policy
2. Support and advocate training for program managers
3. Increase manipulative fire training opportunities

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Steven Gehling

TRAINING

FISCAL YEAR 2020

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Overtime	5014	12,000	5,000	18,000
TOTAL SALARIES & BENEFITS		\$ 12,000	\$ 5,000	\$ 18,000
Books & Periodicals	6102	2,500	2,000	2,500
Food Supplies	6150	1,500	500	1,500
Dues, Memberships & Prof Fees	6200	325	400	400
CPR Instructors	6314	3,000	1,610	2,000
Burn Trailer Grant/ Maintenance	6352	3,500	3,500	3,500
Testing Materials & Training Prop	6354	12,000	6,000	20,000
Career Development Classes	6357	15,000	10,000	25,000
Target Solutions Online Training	6359	6,500	8,720	9,000
Training Classes Paramedic/EMT	6360	15,000	12,509	10,000
Mandated Training	6361	25,000	8,000	20,000
Recruit Academy	6470	75,000	85,000	40,000
CPR Supplies	6481	3,000	1,300	1,000
TOTAL OPERATING EXPENSE		162,325	139,539	134,900
TOTAL EXPENDITURES		\$ 174,325	\$ 144,539	\$ 152,900

TRAINING

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Training Books	2,500		
Sub-total	2,500	6102	Books & Periodicals
Food for Training Events	1,500		
Sub-total	1,500	6150	Food Supplies
Training Officers Association	400		
Sub-total	400	6200	Dues & Memberships
CPR Instructors	2,000		
Sub-total	2,000	6314	CPR Instructors
Burn Trailer Maintenance	3,500		
Sub-total	3,500	6352	Burn Trailer Maintenance
Materials & Training	20,000		
Sub-total	20,000	6354	Testing Materials & Props
Career Development	25,000		
Sub-total	25,000	6357	Career Development
Annual Maintenance Fee	9,000		
Sub-total	9,000	6359	Target Solutions
Paramedic & EMT Courses	10,000		
Sub-total	10,000	6360	Training Classes

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Mandated Training	20,000		
Sub-total	20,000	6361	Mandated Training
Recruit Academy - 4	40,000		
Sub-total	40,000	6470	Recruit Academy
Heart Assoc Manuals & Cards	1,000		
Sub-total	1,000	6481	CPR Supplies
TOTAL	134,900		

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

FISCAL YEAR 2020

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Property Tax - Current Secured	4010	3,543,473	3,543,473	3,709,744
Investment Earnings	4181	5,000	500	500
Transfers In	4999	1,011,814	1,011,814	1,011,549
TOTAL REVENUES		\$ 4,560,287	\$ 4,555,787	\$ 4,721,793

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Pension Obligation Bond Prin.	7900	2,640,000	2,640,000	2,945,000
Pension Obligation Bond Interest	7901	667,377	667,377	521,609
Lease Agreement Principal	7906	245,000	245,000	250,000
Lease Agreement Interest	7907	76,345	76,345	71,081
Vehicle Lease Principal	7902	86,435	86,435	88,015
Vehicle Lease Interest	7903	2,784	2,784	1,203
Vehicle Lease Principal	7902	560,107	560,107	570,796
Vehicle Lease Interest	7903	41,143	41,143	30,454
TOTAL EXPENDITURES		\$ 4,319,191	\$ 4,319,191	\$ 4,478,158

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE
TAXABLE PENSION OBLIGATION BONDS**

FISCAL YEAR 2020

**PURPOSE: Reduce the Unfunded Accrued Actuarial Liability as of
October 2005**

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2019				\$11,465,000
Reduction in Principal Balance				2,945,000
Interest Due				521,609
Total Payment Due				3,466,609
Principal Outstanding as of June 30, 2020				\$8,520,000
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2020	5.22%	2,945,000	521,609	3,466,609
2021	5.22%	3,265,000	359,527	3,624,527
2022	5.22%	3,610,000	180,090	3,790,090
2023	5.22%	1,645,000	42,935	1,687,935
TOTALS		\$11,465,000	\$1,104,161	\$12,569,161

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE
2015 LEASE AGREEMENT**

FISCAL YEAR 2020

PURPOSE: Purchase two ambulances

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2019				\$88,015
Reduction in Principal Balance				88,015
Interest Due				1,203
Total Payment Due				89,218
Principal Outstanding as of June 30, 2020				\$0
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2020	1.82%	88,015	1,203	89,218
TOTALS		\$88,015	\$1,203	\$89,218

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE
2016 LEASE AGREEMENT**

FISCAL YEAR 2020

PURPOSE: Design and construction of Station 43

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2019				\$3,384,000
Reduction in Principal Balance				250,000
Interest Due				71,081
Total Payment Due				321,081
Principal Outstanding as of June 30, 2020				\$3,134,000
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2020	2.14%	250,000	71,081	321,081
2021	2.14%	256,000	65,699	321,699
2022	2.14%	261,000	60,199	321,199
2023	2.14%	267,000	54,570	321,570
2024	2.14%	272,000	48,835	320,835
2025	2.14%	278,000	42,982	320,982
2026	2.14%	284,000	37,001	321,001
2027	2.14%	290,000	30,890	320,890
2028	2.14%	297,000	24,641	321,641
2029	2.14%	303,000	18,264	321,264
2030	2.14%	310,000	11,737	321,737
2031	2.14%	316,000	5,071	321,071
TOTALS		\$3,384,000	\$470,970	\$3,854,970

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE
2017 LEASE AGREEMENT**

FISCAL YEAR 2020

PURPOSE: Purchase two fire engines, one fire truck and two ambulances

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2019				\$1,745,276
Reduction in Principal Balance				570,796
Interest Due				30,454
Total Payment Due				601,250
Principal Outstanding as of June 30, 2020				\$1,174,480
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2020	1.90%	570,796	30,454	601,250
2021	1.90%	581,689	19,560	601,249
2022	1.90%	592,791	8,458	601,249
TOTALS		\$1,745,276	\$58,472	\$1,803,748

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

FISCAL YEAR 2020

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Investment Earnings	4181	10,000	43,000	10,000
Impact Mitigation Fees	4743	40,000	63,200	40,000
Other Revenue	4974		38,286	
Sale of Surplus Property	4980	100,000	58,500	
Transfers In	4999	137,548	137,548	73,451
TOTAL REVENUES		\$ 287,548	\$ 340,534	\$ 123,451

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Bank Fees	7510	100	200	200
Fire Flow Tax Collection Fees	7531	14,000	11,435	14,000
Capital Contingency	7700	97,000	40,000	0
Capital Outlay - Apparatus	7703	296,724	296,724	86,000
Buildings-Station 43 Improvement	7706	3,723,394	3,723,394	
Buildings-Station 44 Improvement	7707	50,000	4,700	17,000
Buildings-Station 45 Improvement	7708			30,000
Equipment	7709	84,650	84,650	
TOTAL EXPENDITURES		\$ 4,265,868	\$ 4,161,103	\$ 147,200

CAPITAL PROJECTS FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
7510	Bank Fees	200
7531	Fire Flow Tax Collection Fees	14,000
7700	Capital Contingency - Facilities, Equipment	0
7703	Battalion Chief Vehicle	70,000
7703	Thermal Imaging Cameras	16,000
7707	Station 44 Apparatus Door Opener Replacement	17,000
7708	Station 45 Basement Drainage Improvements	30,000
TOTAL CAPITAL PROJECTS FUND		\$ 147,200

**NORTH ORINDA EMERGENCY FUEL BREAK
STATEMENT OF REVENUES AND EXPENDITURES**

FISCAL YEAR 2020

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
State Aid	4435	4,000,000	76,750	3,923,250
TOTAL REVENUES		\$ 4,000,000	\$ 76,750	\$ 3,923,250

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET FY2019	PROJECTED ACTUALS FY2019	PROPOSED BUDGET FY2020
Temporary Salaries	5013	25,000	25,000	123,802
Payroll Taxes	5042	1,750	1,750	9,471
Professional Services	6317	500,000	50,000	500,000
Exterior Hazard Removal	6323	3,473,250		3,289,977
TOTAL EXPENDITURES		\$ 4,000,000	\$ 76,750	\$ 3,923,250

TEETER PLAN

In 1949, the California Legislature enacted an alternative method for the distribution of secured property taxes to local agencies. This method, known as the Teeter Plan, is set forth in Sections 4701-4717 of Revenue and Taxation Code of the State of California (the "Law"). Generally, the Teeter Plan provides for a tax distribution procedure by which secured roll taxes are distributed to taxing agencies within the County included in the Teeter Plan on the basis of the tax levy, rather than on the basis of actual tax collections. The County deposits in the Tax Losses Reserve Fund discussed below delinquent tax payments, penalties and interest. This avoids a complicated tax redemption distribution system for all participating taxing agencies is avoided. While the County bears the risk of loss on delinquent taxes that go unpaid, it benefits from the penalties associated with these delinquent taxes when they are paid. In turn, the Teeter Plan provides participating local agencies with stable cash flow and the elimination of collection risk. The constitutionality of the Teeter Plan was upheld in *Corrie v. County of Contra Costa*, 110 Cal. App. 2d 210 (a952). The Teeter Plan was named after Desmond Teeter, the then Auditor-Controller of Contra Costa County who originated this method of tax distribution. Contra Costa County was the first Teeter Plan county in the State of California.

Tax Losses Reserve Fund

The law requires Contra Costa County to establish a tax losses reserve fund to cover losses that may occur in the amount of tax liens as a result of special sales of tax-defaulted property (i.e., if the sale price of the property is less than the amount owed). During each fiscal year, the Tax Losses Reserve Fund is reviewed. When the amount of the Fund exceeds certain levels, the excess may be credited to County General Fund as provided by Sections 4703 and 4703.2 of the California Revenue and Taxation Code. State law allows any county to draw down on the their tax losses reserve fund to a balance equal to (i) one percent of the total of all taxes and assessments levied on the secured roll for that year, or (ii) 25% of the current year delinquent secured tax levy.

PROPERTY TAX & INTERGOVERNMENTAL TAX DEFINITIONS

Secured Property tax bills are mailed once a year during the month of October to the owner of the property as of the lien date of January 1.

An **Unsecured Tax** is an ad-valorem (value based) property tax that is the liability of the person or entity assessed for the tax. Because the tax is not secured by real property (such as land) the tax is called "Unsecured." Unsecured property taxes are a lien against the individual, not against real property. Typical items assessed and collected on the unsecured roll are:

- Boats and jet skis
- Airplanes
- Improvements on the real estate of others
- Business property
- Most possessory interests
- Escape and supplemental assessments against former owner of real property
- Some fixtures

Supplemental Taxes result from a 1983 State law that requires the reassessment of property as of the first day of the month following an ownership change or the completion of new construction. New construction is any substantial addition to real property (e.g., adding a new room, pool, or garage) or any substantial alteration which restores a building, room, or other improvement to the equivalent of new (e.g., completely renovating an outdated kitchen). In most cases, this reassessment results in one or more supplemental tax bills being sent to the property owner in addition to the annual property tax bill.

Most changes in ownership caused by the sale of property result in reassessment. However, inter-spousal transfers, the transfer, sale, or inheritance of property between parents and their children, and the addition of joint tenants do not result in the reappraisal of property values.

The Assessor first determines the new value of the property based on current market values. The Assessor then calculates the difference between the new value (set at the time of purchase or completion of new construction) and the old value (set on January 1 of the previous fiscal year). The result is the supplemental assessment value. Once the new assessed value of your property is determined, the Assessor will send you a notification of the amount to be assessed.

Example:

- New value at date of purchase or completion of new construction \$120,000
- Assessed value for current fiscal year \$100,000
- Supplemental assessment value will be \$20,000

This reassessment usually results in an increase in property value, in which case supplemental taxes will be calculated by the Auditor-Controller based on the change in value, and one or more supplemental tax bills will be created and mailed by the Tax Collector. However, in some instances the reassessment results in a reduction in value, in which case a refund will be prepared by the Auditor-Controller and mailed to you.

Unitary Property is property owned or leased by a state assessee and used in its primary operations as part of the state assessee's integrated system. More specifically, within the general definition the following types of property are classified as unitary: (1) special-purpose or industry-specific property that is leased by a state assessee; (2) property leased by a state assessee and used in the assessee's primary operations; (3) property owned and held for future use in the primary operations of the assessee if there is a documented plan for the property's future use and the property is carried in a future use operating account; and (4) property that is owned and used to protect and support other unitary property—due to locational or physical characteristics or other factors. Under the principle of unit valuation, unitary property is valued as a single unit. Examples of Unitary Property:

- Land, improvements, and personal property owned or leased by a state assessee and used in its primary operation of transportation of freight by rail; gas or fluids by pipeline, canal or ditch; generation, transmission or distribution of electricity; or transmission of information by cellular, paging, or telephone.
- Vacant land that is considered necessary to protect areas utilized in the primary operations of the assessee (e.g., buffer areas required for nuclear power plants or gas storage reservoirs, slide areas near railroad tracks, drainage ditches, etc.).
- Vacant land that is located in landlocked areas totally surrounded by sets of railroad tracks or areas adjacent to rights-of-way that are too narrow to be developed to another use.
- Property that the state assessee had acquired for use in its primary operations but now has secondary use (e.g., areas beneath tower lines which are farmed, used for parking or storage; areas above gas storage reservoirs which are farmed).
- Railroad rights-of-way acquired by congressional grant or franchised by a governmental agency.
- Utility and railroad easements for rights-of-way.
- Railroad property that is leased to agents of the railroad, who manage the property in a rail transportation use (e.g., intermodal container yards).

Homeowners Relief Tax is the state's reimbursement to local agencies for the Homeowner's Property Tax Exemption which provides a \$7,000 reduction in the taxable value of real property for qualifying owner-occupied homes.