

# MORAGA-ORINDA FIRE DISTRICT



ANNUAL OPERATING BUDGET  
FISCAL YEAR 2018/2019

## **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**

Brad Barber, President

John Jex, Vice-President

Craig Jorgens, Secretary

Stephen Anderson, Treasurer

Kathleen Famulener, Director

## **Fire Chief**

David Winnacker

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# Moraga-Orinda Fire District

Office of the Fire Chief

June 20, 2018

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

Members of the Board:

We are pleased to present you with a balanced budget for fiscal year 2018/19.

Working in partnership with employees and other stakeholders, the Board, Fire Chief and management team are tasked with being the financial stewards of the organization. The proposed budget provides for continued high level services, while at the same time paying down long-term liabilities. In addition, the District continues to maintain prudent levels of reserve funds as directed by the Board. The 2018/19 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, one new type VI fire engine and one new air/light rehabilitation unit will be deployed in 2018/19 to provide improved emergency response services throughout the community. The budget also includes funding to implement a six-month pilot fuels mitigation program to provide expanded service to 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 \$171K. General Fund reserves are projected to reach \$5.9M at June 30, 2019, 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 \$24.6M, an increase of \$2.0M or 8.7%. This revenue increase is primarily due to the projected increase in property tax revenue of \$1.2M or 6.1%. Ambulance service revenue is projected to increase 1.4%. Fire flow tax revenue will be recorded in the General Fund beginning in 2018/19 per Board direction (\$1.1M.)

The proposed budget projects General Fund expenditures of \$23.4M, an increase of \$1.6M or 7.0%. 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 6% due to negotiated salary increases and an increase in the number of authorized firefighter paramedic positions. Overtime is projected to be \$2.0M. 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 5% due to the increase in permanent salaries and increase in number of firefighter paramedic positions. The District's projected increased property tax revenue will fund the overall increase to salaries and benefits costs.

### **Capital Projects Fund Financial Summary**

The proposed budget projects Capital Projects Fund expenditures of \$459K. This includes appropriations for one new Type VI fire engine and the grant matching funds for one new air/light rehabilitation unit. The budget also includes \$150K for capital contingency.

### **Staffing Summary and Benefits Changes**

The proposed budget recommends increasing Safety roster strength from 54 to 57 positions and eliminating one vacant district aide position (0.5 FTE.) The budget also establishes a six-month fuels mitigation pilot program with the addition of one fuels mitigation program manager (0.5 FTE) and four district aides (2.0 FTE.) The Budget continues to freeze one chief officer position (dedicated training chief) and one assistant fire marshal position. No changes to employee benefits are recommended.

### **OPEB Funding and Pension Rate Stabilization Funding**

The proposed budget includes appropriations for the District's 2018/19 contribution to the OPEB trust account in the amount of \$440K and the pension rate stabilization trust in the amount of \$1.1M. 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 \$177K. Projected fund balance in the General Fund as of June 30, 2019 is \$5.9M, in the Debt Service Fund \$3.3M and in the Capital Projects Fund \$4.2M.

The District's fund balance policy states the District will maintain a minimum fund balance of unrestricted fund balance in the General Fund of at least 17% of budgeted General Fund revenue at fiscal year-end. The District has a goal to maintain a minimum unrestricted fund balance in the General Fund of 50% of budgeted General Fund revenue. It is projected the General Fund balance at June 30, 2019 will be 23.85% of budgeted General Fund revenue.

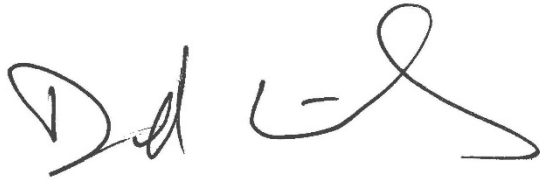
### **Budget Summation**

During the budget preparation process in my first year as fire chief, we have begun to review existing practices and identify and implement cost-saving opportunities. While progress has been made, this important work will continue in FY2018/19 as staff works together with the Board, employees and contracted service providers to improve services, implement efficiencies and reduce costs.

In summary, we would like to express our appreciation to the Board for their continued support and guidance, all personnel for their ongoing efforts to provide high-quality all-risk services, and

our Firefighters for their cooperation to help the District and the public they proudly serve. We know that this will continue this year thoughtfully, effectively, and with a vision for the future.

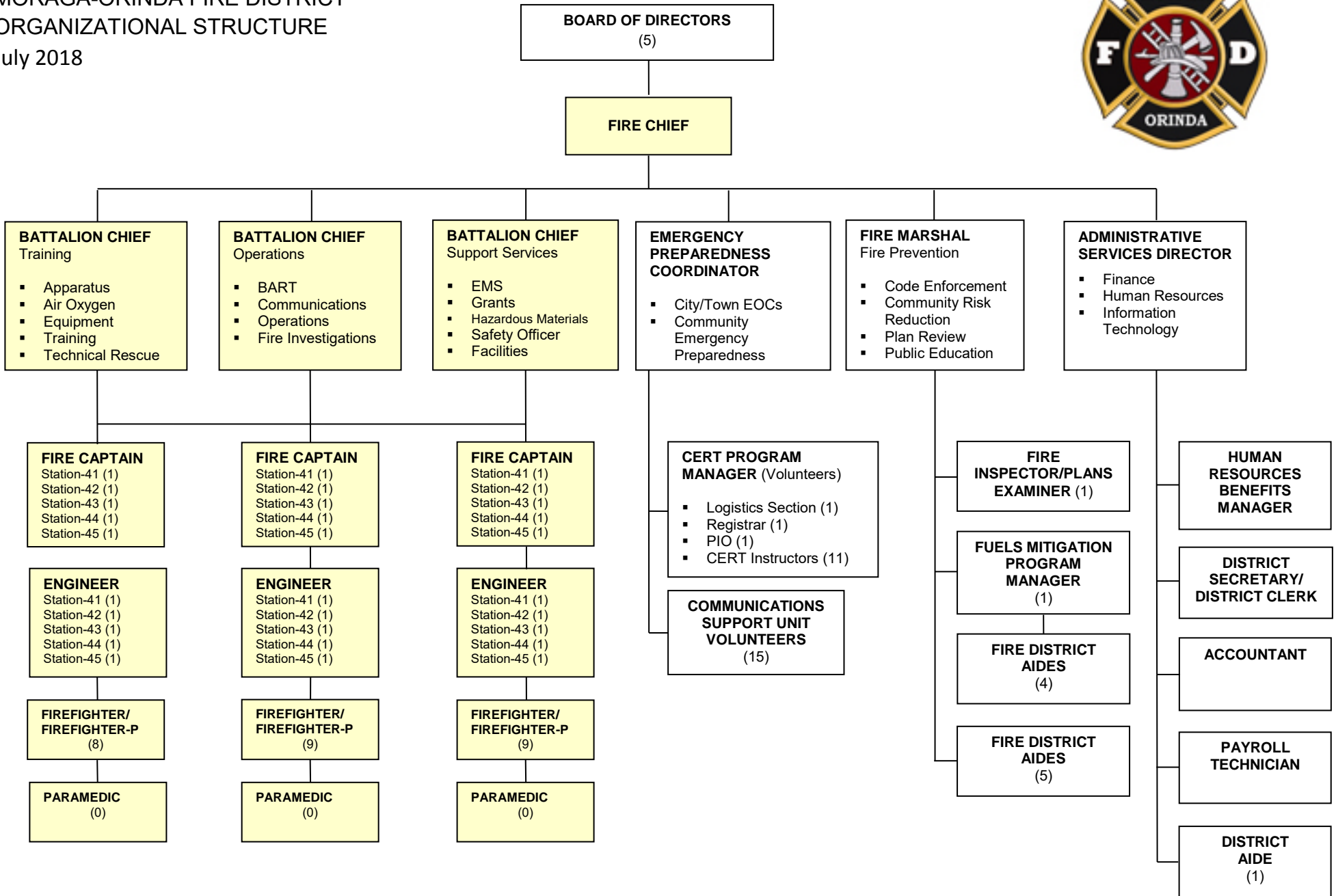
Sincerely,

A handwritten signature in black ink, consisting of a stylized 'D' followed by a cursive 'W' and a long horizontal stroke extending to the right.

David Winnacker  
Fire Chief

MORAGA-ORINDA FIRE DISTRICT  
 ORGANIZATIONAL STRUCTURE

July 2018



## **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 17% of budgeted General Fund revenue at fiscal year-end.

### **Debt Service Fund**

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



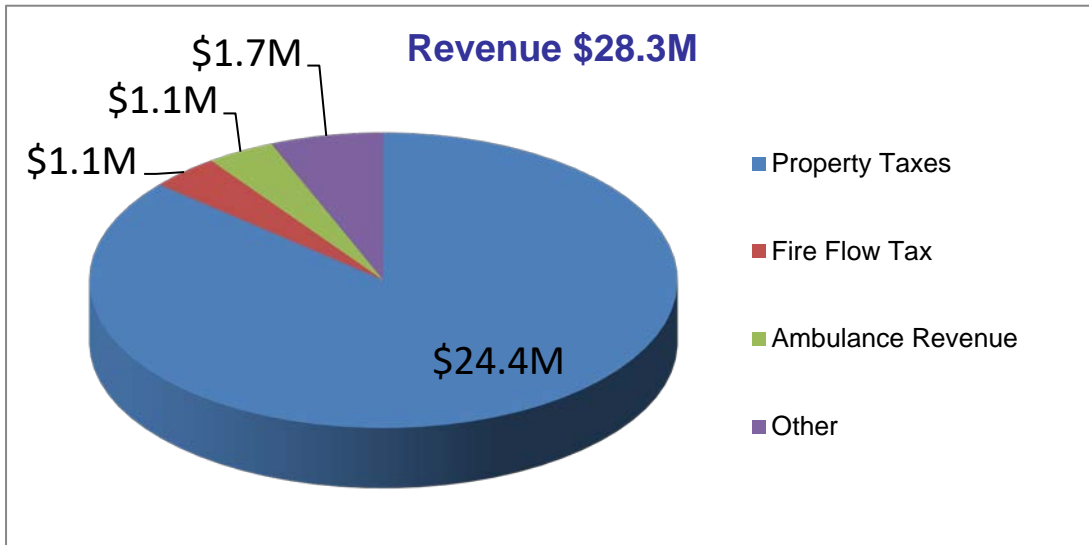
## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

*FY 2018-2019*

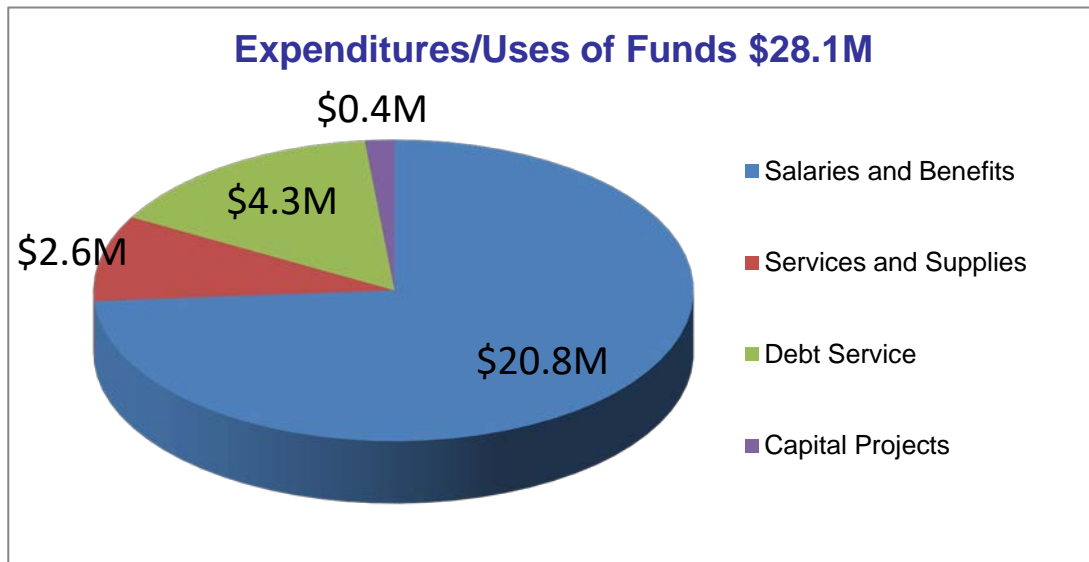
|   | GENERAL<br>FUND    | DEBT<br>SERVICE    | CAPITAL<br>PROJECTS | TOTAL               |
|---|--------------------|--------------------|---------------------|---------------------|
| <b>PROJECTED FUND BALANCE<br/>JULY 1, 2018</b>  | \$5,700,000        | \$3,033,449        | \$4,460,000         | \$13,193,449        |
| <b>PROJECTED REVENUES</b>                       |                    |                    |                     |                     |
| Property Taxes                                  | 20,861,594         | 3,543,473          |                     | 24,405,067          |
| Use of money & prop                             | 3,000              | 5,000              |                     | 8,000               |
| Fire flow taxes                                 | 1,085,000          |                    |                     | 1,085,000           |
| Use of money & prop                             |                    |                    | 10,000              | 10,000              |
| Intergovernmental                               | 735,415            |                    |                     | 735,415             |
| Charges for services                            | 320,350            |                    |                     | 320,350             |
| Charges ambulance                               | 1,059,000          |                    |                     | 1,059,000           |
| Other   | 551,000            |                    | 140,000             | 691,000             |
| <b>TOTAL</b>                                    | <b>24,615,359</b>  | <b>3,548,473</b>   | <b>150,000</b>      | <b>28,313,832</b>   |
| <b>PROJECTED EXPENDITURES</b>                   |                    |                    |                     |                     |
| Salaries & benefits                             | 20,785,106         |                    |                     | 20,785,106          |
| Services & supplies                             | 2,574,232          |                    | 14,100              | 2,588,332           |
| Debt service pension obligation bonds           |                    | 3,307,377          |                     | 3,307,377           |
| Debt service leases                             |                    | 1,011,814          |                     | 1,011,814           |
| Capital projects                                |                    |                    | 444,650             | 444,650             |
| <b>TOTAL</b>                                    | <b>23,359,338</b>  | <b>4,319,191</b>   | <b>458,750</b>      | <b>28,137,279</b>   |
| Transfers in (out)                              | (1,085,000)        | 1,011,814          | 73,186              | 0                   |
| <b>NET CHANGE</b>                               | <b>171,021</b>     | <b>241,096</b>     | <b>(235,564)</b>    | <b>176,553</b>      |
| <b>PROJECTED FUND BALANCE<br/>JUNE 30, 2019</b> | <b>\$5,871,021</b> | <b>\$3,274,545</b> | <b>\$4,224,436</b>  | <b>\$13,370,002</b> |

# FUNDING SOURCES AND USES ALL FUNDS FY 2018-2019

## FUNDING SOURCES



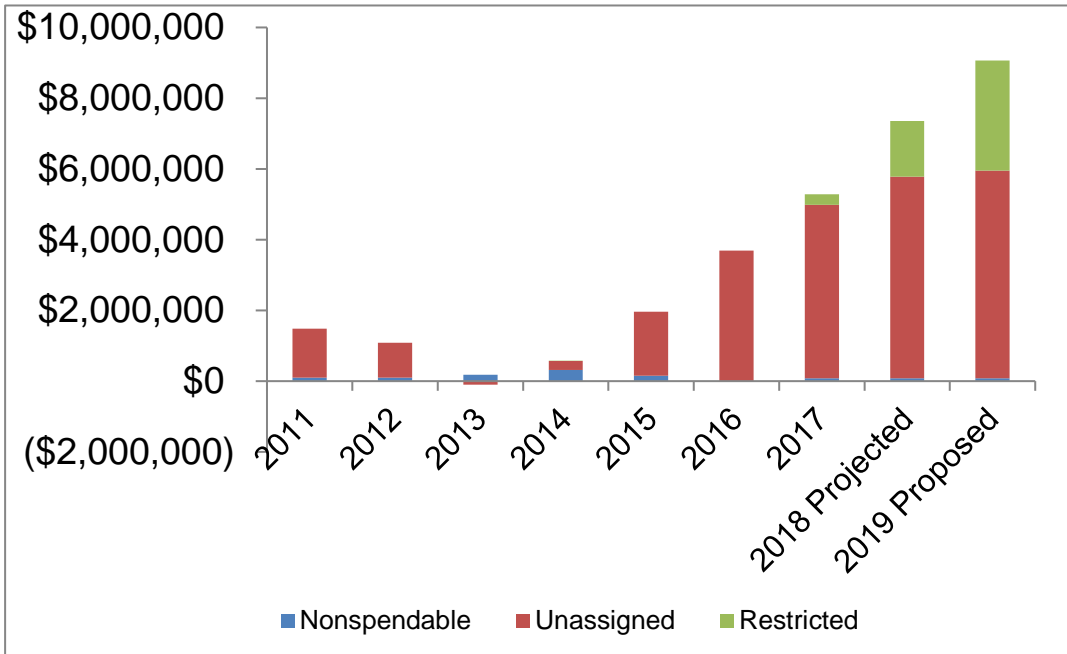
## FUNDING USES



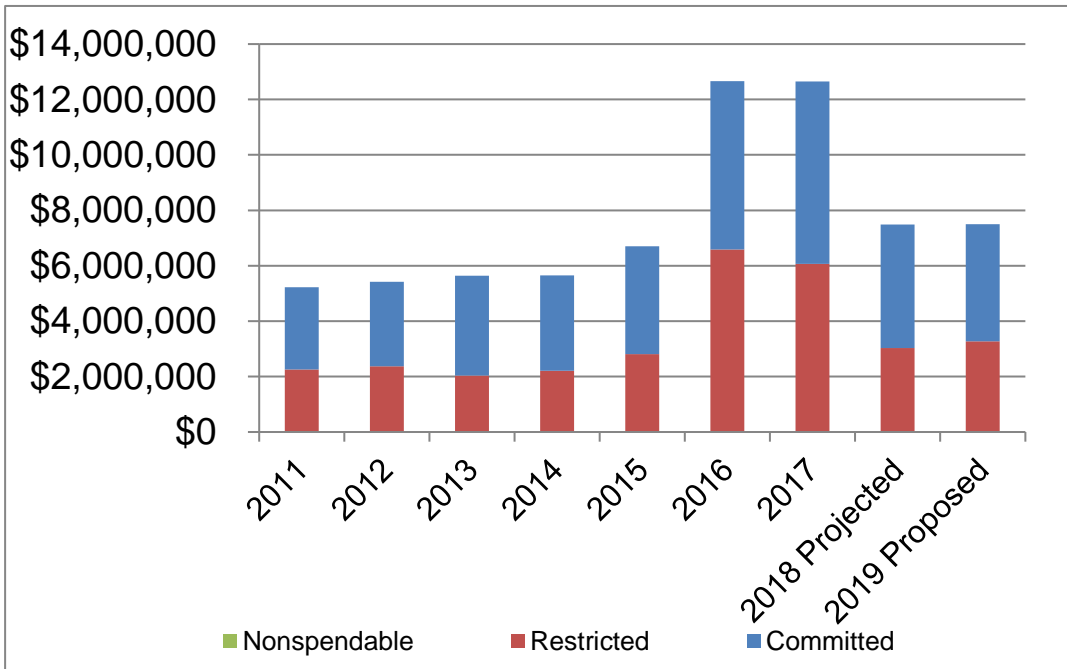
## FUND BALANCE

*FISCAL YEAR END JUNE 30*

### GENERAL FUND



### CAPITAL PROJECTS AND DEBT SERVICE FUNDS



## REVENUES GENERAL FUND

*FY 2018-2019*

| DESCRIPTION                          | GL<br>CODE | ACTUALS<br>FY 16-17 | PROJECTED<br>ACTUALS<br>FY 17-18 | PROPOSED<br>BUDGET<br>FY 18-19 |
|--------------------------------------|------------|---------------------|----------------------------------|--------------------------------|
| Prop Taxes Current Secured           | 4010       | 17,563,004          | 18,567,862                       | 19,861,594                     |
| Prop Taxes Supplemental              | 4011       | 579,249             | 350,000                          | 300,000                        |
| Prop Taxes Unitary                   | 4013       | 212,126             | 229,988                          | 200,000                        |
| Prop Taxes Current Unsecured         | 4020       | 604,139             | 612,696                          | 600,000                        |
| Prop Taxes Prior Secured             | 4030       | (46,762)            | (50,000)                         | (55,000)                       |
| Prop Taxes Prior Supp                | 4031       | (29,560)            | (30,000)                         | (35,000)                       |
| Prop Taxes Prior Unsecured           | 4035       | 19,631              | (10,000)                         | (10,000)                       |
| <b>TOTAL PROPERTY TAXES</b>          |            | <b>\$18,901,827</b> | <b>\$19,670,546</b>              | <b>\$20,861,594</b>            |
| Fire Flow Taxes                      | 4066       |                     |                                  | 1,085,000                      |
| <b>TOTAL FIRE FLOW TAXES</b>         |            |                     |                                  | <b>\$1,085,000</b>             |
| Investment Earnings                  | 4181       | 4,409               | 10,000                           | 3,000                          |
| <b>TOTAL USE OF MONEY &amp; PROP</b> |            | <b>\$4,409</b>      | <b>\$10,000</b>                  | <b>\$3,000</b>                 |
| Homeowners Relief Tax                | 4385       | 156,429             | 154,000                          | 154,000                        |
| Federal Grants                       | 4437       |                     | 180,000                          | 480,000                        |
| JAC Training Funds                   | 4440       | 20,681              | 12,419                           | 15,000                         |
| Other/In Lieu Taxes                  | 4580       | 936                 | 902                              | 902                            |
| Measure H                            | 4896       | 85,312              | 85,513                           | 85,513                         |
| <b>TOTAL INTERGOVERNMENTAL</b>       |            | <b>\$263,358</b>    | <b>\$432,834</b>                 | <b>\$735,415</b>               |

## REVENUES GENERAL FUND

*FY 2018-2019*

| DESCRIPTION                       | GL<br>CODE | ACTUALS<br>FY 16-17 | PROJECTED<br>ACTUALS<br>FY 17-18 | PROPOSED<br>BUDGET<br>FY 18-19 |
|-----------------------------------|------------|---------------------|----------------------------------|--------------------------------|
| Permits                           | 4740       | 1,740               | 2,500                            | 2,000                          |
| Plan Review Fees                  | 4741       | 264,625             | 250,000                          | 250,000                        |
| Inspection Fees                   | 4742       | 35,813              | 35,000                           | 35,000                         |
| Weed Abatement Charges            | 4744       | 5,145               | 22,650                           | 25,000                         |
| CPR/First Aid Classes             | 4745       | 2,296               | 2,000                            | 2,000                          |
| Reports/Photocopies               | 4746       | 211                 | 350                              | 350                            |
| Other Charges For Service         | 4747       | 9,606               | 6,000                            | 6,000                          |
| <b>TOTAL CHARGES FOR SERVICES</b> |            | <b>\$319,436</b>    | <b>\$318,500</b>                 | <b>\$320,350</b>               |
| Ambulance Service Fees            | 4898       | 1,180,019           | 1,100,000                        | 1,133,000                      |
| Ambulance Fees Reimburse          | 4899       | (89,941)            | (112,000)                        | (116,000)                      |
| Ambulance Recovery Payments       | 4900       | 1,291               | 2,000                            | 2,000                          |
| GEMT/IGT Revenue                  | 4901       | 24,784              | 54,256                           | 40,000                         |
| <b>TOTAL CHARGES AMBULANCE</b>    |            | <b>\$1,116,153</b>  | <b>\$1,044,256</b>               | <b>\$1,059,000</b>             |
| Strike Team Recovery              | 4971       | 538,580             | 1,083,999                        | 530,000                        |
| Other Revenue                     | 4972       | 18,000              | 18,000                           | 18,000                         |
| Other Revenue-Misc.               | 4974       | 4,768               | 13,984                           | 1,000                          |
| Misc Rebates & Refunds            | 4975       | 37,851              | 52,000                           | 1,000                          |
| Sale of Surplus Property          | 4980       | 6,918               | 0                                | 1,000                          |
| Transfers in                      | 4999       | 0                   | 4,476                            | 0                              |
| <b>TOTAL OTHER REVENUE</b>        |            | <b>\$606,117</b>    | <b>\$1,172,459</b>               | <b>\$551,000</b>               |
| <b>TOTAL REVENUES</b>             |            | <b>\$21,211,300</b> | <b>\$22,648,595</b>              | <b>\$24,615,359</b>            |

## GENERAL FUND EXPENDITURES

FISCAL YEAR 2018/2019

| DESCRIPTION                          | GL CODE | AMENDED BUDGET 2017/2018 | PROJECTED ACTUALS 2017/2018 | PROPOSED BUDGET 2018/2019 | ACTUALS TO BUDGET % CHANGE |
|--------------------------------------|---------|--------------------------|-----------------------------|---------------------------|----------------------------|
| Permanent Salaries                   | 5011    | 8,585,000                | 8,462,987                   | 8,990,032                 | 6%                         |
| Hourly Salaries                      | 5013    | 154,000                  | 176,800                     | 254,531                   | 44%                        |
| Overtime                             | 5014    | 2,000,000                | 2,021,532                   | 1,432,328                 | -29%                       |
| Overtime - Strike Team               | 5016    | 658,367                  | 658,368                     | 550,020                   | -16%                       |
| Deferred Compensation                | 5015    | 82,680                   | 83,305                      | 22,100                    | -73%                       |
| Payroll Taxes                        | 5042    | 180,000                  | 174,960                     | 186,541                   | 7%                         |
| Payroll Processing Fees              | 5043    | 20,000                   | 18,000                      | 20,000                    | 11%                        |
| Retirement Contributions             | 5044    | 4,875,000                | 4,767,584                   | 5,016,268                 | 5%                         |
| Health & Life Insurance              | 5060    | 1,170,000                | 1,089,363                   | 1,254,000                 | 15%                        |
| Employee Share Health In             | 5061    | (130,000)                | (125,997)                   | (150,168)                 | 19%                        |
| Vision Insurance                     | 5066    | 15,000                   | 14,667                      | 19,908                    | 36%                        |
| Retiree Health Insurance             | 5062    | 1,150,000                | 1,150,000                   | 1,200,000                 | 4%                         |
| Retiree Share Health                 | 5063    | (290,000)                | (322,150)                   | (325,000)                 | 1%                         |
| Unemployment Insurance               | 5064    | 17,000                   | 17,000                      | 18,000                    | 6%                         |
| OPEB Funding Contrib                 | 5065    | 374,000                  | 374,000                     | 439,771                   | 18%                        |
| Pension Rate Stabilization           | 5067    | 374,000                  | 374,000                     | 1,100,000                 | 194%                       |
| Workers' Compensation                | 5070    | 720,748                  | 720,748                     | 878,775                   | 22%                        |
| Workers' Comp Recovery               | 5019    | (128,000)                | (150,000)                   | (122,000)                 | -19%                       |
| <b>TOTAL SALARIES &amp; BENEFITS</b> |         | <b>\$ 19,827,795</b>     | <b>\$ 19,505,167</b>        | <b>\$ 20,785,106</b>      | <b>7%</b>                  |
| Office Supplies                      | 6100    | 11,000                   | 10,000                      | 11,725                    | 17%                        |
| Postage                              | 6101    | 3,000                    | 5,500                       | 5,000                     | -9%                        |
| Books & Periodicals                  | 6102    | 6,750                    | 6,750                       | 7,650                     | 13%                        |
| Printer Ink Cartridges               | 6103    | 3,000                    | 3,000                       | 3,000                     | 0%                         |
| Telephone/Communication              | 6110    | 42,000                   | 42,000                      | 50,000                    | 19%                        |
| Dispatch Center                      | 6111    | 180,000                  | 180,000                     | 188,700                   | 5%                         |
| Uilities - Sewer                     | 6120    | 3,543                    | 5,400                       | 5,400                     | 0%                         |
| Uilities - Garbage                   | 6121    | 12,845                   | 12,845                      | 12,845                    | 0%                         |
| Uilities - PG&E                      | 6122    | 65,690                   | 65,690                      | 65,690                    | 0%                         |
| Uilities - Water                     | 6123    | 13,860                   | 13,860                      | 13,860                    | 0%                         |
| Uilities - Medical Waste             | 6124    | 2,200                    | 2,200                       | 3,300                     | 50%                        |
| Small Tools & Instruments            | 6130    | 10,750                   | 10,000                      | 7,000                     | -30%                       |
| Minor Equipment/Furniture            | 6131    | 1,000                    | 1,000                       | 1,500                     | 50%                        |
| Computer Equip/Supplies              | 6132    | 2,000                    | 5,000                       | 3,000                     | -40%                       |
| Power Saw/Other Equip                | 6133    | 4,500                    | 0                           | 6,800                     |                            |

| DESCRIPTION                  | GL CODE | AMENDED BUDGET 2017/2018 | PROJECTED ACTUALS 2017/2018 | PROPOSED BUDGET 2018/2019 | ACTUALS TO BUDGET % CHANGE |
|------------------------------|---------|--------------------------|-----------------------------|---------------------------|----------------------------|
| Fire Trail Grading           | 6135    | 20,000                   | 20,000                      | 20,000                    | 0%                         |
| Fire Fighting Equip/Supplies | 6137    | 4,000                    | 4,000                       | 3,400                     | -15%                       |
| Fire Fighting Equip/Hoses    | 6138    | 10,000                   | 10,000                      | 11,000                    | 10%                        |
| Fire Fighting Equip/Foam     | 6139    | 1,500                    | 1,442                       | 2,000                     | 39%                        |
| Medical & Lab Supplies       | 6140    | 105,000                  | 100,000                     | 90,000                    | -10%                       |
| Food Supplies                | 6150    | 3,800                    | 3,500                       | 4,000                     | 14%                        |
| Safety Clothing              | 6160    | 98,000                   | 80,000                      | 150,300                   | 88%                        |
| Non-Safety Clothing          | 6161    | 1,500                    | 975                         | 1,500                     | 54%                        |
| Household Expenses           | 6170    | 10,000                   | 17,000                      | 17,000                    | 0%                         |
| Household Expenses - Lin     | 6171    | 2,000                    | 7,280                       | 6,880                     | -5%                        |
| Public & Legal Notices       | 6190    | 4,000                    | 10,500                      | 11,000                    | 5%                         |
| Dues & Memberships           | 6200    | 7,795                    | 8,283                       | 9,695                     | 17%                        |
| EMT/Paramedic License        | 6201    | 7,500                    | 6,000                       | 6,500                     | 8%                         |
| Rents & Leases Equip         | 6250    | 30,000                   | 29,928                      | 35,400                    | 18%                        |
| Computer Software/Maint      | 6251    | 77,200                   | 61,000                      | 85,750                    | 41%                        |
| Website Development          | 6252    | 1,700                    | 1,700                       | 1,800                     | 6%                         |
| EPA Verification Fees        | 6264    | 200                      | 150                         | 150                       | 0%                         |
| County Haz Materials Plan    | 6265    | 3,000                    | 2,519                       | 3,000                     | 19%                        |
| Air Quality Enviro Fees      | 6266    | 900                      | 900                         | 900                       | 0%                         |
| Air Monitor Maintenance      | 6269    | 1,300                    | 1,300                       | 1,300                     | 0%                         |
| Maintenance - Equipment      | 6270    | 67,943                   | 59,543                      | 52,500                    | -12%                       |
| Central Garage - Repairs     | 6271    | 190,000                  | 200,000                     | 200,000                   | 0%                         |
| Central Garage - Gas/Oil     | 6272    | 60,000                   | 62,051                      | 65,000                    | 5%                         |
| Central Garage - Tires       | 6273    | 10,000                   | 9,378                       | 7,500                     | -20%                       |
| Fuel System Service          | 6274    | 3,500                    | 3,500                       | 3,500                     | 0%                         |
| Aerial Ladder Pump Testin    | 6275    | 1,000                    | 1,000                       | 1,000                     | 0%                         |
| Smog Inspections             | 6276    | 500                      | 500                         | 500                       | 0%                         |
| Air Compressor Service       | 6278    | 1,500                    | 1,500                       | 1,500                     | 0%                         |
| Hydro Test SCBA/Oxygen       | 6279    | 2,500                    | 2,500                       | 2,500                     | 0%                         |
| Tank Testing                 | 6280    | 1,000                    | 1,000                       | 1,000                     | 0%                         |
| Maintenance - Building       | 6281    | 47,000                   | 48,500                      | 52,000                    | 7%                         |
| Maintenance - Grounds        | 6282    | 6,600                    | 5,100                       | 6,400                     | 25%                        |
| Meetings & Travel Exp        | 6303    | 1,375                    | 1,000                       | 1,375                     | 38%                        |
| Medical Exams/Physicals      | 6311    | 18,000                   | 18,000                      | 30,000                    | 67%                        |
| Ambulance Billing Admin      | 6312    | 60,000                   | 60,000                      | 62,000                    | 3%                         |
| Outside Attorney Fees        | 6313    | 140,000                  | 140,000                     | 150,000                   | 7%                         |
| Outside CPR Instructors      | 6314    | 3,000                    | 2,800                       | 3,000                     | 7%                         |
| County Tax Admin Fee         | 6316    | 184,817                  | 184,817                     | 190,000                   | 3%                         |
| Prof Services                | 6317    | 40,000                   | 32,745                      | 40,000                    | 22%                        |
| Prof Services/Labor Negot    | 6318    | 50,000                   | 100,000                     | 50,000                    | -50%                       |
| Prof Services/Technology     | 6319    | 240,000                  | 235,000                     | 248,312                   | 6%                         |

| DESCRIPTION                     | GL CODE | AMENDED BUDGET 2017/2018 | PROJECTED ACTUALS 2017/2018 | PROPOSED BUDGET 2018/2019 | ACTUALS TO BUDGET % CHANGE |
|---------------------------------|---------|--------------------------|-----------------------------|---------------------------|----------------------------|
| Prof Services/Investigation     | 6320    | 10,500                   | 12,000                      | 15,000                    | 25%                        |
| Prof Services/Promo Exam        | 6321    | 28,750                   | 25,000                      | 21,000                    | -16%                       |
| Prof Services/OPEB Valu         | 6322    | 1,482                    | 2,682                       | 4,000                     | 49%                        |
| Exterior Hazard Removal         | 6323    | 18,000                   | 17,314                      | 25,000                    | 44%                        |
| Prof Services/Prop Tax Au       | 6326    | 12,600                   | 12,600                      | 12,600                    | 0%                         |
| Prof Services/User Fee          | 6327    | 12,940                   | 12,940                      | 14,000                    | 8%                         |
| Burn Trailer Grant Mtc          | 6352    | 3,000                    | 3,000                       | 3,500                     | 17%                        |
| Testing Materials & Prop        | 6354    | 10,000                   | 10,000                      | 12,000                    | 20%                        |
| Career Develop - Classes        | 6357    | 15,000                   | 12,000                      | 15,000                    | 25%                        |
| Target Safety Training          | 6359    | 6,200                    | 6,200                       | 6,500                     | 5%                         |
| Training - Paramedic/EMT        | 6360    | 5,000                    | 4,200                       | 5,000                     | 19%                        |
| District Sponsored              | 6361    | 35,000                   | 32,000                      | 35,000                    | 9%                         |
| Election Expense                | 6465    | 0                        | 0                           | 22,000                    |                            |
| Recruit Academy                 | 6470    | 75,000                   | 13,500                      | 75,000                    | 456%                       |
| Strike Team Supplies            | 6474    | 13,500                   | 13,500                      | 4,500                     | -67%                       |
| CERT Emer. Response             | 6475    | 10,200                   | 10,200                      | 6,500                     | -36%                       |
| Exercise Equipment              | 6476    | 2,000                    | 2,000                       | 5,000                     | 150%                       |
| Recognition Supplies            | 6478    | 3,835                    | 1,500                       | 5,000                     | 233%                       |
| Other Special Dept Exp          | 6479    | 30,680                   | 31,560                      | 65,350                    | 107%                       |
| Public Education Supplies       | 6480    | 0                        | 0                           | 3,000                     |                            |
| CPR Supplies                    | 6481    | 3,000                    | 2,500                       | 3,000                     | 20%                        |
| LAFCO                           | 6482    | 10,977                   | 10,977                      | 12,000                    | 9%                         |
| Emergency Preparedness          | 6484    | 6,000                    | 6,000                       | 7,500                     | 25%                        |
| Misc. Services & Supplies       | 6490    | 8,200                    | 8,200                       | 30,000                    | 266%                       |
| Fire Chief Contingency          | 6491    | 100,000                  | 100,000                     | 100,000                   | 0%                         |
| Property & Liability Insur      | 6540    | 45,343                   | 45,343                      | 48,000                    | 6%                         |
| Bank Fees                       | 7510    | 3,200                    | 3,200                       | 3,300                     | 3%                         |
| Interest County Teeter          | 7520    | 50                       | 0                           | 50                        |                            |
| County Tax Collection           | 7530    | 300                      | 252                         | 300                       | 19%                        |
| <b>TOTAL OPERATING EXPENSE</b>  |         | 2,351,025                | 2,297,324                   | 2,574,232                 | 12%                        |
|                                 |         |                          |                             |                           |                            |
| <b>TOTAL EXPENDITURES</b>       |         | <b>\$ 22,178,820</b>     | <b>\$ 21,802,491</b>        | <b>\$ 23,359,338</b>      | 7%                         |
|                                 |         |                          |                             |                           |                            |
| Transfers Out                   | 7999    |                          |                             | 1,085,000                 |                            |
|                                 |         |                          |                             |                           |                            |
| <b>TOTAL EXPENDITURES/TRANS</b> |         | <b>\$ 22,178,820</b>     | <b>\$ 21,802,491</b>        | <b>\$ 24,444,338</b>      | 12%                        |



## STAFFING SUMMARY

| <b>DIVISION</b>                     | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> | <b>Proposed<br/>2018-19</b> |
|-------------------------------------|----------------|----------------|----------------|----------------|-----------------------------|
| <b>Board of Directors</b>           |                |                |                |                |                             |
| Director                            | 5              | 5              | 5              | 5              | 5                           |
| Total                               | 5              | 5              | 5              | 5              | 5                           |
| <b>Finance &amp; Administration</b> |                |                |                |                |                             |
| Administrative Services Director    | 0.5            | 0.5            | 0.5            | 0.5            | 0.5                         |
| Accountant                          | 1              | 1              | 1              | 1              | 1                           |
| Payroll Technician Part-Time        | 0.6            | 0.6            | 0.6            | 0.6            | 0.6                         |
| District Secretary/District Clerk   | 1              | 1              | 1              | 1              | 1                           |
| Administrative Secretary            |                |                |                |                |                             |
| District Aide Part-Time*            | 0.5            | 0.5            | 1.0            | 1.0            | 0.5                         |
| Total                               | 3.6            | 3.6            | 4.1            | 4.1            | 3.6                         |
| <b>Human Resources</b>              |                |                |                |                |                             |
| Administrative Services Director    | 0.25           | 0.25           | 0.25           | 0.25           | 0.25                        |
| Human Resources Benefits Mgr        | 0.50           | 0.50           | 1.00           | 1.00           | 1.00                        |
| Total                               | 0.75           | 0.75           | 1.25           | 1.25           | 1.25                        |
| <b>Information Technology</b>       |                |                |                |                |                             |
| Administrative Services Director    | 0.25           | 0.25           | 0.25           | 0.25           | 0.25                        |
| Total                               | 0.25           | 0.25           | 0.25           | 0.25           | 0.25                        |
| <b>Emergency Operations</b>         |                |                |                |                |                             |
| Fire Chief                          | 1              | 1              | 1              | 1              | 1                           |
| Division Chief                      | 1              |                |                |                |                             |
| Battalion Chief                     | 2              | 3              | 3              | 3              | 3                           |
| Captain/Paramedic I                 | 5              | 4              | 4              | 4              | 3                           |
| Captain/Paramedic II                | 7              | 7              | 7              | 7              | 8                           |
| Captain                             | 3              | 4              | 4              | 4              | 4                           |
| Engineer/Paramedic I                | 5              | 4              | 4              | 4              | 3                           |
| Engineer/Paramedic II               | 1              | 3              | 3              | 3              | 4                           |
| Engineer                            | 9              | 8              | 8              | 8              | 8                           |
| Firefighter/Paramedic               | 24             | 19             | 19             | 19             | 23                          |
| Firefighter                         | 5              | 5              | 5              | 5              | 4                           |
| Paramedic**                         |                |                |                |                |                             |
| Total                               | 63             | 58             | 58             | 58             | 61                          |

## STAFFING SUMMARY

|                                 |              |              |              |              |              |
|---------------------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Emergency Medical</b>        |              |              |              |              |              |
| EMS Quality Improvement Coord   | 0.5          |              |              |              |              |
| <b>Total</b>                    | <b>0.5</b>   |              |              |              |              |
| <b>Fire Prevention</b>          |              |              |              |              |              |
| Fire Marshal                    | 1            | 1            | 1            | 1            | 1            |
| Fire Inspector/Plans Examiner   |              |              | 0.6          | 0.6          | 0.6          |
| District Aide Part-Time*        | 2.5          | 3.5          | 2.5          | 2.5          | 2.5          |
| Fuels Mitigation Program Mgr*** |              |              |              |              | 0.5          |
| District Aide Part-Time***      |              |              |              |              | 2            |
| <b>Total</b>                    | <b>3.5</b>   | <b>4.5</b>   | <b>4.1</b>   | <b>4.1</b>   | <b>6.6</b>   |
| <b>Emergency Preparedness</b>   |              |              |              |              |              |
| Emer Preparedness Coord****     | 0.5          | 0.5          | 0.5          | 0.5          | 0.5          |
| <b>Total</b>                    | <b>0.5</b>   | <b>0.5</b>   | <b>0.5</b>   | <b>0.5</b>   | <b>0.5</b>   |
| <b>GRAND TOTAL</b>              | <b>77.10</b> | <b>72.60</b> | <b>73.20</b> | <b>73.20</b> | <b>78.20</b> |

\* 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.

\*\*\* Position proposed as part of a six-month pilot fuels mitigation program

\*\*\*\* 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 2018/2019

1. Monitor emergency response times, incident frequency and response capacity
2. Complete contract negotiations with bargaining units
3. Receive management audit of administrative staffing levels
4. Receive updated Long Range Facilities Plan with recommendations for Station 41/Administration/Training site and Station 45.

## STAFFING SUMMARY

Directors (5)

## BOARD OF DIRECTORS

### FISCAL YEAR 2018/2019

| <b>DESCRIPTION</b>             | <b>GL<br/>CODE</b> | <b>AMENDED<br/>BUDGET<br/>2017/2018</b> | <b>PROJECTED<br/>ACTUALS<br/>2017/2018</b> | <b>PROPOSED<br/>BUDGET<br/>2018/2019</b> |
|--------------------------------|--------------------|---|--|--|
| Meetings & Travel              | 6303               | 375                                     |  | 375                                      |
| Election Fees                  | 6465               |   |  | 22,000                                   |
| <b>TOTAL OPERATING EXPENSE</b> |                    | 375                                     |  | 22,375                                   |
|                                |                    |   |  |  |
| <b>TOTAL EXPENDITURES</b>      |                    | <b>\$ 375</b>                           | <b>\$ -</b>                                | <b>\$ 22,375</b>                         |

## BOARD OF DIRECTORS

| DESCRIPTION                      | ACCOUNT |      |                       |
|----------------------------------|---------|------|-----------------------|
|                                  | TOTAL   | CODE | ACCOUNT NAME          |
| Fire Commissioners Quarterly Mtg | 375     |      |                       |
| Sub-total                        | 375     | 6303 | Meetings & Travel Exp |
| Board of Directors Election      | 22,000  |      |                       |
| Sub-total                        | 22,000  | 6465 | Election              |
| TOTAL                            | 22,375  |      |                       |

## **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 2018/2019**

1. Provide administrative support for contract negotiations with bargaining units and unrepresented employees.
2. Complete project accounting for the Station 43 reconstruction project.
3. Administer the financial elements of the Assistance to Firefighters Grants in accordance with Federal regulations.

### **STAFFING SUMMARY**

Administrative Services Director (0.5)

Accountant (1)

Payroll Technician Part-Time (0.6)  
District Secretary/District Clerk (1)  
District Aide Part-Time (0.5)

## **PROGRAM MANAGEMENT**

Program Administrator – Administrative Services Director Gloriann Sasser

## FINANCE & ADMINISTRATION

### FISCAL YEAR 2018/2019

| DESCRIPTION                          | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|--------------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Permanent Salaries                   | 5011       | 332,698                        | 326,000                           | 338,308                         |
| Hourly Salaries                      | 5013       | 39,528                         | 24,000                            | 22,932                          |
| Overtime                             | 5014       | 4,000                          | 4,000                             | 4,500                           |
| Deferred Compensation                | 5015       | 600                            | 9,490                             | 600                             |
| Payroll Taxes                        | 5042       | 7,855                          | 7,400                             | 6,668                           |
| Payroll Processing Fees              | 5043       | 20,000                         | 18,000                            | 20,000                          |
| Retirement Contributions             | 5044       | 75,233                         | 75,000                            | 78,118                          |
| Health & Life Insurance              | 5060       | 28,800                         | 27,000                            | 28,722                          |
| Employee Share Health Insur          | 5061       | (3,006)                        | (3,400)                           | (3,690)                         |
| Vision Insurance                     | 5066       | 900                            | 835                               | 1,200                           |
| <b>TOTAL SALARIES &amp; BENEFITS</b> |            | <b>\$ 506,608</b>              | <b>\$ 488,325</b>                 | <b>\$ 497,358</b>               |
| Office Supplies                      | 6100       | 11,000                         | 10,000                            | 11,000                          |
| Postage                              | 6101       | 3,000                          | 5,500                             | 5,000                           |
| Books & Periodicals                  | 6102       | 750                            | 750                               | 650                             |
| Printer Ink Cartridges               | 6103       | 3,000                          | 3,000                             | 3,000                           |
| Minor Equipment/Furniture            | 6131       | 1,000                          | 1,000                             | 1,000                           |
| Public & Legal Notices               | 6190       | 3,000                          | 3,000                             | 3,000                           |
| Dues, Memberships & Prof Fees        | 6200       | 450                            | 613                               | 1,050                           |
| Rents & Leases Equipment             | 6250       | 8,100                          | 5,000                             | 10,000                          |
| Meetings & Travel Expenses           | 6303       | 1,000                          | 1,000                             | 1,000                           |
| Ambulance Billing Administration     | 6312       | 60,000                         | 60,000                            | 62,000                          |
| Outside Attorney Fees                | 6313       | 140,000                        | 140,000                           | 150,000                         |
| County Tax Administration Fee        | 6316       | 184,817                        | 184,817                           | 190,000                         |
| Professional Services - Audit        | 6317       | 30,000                         | 25,745                            | 30,000                          |
| Professional Services - Labor Neg    | 6318       | 50,000                         | 100,000                           | 50,000                          |
| Professional Services - OPEB Val     | 6322       | 1,482                          | 2,682                             | 4,000                           |
| Professional Services - Prop Tax     | 6326       | 12,600                         | 12,600                            | 12,600                          |
| Professional Services                | 6327       | 12,940                         | 12,940                            | 14,000                          |
| LAFCO                                | 6482       | 10,977                         | 10,977                            | 12,000                          |
| Fire Chief Contingency               | 6491       | 100,000                        | 100,000                           | 100,000                         |
| Property & Liability Insurance       | 6540       | 45,343                         | 45,343                            | 48,000                          |
| Bank Fees                            | 7510       | 3,200                          | 3,200                             | 3,300                           |
| Interest on County Teeter Account    | 7520       | 50                             | 0                                 | 50                              |



| <b>DESCRIPTION</b>             | <b>GL<br/>CODE</b> | <b>AMENDED<br/>BUDGET<br/>2017/2018</b> | <b>PROJECTED<br/>ACTUALS<br/>2017/2018</b> | <b>PROPOSED<br/>BUDGET<br/>2018/2019</b> |
|--------------------------------|--------------------|---|--|--|
| County Tax Collection Fees     | 7530               | 300                                     | 252  | 300                                      |
| <b>TOTAL OPERATING EXPENSE</b> |                    | 683,009                                 | 728,419                                    | 711,950                                  |
| <b>TOTAL EXPENDITURES</b>      |                    | <b>\$ 1,189,617</b>                     | <b>\$ 1,216,744</b>                        | <b>\$ 1,209,308</b>                      |

## 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     |      |                        |
| Office Supplies                      | 5,650   |      |                        |
| Sub-total                            | 11,000  | 6100 | Office Supplies        |
| Postage                              | 5,000   |      |                        |
| Sub-total                            | 5,000   | 6101 | Postage                |
| GFOA CAFR Submission Fee             | 550     |      |                        |
| Miscellaneous Books/Periodicals      | 100     |      |                        |
| Sub-total                            | 650     | 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 Society Municipal Finance Office | 350     |      |                         |
| Fire Districts Assoc of California     | 500     |      |                         |
| Government Finance Officers Assoc      | 200     |      |                         |
| Sub-total                              | 1,050   | 6200 | Dues & Memberships      |
| Copy Machine - Administration          | 10,000  |      |                         |
| Sub-total                              | 10,000  | 6250 | Rent & Leases Equip     |
| Mileage & Parking                      | 1,000   |      |                         |
| Sub-total                              | 1,000   | 6303 | Meetings & Travel Exp   |
| Ambulance Collection Fees              | 62,000  |      | Ambulance Billing       |
| Sub-total                              | 62,000  | 6312 | Administration Fees     |
| Legal Fees - District Counsel          | 150,000 |      |                         |
| Sub-total                              | 150,000 | 6313 | Outside Attorney Fees   |
| County Tax Administration              | 190,000 |      |                         |
| Sub-total                              | 190,000 | 6316 | County Tax Admin Fee    |
| Audit Services - CAFR                  | 29,000  |      |                         |
| CAFR Statistical Package               | 1,000   |      | Professional Services - |
| Sub-total                              | 30,000  | 6317 | District Audit          |
| Labor Negotiations                     | 50,000  |      | Professional Services - |
| Sub-total                              | 50,000  | 6318 | Labor Negotiator        |

| DESCRIPTION                    | ACCOUNT |      | ACCOUNT NAME              |
|--------------------------------|---------|------|---------------------------|
|                                | TOTAL   | CODE |                           |
| Actuarial Services             | 4,000   |      | Professional Services -   |
| Sub-total                      | 4,000   | 6322 | OPEB Actuarial            |
| Property Tax Forecasting       | 12,600  |      | Professional Services -   |
| Sub-total                      | 12,600  | 6326 | Property Tax Audit        |
| GEMT/IGT Claim Filing Services | 14,000  |      |                           |
| Sub-total                      | 14,000  | 6327 | Professional Services     |
| LAFCO Membership               | 12,000  |      |                           |
| Sub-total                      | 12,000  | 6482 | LAFCO                     |
| Fire Chief Contingency         | 100,000 |      |                           |
| Sub-total                      | 100,000 | 6491 | Fire Chief Contingency    |
| Property & Liability Insurance | 48,000  |      |                           |
|                                | 48,000  | 6540 | Property & Liab Insurance |
| Bank Fees                      | 2,300   |      |                           |
| Credit Card Processing         | 1,000   |      |                           |
|                                | 3,300   | 7510 | Bank Fees                 |
| Interest Charges County        | 50      |      |                           |
|                                | 50      | 7520 | Interest County Teeter    |
| County Tax Collection Fees     | 300     | 7530 | County Tax Fees           |
| TOTAL                          | 711,950 |      |                           |

# 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 2018/2019

1. Provide administrative support for contract negotiations with bargaining units and unrepresented employees.
2. Complete an outside review of administration and fire prevention staffing.
3. In conjunction with the Training Division, conduct promotional examination for the position of Captain/Captain-Paramedic II.
4. In conjunction with the Training Division, conduct recruitment for the position of Firefighter Paramedic.

## STAFFING SUMMARY

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

## **PROGRAM MANAGEMENT**

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

## HUMAN RESOURCES

### FISCAL YEAR 2018/2019

| DESCRIPTION                       | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|-----------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Permanent Salaries                | 5011       | 150,433                        | 136,250                           | 151,820                         |
| Deferred Compensation             | 5015       | 600                            | 4,215                             | 600                             |
| Payroll Taxes                     | 5042       | 2,178                          | 2,000                             | 2,201                           |
| Retirement Contributions          | 5044       | 31,303                         | 26,000                            | 31,896                          |
| Health & Life Insurance           | 5060       | 7,986                          | 16,000                            | 18,669                          |
| Employee Share Health Insur       | 5061       | (537)                          | (2,100)                           | (3,159)                         |
| Vision Insurance                  | 5066       | 260                            | 200                               | 120                             |
| Retiree Health Insurance          | 5062       | 1,150,000                      | 1,150,000                         | 1,200,000                       |
| Retiree Share Health              | 5063       | (290,000)                      | (322,150)                         | (325,000)                       |
| Unemployment Insurance            | 5064       | 17,000                         | 17,000                            | 18,000                          |
| OPEB Funding Contribution         | 5065       | 374,000                        | 374,000                           | 439,771                         |
| Pension Rate Stabilization        | 5067       | 374,000                        | 374,000                           | 1,100,000                       |
| Workers' Compensation Insur       | 5070       | 720,748                        | 720,748                           | 878,775                         |
| Workers' Compensation Recove      | 5019       | (128,000)                      | (150,000)                         | (122,000)                       |
| <b>TOTAL SALARIES &amp;</b>       |            | <b>\$ 2,409,971</b>            | <b>\$ 2,346,163</b>               | <b>\$ 3,391,693</b>             |
| Books & Periodicals               | 6102       | 0                              | 0                                 | 500                             |
| Dues & Memberships                | 6200       | 400                            | 400                               | 800                             |
| Medical Exams & Physicals         | 6311       | 18,000                         | 18,000                            | 30,000                          |
| Professional Svcs - Investigation | 6320       | 10,500                         | 12,000                            | 15,000                          |
| Professional Svcs                 | 6321       | 28,750                         | 25,000                            | 21,000                          |
| Recognition Supplies              | 6478       | 3,835                          | 1,500                             | 3,000                           |
| <b>TOTAL OPERATING EXPENSE</b>    |            | <b>61,485</b>                  | <b>56,900</b>                     | <b>70,300</b>                   |
|                                   |            |                                |                                   |                                 |
| <b>TOTAL EXPENDITURES</b>         |            | <b>\$ 2,471,456</b>            | <b>\$ 2,403,063</b>               | <b>\$ 3,461,993</b>             |

## HUMAN RESOURCES

| DESCRIPTION                     | ACCOUNT |      | ACCOUNT NAME                              |
|---------------------------------|---------|------|---|
|                                 | TOTAL   | CODE |   |
| Miscellaneous                   | 500     |      |   |
| Sub-total                       | 500     | 6102 | Books & Periodicals                       |
| Society for Human Resources     | 400     |      |   |
| International Public Management | 400     |      |   |
| Sub-total                       | 800     | 6200 | Dues & Memberships                        |
| Pre-Employment Physicals        | 5,000   |      |   |
| Annual Physical Exams           | 25,000  |      |   |
| Sub-total                       | 30,000  | 6311 | Medical Exams/Physicals                   |
| Pre-Employment Investigations   | 10,000  |      |   |
| Investigation Services          | 5,000   |      |   |
| Sub-total                       | 15,000  | 6320 | Professional Services -<br>Investigations |
| Captain Promotional             | 2,000   |      |   |
| Firefighter Paramedic           | 2,000   |      |   |
| Organizational Assessment       | 15,000  |      |   |
| Recruiting Advertisement        | 2,000   |      |   |
| Sub-total                       | 21,000  | 6321 | Professional Services                     |
| Employee Recognition and Awards | 1,500   |      |   |
| Badges, Nametags & Service Pins | 1,500   |      |   |
| Sub-total                       | 3,000   | 6478 | Recognition Supplies                      |
| TOTAL                           | 70,300  |      |   |



# 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 2018/2019

1. Complete transition from SharePoint to Target Solutions

## STAFFING SUMMARY

Administrative Services Director (0.25)

## PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser

## INFORMATION TECHNOLOGY

FISCAL YEAR 2018/2019

| DESCRIPTION                          | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|--------------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Permanent Salaries                   | 5011       | 46,006                         | 46,000                            | 46,428                          |
| Payroll Taxes                        | 5042       | 667                            | 660                               | 673                             |
| Retirement Contributions             | 5044       | 10,584                         | 10,584                            | 11,070                          |
| Health & Life Insurance              | 5060       | 6,570                          | 6,500                             | 7,053                           |
| Employee Share Health Insur          | 5061       | (429)                          | (776)                             | (951)                           |
| <b>TOTAL SALARIES &amp; BENEFITS</b> |            | <b>\$ 63,398</b>               | <b>\$ 62,968</b>                  | <b>\$ 64,273</b>                |
| Computer Equipment & Supplies        | 6132       | 2,000                          | 5,000                             | 3,000                           |
| Rents & Leases Equipment             | 6250       | 15,900                         | 15,900                            | 15,900                          |
| Computer Software & Mtc              | 6251       | 76,200                         | 60,000                            | 84,750                          |
| Website Development & Mtc            | 6252       | 1,700                          | 1,700                             | 1,800                           |
| Professional Services                | 6319       | 240,000                        | 235,000                           | 248,312                         |
| <b>TOTAL OPERATING EXPENSE</b>       |            | <b>335,800</b>                 | <b>317,600</b>                    | <b>353,762</b>                  |
|                                      |            |                                |                                   |                                 |
| <b>TOTAL EXPENDITURES</b>            |            | <b>\$ 399,198</b>              | <b>\$ 380,568</b>                 | <b>\$ 418,035</b>               |

## INFORMATION TECHNOLOGY

| DESCRIPTION                     | ACCOUNT       |      |                       |
|---------------------------------|---------------|------|-----------------------|
|                                 | TOTAL         | CODE | ACCOUNT NAME          |
| Station UPS Batteries - 2       | 1,000         |      |                       |
| Computer Supplies and Parts     | 2,000         |      |                       |
| <b>Sub-total</b>                | <b>3,000</b>  | 6132 | Computer Equipment    |
| Internet Service                | 5,400         |      |                       |
| Dell Lease Desktops & Laptops   | 10,500        |      |                       |
| <b>Sub-total</b>                | <b>15,900</b> | 6250 | Rents & Leases Equip  |
| Microsoft Enterprise Agreement  | 14,000        |      |                       |
| Telestaff Software Maintenance  | 4,300         |      |                       |
| RescueNet Software Maintenance  | 5,000         |      |                       |
| FirstOnScene Prevention Maint   | 30,000        |      |                       |
| Abila Accounting Software Maint | 3,500         |      |                       |
| Citrix Software Maintenance     | 2,000         |      |                       |
| Soniclear Software Renewal      | 350           |      |                       |
| Adobe Acrobat Annual Renewal    | 1,000         |      |                       |
| Dell Desktop Authority Renewal  | 2,500         |      |                       |
| Parcel Quest Renewal            | 2,000         |      |                       |
| Applicant Tracking Software     | 4,000         |      |                       |
| OpenGov Software                | 6,000         |      |                       |
| GovInvest Actuarial Software    | 8,400         |      |                       |
| Check Signing Software          | 200           |      |                       |
| Mapping Software Renewal        | 1,500         |      |                       |
| <b>Sub-total</b>                | <b>84,750</b> | 6251 | Computer Software/Mtc |

| <b>DESCRIPTION</b>               | <b>TOTAL</b>     | <b>CODE</b> | <b>ACCOUNT NAME</b>   |
|----------------------------------|------------------|-------------|-----------------------|
| Website Maintenance              | 1,800            |             |                       |
| <b>Sub-total</b>                 | <b>1,800</b>     | 6252        | Website Development   |
| Information Technology Services  | 179,412          |             |                       |
| Fiber Connection - District Wide | 68,900           |             |                       |
| <b>Sub-total</b>                 | <b>248,312</b>   | 6319        | Professional Services |
| <b>TOTAL</b>                     | <b>\$353,762</b> |             |                       |

# FIRE PREVENTION

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

- Enhance the community outreach related to the Wildland Urban Interface Risk Assessment program through the expansion of the District webpage and the availability of web-based wildland risk information.
- Implement Board adopted programs for Fire and Life Safety, including Firewise programs. Coordinate these programs with local communities, agencies and other public and private entities.
- Update All Risk Education information for the District website.
- Provide community fire prevention/education outreach through two Open Houses
- Educate property owners about grant funded opportunities defensible space, vegetation maintenance requirements and potential wildfire risk threats and vulnerabilities within the District.
- Administer the Exterior Hazard Abatement Program to control vegetation that poses a fire hazard.
- Provide pertinent media information of current fire and accident prevention information, upcoming District activities, and other new information or programs.
- Prepare materials and collaborate with participating agencies for the upcoming fire code adoption and new MOFD Ordinance.
- Explore options to increase work flow efficiency, data collection through technology and software including the use of mobile applications.
- 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.
- Provide all risk education for kindergarten through 5<sup>th</sup> grade classrooms in District schools.
- Provide fire and life safety training to staff at Saint Mary's College, local government agencies, and within the business community.
- Flow test and inspect hydrants within the District each year in accordance with NFPA 291 Standard.

## GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

1. Expand wildfire fuels reduction programs for homeowners.
2. Decrease turn-around time for fire prevention plan review and inspection process utilizing mobile devices in the field.

3. Perform a work analysis to look at staffing level needs.
4. Increase coordination on fuels reduction work projects with private and public agencies for properties within the District.

## **STAFFING SUMMARY**

Fire Marshal (1)

Fire Inspector/Plans Examiner (0.5)

District Aide Part-Time (2.5)

Fuels Mitigation Program Manager (0.5) – Funded for six-month fuels mitigation pilot program

District Aide Part-Time (2) – Funded for six-month fuels mitigation pilot program

## **PROGRAM MANAGEMENT**

Program Administrator - Fire Marshal Kathy Leonard

Program Manager – Fire Inspector Plans Examiner Bill Svozil

## FIRE PREVENTION

### FISCAL YEAR 2018/2019

| DESCRIPTION                          | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|--------------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Permanent Salaries                   | 5011       | 254,737                        | 254,737                           | 257,679                         |
| Hourly Salaries                      | 5013       | 62,044                         | 98,800                            | 176,280                         |
| Overtime                             | 5014       | 2,000                          | 1,500                             | 2,000                           |
| Deferred Compensation                | 5015       | 600                            | 600                               | 600                             |
| Overtime - Incident Mgmt Team        | 5016       | 10,000                         | 0                                 | 10,000                          |
| Contract Services                    | 5018       | 0                              | 0                                 |                                 |
| Payroll Taxes                        | 5042       | 11,261                         | 10,300                            | 22,344                          |
| Retirement Contributions             | 5044       | 58,809                         | 56,000                            | 61,488                          |
| Health & Life Insurance              | 5060       | 12,288                         | 29,863                            | 35,868                          |
| Employee Share Health Insur          | 5061       | (852)                          | (1,875)                           | (2,256)                         |
| Vision Insurance                     | 5066       | 380                            | 357                               | 468                             |
| <b>TOTAL SALARIES &amp; BENEFITS</b> |            | <b>\$ 411,267</b>              | <b>\$ 450,282</b>                 | <b>\$ 564,471</b>               |
| Office Supplies                      | 6100       | 0                              |                                   | 0                               |
| Books & Periodicals                  | 6102       | 4,000                          | 4,000                             | 4,000                           |
| Food Supplies                        | 6150       | 0                              | 0                                 | 500                             |
| Public & Legal Notices               | 6190       | 1,000                          | 7,500                             | 8,000                           |
| Dues & Memberships                   | 6200       | 6,945                          | 6,945                             | 6,945                           |
| Computer Software & Maintenance      | 6251       | 1,000                          | 1,000                             | 1,000                           |
| Maintenance - Equipment              | 6270       | 1,500                          | 1,500                             | 6,500                           |
| Exterior Hazard Removal              | 6323       | 18,000                         | 17,314                            | 25,000                          |
| Other Special Departmental Exp       | 6479       | 2,000                          | 2,000                             | 2,000                           |
| Public Education Supplies            | 6480       | 0                              | 0                                 | 2,500                           |
| Misc Service & Supplies              | 6490       | 1,000                          | 1,000                             | 2,000                           |
| <b>TOTAL OPERATING EXPENSE</b>       |            | <b>35,445</b>                  | <b>41,259</b>                     | <b>58,445</b>                   |
|                                      |            |                                |                                   |                                 |
| <b>TOTAL EXPENDITURES</b>            |            | <b>\$ 446,712</b>              | <b>\$ 491,541</b>                 | <b>\$ 622,916</b>               |

## FIRE PREVENTION

| DESCRIPTION                         | ACCOUNT |      |                         |
|-------------------------------------|---------|------|-------------------------|
|                                     | TOTAL   | CODE | ACCOUNT NAME            |
| Annual Report<br>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    | 500     |      |                         |
| Sub-total                           | 500     | 6150 | Food Supplies           |
| Exterior Hazard Abatement Notices   | 8,000   |      |                         |
| Sub-total                           | 8,000   | 6190 | Public & Legal Notices  |
| Wildland Resource Management        | 5,750   |      |                         |
| National Fire Protection Assoc      | 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        | 5,000   |      |                         |
| Equipment Maintenance               | 1,500   |      |                         |
| Sub-total                           | 6,500   | 6270 | Maintenance - Equipment |
| Exterior Hazard Removal Contract    | 25,000  |      |                         |
| Sub-total                           | 25,000  | 6323 | Exterior Hazard Removal |
| Fuels Mitigation Materials          | 2,000   |      |                         |
| Sub-total                           | 2,000   | 6479 | Other Special Dept      |



| DESCRIPTION                         | ACCOUNT |      |                         |
|-------------------------------------|---------|------|-------------------------|
|                                     | TOTAL   | CODE | ACCOUNT NAME            |
| Public Education Outreach Materials | 2,500   |      |                         |
| Sub-total                           | 2,500   | 6480 | Public Education Supp   |
| Printing - Inspection Forms         | 1,000   |      |                         |
| Smoke Detector Program              | 1,000   |      |                         |
| Sub-total                           | 2,000   | 6490 | Misc Service & Supplies |
| TOTAL                               | 58,445  |      |                         |

# 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 related to preparedness. The emergency preparedness program seeks to identify areas of weakness or redundancy and works to develop strategies that strengthen and improve coordination between the stakeholders.

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

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

## STANDARD LEVEL OF PERFORMANCE

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

## GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

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 maintain "HeartSafe Community" status for the Lamorinda communities.

3. Assist in planning, preparing, and promoting local “National Night Out” events, Lamorinda’s Great ShakeOut exercise, a Lamorinda CERT exercise, and the Lamorinda Community Safety Fair.
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 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 2018/2019

| DESCRIPTION                          | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|--------------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Hourly Salaries                      | 5013       | 52,428                         | 54,000                            | 55,319                          |
| Overtime                             | 5014       | 12,000                         | 1,532                             | 8,828                           |
| Overtime - Incident Mgmt Team        | 5016       | 45,000                         | 53,668                            | 40,020                          |
| Payroll Taxes                        | 5042       | 8,372                          | 8,600                             | 7,969                           |
| <b>TOTAL SALARIES &amp; BENEFITS</b> |            | <b>\$ 117,800</b>              | <b>\$ 117,800</b>                 | <b>\$ 112,136</b>               |
| Office Supplies                      | 6100       | 0                              |                                   | 725                             |
| Small Tools & Instruments            | 6130       | 0                              |                                   | 2,500                           |
| Dues, Memberships & Prof Fees        | 6200       | 0                              |                                   | 275                             |
| Maintenance - Equipment              | 6270       | 0                              |                                   | 1,000                           |
| CERT Emergency Response              | 6475       | 10,200                         | 10,200                            | 6,500                           |
| Recognition                          | 6478       | 0                              |                                   | 2,000                           |
| Outreach Materials                   | 6480       | 0                              |                                   | 500                             |
| Emergency Preparedness               | 6484       | 6,000                          | 6,000                             | 7,500                           |
| <b>TOTAL OPERATING EXPENSE</b>       |            | <b>16,200</b>                  | <b>16,200</b>                     | <b>21,000</b>                   |
|                                      |            |                                |                                   |                                 |
| <b>TOTAL EXPENDITURES</b>            |            | <b>\$ 134,000</b>              | <b>\$ 134,000</b>                 | <b>\$ 133,136</b>               |

## EMERGENCY PREPAREDNESS

| DESCRIPTION                       | ACCOUNT |      |                         |
|-----------------------------------|---------|------|-------------------------|
|                                   | TOTAL   | CODE | ACCOUNT NAME            |
| Printer/Plotter Supplies          | 325     |      |                         |
| Presentation Materials & Supplies | 400     |      |                         |
| Sub-total                         | 725     | 6100 | Office Supplies         |
| CS 241- Go Bags and Supplies      | 1,000   |      |                         |
| Mesh Network Project              | 1,000   |      |                         |
| CS-241 Equipment                  | 500     |      |                         |
| Sub-total                         | 2,500   | 6130 | Small Tools & Equipment |
| Intl. Association Emerg. Managers | 200     |      |                         |
| Calif Emergency Services Assoc    | 75      |      |                         |
| Sub-total                         | 275     | 6200 | Dues & Memberships      |
| Equipment                         | 1,000   |      |                         |
| Sub-total                         | 1,000   | 6270 | Maintenance - Equipment |
| CERT Instructor Uniforms          | 1,500   |      |                         |
| CERT Emergency Response Team      | 5,000   |      |                         |
| Sub-total                         | 6,500   | 6475 | CERT                    |
| Volunteer Recognition             | 800     |      |                         |
| Volunteer Appreciation Meeting    | 1,200   |      |                         |
| Sub-total                         | 2,000   | 6478 | Recognition             |
| Outreach Materials                | 500     |      |                         |
| Sub-total                         | 500     | 6480 | Outreach Materials      |
| CS-241 Uniforms                   | 2,500   |      |                         |
| Emergency Preparedness Supplies   | 5,000   |      |                         |
| Sub-total                         | 7,500   | 6484 | Emergency Preparedness  |
| TOTAL                             | 21,000  |      |                         |

## **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
- Provide medical care consistent with best practices and evidence-based medicine
- Provide medical oversight and continual quality improvement
- Provide medical equipment and supplies
- Provide District training programs in Emergency Medical Services for all providers, including continuing education.

### **GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019**

1. Evaluate and recommend enhancements to ePCR programs and procedures
2. Evaluate EMS vendor contracts
3. Provide administrative support to the Contra Costa County Fire EMS Committee
4. Continue to explore alternative funding sources for capital equipment
5. Enhance District EMS training with additional adjunct instructors

### **PROGRAM MANAGEMENT**

Functional Supervisor – Battalion Chief Jerry Lee  
Program Manager – Captain Anthony Perry  
Supply Coordinator – Firefighter Katy Himsl

## EMERGENCY MEDICAL SERVICES

FISCAL YEAR 2018/2019

| DESCRIPTION                          | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|--------------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Overtime                             | 5014       | 2,000                          | 4,500                             | 5,000                           |
| <b>TOTAL SALARIES &amp; BENEFITS</b> |            | <b>\$ 2,000</b>                | <b>\$ 4,500</b>                   | <b>\$ 5,000</b>                 |
| Medical & Lab Supplies               | 6140       | 105,000                        | 100,000                           | 90,000                          |
| Dues & Memberships                   | 6200       | 0                              | 0                                 | 300                             |
| Paramedic/EMT License Fees           | 6201       | 7,500                          | 6,000                             | 6,500                           |
| Maintenance - Equipment              | 6270       | 5,000                          | 3,000                             | 5,000                           |
| Professional Services                | 6317       | 10,000                         | 7,000                             | 10,000                          |
| <b>TOTAL OPERATING EXPENSE</b>       |            | <b>127,500</b>                 | <b>116,000</b>                    | <b>111,800</b>                  |
| <b>TOTAL EXPENDITURES</b>            |            | <b>\$ 129,500</b>              | <b>\$ 120,500</b>                 | <b>\$ 116,800</b>               |

## EMERGENCY MEDICAL SERVICES

| DESCRIPTION                       | ACCOUNT |      |                         |
|-----------------------------------|---------|------|-------------------------|
|                                   | TOTAL   | CODE | ACCOUNT NAME            |
| Medical Supplies                  | 90,000  |      |                         |
| Sub-total                         | 90,000  | 6140 | Medical & Lab Supplies  |
| Calif Fire Chiefs Association EMS | 300     |      |                         |
| Sub-total                         | 300     | 6200 | Dues & Memberships      |
| Continuing Education Provider Fee | 1,500   |      |                         |
| License Fees                      | 5,000   |      |                         |
| Sub-total                         | 6,500   | 6201 | Paramedic/EMT License   |
| Defibrillator Maintenance         | 5,000   |      |                         |
| Sub-total                         | 5,000   | 6270 | Maintenance - Equipment |
| EMS Training Services             | 10,000  |      |                         |
| Sub-total                         | 10,000  | 6317 | Professional Services   |
| TOTAL                             | 111,800 |      |                         |



## **SUPPORT SERVICES**

### **PURPOSE**

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

### **STANDARD LEVEL OF PERFORMANCE**

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

### **GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019**

1. Assist with the Station 43 construction project
2. Ensure daily operations of the temporary Fire Station 43
3. Replace fire station bed mattresses
4. Improve Station 44 exterior traffic warning system
5. Evaluate and recommend long-range facility projects

### **PROGRAM MANAGEMENT**

Functional Supervisor – Battalion Chief Jerry Lee  
Program Manager – Captain Paramedic Steve Gehling

## SUPPORT SERVICES

FISCAL YEAR 2018/2019

| DESCRIPTION                    | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|--------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Small Tools & Instruments      | 6130       | 750                            | 0                                 | 0                               |
| Food Supplies                  | 6150       | 2,300                          | 2,000                             | 2,000                           |
| Household Expense              | 6170       | 5,000                          | 12,000                            | 12,000                          |
| EPA ID Verification Fee        | 6264       | 200                            | 150                               | 150                             |
| CCC HazMat Plan                | 6265       | 3,000                          | 2,519                             | 3,000                           |
| Environmental Fees             | 6266       | 900                            | 900                               | 900                             |
| Maintenance - Equipment        | 6270       | 1,500                          | 1,500                             | 1,500                           |
| Service & Repair               | 6274       | 3,500                          | 3,500                             | 3,500                           |
| Tank Testing                   | 6280       | 1,000                          | 1,000                             | 1,000                           |
| Misc Service & Supplies        | 6490       | 0                              |                                   | 7,500                           |
| <b>TOTAL OPERATING EXPENSE</b> |            | 18,150                         | 23,569                            | 31,550                          |
|                                |            |                                |                                   |                                 |
| <b>TOTAL EXPENDITURES</b>      |            | <b>\$ 18,150</b>               | <b>\$ 23,569</b>                  | <b>\$ 31,550</b>                |

## SUPPORT SERVICES

| DESCRIPTION                          | ACCOUNT |      |                           |
|--------------------------------------|---------|------|---------------------------|
|                                      | TOTAL   | CODE | ACCOUNT NAME              |
| Small tools supply                   |         |      |                           |
| Sub-total                            | 0       | 6130 | Small Tools & Instruments |
| Food for emergency incidents         | 2,000   |      |                           |
| Sub-total                            | 2,000   | 6150 | Food Supplies             |
| Household supplies for fire stations | 12,000  |      |                           |
| Sub-total                            | 12,000  | 6170 | Household Expense         |
| Annual fee fuel system               | 150     |      |                           |
| Sub-total                            | 150     | 6264 | EPA ID Verification Fee   |
| Annual hazardous materials permits   | 3,000   |      |                           |
| Sub-total                            | 3,000   | 6265 | CCC Haz Mat Plan          |
| Bay Area Air Quality permit fees     | 900     |      |                           |
| Sub-total                            | 900     | 6266 | Environmental Fees        |
| Fuel system equipment                | 1,500   |      |                           |
| Sub-total                            | 1,500   | 6270 | Maintenance - Equipment   |
| Fuel system dispensers               | 3,500   |      |                           |
| Sub-total                            | 3,500   | 6274 | Service & Repair          |
| Fuel tank testing                    | 1,000   |      |                           |
| Sub-total                            | 1,000   | 6280 | Tank Testing              |
| Fire station bed mattresses          | 7,500   |      |                           |
| Sub-total                            | 7,500   | 6490 | Misc Service & Supplies   |
| TOTAL                                | 31,550  |      |                           |

## ADMINISTRATION BUILDING

FISCAL YEAR 2018/2019

| DESCRIPTION                    | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|--------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Utilities - PG & E             | 6122       | 4,500                          | 4,500                             | 4,500                           |
| Maintenance - Building         | 6281       | 5,000                          | 5,000                             | 5,000                           |
| Maintenance - Grounds          | 6282       | 0                              |                                   | 800                             |
| Other Special Departmental Exp | 6479       | 1,100                          | 1,100                             | 1,100                           |
| <b>TOTAL OPERATING EXPENSE</b> |            | 10,600                         | 10,600                            | 11,400                          |
|                                |            |                                |                                   |                                 |
| <b>TOTAL EXPENDITURES</b>      |            | <b>\$ 10,600</b>               | <b>\$ 10,600</b>                  | <b>\$ 11,400</b>                |

## ADMINISTRATION BUILDING

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

## STATION 41

### FISCAL YEAR 2018/2019

| DESCRIPTION                    | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|--------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Utilities - Sewer              | 6120       | 1,100                          | 2,200                             | 2,200                           |
| Utilities - Garbage            | 6121       | 4,200                          | 4,200                             | 4,200                           |
| Utilities - PG & E             | 6122       | 10,600                         | 10,600                            | 10,600                          |
| Utilities - Water              | 6123       | 1,200                          | 1,200                             | 1,200                           |
| Utilities - Medical Waste      | 6124       | 1,100                          | 1,100                             | 1,100                           |
| Household Expense              | 6170       | 1,000                          | 1,000                             | 1,000                           |
| Household Expense - Linen      | 6171       | 500                            | 2,000                             | 1,600                           |
| Maintenance - Equipment        | 6270       | 2,000                          | 2,000                             | 2,000                           |
| Maintenance - Building         | 6281       | 11,000                         | 11,000                            | 11,000                          |
| Maintenance - Grounds          | 6282       | 800                            | 1,400                             | 1,400                           |
| <b>TOTAL OPERATING EXPENSE</b> |            | 33,500                         | 36,700                            | 36,300                          |
|                                |            |                                |                                   |                                 |
| <b>TOTAL EXPENDITURES</b>      |            | <b>\$ 33,500</b>               | <b>\$ 36,700</b>                  | <b>\$ 36,300</b>                |

## STATION 41

| DESCRIPTION              | ACCOUNT |      |                           |
|--------------------------|---------|------|---------------------------|
|                          | TOTAL   | CODE | ACCOUNT NAME              |
| Sewer                    | 2,200   |      |                           |
| Sub-total                | 2,200   | 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 |
| Misc.                    | 1,000   |      |                           |
| Sub-total                | 1,000   | 6170 | Household Expense         |
| Linen Services           | 1,600   |      |                           |
| Sub-total                | 1,600   | 6171 | Household Exp - Linen     |
| Equipment Maintenance    | 2,000   |      |                           |
| Sub-total                | 2,000   | 6270 | Maintenance - Equipment   |
| Generator                | 1,500   |      |                           |
| HVAC Maintenance         | 4,000   |      |                           |
| Overhead Doors           | 3,000   |      |                           |
| Plymovent System & Misc. | 2,500   |      |                           |
| Sub-total                | 11,000  | 6281 | Maintenance - Building    |
| Storm Drain Filter       | 800     |      |                           |
| Grounds Maintenance      | 600     |      |                           |
| Sub-total                | 1,400   | 6282 | Maintenance - Grounds     |
| TOTAL                    | 36,300  |      |                           |

## STATION 42

### FISCAL YEAR 2018/2019

| DESCRIPTION                    | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|--------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Utilities - Sewer              | 6120       | 515                            | 800                               | 800                             |
| Utilities - Garbage            | 6121       | 1,365                          | 1,365                             | 1,365                           |
| Utilities - PG & E             | 6122       | 10,390                         | 10,390                            | 10,390                          |
| Utilities - Water              | 6123       | 3,500                          | 3,500                             | 3,500                           |
| Household Expense              | 6170       | 1,000                          | 1,000                             | 1,000                           |
| Household Expense - Linen      | 6171       | 500                            | 1,320                             | 1,320                           |
| Maintenance - Equipment        | 6270       | 2,000                          | 2,000                             | 2,000                           |
| Maintenance - Building         | 6281       | 8,000                          | 8,000                             | 13,000                          |
| Maintenance - Grounds          | 6282       | 2,800                          | 1,200                             | 1,200                           |
| <b>TOTAL OPERATING EXPENSE</b> |            | 30,070                         | 29,575                            | 34,575                          |
|                                |            |                                |                                   |                                 |
| <b>TOTAL EXPENDITURES</b>      |            | <b>\$ 30,070</b>               | <b>\$ 29,575</b>                  | <b>\$ 34,575</b>                |



## STATION 42

| DESCRIPTION           | ACCOUNT |      |                         |
|-----------------------|---------|------|-------------------------|
|                       | TOTAL   | CODE | ACCOUNT NAME            |
| Sewer                 | 800     |      |                         |
| Sub-total             | 800     | 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       |
| Misc.                 | 1,000   |      |                         |
| Sub-total             | 1,000   | 6170 | Household Expense       |
| Linen Services        | 1,320   |      |                         |
| Sub-total             | 1,320   | 6171 | Household Exp - Linen   |
| Equipment Maintenance | 2,000   |      |                         |
| Sub-total             | 2,000   | 6270 | Maintenance - Equipment |
| Generator             | 1,500   |      |                         |
| HVAC Maintenance      | 2,000   |      |                         |
| Overhead Doors        | 3,000   |      |                         |
| Plymovent System      | 1,500   |      |                         |
| Misc.                 | 5,000   |      |                         |
| Sub-total             | 13,000  | 6281 | Maintenance - Building  |
| Storm Drain Filter    | 800     |      |                         |
| Grounds Maintenance   | 400     |      |                         |
| Sub-total             | 1,200   | 6282 | Maintenance - Grounds   |
| TOTAL                 | 34,575  |      |                         |

## STATION 43

### FISCAL YEAR 2018/2019

| DESCRIPTION                    | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|--------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Utilities - Sewer              | 6120       | 515                            | 800                               | 800                             |
| Utilities - Garbage            | 6121       | 1,300                          | 1,300                             | 1,300                           |
| Utilities - PG & E             | 6122       | 8,800                          | 8,800                             | 8,800                           |
| Utilities - Water              | 6123       | 4,200                          | 4,200                             | 4,200                           |
| Household Expense              | 6170       | 1,000                          | 1,000                             | 1,000                           |
| Household Expense - Linen      | 6171       | 500                            | 1,320                             | 1,320                           |
| Maintenance - Equipment        | 6270       | 1,500                          | 1,500                             | 1,500                           |
| Maintenance - Building         | 6281       | 2,500                          | 4,000                             | 2,500                           |
| Maintenance - Grounds          | 6282       | 0                              | 500                               | 1,000                           |
| <b>TOTAL OPERATING EXPENSE</b> |            | 20,315                         | 23,420                            | 22,420                          |
|                                |            |                                |                                   |                                 |
| <b>TOTAL EXPENDITURES</b>      |            | <b>\$ 20,315</b>               | <b>\$ 23,420</b>                  | <b>\$ 22,420</b>                |

## STATION 43

| DESCRIPTION           | ACCOUNT |      |                         |
|-----------------------|---------|------|-------------------------|
|                       | TOTAL   | CODE | ACCOUNT NAME            |
| Sewer                 | 800     |      |                         |
| Sub-total             | 800     | 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       |
| Miscellaneous         | 1,000   |      |                         |
| Sub-total             | 1,000   | 6170 | Household Expense       |
| Linen Services        | 1,320   |      |                         |
| Sub-total             | 1,320   | 6171 | Household Exp - Linen   |
| Equipment Maintenance | 1,500   |      |                         |
| Sub-total             | 1,500   | 6270 | Maintenance - Equipment |
| Miscellaneous         | 2,500   |      |                         |
| Sub-total             | 2,500   | 6281 | Maintenance - Building  |
| Grounds Maintenance   | 1,000   |      |                         |
| Sub-total             | 1,000   | 6282 | Maintenance - Grounds   |
| TOTAL                 | 22,420  |      |                         |

## STATION 44

FISCAL YEAR 2018/2019

| DESCRIPTION                    | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|--------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Utilities - Sewer              | 6120       | 515                            | 800                               | 800                             |
| Utilities - Garbage            | 6121       | 980                            | 980                               | 980                             |
| Utilities - PG & E             | 6122       | 9,300                          | 9,300                             | 9,300                           |
| Utilities - Water              | 6123       | 3,460                          | 3,460                             | 3,460                           |
| Utilities - Medical Waste      | 6124       | 1,100                          | 1,100                             | 1,100                           |
| Household Expense              | 6170       | 1,000                          | 1,000                             | 1,000                           |
| Household Expense - Linen      | 6171       | 500                            | 1,320                             | 1,320                           |
| Maintenance - Equipment        | 6270       | 1,000                          | 1,000                             | 1,000                           |
| Maintenance - Building         | 6281       | 9,000                          | 9,000                             | 9,000                           |
| Maintenance - Grounds          | 6282       | 2,500                          | 1,000                             | 1,000                           |
| <b>TOTAL OPERATING EXPENSE</b> |            | 29,355                         | 28,960                            | 28,960                          |
|                                |            |                                |                                   |                                 |
| <b>TOTAL EXPENDITURES</b>      |            | <b>\$ 29,355</b>               | <b>\$ 28,960</b>                  | <b>\$ 28,960</b>                |

## STATION 44

| DESCRIPTION                 | ACCOUNT |      |                           |
|-----------------------------|---------|------|---------------------------|
|                             | TOTAL   | CODE | ACCOUNT NAME              |
| Sewer                       | 800     |      |                           |
| Sub-total                   | 800     | 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 |
| Misc.                       | 1,000   |      |                           |
| Sub-total                   | 1,000   | 6170 | Household Expense         |
| Linen Services              | 1,320   |      |                           |
| Sub-total                   | 1,320   | 6171 | Household Exp - Linen     |
| Equipment Maintenance       | 1,000   |      |                           |
| Sub-total                   | 1,000   | 6270 | Maintenance - Equipment   |
| Generator                   | 1,000   |      |                           |
| HVAC Maintenance            | 3,000   |      |                           |
| Overhead Doors              | 3,000   |      |                           |
| Plymovent System            | 1,000   |      |                           |
| Miscellaneous               | 1,000   |      |                           |
| Sub-total                   | 9,000   | 6281 | Maintenance - Building    |
| Grounds Maintenance - Creek | 1,000   |      |                           |
| Sub-total                   | 1,000   | 6282 | Maintenance - Grounds     |
| TOTAL                       | 28,960  |      |                           |

## STATION 45

### FISCAL YEAR 2018/2019

| DESCRIPTION                    | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|--------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Utilities - Sewer              | 6120       | 898                            | 800                               | 800                             |
| Utilities - Garbage            | 6121       | 5,000                          | 5,000                             | 5,000                           |
| Utilities - PG & E             | 6122       | 22,100                         | 22,100                            | 22,100                          |
| Utilities - Water              | 6123       | 1,500                          | 1,500                             | 1,500                           |
| Utilities - Medical Waste      | 6124       | 0                              | 0                                 | 1,100                           |
| Household Expense              | 6170       | 1,000                          | 1,000                             | 1,000                           |
| Household Expense - Linen      | 6171       | 0                              | 1,320                             | 1,320                           |
| Maintenance - Equipment        | 6270       | 1,500                          | 1,500                             | 1,500                           |
| Maintenance - Building         | 6281       | 11,500                         | 11,500                            | 11,500                          |
| Maintenance - Grounds          | 6282       | 500                            | 1,000                             | 1,000                           |
| <b>TOTAL OPERATING EXPENSE</b> |            | 43,998                         | 45,720                            | 46,820                          |
|                                |            |                                |                                   |                                 |
| <b>TOTAL EXPENDITURES</b>      |            | <b>\$ 43,998</b>               | <b>\$ 45,720</b>                  | <b>\$ 46,820</b>                |

## STATION 45

| DESCRIPTION           | ACCOUNT |      |                         |
|-----------------------|---------|------|-------------------------|
|                       | TOTAL   | CODE | ACCOUNT NAME            |
| Sewer                 | 800     |      |                         |
| Sub-total             | 800     | 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       |
| Miscellaneous         | 1,000   |      |                         |
| Sub-total             | 1,000   | 6170 | Household Expense       |
| Linen Services        | 1,320   |      |                         |
| Sub-total             | 1,320   | 6171 | Household Exp - Linen   |
| Equipment Maintenance | 1,500   |      |                         |
| Sub-total             | 1,500   | 6270 | Maintenance - Equipment |
| Generator             | 1,500   |      |                         |
| HVAC Maintenance      | 4,500   |      |                         |
| Overhead Doors        | 4,000   |      |                         |
| Plymovent System      | 1,500   |      |                         |
| Sub-total             | 11,500  | 6281 | Maintenance - Building  |
| Grounds Maintenance   | 1,000   |      |                         |
| Sub-total             | 1,000   | 6282 | Maintenance - Grounds   |
| Medical Waste         | 1,100   |      |                         |
| Sub-total             | 1,100   | 6124 | Utilities-Medical Waste |
| TOTAL                 | 46,820  |      |                         |

# EMERGENCY OPERATIONS

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

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

## GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

1. Update operational policies
2. Create and maintain data sets for Operations Division
3. Update District response matrix (as needed)
4. Replace thermal imaging camera for two engines
5. Implement smooth bore nozzles

## STAFFING SUMMARY

Fire Chief (1)  
Battalion Chief (3)  
Captain/Paramedic I (3)  
Captain/Paramedic II (8)  
Captain (4)  
Engineer/Paramedic I (3)  
Engineer/Paramedic II (4)  
Engineer (8)  
Firefighter/Paramedic (23)  
Firefighter (4)  
Paramedic (0)

## PROGRAM MANAGEMENT

Program Administrator - Battalion Chief Sean Perkins



## EMERGENCY OPERATIONS

FISCAL YEAR 2018/2019

| DESCRIPTION                          | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|--------------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Permanent Salaries                   | 5011       | 7,801,126                      | 7,700,000                         | 8,195,797                       |
| Overtime                             | 5014       | 1,937,000                      | 2,000,000                         | 1,400,000                       |
| Deferred Compensation                | 5015       | 80,880                         | 69,000                            | 20,300                          |
| Overtime - Strike Team               | 5016       | 603,367                        | 604,700                           | 500,000                         |
| Payroll Taxes                        | 5042       | 149,667                        | 146,000                           | 146,686                         |
| Retirement Contributions             | 5044       | 4,699,071                      | 4,600,000                         | 4,833,696                       |
| Health & Life Insurance              | 5060       | 1,114,356                      | 1,010,000                         | 1,163,688                       |
| Employee Share Health Insur          | 5061       | (125,176)                      | (117,846)                         | (140,112)                       |
| Vision Insurance                     | 5066       | 13,460                         | 13,275                            | 18,120                          |
| <b>TOTAL SALARIES &amp; BENEFITS</b> |            | <b>\$ 16,273,751</b>           | <b>\$16,025,129</b>               | <b>\$ 16,138,175</b>            |
| Small Tools & Instruments            | 6130       | 10,000                         | 10,000                            | 4,500                           |
| Minor Equipment/Furniture            | 6131       | 0                              | 0                                 | 500                             |
| Power Saw/Other Equipment            | 6133       | 4,500                          |                                   | 6,800                           |
| Fire Trail Grading                   | 6135       | 20,000                         | 20,000                            | 20,000                          |
| Firefighting Supplies                | 6137       | 4,000                          | 4,000                             | 3,400                           |
| Firefighting Equipment - Hose        | 6138       | 10,000                         | 10,000                            | 11,000                          |
| Firefighting Equipment - Foam        | 6139       | 1,500                          | 1,442                             | 2,000                           |
| Safety Clothing                      | 6160       | 98,000                         | 80,000                            | 150,300                         |
| Non-Safety Clothing                  | 6161       | 1,500                          | 975                               | 1,500                           |
| Rent & Leases Equip                  | 6250       | 5,500                          | 8,500                             | 9,000                           |
| Air Monitor Maintenance              | 6269       | 1,300                          | 1,300                             | 1,300                           |
| Maintenance - Equipment              | 6270       | 25,500                         | 19,250                            | 25,500                          |
| Air Compressor Service               | 6278       | 1,500                          | 1,500                             | 1,500                           |
| Hydro Test SCBA & Oxygen             | 6279       | 2,500                          | 2,500                             | 2,500                           |
| Strike Team Supplies                 | 6474       | 13,500                         | 13,500                            | 4,500                           |
| Exercise Equipment                   | 6476       | 2,000                          | 2,000                             | 5,000                           |
| Other Special Dept Exp               | 6479       | 2,080                          | 2,960                             | 5,000                           |
| Mapping - Services and Supplie       | 6490       | 7,200                          | 7,200                             | 20,500                          |
| <b>TOTAL OPERATING EXPENSE</b>       |            | <b>210,580</b>                 | <b>185,127</b>                    | <b>274,800</b>                  |
| <b>TOTAL EXPENDITURES</b>            |            | <b>\$ 16,484,331</b>           | <b>\$16,210,256</b>               | <b>\$ 16,412,975</b>            |

## EMERGENCY OPERATIONS

| DESCRIPTION                       | ACCOUNT |      |                           |
|-----------------------------------|---------|------|---------------------------|
|                                   | TOTAL   | CODE | ACCOUNT NAME              |
| Tool Replacement/Maintenance      | 4,500   |      |                           |
| Sub-total                         | 4,500   | 6130 | Small Tools & Instruments |
| Investigation supplies            | 500     |      |                           |
| Sub-total                         | 500     | 6131 | Minor Equip/Furniture     |
| Chains, Blades, Maintenance       | 6,800   |      |                           |
| Sub-total                         | 6,800   | 6133 | Power Saw/Other Equip     |
| Trail Grading/Maintenance         | 20,000  |      |                           |
| Sub-total                         | 20,000  | 6135 | Fire Trail Grading        |
| Extrication Equipment/Maintenance | 2,000   |      |                           |
| Apparatus Ice Chests              | 1,400   |      |                           |
| Sub-total                         | 3,400   | 6137 | Firefighting Supplies     |
| Fittings/Nozzles                  | 5,000   |      |                           |
| Restock Hose Inventory            | 6,000   |      |                           |
| Sub-total                         | 11,000  | 6138 | Firefighting Equip - Hose |
| Restock Foam Inventory            | 2,000   |      |                           |
| Sub-total                         | 2,000   | 6139 | Firefighting Equip - Foam |
| Personal Protective Equipment     | 132,000 |      |                           |
| Annual Inspections PPE            | 18,300  |      |                           |
| Sub-total                         | 150,300 | 6160 | Safety Clothing           |
| Shoe Fund                         | 1,500   |      |                           |
| Sub-total                         | 1,500   | 6161 | Non-Safety Clothing       |

| DESCRIPTION                       | ACCOUNT |      |                         |
|-----------------------------------|---------|------|-------------------------|
|                                   | TOTAL   | CODE | ACCOUNT NAME            |
| Medical Oxygen                    | 9,000   |      |                         |
| Sub-total                         | 9,000   | 6250 | Rent & Leases Equip     |
| Air Monitor Sensors Replacement   | 1,300   |      |                         |
| Sub-total                         | 1,300   | 6269 | Air Monitor Maintenance |
| SCBA Tests & Mask Fit Tests       | 10,000  |      |                         |
| SCBA Bottles                      | 10,500  |      |                         |
| Ladder Testing, Fire Extinguisher | 5,000   |      |                         |
| Sub-total                         | 25,500  | 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              |
| Strike Team Equipment/Supplies    | 4,500   |      |                         |
| Sub-total                         | 4,500   | 6474 | Strike Team Supplies    |
| Exercise Supplies                 | 3,000   |      |                         |
| Exercise Maintenance              | 2,000   |      |                         |
| Sub-total                         | 5,000   | 6476 | Exercise Equipment      |
| Bridge Inspections                | 5,000   |      |                         |
| Sub-total                         | 5,000   | 6479 | Other Special Dept Exp  |
| GIS Supplies                      | 500     |      |                         |
| GIS Consulting                    | 20,000  |      |                         |
| Sub-total                         | 20,500  | 6490 | Services & Supplies Map |
| TOTAL                             | 274,800 |      |                         |

# 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"
- Activate Contra Costa County mobile repeater when needed

## GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

1. Replace all apparatus cell phones
2. Acquire and deploy new MDT platforms on all emergency vehicles
3. Install/replace headset communications on Water Tender, Type IIIs, and Engine 43 & 41
4. Upgrade mobile radio EBRCSA programming
5. Purchase Motorola APX 8000 Portable Radios (3)

## PROGRAM MANAGEMENT

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

## COMMUNICATIONS

FISCAL YEAR 2018/2019

| DESCRIPTION                    | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|--------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Telephone Communications       | 6110       | 42,000                         | 42,000                            | 50,000                          |
| Communication Center           | 6111       | 180,000                        | 180,000                           | 188,700                         |
| Rent & Leases - Equipment      | 6250       | 500                            | 528                               | 500                             |
| Maintenance - Equipment        | 6270       | 23,100                         | 22,950                            | 3,000                           |
| Other Special Departmental Exp | 6479       | 25,500                         | 25,500                            | 57,250                          |
| <b>TOTAL OPERATING EXPENSE</b> |            | 271,100                        | 270,978                           | 299,450                         |
|                                |            |                                |                                   |                                 |
| <b>TOTAL EXPENDITURES</b>      |            | <b>\$ 271,100</b>              | <b>\$ 270,978</b>                 | <b>\$ 299,450</b>               |

## COMMUNICATIONS

| DESCRIPTION                        | ACCOUNT |      |                         |
|------------------------------------|---------|------|-------------------------|
|                                    | TOTAL   | CODE | ACCOUNT NAME            |
| Cellular Phone/Tablet Data Service | 50,000  |      |                         |
| Sub-total                          | 50,000  | 6110 | Telephone Comm          |
| Contra Costa County Dispatch       | 188,700 |      |                         |
| Sub-total                          | 188,700 | 6111 | Communication Center    |
| Pager Rentals                      | 500     |      |                         |
| Sub-total                          | 500     | 6250 | Rent & Leases - Equip   |
| Communications Parts & Radios      | 3,000   |      |                         |
| Sub-total                          | 3,000   | 6270 | Maintenance - Equipment |
| Tablet Command License Fees        | 16,000  |      |                         |
| EBRCSA Subscriber Fees             | 30,000  |      |                         |
| iPad Application License Fees      | 1,250   |      |                         |
| EBRSCA Updated Programming         | 10,000  |      |                         |
| Sub-total                          | 57,250  | 6479 | Other Special Dept Exp  |
| TOTAL                              | 299,450 |      |                         |

# 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 2018/2019

1. Implement fleet service and maintenance software
2. Surplus apparatus/staff/command vehicles as needed
3. Deploy new apparatus when received
4. Purchase one Type VI apparatus

## PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Sean Perkins  
Program Manager – Captain Daryle Balao

## APPARATUS

FISCAL YEAR 2018/2019

| DESCRIPTION                    | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|--------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Maintenance - Equipment        | 6270       | 3,343                          | 3,343                             | 2,000                           |
| Central Garage Repairs         | 6271       | 190,000                        | 200,000                           | 200,000                         |
| Central Garage Gasoline & Oil  | 6272       | 60,000                         | 62,051                            | 65,000                          |
| Central Garage Tires           | 6273       | 10,000                         | 9,378                             | 7,500                           |
| Aerial Ladder & Pump Testing   | 6275       | 1,000                          | 1,000                             | 1,000                           |
| Smog Inspections               | 6276       | 500                            | 500                               | 500                             |
| <b>TOTAL OPERATING EXPENSE</b> |            | 264,843                        | 276,272                           | 276,000                         |
|                                |            |                                |                                   |                                 |
| <b>TOTAL EXPENDITURES</b>      |            | <b>\$ 264,843</b>              | <b>\$ 276,272</b>                 | <b>\$ 276,000</b>               |



## APPARATUS

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

# TRAINING

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

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

## GOALS & OBJECTIVES FOR FISCAL YEAR 2018/2019

1. In conjunction with Human Resources, assist with recruitments for the positions of Captain/Captain-Paramedic II and Firefighter Paramedic.
2. Provide District and State Firefighter I training and evaluation for all probationary Firefighters.
3. Coordinate and implement mandated training plan
4. Provide training for new Tractor Drawn Aerial apparatus
5. In conjunction with Human Resources, enhance the Career Development Guide
6. Expand in-District State Fire Training course offerings
7. Implement Target Solutions for record keeping of personnel certifications and district training.

## PROGRAM MANAGEMENT

Program Administrator – Acting Battalion Chief Matt Nichols

## TRAINING

FISCAL YEAR 2018/2019

| DESCRIPTION                       | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|-----------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Overtime                          | 5014       | 43,000                         | 10,000                            | 12,000                          |
| <b>TOTAL SALARIES &amp;</b>       |            | <b>\$ 43,000</b>               | <b>\$ 10,000</b>                  | <b>\$ 12,000</b>                |
| Books & Periodicals               | 6102       | 2,000                          | 2,000                             | 2,500                           |
| Food Supplies                     | 6150       | 1,500                          | 1,500                             | 1,500                           |
| Dues, Memberships & Prof Fees     | 6200       | 0                              | 325                               | 325                             |
| CPR Instructors                   | 6314       | 3,000                          | 2,800                             | 3,000                           |
| Burn Trailer Grant/ Maintenance   | 6352       | 3,000                          | 3,000                             | 3,500                           |
| Testing Materials & Training Prop | 6354       | 10,000                         | 10,000                            | 12,000                          |
| Career Development Classes        | 6357       | 15,000                         | 12,000                            | 15,000                          |
| Target Solutions Online Training  | 6359       | 6,200                          | 6,200                             | 6,500                           |
| Training Classes Paramedic/EMT    | 6360       | 5,000                          | 4,200                             | 5,000                           |
| Mandated Training                 | 6361       | 35,000                         | 32,000                            | 35,000                          |
| Recruit Academy                   | 6470       | 75,000                         | 13,500                            | 75,000                          |
| CPR Supplies                      | 6481       | 3,000                          | 2,500                             | 3,000                           |
| <b>TOTAL OPERATING EXPENSE</b>    |            | 158,700                        | 90,025                            | 162,325                         |
|                                   |            |                                |                                   |                                 |
| <b>TOTAL EXPENDITURES</b>         |            | <b>\$ 201,700</b>              | <b>\$ 100,025</b>                 | <b>\$ 174,325</b>               |

## TRAINING

| DESCRIPTION                   | ACCOUNT |      |                           |
|-------------------------------|---------|------|---------------------------|
|                               | TOTAL   | CODE | ACCOUNT NAME              |
| Training Books                | 2,500   |      |                           |
| Sub-total                     | 2,500   | 6102 | Books & Periodicals       |
| Food for Training Events      | 1,500   |      |                           |
| Sub-total                     | 1,500   | 6150 | Food Supplies             |
| Training Officers Association | 325     |      |                           |
| Sub-total                     | 325     | 6200 | Dues & Memberships        |
| 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          | 12,000  |      |                           |
| Sub-total                     | 12,000  | 6354 | Testing Materials & Props |
| Career Development            | 15,000  |      |                           |
| Sub-total                     | 15,000  | 6357 | Career Development        |
| Annual Maintenance Fee        | 6,500   |      |                           |
| Sub-total                     | 6,500   | 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 - 5         | 75,000  |      |                   |
| Sub-total                   | 75,000  | 6470 | Recruit Academy   |
| Heart Assoc Manuals & Cards | 3,000   |      |                   |
| Sub-total                   | 3,000   | 6481 | CPR Supplies      |
| TOTAL                       | 162,325 |      |                   |

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

**FISCAL YEAR 2017/2018**

**Revenues**

| DESCRIPTION                    | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|--------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Property Tax - Current Secured | 4010       | 3,376,281                      | 3,376,281                         | 3,543,473                       |
| Investment Earnings            | 4181       |                                | 21,400                            | 5,000                           |
| Transfers In                   | 4999       | 1,011,980                      | 1,011,980                         | 1,011,814                       |
| <b>TOTAL REVENUES</b>          |            | <b>\$ 4,388,261</b>            | <b>\$ 4,409,661</b>               | <b>\$ 4,560,287</b>             |

**Expenditures**

| DESCRIPTION                      | GL<br>CODE | AMENDED<br>BUDGET<br>2017/2018 | PROJECTED<br>ACTUALS<br>2017/2018 | PROPOSED<br>BUDGET<br>2018/2019 |
|----------------------------------|------------|--------------------------------|-----------------------------------|---------------------------------|
| Pension Obligation Bond Prin.    | 7900       | 2,360,000                      | 2,360,000                         | 2,640,000                       |
| Pension Obligation Bond Interest | 7901       | 797,877                        | 797,877                           | 667,377                         |
| Lease Agreement Principal        | 7906       | 240,000                        | 240,000                           | 245,000                         |
| Lease Agreement Interest         | 7907       | 81,513                         | 81,513                            | 76,345                          |
| Vehicle Lease Principal          | 7902       | 84,883                         | 84,883                            | 86,435                          |
| Vehicle Lease Interest           | 7903       | 4,335                          | 4,335                             | 2,784                           |
| Vehicle Lease Principal          | 7902       | 549,617                        | 549,617                           | 560,107                         |
| Vehicle Lease Interest           | 7903       | 51,632                         | 51,632                            | 41,143                          |
| <b>TOTAL EXPENDITURES</b>        |            | <b>\$ 4,169,857</b>            | <b>\$ 4,169,857</b>               | <b>\$ 4,319,191</b>             |

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

**FISCAL YEAR 2018-2019**

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

| <b>CURRENT YEAR SUMMARY</b>               |                          |                     |                    |                          |
|---|--------------------------|---------------------|--------------------|--------------------------|
| Principal Outstanding as of July 1, 2018  |                          |                     |                    | \$14,105,000             |
| Reduction in Principal Balance            |                          |                     |                    | 2,640,000                |
| Interest Due                              |                          |                     |                    | 667,377                  |
| Total Payment Due                         |                          |                     |                    | 3,307,377                |
| Principal Outstanding as of June 30, 2019 |                          |                     |                    | \$11,465,000             |
| <b>FISCAL<br/>YEAR</b>                    | <b>INTEREST<br/>RATE</b> | <b>PRINCIPAL</b>    | <b>INTEREST</b>    | <b>TOTAL<br/>PAYMENT</b> |
| 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                |
| <b>TOTALS</b>                             |                          | <b>\$14,105,000</b> | <b>\$1,771,538</b> | <b>\$15,876,538</b>      |

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

**FISCAL YEAR 2018-2019**

**PURPOSE: Purchase two ambulances**

| <b>CURRENT YEAR SUMMARY</b>               |                      |                  |                 |                      |
|---|----------------------|------------------|-----------------|----------------------|
| Principal Outstanding as of July 1, 2018  |                      |                  |                 | \$174,450            |
| Reduction in Principal Balance            |                      |                  |                 | 86,435               |
| Interest Due                              |                      |                  |                 | 2,784                |
| Total Payment Due                         |                      |                  |                 | 89,219               |
| Principal Outstanding as of June 30, 2019 |                      |                  |                 | \$88,015             |
| <b>FISCAL YEAR</b>                        | <b>INTEREST RATE</b> | <b>PRINCIPAL</b> | <b>INTEREST</b> | <b>TOTAL PAYMENT</b> |
| 2018-2019                                 | 1.82%                | 86,435           | 2,784           | 89,219               |
| 2019-2020                                 | 1.82%                | 88,015           | 1,203           | 89,218               |
| <b>TOTALS</b>                             |                      | <b>\$174,450</b> | <b>\$3,987</b>  | <b>\$178,437</b>     |



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

**FISCAL YEAR 2018-2019**

**PURPOSE: Design and construction of Station 43**

| <b>CURRENT YEAR SUMMARY</b>               |                      |                    |                  |                      |
|---|----------------------|--------------------|------------------|----------------------|
| Principal Outstanding as of July 1, 2018  |                      |                    |                  | \$3,629,000          |
| Reduction in Principal Balance            |                      |                    |                  | 245,000              |
| Interest Due                              |                      |                    |                  | 76,345               |
| Total Payment Due                         |                      |                    |                  | 321,345              |
| Principal Outstanding as of June 30, 2019 |                      |                    |                  | \$3,384,000          |
| <b>FISCAL YEAR</b>                        | <b>INTEREST RATE</b> | <b>PRINCIPAL</b>   | <b>INTEREST</b>  | <b>TOTAL PAYMENT</b> |
| 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              |
| <b>TOTALS</b>                             |                      | <b>\$3,629,000</b> | <b>\$547,315</b> | <b>\$4,176,315</b>   |

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

**FISCAL YEAR 2018-2019**

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

| <b>CURRENT YEAR SUMMARY</b>               |                      |                    |                 |                      |
|---|----------------------|--------------------|-----------------|----------------------|
| Principal Outstanding as of July 1, 2018  |                      |                    |                 | \$2,305,383          |
| Reduction in Principal Balance            |                      |                    |                 | 560,107              |
| Interest Due                              |                      |                    |                 | 41,143               |
| Total Payment Due                         |                      |                    |                 | 601,250              |
| Principal Outstanding as of June 30, 2019 |                      |                    |                 | \$1,745,276          |
| <b>FISCAL YEAR</b>                        | <b>INTEREST RATE</b> | <b>PRINCIPAL</b>   | <b>INTEREST</b> | <b>TOTAL PAYMENT</b> |
| 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              |
| <b>TOTALS</b>                             |                      | <b>\$2,305,383</b> | <b>\$99,615</b> | <b>\$2,404,998</b>   |

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

**FISCAL YEAR 2018/2019**

**Revenues**

| <b>DESCRIPTION</b>       | <b>GL<br/>CODE</b> | <b>AMENDED<br/>BUDGET<br/>2017/2018</b> | <b>PROJECTED<br/>ACTUALS<br/>2017/2018</b> | <b>PROPOSED<br/>BUDGET<br/>2018/2019</b> |
|--------------------------|--------------------|---|--|--|
| Fire Flow Tax            | 4066               | 1,080,597                               | 1,080,597                                  |  |
| Investment Earnings      | 4181               | 10,000                                  | 14,000                                     | 10,000                                   |
| Federal Grants           | 4437               | 179,116                                 | 179,116                                    |  |
| Impact Mitigation Fees   | 4743               | 40,000                                  | 72,000                                     | 40,000                                   |
| Sale of Surplus Property | 4980               | 43,655                                  | 63,820                                     | 100,000                                  |
| Transfers In             | 4999               |   |  | 73,186                                   |
| <b>TOTAL REVENUES</b>    |                    | <b>\$ 1,353,368</b>                     | <b>\$ 1,409,533</b>                        | <b>\$ 223,186</b>                        |

**Expenditures**

| <b>DESCRIPTION</b>               | <b>GL<br/>CODE</b> | <b>AMENDED<br/>BUDGET<br/>2017/2018</b> | <b>PROJECTED<br/>ACTUALS<br/>2017/2018</b> | <b>PROPOSED<br/>BUDGET<br/>2018/2019</b> |
|----------------------------------|--------------------|---|--|--|
| Bank Fees                        | 7510               | 100                                     | 125  | 100                                      |
| Fire Flow Tax Collection Fees    | 7531               | 14,000                                  | 11,382                                     | 14,000                                   |
| Capital Contingency              | 7700               | 150,000                                 | 150,000                                    | 150,000                                  |
| Capital Outlay - Apparatus       | 7703               | 365,951                                 | 366,165                                    | 160,000                                  |
| Buildings-Station 43 Improvement | 7706               | 4,871,004                               | 4,871,004                                  |  |
| Buildings-Station 44 Improvement | 7707               |   |  | 50,000                                   |
| Equipment                        | 7709               | 395,096                                 | 395,096                                    | 84,650                                   |
| Transfers to Debt Service Fund   | 7999               | 1,011,980                               | 1,011,980                                  |  |
| <b>TOTAL EXPENDITURES</b>        |                    | <b>\$ 6,808,131</b>                     | <b>\$ 6,805,752</b>                        | <b>\$ 458,750</b>                        |

## CAPITAL PROJECTS FUND

| ACCOUNT<br>CODE                    | DESCRIPTION                                   | BUDGET            |
|------------------------------------|---|-------------------|
| 7510                               | Bank Fees                                     | 100               |
| 7531                               | Fire Flow Tax Collection Fees                 | 14,000            |
| 7700                               | Capital Contingency - Facilities, Equipment   | 150,000           |
| 7703                               | Type VI Apparatus                             | 100,000           |
| 7703                               | Air/ Light/ Rehab Unit                        | 60,000            |
| 7707                               | Station 44 - Traffic Alerting System Upgrades | 50,000            |
| 7709                               | David-Clark Headsets (5 Units)                | 25,000            |
| 7709                               | Motorola APX 8000 Portables (3)               | 24,000            |
| 7709                               | iPads   | 10,000            |
| 7709                               | Thermal Imaging Cameras                       | 25,650            |
| <b>TOTAL CAPITAL PROJECTS FUND</b> |   | <b>\$ 458,750</b> |

## 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.