



Moraga-Orinda Fire District

Board of Directors

CALL AND NOTICE OF A SPECIAL MEETING

August 1, 2017

6:00 p.m. CLOSED SESSION

7:00 p.m. OPEN SESSION

Hacienda Mosaic Room

2100 Donald Drive

Moraga, CA 94556

1. OPENING CEREMONIES

- 1.1. Call the Meeting to Order
- 1.2. Roll Call
- 1.3. Core Values – Service, Honor, Integrity

2. PUBLIC COMMENT

The public is invited to speak on any matter not appearing on the agenda including Closed Session, and within the subject matter jurisdiction of the District. Comments should be limited to three minutes. Please state your name and address for the record.

3. CLOSED SESSION

3.1. **Conference with Legal Counsel – Potential Litigation**

Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9: one (1) potential matter

3.2. **Conference with Labor Negotiator**

(Government Code Section 54957.6)

Agency Designated Representative: Stephen Healy

Employee Organization: International Association of Firefighters IAFF, Local 1230

3.3. **Conference with Labor Negotiator**

(Government Code Section 54957.6)

Agency Designated Representative: Stephen Healy

Employee Organization: Local 2700 United Clerical, Technical & Specialized Employees

3.4. **Conference with Labor Negotiator**

(Government Code Section 54957.6)

Agency Designated Representative: Stephen Healy

Employee Organization: Moraga-Orinda Fire Chief Officers Association (MOFCOA)

3.5. **Conference with Labor Negotiator – Unrepresented Employee**

(Government Code Section 54957.6)

Agency Designated Representatives: Brad Barber and Craig Jorgens

Unrepresented Employee: Interim Fire Chief Jerry Lee

4. RECONVENE THE MEETING

- 4.1. Call the Meeting to Order

5. REPORT OF CLOSED SESSION ACTION

6. PUBLIC COMMENT

The public is invited to speak on any matter not appearing on the agenda, and within the subject matter jurisdiction of the District. Comments should be limited to three minutes. Please state your name and address for the record.

7. CONSENT AGENDA

7.1. **Annual Operating Budget Fiscal Year 2017/18**

Staff Recommendation: Information only

8. REGULAR CALENDAR

8.1. **Recommendation to Hire Recruiting Firm**

The Fire Chief Recruitment Ad Hoc Committee will provide a recommendation to the Board on the Fire Chief Recruitment Firms.

Staff Recommendation: 1) The Fire Chief Recruitment Ad Hoc Committee recommend that MOFD retain the Bob Murray firm in connection with the search for a new Fire Chief for MOFD

9. ADJOURNMENT

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54956

The date of posting is July 31, 2017.

MORAGA-ORINDA FIRE DISTRICT



Grace Santos
Clerk to the Board

The Moraga-Orinda Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District Board meetings due to a disability, to please contact the District Chief's office, (925) 258-4599, at least one business day prior to the scheduled District Board meeting to



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Gloriann Sasser, Administrative Services Director

DATE: August 1, 2017

SUBJECT: Item 7.1 – Adopted Annual Operating Budget Fiscal Year 2017/2018
Information Only; No Action Required

BACKGROUND

At the July 18, 2017 Board of Directors meeting, the Board adopted a revised budget that included \$100,000 for fire chief contingency. This new contingency account has been added to the Adopted Annual Operating Budget Fiscal Year 2017/2018 (Attachment A.) Attachment A is the approved budget for distribution and use.

RECOMMENDATION

No action required – information only

ATTACHMENT

- 1) Attachment A - Adopted Annual Operating Budget Fiscal Year 2017/2018

MORAGA-ORINDA FIRE DISTRICT



ANNUAL OPERATING BUDGET
FISCAL YEAR 2017/2018

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

Kathleen Famulener, President

Brad Barber, Vice-President

John Jex, Secretary

Craig Jorgens, Treasurer

Stephen Anderson, Director

Fire Chief

Stephen Healy

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Moraga-Orinda Fire District

Office of the Fire Chief

July 18, 2017

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

Members of the Board:

We are pleased once again to present you with a balanced budget for fiscal year 2017/18. We appreciate the commitment from the Board to maintain long-term fiscal sustainability and also to our employees for their willingness to work together for the long-term good of the District and the communities we serve. Through their cooperation, we have been able to stabilize our finances, avoid major disruptions in service delivery and keep the District on a fiscally sustainable path going forward.

The District is committed to our 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."* In addition, we remain committed to our core values of service, honor and integrity. These guiding principles remain a cornerstone of our relationship with the communities we serve.

The Board, Fire Chief and management team are tasked with being the financial stewards of the organization, working in partnership with employees and other stakeholders. The proposed budget provides for continued high level services, while at the same time responsibly paying down long-term liabilities. All this is accomplished while ensuring that ongoing spending is paid for with ongoing revenues. In addition, the District continues to maintain prudent levels of reserve funds as directed by the Board. The 2017/18 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 ongoing, sustainable revenues. It also fulfills the District's commitment to its' employees to prefund retiree health benefits. The proposed budget also includes additional money set-aside in the District's pension rate stabilization trust.

District staff remains focused on the successful completion of several high profile projects during the upcoming year, notably the completion of the reconstruction of Station 43. The station was originally built in 1952 and the new station will help ensure the District is positioned to continue to provide the highest level of services in Orinda and throughout the District. In addition, two new fire engines, one new aerial ladder truck and two new ambulances will be deployed in 2017/18 to provide improved emergency services throughout the community.

At the same time we are investing resources in 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 additional increases to General Fund reserves of \$500K. General Fund reserves are projected to reach \$4.8M at June 30, 2018, 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 \$21.8M, an increase of \$1.0M or 5.0%. This revenue increase is primarily due to the projected increase in property tax revenue of \$1.1M or 5.9%. Ambulance service revenue is projected to increase 2.6%. No use of fire flow tax revenue in the General Fund is projected to be necessary in 2017/18.

The proposed budget projects General Fund expenditures of \$21.3M, an increase of \$1.2M or 6.0%. The increase in expenditures is primarily due to an increase in salaries and benefits costs. There are several changes to salaries and benefits. Permanent salaries are projected to increase 8% due to negotiated salary increases. Overtime is projected to be \$2.2M. This includes planned weather-based staffing during red flag and wind event days. This will staff additional personnel during high-risk fire conditions and provide a high level of emergency services. Retirement contribution costs for employees are projected to increase 7% due to the increase in permanent salaries. 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 revenue of \$1.4M. This includes fire flow tax revenue, impact mitigation fees and a federal grant. All of the District's Fire Flow Tax revenue (\$1.1M) is proposed to remain in the Capital Projects Fund in 2017/18. The Fire Flow Tax Rate is \$.06 in both the Moraga & Orinda service zones.

The proposed budget projects Capital Projects Fund expenditures of \$1.6M. Most of the expenditures (\$1.0M) are used to fund debt payments to pay for long-term capital purchases. The budget also includes \$150K for capital contingency.

Staffing Summary and Benefits Changes

The proposed budget recommends no changes to staffing levels or benefits, which is the continuance of Safety roster strength of 54 positions. The Budget continues to freeze one chief officer position (dedicated training chief) and one assistant fire marshal position. Increasing the Safety roster strength to 57 or 60 will likely be necessary in fiscal year 2018/19.

OPEB Funding and Pension Rate Stabilization Funding

The proposed budget includes appropriations for the District's 2017/18 contribution to the OPEB trust account and the pension rate stabilization trust in the amount of \$280K in each. While unfunded liabilities for pension and retiree healthcare are significant obligations of the District, we continue to pay down and manage these liabilities.

Fund Balance Reserves and Fund Balance Policy

The proposed budget projects a total fund balance increase of \$594K. Projected fund balance in the General Fund as of June 30, 2018 is \$4.8M, in the Debt Service Fund \$3.0M and in the Capital Projects Fund \$6.0M.

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. It is projected the General Fund balance at June 30, 2018 will be 22% of budgeted General Fund revenue.

Budget Summation

During FY 2013/14, the District was faced with unprecedented fiscal challenges, requiring significant changes in operations, program management and planning. Staff expended substantial effort towards cost-cutting measures, evaluating emergency deployment, and reducing all but the most necessary programs. Due to the combined efforts of the Board, our employees and the community, the outlook for the District's long-term financial stability is positive.

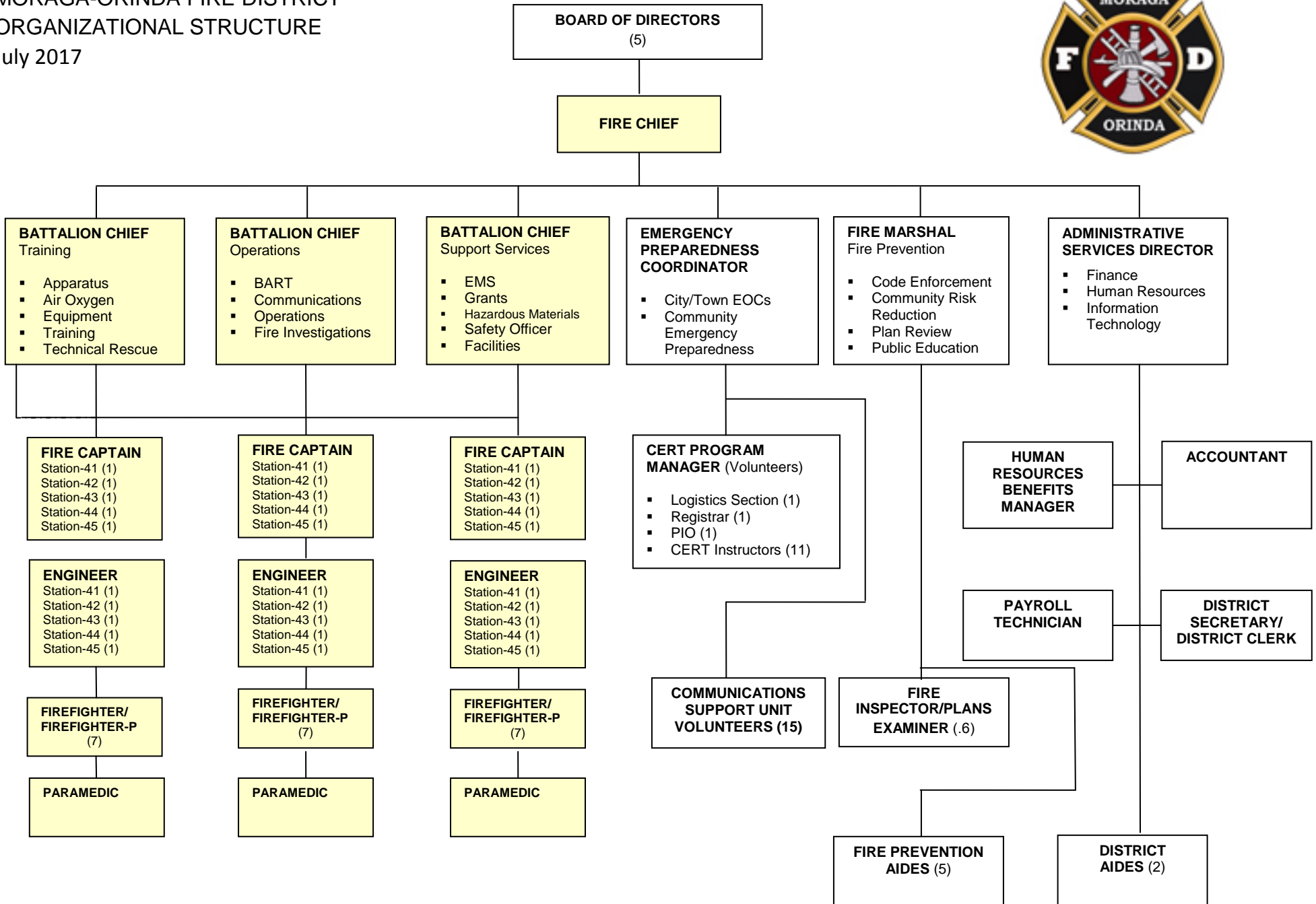
In summary, we would like to express our appreciation to the Board for their continued support and guidance, all personnel for their ongoing efforts to provide high-quality all-risk services, and our Firefighters for their cooperation to help the District and the public they proudly serve. We know that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

Respectfully,



Stephen Healy
Fire Chief

MORAGA-ORINDA FIRE DISTRICT
 ORGANIZATIONAL STRUCTURE
 July 2017



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 and ambulance service fees. 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 10% 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 Capital Projects 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 the fire flow tax.

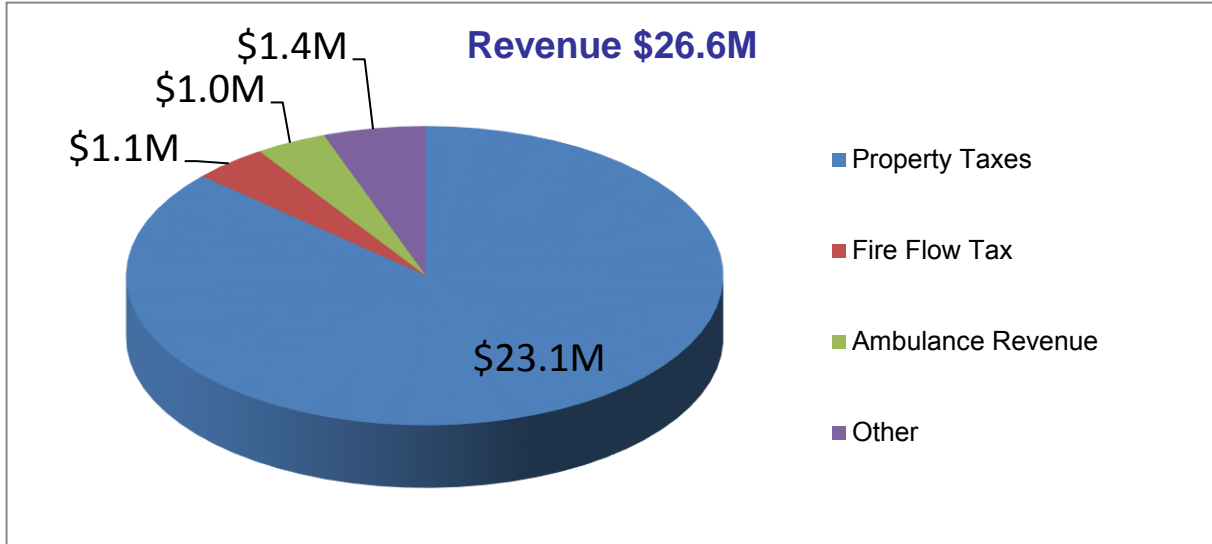
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FY 2017-2018

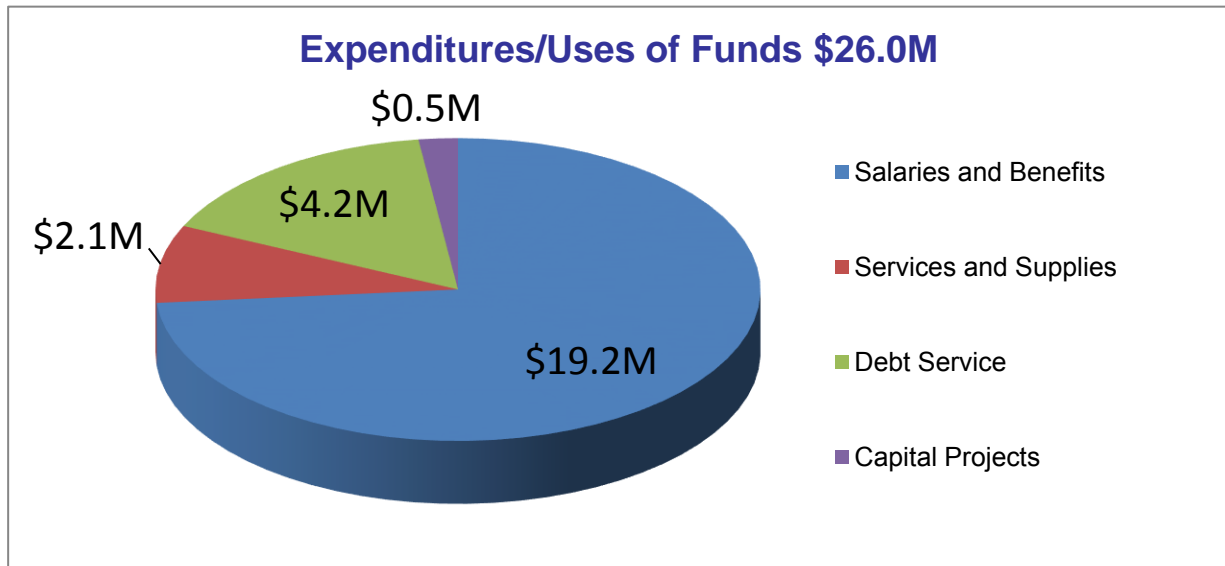
	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	TOTAL
PROJECTED FUND BALANCE JULY 1, 2017	\$4,337,000	\$2,796,013	\$6,160,000	\$13,293,013
PROJECTED REVENUES				
Taxes	19,671,559	\$3,376,281		23,047,840
Use of money & prop	3,000			3,000
Fire flow taxes			\$1,076,738	1,076,738
Use of money & prop			10,000	10,000
Intergovernmental	250,214		159,906	410,120
Charges for services	298,321			298,321
Charges ambulance	1,024,314			1,024,314
Other	551,000		200,000	751,000
TOTAL	21,798,408	3,376,281	1,446,644	26,621,333
PROJECTED EXPENDITURES				
Salaries & benefits	19,151,008			19,151,008
Services & supplies	2,146,943		14,100	2,161,043
Debt service pension obligation bonds		3,157,877		3,157,877
Debt service leases		1,011,980		1,011,980
Capital projects			545,096	545,096
TOTAL	21,297,951	4,169,857	559,196	26,027,004
ANNUAL SURPLUS (DEFICIT)	500,457	(793,576)	887,448	594,329
Transfers in (out)		1,011,980	(1,011,980)	0
Net change	500,457	218,404	(124,532)	594,329
PROJECTED FUND BALANCE JUNE 30, 2018	\$4,837,457	\$3,014,417	\$6,035,468	\$13,887,342

**FUNDING SOURCES AND USES ALL FUNDS
FY 2017-2018**

FUNDING SOURCES



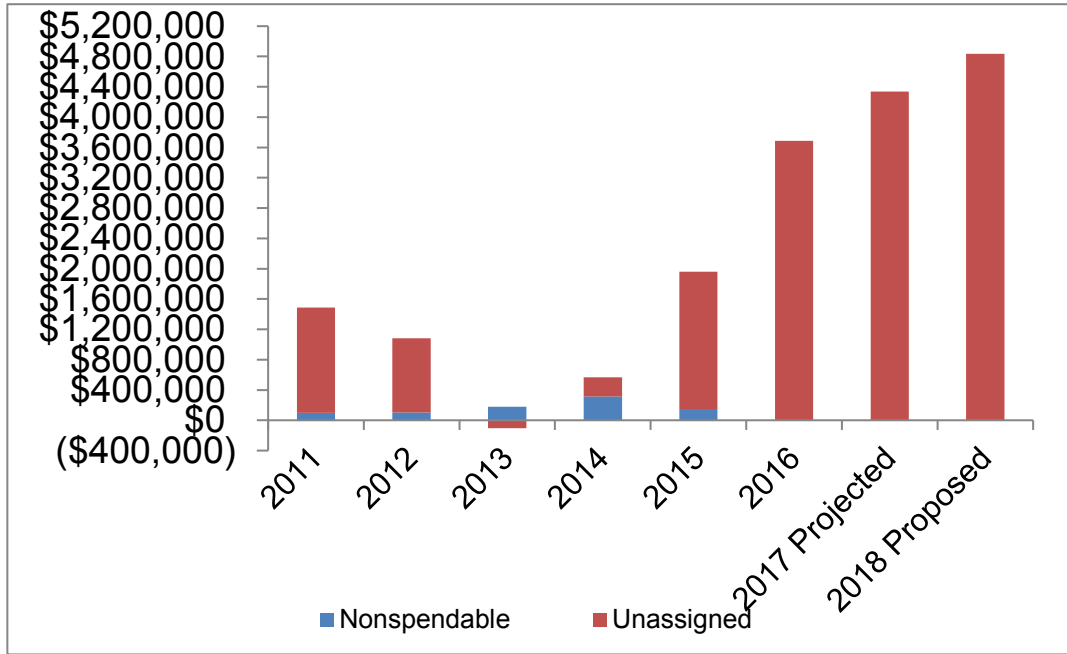
FUNDING USES



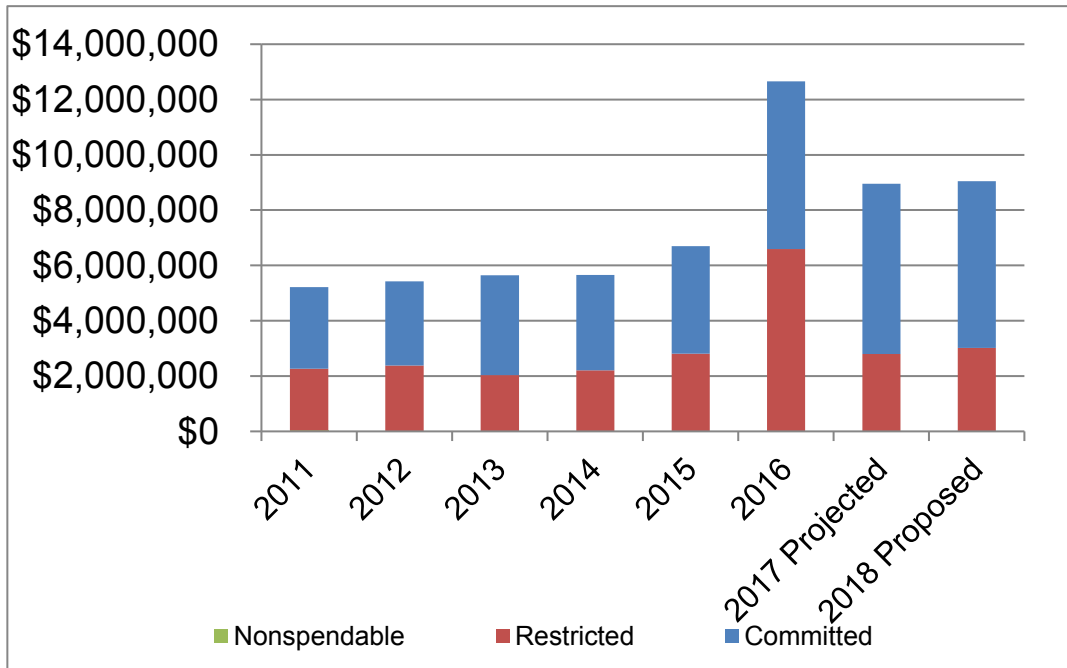
FUND BALANCE

FISCAL YEAR END JUNE 30

GENERAL FUND



CAPITAL PROJECTS AND DEBT SERVICE FUNDS



REVENUES GENERAL FUND

FY 2017-2018

DESCRIPTION	GL CODE	ACTUALS FY 15-16	PROJECTED ACTUALS FY 16-17	PROPOSED BUDGET FY 17-18
Prop Taxes Current Secured	4010	16,450,044	17,554,923	18,641,737
Prop Taxes Supplemental	4011	473,059	571,315	300,000
Prop Taxes Unitary	4013	203,699	212,126	212,126
Prop Taxes Current Unsecured	4020	607,164	612,696	612,696
Prop Taxes Prior Secured	4030	(61,612)	(46,762)	(50,000)
Prop Taxes Prior Supp	4031	(25,625)	(29,561)	(35,000)
Prop Taxes Prior Unsecured	4035	(22,508)	(853)	(10,000)
TOTAL PROPERTY TAXES		\$17,624,221	\$18,873,884	\$19,671,559
Investment Earnings	4181	2,938	3,000	3,000
TOTAL USE OF MONEY & PROP		\$2,938	\$3,000	\$3,000
Homeowners Relief Tax	4385	158,460	154,408	154,000
State Mandated Cost Reimb	4436	6,365	0	0
Federal Grants	4437	323,896	0	0
JAC Training Funds	4440	25,091	20,680	10,000
Other/In Lieu Taxes	4580	920	902	902
Measure H	4896	86,592	85,312	85,312
TOTAL INTERGOVERNMENTAL		\$601,324	\$261,302	\$250,214

REVENUES GENERAL FUND

FY 2017-2018

DESCRIPTION	GL CODE	ACTUALS FY 15-16	PROJECTED ACTUALS FY 16-17	PROPOSED BUDGET FY 17-18
Permits	4740	2,243	932	614
Plan Review Fees	4741	184,871	300,000	250,000
Inspection Fees	4742	31,613	35,000	35,000
Weed Abatement Charges	4744	3,465	4,909	4,357
CPR/First Aid Classes	4745	2,289	2,000	2,000
Reports/Photocopies	4746	391	350	350
Other Charges For Service	4747	3,500	8,650	6,000
TOTAL CHARGES FOR SERVICES		\$228,372	\$351,841	\$298,321
Ambulance Service Fees	4898	1,037,547	1,048,120	1,079,564
Ambulance Fees Reimburse	4899	(44,474)	(75,000)	(77,250)
Ambulance Recovery Payments	4900	4,315	1,000	2,000
GEMT/IGT Revenue	4901		24,784	20,000
TOTAL CHARGES AMBULANCE		\$997,388	\$998,904	\$1,024,314
Strike Team Recovery	4971	232,718	529,000	530,000
Other Revenue	4972	31,200	22,176	18,000
Other Revenue-Misc.	4974	27,555	1,687	1,000
Misc Rebates & Refunds	4975	97,897	3,000	1,000
Sale of Surplus Property	4980	370	6,918	1,000
TOTAL OTHER REVENUE		\$389,740	\$562,781	\$551,000
TOTAL REVENUES		\$19,843,983	\$21,051,712	\$21,798,408

GENERAL FUND EXPENDITURES

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018	ACTUALS TO BUDGET % CHANGE
Permanent Salaries	5011	8,015,911	8,001,108	8,645,029	8%
Hourly Salaries	5013	174,950	139,150	190,756	37%
Overtime	5014	1,985,000	1,890,000	1,890,000	0%
Overtime - Strike Team	5016	350,000	333,133	355,000	7%
Deferred Compensation	5015	126,000	145,447	3,600	-98%
Contract Services	5018	76,140	60,140	0	-100%
Payroll Taxes	5042	180,169	159,638	175,188	10%
Payroll Processing Fees	5043	20,000	18,000	20,000	11%
Retirement Contributions	5044	4,400,000	4,494,057	4,814,450	7%
Health & Life Insurance	5060	1,045,000	1,016,865	1,121,160	10%
Employee Share Health Ins	5061	(150,000)	(156,230)	(124,260)	-20%
Vision Insurance	5066	15,000	14,794	15,340	4%
Retiree Health Insurance	5062	1,177,000	1,151,441	1,180,000	2%
Retiree Share Health	5063	(319,648)	(320,000)	(331,000)	3%
Unemployment Insurance	5064	10,000	12,500	15,000	20%
OPEB Funding Contrib	5065	256,000	256,000	280,000	9%
Pension Funding	5067	300,000	300,000	280,000	-7%
Workers' Compensation	5070	706,256	706,256	720,745	2%
Workers' Comp Recovery	5019	(116,000)	(155,000)	(100,000)	-35%
TOTAL SALARIES & BENEFITS		\$ 18,251,778	\$ 18,067,299	\$ 19,151,008	6%
Office Supplies	6100	19,000	18,327	11,000	-40%
Postage	6101	8,500	5,000	3,000	-40%
Books & Periodicals	6102	6,850	4,432	6,750	52%
Printer Ink Cartridges	6103	7,500	5,000	3,000	-40%
Telephone/Communication	6110	45,000	38,000	42,000	11%
Dispatch Center	6111	170,000	174,330	180,000	3%
Utlities - Sewer	6120	3,800	3,062	3,160	3%
Utlities - Garbage	6121	14,870	14,730	12,845	-13%
Utlities - PG&E	6122	67,040	65,850	65,690	0%
Utlities - Water	6123	15,120	13,620	13,860	2%
Utlities - Medical Waste	6124	2,150	2,200	2,200	0%
Small Tools & Instruments	6130	21,250	21,250	10,750	-49%
Minor Equipment/Furniture	6131	2,000	2,500	1,000	-60%

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018	ACTUALS TO BUDGET % CHANGE
Computer Equip/Supplies	6132	10,000	8,000	2,000	-75%
Power Saw/Other Equip	6133	12,000	12,000	4,500	-63%
Fire Trail Grading	6135	20,500	13,320	20,000	50%
Fire Fighting Equip/Supplies	6137	12,300	10,000	4,000	-60%
Fire Fighting Equip/Hoses	6138	16,500	16,500	10,000	-39%
Fire Fighting Equip/Foam	6139	1,500	1,500	1,500	0%
Medical & Lab Supplies	6140	110,000	80,000	105,000	31%
Food Supplies	6150	8,500	4,086	3,800	-7%
Safety Clothing	6160	65,000	60,000	80,000	33%
Non-Safety Clothing	6161	2,000	1,000	1,500	50%
Household Expenses	6170	22,825	16,875	10,000	-41%
Household Expenses - Lin	6171	15,330	15,330	2,000	-87%
Public & Legal Notices	6190	4,750	2,592	4,000	54%
Dues & Memberships	6200	19,790	17,270	7,795	-55%
EMT/Paramedic License	6201	5,500	4,000	7,500	88%
Rents & Leases Equip	6250	42,950	43,109	41,900	-3%
Computer Software/Maint	6251	78,875	71,000	77,200	9%
Website Development	6252	1,700	1,620	1,700	5%
EPA Verification Fees	6264	200	150	200	33%
County Haz Materials Plan	6265	3,000	2,519	3,000	19%
Air Quality Enviro Fees	6266	750	617	900	46%
Air Monitor Maintenance	6269	2,000	2,000	1,300	-35%
Maintenance - Equipment	6270	68,975	67,689	56,943	-16%
Central Garage - Repairs	6271	160,000	96,787	140,000	45%
Central Garage - Gas/Oil	6272	80,000	42,324	60,000	42%
Central Garage - Tires	6273	15,000	8,856	5,000	-44%
Fuel System Service	6274	4,500	4,500	3,500	-22%
Aerial Ladder Pump Testin	6275	800	800	1,000	25%
Smog Inspections	6276	500	500	500	0%
Air Compressor Service	6278	1,500	1,000	1,500	50%
Hydro Test SCBA/Oxygen	6279	2,000	1,750	2,500	43%
Tank Testing	6280	3,000	710	1,000	41%
Maintenance - Building	6281	64,660	62,500	47,000	-25%
Maintenance - Grounds	6282	12,650	11,150	6,100	-45%
Meetings & Travel Exp	6303	34,200	24,324	1,375	-94%
Employee Assistance Prog	6309	2,206	2,206	0	-100%
Medical Exams/Physicals	6311	43,000	35,000	18,000	-49%
Ambulance Billing Admin	6312	60,000	50,000	60,000	20%

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018	ACTUALS TO BUDGET % CHANGE
Outside Attorney Fees	6313	96,000	60,000	96,000	60%
Ouside CPR Instructors	6314	3,500	3,000	3,000	0%
County Tax Admin Fee	6316	171,211	171,211	175,000	2%
Prof Services	6317	41,773	21,000	40,000	90%
Prof Services/Labor Negot	6318	10,000	5,000	50,000	0
Prof Services/Technology	6319	220,000	197,712	244,640	24%
Prof Services/Investigation	6320	56,789	60,516	5,000	-92%
Prof Services/Promo Exam	6321	29,000	20,000	28,750	44%
Prof Services/OPEB Valu	6322	13,000	13,114	1,200	-91%
Exterior Hazard Removal	6323	12,000	2,759	12,000	335%
Prof Services/Prop Tax Au	6326	12,600	12,600	12,600	0%
Prof Services/User Fee	6327	10,000	9,000	10,000	11%
Burn Trailer Grant Mtc	6352	3,000	3,265	3,500	7%
Testing Materials & Prop	6354	10,000	10,000	10,000	0%
Career Develop - Classes	6357	26,000	15,000	15,000	0%
Target Safety Training	6359	6,195	6,000	6,200	3%
Training - Paramedic/EMT	6360	10,000	5,000	5,000	0%
District Sponsored	6361	60,000	20,000	35,000	75%
Educ Courses Board	6377	2,200	580	0	-100%
Election Expense	6465	18,000	5,000	0	-100%
Recruit Academy	6470	30,000	20,252	15,000	-26%
Strike Team Supplies	6474	12,808	13,966	13,500	-3%
CERT Emer. Response	6475	11,000	11,000	2,000	-82%
Exercise Equipment	6476	8,842	7,000	2,000	-71%
Recognition Supplies	6478	16,300	12,037	8,835	-27%
Other Special Dept Exp	6479	72,000	68,286	31,180	-54%
Public Education Supplies	6480	9,500	5,533	0	-100%
CPR Supplies	6481	3,000	3,500	3,000	-14%
LAFCO	6482	9,744	9,744	10,977	13%
Emergency Preparedness	6484	13,500	8,400	1,000	-88%
Misc. Services & Supplies	6490	38,700	34,598	8,200	-76%
Fire Chief Contingency	6491			100,000	
Property & Liability Insur	6540	53,000	46,483	45,343	-2%
Bank Fees	7510	5,000	3,200	3,200	0%
Interest County Teeter	7520	100	50	50	0%
County Tax Collection	7530	300	252	300	19%
TOTAL OPERATING EXPENSE		2,487,103	2,046,943	2,146,943	5%
TOTAL EXPENDITURES		\$ 20,738,881	\$ 20,114,242	\$ 21,297,951	6%

STAFFING SUMMARY

DIVISION	2013-14	2014-15	2015-16	2016-17	Proposed 2017-18
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	0.5	0.6	0.6	0.6	0.6
District Secretary/District Clerk		1	1	1	1
Administrative Secretary	1				
District Aide Part-Time*	1.0	0.5	0.5	1.0	1.0
Total	4.0	3.6	3.6	4.1	4.1
Human Resources					
Administrative Services Director	0.25	0.25	0.25	0.25	0.25
Human Resources Benefits Mgr	0.50	0.50	0.50	1.00	1.00
Total	0.75	0.75	0.75	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
Division Chief	1				
Battalion Chief	2	3	3	3	3
Captain/Paramedic I	5	5	4	4	4
Captain/Paramedic II	7	7	7	7	7
Captain	3	3	4	4	4
Engineer/Paramedic I	5	5	4	4	4
Engineer/Paramedic II	1	1	3	3	4
Engineer	9	9	8	8	7
Firefighter/Paramedic	24	24	19	19	19
Firefighter	5	5	5	5	5
Paramedic**					
Total	63	63	58	58	58

STAFFING SUMMARY

Emergency Medical					
EMS Quality Improvement Coord	0.5	0.5			
Total	0.5	0.5			
Fire Prevention					
Fire Marshal	1	1	1	1	1
Fire Inspector/Plans Examiner				0.6	0.6
District Aide Part-Time*	2.5	2.5	3.5	2.5	2.5
Total	3.5	3.5	4.5	4.1	4.1
Emergency Preparedness					
Emer Preparedness Coord***	0.5	0.5	0.5	0.5	0.5
Total	0.5	0.5	0.5	0.5	0.5
GRAND TOTAL	77.50	77.10	72.60	73.20	73.20

* 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, part-time position partially funded by the City of Lafayette

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 2017/2018

1. Monitor emergency response times, incident frequency and response capacity
2. Reevaluate on-duty minimum staffing levels based on data
3. Complete contract negotiations with bargaining units
4. Receive management audit of administrative staffing levels
5. Receive updated Long Range Facilities Plan with recommendations for Station 41/Administration/Training site.

STAFFING SUMMARY

Directors (5)

BOARD OF DIRECTORS

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Meetings & Travel	6303	3,450	3,400	375
Education Courses/Conferences	6377	2,200	580	0
Election Fees	6465	18,000	5,000	0
Recognition Supplies	6478	600	600	0
TOTAL OPERATING EXPENSE		24,250	9,580	375
TOTAL EXPENDITURES		\$ 24,250	\$ 9,580	\$ 375

BOARD OF DIRECTORS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Fire Commissioners Quarterly Mtg Meals District Board Meetings - 15 Calif Special Districts Assoc - 2	375		
Sub-total	375	6303	Meetings & Travel Exp
Calif Special Districts Assoc - 2 Miscellaneous Education			
Sub-total	0	6377	Educ Courses/Conf
Miscellaneous Recognition			
Sub-total	0	6478	Recognition Supplies
TOTAL	375		

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 plan.
- 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 2017/2018

1. Provide administrative support for contract negotiations with bargaining units and unrepresented employees.
2. Complete tax-exempt financing and project accounting for the Station 43 reconstruction project.
3. Complete the purchasing process for a new ADA compliant portable sound system for use in public meetings.
4. Issue tax-exempt financing for the 2017 apparatus purchases
5. Complete the lease process for a new copy machine for Administration

STAFFING SUMMARY

Administrative Services Director (0.5)
Accountant (1)
Payroll Technician Part-Time (0.6)
District Secretary/District Clerk (1)
District Aide Part-Time (1)

PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser

FINANCE & ADMINISTRATION

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Permanent Salaries	5011	309,238	312,643	332,698
Hourly Salaries	5013	35,360	16,150	39,528
Overtime	5014	8,000	4,000	4,000
Deferred Compensation	5015	600	16,786	600
Payroll Taxes	5042	7,176	6,000	7,856
Payroll Processing Fees	5043	20,000	18,000	20,000
Retirement Contributions	5044	73,338	72,100	75,233
Health & Life Insurance	5060	73,857	32,623	28,800
Employee Share Health Insur	5061	(17,172)	(5,000)	(3,006)
Vision Insurance	5066	825	820	900
TOTAL SALARIES & BENEFITS		\$ 511,222	\$ 474,122	\$ 506,609
Office Supplies	6100	13,850	13,500	11,000
Postage	6101	7,500	5,000	3,000
Books & Periodicals	6102	850	400	750
Printer Ink Cartridges	6103	7,500	5,000	3,000
Minor Equipment/Furniture	6131	1,500	2,000	1,000
Public & Legal Notices	6190	4,000	2,100	3,000
Dues, Memberships & Prof Fees	6200	8,165	8,800	450
Rents & Leases Equipment	6250	20,000	20,000	20,000
Meetings & Travel Expenses	6303	7,000	5,000	1,000
Ambulance Billing Administration	6312	60,000	50,000	60,000
Outside Attorney Fees	6313	96,000	60,000	96,000
County Tax Administration Fee	6316	171,211	171,211	175,000
Professional Services - Audit	6317	6,773	4,000	30,000
Professional Services - Labor Neg	6318	10,000	5,000	50,000
Professional Services - OPEB Val	6322	13,000	13,114	1,200
Professional Services - Prop Tax	6326	12,600	12,600	12,600
Professional Services	6327	10,000	9,000	10,000
LAFCO	6482	9,744	9,744	10,977
Fire Chief Contingency	6491			100,000
Property & Liability Insurance	6540	53,000	46,483	45,343
Bank Fees	7510	5,000	3,200	3,200
Interest on County Teeter Account	7520	100	50	50

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
County Tax Collection Fees	7530	300	252	300
TOTAL OPERATING EXPENSE		518,093	446,454	637,870
TOTAL EXPENDITURES		\$ 1,029,315	\$ 920,576	\$ 1,144,479

FINANCE & ADMINISTRATION

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Check Stock	500		
Business Cards	500		
Secure shred services - monthly	850		
Secure shred services - annual purge	1,000		
Printing Envelopes, Stationary	2,000		
Photography	500		
Printing CAFR, Budget			
Office Supplies	5,650		
Sub-total	11,000	6100	Office Supplies
Postage	3,000		
Sub-total	3,000	6101	Postage
GFOA CAFR Submission Fee	750		
Miscellaneous Books/Periodicals			
Sub-total	750	6102	Books & Periodicals
Printer Ink Cartridges	3,000		
Sub-total	3,000	6103	Printer Ink Cartridges
Equipment & Furniture	1,000		
Sub-total	1,000	6131	Minor Equipment/Furn
Legal Notices	3,000		
Sub-total	3,000	6190	Public & Legal Notices

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Calif Fire Chiefs Association Calif Special Districts Association Calif Society Municipal Finance Officers City Clerks Association of Calif Contra Costa Fire Commissioners Contra Costa Fire Chiefs Assoc Contra Costa Special District Assoc Fire Districts Assoc of California Government Finance Officers Assoc International Institutute Munic Clerks National Fire Protection Assoc Orinda Association	450		
Sub-total	450	6200	Dues & Memberships
Copy Machine - Administration	20,000		
Sub-total	20,000	6250	Rent & Leases Equip
Mileage & Parking Meetings Finance Officers Conference - 2 Other Travel	1,000		
Sub-total	1,000	6303	Meetings & Travel Exp
Ambulance Collection Fees	60,000		Ambulance Billing
Sub-total	60,000	6312	Administration Fees
Legal Fees - District Counsel	96,000		
Sub-total	96,000	6313	Outside Attorney Fees
County Tax Administration	175,000		
Sub-total	175,000	6316	County Tax Admin Fee
Audit Services - CAFR CAFR Statistical Package	30,000		Professional Services -
Sub-total	30,000	6317	District Audit
Labor Negotiations	50,000		Professional Services -
Sub-total	50,000	6318	Labor Negotiator

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Actuarial Services	1,200		Professional Services -
Sub-total	1,200	6322	OPEB Actuarial
Property Tax Forecasting	12,600		Professional Services -
Sub-total	12,600	6326	Property Tax Audit
GEMT/IGT Claim Filing Services	10,000		
Sub-total	10,000	6327	Professional Services
LAFCO Membership	10,977		
Sub-total	10,977	6482	LAFCO
Fire Chief Contingency	100,000		
Sub-total	100,000	6491	Fire Chief Contingency
Property & Liability Insurance	45,343		
	45,343	6540	Property & Liab Insurance
Bank Fees	2,200		
Credit Card Processing	1,000		
	3,200	7510	Bank Fees
Interest Charges County	50		
	50	7520	Interest County Teeter
County Tax Collection Fees	300	7530	County Tax Fees
TOTAL	637,870		

HUMAN RESOURCES

PURPOSE

The Human Resources program is responsible for recruiting, hiring, employee relations and communications, personnel policies and procedures, labor negotiations, workers' compensation, employee record keeping, risk management and benefits administration. The Human Resources program ensures that all personnel are fairly managed, trained, supported and deployed to carry out the mission of the District.

STANDARD LEVEL OF PERFORMANCE

- Through appropriate managers, ensure the District and employees adhere to administrative policies and procedures, rules and regulations.
- Maintain positive labor relations through open, fair communications
- Negotiate collective bargaining agreements
- Update human resources policies and procedures through the "Meet and Confer" process with represented groups.
- Review and update Career Development Guide as necessary
- Update and improve procedures and guidelines as necessary
- Deliver examination processes in a fair and legal manner
- Account for benefits costs and deductions, maintain employee records and respond to employee inquires.
- Process affordable care act compliance forms
- Recruit and hire new employees as needed following all legal requirements
- Ensure standards pertaining to the Injury Illness Prevention Program, workers' compensation, salary and benefit administration and attendance/leave policies are met.
- Appropriately process and participate in resolution of grievances, complaints, discipline, coaching/counseling and evaluation activities.
- Manage and administer the District's employee benefits program
- Maintain and reconcile all health benefit billings and track COBRA payments
- Provide prompt, courteous responses to employees and retirees seeking information or assistance.
- Maintain an ergonomically sound work environment

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. Provide administrative support for contract negotiations with bargaining units and unrepresented employees.
2. In conjunction with the Training Division, enhance the Career Development Guide
3. Conduct a management audit and make recommendations regarding organizational staffing needs.
4. In conjunction with the Training Division, conduct promotional examinations for the positions of Battalion Chief, Captain/Paramedic and Engineer.

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 Christina Vargas

HUMAN RESOURCES

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Permanent Salaries	5011	140,456	134,450	150,433
Deferred Compensation	5015	0	8,215	600
Payroll Taxes	5042	2,040	2,040	2,178
Retirement Contributions	5044	29,980	26,466	31,303
Health & Life Insurance	5060	25,892	8,922	7,986
Employee Share Health Insur	5061	(5,946)	(940)	(537)
Vision Insurance	5066	175	246	260
Retiree Health Insurance	5062	1,177,000	1,151,441	1,180,000
Retiree Share Health Insurance	5063	(319,648)	(320,000)	(331,000)
Unemployment Insurance	5064	10,000	12,500	15,000
OPEB Funding Contribution	5065	256,000	256,000	280,000
Pension Rate Stabilization	5067	300,000	300,000	280,000
Workers' Compensation Insur	5070	706,256	706,256	720,745
Workers' Compensation Recover	5019	(116,000)	(155,000)	(100,000)
TOTAL SALARIES & BENEFITS		\$ 2,206,205	\$ 2,130,596	\$ 2,236,968
Books & Periodicals	6102	500	500	0
Dues & Memberships	6200	1,400	1,400	400
Employee Assistance Program	6309	2,206	2,206	
Medical Exams & Physicals	6311	43,000	35,000	18,000
Professional Svcs - Investigations	6320	56,789	60,516	5,000
Professional Svcs	6321	29,000	20,000	28,750
Recognition Supplies	6478	14,000	10,000	8,835
TOTAL OPERATING EXPENSE		146,895	129,622	60,985
TOTAL EXPENDITURES		\$ 2,353,100	\$ 2,260,218	\$ 2,297,953

HUMAN RESOURCES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Miscellaneous			
Sub-total	0	6102	Books & Periodicals
Society for Human Resources International Public Management Public Employees Labor Relations	400		
Sub-total	400	6200	Dues & Memberships
Pre-Employment Physicals Annual Physical Exams	3,000 15,000		
Sub-total	18,000	6311	Medical Exams/Physicals
Pre-Employment Investigations Investigation Services	5,000		
Sub-total	5,000	6320	Professional Services - Investigations
Insurance Broker Battalion Chief Promotional Captain Promotional Engineer Promotional Recruiting Advertisement	3,750 2,000 20,000 2,000 1,000		
Sub-total	28,750	6321	Professional Services
Employee Recognition and Awards Badges, Nametags & Service Pins Hat Badges	4,835 4,000		
Sub-total	8,835	6478	Recognition Supplies
TOTAL	60,985		

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 2017/2018

1. Complete software upgrade to Office 2016

STAFFING SUMMARY

Administrative Services Director (0.25)

PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser

INFORMATION TECHNOLOGY

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Permanent Salaries	5011	42,855	39,015	46,006
Payroll Taxes	5042	624	598	667
Retirement Contributions	5044	10,431	10,431	10,584
Health & Life Insurance	5060	6,759	6,417	6,570
Employee Share Health Insur	5061	(1,770)	(864)	(429)
TOTAL SALARIES & BENEFITS		\$ 58,899	\$ 55,597	\$ 63,398
Computer Equipment & Supplies	6132	10,000	8,000	2,000
Dues, Memberships & Prof Fees	6200	225	160	0
Rents & Leases Equipment	6250	16,050	15,800	15,900
Computer Software & Mtc	6251	77,875	71,000	76,200
Website Development & Mtc	6252	1,700	1,620	1,700
Professional Services	6319	220,000	197,712	244,640
TOTAL OPERATING EXPENSE		325,850	294,292	340,440
TOTAL EXPENDITURES		\$ 384,749	\$ 349,889	\$ 403,838

INFORMATION TECHNOLOGY

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Station UPS Batteries - 2 Computer Supplies and Parts	2,000		
Sub-total	2,000	6132	Computer Equipment
MISAC			
Sub-total	0	6200	Dues, Memberships, Prof
Internet Service Dell Lease Desktops & Laptops	5,400 10,500		
Sub-total	15,900	6250	Rents & Leases Equip
Microsoft Enterprise Agreement	14,000		
Telestaff Software Maintenance	4,000		
RescueNet Software Maintenance	5,000		
FirstOnScene Prevention Maint	20,000		
SSL Certificate Annual Renewal			
Abila Accounting Software Mtc	3,500		
Citrix Software Maintenance	3,800		
Soniclear Software Renewal	350		
Adobe Acrobat Annual Renewal	1,000		
Dell Desktop Authority Renewal	2,500		
Other Software Maintenance			
Parcel Quest Renewal	1,200		
Applicant Tracking Software	4,000		
OpenGov Software	6,000		
GovInvest Actuarial Software	8,400		
DropBox Software	750		
Check Signing Software	200		
Mapping Software Renewal	1,500		
Sub-total	76,200	6251	Computer Software/Mtc

DESCRIPTION	TOTAL	CODE	ACCOUNT NAME
Website Maintenance	1,700		
Sub-total	1,700	6252	Website Development
Information Technology Services	175,740		
Fiber Connection - District Wide	68,900		
Other Services			
Sub-total	244,640	6319	Professional Services
TOTAL	\$340,440		

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.
- Explore and promote mobile applications that would increase fire and life safety awareness, notification, and other information.
- Educate property owners about 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.
- Update All Risk Education information for the District website.
- 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.
- Review plans and conduct inspections for fire protections systems and construction projects to assure compliance with related regulations within the District's scope of authority.
- 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.
- Provide community fire prevention/education outreach through two Open Houses
- Provide all risk education for kindergarten through 5th grade classrooms in District schools.
- Sponsor a minimum of two child car seat safety checkpoints in the Fire District annually.
- Provide fire and life safety training to staff at Saint Mary's College, local government agencies, and within the business community.
- Provide pertinent media information of current fire and accident prevention information, upcoming District activities, and other new information or programs.
- Flow test and inspect hydrants within the District each year in accordance with NFPA 291 Standard.

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. Implement an Administrative Citation Program for code compliance along with the new fire code adoption for 2017. The Program (allowed under the California Health and Safety Code) would be utilized only in instances where all other attempts to gain compliance with fire code violations have failed.
2. Adopt the 2016 California Fire Code with amendments to the new Fire District Ordinance

3. Utilize the grant funding for vegetation mitigation projects in partnership with Diablo Fire Safe Council that was awarded in the Western Contra Costa County Wildland Urban Interface Grant for vegetation reduction projects in Moraga, Canyon and Orinda.
4. Work in partnership with CALFIRE and other cooperating agencies on fire safety and wildfire risk reduction projects that would benefit the Fire District.
5. ~~Perform an analysis on the feasibility of acquiring the technology to accept electronic plans for fire code and building plan review.~~
6. Perform outreach to Orinda, Moraga and Canyon schools to form a panel to partnership for fire safety education for grades K-12.

STAFFING SUMMARY

Fire Marshal (1)
Fire Inspector/Plans Examiner (0.5)
District Aide Part-Time (2.5)

PROGRAM MANAGEMENT

Program Administrator - Fire Marshal Kathy Leonard
Program Manager – Fire Inspector Plans Examiner Bill Svozil

FIRE PREVENTION

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Permanent Salaries	5011	216,002	210,000	254,737
Hourly Salaries	5013	88,400	70,000	98,800
Overtime	5014	4,000	2,000	2,000
Deferred Compensation	5015	600	8,446	600
Overtime - Incident Mgmt Team	5016	10,000		10,000
Contract Services	5018	76,140	60,140	
Payroll Taxes	5042	12,000	8,000	11,261
Retirement Contributions	5044	52,577	48,060	58,809
Health & Life Insurance	5060	37,694	10,903	12,288
Employee Share Health Insur	5061	(9,732)	(1,426)	(852)
Vision Insurance	5066	262	228	380
TOTAL SALARIES & BENEFITS		\$ 487,943	\$ 416,351	\$ 448,023
Office Supplies	6100	3,500	3,427	0
Books & Periodicals	6102	3,000	1,832	4,000
Food Supplies	6150	3,000	386	0
Public & Legal Notices	6190	750	492	1,000
Dues & Memberships	6200	8,500	5,810	6,945
Computer Software & Maintenance	6251	1,000	0	1,000
Maintenance - Equipment	6270	1,500	314	1,500
Meetings & Travel Expense	6303	1,500	674	0
Exterior Hazard Removal	6323	12,000	2,759	12,000
Recognition Supplies	6478	500	237	0
Other Special Departmental Exp	6479	2,000	3,837	2,000
Public Education Supplies	6480	7,500	3,533	0
Misc Service & Supplies	6490	2,000	598	1,000
TOTAL OPERATING EXPENSE		46,750	23,899	29,445
TOTAL EXPENDITURES		\$ 534,693	\$ 440,250	\$ 477,468

FIRE PREVENTION

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Annual Report Flyers & Brochures			
Sub-total	0	6100	Office Supplies
Fire Code Books, Subscriptions	4,000		
Sub-total	4,000	6102	Books & Periodicals
Food for Open House & Activities			
Sub-total	0	6150	Food Supplies
Exterior Hazard Abatement Notices	1,000		
Sub-total	1,000	6190	Public & Legal Notices
Wildland Resource Management	5,750		
National Fire Protection Association	300		
California Building Officials	395		
International Code Council	500		
Miscellaneous			
Sub-total	6,945	6200	Dues & Memberships
Computer Software & Maint.	1,000		
Sub-total	1,000	6251	Maintenance - Equipment
Hydrant Repair & Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Travel			
Sub-total	0	6303	Meetings & Travel
Exterior Hazard Removal Contract	12,000		
Sub-total	12,000	6323	Exterior Hazard Removal
Schools & Special Awards			
Sub-total	0	6478	Recognition Supplies
Exterior Hazard Removal Materials	2,000		
Sub-total	2,000	6479	Other Special Dept

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Public Education Brochures Public Education Materials Training Materials/DVDs			
Sub-total	0	6480	Public Education Supp
Printing - Inspection Forms Smoke Detector Program	1,000		
Sub-total	1,000	6490	Misc Service & Supplies
TOTAL	29,445		

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. 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 agencies normal response capability. 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 mandated 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 District agencies and cooperators.

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. Support the Lamorinda Community Emergency Response Team (CERT) by representing the District at Citizen Corps Council meetings, C8 meetings and County "Op Area" meetings.
- ~~2. Work with Contra Costa County Health Services to implement the "HeartSafe Lamorinda" program.~~
3. Assist in planning, preparing, and promoting local "National Night Out" events and Lamorinda's 2017 Great ShakeOut exercise.

- ~~4. Maintain equipment and supplies in the District's CERT and Emergency Shelter Trailers and in the District's Disaster Cache at Station 41.~~
5. Manage current levels to manage volunteer personnel, and communications equipment assigned to the MOFD Communications-Support program.
6. Continue to support the Fire Operations Division and District management at emergency scenes as Command Staff in the Public Information and Liaison Officer roles.

STAFFING SUMMARY

Emergency Preparedness Coordinator (0.5)

PROGRAM MANAGEMENT

Program Administrator – Emergency Preparedness Coordinator Dennis Rein

EMERGENCY PREPAREDNESS

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Hourly Salaries	5013	51,190	53,000	52,428
Overtime	5014	8,025	12,000	12,000
Overtime - Incident Mgmt Team	5016	41,730	34,863	45,000
Payroll Taxes	5042	7,722	8,000	8,372
TOTAL SALARIES & BENEFITS		\$ 108,667	\$ 107,863	\$ 117,800
Office Supplies	6100	1,650	1,400	0
Postage	6101	1,000	0	0
Small Tools & Instruments	6130	2,500	2,500	0
Dues, Memberships & Prof Fees	6200	800	400	0
Maintenance - Equipment	6270	3,000	2,000	0
Meetings & Travel Expense	6303	2,250	2,250	0
CERT Emergency Response	6475	11,000	11,000	2,000
Recognition	6478	1,200	1,200	0
Outreach Materials	6480	2,000	2,000	0
Emergency Preparedness	6484	13,500	8,400	1,000
TOTAL OPERATING EXPENSE		38,900	31,150	3,000
TOTAL EXPENDITURES		\$ 147,567	\$ 139,013	\$ 120,800

EMERGENCY PREPAREDNESS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Printer/Plotter Supplies			
Sub-total	0	6100	Office Supplies
Ready, Set Go Mailing			
Sub-total	0	6101	Postage
CS-241 Equipment			
Sub-total	0	6130	Small Tools & Equipment
Intl. Association Emerg. Managers Calif Emergency Services Assoc			
Sub-total	0	6200	Dues & Memberships
Equipment			
Sub-total	0	6270	Maintenance - Equipment
Meetings & Travel			
Sub-total	0	6303	Meetings & Travel
Instructor Uniforms CERT Emergency Response Team	2,000		
Sub-total	2,000	6475	CERT
Volunteer Appreciation Meeting			
Sub-total	0	6478	Recognition
Outreach Materials			
Sub-total	0	6480	Outreach Materials
CS-241 Uniforms Emergency Preparedness Supplies	1,000		
Sub-total	1,000	6484	Emergency Preparedness
TOTAL	3,000		

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
- Evaluate basic and advanced life support skills lab and field performance
- Provide medical care consistent with best practices and evidence-based medicine
- Provide medical oversight and continual quality improvement
- Provide medical equipment and supplies
- Provide support for Disaster Planning and Services
- Provide and encourage employee participation to identify needs in Emergency Medical Services Operations.
- Provide District training programs in Emergency Medical Services for all providers, including continuing education.
- Plan for future Emergency Medical Services needs of the District

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. Enhance personnel licensure and certification tracking procedures
2. Evaluate and recommend enhancements to ePCR programs and procedures
3. Provide administrative support to form the Contra Costa County Fire EMS Committee
4. Provide support to place two new additional ambulances in service
5. Continue to explore alternative funding sources for capital equipment
6. Enhance District EMS training with additional adjunct instructors

PROGRAM MANAGEMENT

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

EMERGENCY MEDICAL SERVICES

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Overtime	5014	10,000	2,000	2,000
TOTAL SALARIES & BENEFITS		\$ 10,000	\$ 2,000	\$ 2,000
Medical & Lab Supplies	6140	110,000	80,000	105,000
Dues & Memberships	6200	300	300	0
Paramedic/EMT License Fees	6201	5,500	4,000	7,500
Maintenance - Equipment	6270	9,000	5,000	5,000
Professional Services	6317	35,000	17,000	10,000
TOTAL OPERATING EXPENSE		159,800	106,300	127,500
TOTAL EXPENDITURES		\$ 169,800	\$ 108,300	\$ 129,500

EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Medical Supplies	80,000		
Medical Supplies - New Ambulances	25,000		
Sub-total	105,000	6140	Medical & Lab Supplies
Calif Fire Chiefs Association EMS			
Sub-total	0	6200	Dues & Memberships
License Fees	7,500		
Sub-total	7,500	6201	Paramedic/EMT License
Gurney Maintenance	3,000		
Defibrillator Maintenance	2,000		
Sub-total	5,000	6270	Maintenance - Equipment
EMS Training Services	10,000		
Sub-total	10,000	6317	Professional Services
TOTAL	127,500		

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 facilities maintenance and all construction projects
- Provide for standardized inventory of household supplies
- Provide standardized ordering process for all stations utilizing centralized storage and supply management.
- Utilize electronic ordering agreements to expedite re-supply of inventory
- Maintain existing inventory of landscaping, shop tools and appliances
- Support incident rehabilitation and food necessities
- Provide annual maintenance and testing of above ground fuel tanks
- Provide required repairs to fuel systems as identified
- Manage fuel stability through periodic treatment
- Provide prompt disposal of hazardous wastes per regulatory process

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. Support fire administration with Station 43 reconstruction
2. Ensure daily operations of the temporary Station 43
3. Evaluate and recommend short, medium and long-range facility projects
4. Complete Facilities Plan

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Jerry Lee
Program Manager – Captain Steve Gehling

SUPPORT SERVICES

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Small Tools & Instruments	6130	750	750	750
Food Supplies	6150	2,500	1,000	2,300
Household Expense	6170	20,000	14,000	5,000
EPA ID Verification Fee	6264	200	150	200
CCC HazMat Plan	6265	3,000	2,519	3,000
Environmental Fees	6266	750	617	900
Maintenance - Equipment	6270	500	1,500	1,500
Service & Repair	6274	4,500	4,500	3,500
Tank Testing	6280	3,000	710	1,000
Misc Service & Supplies	6490	2,000	2,000	0
TOTAL OPERATING EXPENSE		37,200	27,746	18,150
TOTAL EXPENDITURES		\$ 37,200	\$ 27,746	\$ 18,150

SUPPORT SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Small tools supply	750		
Sub-total	750	6130	Small Tools & Instruments
Food for emergency incidents	2,300		
Sub-total	2,300	6150	Food Supplies
Household supplies for fire stations	5,000		
Sub-total	5,000	6170	Household Expense
Annual fee fuel system	200		
Sub-total	200	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
Standing loss control compliance	3,500		
Sub-total	3,500	6274	Service & Repair
Fuel tank testing	1,000		
Sub-total	1,000	6280	Tank Testing
Miscellaneous			
Sub-total	0	6490	Misc Service & Supplies
TOTAL	18,150		

ADMINISTRATION BUILDING

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Utilities - PG & E	6122	5,300	5,300	4,500
Maintenance - Equipment	6270	1,000	1,000	0
Maintenance - Building	6281	5,500	10,000	5,000
Maintenance - Grounds	6282	750	750	0
Other Special Departmental Exp	6479	9,500	9,500	1,100
TOTAL OPERATING EXPENSE		22,050	26,550	10,600
TOTAL EXPENDITURES		\$ 22,050	\$ 26,550	\$ 10,600

ADMINISTRATION BUILDING

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
PG & E	4,500		
Sub-total	4,500	6122	Utilities - PG & E
Equipment Maintenance			
Sub-total	0	6270	Maintenance - Equipment
Building Maintenance	5,000		
Sub-total	5,000	6281	Maintenance - Building
Grounds Maintenance			
Sub-total	0	6282	Maintenance - Grounds
Other Expenses Security System	1,100		
Sub-total	1,100	6479	Other Special Dept
TOTAL	10,600		

STATION 41

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Utilities - Sewer	6120	1,800	1,046	1,100
Utilities - Garbage	6121	4,000	4,000	4,200
Utilities - PG & E	6122	12,000	12,000	10,600
Utilities - Water	6123	2,700	2,100	1,200
Utilities - Medical Waste	6124	1,100	1,100	1,100
Household Expense	6170	500	500	1,000
Household Expense - Linen	6171	3,750	3,750	500
Maintenance - Equipment	6270	2,100	5,000	2,000
Maintenance - Building	6281	14,460	11,000	11,000
Maintenance - Grounds	6282	1,400	1,400	800
Other Special Departmental Exp	6479	4,000	4,000	0
TOTAL OPERATING EXPENSE		47,810	45,896	33,500
TOTAL EXPENDITURES		\$ 47,810	\$ 45,896	\$ 33,500

STATION 41

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	1,100		
Sub-total	1,100	6120	Utilities - Sewer
Garbage	4,200		
Sub-total	4,200	6121	Utilities - Garbage
PG & E	10,600		
Sub-total	10,600	6122	Utilities - PG & E
Water	1,200		
Sub-total	1,200	6123	Utilities - Water
Medical Waste Services	1,100		
Sub-total	1,100	6124	Utilities - Medical Waste
Pest Control	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	500		
Sub-total	500	6171	Household Exp - Linen
Equipment Maintenance	2,000		
Sub-total	2,000	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	4,000		
Overhead Doors	3,500		
Plymovent System & Misc.	2,000		
Sub-total	11,000	6281	Maintenance - Building
Storm Drain Filter	800		
Grounds Maintenance			
Sub-total	800	6282	Maintenance - Grounds
Other Expenses			
Sub-total	0	6479	Other Special Dept
TOTAL	33,500		

STATION 42

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Utilities - Sewer	6120	500	504	515
Utilities - Garbage	6121	1,300	1,300	1,365
Utilities - PG & E	6122	12,750	12,750	10,390
Utilities - Water	6123	4,650	4,300	3,500
Household Expense	6170	875	875	1,000
Household Expense - Linen	6171	2,710	2,710	500
Maintenance - Equipment	6270	1,000	2,000	2,000
Maintenance - Building	6281	13,000	13,000	8,000
Maintenance - Grounds	6282	3,000	3,000	2,800
Other Special Departmental Exp	6479	1,500	1,649	0
TOTAL OPERATING EXPENSE		41,285	42,088	30,070
TOTAL EXPENDITURES		\$ 41,285	\$ 42,088	\$ 30,070

STATION 42

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	515		
Sub-total	515	6120	Utilities - Sewer
Garbage	1,365		
Sub-total	1,365	6121	Utilities - Garbage
PG & E	10,390		
Sub-total	10,390	6122	Utilities - PG & E
Water	3,500		
Sub-total	3,500	6123	Utilities - Water
Pest Control	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	500		
Sub-total	500	6171	Household Exp - Linen
Equipment Maintenance	2,000		
Sub-total	2,000	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	2,000		
Overhead Doors	3,000		
Plymovent System	1,500		
Misc.			
Sub-total	8,000	6281	Maintenance - Building
Storm Drain Filter	800		
Grounds Maintenance	2,000		
Sub-total	2,800	6282	Maintenance - Grounds
Other Expenses			
Sub-total	0	6479	Other Special Dept
TOTAL	30,070		

STATION 43

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Utilities - Sewer	6120	500	504	515
Utilities - Garbage	6121	1,340	1,200	1,300
Utilities - PG & E	6122	5,190	4,000	8,800
Utilities - Water	6123	620	620	4,200
Household Expense	6170	500	500	1,000
Household Expense - Linen	6171	2,270	2,270	500
Maintenance - Equipment	6270	1,500	1,500	1,500
Maintenance - Building	6281	2,500	2,500	2,500
Maintenance - Grounds	6282	1,000	1,000	0
Other Special Departmental Exp	6479	2,000	1,000	0
TOTAL OPERATING EXPENSE		17,420	15,094	20,315
TOTAL EXPENDITURES		\$ 17,420	\$ 15,094	\$ 20,315

STATION 43

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	515		
Sub-total	515	6120	Utilities - Sewer
Garbage	1,300		
Sub-total	1,300	6121	Utilities - Garbage
PG & E	8,800		
Sub-total	8,800	6122	Utilities - PG & E
Water	4,200		
Sub-total	4,200	6123	Utilities - Water
Pest Control	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	500		
Sub-total	500	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Miscellaneous	2,500		
Sub-total	2,500	6281	Maintenance - Building
Grounds Maintenance			
Sub-total	0	6282	Maintenance - Grounds
Other Expenses			
Sub-total	0	6479	Other Special Dept
TOTAL	20,315		

STATION 44

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Utilities - Sewer	6120	500	504	515
Utilities - Garbage	6121	930	930	980
Utilities - PG & E	6122	9,800	9,800	9,300
Utilities - Water	6123	5,200	5,200	3,460
Utilities - Medical Waste	6124	0	1,100	1,100
Household Expense	6170	450	500	1,000
Household Expense - Linen	6171	2,600	2,600	500
Maintenance - Equipment	6270	700	700	1,000
Maintenance - Building	6281	15,000	11,000	9,000
Maintenance - Grounds	6282	5,500	2,500	2,500
Other Special Departmental Exp	6479	2,000	2,000	0
TOTAL OPERATING EXPENSE		42,680	36,834	29,355
TOTAL EXPENDITURES		\$ 42,680	\$ 36,834	\$ 29,355

STATION 44

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	515		
Sub-total	515	6120	Utilities - Sewer
Garbage	980		
Sub-total	980	6121	Utilities - Garbage
PG & E	9,300		
Sub-total	9,300	6122	Utilities - PG & E
Water	3,460		
Sub-total	3,460	6123	Utilities - Water
Medical Waste	1,100		
Sub-total	1,100	6124	Utilities - Medical Waste
Pest Control	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	500		
Sub-total	500	6171	Household Exp - Linen
Equipment Maintenance	1,000		
Sub-total	1,000	6270	Maintenance - Equipment
Generator	2,000		
HVAC Maintenance	3,000		
Overhead Doors	3,000		
Plymovent System	1,000		
Miscellaneous			
Sub-total	9,000	6281	Maintenance - Building
Grounds Maintenance - Creek	2,500		
Sub-total	2,500	6282	Maintenance - Grounds
Other Expenses			
Sub-total	0	6479	Other Special Dept
TOTAL	29,355		

STATION 45

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Utilities - Sewer	6120	500	504	515
Utilities - Garbage	6121	7,300	7,300	5,000
Utilities - PG & E	6122	22,000	22,000	22,100
Utilities - Water	6123	1,950	1,400	1,500
Utilities - Medical Waste	6124	1,050	0	0
Household Expense	6170	500	500	1,000
Household Expense - Linen	6171	4,000	4,000	0
Maintenance - Equipment	6270	1,500	1,500	1,500
Maintenance - Building	6281	14,200	15,000	11,500
Maintenance - Grounds	6282	1,000	2,500	0
Other Special Departmental Exp	6479	10,500	6,000	500
TOTAL OPERATING EXPENSE		64,500	60,704	43,615
TOTAL EXPENDITURES		\$ 64,500	\$ 60,704	\$ 43,615

STATION 45

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	515		
Sub-total	515	6120	Utilities - Sewer
Garbage	5,000		
Sub-total	5,000	6121	Utilities - Garbage
PG & E	22,100		
Sub-total	22,100	6122	Utilities - PG & E
Water	1,500		
Sub-total	1,500	6123	Utilities - Water
Pest Control	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services			
Sub-total	0	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	4,500		
Overhead Doors	4,000		
Plymovent System	1,500		
Miscellaneous			
Sub-total	11,500	6281	Maintenance - Building
Grounds Maintenance			
Sub-total	0	6282	Maintenance - Grounds
Security Service	500		
Other Expenses			
Sub-total	500	6479	Other Special Dept
TOTAL	43,615		

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
- Organize and coordinate the Technical Rescue team
- 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 2017/2018

- ~~1. Implement new map books for all apparatus and staff vehicles~~
- ~~2. Continue to develop the District's Geographic Information System program by expanding our ability to share critical data with the Town of Moraga and the City of Orinda; expanding the wildfire computer models to other high fire danger areas of the District and supporting neighborhood evacuation plans with spatial data.~~
3. Update operational policies
4. Create and maintain data sets for Operations Division
5. Update District response matrix (as needed)
6. Replace thermal imaging camera for one engine

STAFFING SUMMARY

Fire Chief (1)
Battalion Chief (3)
Captain/Paramedic I (4)
Captain/Paramedic II (7)
Captain (4)
Engineer/Paramedic I (4)
Engineer/Paramedic II (3)
Engineer (8)
Firefighter/Paramedic (19)
Firefighter (5)
Paramedic (0)

PROGRAM MANAGEMENT

Program Administrator - Battalion Chief Sean Perkins

EMERGENCY OPERATIONS

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Permanent Salaries	5011	7,307,360	7,305,000	7,861,155
Overtime	5014	1,904,975	1,820,000	1,827,000
Deferred Compensation	5015	124,800	112,000	1,800
Overtime - Strike Team	5016	298,270	298,270	300,000
Payroll Taxes	5042	150,607	135,000	144,855
Retirement Contributions	5044	4,233,674	4,337,000	4,638,521
Health & Life Insurance	5060	900,798	958,000	1,065,516
Employee Share Health Insur	5061	(115,380)	(148,000)	(119,436)
Vision Insurance	5066	13,738	13,500	13,800
TOTAL SALARIES & BENEFITS		\$14,818,842	\$14,830,770	\$15,733,211
Books & Periodicals	6102	500	500	0
Small Tools & Instruments	6130	18,000	18,000	10,000
Minor Equipment/Furniture	6131	500	500	0
Power Saw/Other Equipment	6133	12,000	12,000	4,500
Fire Trail Grading	6135	20,500	13,320	20,000
Firefighting Supplies	6137	12,300	10,000	4,000
Firefighting Equipment - Hose	6138	16,500	16,500	10,000
Firefighting Equipment - Foam	6139	1,500	1,500	1,500
Safety Clothing	6160	65,000	60,000	80,000
Non-Safety Clothing	6161	2,000	1,000	1,500
Air Monitor Maintenance	6269	2,000	2,000	1,300
Maintenance - Equipment	6270	4,000	4,000	5,000
Strike Team Supplies	6474	12,808	13,966	13,500
Exercise Equipment	6476	8,842	7,000	2,000
Other Special Dept Exp	6479	5,000	4,800	2,080
Mapping - Services and Supplie	6490	34,700	32,000	7,200
TOTAL OPERATING EXPENSE		216,150	197,086	162,580
TOTAL EXPENDITURES		\$15,034,992	\$15,027,856	\$15,895,791

EMERGENCY OPERATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Books & Periodicals			
Sub-total	0	6102	Books & Periodicals
Tool Replacement/Maintenance	10,000		
Sub-total	10,000	6130	Small Tools & Instruments
Investigation supplies			
Sub-total	0	6131	Minor Equip/Furniture
Chains, Blades, Maintenance	4,500		
Sub-total	4,500	6133	Power Saw/Other Equip
Trail Grading/Maintenance	20,000		
Sub-total	20,000	6135	Fire Trail Grading
Engine Binoculars			
Extrication Equipment/Maintenance	3,500		
Boat 245	500		
Sub-total	4,000	6137	Firefighting Supplies
Fittings/Nozzles	3,000		
Restock Hose Inventory	7,000		
Sub-total	10,000	6138	Firefighting Equip - Hose
Restock Foam Inventory	1,500		
Sub-total	1,500	6139	Firefighting Equip - Foam
Personal Protective Equipment	60,000		
Annual Inspections PPE	20,000		
Sub-total	80,000	6160	Safety Clothing
Shoe Fund	1,500		
Sub-total	1,500	6161	Non-Safety Clothing

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Air Monitor Sensors Replacement	1,300		
Sub-total	1,300	6269	Air Monitor Maintenance
Ladder Testing, Fire Extinguisher	5,000		
Sub-total	5,000	6270	Maintenance - Equipment
Strike Team Equipment/Supplies	3,500		
Strike Team Deployment Expense	10,000		
Sub-total	13,500	6474	Strike Team Supplies
Exercise Supplies			
Exercise Maintenance	2,000		
Sub-total	2,000	6476	Exercise Equipment
Tablet Command	2,080		
Contingency Expense			
Sub-total	2,080	6479	Other Special Dept Exp
GIS Supplies			
GIS Consulting Service	7,200		
Sub-total	7,200	6490	Services & Supplies Map
TOTAL	162,580		

COMMUNICATIONS

PURPOSE

The purpose of the Communications Program is to ensure effective communication occurs in emergency and non-emergency situations with the aid of technological devices such as radios and wireless mobile devices.

STANDARD LEVEL OF PERFORMANCE

- Maintain, repair, and upgrade communication equipment as needed
- Maintain the automatic vehicle location mobile data computer vehicle data system
- Continue to provide the most up to date communication equipment to provide safe and reliable communication for all personnel operating on any emergency scene.
- Attend local, regional and state meetings regarding communication
- Update FIREScope regional radio "fleetmap"

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. Replace APX batteries inventory
2. Replace MDT batteries
3. ~~Purchase five satellite phones~~
4. ~~Replace all apparatus cell phones~~
5. Acquire and deploy new MDT platforms on all emergency vehicles (grant funded)

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Sean Perkins
Program Manager – Captain Mike Martinez

COMMUNICATIONS

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Telephone Communications	6110	45,000	38,000	42,000
Communication Center	6111	170,000	174,330	180,000
Rent & Leases - Equipment	6250	1,650	1,809	500
Maintenance - Equipment	6270	16,500	16,500	12,100
Other Special Departmental Exp	6479	35,500	35,500	25,500
TOTAL OPERATING EXPENSE		268,650	266,139	260,100
TOTAL EXPENDITURES		\$ 268,650	\$ 266,139	\$ 260,100

COMMUNICATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Satellite Phone Services Cellular Phone/Tablet Data Services	42,000		
Sub-total	42,000	6110	Telephone Comm
Contra Costa County Dispatch	180,000		
Sub-total	180,000	6111	Communication Center
Pager Rentals	500		
Sub-total	500	6250	Rent & Leases - Equip
Battery Data Reader Station Dispatch Monitors Portable Microphone Cables iPads Headsets APX Portable Batteries (25) Communications Parts & Radios	5,000		
Sub-total	12,100	6270	Maintenance - Equipment
EBRCSA Subscriber Fees Other Expenses	25,500		
Sub-total	25,500	6479	Other Special Dept Exp
TOTAL	260,100		

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 2017/2018

1. ~~Implement fleet service and maintenance software~~
2. Surplus apparatus as needed
3. Deploy new apparatus when received

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Sean Perkins

APPARATUS

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Maintenance - Equipment	6270	9,000	9,000	3,343
Central Garage Repairs	6271	160,000	96,787	140,000
Central Garage Gasoline & Oil	6272	80,000	42,324	60,000
Central Garage Tires	6273	15,000	8,856	5,000
Aerial Ladder & Pump Testing	6275	800	800	1,000
Smog Inspections	6276	500	500	500
TOTAL OPERATING EXPENSE		265,300	158,267	209,843
TOTAL EXPENDITURES		\$ 265,300	\$ 158,267	\$ 209,843

APPARATUS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Fleet Management License			
Other Equipment Maintenance	943		
Boat Equipment Maintenance	400		
Batteries	2,000		
Sub-total	3,343	6270	Maintenance - Equipment
On-going maintenance/repairs	140,000		
Sub-total	140,000	6271	Central Garage Repairs
Fuel	60,000		
Sub-total	60,000	6272	Gasoline & Oil
Tire replacement	5,000		
Sub-total	5,000	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	209,843		

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 monthly 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 2017/2018

1. In conjunction with Human Resources, assist with recruitments for the positions of Battalion Chief, Captain/Paramedic and Engineer.
2. Implement State Firefighter 1 requirements
3. Coordinate and implement mandated training plan
4. In conjunction with Support Services, develop Station 41 training site plan with facilities program.
5. Provide logistical support for Tractor Drawn Aerial apparatus training
6. In conjunction with Human Resources, enhance the Career Development Guide
7. Expand in-District State Fire Training course offerings
8. ~~Provide course fees and materials for company officers seeking an Associate Degree in a related field.~~
9. Host chief officer state fire training classes within the District

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Felipe Barreto

TRAINING

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Overtime	5014	50,000	50,000	43,000
TOTAL SALARIES & BENEFITS		\$ 50,000	\$ 50,000	\$ 43,000
Books & Periodicals	6102	2,000	1,200	2,000
Food Supplies	6150	3,000	2,700	1,500
Dues, Memberships & Prof Fees	6200	400	400	0
Meetings & Travel Expenses	6303	20,000	13,000	0
CPR Instructors	6314	3,500	3,000	3,000
Burn Trailer Grant/ Maintenance	6352	3,000	3,265	3,500
Testing Materials & Training Props	6354	10,000	10,000	10,000
Career Development Classes	6357	26,000	15,000	15,000
Target Solutions Online Training	6359	6,195	6,000	6,200
Training Classes Paramedic/EMT	6360	10,000	5,000	5,000
Mandated Training	6361	60,000	20,000	35,000
Recruit Academy	6470	30,000	20,252	15,000
CPR Supplies	6481	3,000	3,500	3,000
TOTAL OPERATING EXPENSE		177,095	103,317	99,200
TOTAL EXPENDITURES		\$ 227,095	\$ 153,317	\$ 142,200

TRAINING

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Training Books	2,000		
Sub-total	2,000	6102	Books & Periodicals
Food for Training Events	1,500		
Sub-total	1,500	6150	Food Supplies
Training Officers Association			
Sub-total	0	6200	Dues & Memberships
Professional Development			
Sub-total	0	6303	Meetings & Travel
CPR Instructors	3,000		
Sub-total	3,000	6314	CPR Instructors
Burn Trailer Maintenance	3,500		
Sub-total	3,500	6352	Burn Trailer Maintenance
Materials & Training	10,000		
Sub-total	10,000	6354	Testing Materials & Props
Career Development	15,000		
Sub-total	15,000	6357	Career Development
Annual Maintenance Fee	6,200		
Sub-total	6,200	6359	Target Solutions
Paramedic & EMT Courses	5,000		
Sub-total	5,000	6360	Training Classes

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Mandated Training	35,000		
Sub-total	35,000	6361	Mandated Training
Recruit Academy	15,000		
Sub-total	15,000	6470	Recruit Academy
Heart Association Manuals & Cards	3,000		
Sub-total	3,000	6481	CPR Supplies
TOTAL	99,200		

AIR OXYGEN PROGRAM

PURPOSE

The purpose of the Air Oxygen program is to oversee the compressed breathing air system and medical grade oxygen supply programs. This program addresses maintenance, purchases, and training according to NFPA standards and regulatory mandates promulgated by N.I.O.S.H. and Cal OSHA.

The Air Program ensures District personnel are equipped and trained in the use of respiratory protective equipment through quarterly testing and preventive maintenance. The program provides annual fit testing of all personnel, ensuring correct fit of SCBA masks. Annual bench testing of all self-contained breathing apparatus is conducted for regulatory compliance.

The Oxygen Program provides inventory of medical grade oxygen, maintenance of a filling station, and hydrostatic testing of cylinders. The program ensures compliance with State and Federal regulations addressing compressed gas filling and storage.

STANDARD LEVEL OF PERFORMANCE

- Conduct annual fit testing of all personnel
- Conduct annual bench testing of all SCBA air packs
- Conduct hydrostatic testing of compressed air and oxygen cylinders as needed
- Coordinate repair and service air packs as needed

GOALS & OBJECTIVES FOR FISCAL YEAR 2017/2018

1. Evaluate current self-contained breathing apparatus inventory and provide recommendations to address long term program needs.
2. Evaluate vendors for air trailer maintenance and repair

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Felipe Barreto
Program Manager – Captain/Paramedic Jon Bensley

AIR OXYGEN

FISCAL YEAR 2017/2018

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Rent & Leases (Equipment)	6250	5,250	5,500	5,500
Maintenance - Equipment	6270	17,675	17,675	20,500
Air Compressor Quarterly Service	6278	1,500	1,000	1,500
Hydro Test SCBA & Oxy Cylinder	6279	2,000	1,750	2,500
TOTAL OPERATING EXPENSE		26,425	25,925	30,000
TOTAL EXPENDITURES		\$ 26,425	\$ 25,925	\$ 30,000

AIR & OXYGEN PROGRAM

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Medical Oxygen	5,500		
Sub-total	5,500	6250	Rent & Leases Equip
Air Pak Flow Test	2,500		
Regulator Test	2,500		
SCBA Mask Fit Test	2,500		
Repair - Mask, Regulators, Amps Bottles	2,500 10,500		
Sub-total	20,500	6270	Maintenance Equipment
Air Compressor Service	1,500		
Sub-total	1,500	6278	Air Compressor Service
Test SCBA & Oxygen Cylinders	2,500		
Sub-total	2,500	6279	Hydro Test
TOTAL	30,000		

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

FISCAL YEAR 2017/2018

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Property Tax - Current Secured	4010	3,219,473	3,219,473	3,376,281
Investment Earnings	4181	3,000	3,000	
Transfers In	4999	362,165	362,165	1,011,980
TOTAL REVENUES		\$3,584,638	\$ 3,584,638	\$ 4,388,261

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Pension Obligation Bond Principal	7900	2,100,000	2,100,000	2,360,000
Pension Obligation Bond Interest	7901	914,283	914,283	797,877
Lease Agreement Principal	7906	200,000	200,000	240,000
Lease Agreement Interest	7907	72,946	72,946	81,513
Vehicle Lease Principal	7902	83,359	83,359	84,883
Vehicle Lease Interest	7903	5,860	5,860	4,335
Vehicle Lease Principal	7902	0	0	549,617
Vehicle Lease Interest	7903	0	0	51,632
TOTAL EXPENDITURES		\$3,376,448	\$ 3,376,448	\$ 4,169,857

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

FISCAL YEAR 2017-2018

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

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2017				\$16,465,000
Reduction in Principal Balance				2,360,000
Interest Due				797,877
Total Payment Due				3,157,877
Principal Outstanding as of June 30, 2017				\$14,105,000
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2017-2018	5.22%	2,360,000	797,877	3,157,877
2018-2019	5.22%	2,640,000	667,377	3,307,377
2019-2020	5.22%	2,945,000	521,609	3,466,609
2020-2021	5.22%	3,265,000	359,527	3,624,527
2021-2022	5.22%	3,610,000	180,090	3,790,090
2022-2023	5.22%	1,645,000	42,935	1,687,935
TOTALS		\$16,465,000	\$2,569,415	\$19,034,415

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

FISCAL YEAR 2017-2018

PURPOSE: Purchase two ambulances

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2017				\$259,333
Reduction in Principal Balance				84,883
Interest Due				4,335
Total Payment Due				89,218
Principal Outstanding as of June 30, 2018				\$174,450
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2017-2018	1.82%	84,883	4,335	89,218
2018-2019	1.82%	86,435	2,784	89,219
2019-2020	1.82%	88,015	1,203	89,218
TOTALS		\$259,333	\$8,322	\$267,655

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

FISCAL YEAR 2017-2018

PURPOSE: Design and construction of Station 43

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2017				\$3,869,000
Reduction in Principal Balance				240,000
Interest Due				81,513
Total Payment Due				321,513
Principal Outstanding as of June 30, 2018				\$3,629,000
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2017-2018	2.14%	240,000	81,513	321,513
2018-2019	2.14%	245,000	76,345	321,345
2019-2020	2.14%	250,000	71,081	321,081
2020-2021	2.14%	256,000	65,699	321,699
2021-2022	2.14%	261,000	60,199	321,199
2022-2023	2.14%	267,000	54,570	321,570
2023-2024	2.14%	272,000	48,835	320,835
2024-2025	2.14%	278,000	42,982	320,982
2025-2026	2.14%	284,000	37,001	321,001
2026-2027	2.14%	290,000	30,890	320,890
2027-2028	2.14%	297,000	24,641	321,641
2028-2029	2.14%	303,000	18,264	321,264
2029-2030	2.14%	310,000	11,737	321,737
2030-2031	2.14%	316,000	5,071	321,071
TOTALS		\$3,869,000	\$628,828	\$4,497,828

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

FISCAL YEAR 2017-2018

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

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2017				\$2,855,000
Reduction in Principal Balance				549,617
Interest Due				51,632
Total Payment Due				601,249
Principal Outstanding as of June 30, 2018				\$2,305,383
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2017-2018	1.90%	549,617	51,632	601,249
2018-2019	1.90%	560,107	41,143	601,250
2019-2020	1.90%	570,796	30,454	601,250
2020-2021	1.90%	581,689	19,560	601,249
2021-2022	1.90%	592,791	8,458	601,249
TOTALS		\$2,855,000	\$151,247	\$3,006,247

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

FISCAL YEAR 2017/2018

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Fire Flow Tax	4066	1,076,738	1,076,738	1,076,738
Investment Earnings	4181	12,500	12,500	10,000
Federal Grants	4437			159,906
Impact Mitigation Fees	4743	92,000	92,000	200,000
Other Financing Sources - Lease	4970	2,860,000	2,855,000	
TOTAL REVENUES		\$ 4,041,238	\$ 4,036,238	\$ 1,446,644

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET 2016/2017	PROJECTED ACTUALS 2016/2017	PROPOSED BUDGET 2017/2018
Bank Fees	7510	100	100	100
Fire Flow Tax Collection Fees	7531	12,106	12,106	14,000
Capital Contingency	7700	150,000	50,000	150,000
Capital Outlay - Apparatus	7703	3,022,949	3,022,949	
Buildings-Station 41 Improvement	7705	50,000	25,082	
Buildings-Station 43 Improvement	7706	4,477,000	4,300,000	
Equipment	7709	171,770	171,770	395,096
Transfers to Debt Service Fund	7999	362,165	362,165	1,011,980
TOTAL EXPENDITURES		\$ 8,246,090	\$ 7,944,172	\$ 1,571,176

CAPITAL PROJECTS FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
7510	Bank Fees	100
7531	Fire Flow Tax Collection Fees	14,000
7700	Capital Contingency - Facilities, Equipment	150,000
7709	Portable Sound and Recording System	35,000
7709	Dispatch & Alerting Equipment - Station 41	7,000
7709	Ambulance Stair Chairs, Medical Vaults (2)	13,500
7709	Ambulance Gurney Systems (4)	191,896
7709	Mobile Radios - New Apparatus	30,000
7709	Ventilation Equipment	8,500
7709	Satellite Phones - 2	
7709	Rescue Stabilization Equipment	18,500
7709	Hydraulic Rescue Equipment - Truck 44	44,000
7709	Equipment - Truck 44	25,000
7709	Emergency Lighting Replacement - Type 3 Engines	11,200
7709	Fleet Management Software	
7709	Training Records Software	
7709	GovInvest Actuarial Software	10,500
7999	Transfers to Debt Service Fund	1,011,980
TOTAL CAPITAL PROJECTS FUND		\$ 1,571,176

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.



Moraga-Orinda Fire District

TO: Board of Directors
FROM: Fire Recruitment Ad Hoc Committee
DATE: August 1, 2017
SUBJECT: Item 8.1 – Recommendation to Hire Recruiting Firm

BACKGROUND

In accordance with directions at the MOFD Board meeting of July 18, 2017, directors Jorgens and Barber held telephone conference calls with the three executive search firms identified as candidates to assist with the recruitment of a new Fire Chief for the District. One of the firms, Teri Black & Co., indicated that it could not undertake a search for at least 60 days and did not wish to take part in a competition at this juncture since they were too busy.

The two other firms, Bob Murray and Associates and Peckham & McKenney, each indicated that they were eager to undertake the search and were prepared to begin immediately. Their terms of engagement were essentially the same.

Both firms had effectively the same pricing and both are experienced in municipal and special district searches. They operate in a similar fashion. Each indicated that the search should take a similar time (14-16 weeks plus relocation time) and both offer the same 1-year replacement guarantee if the recruited Fire Chief leaves or is discharged and no poaching is allowed. Finally, both indicated that they would welcome internal or separately sourced candidates to be included in the process for Fire Chief and their financial arrangement would be the same if one of these candidates was to be selected by the board since their work would be completed in either case.

Of the two firms, the Bob Murray firm had a far greater and deeper experience with searches for Fire Chiefs (12 vs 1 in the last 2 years including Roseville, Folsom, EBRPD, Vacaville, Contra Costa Assistant Fire Chief and Palm Springs.) It also offered a team of two consultants with whom we could work, as opposed to one from the other firm. One of these consultants, Regan Williams, has experience as Sunnyvale's CEO of Fire, Police and Emergency Medical services and has extensive (17 years) experience in executive searches for Fire Chiefs. Another consultant, Joel Bryden, with whom we could also work, has more experience in searches for Police Chiefs but is located in Walnut Creek and so can be available for quick face-to-face meetings.

RECOMMENDATION

The Fire Chief Recruitment Ad Hoc Committee recommend that MOFD retain the Bob Murray firm in connection with the search for a new Fire Chief for MOFD.