



# MORAGA-ORINDA FIRE DISTRICT

ANNUAL OPERATING BUDGET  
FISCAL YEAR 2016/2017

## **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**

Stephen Anderson, President

Fred Weil, Vice-President

Kathleen Famulener, Secretary

Brad Barber, Treasurer

Alex Evans, Director

## **Fire Chief**

Stephen Healy

# TABLE OF CONTENTS

## ANNUAL OPERATING BUDGET FISCAL YEAR 2016/2017

### EXECUTIVE SUMMARY

Budget Letter .....	1
Organizational Chart .....	4
Explanation of Funds .....	5
Statement of Revenues, Expenditures and Changes in Fund Balance FY 2015-2016 .....	6
Funding Sources and Uses All Funds .....	7
Fund Balance .....	8

### GENERAL FUND

Revenues .....	9
Expenditures .....	11
Staffing Summary .....	14
<b>Division</b>	
Board of Directors .....	16
Finance and Administration .....	19
Human Resources .....	26
Information Technology .....	30
Fire Prevention .....	34
Emergency Preparedness .....	39
Communications .....	43
Emergency Medical Services .....	46
Support Services .....	49
Administration Building .....	52
Station 41 .....	54
Station 42 .....	56
Station 43 .....	58
Station 44 .....	60
Station 45 .....	62
Emergency Operations .....	64
Apparatus .....	69
Training .....	72
Air Oxygen .....	76

### DEBT SERVICE FUND

Statement of Revenues and Expenditures .....	79
Debt Service Summary Taxable Pension Obligation Bonds .....	80
Debt Service Summary 2015 Lease Agreement .....	81
Debt Service Summary 2016 Lease Agreement .....	82

### CAPITAL PROJECTS FUND

Statement of Revenues and Expenditures .....	83
Detail of Expenditures .....	84

### GENERAL INFORMATION

Teeter Plan .....	85
Property and Intergovernmental Tax Definitions .....	86





# Moraga-Orinda Fire District

Office of the Fire Chief

June 15, 2016

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

Members of the Board:

Attached is the Fiscal Year 2016/17 Annual Operating Budget for the Moraga-Orinda Fire District. The Budget is the result of input received from the 2015/16 mid-year budget review, an inclusive and interactive staff review process, Board direction throughout the year, input received at the May 9 Finance Committee meeting and June 1 Board meeting.

The Budget document represents the projected revenues that will be received and projected expenditures for conducting day-to-day operations and capital expenditures. Also included in the document are narratives that describe the purpose, service levels, and goals and objectives for each of the specific activities/programs of the District.

The Long Range Financial Plan has also been updated as part of the budget development process.

## **Budget Goals for 2016/17**

The primary goal in developing the 2016/17 Annual Operating Budget was to produce a balanced financial plan that retains current service levels and addresses capital equipment needs to fully maintain firefighter safety and operational effectiveness. Considerable effort was made to reduce costs wherever possible. The primary strategy used was a retrospective analysis of the 2015/16 budget, projected actuals, a thorough review of personnel costs, and anticipated necessary capital projects/purchases. I am pleased to present a budget that projects a General Fund surplus of \$250K.

The surplus was made possible through the cooperation of our employees. In 2014, the District reached agreement with its three labor groups. The resulting MOUs resulted in substantial employee cost reductions; both short and long-term. The General Fund structural deficit, a topic of great concern and discussion throughout late 2013 and early 2014, was eliminated through a combination of employee concessions, increased property tax revenue and use of Fire Flow Tax revenue. The General Fund continues to be sustainable.

## **General Fund Financial Summary**

Over the past several years in response to economic conditions, the District reduced General Fund expenditures through reduced service levels, elimination of administrative positions, renegotiation of service and employee contracts, and establishment of new revenue sources. The 2016/17 Budget proposes to begin to carefully restore some administrative positions. The Budget projects a surplus in the General Fund with revenue exceeding expenditures \$249,688 for fiscal year 2016/17.

The fiscal year 2016/17 General Fund Budget projects total revenue of \$20,419,053, an increase of \$891,132 or 4.6% above 2015/16 projected actuals. This revenue increase is primarily due to the projected increase in property tax revenue of \$1,104,425 or 6.3%. Intergovernmental revenue is projected to decrease \$323,896 or 54% due to completion of the Federal Emergency Management Agency Staffing for Adequate Fire and Emergency Response (SAFER) Grant. No use of fire flow tax revenue in the General Fund is projected to be necessary in 2016/17.

The fiscal year 2016/17 General Fund Budget projects total expenditures of \$20,169,365, an increase of \$1,521,783 or 8.1% from the 2015/16 projected actuals. 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 \$510,561 or 7% due to a 4.5% salary increase for all employees effective July 1, 2016 and due to the proposed addition of one half-time permanent position and reclassification of one half-time position. Overtime is projected to be \$2.1M. This includes planned risk-based staffing during wildland season. Retirement contribution costs for employees are projected to increase \$305,657 or 7% due to the increase in permanent salaries. Health insurance costs for employees are projected to increase \$87,484 or 12% due to the addition of two positions in Administration and due to the filling of two vacant Firefighter Paramedic positions. Retiree health insurance costs are projected to stay the same because the amount the District pays for retiree health insurance is capped. Workers' compensation costs are projected to decrease \$85,260 or 11% due to a decrease in the District's experience modification factor. The District's projected increased property tax revenue will fund the overall increase to salaries and benefits costs.

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

The 2016/17 Capital Projects Fund Budget projects total revenue of \$1,081,214. All of the District's Fire Flow Tax revenue (\$1,070,214) is proposed to remain in the Capital Projects Fund in 2016/17. The Fire Flow Tax Rate is \$.06 in both the Moraga & Orinda service zones.

The 2016/17 Capital Projects Fund Budget includes projected expenditures of \$5,033,070. For the past several years due to the financial condition of the District, capital spending was significantly reduced. Some necessary repairs and replacement were deferred. Now that the financial condition of the District has improved significantly, the District is in the position to make necessary capital improvements. This includes the reconstruction of Station 43 (\$4,477,000 financed with a direct placement lease), replacement of two vehicles (\$94,700), purchase of one used tiller truck for training purposes (\$50,000), a new roof for the Administration Building (\$40,000) and several other smaller, necessary projects.

### **Debt Service Fund Summary**

The 2016/17 Debt Service Fund Budget includes required debt service payments of \$3,376,448 for the District's pension obligation bonds and lease obligations. The funding source for the debt service payments is property tax revenue of \$3,219,473 and resources from the Capital Projects Fund.

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

The Budget recommends several staffing and benefits changes as follows:

- Maintain Safety roster strength of 54 positions

- Addition of one half-time, benefitted Fire Inspector/Plans Examiner in Fire Prevention. Additional annual cost is \$75K (0 to 0.5).
- Reduction of two half-time, non-benefitted District Aide positions in Fire Prevention. Reduction in cost is \$38K (3.5 to 2.5).
- Reclassification of Human Resources Benefits Manager position from half-time, non-benefitted to full-time, benefitted. Additional annual cost is \$94K (0.5 to 1).
- Addition of one half-time, non-benefitted District Aide/Receptionist position in Finance. Additional annual cost is \$19K. (0.5 to 1).
- Addition of vision insurance family coverage for benefitted employees for FY2016/17. Additional annual cost is \$13K.

The Budget continues to freeze one chief officer position (dedicated training chief) and does not include restoration of the (full-time) Assistant Fire Marshal position.

### **OPEB Funding**

In March 2015, the Board approved establishment of an other post-employment benefits (OPEB) trust account. The proposed Budget includes appropriations for the District's 2016/17 contribution to the trust account in the amount of \$118,000. This will be the third consecutive year the District has made the OPEB pre-funding contribution.

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

The proposed Budget projects a total fund balance decrease for fiscal year 2016/17 of \$3,859,143. Projected fund balance in the General Fund as of June 30, 2017 is \$3,090,608, in the Debt Service Fund \$2,790,000 and in the Capital Projects Fund \$5,664,180.

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 10% of budgeted General Fund revenue at fiscal year-end. It is projected the General Fund balance at June 30, 2017 will be 15.1% of budgeted General Fund revenue.

### **Budget Summation**

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

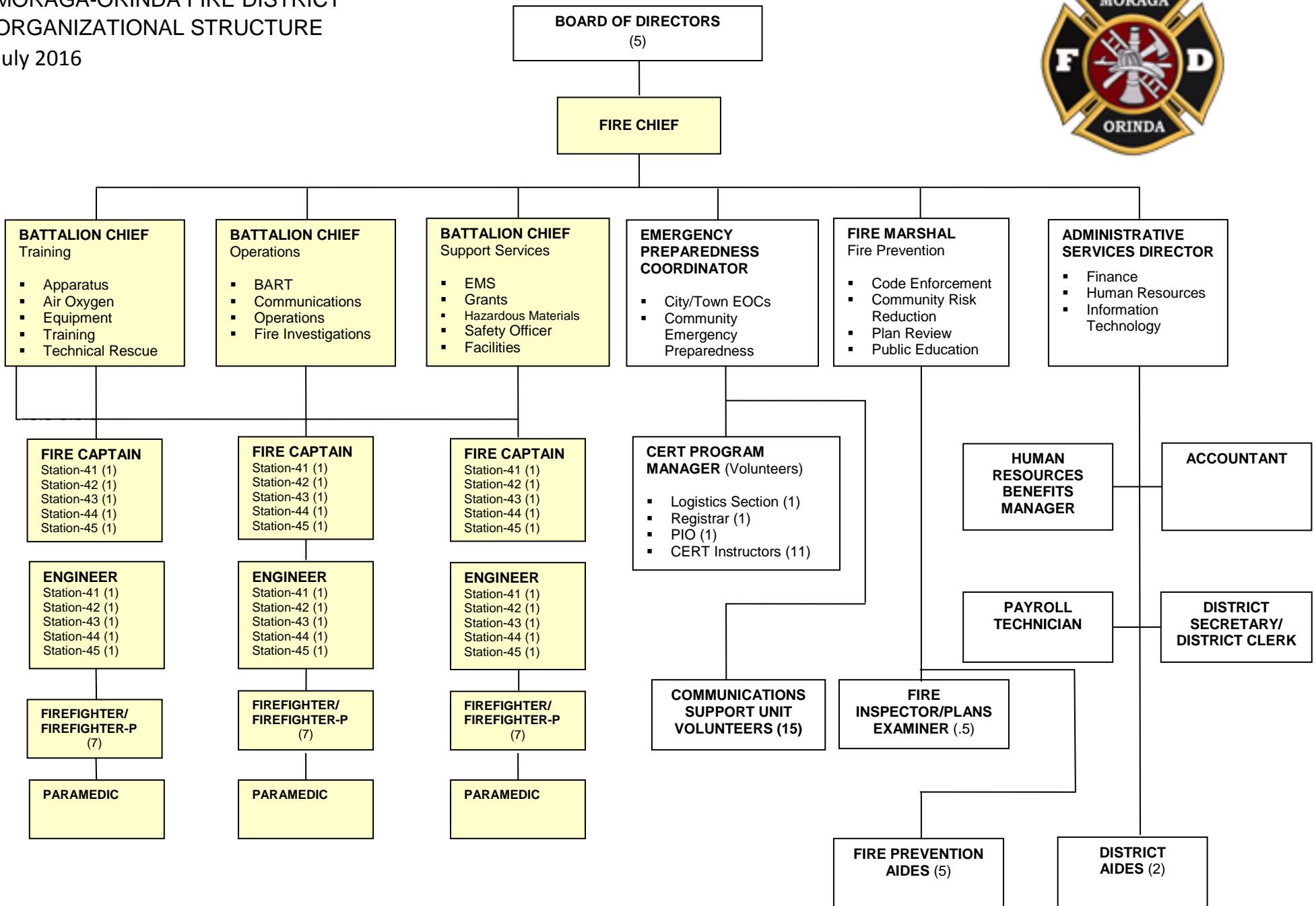
In summary, I would like to express my appreciation to the Board for their continued support and guidance; all personnel for their ongoing efforts to provide high-quality all-risk services, and our Firefighters for their cooperation to help the District and the public they proudly serve. I know we will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

Respectfully,



Stephen Healy  
Fire Chief

MORAGA-ORINDA FIRE DISTRICT  
 ORGANIZATIONAL STRUCTURE  
 July 2016



## **EXPLANATION OF FUNDS**

### **General Fund**

The General Fund is the general operating fund of the District. It is used to account for all financial resources. The major revenue sources for this fund are property taxes and ambulance service fees. Expenditures are made for public safety and other operating expenditures. The District has a fund balance policy that requires a minimum fund balance in the General Fund of at least 10% of budgeted General Fund revenue at fiscal year-end.

### **Debt Service Fund**

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

### **Capital Projects Fund**

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



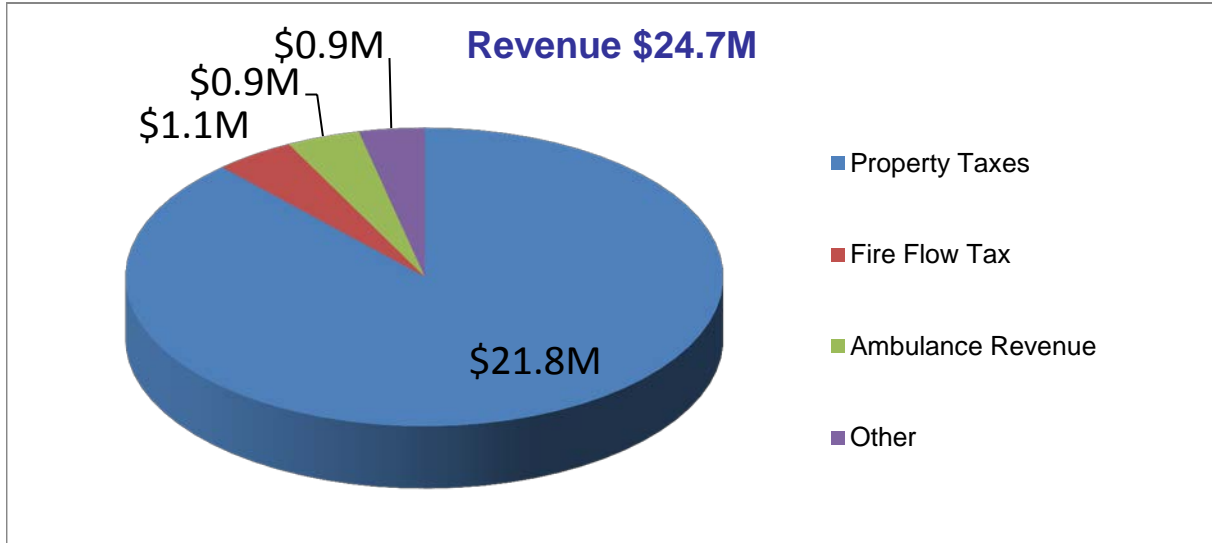
## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

*FY 2016-2017*

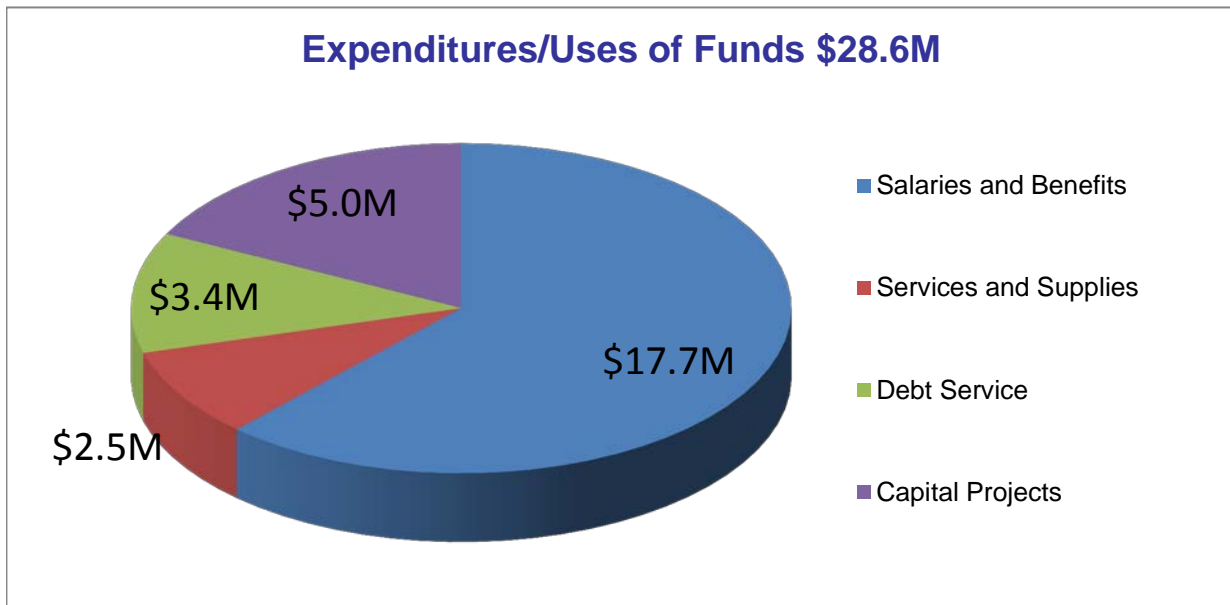
	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	TOTAL
<b>PROJECTED REVENUES</b>				
Taxes	\$18,569,298	\$3,219,473		\$21,788,771
Fire flow taxes			\$1,070,214	1,070,214
Use of money & prop			1,000	1,000
Intergovernmental	270,585			270,585
Charges for services	214,138			214,138
Charges ambulance	983,140			983,140
Other	381,892		10,000	391,892
<b>TOTAL</b>	<b>20,419,053</b>	<b>3,219,473</b>	<b>1,081,214</b>	<b>24,719,740</b>
<b>PROJECTED EXPENDITURES</b>				
Salaries & benefits	17,682,262			17,682,262
Services & supplies	2,487,103		11,600	2,498,703
Debt service		3,376,448		3,376,448
Capital projects			5,021,470	5,021,470
<b>TOTAL</b>	<b>20,169,365</b>	<b>3,376,448</b>	<b>5,033,070</b>	<b>28,578,883</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>249,688</b>	<b>(156,975)</b>	<b>(3,951,856)</b>	<b>(3,859,143)</b>
Transfers in (out)		362,165	(362,165)	0
Net change	249,688	205,190	(4,314,021)	(3,859,143)
<b>PROJECTED FUND BALANCE JULY 1, 2016</b>	<b>2,840,920</b>	<b>2,584,810</b>	<b>9,978,201</b>	<b>15,403,931</b>
<b>PROJECTED FUND BALANCE JUNE 30, 2017</b>	<b>\$3,090,608</b>	<b>\$2,790,000</b>	<b>\$5,664,180</b>	<b>\$11,544,788</b>

# FUNDING SOURCES AND USES ALL FUNDS FY 2016-2017

## FUNDING SOURCES



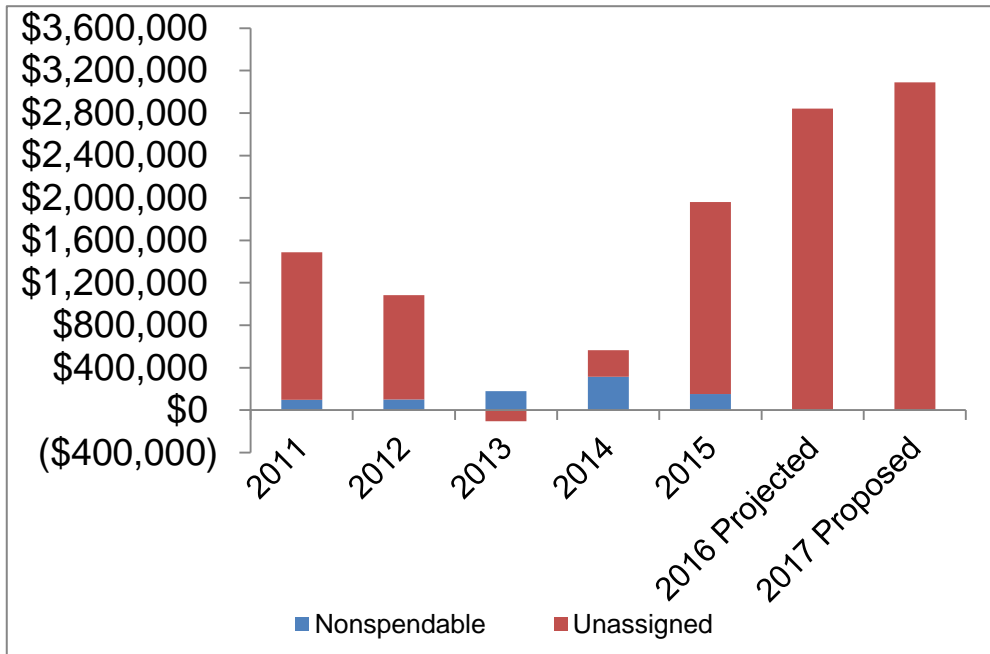
## FUNDING USES



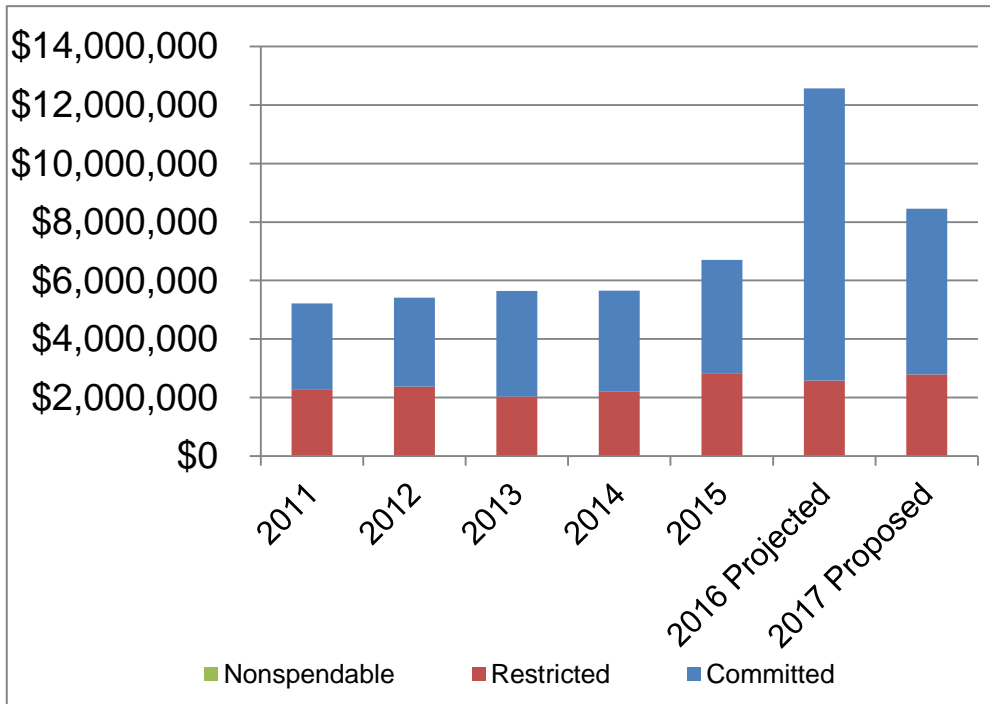
## FUND BALANCE

*FISCAL YEAR END JUNE 30*

### GENERAL FUND



### CAPITAL PROJECTS AND DEBT SERVICE FUNDS



## REVENUES GENERAL FUND

*FY 2016-2017*

DESCRIPTION	GL CODE	ACTUALS FY 14-15	PROJECTED ACTUALS FY 15-16	PROPOSED BUDGET FY 16-17
Prop Taxes Current Secured	4010	15,190,023	16,430,896	17,556,871
Prop Taxes Supplemental	4011	391,005	300,000	300,000
Prop Taxes Unitary	4013	178,195	203,699	203,699
Prop Taxes Current Unsecured	4020	645,119	605,000	605,000
Prop Taxes Prior Secured	4030	(51,413)	(61,010)	(61,010)
Prop Taxes Prior Supp	4031	(27,525)	(25,262)	(25,262)
Prop Taxes Prior Unsecured	4035	(10,481)	11,550	(10,000)
<b>TOTAL PROPERTY TAXES</b>		<b>\$16,314,923</b>	<b>\$17,464,873</b>	<b>\$18,569,298</b>
Fire Flow Taxes	4066	696,300	0	0
<b>TOTAL FIRE FLOW TAXES</b>		<b>\$696,300</b>	<b>\$0</b>	<b>\$0</b>
Investment Earnings	4181	416	130	0
<b>TOTAL USE OF MONEY &amp; PROP</b>		<b>\$416</b>	<b>\$130</b>	<b>\$0</b>
Homeowners Relief Tax	4385	160,407	158,000	158,000
State Mandated Cost Reimb	4436	75,965	0	0
Federal Grants	4437	432,625	323,896	0
JAC Training Funds	4440	33,615	25,091	25,091
Other/In Lieu Taxes	4580	1,810	902	902
Measure H	4896	192,702	86,592	86,592
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$897,124</b>	<b>\$594,481</b>	<b>\$270,585</b>

## REVENUES GENERAL FUND

*FY 2016-2017*

DESCRIPTION	GL CODE	ACTUALS FY 14-15	PROJECTED ACTUALS FY 15-16	PROPOSED BUDGET FY 16-17
Permits	4740	1,866	2,364	2,364
Plan Review Fees	4741	209,285	166,353	170,000
Inspection Fees	4742	22,958	23,842	24,000
Weed Abatement Charges	4744	16,380	3,465	6,774
CPR/First Aid Classes	4745	3,701	2,133	2,000
Reports/Photocopies	4746	337	350	350
Other Charges For Service	4747	18,678	2,422	8,650
<b>TOTAL CHARGES FOR SERVICES</b>		<b>\$273,205</b>	<b>\$200,929</b>	<b>\$214,138</b>
Ambulance Service Fees	4898	1,041,395	1,004,000	1,048,120
Ambulance Fees Reimburse	4899	(140,211)	(66,000)	(67,980)
Ambulance Recovery Payments	4900	6,546	3,000	3,000
<b>TOTAL CHARGES AMBULANCE</b>		<b>\$907,730</b>	<b>\$941,000</b>	<b>\$983,140</b>
Strike Team Recovery	4971	581,662	232,718	332,718
Other Revenue	4972	67,372	65,374	46,174
Other Revenue-Misc.	4974	3,546	27,003	1,000
Misc Rebates & Refunds	4975	70,208	1,058	1,000
Sale of Surplus Property	4980	1,358	355	1,000
<b>TOTAL OTHER REVENUE</b>		<b>\$724,146</b>	<b>\$326,508</b>	<b>\$381,892</b>
<b>TOTAL REVENUES</b>		<b>\$19,813,844</b>	<b>\$19,527,921</b>	<b>\$20,419,053</b>



## GENERAL FUND EXPENDITURES

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017	ACTUALS TO BUDGET % CHANGE
Permanent Salaries	5011	7,515,349	7,505,350	8,015,911	7%
Hourly Salaries	5013	166,800	130,000	174,950	35%
Overtime	5014	1,958,422	1,851,700	1,860,025	0%
Overtime - Strike Team	5016	150,000	137,200	276,730	102%
Deferred Compensation	5015	106,578	109,110	105,887	-3%
Contract Services	5018	180,000	81,000	100,000	23%
Payroll Taxes	5042	157,000	151,380	166,110	10%
Payroll Processing Fees	5043	20,000	17,000	20,000	18%
Retirement Contributions	5044	4,136,778	4,134,675	4,440,332	7%
Health & Life Insurance	5060	985,000	963,807	1,107,452	15%
Employee Share Health Ins	5061	(200,000)	(205,979)	(262,140)	27%
Vision Insurance	5066	0	0	13,000	
Retiree Health Insurance	5062	1,200,000	1,198,000	1,300,000	9%
Retiree Share Health	5063	(329,000)	(334,675)	(430,000)	28%
Unemployment Insurance	5064	10,000	6,000	10,000	67%
OPEB Funding Contrib	5065	94,000	94,000	118,000	26%
Workers' Compensation	5070	815,069	790,000	706,005	-11%
Workers' Comp Recovery	5019	(65,000)	(38,735)	(40,000)	3%
Contract	5080	750	540	0	-100%
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 16,901,746</b>	<b>\$ 16,590,373</b>	<b>\$ 17,682,262</b>	<b>7%</b>
Office Supplies	6100	19,850	17,000	18,150	7%
Postage	6101	5,950	7,500	8,500	13%
Books & Periodicals	6102	4,950	5,390	6,850	27%
Printer Ink Cartridges	6103	5,000	6,800	7,500	10%
Telephone/Communication	6110	45,000	35,000	45,000	29%
Dispatch Center	6111	170,000	170,000	170,000	0%
Utlities - Sewer	6120	2,640	2,700	3,800	41%
Utlities - Garbage	6121	14,720	11,250	14,870	32%
Utlities - PG&E	6122	66,890	59,800	67,040	12%
Utlities - Water	6123	15,020	14,750	15,120	3%
Utlities - Medical Waste	6124	2,070	2,070	2,150	4%
Small Tools & Instruments	6130	750	500	21,250	4150%
Minor Equipment/Furniture	6131	2,250	1,750	2,000	14%

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017	ACTUALS TO BUDGET % CHANGE
Computer Equip/Supplies	6132	10,000	10,000	10,000	0%
Power Saw/Other Equip	6133	13,000	11,496	12,000	4%
Fire Trail Grading	6135	10,500	7,225	20,500	184%
Fire Fighting Equip/Supplies	6137	20,000	20,000	12,300	-39%
Fire Fighting Equip/Hoses	6138	7,500	7,500	16,500	120%
Fire Fighting Equip/Foam	6139	500	500	1,500	200%
Medical & Lab Supplies	6140	90,000	90,000	110,000	22%
Food Supplies	6150	7,500	6,500	8,500	31%
Safety Clothing	6160	80,000	50,000	65,000	30%
Non-Safety Clothing	6161	2,000	2,000	2,000	0%
Household Expenses	6170	18,820	18,495	22,825	23%
Household Expenses - Linen	6171	14,730	14,730	15,330	4%
Public & Legal Notices	6190	4,750	2,250	4,750	111%
Dues & Memberships	6200	19,390	19,275	19,790	3%
EMT/Paramedic License	6201	5,500	5,500	5,500	0%
Rents & Leases Equip	6250	39,140	39,018	42,950	10%
Computer Software/Maint	6251	59,875	48,770	78,875	62%
Website Development	6252	1,700	1,700	1,700	0%
EPA Verification Fees	6264	200	50	200	300%
County Haz Materials Plan	6265	3,000	481	3,000	524%
Air Quality Enviro Fees	6266	750	250	750	200%
Air Monitor Maintenance	6269	2,000	2,000	2,000	0%
Maintenance - Equipment	6270	77,325	68,675	67,975	-1%
Central Garage - Repairs	6271	160,000	150,000	160,000	7%
Central Garage - Gas/Oil	6272	80,000	65,000	80,000	23%
Central Garage - Tires	6273	15,000	12,000	15,000	25%
Fuel System Service	6274	4,500	1,500	4,500	200%
Aerial Ladder Pump Testin	6275	800	800	800	0%
Smog Inspections	6276	500	500	500	0%
Air Compressor Service	6278	1,500	1,500	1,500	
Hydro Test SCBA/Oxygen	6279	2,000	2,000	2,000	
Tank Testing	6280	3,000	3,000	3,000	0%
Maintenance - Building	6281	75,865	68,029	64,660	-5%
Maintenance - Grounds	6282	13,650	6,350	12,650	99%
Meetings & Travel Exp	6303	26,200	30,750	34,200	11%
Employee Assistance Prog	6309	4,300	4,127	4,300	4%
Medical Exams/Physicals	6311	43,000	40,000	43,000	8%
Ambulance Billing Admin	6312	60,000	50,000	60,000	20%

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017	ACTUALS TO BUDGET % CHANGE
Outside Attorney Fees	6313	60,000	96,000	96,000	0%
Ouside CPR Instructors	6314	2,500	3,500	3,500	0%
County Tax Admin Fee	6316	172,000	171,950	175,000	2%
Prof Services	6317	45,750	45,750	41,773	-9%
Prof Services/Labor Negot	6318	10,000	1,000	10,000	900%
Prof Services/Technology	6319	180,000	170,000	262,000	54%
Prof Services/Investigation	6320	15,000	15,000	15,000	0%
Prof Services/Promo Exam	6321	49,000	49,000	29,000	-41%
Prof Services/OPEB Valu	6322	2,000	0	13,000	
Exterior Hazard Removal	6323	12,000	12,000	12,000	
Prof Services/Prop Tax Au	6326	12,600	12,600	12,600	0%
Prof Services/User Fee	6327	10,000	10,000	10,000	
Burn Trailer Grant Mtc	6352	3,000	3,000	3,000	0%
Testing Materials & Prop	6354	4,000	4,000	10,000	150%
Career Develop - Classes	6357	26,200	26,200	26,000	-1%
Target Safety Training	6359	6,195	6,195	6,195	0%
Training - Paramedic/EMT	6360	5,500	7,000	10,000	43%
District Sponsored	6361	20,000	25,000	60,000	140%
Educ Courses Board	6377	2,200	2,000	2,200	10%
Election Expense	6465	0	0	18,000	
Recruiting Costs	6470	55,000	15,000	30,000	100%
Strike Team Supplies	6474	9,500	11,705	12,550	7%
CERT Emer. Response	6475	0	0	11,000	
Exercise Equipment	6476	0	0	9,100	
Recognition Supplies	6478	12,200	12,200	16,300	34%
Other Special Dept Exp	6479	69,500	59,345	72,000	21%
Public Education Supplies	6480	10,500	10,500	9,500	-10%
CPR Supplies	6481	3,000	3,000	3,000	0%
LAFCO	6482	9,943	9,943	10,500	6%
Emergency Preparedness	6484	11,350	10,500	8,500	-19%
Misc. Services & Supplies	6490	39,000	19,256	38,700	101%
Property & Liability Insur	6540	44,684	44,684	53,000	19%
Bank Fees	7510	5,000	4,000	5,000	25%
Interest County Teeter	7520	100	100	100	0%
County Tax Collection	7530	300	300	300	0%
<b>TOTAL OPERATING EXPENSE</b>		2,241,607	2,057,209	2,487,103	21%
<b>TOTAL EXPENDITURES</b>		<b>\$ 19,143,353</b>	<b>\$ 18,647,582</b>	<b>\$ 20,169,365</b>	<b>8%</b>

## STAFFING SUMMARY

<b>DIVISION</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>Proposed 2016-17</b>
<b>Board of Directors</b>				
Director	5	5	5	5
Total	5	5	5	5
<b>Finance &amp; Administration</b>				
Administrative Services Director	0.5	0.5	0.5	0.5
Accountant	1	1	1	1
Payroll Technician Part-Time	0.5	0.6	0.6	0.6
District Secretary/District Clerk		1	1	1
Administrative Secretary	1			
District Aide Part-Time*	1.0	0.5	0.5	1.0
Total	4.0	3.6	3.6	4.1
<b>Human Resources</b>				
Administrative Services Director	0.25	0.25	0.25	0.25
Human Resources Benefits Manager	0.50	0.50	0.50	1.00
Total	0.75	0.75	0.75	1.25
<b>Information Technology</b>				
Administrative Services Director	0.25	0.25	0.25	0.25
Total	0.25	0.25	0.25	0.25
<b>Emergency Operations</b>				
Fire Chief	1	1	1	1
Division Chief	1			
Battalion Chief	2	3	3	3
Captain/Paramedic I	5	5	4	4
Captain/Paramedic II	7	7	7	7
Captain	3	3	4	4
Engineer/Paramedic I	5	5	4	4
Engineer/Paramedic II	1	1	3	3
Engineer	9	9	8	8
Firefighter/Paramedic	24	24	19	19
Firefighter	5	5	5	5
Paramedic**				
Total	63	63	58	58

## STAFFING SUMMARY

<b>Emergency Medical</b>				
EMS Quality Improvement Coord*	0.5	0.5		
Total	0.5	0.5		
<b>Fire Prevention</b>				
Fire Marshal	1	1	1	1
Fire Inspector/Plans Examiner				0.5
District Aide Part-Time*	2.5	2.5	3.5	2.5
Total	3.5	3.5	4.5	4
<b>Emergency Preparedness</b>				
Emer Preparedness Coordinator***	0.5	0.5	0.5	0.5
Total	0.5	0.5	0.5	0.5
<b>GRAND TOTAL</b>	<b>77.50</b>	<b>77.10</b>	<b>72.60</b>	<b>73.10</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, 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 2016/2017**

1. Complete the strategic planning process and adopt a strategic plan for the District
2. Adopt updated standards of cover

### **STAFFING SUMMARY**

Directors (5)

## BOARD OF DIRECTORS

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Meetings & Travel	6303	3,450	3,000	3,450
Education Courses/Conferences	6377	2,200	2,000	2,200
Election Fees	6465	0	0	18,000
Recognition Supplies	6478	600	600	600
<b>TOTAL OPERATING EXPENSE</b>		6,250	5,600	24,250
<b>TOTAL EXPENDITURES</b>		<b>\$ 6,250</b>	<b>\$ 5,600</b>	<b>\$ 24,250</b>

## BOARD OF DIRECTORS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Fire Commissioners Quarterly Mtg	500		
Meals District Board Meetings - 15	2,250		
Calif Special Districts Assoc - 2	700		
Sub-total	3,450	6303	Meetings & Travel Exp
Calif Special Districts Assoc - 2	1,200		
Miscellaneous Education	1,000		
Sub-total	2,200	6377	Educ Courses/Conf
Board Election - County Fees	18,000		
Sub-total	18,000	6465	Election Fees
Miscellaneous Recognition	600		
Sub-total	600	6478	Recognition Supplies
TOTAL	24,250		

## **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.
- 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 2016/2017**

1. Manage tax-exempt financing and project accounting for the Station 43 reconstruction project.
2. Implement ground emergency medical transport and intergovernmental transfers programs to maximize ambulance transport revenue.
3. Provide administrative support during strategic planning update process
4. Administer the election process in accordance with State and County requirements

### **STAFFING SUMMARY**

Administrative Services Director (0.5)  
Accountant (1)

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

## **PROGRAM MANAGEMENT**

Functional Supervisor – Administrative Services Director Gloriann Sasser



## FINANCE & ADMINISTRATION

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Permanent Salaries	5011	315,004	290,000	309,238
Hourly Salaries	5013	15,600	10,000	35,360
Overtime	5014	6,000	7,200	8,000
Deferred Compensation	5015	600	600	600
Payroll Taxes	5042	5,538	5,540	7,176
Payroll Processing Fees	5043	20,000	17,000	20,000
Retirement Contributions	5044	74,676	71,220	73,338
Health & Life Insurance	5060	63,348	65,362	73,857
Employee Share Health Insur	5061	(11,310)	(12,604)	(17,172)
Vision Insurance	5066			825
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 489,456</b>	<b>\$ 454,318</b>	<b>\$ 511,222</b>
Office Supplies	6100	13,850	11,000	13,850
Postage	6101	5,200	7,000	7,500
Books & Periodicals	6102	850	750	850
Printer Ink Cartridges	6103	5,000	6,800	7,500
Minor Equipment/Furniture	6131	1,500	1,000	1,500
Public & Legal Notices	6190	4,000	1,500	4,000
Dues, Memberships & Prof Fees	6200	8,165	8,100	8,165
Rents & Leases Equipment	6250	20,000	20,000	20,000
Meetings & Travel Expenses	6303	7,000	6,000	7,000
Ambulance Billing Administration	6312	60,000	50,000	60,000
Outside Attorney Fees	6313	60,000	96,000	96,000
County Tax Administration Fee	6316	172,000	171,950	175,000
Professional Services - Audit	6317	10,750	10,750	6,773
Professional Services - Labor Neg	6318	10,000	1,000	10,000
Professional Services - OPEB Val	6322	2,000	0	13,000
Professional Services - Prop Tax	6326	12,600	12,600	12,600
Professional Services	6327	10,000	10,000	10,000
LAFCO	6482	9,943	9,943	10,500
Property & Liability Insurance	6540	44,684	44,684	53,000
Bank Fees	7510	5,000	4,000	5,000
Interest on County Teeter Account	7520	100	100	100
County Tax Collection Fees	7530	300	300	300

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
<b>TOTAL OPERATING EXPENSE</b>		462,942	473,477	522,638
<b>TOTAL EXPENDITURES</b>		<b>\$ 952,398</b>	<b>\$ 927,795</b>	<b>\$ 1,033,860</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		
Printing CAFR, Budget	1,500		
Office Supplies	7,000		
Sub-total	13,850	6100	Office Supplies
Postage	7,500		
Sub-total	7,500	6101	Postage
GFOA CAFR Submission Fee	450		
Labor Law Posters	200		
Miscellaneous Books/Periodicals	200		
Sub-total	850	6102	Books & Periodicals
Printer Ink Cartridges	7,500		
Sub-total	7,500	6103	Printer Ink Cartridges
Equipment & Furniture	1,500		
Sub-total	1,500	6131	Minor Equipment/Furn
Legal Notices	4,000		
Sub-total	4,000	6190	Public & Legal Notices

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Calif Fire Chiefs Association	275		
Calif Special Districts Association	5,800		
Calif Society Municipal Finance Office	240		
City Clerks Association of Calif	175		
Contra Costa Fire Commissioners	100		
Contra Costa Fire Chiefs Assoc	300		
Contra Costa Special District Assoc	50		
Fire Districts Assoc of California	475		
Government Finance Officers Assoc	325		
International Institutute Munic Clerks	200		
National Fire Protection Assoc	175		
Orinda Association	50		
Sub-total	8,165	6200	Dues & Memberships
Copy Machine - Administration	20,000		
Sub-total	20,000	6250	Rent & Leases Equip
Mileage & Parking	1,000		
Meetings	1,000		
Finance Officers Conference - 2	3,000		
Other Travel	2,000		
Sub-total	7,000	6303	Meetings & Travel Exp
Ambulance Collection Fees	60,000		Ambulance Billing
Sub-total	60,000	6312	Administration Fees
Legal Fees - District Counsel	96,000		
Sub-total	96,000	6313	Outside Attorney Fees
County Tax Administration	175,000		
Sub-total	175,000	6316	County Tax Admin Fee
Audit Services - CAFR	6,023		
CAFR Statistical Package	750		Professional Services -
Sub-total	6,773	6317	District Audit
Labor Negotiations	10,000		Professional Services -
Sub-total	10,000	6318	Labor Negotiator

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Actuarial Services	13,000		Professional Services - OPEB Actuarial
Sub-total	13,000	6322	
Property Tax Forecasting	12,600		Professional Services - Property Tax Audit
Sub-total	12,600	6326	
Strategic Planning	10,000		Professional Services
GEMT/IGT Implementation	5,000		
Sub-total	10,000	6327	
LAFCO Membership	10,500		LAFCO
Sub-total	10,500	6482	
Property & Liability Insurance	53,000		Property & Liab Insurance
	53,000	6540	
Bank Fees	4,000		Bank Fees
Credit Card Processing	1,000		
	5,000	7510	
Interest Charges County	100		Interest County Teeter
	100	7520	
County Tax Collection Fees	300	7530	County Tax Fees
TOTAL	522,638		

# 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.
- 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 2016/2017

1. Implement applicant tracking software in order to automate the hiring process
2. In conjunction with the Training Division, conduct promotional examinations for the position of Battalion Chief.
3. Identify and evaluate additional employee benefit options
4. Evaluate and implement necessary procedures in order to continue to comply with the Affordable Care Act.

## STAFFING SUMMARY

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

## **PROGRAM MANAGEMENT**

Functional Supervisor – Administrative Services Director Gloriann Sasser

## HUMAN RESOURCES

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Permanent Salaries	5011	81,400	80,000	140,456
Payroll Taxes	5042	3,445	3,400	2,040
Retirement Contributions	5044	10,551	10,708	29,980
Health & Life Insurance	5060	5,916	7,532	25,892
Employee Share Health Insur	5061	(1,000)	(1,508)	(5,946)
Vision Insurance	5066			175
Retiree Health Insurance	5062	1,200,000	1,198,000	1,300,000
Retiree Share Health Insurance	5063	(329,000)	(334,675)	(430,000)
Unemployment Insurance	5064	10,000	6,000	10,000
OPEB Funding Contribution	5065	94,000	94,000	118,000
Workers' Compensation Insur	5070	815,069	790,000	706,005
Workers' Compensation Recover	5019	(65,000)	(38,735)	(40,000)
Flexible Benefits Plan Contract	5080	750	540	0
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 1,826,131</b>	<b>\$ 1,815,262</b>	<b>\$ 1,856,602</b>
Books & Periodicals	6102	200	340	500
Dues & Memberships	6200	1,200	1,365	1,400
Employee Assistance Program	6309	4,300	4,127	4,300
Medical Exams & Physicals	6311	43,000	40,000	43,000
Professional Svcs - Investigations	6320	15,000	15,000	15,000
Professional Svcs	6321	49,000	49,000	29,000
Recognition Supplies	6478	10,000	10,000	14,000
<b>TOTAL OPERATING EXPENSE</b>		<b>122,700</b>	<b>119,832</b>	<b>107,200</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,948,831</b>	<b>\$ 1,935,094</b>	<b>\$ 1,963,802</b>



## HUMAN RESOURCES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Miscellaneous	500		
Sub-total	500	6102	Books & Periodicals
Society for Human Resources	400		
International Public Management	300		
Public Employees Labor Relations	700		
Sub-total	1,400	6200	Dues & Memberships
Employee Assistance Program	4,300		Employee Assistance Program
Sub-total	4,300	6309	
Pre-Employment Physicals	5,000		
Annual Physical Exams	38,000		
Sub-total	43,000	6311	Medical Exams/Physicals
Pre-Employment Investigations	5,000		
Investigation Services	10,000		Professional Services - Investigations
Sub-total	15,000	6320	
Insurance Broker	8,000		
Battalion Chief Promotional	20,000		
Recruiting Advertisement	1,000		
Sub-total	29,000	6321	Professional Services
Employee Recognition and Awards	12,000		
Badges, Nametags & Service Pins	2,000		
Sub-total	14,000	6478	Recognition Supplies
TOTAL	107,200		

# 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 2016/2017

1. Install fiber internet connection at Stations 42, 43, 44 and 45 in order to improve connectivity, efficiency and phone service.
2. Implement software that allows interested parties to access, explore and share District finance and budget information in order to increase financial transparency.
3. Update information technology wiring rooms at Administration and fire stations.

## STAFFING SUMMARY

Administrative Services Director (0.25)

## PROGRAM MANAGEMENT

Functional Supervisor – Administrative Services Director Gloriann Sasser

## INFORMATION TECHNOLOGY

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Permanent Salaries	5011	41,320	40,732	42,855
Payroll Taxes	5042	601	563	624
Retirement Contributions	5044	10,551	10,708	10,431
Health & Life Insurance	5060	5,916	6,278	6,759
Employee Share Health Insur	5061	(1,000)	(1,508)	(1,770)
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 57,388</b>	<b>\$ 56,773</b>	<b>\$ 58,899</b>
Computer Equipment & Supplies	6132	10,000	10,000	10,000
Dues, Memberships & Prof Fees	6200	225	160	225
Rents & Leases Equipment	6250	12,240	12,000	16,050
Computer Software & Mtc	6251	58,875	47,770	77,875
Website Development & Mtc	6252	1,700	1,700	1,700
Professional Services	6319	180,000	170,000	262,000
<b>TOTAL OPERATING EXPENSE</b>		<b>263,040</b>	<b>241,630</b>	<b>367,850</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 320,428</b>	<b>\$ 298,403</b>	<b>\$ 426,749</b>

## INFORMATION TECHNOLOGY

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Postage	1,000		
<b>Sub-total</b>	<b>1,000</b>	6101	Postage
Station UPS Batteries - 2	1,200		
Computer Supplies and Parts	8,800		
<b>Sub-total</b>	<b>10,000</b>	6132	Computer Equipment
MISAC	225		
<b>Sub-total</b>	<b>225</b>	6200	Dues, Memberships, Prof
Internet Service	5,400		
Dell Lease Desktops & Laptops	10,650		
<b>Sub-total</b>	<b>16,050</b>	6250	Rents & Leases Equip
Microsoft Enterprise Agreement	14,350		
Telestaff Software Maintenance	4,000		
Fire RMS Software Maintenance	5,200		
FirstOnScene Prevention Maint	20,500		
SSL Certificate Annual Renewal	7,000		
Abila Accounting Software Mtc	3,500		
Citrix Software Maintenance	3,800		
Soniclear Software Renewal	350		
Adobe Acrobat Annual Renewal	1,000		
Dell Desktop Authority Renewal	2,500		
Other Software Maintenance	2,400		
Parcel Quest Renewal	775		
Applicant Tracking Software	5,000		
OpenGov Software	6,000		
Mapping Software Renewal	1,500		
<b>Sub-total</b>	<b>77,875</b>	6251	Computer Software/Mtc

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Website Maintenance	1,700		
<b>Sub-total</b>	<b>1,700</b>	6252	Website Development
Information Technology Services	174,000		
Fiber Connection - District Wide	78,000		
Other Services	10,000		
<b>Sub-total</b>	<b>262,000</b>	6319	Professional Services
<b>TOTAL</b>	<b>\$367,850</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.
- Explore and promote mobile applications that would increase fire and life safety awareness, notification, and other information.
- Educate property owners about defensible space, vegetation maintenance requirements and potential wildfire risk threats and vulnerabilities within the District.
- Administer the Exterior Hazard Abatement Program to control vegetation that poses a fire hazard.
- Update All Risk Education information for the District website.
- Provide annual training to District employees conducting code compliance inspections or investigating complaints.
- Conduct state mandated annual code enforcement inspections of multi-family residential, educational, and institutional occupancies.
- Review plans and conduct inspections for fire protections systems and construction projects to assure compliance with related regulations within the District's scope of authority.
- Implement Board adopted programs for Fire and Life Safety, including Firewise programs. Coordinate these programs with local communities, agencies and other public and private entities.
- Provide annual community fire prevention/education outreach through two Open Houses
- Provide all risk education for kindergarten through 5<sup>th</sup> grade classrooms in District schools.
- Sponsor a minimum of two child car seat safety checkpoints in the Fire District annually.
- Provide fire and life safety training to staff at Saint Mary's College, local government agencies, and within the business community.
- Provide pertinent media information of current fire and accident prevention information, upcoming District activities, and other new information or programs.
- Inspect hydrants within the District each year per Insurance Services Office requirements.

## GOALS & OBJECTIVES FOR FISCAL YEAR 2016/2017

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

2. Adopt the 2015 California Fire Code with amendments to the new Fire District Ordinance on January 1, 2017.
3. Utilize the grant funding for vegetation mitigation projects in partnership with Diablo Fire Safe Council that was awarded in the Western Contra Costa County Wildland Urban Interface Grant for vegetation reduction projects in Moraga, Canyon and Orinda.
4. Work in partnership with CALFIRE and other cooperating agencies on fire safety and wildfire risk reduction projects that would benefit the Fire District.
5. Perform an analysis on the feasibility of acquiring the technology to accept electronic plans for fire code and building plan review.
6. Perform outreach to Orinda, Moraga and Canyon schools to form a panel to partnership for fire safety education for grades K-12.

## **STAFFING SUMMARY**

Fire Marshal (1)

Fire Inspector/Plans Examiner (0.5)

District Aide Part-Time (2.5)

## **PROGRAM MANAGEMENT**

Functional Supervisor – Fire Chief Stephen Healy

Program Manager – Fire Marshal Kathy Leonard

## FIRE PREVENTION

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Permanent Salaries	5011	162,584	159,618	216,002
Hourly Salaries	5013	109,200	65,000	88,400
Overtime	5014	3,000	500	4,000
Deferred Compensation	5015	600	600	600
Overtime - Incident Mgmt Team	5016	10,000	0	10,000
Contract Services	5018	180,000	81,000	100,000
Payroll Taxes	5042	10,596	7,100	12,000
Retirement Contributions	5044	39,731	42,039	52,577
Health & Life Insurance	5060	9,084	9,635	37,694
Employee Share Health Insur	5061	(1,524)	(2,314)	(9,732)
Vision Insurance	5066			262
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 523,271</b>	<b>\$ 363,178</b>	<b>\$ 511,803</b>
Office Supplies	6100	3,500	3,500	3,500
Books & Periodicals	6102	3,000	3,000	3,000
Food Supplies	6150	3,000	3,000	3,000
Public & Legal Notices	6190	750	750	750
Dues & Memberships	6200	8,500	8,500	8,500
Computer Software & Maintenance	6251	1,000	1,000	1,000
Maintenance - Equipment	6270	1,500	1,500	1,500
Meetings & Travel Expense	6303	1,500	1,500	1,500
Exterior Hazard Removal	6323	12,000	12,000	12,000
Recognition Supplies	6478	500	500	500
Other Special Departmental Exp	6479	2,000	2,000	2,000
Public Education Supplies	6480	7,500	7,500	7,500
Misc Service & Supplies	6490	2,000	2,000	2,000
<b>TOTAL OPERATING EXPENSE</b>		<b>46,750</b>	<b>46,750</b>	<b>46,750</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 570,021</b>	<b>\$ 409,928</b>	<b>\$ 558,553</b>



## FIRE PREVENTION

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Annual Report	1,200		
Flyers & Brochures	2,300		
Sub-total	3,500	6100	Office Supplies
Fire Code Books, Subscriptions	3,000		
Sub-total	3,000	6102	Books & Periodicals
Food for Open House & Activities	3,000		
Sub-total	3,000	6150	Food Supplies
Exterior Hazard Abatement Notices	750		
Sub-total	750	6190	Public & Legal Notices
Wildland Resource Management	5,750		
National Fire Protection Association	175		
California Building Officials	225		
International Code Council	125		
Miscellaneous	2,225		
Sub-total	8,500	6200	Dues & Memberships
Computer Software & Maint.	1,000		
Sub-total	1,000	6251	Maintenance - Equipment
Hydrant Repair & Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Travel	1,500		
Sub-total	1,500	6303	Meetings & Travel
Exterior Hazard Removal Contract	12,000		
Sub-total	12,000	6323	Exterior Hazard Removal
Schools & Special Awards	500		
Sub-total	500	6478	Recognition Supplies
Exterior Hazard Removal Materials	2,000		
Sub-total	2,000	6479	Other Special Dept

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Public Education Brochures	1,000		
Public Education Materials	6,400		
Training Materials/DVDs	100		
Sub-total	7,500	6480	Public Education Supp
Investigation Supplies	100		
Printing - Inspection Forms	1,400		
Smoke Detector Program	500		
Sub-total	2,000	6490	Misc Service & Supplies
TOTAL	46,750		

# 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, and the Town of Moraga. These include, but are not limited to: sharing Emergency Operations Center personnel and facilities, interagency communications, emergency preparedness training, developing shared emergency preparedness resource inventories, presenting drills for the community, organizing neighborhoods to be more self-sufficient during a disaster, and public education. The emergency preparedness program seeks to identify areas of weakness or redundancy and works to develop strategies that strengthen and improve coordination between the stakeholders.

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

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

## STANDARD LEVEL OF PERFORMANCE

- Create and maintain professional relationships related to Lamorinda community emergency preparedness, and other emergency management professionals.
- Serve as the sponsoring agency for 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.

## GOALS & OBJECTIVES FOR FISCAL YEAR 2016/2017

1. Support the Lamorinda Community Emergency Response Team (CERT) by representing the District at Citizen Corps Council meetings, C8 meetings and Operational Area meetings.
2. Work with Contra Costa County Health Services to implement the "HeartSafe Lamorinda" program.
3. Assist in planning, preparing, and promotion of local "National Night Out" events and Lamorinda's 2015 Great ShakeOut exercise.
4. Maintain equipment and supplies in the District's CERT and Emergency Shelter Trailers and in the District's School Street Disaster Cache/Container for CERT training and

emergency response, as well as other Lamorinda cooperating emergency preparedness groups.

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 Manager – Emergency Preparedness Coordinator Dennis Rein

## EMERGENCY PREPAREDNESS

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Hourly Salaries	5013	42,000	55,000	51,190
Overtime	5014	15,000	5,000	8,025
Overtime - Incident Mgmt Team	5016	39,000	28,200	41,730
Payroll Taxes	5042	7,184	7,400	7,722
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 103,184</b>	<b>\$ 95,600</b>	<b>\$ 108,667</b>
Office Supplies	6100	2,500	2,500	800
Postage	6101	750	500	1,000
Small Tools & Instruments	6130	0	0	2,500
Dues, Memberships & Prof Fees	6200	600	600	800
Maintenance - Equipment	6270	7,650	7,500	2,000
Meetings & Travel Expense	6303	2,250	2,250	2,250
CERT Emergency Response	6475	0	0	11,000
Recognition	6478	1,100	1,100	1,200
Outreach Materials	6480	3,000	3,000	2,000
Emergency Preparedness	6484	11,350	10,500	8,500
<b>TOTAL OPERATING EXPENSE</b>		<b>29,200</b>	<b>27,950</b>	<b>32,050</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 132,384</b>	<b>\$ 123,550</b>	<b>\$ 140,717</b>

## EMERGENCY PREPAREDNESS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Printer/Plotter Supplies	800		
Sub-total	800	6100	Office Supplies
Ready, Set Go Mailing	1,000		
Sub-total	1,000	6101	Postage
CS-241 Equipment	2,500		
Sub-total	2,500	6130	Small Tools & Equipment
Intl. Association Emerg. Managers	200		
Calif Emergency Services Assoc	600		
Sub-total	800	6200	Dues & Memberships
Equipment	2,000		
Sub-total	2,000	6270	Maintenance - Equipment
Meetings & Travel	2,250		
Sub-total	2,250	6303	Meetings & Travel
Instructor Uniforms	1,000		
CERT Emergency Response Team	10,000		
Sub-total	11,000	6475	CERT
Volunteer Appreciation Meeting	1,200		
Sub-total	1,200	6478	Recognition
Outreach Materials	2,000		
Sub-total	2,000	6480	Outreach Materials
CS-241 Uniforms	1,500		
Emergency Preparedness Supplies	7,000		
Sub-total	8,500	6484	Emergency Preparedness
TOTAL	32,050		

# COMMUNICATIONS

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

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

## GOALS & OBJECTIVES FOR FISCAL YEAR 2016/2017

1. Replace APX portable microphone cords with improved heat resistive cords
2. Replace APX batteries inventory
3. Replace MDT batteries
4. Update station alerting computer boards
5. Provide companies with iPad Tablet Command System
6. Update Command vehicles with Bendix King mobile radios

## PROGRAM MANAGEMENT

Functional Supervisor – Battalion Chief Sean Perkins

## COMMUNICATIONS

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Telephone Communications	6110	45,000	35,000	45,000
Communication Center	6111	170,000	170,000	170,000
Rent & Leases - Equipment	6250	1,650	1,768	1,650
Maintenance - Equipment	6270	14,700	14,700	16,500
Other Special Departmental Exp	6479	31,500	31,500	35,500
<b>TOTAL OPERATING EXPENSE</b>		262,850	252,968	268,650
<b>TOTAL EXPENDITURES</b>		<b>\$ 262,850</b>	<b>\$ 252,968</b>	<b>\$ 268,650</b>



## COMMUNICATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Cellular Phone/Tablet Data Services	45,000		
Sub-total	45,000	6110	Telephone Comm
Contra Costa County Dispatch	170,000		
Sub-total	170,000	6111	Communication Center
Pager Rentals	1,650		
Sub-total	1,650	6250	Rent & Leases - Equip
Station Dispatch Monitors	3,500		
MDT Replacement Batteries (25)	2,000		
Motorola "Bone Mic" (3)	1,000		
APX Portable Batteries (35)	5,000		
Communications Parts & Radios	5,000		
Sub-total	16,500	6270	Maintenance - Equipment
EBRCSA Subscriber Fees	25,500		
Other Expenses	10,000		
Sub-total	35,500	6479	Other Special Dept Exp
TOTAL	268,650		

## **EMERGENCY MEDICAL SERVICES**

### **PURPOSE**

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

### **STANDARD LEVEL OF PERFORMANCE**

- Maintain a force of highly trained professional Emergency Medical Technicians and Paramedic personnel equipped with state-of-the-art equipment.
- Support and maintain American Heart Association Community Training Center
- Support and maintain District's Infection Control Program
- Ensure compliance with the District's Emergency Medical Services Agency Ambulance Agreement.
- Ensure compliance with County EMS equipment lists
- Ensure compliance with local, State, and Federal regulations, standards and guidelines
- Evaluate basic and advanced life support skills lab and field performance
- Provide medical care consistent with best practices and evidence-based medicine
- Provide medical oversight and continual quality improvement
- Provide medical equipment and supplies
- Provide support for Disaster Planning and Services
- Provide and encourage employee participation to identify needs in Emergency Medical Services Operations.
- Provide District training programs in Emergency Medical Services for all providers, including continuing education.
- Plan for future Emergency Medical Services needs of the District

### **GOALS & OBJECTIVES FOR FISCAL YEAR 2016/2017**

1. Enhance District EMS training with additional adjunct instructors
2. Enhance ambulance billing procedures
3. Introduce cost-saving and revenue generating initiatives
4. Coordinate with Contra Costa EMS agency to enhance ePCR capabilities
5. Provide additional outreach and training to partnering agencies
6. Continue to explore alternative funding sources for capital equipment
7. Enhance community CPR outreach

### **PROGRAM MANAGEMENT**

Functional Supervisor – Battalion Chief Jerry Lee  
Supply Coordinator – Captain/Paramedic Anthony Perry

## EMERGENCY MEDICAL SERVICES

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Overtime	5014	10,000	12,000	10,000
Payroll Taxes	5042	0	918	0
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 10,000</b>	<b>\$ 12,918</b>	<b>\$ 10,000</b>
Medical & Lab Supplies	6140	90,000	90,000	110,000
Dues & Memberships	6200	300	150	300
Paramedic/EMT License Fees	6201	5,500	5,500	5,500
Maintenance - Equipment	6270	3,500	5,500	9,000
Professional Services	6317	35,000	35,000	35,000
<b>TOTAL OPERATING EXPENSE</b>		<b>134,300</b>	<b>136,150</b>	<b>159,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 144,300</b>	<b>\$ 149,068</b>	<b>\$ 169,800</b>

## EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Medical Supplies	110,000		
Sub-total	110,000	6140	Medical & Lab Supplies
Calif Fire Chiefs Association EMS	150		
Natl Associations EMTs	150		
Sub-total	300	6200	Dues & Memberships
License Fees	5,500		
Sub-total	5,500	6201	Paramedic/EMT License
Gurney Maintenance	4,000		
Defibrillator Maintenance	5,000		
Sub-total	9,000	6270	Maintenance - Equipment
EMS Training Services	35,000		
Sub-total	35,000	6317	Professional Services
TOTAL	159,800		

## **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**

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

### **GOALS & OBJECTIVES FOR FISCAL YEAR 2016/2017**

1. Comply with Federal, State and County requirements for vapor recovery
2. Upgrade labels and warnings to meet State guidelines for above ground fuel storage
3. Complete the wash pad installation at Station 41 in accordance with requirements
4. Support fire administration with Station 43 reconstruction

### **PROGRAM MANAGEMENT**

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

## SUPPORT SERVICES

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Small Tools & Instruments	6130	750	500	750
Food Supplies	6150	2,500	1,500	2,500
Household Expense	6170	16,000	16,000	20,000
EPA ID Verification Fee	6264	200	50	200
CCC HazMat Plan	6265	3,000	481	3,000
Environmental Fees	6266	750	250	750
Maintenance - Equipment	6270	500	250	500
Service & Repair	6274	4,500	1,500	4,500
Tank Testing	6280	3,000	3,000	3,000
Misc Service & Supplies	6490	2,000	2,000	2,000
<b>TOTAL OPERATING EXPENSE</b>		33,200	25,531	37,200
<b>TOTAL EXPENDITURES</b>		<b>\$ 33,200</b>	<b>\$ 25,531</b>	<b>\$ 37,200</b>

## SUPPORT SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Small tools supply	750		
Sub-total	750	6130	Small Tools & Instru
Food for emergency incidents	2,500		
Sub-total	2,500	6150	Food Supplies
Household supplies for fire stations	20,000		
Sub-total	20,000	6170	Household Expense
Annual fee fuel system	200		
Sub-total	200	6264	EPA ID Verification Fee
Annual hazardous materials permits	3,000		
Sub-total	3,000	6265	CCC Haz Mat Plan
Bay Area Air Quality permit fees	750		
Sub-total	750	6266	Environmental Fees
Fuel system equipment	500		
Sub-total	500	6270	Maintenance - Equipment
Standing loss control compliance	4,500		
Sub-total	4,500	6274	Service & Repair
Fuel tank testing	3,000		
Sub-total	3,000	6280	Tank Testing
Miscellaneous	2,000		
Sub-total	2,000	6490	Misc Service & Supplies
TOTAL	37,200		

## ADMINISTRATION BUILDING

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Utilities - PG & E	6122	5,300	5,300	5,300
Maintenance - Equipment	6270	1,000	500	1,000
Maintenance - Building	6281	5,500	1,000	5,500
Maintenance - Grounds	6282	750	250	750
Other Special Departmental Exp	6479	6,500	2,000	9,500
<b>TOTAL OPERATING EXPENSE</b>		19,050	9,050	22,050
<b>TOTAL EXPENDITURES</b>		<b>\$ 19,050</b>	<b>\$ 9,050</b>	<b>\$ 22,050</b>



## ADMINISTRATION BUILDING

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
PG & E	5,300		
Sub-total	5,300	6122	Utilities - PG & E
Equipment Maintenance	1,000		
Sub-total	1,000	6270	Maintenance - Equipment
Building Maintenance	5,500		
Sub-total	5,500	6281	Maintenance - Building
Grounds Maintenance	750		
Sub-total	750	6282	Maintenance - Grounds
Other Expenses	6,500		
Security Improvements	3,000		
Sub-total	9,500	6479	Other Special Dept
TOTAL	22,050		

## STATION 41

### FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Utilities - Sewer	6120	800	800	1,800
Utilities - Garbage	6121	3,950	1,000	4,000
Utilities - PG & E	6122	11,000	11,000	12,000
Utilities - Water	6123	2,600	2,600	2,700
Utilities - Medical Waste	6124	1,020	1,020	1,100
Household Expense	6170	495	495	500
Household Expense - Linen	6171	3,650	3,650	3,750
Maintenance - Equipment	6270	2,100	1,000	2,100
Maintenance - Building	6281	17,460	17,460	14,460
Maintenance - Grounds	6282	1,400	500	1,400
Other Special Departmental Exp	6479	4,000	2,000	4,000
<b>TOTAL OPERATING EXPENSE</b>		48,475	41,525	47,810
<b>TOTAL EXPENDITURES</b>		<b>\$ 48,475</b>	<b>\$ 41,525</b>	<b>\$ 47,810</b>

## STATION 41

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	1,800		
Sub-total	1,800	6120	Utilities - Sewer
Garbage	4,000		
Sub-total	4,000	6121	Utilities - Garbage
PG & E	12,000		
Sub-total	12,000	6122	Utilities - PG & E
Water	2,700		
Sub-total	2,700	6123	Utilities - Water
Medical Waste Services	1,100		
Sub-total	1,100	6124	Utilities - Medical Waste
Pest Control	500		
Sub-total	500	6170	Household Expense
Linen Services	3,750		
Sub-total	3,750	6171	Household Exp - Linen
Equipment Maintenance	2,100		
Sub-total	2,100	6270	Maintenance - Equipment
Generator	1,050		
HVAC Maintenance	2,100		
Overhead Doors	2,100		
Plymovent System	210		
Miscellaneous	9,000		
Sub-total	14,460	6281	Maintenance - Building
Grounds Maintenance	1,400		
Sub-total	1,400	6282	Maintenance - Grounds
Other Expenses	4,000		
Sub-total	4,000	6479	Other Special Dept
TOTAL	47,810		

## STATION 42

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Utilities - Sewer	6120	460	460	500
Utilities - Garbage	6121	1,200	1,100	1,300
Utilities - PG & E	6122	12,500	11,000	12,750
Utilities - Water	6123	4,650	4,650	4,650
Household Expense	6170	875	600	875
Household Expense - Linen	6171	2,710	2,710	2,710
Maintenance - Equipment	6270	1,000	500	1,000
Maintenance - Building	6281	13,860	12,000	13,000
Maintenance - Grounds	6282	2,500	100	3,000
Other Special Departmental Exp	6479	1,500	200	1,500
<b>TOTAL OPERATING EXPENSE</b>		41,255	33,320	41,285
<b>TOTAL EXPENDITURES</b>		<b>\$ 41,255</b>	<b>\$ 33,320</b>	<b>\$ 41,285</b>

## STATION 42

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	500		
Sub-total	500	6120	Utilities - Sewer
Garbage	1,300		
Sub-total	1,300	6121	Utilities - Garbage
PG & E	12,750		
Sub-total	12,750	6122	Utilities - PG & E
Water	4,650		
Sub-total	4,650	6123	Utilities - Water
Pest Control	875		
Sub-total	875	6170	Household Expense
Linen Services	2,710		
Sub-total	2,710	6171	Household Exp - Linen
Equipment Maintenance	1,000		
Sub-total	1,000	6270	Maintenance - Equipment
Generator	1,200		
HVAC Maintenance	2,500		
Overhead Doors	1,540		
Security Service	820		
Plymovent System	410		
Misc.	6,530		
Sub-total	13,000	6281	Maintenance - Building
Grounds Maintenance	3,000		
Sub-total	3,000	6282	Maintenance - Grounds
Other Expenses	1,500		
Sub-total	1,500	6479	Other Special Dept
TOTAL	41,285		

## STATION 43

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Utilities - Sewer	6120	460	480	500
Utilities - Garbage	6121	1,340	1,250	1,340
Utilities - PG & E	6122	5,190	5,000	5,190
Utilities - Water	6123	620	800	620
Household Expense	6170	500	500	500
Household Expense - Linen	6171	2,270	2,270	2,270
Maintenance - Equipment	6270	1,500	1,000	1,500
Maintenance - Building	6281	7,830	6,000	2,500
Maintenance - Grounds	6282	2,500	2,000	1,000
Other Special Departmental Exp	6479	2,000	200	2,000
<b>TOTAL OPERATING EXPENSE</b>		24,210	19,500	17,420
<b>TOTAL EXPENDITURES</b>		<b>\$ 24,210</b>	<b>\$ 19,500</b>	<b>\$ 17,420</b>

## STATION 43

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	500		
Sub-total	500	6120	Utilities - Sewer
Garbage	1,340		
Sub-total	1,340	6121	Utilities - Garbage
PG & E	5,190		
Sub-total	5,190	6122	Utilities - PG & E
Water	620		
Sub-total	620	6123	Utilities - Water
Pest Control	500		
Sub-total	500	6170	Household Expense
Linen Services	2,270		
Sub-total	2,270	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Generator HVAC Maintenance Overhead Doors Plymovent System Miscellaneous	2,500		
Sub-total	2,500	6281	Maintenance - Building
Grounds Maintenance	1,000		
Sub-total	1,000	6282	Maintenance - Grounds
Other Expenses	2,000		
Sub-total	2,000	6479	Other Special Dept
TOTAL	17,420		

## STATION 44

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Utilities - Sewer	6120	460	480	500
Utilities - Garbage	6121	930	800	930
Utilities - PG & E	6122	9,800	9,500	9,800
Utilities - Water	6123	5,200	5,000	5,200
Household Expense	6170	450	400	450
Household Expense - Linen	6171	2,600	2,600	2,600
Maintenance - Equipment	6270	700	250	700
Maintenance - Building	6281	17,015	15,000	15,000
Maintenance - Grounds	6282	5,500	3,000	5,500
Other Special Departmental Exp	6479	5,000	5,000	2,000
<b>TOTAL OPERATING EXPENSE</b>		47,655	42,030	42,680
<b>TOTAL EXPENDITURES</b>		<b>\$ 47,655</b>	<b>\$ 42,030</b>	<b>\$ 42,680</b>



## STATION 44

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	500		
Sub-total	500	6120	Utilities - Sewer
Garbage	930		
Sub-total	930	6121	Utilities - Garbage
PG & E	9,800		
Sub-total	9,800	6122	Utilities - PG & E
Water	5,200		
Sub-total	5,200	6123	Utilities - Water
Pest Control	450		
Sub-total	450	6170	Household Expense
Linen Services	2,600		
Sub-total	2,600	6171	Household Exp - Linen
Equipment Maintenance	700		
Sub-total	700	6270	Maintenance - Equipment
Generator	1,000		
HVAC Maintenance	2,060		
Overhead Doors	700		
Plymovent System	500		
Security Service	650		
Miscellaneous	10,090		
Sub-total	15,000	6281	Maintenance - Building
Clear Landscape	1,200		
Grounds Maintenance	4,300		
Sub-total	5,500	6282	Maintenance - Grounds
Other Expenses	2,000		
Sub-total	2,000	6479	Other Special Dept
TOTAL	42,680		

## STATION 45

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Utilities - Sewer	6120	460	480	500
Utilities - Garbage	6121	7,300	7,100	7,300
Utilities - PG & E	6122	23,100	18,000	22,000
Utilities - Water	6123	1,950	1,700	1,950
Utilities - Medical Waste	6124	1,050	1,050	1,050
Household Expense	6170	500	500	500
Household Expense - Linen	6171	3,500	3,500	4,000
Maintenance - Equipment	6270	1,500	1,000	1,500
Maintenance - Building	6281	14,200	16,569	14,200
Maintenance - Grounds	6282	1,000	500	1,000
Other Special Departmental Exp	6479	9,500	7,000	10,500
<b>TOTAL OPERATING EXPENSE</b>		64,060	57,399	64,500
<b>TOTAL EXPENDITURES</b>		<b>\$ 64,060</b>	<b>\$ 57,399</b>	<b>\$ 64,500</b>

## STATION 45

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	500		
Sub-total	500	6120	Utilities - Sewer
Garbage	7,300		
Sub-total	7,300	6121	Utilities - Garbage
PG & E	22,000		
Sub-total	22,000	6122	Utilities - PG & E
Water	1,950		
Sub-total	1,950	6123	Utilities - Water
Medical Waste Services	1,050		
Sub-total	1,050	6124	Utilities - Medical Waste
Pest Control	500		
Sub-total	500	6170	Household Expense
Linen Services	4,000		
Sub-total	4,000	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Generator	1,000		
HVAC Maintenance	2,000		
Overhead Doors	1,000		
Plymovent System	200		
Miscellaneous	10,000		
Sub-total	14,200	6281	Maintenance - Building
Grounds Maintenance	1,000		
Sub-total	1,000	6282	Maintenance - Grounds
Replace linens and towels	2,500		
Other Expenses	5,000		
Security Improvements	3,000		
Sub-total	10,500	6479	Other Special Dept
TOTAL	64,500		

# EMERGENCY OPERATIONS

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

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

## GOALS & OBJECTIVES FOR FISCAL YEAR 2016/2017

1. Replace fire trail signs
2. Implement new map books for all apparatus and staff vehicles
3. Implement new Solid Bore nozzles as a preconnected hose line on all apparatus
4. Continue to develop the District's Geographic Information System program by expanding our ability to share critical data with the Town of Moraga and the City of Orinda; expanding the wildfire computer models to other high fire danger areas of the District and supporting neighborhood evacuation plans with spatial data.
5. Update operational policies
6. Create and maintain data sets for Operations Division
7. Update and initiate mutual and auto-aid agreements as needed
8. Update District response matrix (as needed)
9. Assist with updated standards of cover document
10. Replace all 28' engine extension ladders with 24' ladders
11. Replace Hurst power unit on E42

## STAFFING SUMMARY

Fire Chief (1)  
Battalion Chief (3)  
Captain/Paramedic I (4)  
Captain/Paramedic II (7)  
Captain (4)  
Engineer/Paramedic I (4)

Engineer/Paramedic II (3)  
Engineer (8)  
Firefighter/Paramedic (19)  
Firefighter (5)  
Paramedic (0)

## **PROGRAM MANAGEMENT**

Functional Supervisor - Battalion Chief Sean Perkins

## EMERGENCY OPERATIONS

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Permanent Salaries	5011	6,915,041	6,935,000	7,307,360
Overtime	5014	1,874,422	1,812,000	1,780,000
Deferred Compensation	5015	105,378	107,910	104,687
Overtime - Strike Team	5016	101,000	109,000	225,000
Payroll Taxes	5042	129,636	126,459	136,548
Retirement Contributions	5044	4,001,269	4,000,000	4,274,006
Health & Life Insurance	5060	900,736	875,000	963,250
Employee Share Health Insur	5061	(185,166)	(188,045)	(227,520)
Vision Insurance	5066			11,738
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$13,842,316</b>	<b>\$13,777,324</b>	<b>\$ 14,575,069</b>
Books & Periodicals	6102	500	500	500
Small Tools & Instruments	6130	0	0	18,000
Minor Equipment/Furniture	6131	750	750	500
Power Saw/Other Equipment	6133	13,000	11,496	12,000
Fire Trail Grading	6135	10,500	7,225	20,500
Firefighting Supplies	6137	20,000	20,000	12,300
Firefighting Equipment - Hose	6138	7,500	7,500	16,500
Firefighting Equipment - Foam	6139	500	500	1,500
Safety Clothing	6160	80,000	50,000	65,000
Non-Safety Clothing	6161	2,000	2,000	2,000
Air Monitor Maintenance	6269	2,000	2,000	2,000
Maintenance - Equipment	6270	10,000	7,300	4,000
Strike Team Supplies	6474	9,500	11,705	12,550
Exercise Equipment	6476	0	0	9,100
Other Special Dept Exp	6479	7,500	9,445	5,000
Mapping - Services and Supplies	6490	35,000	15,256	34,700
<b>TOTAL OPERATING EXPENSE</b>		<b>198,750</b>	<b>145,677</b>	<b>216,150</b>
<b>TOTAL EXPENDITURES</b>		<b>\$14,041,066</b>	<b>\$13,923,001</b>	<b>\$ 14,791,219</b>

## EMERGENCY OPERATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Books & Periodicals	500		
Sub-total	500	6102	Books & Periodicals
Reserve Engine Tools/Equipment	13,000		
Tool Replacement/Maintenance	5,000		
Sub-total	18,000	6130	Small Tools & Instruments
Investigation supplies	500		
Sub-total	500	6131	Minor Equip/Furniture
Saws, Blades, Maintenance	12,000		
Sub-total	12,000	6133	Power Saw/Other Equip
Trail Grading	20,000		
Signs/Locks	500		
Sub-total	20,500	6135	Fire Trail Grading
Extrication Equipment/Maintenance	7,300		
Boat 245	5,000		
Sub-total	12,300	6137	Firefighting Supplies
Fittings/Nozzles	9,000		
Restock Hose Inventory	7,500		
Sub-total	16,500	6138	Firefighting Equip - Hose
Restock Foam Inventory	1,500		
Sub-total	1,500	6139	Firefighting Equip - Foam
Personal Protective Equipment	35,000		
Wildland Personal Protective Equip	5,000		
Annual Inspections PPE	25,000		
Sub-total	65,000	6160	Safety Clothing
Shoe Fund	2,000		
Sub-total	2,000	6161	Non-Safety Clothing

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Air Monitor Sensors Replacement	2,000		
Sub-total	2,000	6269	Air Monitor Maintenance
Ladder Testing, Fire Extinguisher Miscellaneous	2,000 2,000		
Sub-total	4,000	6270	Maintenance - Equipment
Strike Team Equipment/Supplies Strike Team Deployment Expense	7,550 5,000		
Sub-total	12,550	6474	Strike Team Supplies
Exercise Supplies Exercise Maintenance	7,100 2,000		
Sub-total	9,100	6476	Exercise Equipment
Contingency Expense	5,000		
Sub-total	5,000	6479	Other Special Dept Exp
GIS Supplies GIS Consulting Service	5,000 29,700		
Sub-total	34,700	6490	Services & Supplies Map
TOTAL	216,150		



# 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 in regards to 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 2016/2017

1. Continue to explore grant opportunities to replace apparatus
2. Continue annual maintenance and 90-day inspection of all district apparatus
3. Provide specifications for a new engine and truck

## PROGRAM MANAGEMENT

Functional Supervisor – Battalion Chief Felipe Barreto

## APPARATUS

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Maintenance - Equipment	6270	14,000	10,000	9,000
Central Garage Repairs	6271	160,000	150,000	160,000
Central Garage Gasoline & Oil	6272	80,000	65,000	80,000
Central Garage Tires	6273	15,000	12,000	15,000
Aerial Ladder & Pump Testing	6275	800	800	800
Smog Inspections	6276	500	500	500
<b>TOTAL OPERATING EXPENSE</b>		270,300	238,300	265,300
<b>TOTAL EXPENDITURES</b>		<b>\$ 270,300</b>	<b>\$ 238,300</b>	<b>\$ 265,300</b>

## APPARATUS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Other Equipment Maintenance	6,500		
Boat Equipment Maintenance	400		
Batteries	2,100		
Sub-total	9,000	6270	Maintenance - Equipment
On-going maintenance/repairs	160,000		
Sub-total	160,000	6271	Central Garage Repairs
Fuel	80,000		
Sub-total	80,000	6272	Gasoline & Oil
Tire replacement	15,000		
Sub-total	15,000	6273	Central Garage Tires
Annual Ladder Testing	800		
Sub-total	800	6275	Aerial Ladder/Pump Test
Annual Smog Testing	500		
Sub-total	500	6276	Smog Inspections
TOTAL	265,300		

# TRAINING

## PURPOSE

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

## STANDARD LEVEL OF PERFORMANCE

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

## GOALS & OBJECTIVES FOR FISCAL YEAR 2016/2017

1. Update Probationary Captain and Probationary Engineer training manual and procedures.
2. Update current daily training and activities logs
3. In conjunction with Human Resources, assist with recruitments for the positions of Battalion Chief and Captain/Paramedic.
4. Coordinate with Contra Costa County Training Officer's Association to ensure compliance with the new State Firefighter 1 requirements.
5. Update water rescue training program
6. Coordinate and host regional training activities to include Berkeley/Oakland Hills command training.
7. Develop and provide new training information bulletins and standards

## PROGRAM MANAGEMENT

Functional Supervisor – Battalion Chief Felipe Barreto

## TRAINING

### FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Overtime	5014	50,000	15,000	50,000
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 50,000</b>	<b>\$ 15,000</b>	<b>\$ 50,000</b>
Books & Periodicals	6102	400	800	2,000
Food Supplies	6150	2,000	2,000	3,000
Dues, Memberships & Prof Fees	6200	400	400	400
Meetings & Travel Expenses	6303	12,000	18,000	20,000
CPR Instructors	6314	2,500	3,500	3,500
Burn Trailer Grant/ Maintenance	6352	3,000	3,000	3,000
Testing Materials & Training Props	6354	4,000	4,000	10,000
Career Development Classes	6357	26,200	26,200	26,000
Target Safety Online Training	6359	6,195	6,195	6,195
Training Classes Paramedic/EMT	6360	5,500	7,000	10,000
Mandated Training	6361	20,000	25,000	60,000
Recruit Academy	6470	55,000	15,000	30,000
CPR Supplies	6481	3,000	3,000	3,000
<b>TOTAL OPERATING EXPENSE</b>		<b>140,195</b>	<b>114,095</b>	<b>177,095</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 190,195</b>	<b>\$ 129,095</b>	<b>\$ 227,095</b>

## TRAINING

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Training Books	2,000		
Sub-total	2,000	6102	Books & Periodicals
Food for Training Events	3,000		
Sub-total	3,000	6150	Food Supplies
Training Officers Association	400		
Sub-total	400	6200	Dues & Memberships
Professional Development	20,000		
Sub-total	20,000	6303	Meetings & Travel
CPR Instructors	3,500		
Sub-total	3,500	6314	CPR Instructors
Burn Trailer Maintenance	3,000		
Sub-total	3,000	6352	Burn Trailer Maintenance
Materials & Training	10,000		
Sub-total	10,000	6354	Testing Materials & Props
Career Development	26,000		
Sub-total	26,000	6357	Career Development
Annual Maintenance Fee	6,195		
Sub-total	6,195	6359	Target Safety
Paramedic & EMT Courses	10,000		
Sub-total	10,000	6360	Training Classes

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Mandated Training	60,000		
Sub-total	60,000	6361	Mandated Training
Recruit Academy	30,000		
Sub-total	30,000	6470	Recruit Academy
Heart Association Manuals & Cards	3,000		
Sub-total	3,000	6481	CPR Supplies
TOTAL	177,095		

## **AIR OXYGEN PROGRAM**

### **PURPOSE**

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

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

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

### **STANDARD LEVEL OF PERFORMANCE**

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

### **GOALS & OBJECTIVES FOR FISCAL YEAR 2016/2017**

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

### **PROGRAM MANAGEMENT**

Functional Supervisor – Battalion Chief Felipe Barreto  
Program Managers – Captain/Paramedic Jon Bensley



## AIR OXYGEN

FISCAL YEAR 2016/2017

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Rent & Leases (Equipment)	6250	5,250	5,250	5,250
Maintenance - Equipment	6270	17,675	17,675	17,675
Air Compressor Quarterly Service	6278	1,500	1,500	1,500
Hydro Test SCBA & Oxy Cylinder	6279	2,000	2,000	2,000
<b>TOTAL OPERATING EXPENSE</b>		26,425	26,425	26,425
<b>TOTAL EXPENDITURES</b>		<b>\$ 26,425</b>	<b>\$ 26,425</b>	<b>\$ 26,425</b>

## AIR & OXYGEN PROGRAM

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Medical Oxygen	5,250		
Sub-total	5,250	6250	Rent & Leases Equip
Air Pak Flow Test	1,600		
Regulator Test	1,500		
SCBA Mask Fit Test	750		
Repair - Mask, Regulators, Amps	13,825		
Sub-total	17,675	6270	Maintenance Equipment
Air Compressor Service	1,500		
Sub-total	1,500	6278	Air Compressor Service
Test SCBA & Oxygen Cylinders	2,000		
Sub-total	2,000	6279	Hydro Test
TOTAL	26,425		

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

**FISCAL YEAR 2016/2017**

**Revenues**

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Property Tax - Current Secured	4010	3,069,093	3,069,093	3,219,473
<b>TOTAL REVENUES</b>		<b>\$3,069,093</b>	<b>\$ 3,069,093</b>	<b>\$ 3,219,473</b>

**Expenditures**

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Pension Obligation Bond Principal	7900	1,855,000	1,855,000	2,100,000
Pension Obligation Bond Interest	7901	1,017,509	1,017,509	914,283
Lease Agreement Principal	7900			200,000
Lease Agreement Interest	7901			72,946
Vehicle Lease Principal	7900			83,359
Vehicle Lease Interest	7901			5,860
<b>TOTAL EXPENDITURES</b>		<b>\$2,872,509</b>	<b>\$ 2,872,509</b>	<b>\$ 3,376,448</b>

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

**FISCAL YEAR 2016-2017**

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

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2016				\$18,565,000
Reduction in Principal Balance				2,100,000
Interest Due				914,283
Total Payment Due				3,014,283
Principal Outstanding as of June 30, 2017				\$16,465,000
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2016-2017	5.22%	2,100,000	914,283	3,014,283
2017-2018	5.22%	2,360,000	797,877	3,157,877
2018-2019	5.22%	2,640,000	667,377	3,307,377
2019-2020	5.22%	2,945,000	521,609	3,466,609
2020-2021	5.22%	3,265,000	359,527	3,624,527
2021-2022	5.22%	3,610,000	180,090	3,790,090
2022-2023	5.22%	1,645,000	42,935	1,687,935
<b>TOTALS</b>		<b>\$18,565,000</b>	<b>\$3,483,698</b>	<b>\$22,048,698</b>

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

**FISCAL YEAR 2016-2017**

**PURPOSE: Purchase two ambulances**

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2016				\$342,692
Reduction in Principal Balance				83,359
Interest Due				5,860
Total Payment Due				89,219
Principal Outstanding as of June 30, 2017				\$259,333
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2016-2017	1.82%	83,359	5,860	89,219
2017-2018	1.82%	84,883	4,335	89,218
2018-2019	1.82%	86,435	2,784	89,219
2019-2020	1.82%	88,015	1,203	89,218
<b>TOTALS</b>		<b>\$342,692</b>	<b>\$14,182</b>	<b>\$356,874</b>

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

**FISCAL YEAR 2016-2017**

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

<b>CURRENT YEAR SUMMARY</b>				
Principal Outstanding as of July 1, 2016				\$4,069,000
Reduction in Principal Balance				200,000
Interest Due				72,946
Total Payment Due				272,946
Principal Outstanding as of June 30, 2017				\$3,869,000
<b>FISCAL YEAR</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2016-2017	2.14%	200,000	72,946	272,946
2017-2018	2.14%	240,000	81,513	321,513
2018-2019	2.14%	245,000	76,345	321,345
2019-2020	2.14%	250,000	71,081	321,081
2020-2021	2.14%	256,000	65,699	321,699
2021-2022	2.14%	261,000	60,199	321,199
2022-2023	2.14%	267,000	54,570	321,570
2023-2024	2.14%	272,000	48,835	320,835
2024-2025	2.14%	278,000	42,982	320,982
2025-2026	2.14%	284,000	37,001	321,001
2026-2027	2.14%	290,000	30,890	320,890
2027-2028	2.14%	297,000	24,641	321,641
2028-2029	2.14%	303,000	18,264	321,264
2029-2030	2.14%	310,000	11,737	321,737
2030-2031	2.14%	316,000	5,071	321,071
<b>TOTALS</b>		<b>\$4,069,000</b>	<b>\$701,774</b>	<b>\$4,770,774</b>

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

**FISCAL YEAR 2016/2017**

**Revenues**

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Fire Flow Tax	4066	1,070,214	1,070,214	1,070,214
Investment Earnings	4181			1,000
Impact Mitigation Fees	4743	12,000	48,000	10,000
Miscellaneous	4975	544	544	
Sale of Property	4980		1,500,000	
Other Financing Sources - Lease	4970	4,070,000	4,069,000	
<b>TOTAL REVENUES</b>		<b>\$ 5,152,758</b>	<b>\$ 6,687,758</b>	<b>\$ 1,081,214</b>

**Expenditures**

DESCRIPTION	GL CODE	AMENDED BUDGET 2015/2016	PROJECTED ACTUALS 2015/2016	PROPOSED BUDGET 2016/2017
Professional Services	6327	77,088	77,390	
Bank Fees	7510	100	100	100
Fire Flow Tax Collection Fees	7531	12,610	12,610	11,500
Capital Contingency	7700	75,950	75,950	150,000
Firefighting Equipment	7701	20,000	20,000	20,000
Lease Payment	7702	89,219	89,219	
Capital Outlay - Apparatus	7703	479,554	480,215	144,700
Computer Equipment & Software	7704	21,824	16,720	
Buildings-Administration Improve	7705	72,000	72,000	40,000
Buildings-Station 41 Improvement	7705			10,000
Buildings-Station 43 Improvement	7706	110,146	100,000	4,477,000
Equipment	7709	60,675	44,918	179,770
Station 46 Construction in Prog	7711	12,030	35,000	
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,031,196</b>	<b>\$ 1,024,122</b>	<b>\$ 5,033,070</b>

## CAPITAL PROJECTS FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
7510	Bank Fees	100
7531	Fire Flow Tax Collection Fees	11,500
7700	Capital Contingency - Facilities, Equipment	150,000
7701	Extrication Equipment	20,000
7703	2016 Command Vehicle (4513)	60,000
7703	Fire Prevention Vehicle	34,700
7703	Used Tiller Truck	50,000
7705	Station 41 - Bathroom Improvements	10,000
7705	New Roof - Administration	40,000
7706	Station 43 Reconstruction	4,477,000
7709	Storage Container for Training - Station 41	10,000
7709	Turnout Lockers - Station 41 & Station 45	15,000
7709	Plymovent System - Stations 41, 44 & 45	35,000
7709	Air Compressor - Station 45	10,000
7709	Bendix King Mobile Radios	32,000
7709	Standardized County Station Alerting Boards	13,000
7709	Hose	20,000
7709	Thermal Imaging Cameras - Replacement	15,000
7709	Ladder Replacements 24' - Quantity 7	7,770
7709	Hurst Extrication Equipment	16,000
7709	Office Furniture - Station 45	6,000
<b>TOTAL CAPITAL PROJECTS FUND</b>		<b>\$ 5,033,070</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.