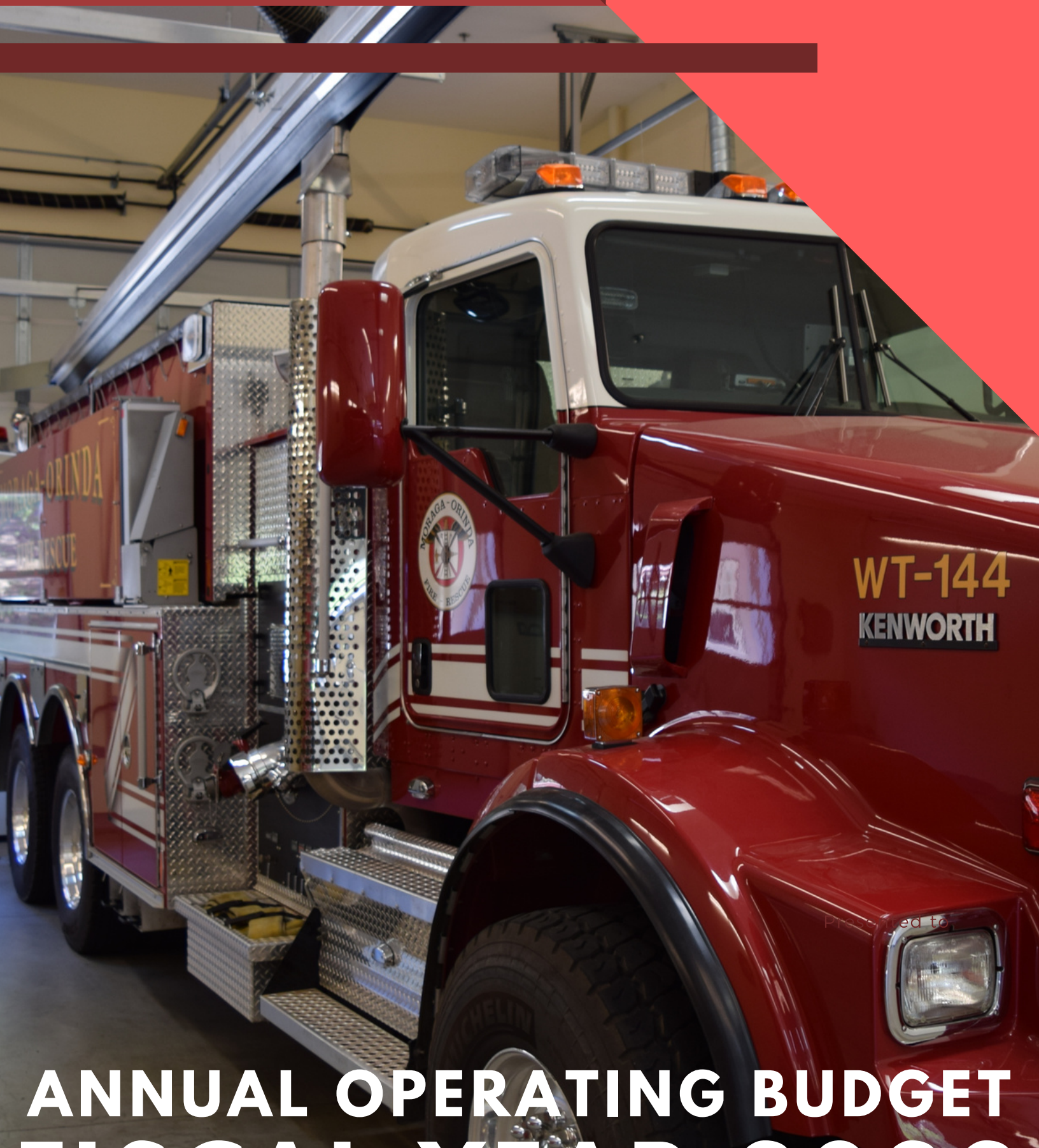


# MORAGA-ORINDA FIRE DISTRICT



# ANNUAL OPERATING BUDGET FISCAL YEAR 2022

## **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**

Craig Jorgens, President

Michael Donner, Vice-President

Gregory Baitx, Secretary

Steven Danziger, Treasurer

John Jex, Director

## **Fire Chief**

David Winnacker

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# Moraga-Orinda Fire District

Office of the Fire Chief

June 16, 2021

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

Members of the Board:

We are pleased to present you with the budget for fiscal year 2022 which includes a General Fund surplus of \$744K. It is important to note this number does not include pay raises or increases in employee benefits as labor negotiations are ongoing.

Working in partnership with members and other stakeholders, the Board, Fire Chief and staff are tasked with being the financial stewards of the organization. The proposed budget provides for continuing existing service levels and paying down long-term liabilities. The proposed budget also includes significant additional contributions to the District's pension rate stabilization trust as a hedge against future uncertainty.

The proposed budget funds ongoing operational costs with recurrent, sustainable revenues while fulfilling the District's commitment to its members by prefunding retiree health benefits and making additional contributions to the pension rate stabilization trust. This budget represents an ongoing multi-year effort to balance the many competing priorities and financial obligations which the district is obligated to address.

District staff remains focused on the successful completion of several high profile projects during the upcoming year. The most notable of these projects is expanded fire prevention services through prescribed fire, community chipping, and enforcement. Due to high citizen demand, the budget continues the 2019 expansion of the District's successful year-round fuels mitigation program with one full-time fuel mitigation program manager and three full-time fuel mitigation specialists. The expanded program continues to provide high demand services to the community including pile burning, seasonal community chipping, property inspections, and outreach/education activities. These efforts continue to be guided by relevant portions of the District's Wildfire Prevention Strategic Plan and the newly adopted CWPP.

As we invest resources in fire prevention and maintain core services, we are acting responsibly to manage long term fiscal obligations. General Fund reserves are projected at \$10.9M or 38.1% of budgeted General Fund revenue at June 30, 2022, which is above the Board required minimum level of 17% but less than the Board's goal of 50%. This also represents steady year over year growth of the unrestricted reserve as well as increases to the restricted reserves in the OPEB and Pension Rate Stabilization Funds as part of the District's commitment to fiscal responsibility and the mitigation of future liabilities.

## **General Fund Financial Summary**

The proposed budget projects General Fund revenue of \$28.7M, an increase of \$661K. This revenue increase is primarily due to increased property tax revenue of 4.2% District-wide,

increased ambulance services revenue of 2% and additional property tax revenue available in the General Fund due to nearing the completion of the pension obligation bond payments (July 1, 2022.) Intergovernmental revenue is projected to decrease \$196K or 46% due to the completion of the multi-year federal SAFER grant.

The proposed budget projects General Fund expenditures of \$27.9M, an increase of \$74K or 0.26%. The increase in expenditures is primarily due to an increase in operating expenditures. Permanent salaries are projected to increase 3% due to merit step salary increases for new employees and an increase in the number of filled firefighter paramedic positions (57 safety positions.) Overtime is projected to increase 2% to \$1.85M due to planned weather-based staffing increases during local red flag or wind event days which will staff additional resources during high-risk fire conditions and due to required COVID-19 sick leave. Retirement contribution costs for employees are projected to increase 4% due to the increase in permanent salaries, increase in number of filled positions and a rate increase.

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

The proposed budget projects Capital Projects Fund expenditures of \$472K. This includes appropriations for the purchase of one chipper and truck (\$180K), two LifePak monitors (\$80K), one oxygen generator and fill station (\$65K) and one utility pickup (\$55K). Pending board direction, no money has been included in the proposed budget for the Station 41 rebuild project.

### **Debt Service Fund Financial Summary**

The proposed budget includes required debt service payments of \$4.7M for the District's pension obligation bonds and two leases (Station 43, two fire engines, one fire truck and two ambulances.) The funding source for the debt service payments is property tax revenue of \$1.7M, planned use of debt service reserves of \$2.1M and fire flow tax revenue resources from the Capital Projects Fund. Of note, this is the final year that property tax revenue is required to be used for pension obligation bond debt service payments.

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

The proposed budget accounts for Safety roster strength of 57 positions and four management safety positions (chief officers) as authorized by the board. Due to COVID-19 related uncertainty and disruptions, suppression staffing is anticipated to be at or around minimum staffing of 51 line safety member and four chief officers. The budget continues the expansion of the fuels mitigation program to year-round with one fuels mitigation program manager (1.0 FTE) and three fuels mitigation specialists (3.0 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 FY2022 contribution to the OPEB trust account in the amount of \$435K (31% increase) and the pension rate stabilization trust in the amount of \$2.36M (51% increase). While unfunded liabilities for pension and retiree healthcare are significant obligations of the District, we continue to pay down and manage these liabilities in accordance with Board direction.

## **Fund Balance Reserves and Fund Balance Policy**

The proposed budget projects a General Fund surplus of \$744K. Projected fund balance in the General Fund as of June 30, 2022 is \$10.9M, in the Debt Service Fund \$1.7M and in the Capital Projects Fund \$4.3M.

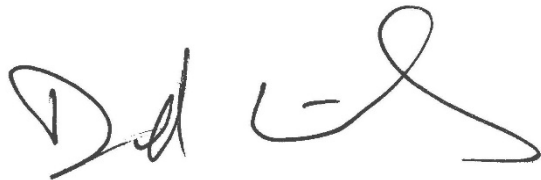
The District's fund balance policy states the District will maintain a minimum fund balance of unrestricted fund balance in the General Fund of at least 17% of budgeted General Fund revenue at fiscal year-end. The District has a goal to reach a minimum unrestricted fund balance in the General Fund of 50% of budgeted General Fund revenue. It is projected the General Fund balance at June 30, 2021 will be 38.1% of budgeted General Fund revenue.

## **Budget Summation**

During the budget preparation process we have continued to review existing practices and identify and implement cost-saving opportunities while seeking to expand high demand services. Staff will continue to work together with the Board, members and contracted service providers to improve services, implement efficiencies and reduce costs while maintaining core functions and the supporting services which enable them. We are cognizant of the limited human resources available to accomplish our mission and are actively experimenting with technology and other adjuncts to make our members more effective.

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

Sincerely,

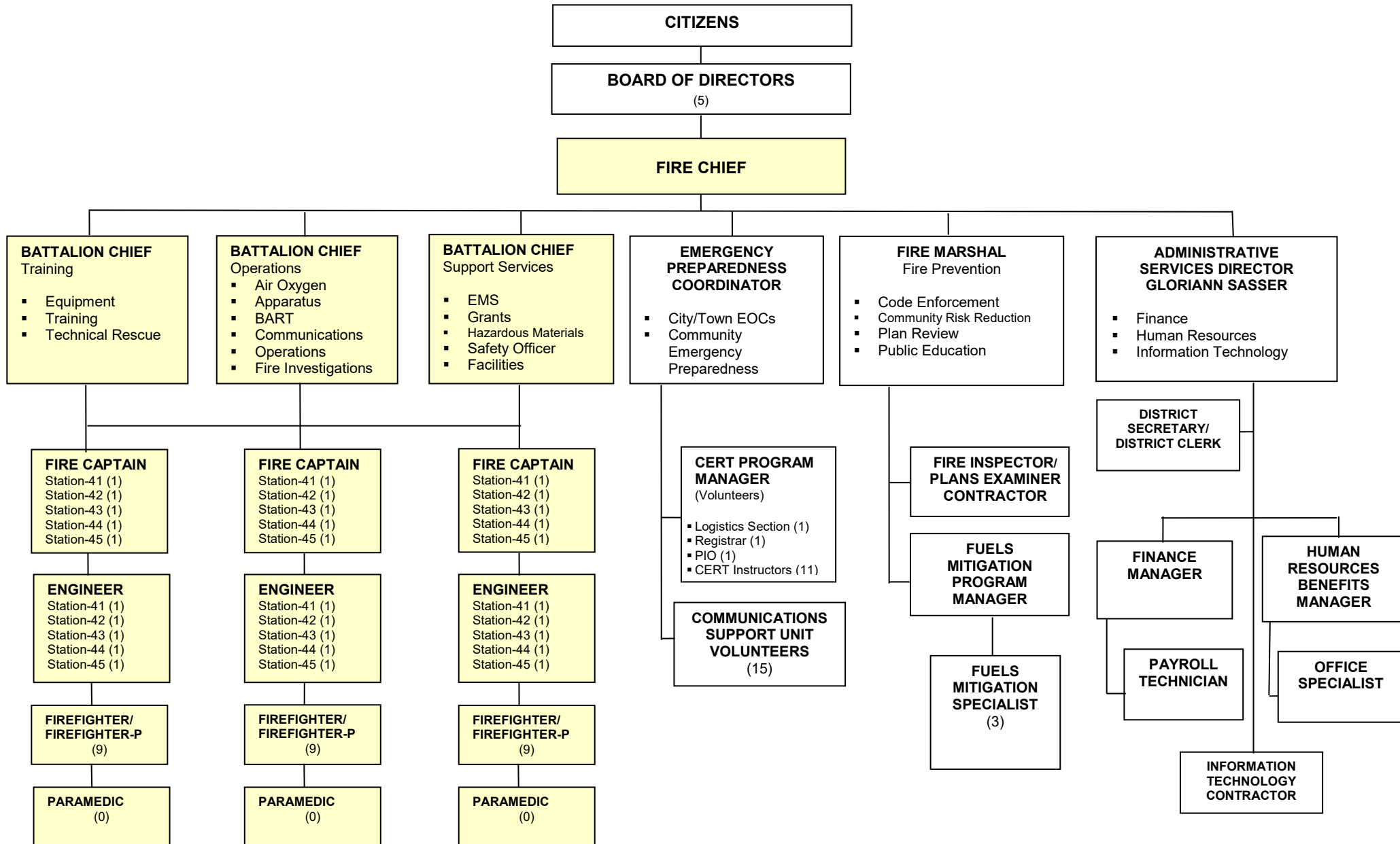
A handwritten signature in black ink, appearing to read 'Dave Winnacker', with a stylized flourish at the end.

Dave Winnacker  
Fire Chief



# Moraga-Orinda Fire District ORGANIZATIONAL STRUCTURE

July 2021



## **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 with a goal of achieving 50% year-end General Fund balance in the long term.

### **Debt Service Fund**

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

### **Capital Projects Fund**

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



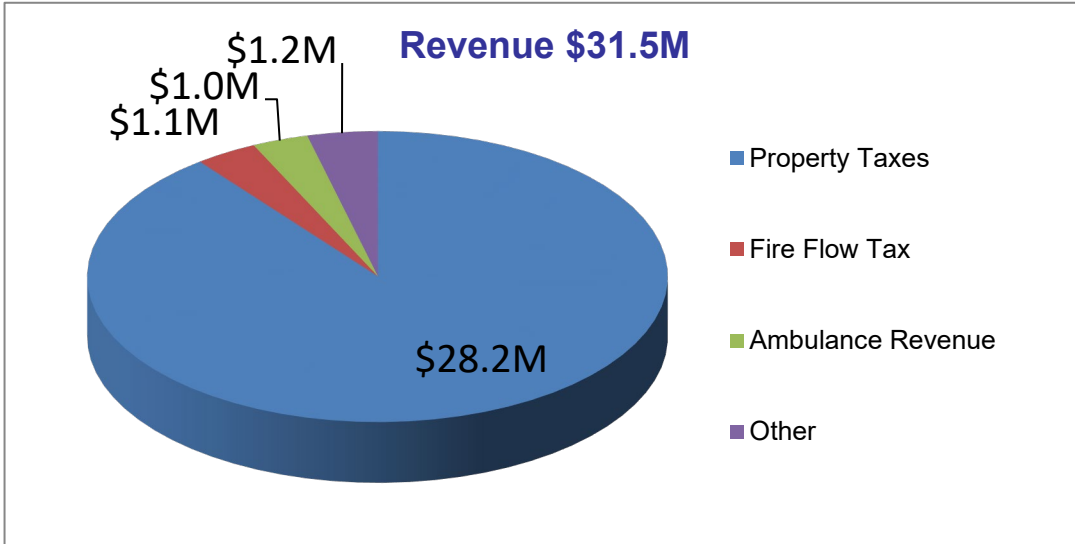
## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

*FY 2022*

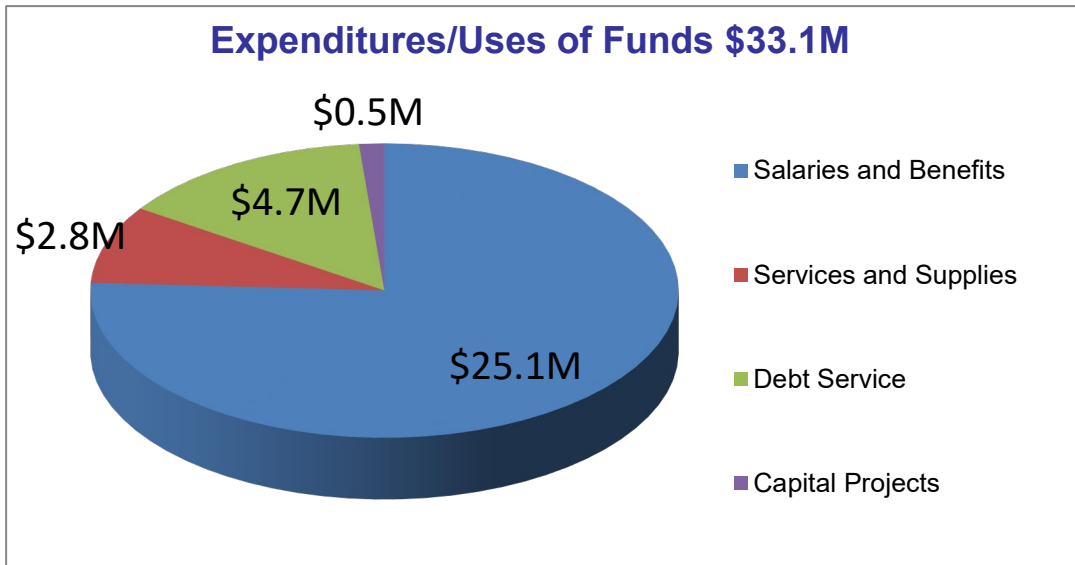
	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	TOTAL
<b>PROJECTED FUND BALANCE JULY 1, 2021</b>	\$10,188,000	\$3,747,000	\$4,563,000	\$18,498,000
<b>PROJECTED REVENUES</b>				
Property Taxes	26,492,158	1,730,869		28,223,027
Use of money & prop	35,000	500	10,000	45,500
Fire flow taxes			1,095,000	1,095,000
Intergovernmental	233,148			233,148
Charges for services	217,350			217,350
Charges ambulance	985,000			985,000
Other	720,500		20,000	740,500
<b>TOTAL</b>	<b>28,683,156</b>	<b>1,731,369</b>	<b>1,125,000</b>	<b>31,539,525</b>
<b>PROJECTED EXPENDITURES</b>				
Salaries & benefits	25,115,752			25,115,752
Services & supplies	2,823,210		14,200	2,837,410
Debt service pension obligation bonds		3,790,090		3,790,090
Debt service leases		922,448		922,448
Capital projects			458,000	458,000
<b>TOTAL</b>	<b>27,938,962</b>	<b>4,712,538</b>	<b>472,200</b>	<b>33,123,700</b>
Transfers in (out)		922,448	(922,448)	0
<b>NET CHANGE</b>	<b>744,194</b>	<b>(2,058,721)</b>	<b>(269,648)</b>	<b>(1,584,175)</b>
<b>PROJECTED FUND BALANCE JUNE 30, 2022</b>	<b>\$10,932,194</b>	<b>\$1,688,279</b>	<b>\$4,293,352</b>	<b>\$16,913,825</b>

**FUNDING SOURCES AND USES ALL FUNDS  
FY 2022**

**FUNDING SOURCES**



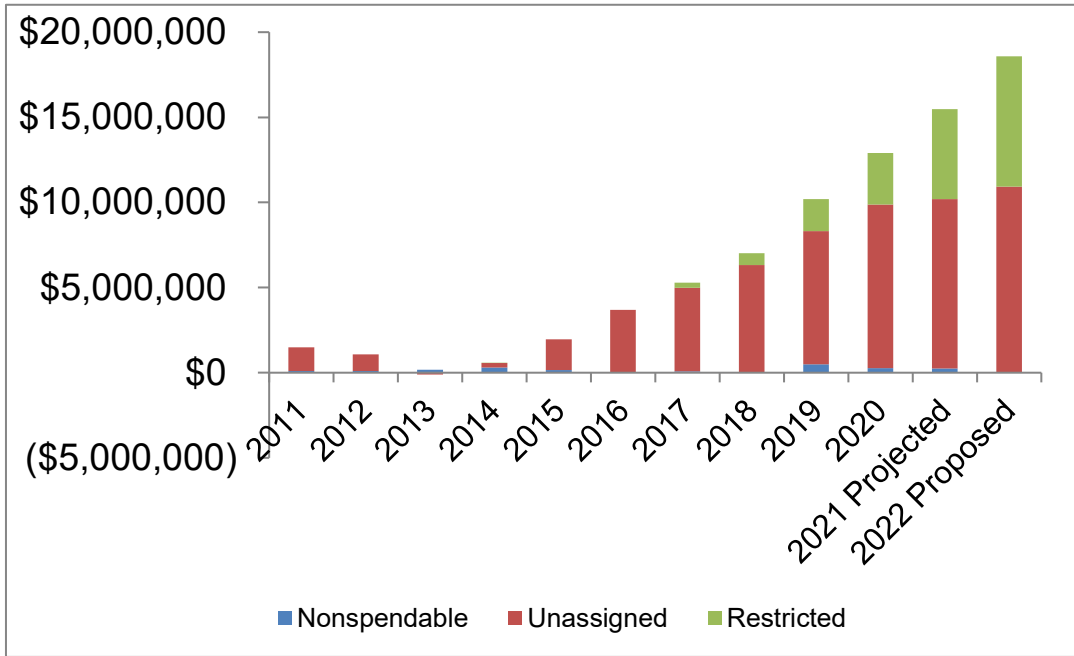
**FUNDING USES**



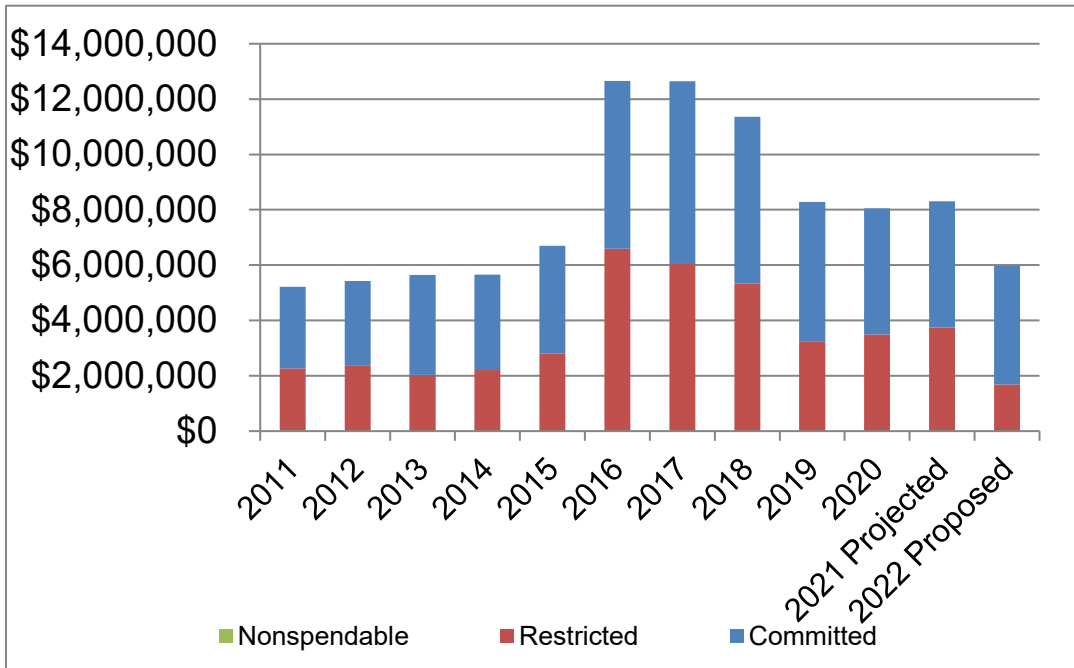
## FUND BALANCE

*FISCAL YEAR END JUNE 30*

### GENERAL FUND



### CAPITAL PROJECTS AND DEBT SERVICE FUNDS



## REVENUES GENERAL FUND

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	ACTUALS FY 2020	PROJECTED ACTUALS FY 2021	PROPOSED BUDGET FY 2022
Prop Taxes Current Secured	4010	20,976,691	22,092,635	25,467,158
Prop Taxes Supplemental	4011	544,054	300,000	300,000
Prop Taxes Unitary	4013	228,633	232,159	200,000
Prop Taxes Current Unsecured	4020	670,367	665,000	635,000
Prop Taxes Prior Secured	4030	(55,359)	(50,000)	(60,000)
Prop Taxes Prior Supp	4031	(1,099)	(40,000)	(40,000)
Prop Taxes Prior Unsecured	4035	1,272	(10,000)	(10,000)
<b>TOTAL PROPERTY TAXES</b>		<b>\$22,364,559</b>	<b>\$23,189,794</b>	<b>\$26,492,158</b>
Investment Earnings	4181	172,977	35,000	35,000
<b>TOTAL USE OF MONEY &amp; PROP</b>		<b>\$172,977</b>	<b>\$35,000</b>	<b>\$35,000</b>
Homeowners Relief Tax	4385	148,796	149,000	147,000
State Mandated Costs	4436		11,171	
Federal Grants	4437	458,045	182,485	
Other/In Lieu Taxes	4580	967	978	900
Measure H	4896	85,514	85,248	85,248
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$693,322</b>	<b>\$428,882</b>	<b>\$233,148</b>

## REVENUES GENERAL FUND

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	ACTUALS FY 2020	PROJECTED ACTUALS FY 2021	PROPOSED BUDGET FY 2022
Permits	4740	1,506	5,000	4,000
Plan Review Fees	4741	212,061	200,000	175,000
Inspection Fees	4742	18,129	4,000	2,000
Weed Abatement Charges	4744		52,549	35,000
CPR/First Aid Classes	4745	357	0	0
Reports/Photocopies	4746	299	700	350
Other Charges For Service	4747	9,057	1,000	1,000
<b>TOTAL CHARGES FOR SERVICES</b>		<b>\$241,409</b>	<b>\$263,249</b>	<b>\$217,350</b>
Ambulance Service Fees	4898	1,585,275	1,100,000	1,122,000
Ambulance Fees Reimburse	4899	(220,908)	(100,000)	(102,000)
Ambulance Recovery Payments	4900	29,192	7,027	5,000
GEMT/IGT Revenue	4901	(40,486)	(40,000)	(40,000)
<b>TOTAL CHARGES AMBULANCE</b>		<b>\$1,353,073</b>	<b>\$967,027</b>	<b>\$985,000</b>
Strike Team Recovery	4971	424,783	2,663,000	700,000
Other Revenue	4972	18,000	18,000	18,000
Other Revenue-Misc.	4974	11,561	4,752	1,000
Misc Rebates & Refunds	4975	2,631	3,000	1,000
Sale of Surplus Property	4980	402	2,211	500
Transfers in	4999	607	447,123	0
<b>TOTAL OTHER REVENUE</b>		<b>\$457,984</b>	<b>\$3,138,086</b>	<b>\$720,500</b>
<b>TOTAL REVENUES</b>		<b>\$25,283,324</b>	<b>\$28,022,038</b>	<b>\$28,683,156</b>

## GENERAL FUND EXPENDITURES

FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022	ACTUALS TO BUDGET % CHANGE
Permanent Salaries	5011	10,100,000	10,085,000	10,381,499	3%
Hourly Salaries	5013	97,637	97,637	97,637	0%
Overtime	5014	1,850,000	1,813,800	1,850,000	2%
Overtime - Strike Team	5016	2,000,000	2,113,942	630,000	-70%
Deferred Compensation	5015	22,500	22,350	22,704	2%
Contract Services	5018	135,000	156,000	175,000	12%
Payroll Taxes	5042	210,000	206,600	196,682	-5%
Payroll Processing Fees	5043	22,000	22,000	23,000	5%
Retirement Contributions	5044	5,500,000	5,463,592	5,694,133	4%
Health & Life Insurance	5060	1,435,000	1,405,500	1,535,316	9%
Employee Share Health Ins	5061	(185,000)	(186,100)	(228,024)	23%
Vision Insurance	5066	20,976	18,600	20,568	11%
Retiree Health Insurance	5062	1,215,000	1,210,000	1,231,000	2%
Retiree Share Health	5063	(325,000)	(339,000)	(355,000)	5%
Unemployment Insurance	5064	11,000	1,600	11,000	588%
OPEB Funding Contrib	5065	475,482	331,633	434,528	31%
Pension Rate Stabilization	5067	1,562,792	1,562,792	2,362,470	51%
Workers' Compensation	5070	1,386,576	1,257,432	1,113,239	-11%
Workers' Comp Recovery	5019	(80,000)	(80,000)	(80,000)	0%
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 25,453,963</b>	<b>\$ 25,163,378</b>	<b>\$ 25,115,752</b>	<b>0%</b>
Office Supplies	6100	8,400	9,400	8,400	-11%
Postage	6101	3,000	3,000	3,000	0%
Books & Periodicals	6102	2,460	2,400	2,460	3%
Printer Ink Cartridges	6103	2,500	3,000	2,500	-17%
Telephone/Communication	6110	47,200	50,000	50,300	1%
Dispatch Center	6111	188,700	188,700	194,500	3%
Utlities - Sewer	6120	5,000	3,828	4,600	20%
Utlities - Garbage	6121	14,150	15,400	15,400	0%
Utlities - PG&E	6122	69,900	72,050	72,050	0%
Utlities - Water	6123	21,100	24,150	24,150	0%
Utlities - Medical Waste	6124	2,200	2,200	2,200	0%
Small Tools & Instruments	6130	8,000	9,500	9,500	0%
Minor Equipment/Furniture	6131	1,500	500	1,500	200%
Computer Equip/Supplies	6132	2,000	2,000	2,000	0%
Power Saw/Other Equip	6133	6,800	6,800	6,800	0%

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022	ACTUALS TO BUDGET % CHANGE
Fire Trail Grading	6135	25,000	25,000	25,000	0%
Technical Rescue Equip	6137	7,000	7,000	55,000	686%
Fire Fighting Equip/Hoses	6138	6,000	6,000	10,000	67%
Fire Fighting Equip/Foam	6139	15,000	15,000	10,000	-33%
Medical & Lab Supplies	6140	115,000	115,000	125,000	9%
Food Supplies	6150	5,500	4,500	5,500	22%
Safety Clothing	6160	95,000	50,000	60,000	20%
Household Expenses	6170	17,000	17,000	19,200	13%
Household Expenses - Lin	6171	6,440	6,440	6,440	0%
Public & Legal Notices	6190	10,000	10,000	10,000	0%
Dues & Memberships	6200	8,150	11,190	22,820	104%
EMT/Paramedic License	6201	4,000	4,000	4,000	0%
Rents & Leases Equip	6250	30,500	27,800	30,500	10%
Computer Software/Maint	6251	76,600	70,000	75,850	8%
Website Development	6252	6,800	4,800	5,040	5%
EPA Verification Fees	6264	150	150	150	0%
County Haz Materials Plan	6265	3,615	3,615	3,650	1%
Air Quality Enviro Fees	6266	900	900	900	0%
Air Monitor Maintenance	6269	1,826	1,826	10,000	448%
Maintenance - Equipment	6270	71,000	83,200	82,800	0%
Central Garage - Repairs	6271	280,000	278,500	280,000	1%
Central Garage - Gas/Oil	6272	65,000	65,000	65,000	0%
Central Garage - Tires	6273	10,000	10,000	12,000	20%
Fuel System Service	6274	2,500	2,500	2,500	0%
Aerial Ladder Pump Testin	6275	1,000	1,000	1,000	0%
Smog Inspections	6276	500	500	500	0%
Air Compressor Service	6278	6,000	6,000	6,000	0%
Hydro Test SCBA/Oxygen	6279	2,500	2,500	30,000	1100%
Tank Testing	6280	1,120	1,120	1,120	0%
Maintenance - Building	6281	91,000	82,000	98,000	20%
Maintenance - Grounds	6282	12,400	14,400	12,400	-14%
Meetings & Travel Exp	6303	1,500	500	1,500	200%
Employee Assistance Prog	6309	9,800	9,800	9,800	0%
Medical Exams/Physicals	6311	30,000	25,000	30,000	20%
Ambulance Billing Admin	6312	60,000	60,000	60,000	0%
Outside Attorney Fees	6313	200,000	200,000	150,000	-25%
County Tax Admin Fee	6316	196,900	207,500	215,000	4%
Prof Services	6317	32,000	45,000	42,500	-6%
Prof Services/Labor Negot	6318	75,000	75,000	10,000	-87%
Prof Services/Technology	6319	205,452	195,000	207,480	6%

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022	ACTUALS TO BUDGET % CHANGE
Prof Services/Investigation	6320	5,000	9,000	10,000	11%
Prof Services/Promo Exam	6321	2,000	1,500	1,000	-33%
Prof Services/OPEB Valu	6322	0	0	8,000	
Exterior Hazard Removal	6323	25,000	25,000	35,000	40%
Prof Services/Prop Tax Au	6326	7,350	7,200	7,350	2%
Prof Services/User Fees	6327	14,000	14,000	14,000	0%
Testing Materials & Prop	6354	20,000	20,000	40,000	100%
Career Develop - Classes	6357	25,000	10,000	25,000	150%
Training - Paramedic/EMT	6360	10,000	10,000	10,000	0%
District Sponsored	6361	20,000	8,000	15,000	88%
Election Expense	6465	20,000	11,880	0	-100%
Strike Team Supplies	6474	50,000	50,000	60,000	20%
CERT Emer. Response	6475	8,000	6,000	8,000	33%
Exercise Equipment	6476	4,000	4,000	13,900	248%
Recognition Supplies	6478	2,450	2,800	7,350	163%
Other Special Dept Exp	6479	160,900	161,900	161,800	0%
Public Education Supplies	6480	1,000	1,000	6,000	500%
LAFCO	6482	14,774	14,774	18,000	22%
Emergency Preparedness	6484	10,000	10,000	11,000	10%
Misc. Services & Supplies	6490	3,300	6,300	10,500	67%
Contingency*	6491	250,000	130,000	100,000	-23%
Property & Liability Insur	6540	57,646	57,646	62,000	8%
Bank Fees	7510	3,000	3,000	3,000	0%
County Tax Collection	7530	300	300	300	0%
<b>TOTAL OPERATING EXPENSE</b>		2,884,783	2,701,969	2,823,210	4%
<b>TOTAL EXPENDITURES</b>		<b>\$ 28,338,746</b>	<b>\$ 27,865,347</b>	<b>\$ 27,938,962</b>	0%

\* Fire chief contingency and COVID-19 contingency



## STAFFING SUMMARY

<b>DIVISION</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>Proposed FY2022</b>
<b>Board of Directors</b>					
Director	5	5	5	5	5
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Finance &amp; Administration</b>					
Administrative Services Director	0.5	0.5	0.5	0.5	0.5
Finance Manager				1	1
Accountant	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
District Aide Part-Time*	1.0	0.5			
<b>Total</b>	<b>4.1</b>	<b>3.6</b>	<b>3.1</b>	<b>3.1</b>	<b>3.1</b>
<b>Human Resources</b>					
Administrative Services Director	0.25	0.25	0.25	0.25	0.25
Human Resources Benefits Mgr	1.00	1.00	1.00	1.00	1.00
Office Specialist			1	1	1
<b>Total</b>	<b>1.25</b>	<b>1.25</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>
<b>Information Technology</b>					
Administrative Services Director	0.25	0.25	0.25	0.25	0.25
<b>Total</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
<b>Emergency Operations</b>					
Fire Chief	1	1	1	1	1
Battalion Chief	3	3	3	3	3
Captain/Paramedic I	4	3	2	2	2
Captain/Paramedic II	7	8	9	9	9
Captain	4	4	4	4	4
Engineer/Paramedic I	4	3	2	2	2
Engineer/Paramedic II	3	4	3	3	3
Engineer	8	8	10	10	10
Firefighter/Paramedic	19	23	25	25	25
Firefighter	5	4	2	2	2
Paramedic**					
<b>Total</b>	<b>58</b>	<b>61</b>	<b>61</b>	<b>61</b>	<b>61</b>

## STAFFING SUMMARY

<b>Fire Prevention</b>					
Fire Marshal	1	1	1	1	1
Fire Inspector/Plans Examiner	0.6	0.6	0.6	0	0
District Aide Part-Time*	2.5	2.5			
Fuels Mitigation Program Mgr		0.5	1	1	1
Fuels Mitigation Specialist			3	3	3
Fuels Mitigation Crew Supervisor Seasonal		1			
District Aide Part-Time Seasonal*		1			
<b>Total</b>	<b>4.1</b>	<b>6.6</b>	<b>5.6</b>	<b>5</b>	<b>5</b>
<b>Emergency Preparedness</b>					
Emer Preparedness Coord***	0.5	1	1	1	0.5
<b>Total</b>	<b>0.5</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0.5</b>
<b>North Orinda Emergency Fuel Break</b>					
Project Manager****		1	1		
<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL</b>	<b>73.20</b>	<b>79.70</b>	<b>79.20</b>	<b>77.60</b>	<b>77.10</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.

\*\*\* Non-benefitted, full-time position through December 31, 2020 partially funded by the City of Lafayette

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

## **BOARD OF DIRECTORS**

### **PURPOSE**

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

### **STANDARD LEVEL OF PERFORMANCE**

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

### **GOALS & OBJECTIVES FOR FISCAL YEAR 2022**

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

### **STAFFING SUMMARY**

Directors (5)

## BOARD OF DIRECTORS

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Meetings & Travel	6303	500	500	500
Election Fees	6465	20,000	11,880	0
<b>TOTAL OPERATING EXPENSE</b>		20,500	12,380	500
<b>TOTAL EXPENDITURES</b>		<b>\$ 20,500</b>	<b>\$ 12,380</b>	<b>\$ 500</b>

## BOARD OF DIRECTORS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Fire Commissioners	500		
Sub-total	500	6303	Meetings & Travel Exp
TOTAL	500		

## **FINANCE & ADMINISTRATION**

### **PURPOSE**

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

### **STANDARD LEVEL OF PERFORMANCE**

- Prepare the annual budget, comprehensive annual financial report, reports to the State Controller and long-range financial forecast
- Coordinate and facilitate the annual audit
- Provide monthly financial statements, ambulance billing, and quarterly investment reports to the Board of Directors
- Provide debt service management (trustee accounts and debt service payments)
- Provide a prudent investment program consistent with the District's investment policy through ongoing analysis of cash requirements and market conditions
- Deposit checks and cash on a weekly basis, post cash receipts, track accounts receivable, audit ambulance billings, pay invoices on a weekly basis, respond to vendor inquiries, maintain current files, and issue 1099s
- Maintain and reconcile all District bank accounts monthly
- Provide financial support and monthly actual to budget analysis to District managers
- Process payroll, report retirement information, maintain payroll records, respond to employee inquiries and other payroll related tasks such as quarterly reports, W-2s and attendance recording
- 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 website
- Order and maintain all office supplies and postage

### **GOALS & OBJECTIVES FOR FISCAL YEAR 2022**

1. Evaluate the banking services contract which ended December 31, 2020 and negotiate an extension or issue a request for proposals and complete the transition to a new bank
2. Evaluate the audit contract which ends June 30, 2022 and negotiate an extension or issue a request for proposals
3. Implement improvements to the accounts payable process including electronic ACH payments to vendors in order to increase security and efficiencies and reduce the number of paper invoices and checks
4. Implement the provisions of the new Memorandums of Understanding and Unrepresented Employee Handbook effective July 1, 2021
5. Implement ADA accessibility compliance technology for the District website in order to ensure ongoing ADA compliance

6. Implement digital board meeting agenda and packets in order to improve accessibility
7. Administer the financial elements of all grants including the UASI Grant in accordance with Federal regulations
8. Implement a system to monitor and analyze vehicle maintenance repair costs

## **STAFFING SUMMARY**

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

## **PROGRAM MANAGEMENT**

Program Administrator – Administrative Services Director Gloriann Sasser  
Program Manager – Finance Manager Mary Smith

## FINANCE & ADMINISTRATION

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Permanent Salaries	5011	345,092	355,000	364,906
Overtime	5014	1,500	5,000	5,500
Deferred Compensation	5015	1,200	1,200	1,200
Payroll Taxes	5042	5,004	6,200	5,291
Payroll Processing Fees	5043	22,000	22,000	23,000
Retirement Contributions	5044	78,683	78,000	70,058
Health & Life Insurance	5060	83,280	50,000	57,654
Employee Share Health Insur	5061	(7,446)	(12,000)	(9,864)
Vision Insurance	5066	1,392	1,000	1,392
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 530,705</b>	<b>\$ 506,400</b>	<b>\$ 519,137</b>
Office Supplies	6100	7,500	8,500	7,500
Postage	6101	3,000	3,000	3,000
Books & Periodicals	6102	660	600	660
Printer Ink Cartridges	6103	2,500	3,000	2,500
Minor Equipment/Furniture	6131	1,000	0	1,000
Public & Legal Notices	6190	2,000	2,000	2,000
Dues, Memberships & Prof Fees	6200	1,100	2,000	2,000
Rents & Leases Equipment	6250	4,500	3,800	4,500
Meetings & Travel Expenses	6303	1,000	0	1,000
Ambulance Billing Administration	6312	60,000	60,000	60,000
Outside Attorney Fees	6313	200,000	200,000	150,000
County Tax Administration Fee	6316	196,900	207,500	215,000
Professional Services - Audit	6317	21,000	34,000	26,500
Professional Services - Labor Neg	6318	75,000	75,000	10,000
Professional Services - OPEB Val	6322	0	0	8,000
Professional Services - Prop Tax	6326	7,350	7,200	7,350
Professional Services - GEMT	6327	14,000	14,000	14,000
LAFCO	6482	14,774	14,774	18,000
Fire Chief Contingency	6491	100,000	100,000	100,000
Property & Liability Insurance	6540	57,646	57,646	62,000
Bank Fees	7510	3,000	3,000	3,000



<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY2021</b>	<b>PROJECTED ACTUALS FY2021</b>	<b>PROPOSED BUDGET FY2022</b>
County Tax Collection Fees	7530	300	300	300
<b>TOTAL OPERATING EXPENSE</b>		773,230	796,320	698,310
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,303,935</b>	<b>\$ 1,302,720</b>	<b>\$ 1,217,447</b>

## FINANCE & ADMINISTRATION

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Check Stock	500		
Business Cards	500		
Secure shred services - monthly	850		
Printing Envelopes, Stationary	2,000		
Office Supplies	3,650		
Sub-total	7,500	6100	Office Supplies
Postage	3,000		
Sub-total	3,000	6101	Postage
GFOA CAFR Submission Fee	560		
Miscellaneous Books/Periodicals	100		
Sub-total	660	6102	Books & Periodicals
Printer Ink Cartridges	2,500		
Sub-total	2,500	6103	Printer Ink Cartridges
Equipment & Furniture	1,000		
Sub-total	1,000	6131	Minor Equipment/Furn
Legal Notices	2,000		
Sub-total	2,000	6190	Public & Legal Notices

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Calif Society Municipal Finance Office	400		
City Clerks Association	200		
Fire Districts Assoc of California	500		
Notary Fees	500		
Government Finance Officers Assoc	400		
Sub-total	2,000	6200	Dues & Memberships
Copy Machine - Administration	4,500		
Sub-total	4,500	6250	Rent & Leases Equip
Mileage & Parking	1,000		
Sub-total	1,000	6303	Meetings & Travel Exp
Ambulance Collection Fees	60,000		Ambulance Billing
Sub-total	60,000	6312	Administration Fees
Legal Fees - District Counsel	150,000		
Sub-total	150,000	6313	Outside Attorney Fees
County Tax Administration	215,000		
Sub-total	215,000	6316	County Tax Admin Fee
Audit Services - CAFR	25,500		
CAFR Statistical Package	1,000		Professional Services -
Sub-total	26,500	6317	District Audit
Labor Negotiations	10,000		Professional Services -
Sub-total	10,000	6318	Labor Negotiator

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Actuarial Services	8,000		Professional Services - OPEB Actuarial
Sub-total	8,000	6322	
Property Tax Forecasting	7,350		Professional Services - Property Tax Audit
Sub-total	7,350	6326	
GEMT/IGT Claim Filing Services	14,000		Professional Services
Sub-total	14,000	6327	
LAFCO Membership	18,000		LAFCO
Sub-total	18,000	6482	
Fire Chief Contingency	100,000		Fire Chief Contingency
Sub-total	100,000	6491	
Property & Liability Insurance	62,000		Property & Liab Insurance
	62,000	6540	
Bank Fees	2,300		Bank Fees
Credit Card Processing	700		
	3,000	7510	
County Tax Collection Fees	300	7530	County Tax Fees
TOTAL	698,310		

## HUMAN RESOURCES

### PURPOSE

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

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

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

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

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

### GOALS & OBJECTIVES FOR FISCAL YEAR 2022

1. Plan, prepare and respond to COVID-19 in accordance with the Centers for Disease Control and Prevention guidance
2. Implement the provisions of the new Memorandums of Understanding and Unrepresented Employee Handbook effective July 1, 2021
3. Adopt an Employer-Employee Relations Resolution
4. Implement a new leave policy that includes current leave requirements in accordance with federal and state laws
5. Host a promotional Engineer recruitment to establish an eligibility list

### STAFFING SUMMARY

Administrative Services Director (.25)  
Human Resources Manager (1)  
Office Specialist (1)

### PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann  
Sasser Program Manager – Human Resources Manager Lisa Franklin

## HUMAN RESOURCES

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Permanent Salaries	5011	240,035	265,000	248,390
Deferred Compensation	5015	600	450	600
Payroll Taxes	5042	3,481	2,700	3,593
Retirement Contributions	5044	57,339	54,000	53,512
Health & Life Insurance	5060	48,156	60,000	50,391
Employee Share Health Insur	5061	(6,621)	(2,900)	(9,546)
Vision Insurance	5066	468	700	468
Retiree Health Insurance	5062	1,215,000	1,210,000	1,231,000
Insurance	5063	(325,000)	(339,000)	(355,000)
Unemployment Insurance	5064	11,000	1,600	11,000
OPEB Funding Contribution	5065	475,482	331,633	434,528
Pension Rate Stabilization	5067	1,562,792	1,562,792	2,362,470
Workers' Compensation Insur	5070	1,386,576	1,257,432	1,113,239
Workers' Compensation Recove	5019	(80,000)	(80,000)	(80,000)
<b>TOTAL SALARIES &amp;</b>		<b>\$ 4,589,308</b>	<b>\$ 4,324,407</b>	<b>\$ 5,064,645</b>
Books & Periodicals	6102	300	300	300
Dues & Memberships	6200	620	990	620
Employee Assistance Program	6309	9,800	9,800	9,800
Medical Exams & Physicals	6311	30,000	25,000	30,000
Professional Svcs - Investigation	6320	5,000	9,000	10,000
Professional Svcs	6321	2,000	1,500	1,000
Recognition Supplies	6478	650	1,000	5,350
<b>TOTAL OPERATING EXPENSE</b>		<b>48,370</b>	<b>47,590</b>	<b>57,070</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,637,678</b>	<b>\$ 4,371,997</b>	<b>\$ 5,121,715</b>

## HUMAN RESOURCES

DESCRIPTION	ACCOUNT		ACCOUNT NAME
	TOTAL	CODE	
Labor law posters	300		
Sub-total	300	6102	Books & Periodicals
LCW access	150		
MMANC	100		
CalPELRA	370		
Sub-total	620	6200	Dues & Memberships
Employee Assistance Program	9,800		
Sub-total	9,800	6309	Employee Assistance Pro
Pre-Employment Physicals	5,000		
Annual Physical Exams	25,000		
Sub-total	30,000	6311	Medical Exams/Physicals
Investigation Services	10,000		Professional Services -
Sub-total	10,000	6320	Investigations
Promotional - Engineer	1,000		
Sub-total	1,000	6321	Professional Services
Hat badges	4,700		
Employee Recognition and Awar	650		
Sub-total	5,350	6478	Recognition Supplies
TOTAL	57,070		

# 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 automation 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. 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 2022

1. Implement ADA accessibility compliance technology for the District website in order to ensure ongoing ADA compliance
2. Implement digital board meeting agenda and packets in order to ensure ADA compliance
3. Complete a comprehensive evaluation of information technology needs, evaluate the information technology contract which ends June 30, 2022 and negotiate an extension or issue a request for proposals

## STAFFING SUMMARY

Administrative Services Director (0.25)

## PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser



## INFORMATION TECHNOLOGY

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Permanent Salaries	5011	50,234	50,000	50,234
Payroll Taxes	5042	728	700	728
Retirement Contributions	5044	12,592	12,592	11,757
Health & Life Insurance	5060	7,548	7,500	7,995
Employee Share Health Insur	5061	(1,185)	(1,200)	(1,770)
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 69,917</b>	<b>\$ 69,592</b>	<b>\$ 68,944</b>
Computer Equipment & Supplies	6132	2,000	2,000	2,000
Rents & Leases Equipment	6250	17,000	15,000	17,000
Computer Software & Mtc	6251	76,600	70,000	75,850
Website Development & Mtc	6252	4,800	4,800	5,040
Professional Services	6319	205,452	195,000	207,480
<b>TOTAL OPERATING EXPENSE</b>		<b>305,852</b>	<b>286,800</b>	<b>307,370</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 375,769</b>	<b>\$ 356,392</b>	<b>\$ 376,314</b>

## INFORMATION TECHNOLOGY

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Computer Supplies and Parts	2,000		
<b>Sub-total</b>	<b>2,000</b>	6132	Computer Equipment
Internet Service	5,400		
Dell Lease Desktops & Laptops	11,600		
<b>Sub-total</b>	<b>17,000</b>	6250	Rents & Leases Equip
Microsoft Enterprise Agreement	12,000		
Telestaff Software Maintenance	3,200		
RescueNet Software Maintenance	5,000		
GoGov Code Enforcement Software	16,000		
Narcotics Tracking Software	3,300		
Abila Accounting Software Maint	4,100		
Citrix Software Maintenance	1,500		
Soniclear Software Renewal	450		
Adobe Acrobat Annual Renewal	1,000		
Dell Desktop Authority Renewal	2,500		
Parcel Quest Renewal	1,900		
Applicant Tracking Software	4,800		
GovInvest Actuarial Software	11,500		
Parcel Update	5,300		
Mapping Software Renewal	1,500		
Zoom	1,800		
<b>Sub-total</b>	<b>75,850</b>	6251	Computer Software/Mtc

DESCRIPTION	TOTAL	CODE	ACCOUNT NAME
Website License Fee	5,040		
<b>Sub-total</b>	<b>5,040</b>	6252	Website Development
Information Technology Services	171,600		
Fiber Connection - District Wide	35,880		
<b>Sub-total</b>	<b>207,480</b>	6319	Professional Services
<b>TOTAL</b>	<b>\$307,370</b>		

# FIRE PREVENTION

## PURPOSE

Fire Prevention has historically been broken into three functional areas for disciplines (Education, Engineering, and Enforcement.) The Fire Prevention Staff aims to provide the District with the highest level of service by focusing on Education, Engineering, and Enforcement. The Fire Prevention Management will explore options to increase operational workflow efficiency and data collection by utilizing emerging technology and software, including mobile application as available and funded.

## STANDARD LEVEL OF PERFORMANCE

### Education

- Enhance the community education and outreach related to the Wildland Urban Interface Risk Assessments. Expand the District website and the availability of web-based wildland risk information
- Implement Board adopted programs for Fire and Life Safety, including Firewise<sup>USA</sup>® Risk Assessments
- Update all Risk Education information for the District website
- Provide community fire prevention/education outreach activities during the annual Open House events
- Educate property owners about grant-funded opportunities, defensible space, vegetation maintenance requirements, and potential wildfire risk threats and vulnerabilities within the District
- Provide pertinent media information of current fire and accident prevention information, upcoming District activities, and other new information or programs

### Engineering

- Prepare materials and collaborate with participating agencies for the upcoming California fire code adoption and new MOFD Ordinance
- Track and report on legislative changes to California Fire Code, Government Code and Wildland Urban Interface codes
- Assist the City of Orinda and Town of Moraga staff with Safety Element updates related to fire safety and fire hazard planning
- Identify and plan for future fuel reduction projects
- Coordinate the District Chipping Program and track deliverables
- Collect and analyze fuel reduction statistics and data
- Collaborate with partner agencies regarding funding opportunities for fuel reduction projects
- Maintain and update the District Community Wildfire Preparedness Plan

### Enforcement/ Inspections

- Administer the Exterior Hazard Abatement Program to control vegetation that poses a fire hazard
- Conduct quality assurance of the Exterior Hazard Inspection Program annually
- Conduct state-mandated annual code enforcement inspections of multi-family residential, educational, and institutional occupancies, including Saint Mary's College

- Investigate all fires and track causes to ensure that trends are identified and addressed during fire code updates
- Review plans and conduct inspections for fire protection systems and construction projects to assure compliance with all codes and regulations within the District's scope of authority

## **GOALS & OBJECTIVES FOR FISCAL YEAR 2022**

1. Adoption of citation authority and process
2. Continuation of community chipping services
3. Expansion of Firewise USA Neighborhoods
4. Development of Fire Adapted Community - Ambassador (FAC-A) program
5. Development of code of ordinances to streamline administrative procedures
6. Continued pursuit of grant opportunities
7. Development of technology based systems to increase efficiency of assessments

## **STAFFING SUMMARY**

Fire Marshal (1)  
Fuels Mitigation Program Manager (1)  
Fire Prevention Specialist (3)

## **PROGRAM MANAGEMENT**

Program Administrator - Fire Marshal Jeff Isaacs  
Program Manager – Fuels Mitigation Manager Gorden Graham

## FIRE PREVENTION

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Permanent Salaries	5011	421,318	415,000	453,562
Overtime	5014	1,000	0	1,000
Deferred Compensation	5015	400	600	600
Contract Services	5018	135,000	156,000	175,000
Payroll Taxes	5042	6,109	6,000	6,577
Retirement Contributions	5044	88,940	84,000	81,105
Health & Life Insurance	5060	76,572	88,000	87,984
Employee Share Health Insur	5061	(5,376)	(9,000)	(10,572)
Vision Insurance	5066	768	900	1,284
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 724,731</b>	<b>\$ 741,500</b>	<b>\$ 796,540</b>
Fire Trail Grading	6135	25,000	25,000	25,000
Public & Legal Notices	6190	8,000	8,000	8,000
Dues & Memberships	6200	6,030	7,000	8,000
Website Development	6252	2,000		
Maintenance - Equipment	6270	6,500	3,000	1,500
Exterior Hazard Removal	6323	25,000	25,000	35,000
Fuels Mitigation	6479	100,000	100,000	100,000
Public Education Supplies	6480			5,000
Misc Service & Supplies	6490	2,000	5,000	5,500
<b>TOTAL OPERATING EXPENSE</b>		<b>174,530</b>	<b>173,000</b>	<b>188,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 899,261</b>	<b>\$ 914,500</b>	<b>\$ 984,540</b>

## FIRE PREVENTION

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Fire Trail Grading/Maintenance	25,000		
Sub-total	25,000	6135	Fire Trail Grading
Exterior Hazard Abatement Notices	8,000		
Sub-total	8,000	6190	Public & Legal Notices
Wildland Resource Management California Building Officials International Code Council			
Sub-total	8,000	6200	Dues & Memberships
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Exterior Hazard Removal Contract	35,000		
Sub-total	35,000	6323	Exterior Hazard Removal
Parcel Inspection Program	5,000		
Fuels Mitigation Program	95,000		
Sub-total	100,000	6479	Fuels Mitigation
Public Education Supplies	5,000		
Sub-total	5,000	6480	Public Education Supplies
Miscellaneous	5,500		
Sub-total	5,500	6490	Misc Service & Supplies
TOTAL	188,000		

# 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 2022

1. Continue to support Lamorinda CERT's training, education and community outreach programs to help Lamorinda residents become more resilient when disaster strikes
2. Recruit, train, equip and onboard new members for the Communications-Support Unit to attain full staffing of 25 volunteers
3. Work with EBMUD, Alert Wildfire and technical specialists at Lafayette Police Department to permit and install an Alert Wildfire camera at the Mulholland Ridge



4. Collaborate with the Technical Committee at the Lamorinda Radio Interest Group to build and operate an internet-based repeater linking system for the Lamorinda CERT GMRS radio system
5. Continue to support Lamorinda evacuation planning as the team lead for the evacuation planning

## **STAFFING SUMMARY**

Emergency Preparedness Coordinator (0.5)

## **PROGRAM MANAGEMENT**

Program Administrator – Emergency Preparedness Coordinator Dennis Rein

## EMERGENCY PREPAREDNESS

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Hourly Salaries	5013	97,637	97,637	97,637
Overtime	5014	8,828	8,800	8,000
Overtime - Incident Mgmt Team	5016	15,000	128,942	130,000
Payroll Taxes	5042	9,355	11,000	12,000
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 130,820</b>	<b>\$ 246,379</b>	<b>\$ 247,637</b>
Office Supplies	6100	900	900	900
Small Tools & Instruments	6130	2,500	4,000	3,500
Maintenance - Equipment	6270	2,500	2,500	3,300
CERT Emergency Response	6475	8,000	6,000	8,000
Recognition	6478	1,800	1,800	2,000
Outreach Materials	6480	1,000	1,000	1,000
Emergency Preparedness	6484	10,000	10,000	11,000
<b>TOTAL OPERATING EXPENSE</b>		<b>26,700</b>	<b>26,200</b>	<b>29,700</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 157,520</b>	<b>\$ 272,579</b>	<b>\$ 277,337</b>

## EMERGENCY PREPAREDNESS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Printer/Plotter Supplies	500		
Presentation Materials & Supplies	400		
Sub-total	900	6100	Office Supplies
Support Unit Supplies	3,000		
Safety Equipment	500		
Sub-total	3,500	6130	Small Tools & Equipment
Equipment	3,300		
Sub-total	3,300	6270	Maintenance - Equipment
CERT Instructor Uniforms	1,500		
CERT Emergency Response Team	6,500		
Sub-total	8,000	6475	CERT
Volunteer Recognition	500		
Volunteer Appreciation Meeting	1,500		
Sub-total	2,000	6478	Recognition
Outreach Materials	1,000		
Sub-total	1,000	6480	Outreach Materials
CS-241 Uniforms	2,500		
Emergency Preparedness Supplies	8,500		
Sub-total	11,000	6484	Emergency Preparedness
TOTAL	29,700		

## **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 2022**

1. Update, streamline and replace apparatus EMS equipment bags
2. Update district medical oxygen dispensing system
3. Provide ongoing COVID 19 support to district personnel
4. Provide operational and administrative support to Contra Costa County Health Services COVID response

### **PROGRAM MANAGEMENT**

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

## EMERGENCY MEDICAL SERVICES

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Overtime	5014	2,000	0	0
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>
Medical & Lab Supplies	6140	115,000	115,000	125,000
Paramedic/EMT License Fees	6201	4,000	4,000	4,000
Maintenance - Equipment	6270	16,000	30,000	30,000
Professional Services	6317	11,000	11,000	16,000
Contingency - COVID-19	6491	150,000	30,000	0
<b>TOTAL OPERATING EXPENSE</b>		<b>296,000</b>	<b>190,000</b>	<b>175,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 298,000</b>	<b>\$ 190,000</b>	<b>\$ 175,000</b>

## EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
EMS Equipment Cases	5,000		
LP15 Modem Upgrade	5,000		
Medical Supplies	115,000		
Sub-total	125,000	6140	Medical & Lab Supplies
License Fees	4,000		
Sub-total	4,000	6201	Paramedic/EMT License
LifePak 15 Maintenance & Repair	18,000		
Defibrillator & Gurney Maintenance	12,000		
Sub-total	30,000	6270	Maintenance - Equipment
EMS Training Services	16,000		
Sub-total	16,000	6317	Professional Services
TOTAL	175,000		

## **SUPPORT SERVICES**

### **PURPOSE**

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

### **STANDARD LEVEL OF PERFORMANCE**

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

### **GOALS & OBJECTIVES FOR FISCAL YEAR 2022**

1. Seek alternative funding sources for facilities improvement projects
2. Update Fire Station 42 & 44 landscaping modeling fire safe design
3. Provide administrative support for long-range facilities projects

### **PROGRAM MANAGEMENT**

Functional Supervisor – Battalion Chief Jerry Lee

Program Manager – Firefighter Paramedic Travis Dulli

## SUPPORT SERVICES

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Food Supplies	6150	4,000	4,000	4,000
Household Expense	6170	12,000	12,000	12,000
EPA ID Verification Fee	6264	150	150	150
CCC HazMat Plan	6265	3,615	3,615	3,650
Environmental Fees	6266	900	900	900
Maintenance - Equipment	6270	1,500	1,500	1,500
Service & Repair	6274	2,500	2,500	2,500
Tank Testing	6280	1,120	1,120	1,120
<b>TOTAL OPERATING EXPENSE</b>		25,785	25,785	25,820
<b>TOTAL EXPENDITURES</b>		<b>\$ 25,785</b>	<b>\$ 25,785</b>	<b>\$ 25,820</b>



## SUPPORT SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Food for emergency incidents	4,000		
Sub-total	4,000	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	3,650		
Sub-total	3,650	6265	CCC Haz Mat Plan
Bay Area Air Quality permit fees	900		
Sub-total	900	6266	Environmental Fees
Fuel system equipment	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Fuel system dispensers	2,500		
Sub-total	2,500	6274	Service & Repair
Fuel tank testing	1,120		
Sub-total	1,120	6280	Tank Testing
TOTAL	25,820		

## ADMINISTRATION BUILDING

### FISCAL YEAR 2022

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY2021</b>	<b>PROJECTED ACTUALS FY2021</b>	<b>PROPOSED BUDGET FY2022</b>
Utilities - PG & E	6122	4,500	4,500	4,500
Maintenance - Building	6281	5,000	4,000	5,000
Maintenance - Grounds	6282	800	800	800
Other Special Departmental Exp	6479	1,100	2,100	2,000
<b>TOTAL OPERATING EXPENSE</b>		11,400	11,400	12,300
<b>TOTAL EXPENDITURES</b>		<b>\$ 11,400</b>	<b>\$ 11,400</b>	<b>\$ 12,300</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	2,000		
Sub-total	2,000	6479	Other Special Dept
TOTAL	12,300		

## STATION 41

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Utilities - Sewer	6120	2,400	1,564	2,000
Utilities - Garbage	6121	4,500	4,500	4,500
Utilities - PG & E	6122	12,000	12,000	12,000
Utilities - Water	6123	3,000	3,000	3,000
Utilities - Medical Waste	6124	1,100	1,100	1,100
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	1,600	1,600	1,600
Maintenance - Equipment	6270	2,000	2,000	14,000
Maintenance - Building	6281	23,500	21,500	23,500
Maintenance - Grounds	6282	2,000	4,000	2,000
<b>TOTAL OPERATING EXPENSE</b>		53,100	52,264	64,700
<b>TOTAL EXPENDITURES</b>		<b>\$ 53,100</b>	<b>\$ 52,264</b>	<b>\$ 64,700</b>

## STATION 41

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	2,000		
Sub-total	2,000	6120	Utilities - Sewer
Garbage	4,500		
Sub-total	4,500	6121	Utilities - Garbage
PG & E	12,000		
Sub-total	12,000	6122	Utilities - PG & E
Water	3,000		
Sub-total	3,000	6123	Utilities - Water
Medical Waste Services	1,100		
Sub-total	1,100	6124	Utilities - Medical Waste
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,600		
Sub-total	1,600	6171	Household Exp - Linen
Replacement Furniture	12,000		
Equipment Maintenance	2,000		
Sub-total	14,000	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	3,000		
Gutters & Air Compressor	1,500		
Plumbing	5,000		
Overhead Doors	3,000		
Plymovent System & Misc.	9,500		
Sub-total	23,500	6281	Maintenance - Building
Pest Control, Drain Filter, Grounds	2,000		
Sub-total	2,000	6282	Maintenance - Grounds
TOTAL	64,700		

## STATION 42

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Utilities - Sewer	6120	650	566	650
Utilities - Garbage	6121	1,200	1,200	1,200
Utilities - PG & E	6122	15,000	15,000	15,000
Utilities - Water	6123	5,000	5,000	5,000
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	1,320	1,320	1,320
Maintenance - Equipment	6270	2,000	2,000	2,000
Maintenance - Building	6281	14,500	14,500	14,500
Maintenance - Grounds	6282	3,300	3,300	3,300
<b>TOTAL OPERATING EXPENSE</b>		43,970	43,886	43,970
<b>TOTAL EXPENDITURES</b>		<b>\$ 43,970</b>	<b>\$ 43,886</b>	<b>\$ 43,970</b>

## STATION 42

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	650		
Sub-total	650	6120	Utilities - Sewer
Garbage	1,200		
Sub-total	1,200	6121	Utilities - Garbage
PG & E	15,000		
Sub-total	15,000	6122	Utilities - PG & E
Water	5,000		
Sub-total	5,000	6123	Utilities - Water
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,320		
Sub-total	1,320	6171	Household Exp - Linen
Equipment Maintenance	2,000		
Sub-total	2,000	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	1,500		
Plumbing	4,000		
Overhead Doors	2,000		
Plymovent System & Air Compressor	2,000		
Gutters	1,500		
Misc.	2,000		
Sub-total	14,500	6281	Maintenance - Building
Grounds Maintenance	1,800		
Wash Pad Interceptor Service	800		
Pest & Storm Drain Filter System	700		
Sub-total	3,300	6282	Maintenance - Grounds
TOTAL	43,970		

## STATION 43

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Utilities - Sewer	6120	650	566	650
Utilities - Garbage	6121	1,200	1,300	1,300
Utilities - PG & E	6122	7,000	8,600	8,600
Utilities - Water	6123	7,000	10,050	10,050
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	1,100	1,100	1,100
Maintenance - Equipment	6270	1,500	1,500	1,500
Maintenance - Building	6281	10,000	8,000	10,000
Maintenance - Grounds	6282	1,600	1,600	1,600
<b>TOTAL OPERATING EXPENSE</b>		31,050	33,716	35,800
<b>TOTAL EXPENDITURES</b>		<b>\$ 31,050</b>	<b>\$ 33,716</b>	<b>\$ 35,800</b>



## STATION 43

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	650		
Sub-total	650	6120	Utilities - Sewer
Garbage	1,300		
Sub-total	1,300	6121	Utilities - Garbage
PG & E	8,600		
Sub-total	8,600	6122	Utilities - PG & E
Water	10,050		
Sub-total	10,050	6123	Utilities - Water
Miscellaneous	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,100		
Sub-total	1,100	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	1,500		
Plymovent System	2,000		
Elevator Service	2,500		
Gutter Cleaning	1,000		
Air Compressor	1,000		
Miscellaneous	500		
Sub-total	10,000	6281	Maintenance - Building
Grounds Maintenance	1,000		
Pest Control	600		
Sub-total	1,600	6282	Maintenance - Grounds
TOTAL	35,800		

## STATION 44

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Utilities - Sewer	6120	650	566	650
Utilities - Garbage	6121	1,250	1,300	1,300
Utilities - PG & E	6122	9,300	9,850	9,850
Utilities - Water	6123	4,500	4,500	4,500
Utilities - Medical Waste	6124	1,100	1,100	0
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	1,100	1,100	1,100
Maintenance - Equipment	6270	1,000	1,000	1,000
Maintenance - Building	6281	16,000	14,000	23,000
Maintenance - Grounds	6282	3,100	3,100	3,100
Exercise Equipment	6476	0	0	5,900
<b>TOTAL OPERATING EXPENSE</b>		39,000	37,516	51,400
<b>TOTAL EXPENDITURES</b>		<b>\$ 39,000</b>	<b>\$ 37,516</b>	<b>\$ 51,400</b>

## STATION 44

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	650		
Sub-total	650	6120	Utilities - Sewer
Garbage	1,300		
Sub-total	1,300	6121	Utilities - Garbage
PG & E	9,850		
Sub-total	9,850	6122	Utilities - PG & E
Water	4,500		
Sub-total	4,500	6123	Utilities - Water
Medical Waste	0		
Sub-total	0	6124	Utilities - Medical Waste
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,100		
Sub-total	1,100	6171	Household Exp - Linen
Equipment Maintenance	1,000		
Sub-total	1,000	6270	Maintenance - Equipment
Generator & Plumbing	3,500		
HVAC Maintenance & Gutters	2,500		
Overhead Doors & Plymovent	4,500		
Paint Exterior Trim	7,000		
Miscellaneous	5,500		
Sub-total	23,000	6281	Maintenance - Building
Wash Pad Interceptor Service	1,500		
Grounds Maintenance - Creek	1,600		
Sub-total	3,100	6282	Maintenance - Grounds
Treadmill and Elliptical Machine	5,900		
Sub-total	5,900	6476	Exercise Equipment
TOTAL	51,400		

## STATION 45

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Utilities - Sewer	6120	650	566	650
Utilities - Garbage	6121	6,000	7,100	7,100
Utilities - PG & E	6122	22,100	22,100	22,100
Utilities - Water	6123	1,600	1,600	1,600
Utilities - Medical Waste	6124			1,100
Household Expense	6170	1,000	1,000	3,200
Household Expense - Linen	6171	1,320	1,320	1,320
Maintenance - Equipment	6270	1,500	1,700	1,500
Maintenance - Building	6281	22,000	20,000	22,000
Maintenance - Grounds	6282	1,600	1,600	1,600
<b>TOTAL OPERATING EXPENSE</b>		57,770	56,986	62,170
<b>TOTAL EXPENDITURES</b>		<b>\$ 57,770</b>	<b>\$ 56,986</b>	<b>\$ 62,170</b>

## STATION 45

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	650		
Sub-total	650	6120	Utilities - Sewer
Garbage	7,100		
Sub-total	7,100	6121	Utilities - Garbage
PG & E	22,100		
Sub-total	22,100	6122	Utilities - PG & E
Water	1,600		
Sub-total	1,600	6123	Utilities - Water
Medical Waste	1,100		
Sub-total	1,100	6124	Utilities - Medical Waste
Miscellaneous	1,000		
Sub-total	3,200	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		
Gutters	1,500		
Air Compressor	1,500		
Plumbing	4,000		
HVAC Maintenance	2,000		
Overhead Doors	3,000		
Plymovent System	2,500		
Miscellaneous	6,000		
Sub-total	22,000	6281	Maintenance - Building
Miscellaneous	1,600		
Sub-total	1,600	6282	Maintenance - Grounds
TOTAL	62,170		

# EMERGENCY OPERATIONS

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

- Organize and coordinate fire suppression personnel and equipment
- Ensure all fire apparatus are equipped with a full complement of appropriate equipment at all times
- Ensure all personal protective equipment is serviceable and meets current federal standards
- Maintain fire trails within the District
- Maintain licenses for mapping applications and Tablet Command
- Continuously update District maps, preplans and target hazard information
- Maintain exercise equipment
- Continue to develop subordinates as fire investigators

## GOALS & OBJECTIVES FOR FISCAL YEAR 2022

1. Continue to update operational policies
2. Create and update data sets for Operations Division
3. Develop wildland fire response plan

## STAFFING SUMMARY

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

## PROGRAM MANAGEMENT

Program Administrator - Battalion Chief Lucas Lambert

## EMERGENCY OPERATIONS

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Permanent Salaries	5011	9,043,321	9,000,000	9,264,407
Overtime	5014	1,818,672	1,800,000	1,835,500
Deferred Compensation	5015	20,300	20,100	20,304
Overtime - Strike Team	5016	1,985,000	1,985,000	500,000
Payroll Taxes	5042	185,323	180,000	168,493
Retirement Contributions	5044	5,262,446	5,235,000	5,477,701
Health & Life Insurance	5060	1,219,444	1,200,000	1,331,292
Employee Share Health Insur	5061	(164,372)	(161,000)	(196,272)
Vision Insurance	5066	18,348	16,000	17,424
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 19,388,482</b>	<b>\$ 19,275,100</b>	<b>\$ 18,418,849</b>
Small Tools & Instruments	6130	5,500	5,500	6,000
Minor Equipment/Furniture	6131	500	500	500
Power Saw/Other Equipment	6133	6,800	6,800	6,800
Technical Rescue	6137	7,000	7,000	55,000
Firefighting Equipment - Hose	6138	6,000	6,000	10,000
Firefighting Equipment - Foam	6139	15,000	15,000	10,000
Safety Clothing	6160	95,000	50,000	60,000
Dues & Memberships	6200	0	1,200	1,200
Rent & Leases Equip	6250	9,000	9,000	9,000
Air Monitor Maintenance	6269	1,826	1,826	10,000
Maintenance - Equipment	6270	25,000	25,000	5,000
Air Compressor Service	6278	6,000	6,000	6,000
Hydro Test SCBA & Oxygen	6279	2,500	2,500	30,000
Strike Team Supplies	6474	50,000	50,000	60,000
Exercise Equipment	6476	4,000	4,000	8,000
Other Special Dept Exp	6479	2,550	2,550	2,550
Mapping - Services and Supplie	6490	1,300	1,300	5,000
<b>TOTAL OPERATING EXPENSE</b>		<b>237,976</b>	<b>194,176</b>	<b>285,050</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 19,626,458</b>	<b>\$ 19,469,276</b>	<b>\$ 18,703,899</b>

## EMERGENCY OPERATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Tool Replacement/Maintenance	6,000		
Sub-total	6,000	6130	Small Tools & Instruments
Investigation supplies	500		
Sub-total	500	6131	Minor Equip/Furniture
Chains, Blades, Maintenance	6,800		
Sub-total	6,800	6133	Power Saw/Other Equip
Extrication Equipment/Maintenance	50,000		
Rope Rescue	5,000		
Sub-total	55,000	6137	Technical Rescue
Fittings/Nozzles	10,000		
Sub-total	10,000	6138	Firefighting Equip - Hose
Restock Foam Inventory	10,000		
Sub-total	10,000	6139	Firefighting Equip - Foam
Personal Protective Equipment	40,000		
Annual Inspections PPE	20,000		
Sub-total	60,000	6160	Safety Clothing



DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
California Fire Chiefs' Association	1,200		
Sub-total	1,200	6250	Dues & Memberships
Medical Oxygen	9,000		
Sub-total	9,000	6250	Rent & Leases Equip
Air Monitor Sensors Replacement	10,000		
Sub-total	10,000	6269	Air Monitor Maintenance
Ladder Testing, Fire Extinguisher	5,000		
Sub-total	5,000	6270	Maintenance - Equipment
Air Compressor Service	6,000		
Sub-total	6,000	6278	Air Compressor Service
SCBA Mask Fit Testing	5,000		
SCBA Equipment	20,000		
Test SCBA & Oxygen Cylinders	5,000		
Sub-total	30,000	6279	Hydro Test
Strike Team Equipment/Supplies	60,000		
Sub-total	60,000	6474	Strike Team Supplies
Exercise Supplies	6,700		
Exercise Maintenance	1,300		
Sub-total	8,000	6476	Exercise Equipment
Drone Licenses, Parts and Repair	2,550		
Sub-total	2,550	6479	Other Special Dept Exp
GIS Supplies	5,000		
Sub-total	5,000	6490	Services & Supplies Map
TOTAL	285,050		

# COMMUNICATIONS

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

- Maintain devices integral for CAD integration
- Upgrade hardware and software as necessary to provide the highest level of reliability and data transfer rates to devices
- Continue to provide CAD integration using Tablet Command
- Plan replacement of the current generation of portable radios
- Maintain cell phone functionality on all apparatus

## GOALS & OBJECTIVES FOR FISCAL YEAR 2022

1. Replace/upgrade iOS devices per district replacement schedule
2. Expand Avenza licensing
3. Provide hardware, software, and wireless service to iPads for out-of-county deployments
4. Provide cellular booster as needed for out-of-county deployments
5. Provide new docking/case system for BC vehicles and utility pickups
6. Maintain satellite based emergency data communications system and service

## PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Lucas Lambert  
iOS Device Manager – Captain Michael Martinez  
Radio Manager – Captain Jon Ford

## COMMUNICATIONS

FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Telephone Communications	6110	47,200	50,000	50,300
Communication Center	6111	188,700	188,700	194,500
Maintenance - Equipment	6270	10,000	10,000	20,000
Other Special Departmental Exp	6479	57,250	57,250	57,250
<b>TOTAL OPERATING EXPENSE</b>		303,150	305,950	322,050
<b>TOTAL EXPENDITURES</b>		<b>\$ 303,150</b>	<b>\$ 305,950</b>	<b>\$ 322,050</b>

## COMMUNICATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Upgrade iPhones & iPads	6,550		
Purchase iPads - 3	4,750		
Miscellaneous	1,500		
Cellular Phone/Tablet Data Service	37,500		
Sub-total	50,300	6110	Telephone Comm
Contra Costa County Dispatch	194,500		
Sub-total	194,500	6111	Communication Center
Communications Parts & Radios	20,000		
Sub-total	20,000	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	322,050		

# 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 2022

1. Acquire and upfit 1 new utility vehicle
2. Provide prompt, preventative maintenance to reduce future major repairs/ apparatus replacement

## PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Lucas Lambert

Program Managers – Captain Daryle Balao, Engineer Anthony Grgurevic

## APPARATUS

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Maintenance - Equipment	6270	1,500	3,000	1,500
Central Garage Repairs	6271	280,000	278,500	280,000
Central Garage Gasoline & Oil	6272	65,000	65,000	65,000
Central Garage Tires	6273	10,000	10,000	12,000
Aerial Ladder & Pump Testing	6275	1,000	1,000	1,000
Smog Inspections	6276	500	500	500
<b>TOTAL OPERATING EXPENSE</b>		358,000	358,000	360,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 358,000</b>	<b>\$ 358,000</b>	<b>\$ 360,000</b>

## APPARATUS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Batteries	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
On-going maintenance/repairs	280,000		
Sub-total	280,000	6271	Central Garage Repairs
Fuel	65,000		
Sub-total	65,000	6272	Gasoline & Oil
Tire replacement	12,000		
Sub-total	12,000	6273	Central Garage Tires
Annual Ladder Testing	1,000		
Sub-total	1,000	6275	Aerial Ladder/Pump Test
Annual Smog Testing	500		
Sub-total	500	6276	Smog Inspections
TOTAL	360,000		

# TRAINING

## PURPOSE

The purpose of the training division is 1) to maintain an effective firefighting force; 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 mandated training
- Evaluate company and individual performance
- Assist in development and execution of promotional exams
- Develop, mentor, and train all new employees to District standards
- Continue to participate in regional training activities

## GOALS & OBJECTIVES FOR FISCAL YEAR 2022

1. Meet established training standards
2. Provide unique and challenging training environments for employees
3. Support educational progression
4. Develop the training center at Station 41

## PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Steven Gehling



## TRAINING

### FISCAL YEAR 2022

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Overtime	5014	18,000	0	0
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 18,000</b>	<b>\$ -</b>	<b>\$ -</b>
Books & Periodicals	6102	1,500	1,500	1,500
Food Supplies	6150	1,500	500	1,500
Dues, Memberships & Prof Fees	6200	400	0	11,000
Testing Materials & Training Prop	6354	20,000	20,000	40,000
Career Development Classes	6357	25,000	10,000	25,000
Training Classes Paramedic/EMT	6360	10,000	10,000	10,000
Mandated Training	6361	20,000	8,000	15,000
<b>TOTAL OPERATING EXPENSE</b>		<b>78,400</b>	<b>50,000</b>	<b>104,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 96,400</b>	<b>\$ 50,000</b>	<b>\$ 104,000</b>

## TRAINING

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Training Books	1,500		
Sub-total	1,500	6102	Books & Periodicals
Food for Training Events	1,500		
Sub-total	1,500	6150	Food Supplies
Training Officers Association	11,000		
Sub-total	11,000	6200	Dues & Memberships
Materials & Training	40,000		
Sub-total	40,000	6354	Testing Materials & Props
Career Development	25,000		
Sub-total	25,000	6357	Career Development
Paramedic & EMT Courses	10,000		
Sub-total	10,000	6360	Training Classes
Mandated Training	15,000		
Sub-total	15,000	6361	Mandated Training
TOTAL	104,000		

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

**FISCAL YEAR 2022**

**Revenues**

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Property Tax - Current Secured	4010	3,884,311	3,884,311	1,730,869
Investment Earnings	4181	500	500	500
Transfers In	4999	922,948	922,948	922,448
<b>TOTAL REVENUES</b>		<b>\$ 4,807,759</b>	<b>\$ 4,807,759</b>	<b>\$ 2,653,817</b>

**Expenditures**

DESCRIPTION	GL CODE	AMENDED BUDGET FY2021	PROJECTED ACTUALS FY2021	PROPOSED BUDGET FY2022
Pension Obligation Bond Prin.	7900	3,265,000	3,265,000	3,610,000
Pension Obligation Bond Interest	7901	359,527	359,527	180,090
Lease Agreement Principal	7906	256,000	256,000	261,000
Lease Agreement Interest	7907	65,699	65,699	60,199
Vehicle Lease Principal	7902	581,689	581,689	592,791
Vehicle Lease Interest	7903	19,560	19,560	8,458
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,547,475</b>	<b>\$ 4,547,475</b>	<b>\$ 4,712,538</b>

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

**FISCAL YEAR 2022**

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

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2021				\$5,255,000
Reduction in Principal Balance				3,610,000
Interest Due				180,090
Total Payment Due				3,790,090
Principal Outstanding as of June 30, 2022				\$1,645,000
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2022	5.22%	3,610,000	180,090	3,790,090
2023	5.22%	1,645,000	42,935	1,687,935
<b>TOTALS</b>		<b>\$5,255,000</b>	<b>\$223,025</b>	<b>\$5,478,025</b>

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

**FISCAL YEAR 2022**

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

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2021				\$2,878,000
Reduction in Principal Balance				261,000
Interest Due				60,199
Total Payment Due				321,199
Principal Outstanding as of June 30, 2022				\$2,617,000
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2022	2.14%	261,000	60,199	321,199
2023	2.14%	267,000	54,570	321,570
2024	2.14%	272,000	48,835	320,835
2025	2.14%	278,000	42,982	320,982
2026	2.14%	284,000	37,001	321,001
2027	2.14%	290,000	30,890	320,890
2028	2.14%	297,000	24,641	321,641
2029	2.14%	303,000	18,264	321,264
2030	2.14%	310,000	11,737	321,737
2031	2.14%	316,000	5,071	321,071
<b>TOTALS</b>		<b>\$2,878,000</b>	<b>\$334,190</b>	<b>\$3,212,190</b>

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

**FISCAL YEAR 2022**

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

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2021				\$592,791
Reduction in Principal Balance				592,791
Interest Due				8,458
Total Payment Due				601,249
Principal Outstanding as of June 30, 2022				\$0
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2022	1.90%	592,791	8,458	601,249
<b>TOTALS</b>		<b>\$592,791</b>	<b>\$8,458</b>	<b>\$601,249</b>

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

**FISCAL YEAR 2022**

**Revenues**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY2021</b>	<b>PROJECTED ACTUALS FY2021</b>	<b>PROPOSED BUDGET FY2022</b>
Fire Flow Tax	4066	1,088,000	1,093,246	1,095,000
Investment Earnings	4181	10,000	10,000	10,000
State Grant	4435	300,000	300,000	
Federal Grant	4437	300,000	300,000	
Impact Mitigation Fees	4743		68,000	20,000
Other Revenue	4972	53,258	53,258	
Sale of Surplus Property	4980		6,796	
<b>TOTAL REVENUES</b>		<b>\$ 1,751,258</b>	<b>\$ 1,831,300</b>	<b>\$ 1,125,000</b>

**Expenditures**

<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>AMENDED BUDGET FY2021</b>	<b>PROJECTED ACTUALS FY2021</b>	<b>PROPOSED BUDGET FY2022</b>
Bank Fees	7510	200	200	200
Fire Flow Tax Collection Fees	7531	14,000	11,582	14,000
Capital Outlay - Equipment	7701			145,000
Capital Outlay - Apparatus	7703	73,850	73,850	273,000
Software	7704	300,000	300,000	
Station 42 Improvement	7705			20,000
Buildings-Station Improvement	7708	300,000	300,000	20,000
Operating Transfer Out	7999	922,948	922,948	922,448
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,610,998</b>	<b>\$ 1,608,580</b>	<b>\$ 1,394,648</b>

## CAPITAL PROJECTS FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
7510	Bank Fees	200
7531	Fire Flow Tax Collection Fees	14,000
7705	Station 42 Landscape Remodel	20,000
7708	Station 44 Landscaping	20,000
7703	Capital Outlay - Utility Pickup	55,000
7703	Capital Outlay - E-43 Hurst Extrication Tools	38,000
7703	Chipper and Truck	180,000
7701	Capital Outlay - Oxygen Generator and Fill Station	65,000
7701	Capital Outlay - LifePak 15 Monitor 2x	80,000
<b>TOTAL CAPITAL PROJECTS FUND</b>		<b>\$ 472,200</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.