

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Board of Directors Regular Board Meeting**

Wednesday, March 27, 2019 – 1:00 p.m.

*Dominique Yancey ~ Board President
Don Parker, Board Vice-President ~ Ryan Crean, Director
H. Jay Kerr, Director ~ Matthew Stamey, Director*

~MISSION STATEMENT~

In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.

**Meeting location: S.R.V.F.P.D. Administrative Offices - Boardroom
1500 Bollinger Canyon Road, San Ramon, CA 94583**

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**
- 4. PUBLIC COMMENT**

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 *et seq.*) and may be limited to three (3) minutes for any person addressing the Board. Please complete a “Request to Speak” form and submit it to the District Clerk.

5. CONSENT CALENDAR

Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.

- 5.1 Approve the demand register for the period February 15, 2019, through March 15, 2019 in the amount of \$1,985,896.48.
- 5.2 Approve the Board minutes from the February 27, 2019 Regular Board Meeting; and District Counsel’s Report Upon Return from Closed Session from January 30, 2019 and February 27, 2019. Approval of the Board minutes from the March 5, 2019 Board Retreat.
- 5.3 Approval of salary, payroll taxes and retirement contributions for the month of February 2019 in the amount of \$3,985,859.93.
- 5.4 Approval of amendment to existing agreement with Financial Consultant Campo increasing the hourly compensation amount.
- 5.5 **Personnel Actions:**
Promotions:
Approve staff recommendation to award the following promotions, effective April 1, 2019:

1. Engineer Joseph Bradley, to Captain 10- Step 5.

Step Increases:

Approve staff recommendation to award the following step increases, effective April 1, 2019:

1. Training Battalion Chief Jonas Aguiar, to Battalion Chief 5- Step 4
2. Acting Battalion Chief Bruno Spani, to Acting Battalion Chief 2- Step 2
3. Firefighter Kenneth Day, to Firefighter 5- Step 2
4. Public Safety Dispatcher Nathan Sill, to Public Safety Dispatcher 2 -Step 6

Approve staff recommendation to award the following step increases, effective January 1, 2019:

1. Acting Deputy Chief Jim Selover, to Acting Deputy Chief- Step 4

Other:

Approve staff recommendation to assign the following employees to the HazMat team, Engineer 5- Step 6, effective March 1, 2019:

1. Lucas Hirst
2. Brian Olson
3. Casey Rivers
4. Scott Dwyer

General Salary Increase

1. Approve a 3% general salary increase for non-represented full and part-time employees (excluding the Fire Chief).
2. Approve a 3% general salary increase for employees represented by IAFF Local 3546 and 3546-A as contained in the Letter of Understanding approved by the Board of Directors.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Recognition of Celia Mason, Volunteer Communications Reserve

7. OLD BUSINESS

- 7.1 Status Update on Agreement to Postpone Creation of a District Board District-Based Electoral System Pursuant to Elections Code Section 10010.
- 7.2 Adoption of the 2019 Emergency Operations Plan.
- 7.3 Authorize the reclassification of two (2) EMS Captain positions to an EMS Coordinator/RN position and three (3) EMS Liaison positions.
- 7.4 Authorize the reclassification of a Senior Office Assistant position to an Administrative Assistant position.
- 7.5 Review of 2018-2019 Mid-Year Budget and approval of recommended budget adjustments.

8. NEW BUSINESS

- 8.1 Approve Resolution No. 2019-02 for the 2019 Exterior Hazard Abatement Program.
- 8.2 Approval of the proposed changes to the District's Fund Balance Reserve Policy.
- 8.3 Call for Nominations for Seat B - CSDA Board of Directors.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

10. MONTHLY ACTIVITY REPORTS:

- 10.1 Operations Division-Deputy Chief, Lon Phares
Operations Report of monthly activities.
- 10.2 EMS – Battalion Chief, John Duggan
EMS Report of monthly activities.
- 10.3 Logistics – Deputy Chief Drayton
Logistics Report of monthly activities.
- 10.4 Fire and Life Safety Division – Deputy Chief Drayton
Fire and Life Safety Report of monthly activities.
- 10.5 Communications Division – Director of Emergency Communications, Denise Pangelinan
Communication Report of monthly activities.
- 10.6 Human Resources Division – Human Resources Director, Natalie Korthamar Wong
Human Resources Report of monthly activities.
- 10.7 Finance Division – Financial Consultant, Ken Campo
Finance Report of monthly activities.
- 10.8 Fire Chief – Fire Chief, Paige Meyer
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

11. GOOD OF THE ORDER

Update from Disaster Preparedness Subcommittee – Vice-President Parker

12. UPCOMING CALENDAR OF EVENTS

- March 28, 2019-9:30 a.m. Personnel Subcommittee Meeting
- March 28, 2019- 11:30 a.m. Danville State of the Town Luncheon, Crow Canyon Country Club
- March 28, 2019 – Retirement Ceremony and Reception for Deputy Chief Phares, 5:30 p.m. Ceremony at SRVFPD/7:00 p.m. Reception at Blackhawk Grille
- March 30/31 Thunder Over the Bay Area – Travis Air Force Base
- April 2-5 FDAC Conference – Napa, CA
- April 6, 2019 – Oakland Firefighter Battle of the Bay Hockey – Oakland Ice Center
- April 23-26, 2019 – Navigator Conference, Maryland

13. CLOSED SESSION

- 13.1 Possible exposure to litigation (3 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

14. RETURN TO OPEN SESSION

15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

16. ADJOURNMENT IN HONOR OF THE RETIREMENT OF DEPUTY CHIEF LON PHARES TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY, APRIL 17, 2019 AT 1:00 P.M.

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on March 21, 2019 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts website at www.firedepartment.org.

The San Ramon Valley Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 1500 Bollinger Canyon Road, San Ramon, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the District Clerk at (925) 838-6661.

CONSENT ITEMS

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register
From 2/15/2019 Through 3/15/2019

Check Number	Check Date	Payee	Check Amount	Transaction Description
222081	2/22/2019	A-1 ENTERPRISES	230.00	Academy Training Site Porta Potty Rental-Jan 2019
222201	3/8/2019	AARON DRAKE	200.00	Reimb-Paramedic Recertification
222202	3/8/2019	ABACUS PRODUCTS INC	894.02	2017/18 CAFR Printing/Binding Fee
222153	3/1/2019	ABLE TO PLUMBING AND ROOTER	221.00	Extractor Washer Clogged Drain Cleaning-Stn 32
	3/1/2019	ABLE TO PLUMBING AND ROOTER	321.00	Leaking Valve Repairs/Replace Shutoff-Stn 31
03/01/19-01	3/1/2019	ACE AUTO REPAIR AND TIRE CENTER	1,374.79	Replace Defective Distributor/Cooling System Repairs-#300
03/15/19-01	3/15/2019	ACE AUTO REPAIR AND TIRE CENTER	119.76	Routine PM/Oil & Filter Change/Charged & Tested Battery-#341
222082	2/22/2019	AIR SERVICES INC	9,600.00	Stn 31 HVAC System-Install Utility Fan in Kitchen/Bathrooms
222083	2/22/2019	AIRGAS USA LLC	398.66	Oxygen Tank Cylinders 2/4/19
222258	3/15/2019	AIRGAS USA LLC	258.13	Oxygen Tank Cylinder Rental Fee-February 2019
	3/15/2019	AIRGAS USA LLC	393.04	Oxygen Tank Cylinders 2/18/19
	3/15/2019	AIRGAS USA LLC	188.04	Oxygen Tank Cylinders 2/21/19
	3/15/2019	AIRGAS USA LLC	296.75	Oxygen Tank Cylinders 2/25/19
222084	2/22/2019	ALAMEDA COUNTY FIRE DEPARTME...	4,814.87	Annual Svc/Repairs Found During Svc/Parts-Unit 603
222154	3/1/2019	ALAMEDA COUNTY FIRE DEPARTME...	2,073.63	90-day Inspection/Repairs Found During Svc/Parts-Unit 500
	3/1/2019	ALAMEDA COUNTY FIRE DEPARTME...	24,436.45	Annual Service/Repairs Found During Service/Parts-Unit 524
	3/1/2019	ALAMEDA COUNTY FIRE DEPARTME...	1,860.57	Annual Service/Repairs Found During Service/Parts-Unit 602
	3/1/2019	ALAMEDA COUNTY FIRE DEPARTME...	6,153.90	Annual Svc/Smoke Test/Repairs Found During Svc/Parts-#615
	3/1/2019	ALAMEDA COUNTY FIRE DEPARTME...	6,519.44	Annual Svc/Smoke Test/Repairs Found During Svc/Parts-#807
222085	2/22/2019	ALAMO ACE HARDWARE	7.78	Flagpole Halyard Rope Replacement-Stn 35
	2/22/2019	ALAMO ACE HARDWARE	5.83	Masking Tape-Stn 35
222086	2/22/2019	ALEX RAY	250.00	Reimb-5/16/18 HeartScan Procedure
222203	3/8/2019	ALEX SIMI	90.00	Reimb-Parking-Apparatus Committee Trip 2/25-3/1/19
03/01/19-02	3/1/2019	ALL STAR FIRE EQUIPMENT INC	1,188.59	Rain Coats (12)
03/01/19-03	3/1/2019	ALL STAR FIRE EQUIPMENT INC	339.08	Wildland Helmet Shields (8)-Academy
222204	3/8/2019	AMANDA PERCEVAL	22.15	Reimb-Mileage-Command/Control Course Lunch Dropoff 2/27-2/28
222087	2/22/2019	AP TRITON LLC	4,375.00	EMS Advocate Consulting Services-February 2019
222259	3/15/2019	AP TRITON LLC	4,375.00	EMS Advocate Consulting Services-March 2019
222088	2/22/2019	APPLE INC	172.12	Apple AirPods-Chief Meyer
02/22/19-01	2/22/2019	ARROW INTERNATIONAL INC	1,715.50	EZ-IO 25mm/45mm Needles/Stabilizer-Stn 33 Stock
222155	3/1/2019	ATHENIAN SCHOOL	626.00	Plan Review Refund
222156	3/1/2019	ATT	20.72	Phone Service 1/19/19-2/18/19
222157	3/1/2019	ATT	1,302.40	250Mb Internet Circuit-2/11/19-3/10/19
222205	3/8/2019	ATT	6,153.97	Phones/Data/Radio Circuit/Long Distance 1/20/19-2/19/19
222089	2/22/2019	ATT MOBILITY	48.62	Cell Phone/Mobile Data-Chief Meyer 1/1/19-1/31/19
222090	2/22/2019	ATT MOBILITY	4,015.17	Cell Phones/Mobile Data 1/1/19-1/31/19
222260	3/15/2019	ATT MOBILITY	48.62	Cell Phone/Mobile Data-Chief Meyer 2/1/19-2/28/19
222091	2/22/2019	BAUER COMPRESSORS	807.39	Breathing Support Repairs
222158	3/1/2019	BAUER COMPRESSORS	1,072.88	Annual PM Svc/Parts/Air/Gas Certificate-Breathing Support
222206	3/8/2019	BAYSPORT PREVENTIVE MEDICAL G...	58,275.00	Wellness Fitness Exams (90)/Ancillary Testing

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222261	3/15/2019	BAYSPORT PREVENTIVE MEDICAL G...	3,070.00	Wellness Fitness Exams (3)
222092	2/22/2019	BETTER PRESENTATION SYSTEMS INC	3,421.58	LCD Projector/Hardware/Cables/Parts-Boardroom
02/22/19-02	2/22/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 30 Bio-Hazard Waste Collection Service 2/11/19
02/22/19-03	2/22/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 31 Bio-Hazard Waste Collection Service 2/11/19
02/22/19-04	2/22/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 32 Bio-Hazard Waste Collection Service 2/11/19
02/22/19-05	2/22/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 33 Bio-Hazard Waste Collection Service 2/11/19
02/22/19-06	2/22/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 34 Bio-Hazard Waste Collection Service 2/11/19
02/22/19-07	2/22/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 35 Bio-Hazard Waste Collection Service 2/11/19
02/22/19-08	2/22/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 36 Bio-Hazard Waste Collection Service 2/11/19
02/22/19-09	2/22/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 38 Bio-Hazard Waste Collection Service 2/11/19
02/22/19-10	2/22/2019	BIOMEDICAL WASTE DISPOSAL INC	89.00	Stn 39 Bio-Hazard Waste Collection Service 2/11/19
02/22/19-11	2/22/2019	BOUNDTREE MEDICAL LLC	(40.47)	Credit-2018 Q4 Naloxone Rebate
	2/22/2019	BOUNDTREE MEDICAL LLC	(179.90)	Credit-Hypodermic Needles (10 Boxes)
	2/22/2019	BOUNDTREE MEDICAL LLC	(341.81)	Credit-Hypodermic Needles (19 Boxes)
	2/22/2019	BOUNDTREE MEDICAL LLC	(359.80)	Credit-Hypodermic Needles (20 Boxes)
	2/22/2019	BOUNDTREE MEDICAL LLC	921.98	Pharmaceutical Supplies
02/22/19-12	2/22/2019	BOUNDTREE MEDICAL LLC	(205.50)	Credit-2018 Q4 Naloxone Rebate
	2/22/2019	BOUNDTREE MEDICAL LLC	205.50	Medical Supplies
02/22/19-13	2/22/2019	BOUNDTREE MEDICAL LLC	(84.03)	Credit-2018 Q4 Naloxone Rebate
	2/22/2019	BOUNDTREE MEDICAL LLC	2,331.25	Medical Supplies
03/15/19-02	3/15/2019	BOUNDTREE MEDICAL LLC	275.60	Medical Supplies
03/15/19-03	3/15/2019	BOUNDTREE MEDICAL LLC	161.91	Medical Supplies
03/15/19-04	3/15/2019	BOUNDTREE MEDICAL LLC	17.99	Medical Supplies
03/15/19-05	3/15/2019	BOUNDTREE MEDICAL LLC	128.79	Pharmaceutical Supplies
03/15/19-06	3/15/2019	BOUNDTREE MEDICAL LLC	294.66	Pharmaceutical Supplies
03/15/19-07	3/15/2019	BOUNDTREE MEDICAL LLC	107.50	Medical Supplies
03/15/19-08	3/15/2019	BOUNDTREE MEDICAL LLC	132.60	Pharmaceutical Supplies
03/15/19-09	3/15/2019	BOUNDTREE MEDICAL LLC	67.90	Medical Supplies
03/15/19-10	3/15/2019	BOUNDTREE MEDICAL LLC	131.10	Pharmaceutical Supplies
03/15/19-11	3/15/2019	BOUNDTREE MEDICAL LLC	77.70	Medical Supplies
03/15/19-12	3/15/2019	BOUNDTREE MEDICAL LLC	451.13	Pharmaceutical Supplies
03/15/19-13	3/15/2019	BOUNDTREE MEDICAL LLC	5,101.28	Medical Supplies
03/15/19-14	3/15/2019	BOUNDTREE MEDICAL LLC	107.50	Medical Supplies
03/15/19-15	3/15/2019	BOUNDTREE MEDICAL LLC	53.75	Medical Supplies
03/15/19-16	3/15/2019	BOUNDTREE MEDICAL LLC	81.80	Medical Supplies
222093	2/22/2019	BRANDON HICKS	221.00	Reimb-PALS Recertification
222046	3/5/2019	BRANDON J EYNCK	(200.00)	Reimb-Paramedic Recertification
222262	3/15/2019	BRIAN OLSON	262.68	Reimb-EA Lodging-HazMat Technician 1A Class 12/3-12/7/18
222263	3/15/2019	BRYAN JANNISSE	3,125.00	Stn 36 Complete Landscaping/Clean-Up/Redwood Bark
222094	2/22/2019	BUCHANAN AUTO ELECTRIC INC	381.32	1231MF Batteries (2)-Unit 393

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	2/22/2019	BUCHANAN AUTO ELECTRIC INC	1,337.31	1231MF Batteries (6)-Unit 520
	2/22/2019	BUCHANAN AUTO ELECTRIC INC	336.75	New AGM Battery (1)-Unit 354
222207	3/8/2019	BUCHANAN AUTO ELECTRIC INC	953.93	Vanner Inverter Repairs-Unit 705
222095	2/22/2019	BURNS TRUCK AND TRAILER SERVL...	1,611.17	Injector/Window Regulator Repairs/Oil/Filter Change-Unit 529
222096	2/22/2019	CA STATE DEPARTMENT OF JUSTICE	49.00	Fingerprint/Livescan-HR Clerk
222159	3/1/2019	CALIFORNIA FIRE CHIEFS ASSOCIATI...	10,000.00	MOU with Cal Chiefs Assoc-EMS Representation
222097	2/22/2019	CALIFORNIA PRINTER REPAIR INC	487.79	Printer Repairs-Dispatch
EFT 03/06/19	3/6/2019	CALPERS	1,238.67	CalPERS Health-Admin Fees Mar 2019
	3/6/2019	CALPERS	901.55	CalPERS Health-BOD Mar 2019
	3/6/2019	CALPERS	311,237.58	CalPERS Health-Mar 2019
	3/6/2019	CALPERS	224,682.54	CalPERS Health-Retirees Mar 2019
Wire 2/27/19	2/27/2019	CalPERS CERBT (OPEB)	298,800.00	FY 18/19 OPEB Contribution Prefunding-February 2019
222208	3/8/2019	CASEY GOOD	460.00	Reimb-ACLS & PALS Recertification/Reading Materials
03/08/19-01	3/8/2019	CCC EMPLOYEES RETIREMENT ASS...	1,197.00	2015/16 Pension Actuarial Valuation/GASB68 Financial Report
03/08/19-02	3/8/2019	CCC EMPLOYEES RETIREMENT ASS...	1,093.00	2016/17 Pension Actuarial Valuation/GASB68 Financial Report
03/15/19-17	3/15/2019	CCC EMPLOYEES RETIREMENT ASS...	454,309.37	Employee Retirement Contributions-2/19
222264	3/15/2019	CCC TAX COLLECTOR	1,963.20	Admin/Stn 38-Secured Property Taxes FY 2018/19
	3/15/2019	CCC TAX COLLECTOR	683.17	Stn 30-Secured Property Taxes FY 2018/19
	3/15/2019	CCC TAX COLLECTOR	236.35	Stn 31-Secured Property Taxes FY 2018/19
	3/15/2019	CCC TAX COLLECTOR	169.22	Stn 33-Secured Property Taxes FY 2018/19
	3/15/2019	CCC TAX COLLECTOR	362.76	Stn 34-Secured Property Taxes FY 2018/19
	3/15/2019	CCC TAX COLLECTOR	538.15	Stn 36-Secured Property Taxes FY 2018/19
	3/15/2019	CCC TAX COLLECTOR	1,177.92	Stn 39-Secured Property Taxes FY 2018/19
222098	2/22/2019	CDW GOVERNMENT INC	19.50	Adobe Acrobat DC Subscription-Aguiar
	2/22/2019	CDW GOVERNMENT INC	(80.57)	Credit-HP91 Maintenance Cartridge
	2/22/2019	CDW GOVERNMENT INC	1,577.50	VMWare Workspace ONE Standard Licensing
222099	2/22/2019	CINTAS CORPORATION #054	83.45	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-1/23/19
	2/22/2019	CINTAS CORPORATION #054	38.41	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-1/30/19
	2/22/2019	CINTAS CORPORATION #054	38.41	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-2/13/19
	2/22/2019	CINTAS CORPORATION #054	83.45	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-2/6/19
222160	3/1/2019	CINTAS CORPORATION #054	83.45	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-2/20/19
	3/1/2019	CINTAS CORPORATION #054	38.41	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-2/27/19
222265	3/15/2019	CINTAS CORPORATION #054	83.45	Stn 30 Carpet Runners/Mechanics Coverall Clean Fee-3/6/19
222100	2/22/2019	CINTAS CORPORATION #38K	54.56	Stn 32 Carpet Runner Exchange Service-2/7/19
222161	3/1/2019	CINTAS CORPORATION #38K	54.56	Stn 32 Carpet Runner Exchange Service-2/21/19
222101	2/22/2019	CLARK PEST CONTROL	200.00	Stn 31 Pest Control Service-2/11/19
	2/22/2019	CLARK PEST CONTROL	171.00	Stn 35 Pest Control Service-1/23/19
	2/22/2019	CLARK PEST CONTROL	171.00	Stn 35 Pest Control Service-12/19/18
	2/22/2019	CLARK PEST CONTROL	140.00	Stn 39 Pest Control Service-2/4/19
	2/22/2019	CLARK PEST CONTROL	118.00	Training Site Pest Control Service-2/6/19

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222162	3/1/2019	CLARK PEST CONTROL	185.00	Stn 30 Pest Control Service-2/28/19
222209	3/8/2019	CLARK PEST CONTROL	118.00	Training Site Pest Control Service-3/5/19
222266	3/15/2019	CLARK PEST CONTROL	200.00	Stn 31 Pest Control Service-3/8/19
222267	3/15/2019	CLIFFORD SCOTT BUXTON	1,470.00	CERT Instructor (49.0 hours) 2/5/19-2/27/19
	3/15/2019	CLIFFORD SCOTT BUXTON	88.82	Reimb-Snacks/Refreshments-Class #84
222102	2/22/2019	COMCAST	153.25	Stn 31 High Speed Internet 2/23/19-3/22/19
222103	2/22/2019	COMCAST	234.02	Stn 30 Cable Service 2/13/19-3/12/19
222104	2/22/2019	COMCAST	191.72	Admin Cable Service 2/17/19-3/16/19
222105	2/22/2019	COMCAST	148.25	Stn 35 High Speed Internet 2/8/19-3/7/19
222106	2/22/2019	COMCAST	238.25	Stn 32 High Speed Internet 2/6/19-3/5/19
222107	2/22/2019	COMCAST	142.49	Stn 32 Cable Service 2/4/19-3/3/19
222108	2/22/2019	COMCAST	481.41	Admin Broadband Internet Service 12/6/18-1/31/19
222109	2/22/2019	COMCAST	148.25	Stn 39 High Speed Internet 2/9/19-3/8/19
222110	2/22/2019	COMCAST	148.25	Stn 34 High Speed Internet 2/15/19-3/14/19
222111	2/22/2019	COMCAST	252.40	Stn 38 Cable Service/High-Speed Internet 2/8/19-3/7/19
222163	3/1/2019	COMCAST	178.50	Stn 33 Cable Service 3/1/19-3/31/19
222164	3/1/2019	COMCAST	51.90	Old Stn 32 Internet for Security Camera 2/27/19-3/26/19
222165	3/1/2019	COMCAST	198.52	Stn 31 Cable Service 2/26/19-3/25/19
222166	3/1/2019	COMCAST	190.69	Stn 39 Cable Service 3/1/19-3/31/19
222167	3/1/2019	COMCAST	184.34	Stn 35 Cable Service 2/27/19-3/26/19
222168	3/1/2019	COMCAST	182.58	Training Site High Speed Internet/Cable Svc 2/26/19-3/25/19
222169	3/1/2019	COMCAST	244.43	Stn 36 Cable Service 2/26/19-3/25/19
222170	3/1/2019	COMCAST	207.66	Stn 34 Cable Service 2/27/19-3/26/19
222171	3/1/2019	COMCAST	222.20	Stn 38 Cable Service 2/27/19-3/26/19
222210	3/8/2019	COMCAST	148.25	Stn 30 High Speed Internet 3/1/19-3/29/19
222211	3/8/2019	COMCAST	148.25	Stn 36 High Speed Internet 3/1/19-3/31/19
222212	3/8/2019	COMCAST	238.25	Stn 32 High Speed Internet 3/6/19-4/5/19
222213	3/8/2019	COMCAST	142.49	Stn 32 Cable Service 3/4/19-4/3/19
222214	3/8/2019	COMCAST	148.25	Stn 33 High Speed Internet 3/1/19-3/30/19
222268	3/15/2019	COMCAST	234.02	Stn 30 Cable Service 3/13/19-4/12/19
222269	3/15/2019	COMCAST	148.25	Stn 35 High Speed Internet 3/8/19-4/7/19
222270	3/15/2019	COMCAST	148.25	Stn 39 High Speed Internet 3/9/19-4/8/19
222271	3/15/2019	COMCAST	252.40	Stn 38 Cable Service/High-Speed Internet 3/8/19-4/7/19
222112	2/22/2019	CONCERN EAP	3,872.15	Employee Assistance Premium-2/19
222172	3/1/2019	CONCORD UNIFORMS	19.47	Class A Uniform Update-Phares
222173	3/1/2019	CONTRA COSTA CAER GROUP INC	550.00	2019 Contra Costa CAER Membership Dues
222113	2/22/2019	COTIVITI HEALTHCARE AND KAISER...	1,882.20	Ambulance Refund
222114	2/22/2019	COTIVITI HEALTHCARE AND KAISER...	1,627.64	Ambulance Refund
222115	2/22/2019	COTIVITI HEALTHCARE AND KAISER...	1,264.74	Ambulance Refund
222215	3/8/2019	CREATIVE SUPPORTS INC	1,303.02	Ergo Furniture/Equipment Installation-Jackson/Hartono

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From 2/15/2019 Through 3/15/2019

Check Number	Check Date	Payee	Check Amount	Transaction Description
222116	2/22/2019	CYPRESS BENEFITS	540.37	Ambulance Refund
03/08/19-03	3/8/2019	DA PAGE LLC	425.00	Paging Software-3/19
222216	3/8/2019	DANIELLE BELL	355.46	Reimb-Supplies-Annual Volunteer Party/CERT Supplies & Food
222117	2/22/2019	DEBRA J MEDEIROS	1,100.00	Ambulance Refund
02/22/19-14	2/22/2019	DEFINITIVE NETWORKS INC	16,100.00	MDC Support-February 2019
222118	2/22/2019	DEL CONTES LANDSCAPING INC	2,555.00	Admin/Stn 30/Stn 31/Stn 35/Stn 38 Landscape Maint-2/19
	2/22/2019	DEL CONTES LANDSCAPING INC	130.00	Leaking Irrigation Valve Repairs-Stn 30
222174	3/1/2019	DENTONIS WELDING WORKS INC	749.21	Lift Gate Damage Repairs-Unit 864
	3/1/2019	DENTONIS WELDING WORKS INC	49.11	Rear End U Bolts (2)-Unit 529
222119	2/22/2019	DIRECTV	66.99	Cable Service 2/12/19-3/11/19
222217	3/8/2019	DONNEL HALSEY	175.00	Reimb-ACLS Recertification
03/15/19-18	3/15/2019	DR ASSOCIATES INTERNATIONAL	375.00	Mini Background Check-HR Clerk
222120	2/22/2019	DUBLIN SAN RAMON SERVICES DIST...	53.45	Stn 30 Fireline Water Service 12/15/18-2/14/19
	2/22/2019	DUBLIN SAN RAMON SERVICES DIST...	242.64	Stn 30 Water Service (Meter 1.0) 12/15/18-2/14/19
222121	2/22/2019	EATON CORPORATION	723.11	UPS Batteries Replacement-Stn 31 & Stn 34
222122	2/22/2019	EBMUD	478.92	Stn 31 Water Service (Meter 2.0) 12/3/18-1/31/19
	2/22/2019	EBMUD	255.70	Stn 31 Water Service (Meter 4.0) 12/3/18-1/31/19
	2/22/2019	EBMUD	702.66	Stn 31 Water Service (Meter 5/8) 12/3/18-1/31/19
	2/22/2019	EBMUD	499.84	Stn 31 Water Service (Meter 6.0) 12/3/18-1/31/19
	2/22/2019	EBMUD	255.70	Stn 33 Water Service (Meter 4.0) 12/6/18-2/6/19
	2/22/2019	EBMUD	140.01	Stn 33 Water Service (Meter 5/8) 12/6/18-2/6/19
222175	3/1/2019	EBMUD	589.65	Stn 35 Water Service (Meter 1.0) 12/17/18-2/20/19
	3/1/2019	EBMUD	399.97	Stn 35 Water Service (Meter 4.0) 12/17/18-2/20/19
222218	3/8/2019	EBMUD	201.45	Stn 32 Water Service (Meter 1.0) 12/20/18-2/25/19
	3/8/2019	EBMUD	255.70	Stn 32 Water Service (Meter 4.0) 12/20/18-2/25/19
	3/8/2019	EBMUD	49.26	Stn 32 Water Service (Meter 5/8) 12/20/18-2/25/19
	3/8/2019	EBMUD	765.90	Stn 39 Water Service (Meter 1.0) 12/26/18-2/27/19
	3/8/2019	EBMUD	521.90	Stn 39 Water Service (Meter 4.0) 12/26/18-2/27/19
222176	3/1/2019	ECMS INC	342.96	Turnout Pants/Jacket Alterations-Bower
	3/1/2019	ECMS INC	228.13	Turnout Pants/Jacket Alterations-Sabye
222219	3/8/2019	ED JONES COMPANY INC	206.68	Captain Flat Badge-Shaffer
02/22/19-15	2/22/2019	EFAX CORPORATE	121.70	eFax Usage-1/19
222123	2/22/2019	EMERGENCY CONSTRUCTION SERVI...	1,328.54	Emergency Board-Up Services/Medical Emergency-110 Rasani Dr.
222177	3/1/2019	EMERGENCY CONSTRUCTION SERVI...	1,154.92	1/16/19 Leak Repairs/Patched Roof-Stn 31
222124	2/22/2019	ENTERPRISE FM TRUST	9,367.66	Monthly Fleet Lease Payment (16) 2/1/19-2/28/19
222125	2/22/2019	FASTRAK VIOLATION PROCESSING D...	31.00	FasTrak Toll Evasion-License #CA-1494813
222178	3/1/2019	FASTRAK VIOLATION PROCESSING D...	31.00	FasTrak Toll Evasion-License #CA-1494815
222272	3/15/2019	FIRE TECH INSPECTION SERVICE	3,140.10	Annual NFPA Ground Ladder Test (2326-ft)
222220	3/8/2019	FIREFIGHTER INSPIRATION READINE...	21,491.52	Command-Calm the Chaos Train the Trainer Workshop 2/25-3/1
222221	3/8/2019	GALLS LLC	34.10	Uniform Belt-Laniohan

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222222	3/8/2019	GLOBALSTAR USA	590.46	Satellite Phone Service (6)-2/19
	3/8/2019	GLOBALSTAR USA	106.85	Satellite Phone Service-Dispatch 2/19
	3/8/2019	GLOBALSTAR USA	106.85	Satellite Phone Service-EOC 2/19
03/08/19-04	3/8/2019	GOOGLE LLC	219.85	Google Apps Usage-February 2019
03/01/19-04	3/1/2019	GRANICUS INC	508.00	Civica CMS Intranet Hosting Fee-Feb 2019
03/08/19-05	3/8/2019	GRANICUS INC	508.00	Civica CMS Intranet Hosting Fee-Mar 2019
222126	2/22/2019	GREAT AMERICA FINANCIAL SERVIC...	180.08	FY 18/19 Training Copier Maint Agreement-1/19
222273	3/15/2019	GREAT AMERICA FINANCIAL SERVIC...	180.08	FY 18/19 Training Copier Maint Agreement-2/19
222127	2/22/2019	HAINES AND COMPANY INC	1,265.25	Annual Criss Cross Directory Renewal Fee
222128	2/22/2019	HAVE AIR WILL TRAVEL INC	125.00	Service Call/Flat Tire Repairs-Unit 744
	2/22/2019	HAVE AIR WILL TRAVEL INC	165.00	Service Call/Install Metal Valve Stems-Unit 711
	2/22/2019	HAVE AIR WILL TRAVEL INC	95.00	Service Call/Remove Screw in Tire-Unit 525
222223	3/8/2019	HAVE AIR WILL TRAVEL INC	1,064.76	New Tires (4)/Svc Call/Mounts/Dismounts-Unit 353
	3/8/2019	HAVE AIR WILL TRAVEL INC	1,064.76	New Tires (4)/Svc Call/Mounts/Dismounts-Unit 354
	3/8/2019	HAVE AIR WILL TRAVEL INC	125.00	Service Call/Flat Tire Repairs-Unit 707
	3/8/2019	HAVE AIR WILL TRAVEL INC	125.00	Svc Call/Mounts/Dismounts Tire (1)/Disposal-Unit 529
	3/8/2019	HAVE AIR WILL TRAVEL INC	263.00	Svc Call/Mounts/Dismounts Tires (4)/Disposal-Unit 529
222224	3/8/2019	HOME DEPOT CREDIT SERVICES	(0.85)	Credit-Misc. Academy Supplies
	3/8/2019	HOME DEPOT CREDIT SERVICES	(38.96)	Credit-Weber Grill Flavor Bar-Stn 38
	3/8/2019	HOME DEPOT CREDIT SERVICES	25.99	Light Bulbs (8)/Primer Spray-Stn 31
	3/8/2019	HOME DEPOT CREDIT SERVICES	2.55	Misc. Ventilation Training Supplies-Academy
	3/8/2019	HOME DEPOT CREDIT SERVICES	600.30	Smoke Detector Replacement (15)-Stn 30
	3/8/2019	HOME DEPOT CREDIT SERVICES	21.82	Stucco Tape/Patch & Paint Spackling/Heavy Duty Tape-Admin
	3/8/2019	HOME DEPOT CREDIT SERVICES	1.67	Wall Plates (2)-Stn 39
	3/8/2019	HOME DEPOT CREDIT SERVICES	62.12	Weber Flavor Bar/Outdoor Electric Outlet-Stn 38
02/22/19-16	2/22/2019	HUNT AND SONS INC	1,949.29	Stn 30 Unleaded/Diesel Fuel-2/19/19
02/22/19-17	2/22/2019	HUNT AND SONS INC	1,184.24	Stn 31 Unleaded/Diesel Fuel-2/19/19
02/22/19-18	2/22/2019	HUNT AND SONS INC	807.70	Stn 35 Diesel Fuel-2/19/19
02/22/19-19	2/22/2019	HUNT AND SONS INC	3,039.57	Stn 38 Unleaded/Diesel Fuel-2/19/19
02/22/19-20	2/22/2019	HUNT AND SONS INC	561.99	Stn 30 Unleaded/Diesel Fuel-2/5/19
02/22/19-21	2/22/2019	HUNT AND SONS INC	441.34	Stn 31 Diesel Fuel-2/5/19
02/22/19-22	2/22/2019	HUNT AND SONS INC	1,666.26	Stn 34 Unleaded/Diesel Fuel-2/19/19
02/22/19-23	2/22/2019	HUNT AND SONS INC	729.06	Stn 35 Diesel Fuel-2/5/19
02/22/19-24	2/22/2019	HUNT AND SONS INC	1,662.97	Stn 38 Unleaded Fuel-2/5/19
02/22/19-25	2/22/2019	HUNT AND SONS INC	357.07	Stn 31 Diesel Fuel-2/12/19
02/22/19-26	2/22/2019	HUNT AND SONS INC	2,201.33	Stn 38 Unleaded Fuel-2/12/19
02/22/19-27	2/22/2019	HUNT AND SONS INC	510.09	Stn 31 Unleaded Fuel-2/8/19
03/01/19-05	3/1/2019	HUNT AND SONS INC	1,361.78	Stn 39 Diesel Fuel-2/20/19
03/01/19-06	3/1/2019	HUNT AND SONS INC	4,076.73	Stn 38 Unleaded/Diesel Fuel-2/22/19
03/08/19-06	3/8/2019	HUNT AND SONS INC	829.76	Stn 31 Unleaded/Diesel Fuel-2/27/19

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03/15/19-19	3/15/2019	HUNT AND SONS INC	1,310.04	Stn 30 Unleaded/Diesel Fuel-3/6/19
03/15/19-20	3/15/2019	HUNT AND SONS INC	1,037.13	Stn 31 Unleaded/Diesel Fuel-3/6/19
03/15/19-21	3/15/2019	HUNT AND SONS INC	790.32	Stn 34 Diesel Fuel-3/6/19
03/15/19-22	3/15/2019	HUNT AND SONS INC	497.23	Stn 35 Diesel Fuel-3/6/19
03/15/19-23	3/15/2019	HUNT AND SONS INC	692.16	Stn 39 Diesel Fuel-3/7/19
03/15/19-24	3/15/2019	HUNT AND SONS INC	3,595.79	Stn 32 Unleaded/Diesel Fuel-3/6/19
03/15/19-25	3/15/2019	HUNT AND SONS INC	2,866.63	Stn 38 Unleaded/Diesel Fuel-3/7/19
03/15/19-26	3/15/2019	HUNT AND SONS INC	2,750.85	Stn 38 Unleaded Fuel-3/1/19
222225	3/8/2019	IAIN McCULLOCH	200.00	Reimb-PHTLS Recertification
03/01/19-07	3/1/2019	INDUSTRIAL SCIENTIFIC CORP	1,223.64	iNet HazMat Gas Monitoring Subscription-2/1/19-2/28/19
222179	3/1/2019	INNOVATIVE CLAIM SOLUTIONS	9,036.92	Workers' Comp Claim Admin Fees 3/1/19-3/31/19
222129	2/22/2019	INTERNATIONAL ACADEMIES OF EM...	2,250.00	ReACE Accreditation Fees
222226	3/8/2019	INTERNATIONAL ACADEMIES OF EM...	50.00	Online EMD Recertification-Williams
03/01/19-08	3/1/2019	INTERWEST CONSULTING GROUP INC	537.50	Fire Protection Plan Review Services-1/19
03/08/19-07	3/8/2019	iPRINT TECHNOLOGIES	266.25	HP 87X Toner Cartridges-HR Director Office
03/08/19-08	3/8/2019	iPRINT TECHNOLOGIES	130.33	HP 410X Black Toner Cartridges-Stn 33
03/08/19-09	3/8/2019	iPRINT TECHNOLOGIES	174.46	HP 410X Cyan Toner Cartridges-Stn 32
03/08/19-10	3/8/2019	iPRINT TECHNOLOGIES	348.92	HP 410X Magenta & Cyan Toner Cartridges-Dispatch
03/08/19-11	3/8/2019	iPRINT TECHNOLOGIES	304.79	HP 410X Magenta & Black Toner Cartridges-Stn 35
222130	2/22/2019	IRON MOUNTAIN	424.50	Off-Site Backup Media Storage Fee-1/19
	2/22/2019	IRON MOUNTAIN	400.98	Off-Site Backup Media Storage Fee-12/18
222131	2/22/2019	ISINGS CULLIGAN	225.07	Admin Drinking Water Service-11/18-1/19
	2/22/2019	ISINGS CULLIGAN	29.42	Stn 30 Water Softener Salt-1/19
222180	3/1/2019	ISINGS CULLIGAN	98.01	Stn 30 Drinking Water Service-1/19
	3/1/2019	ISINGS CULLIGAN	106.95	Stn 31 Drinking Water Service-1/19
222227	3/8/2019	ISINGS CULLIGAN	87.36	Stn 31 Drinking Water Service-2/19
222228	3/8/2019	ISINGS CULLIGAN	79.73	Stn 30 Drinking Water Service-2/19
222229	3/8/2019	ISINGS CULLIGAN	44.80	Admin Drinking Water Service-2/19
222274	3/15/2019	ISINGS CULLIGAN	29.69	Stn 30 Water Softener Salt-2/19
222230	3/8/2019	JAY A RESENDEZ	1,831.50	Prof Services-HR Investigation Services 1/4/19-1/18/19
222275	3/15/2019	JEAN GAUTHIER	155.00	Oven Repairs-Stn 32
222132	2/22/2019	JENSEN MECHANICAL INC	421.00	Stn 30-HVAC Svc/Filter Change/Inspect Electrical Connections
	2/22/2019	JENSEN MECHANICAL INC	362.50	Stn 31-Perform Start-Up All HVAC Units
	2/22/2019	JENSEN MECHANICAL INC	203.00	Stn 32-HVAC Svc/Remove/Replace Filters
	2/22/2019	JENSEN MECHANICAL INC	285.00	Stn 32-Replace Defective Heater Pressure Switch
	2/22/2019	JENSEN MECHANICAL INC	722.00	Stn 33-Replace Defective A/C Condenser Fan Motor/Air Filters
	2/22/2019	JENSEN MECHANICAL INC	147.75	Stn 34-HVAC Svc/Remove/Replace Filters
	2/22/2019	JENSEN MECHANICAL INC	257.40	Stn 35-HVAC Svc/Filter Change/Inspect Electrical Connections
	2/22/2019	JENSEN MECHANICAL INC	163.40	Stn 39-HVAC Svc/Remove/Replace Filters
	2/22/2019	JENSEN MECHANICAL INC	125.00	Stn 39-Inspect Heater Pilot/Defective Gas Control Valve

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	2/22/2019	JENSEN MECHANICAL INC	343.00	Trg Site-Repair/Remove Old Unit Flue System
222231	3/8/2019	JENSEN MECHANICAL INC	531.70	Stn 30-HVAC PM/Replace Filters/Belts/Clean Flame Sensors
	3/8/2019	JENSEN MECHANICAL INC	187.05	Stn 31 Dispatch-Install New Air Filter/Replace Blower Belt
	3/8/2019	JENSEN MECHANICAL INC	160.00	Stn 31-Inspect Transformer/Reset Fuse/Tested System Ops
	3/8/2019	JENSEN MECHANICAL INC	211.20	Stn 38-HVAC PM/Replace Filters/Inspect Electrical Connection
222232	3/8/2019	JOHN ROBERTSON	240.00	CERT Instructor (8.0 hours)-2/24/19
222276	3/15/2019	JONAS AGUIAR	200.00	Reimb-Paramedic Recertification
222233	3/8/2019	JOSEPH P FARRELL	130.00	HeartSafe Instructor-San Ramon Valley HS 3/5/19
222181	3/1/2019	JUAN PEDRENO II	173.56	Reimb-Admin Clothing
222133	2/22/2019	KAISER	600.00	Ambulance Refund
222277	3/15/2019	KATHY WOOFER	90.00	CERT Instructor (3.0 hours) 2/26/19
222134	2/22/2019	KEN SCHWARTZ	235.00	Reimb-PALS Recertification
03/08/19-12	3/8/2019	KENNETH R CAMPO CPA	14,140.00	Finance Consulting Services (101.0 Hrs)-February 2019
02/22/19-28	2/22/2019	KJ HART ELECTRIC AND SON INC	172.50	Remove Sprinkler Timer Conduit-Stn 39
03/15/19-27	3/15/2019	KJ HART ELECTRIC AND SON INC	666.63	Remove/Install Kitchen Sink Hot Water Dispenser-Stn 32
02/22/19-29	2/22/2019	L N CURTIS AND SONS	167.79	Station Boots-McIntyre
02/22/19-30	2/22/2019	L N CURTIS AND SONS	103.92	Motorola Radio Holders (3)-Bower/McIntyre/Corbett
03/01/19-09	3/1/2019	L N CURTIS AND SONS	742.59	Uniform Shirt (1)/Pants (6)-Stiner/Ellis/Armario-Lyons
03/01/19-10	3/1/2019	L N CURTIS AND SONS	822.70	Helmets (4)-FF Reserves
03/08/19-13	3/8/2019	L N CURTIS AND SONS	214.34	Uniform Pants (2)-Eng
03/15/19-28	3/15/2019	L N CURTIS AND SONS	167.79	Station Boots-Stiner
03/15/19-29	3/15/2019	L N CURTIS AND SONS	167.79	Station Boots-Griep
03/15/19-30	3/15/2019	L N CURTIS AND SONS	960.18	Leather Radio Holders (13)/Straps (12)
03/15/19-31	3/15/2019	L N CURTIS AND SONS	34.64	Leather Radio Holder (1)-Garcia
222278	3/15/2019	LEWIS BROSHARD	100.00	CCCFPD Chief Carman Retirement Dinner (2)-Meyer/Phares
222234	3/8/2019	LIEBERT CASSIDY WHITMORE	21,562.52	Professional Services-Personnel Matters 1/31/19
222182	3/1/2019	LIVERMORE DUBLIN DISPOSAL	290.10	Stn 30 Garbage Service-2/19
	3/1/2019	LIVERMORE DUBLIN DISPOSAL	523.79	Stn 34 Garbage Service-2/19
	3/1/2019	LIVERMORE DUBLIN DISPOSAL	716.17	Stn 38 Garbage Service-2/19
	3/1/2019	LIVERMORE DUBLIN DISPOSAL	290.10	Stn 39 Garbage Service-2/19
222183	3/1/2019	LIVERMORE SAW AND MOWER LLC	64.83	Fuel/Oil Filler Caps (6)-Stock
222279	3/15/2019	LIVERMORE SAW AND MOWER LLC	116.44	Chainsaw Svc/Replace Filters/Install New Spark Plug/Parts
	3/15/2019	LIVERMORE SAW AND MOWER LLC	124.84	Chainsaw Svc/Replace Filters/Oil Cap/Inspect Oiler System
222280	3/15/2019	LOGOBOSS LLC	97.58	Plaque Engraving-CCCFPD Fire Chief Carman
222184	3/1/2019	LUIS GUZMAN	40.50	Reimb-Station Pants Alterations Fee (3)
222185	3/1/2019	LYMAN ERICK HUBBARD	200.00	Reimb-Paramedic Recertification
222186	3/1/2019	M AND L OVERHEAD DOORS	372.08	Inspect/Replace Defective Receiver-Stn 35 Apparatus Door
222135	2/22/2019	MATTHEW R MARIOLLE	156.38	Parking/Meals-Apparatus Trip 6/24/18 & 10/17/18
	2/22/2019	MATTHEW R MARIOLLE	550.00	Reimb-ACLS/PALS/Paramedic Recertification
02/22/19-31	2/22/2019	MAXIM SERVICES	2,116.65	Admin Cleaning Service-2/19

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03/08/19-14	3/8/2019	MAXIM SERVICES	471.19	Replenish Misc. Household Supplies-Admin Stock 12/18-1/19
222281	3/15/2019	MICHAEL ARMARIO-LYONS	230.00	Reimb-ACLS Manual/Recertification
222282	3/15/2019	MICHAEL ELLIS	453.00	Reimb-PALS/ACLS/ITLS Refresher Class/Handbook
222235	3/8/2019	MICHAEL G COOK	175.00	Stn 38 Emergency Phone Replacement
222187	3/1/2019	MOTOROLA INC	66,464.00	TDMA Licensing/Upgrades
222283	3/15/2019	NATALIE KORTHAMAR WONG	129.52	Reimb-Mgmt Dinner-Government 101 Class Presentations
222236	3/8/2019	NATHAN R SMITH	148.75	Reimb-ACLS Recertification
	3/8/2019	NATHAN R SMITH	725.00	Reimb-Educ Assist-Rescue Systems 2 Course Fee-2/11-2/15/19
222188	3/1/2019	NICHOLS CARPET CLEANING INC	0.00	Stn 33 Carpet Cleaning Service
222257	3/12/2019	NICHOLS CARPET CLEANING INC	350.00	Stn 33 Carpet Cleaning Service
03/01/19-11	3/1/2019	NOB HILL CLEANERS INC	20.00	Patches on Uniform Shirts (2)
03/01/19-12	3/1/2019	NOB HILL CLEANERS INC	66.80	Pants Hemming (1)/Shirts Dry Cleaning (8)
222189	3/1/2019	NORCAL FPO	160.00	CSFM Fire Marshal 1B & 1D Certification Class-F.Drayton
02/22/19-32	2/22/2019	NORTH BAY AIR SYSTEMS INC	301.00	Svc Call-Replace Faulty A/C Thermostat-Stn 34 Dorm
222136	2/22/2019	OFFICE DEPOT	161.56	Office Supplies-Admin
222190	3/1/2019	OFFICE DEPOT	332.10	Office Supplies-Admin
222237	3/8/2019	OFFICE DEPOT	13.09	Office Supplies-Admin
	3/8/2019	OFFICE DEPOT	211.46	Office/Household Supplies-Admin
222284	3/15/2019	OFFICE DEPOT	99.91	Office Supplies-Admin
	3/15/2019	OFFICE DEPOT	30.23	Wireless Keyboard-Hatfield
222137	2/22/2019	OREILLY AUTOMOTIVE INC	49.23	5-30 Motor Oil (12)-Fleet Stock
	2/22/2019	OREILLY AUTOMOTIVE INC	260.14	New Alternator/Tensioner Pulley Removal Tool-Unit 811
	2/22/2019	OREILLY AUTOMOTIVE INC	16.04	Oil Dipstick/Fuel Additive-Unit 811
222238	3/8/2019	OREILLY AUTOMOTIVE INC	224.39	Station Pump New Battery/Wipers-Stn 37
02/22/19-33	2/22/2019	ORKIN	171.70	Stn 36 Pest Control Service-2/15/19
03/15/19-32	3/15/2019	ORKIN	171.70	Stn 36 Pest Control Service-3/11/19
03/08/19-15	3/8/2019	OSBORN SPRAY SERVICE INC	67.00	Old Stn 32 Pest Control Service-2/11/19
03/08/19-16	3/8/2019	OSBORN SPRAY SERVICE INC	75.00	Admin Pest Control Service-2/23/19
03/08/19-17	3/8/2019	OSBORN SPRAY SERVICE INC	55.00	Stn 30 Pest Control Service-2/23/19
03/08/19-18	3/8/2019	OSBORN SPRAY SERVICE INC	55.00	Stn 36 Pest Control Service-2/23/19
03/08/19-19	3/8/2019	OSBORN SPRAY SERVICE INC	55.00	Stn 33 Pest Control Service-2/23/19
03/08/19-20	3/8/2019	OSBORN SPRAY SERVICE INC	55.00	Stn 39 Pest Control Service-2/23/19
03/08/19-21	3/8/2019	OSBORN SPRAY SERVICE INC	55.00	Stn 35 Pest Control Service-2/23/19
222285	3/15/2019	PACIFIC COLOR GRAPHICS	1,420.25	EMS Treatment Guideline Books (65)
03/01/19-13	3/1/2019	PACIFIC STATES PETROLEUM INC	490.65	Small Engine Fuel (15)/DEF Fluid (30)-Fleet Shop
222239	3/8/2019	PAUL TURNER	517.50	CERT Instructor (17.25 hours)-2/1/19-2/24/19
02/22/19-34	2/22/2019	PETER C BENSON	10,960.00	EMS Medical Director-Consulting Services 1/19
03/01/19-14	3/1/2019	PETER C BENSON	10,960.00	EMS Medical Director-Consulting Services 11/18
03/08/19-22	3/8/2019	PETER C BENSON	10,800.00	EMS Medical Director-Consulting Services 2/19
222138	2/22/2019	PGE	51.39	Stn 34 Signal Light-1/19

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222139	2/22/2019	PGE	1,085.79	Stn 32 Gas/Electric Service-2/19
222191	3/1/2019	PGE	1,028.42	Stn 36 Gas/Electric Service-2/19
222240	3/8/2019	PGE	14,417.67	Gas/Electric Service-2/19
222286	3/15/2019	PGE	47.57	Stn 34 Signal Light-2/19
222241	3/8/2019	PHYSIO CONTROL INC	1,754.50	LP15 Monitor Service/Repairs
222140	2/22/2019	PRIMO ESPRESSO COMPANY	777.00	Troubleshoot Leaking Coffee Maker/New Coffee Maker-Stn 31
03/08/19-23	3/8/2019	RAHUL MAHARAJ	900.00	CCC EMS Compliance Review Services (20.0 Hours)-1/19
03/08/19-24	3/8/2019	RAHUL MAHARAJ	4,320.00	EMDQ/EFDQ Review/EFD Ace Prep/EMD Trg 1/25 (96.0 Hours)-1/19
03/15/19-33	3/15/2019	RAHUL MAHARAJ	945.00	CCC EMS Compliance Review Services (21.0 Hours)-2/19
03/15/19-34	3/15/2019	RAHUL MAHARAJ	3,015.00	EMDQ/EFDQ Review (67.0 Hours)-2/19
222242	3/8/2019	REMCHO JOHANSEN AND PURCELL ...	827.82	Prof Services-CA Voters Right Act-2/19
02/22/19-35	2/22/2019	REPUBLIC SERVICES 210	633.13	Stn 36 Garbage Service-2/19
02/22/19-36	2/22/2019	REPUBLIC SERVICES 210	316.54	Stn 33 Garbage Service-2/19
02/22/19-37	2/22/2019	REPUBLIC SERVICES 210	633.13	Stn 31 Garbage Service-2/19
02/22/19-38	2/22/2019	REPUBLIC SERVICES 210	352.25	Stn 35 Garbage Service-2/19
02/22/19-39	2/22/2019	REPUBLIC SERVICES 210	602.59	Training Site Garbage Service-2/19
02/22/19-40	2/22/2019	REPUBLIC SERVICES 210	301.31	Stn 32 Garbage Service-2/19
03/15/19-35	3/15/2019	REPUBLIC SERVICES 210	652.12	Stn 36 Garbage Service-3/19
03/15/19-36	3/15/2019	REPUBLIC SERVICES 210	326.04	Stn 33 Garbage Service-3/19
03/15/19-37	3/15/2019	REPUBLIC SERVICES 210	652.12	Stn 31 Garbage Service-3/19
03/15/19-38	3/15/2019	REPUBLIC SERVICES 210	313.36	Stn 35 Garbage Service-3/19
03/15/19-39	3/15/2019	REPUBLIC SERVICES 210	626.69	Training Site Garbage Service-3/19
03/15/19-40	3/15/2019	REPUBLIC SERVICES 210	313.36	Stn 32 Garbage Service-3/19
03/08/19-25	3/8/2019	RESPONSIVE COMMUNICATION SER...	139.00	UPS Battery Installation-Stn 34
222287	3/15/2019	ROGER LAKE	43.84	Reimb-Mileage-Deliver/Pick-Up To/From Ace Auto-Unit 300
	3/15/2019	ROGER LAKE	86.55	Reimb-Pager Contact Cleaners/Cookies/Foam Cups
222243	3/8/2019	SACRAMENTO METROPOLITAN FIRE...	709.89	2013/14 GEMT 1% Admin Fee
	3/8/2019	SACRAMENTO METROPOLITAN FIRE...	190.40	2013/14 GEMT Cost Per Transport
	3/8/2019	SACRAMENTO METROPOLITAN FIRE...	242.43	2014/15 1% Admin Fee-Additional ACA Payment
	3/8/2019	SACRAMENTO METROPOLITAN FIRE...	619.80	2015/16 GEMT Cost Per Transport
	3/8/2019	SACRAMENTO METROPOLITAN FIRE...	1,160.89	2016/17 GEMT 1% Admin Fee
222141	2/22/2019	SAFETY GLASSES USA INC	282.67	Safety Glasses (60)/Bifocal Safety Glasses (48)-Stn 33 Stock
222244	3/8/2019	SAFETY-KLEEN SYSTEMS INC	216.50	Parts Washer Routine Maintenance-Fleet Shop
222192	3/1/2019	SAN LEANDRO CRANE SERVICE	780.00	Crane Rental-Lift Propane Tank For Removal-Old Stn 32
222142	2/22/2019	SAN MATEO REGIONAL NETWORK I...	415.00	FireDispatch.com CAD Interface/Radio Audio Streaming
02/22/19-41	2/22/2019	SAN RAMON TOW AND REPAIR INC	2,450.00	Cars (7)-Auto Extrication Training Module
02/22/19-42	2/22/2019	SAN RAMON TOW AND REPAIR INC	700.00	Cars (2)-Auto Extrication Training Module
02/22/19-43	2/22/2019	SAN RAMON TOW AND REPAIR INC	2,450.00	Cars (7)-Auto Extrication Training Module
222288	3/15/2019	SEAN MEDINA	45.00	CERT Instructor (1.5 hours)-2/23/19
222245	3/8/2019	SEEVER AND SONS TIRE	2,116.22	New Tires (2)-Unit 529

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register
From 2/15/2019 Through 3/15/2019

Check Number	Check Date	Payee	Check Amount	Transaction Description
222143	2/22/2019	SHAMROCK OFFICE SOLUTIONS INC	11.37	Black Toner Cartridge Shipping Fee-Admin Copier
222193	3/1/2019	SHAMROCK OFFICE SOLUTIONS INC	546.84	Admin Copier Overage Charge 2/1/19-2/28/19
	3/1/2019	SHAMROCK OFFICE SOLUTIONS INC	11.37	Black Toner Cartridge Shipping Fee-Admin Copier
	3/1/2019	SHAMROCK OFFICE SOLUTIONS INC	11.37	Cyan Toner Cartridge Shipping Fee-Admin Copier
	3/1/2019	SHAMROCK OFFICE SOLUTIONS INC	11.37	Yellow & Magenta Toner Cartridge Shipping Fee-Admin Copier
222246	3/8/2019	SHAMROCK OFFICE SOLUTIONS INC	11.37	Yellow Toner Cartridge Shipping Fee-Admin Copier
222247	3/8/2019	SHAWN RICHARDSON	130.00	HeartSafe Instructor-Dougherty Valley HS 2/11/19
	3/8/2019	SHAWN RICHARDSON	130.00	HeartSafe Instructor-Dougherty Valley HS 2/8/19
	3/8/2019	SHAWN RICHARDSON	130.00	HeartSafe Instructor-San Ramon Valley HS 3/5/19
222144	2/22/2019	SHRED IT USA LLC	668.31	Documents Shredding Service-Admin/Stn 31 1/19
03/01/19-15	3/1/2019	SKYHAWK PHOTOGRAPHY	1,069.00	Pre-Incident Aerial Survey-Plan 493-Deer Creek Senior Apts
222194	3/1/2019	SMILE BUSINESS PRODUCTS INC	135.47	FY 18/19 Training Copier Base Rate-2/10/19-3/9/19
222248	3/8/2019	SPARTAN MOTORS USA INC	52.63	Window Switch (2)-Unit 529
03/01/19-16	3/1/2019	STAT MED URGENT CARE	170.00	Pre-Employment Physical/Drug Test-Najera
222249	3/8/2019	STEVE AVERY	200.00	Reimb-Paramedic Recertification
222145	2/22/2019	STEVEN REED	400.00	Reimb-ACLS/PALS Recertification
222195	3/1/2019	STONERIDGE CHRYSLER JEEP DODGE	155.67	Oil/Filter Change-Unit 710
222250	3/8/2019	STONERIDGE CHRYSLER JEEP DODGE	168.22	Oil/Filter Change-Unit 713
222289	3/15/2019	SUN LIFE FINANCIAL	52,158.32	Dental Insurance-3/19
222196	3/1/2019	SUPPLYWORKS	283.38	Misc. Janitorial/Household Supplies-Stn 32
222251	3/8/2019	SUPPLYWORKS	406.07	Household Supplies-Stn 33 Stock
222252	3/8/2019	THE HARTFORD	2,836.72	Life/AD&D Insurance-2/19
222290	3/15/2019	THOMAS G MCKENZIE	180.00	Reimb-ACLS Recertification
03/01/19-17	3/1/2019	TIFCO INDUSTRIES INC	(48.57)	Acct 2015968 Credit
	3/1/2019	TIFCO INDUSTRIES INC	92.43	Halogen Bulbs/Nuts/Bolts-Fleet Shop
03/01/19-18	3/1/2019	TIFCO INDUSTRIES INC	179.95	Tap & Drill Kit Replacement-Fleet Shop
03/08/19-26	3/8/2019	TIFCO INDUSTRIES INC	151.29	Wypall Towel-Fleet Shop
03/08/19-27	3/8/2019	TIFCO INDUSTRIES INC	151.29	Wypall Towel-Fleet Shop
222197	3/1/2019	TRI VALLEY AUTO INTERIORS	995.18	Rear Seat/Headrest Upholstery Fee-LA City Training Tiller
222146	2/22/2019	UNITED HEALTHCARE	615.78	Ambulance Refund
222147	2/22/2019	UNITED PARCEL SERVICE	218.86	Delivery Charges-2/9/19
222198	3/1/2019	UNITED PARCEL SERVICE	124.60	Delivery Charges-2/23/19
222253	3/8/2019	UNITED PARCEL SERVICE	62.39	Delivery Charges-3/2/19
5283214	3/12/2019	US BANK	2,915.00	Annual Admin Fees/Incidental Expenses-2015COP 2/1/19-1/31/20
AP 01/19-1	2/21/2019	US BANK	116.19	Instructor Lodging-Investigator Course Series 1/4-1/5/19
AP 01/19-2	2/21/2019	US BANK	17.32	Instructor Meals-Investigator Course Series
AP 01/19-3	2/21/2019	US BANK	200.39	Academy Graduation Programs/Poster Photos/Poster Board
AP 01/19-4	2/21/2019	US BANK	165.00	Academy Graduation Refreshments
AP 01/19-5	2/21/2019	US BANK	39.99	Adobe Creative Cloud Membership
AP 01/19-6	2/21/2019	US BANK	69.92	Training Site Frames

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 2/15/2019 Through 3/15/2019

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
BS 01/19	2/21/2019	US BANK	210.95	CalCard Statement-B.Shafer 1/22/19
BW 01/19-1	2/21/2019	US BANK	118.43	Misc. Household Supplies-Stn 31
BW 01/19-2	2/21/2019	US BANK	86.59	Paper Shredder-Stn 31
CH 01/19	2/21/2019	US BANK	6.48	Ziploc Bags-CPR HD Packs
CP 01/19	2/21/2019	US BANK	46.00	Coffee-1/10/19 Officers Meeting
DB 01/19	2/21/2019	US BANK	421.07	Misc. Supplies-Stn 35 Maintenance
DB 01/19-1	2/21/2019	US BANK	772.24	Portable Emergency Radios/Lanterns-CERT
DB 01/19-2	2/21/2019	US BANK	121.28	Table Cover/Utensils/Napkins-Annual Volunteer Celebration
DB 01/19-3	2/21/2019	US BANK	45.00	Constant Contact-CERT Renewal Email System
DH 01/19-1	2/21/2019	US BANK	74.69	HR Clerk Interview Panel Lunch Mtg-Korthamar/Hatfield/Tamori
DH 01/19-2	2/21/2019	US BANK	11.83	Meals-CSMFO Conference-Hatfield
DH 01/19-3	2/21/2019	US BANK	121.47	Car Rental-CSMFO Conference-Hatfield 1/9-1/11/19
DH 01/19-4	2/21/2019	US BANK	815.57	Lodging-CSMFO Conference-Hatfield 1/9-1/11/19
DH 01/19-5	2/21/2019	US BANK	30.00	Parking-CSMFO Conference-Hatfield 1/9-1/11/19
DM 01/19	2/21/2019	US BANK	215.00	Fire Inspector 1 Certification Test-Marhenke
DMc 01/19-1	2/21/2019	US BANK	65.54	iPhone Holder For Video
DMc 01/19-2	2/21/2019	US BANK	183.97	Portable Car Battery Charger
DMc 01/19-3	2/21/2019	US BANK	58.41	Coffee/Food-Fire Crew Covering For ConFire
DMc 01/19-4	2/21/2019	US BANK	48.53	Fuel-Vehicle Covering For ConFire
DP 01/19	2/21/2019	US BANK	692.93	CalCard Statement-D.Pangelinan 1/19
DV 01/19	2/21/2019	US BANK	51.87	Dinner Decorations-Annual Volunteer Celebration
JA 01/19	2/21/2019	US BANK	648.54	EVOC Lodging (2)-Academy 2018-1
JC 01/19-1	2/21/2019	US BANK	128.18	Refreshments-CERT Train The Trainer Event
JC 01/19-2	2/21/2019	US BANK	647.59	Food-Annual Volunteer Celebration
JS 01/19-1	2/21/2019	US BANK	64.94	DVD Player For Station-Training Videos
JS 01/19-2	2/21/2019	US BANK	194.84	Kitchen Sink Faucet-Stn 39
JS 01/19-3	2/21/2019	US BANK	8.11	Office Supplies
JS 01/19-4	2/21/2019	US BANK	223.92	Car Wash Card Reload
JS 01/19-5	2/21/2019	US BANK	608.74	Commercial Grade Coffee Maker-Stn 38
JS 01/19-6	2/21/2019	US BANK	63.60	Smoke Alarm/Screw Driver/Tape Measure-Admin
JS 01/19-7	2/21/2019	US BANK	957.33	Refrigerator w/ Ice Maker-Stn 35
JS 01/19-8	2/21/2019	US BANK	958.88	Washer-Stn 33
JS 01/19-9	2/21/2019	US BANK	242.60	Hazardous Waste Disposal
JV 01/19	2/21/2019	US BANK	94.72	Breakfast/Refreshments-1/10/19 Officers Meeting
KS 01/19-1	2/21/2019	US BANK	1,170.40	Detergent/Trash Bags/Misc. Household Supplies-Stock
KS 01/19-2	2/21/2019	US BANK	21.30	Batteries-Stock
KS 01/19-3	2/21/2019	US BANK	259.74	Printer Paper-Stock
KS 01/19-4	2/21/2019	US BANK	464.10	Laundry Soap-Stock
KS 01/19-5	2/21/2019	US BANK	1,834.61	Household Cleaning Supplies-Stock
KS 01/19-6	2/21/2019	US BANK	159.55	Flares-Stock

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register
From 2/15/2019 Through 3/15/2019

Check Number	Check Date	Payee	Check Amount	Transaction Description
KS 01/19-7	2/21/2019	US BANK	236.55	Coffee Filters/Dryer Sheets-Stock
MO 01/19	2/21/2019	US BANK	1,856.65	CalCard Statement-M.O'Connor 1/19
NK 01/19-1	2/21/2019	US BANK	119.60	Admin Coffee Supplies
NK 01/19-2	2/21/2019	US BANK	273.68	Food-Academy Day w/ Chiefs
NK 01/19-3	2/21/2019	US BANK	132.11	Books-Academy Recruits
NK 01/19-4	2/21/2019	US BANK	150.00	ID Cards
NK 01/19-5	2/21/2019	US BANK	9.65	Picture ID-Photo Board
PM 01/19	2/21/2019	US BANK	91.40	Business Luncheon Meeting-Meyer/Ross/Campo
RN 01/19	2/21/2019	US BANK	630.00	CFMA Electrical Systems 2 Reg Fee-Nogueira 4/1-4/5/19
RW 01/19-1	2/21/2019	US BANK	129.58	Lunch-FLSD Fire Investigation Course 1/5/19
RW 01/19-2	2/21/2019	US BANK	19.98	Coffee Supplies-FLSD OTC Waiting Room
SB 01/19-1	2/21/2019	US BANK	8.65	Storage Container-Service Pins
SB 01/19-2	2/21/2019	US BANK	38.48	Business Luncheon Meeting-Meyer/Campo/Morin Jacobs
SC 01/19-1	2/21/2019	US BANK	7.02	Active911-Mariolle
SC 01/19-2	2/21/2019	US BANK	45.00	Hard Drive (1)-SRV-CAD1
SC 01/19-3	2/21/2019	US BANK	687.29	Toner (2)-GIS Plotter
SC 01/19-4	2/21/2019	US BANK	54.72	iPhone Chargers (2)-Duncan
SC 01/19-5	2/21/2019	US BANK	925.65	SanRamonValley911 Domain Name Renewal (5)-9 Years
SC 01/19-6	2/21/2019	US BANK	7.52	iPhone Case-Reserve Ambulance
SC 01/19-7	2/21/2019	US BANK	(82.80)	Return Credit-Garmin GPS Dash Mounts (5)-New Ambulances
SH 01/19-1	2/21/2019	US BANK	67.80	Refreshments-Fire Investigator 1A Class
SH 01/19-2	2/21/2019	US BANK	124.77	Lodging-Fire Investigator 1A Instructor 1/11-1/12/19
TW 01/19	2/21/2019	US BANK	70.13	Meals-1/14/19 Officers Meeting
222148	2/22/2019	US BANK EQUIPMENT FINANCE	1,154.51	Admin Ricoh Copiers Lease (2) 2/1/19-3/1/19
222149	2/22/2019	VALLEY POWER SYSTEMS NORTH INC	7,350.00	Annual Pump Testing-All Type 1 Engines/Water Tender
222291	3/15/2019	VAVRINEK TRINE DAY AND CO LLP	1,200.00	2017/18 CAFR Audit
222150	2/22/2019	VERIZON WIRELESS	674.08	Cell Phone Charges/iPhoneBook Apps 1/4/19-2/3/19
222199	3/1/2019	VICKIE CALLAHAN	(15.70)	Credit-Long Sleeve T-Shirt-Stock
	3/1/2019	VICKIE CALLAHAN	68.81	Shipping Fee-Caps/T-Shirts/Sweatpants-Stock
	3/1/2019	VICKIE CALLAHAN	1,254.97	Uniforms/Jackets-Suppression/IT/Board Directors
222254	3/8/2019	VISION SERVICE PLAN	5,093.82	Vision Insurance-Active 3/19
	3/8/2019	VISION SERVICE PLAN	4,086.27	Vision Insurance-Retirees 3/19
222255	3/8/2019	WALKERS HYDRAULICS INC	307.27	Air Compressor Svc Call/Replace AC Seperator Filter-Stn 39
	3/8/2019	WALKERS HYDRAULICS INC	271.46	Air Compressor Svc Call/Replace Intake Air Filter-Stn 30
222200	3/1/2019	WASTE MANAGEMENT OF ALAMED...	90.00	Stn 34 Garbage Recycling Service-2/19
222256	3/8/2019	WASTE MANAGEMENT OF ALAMED...	367.87	Stn 30 Garbage Recycling Service/Overage Fee-2/19
	3/8/2019	WASTE MANAGEMENT OF ALAMED...	511.40	Stn 38 Garbage Recycling Service/Contamination Fee-2/19
	3/8/2019	WASTE MANAGEMENT OF ALAMED...	105.00	Stn 39 Garbage Recycling Service/Contamination Fee-2/19
02/22/19-44	2/22/2019	WATTCO EQUIPMENT INC.	2,576.13	Radio Antenna Kit Dual Band-New Apparatus Outfitting
03/08/19-28	3/8/2019	WATTCO EQUIPMENT INC.	64.95	Light Bar Lens Cap-Unit 706

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register

From 2/15/2019 Through 3/15/2019

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
02/22/19-45	2/22/2019	WILLIAM D ROSS ESQ	3,272.00	Legal Services-Personnel Matters 1/19
02/22/19-46	2/22/2019	WILLIAM D ROSS ESQ	871.75	Legal Services-General Litigation 1/19
02/22/19-47	2/22/2019	WILLIAM D ROSS ESQ	2,820.25	Legal Services-CA Voters Rights Act 1/19
02/22/19-48	2/22/2019	WILLIAM D ROSS ESQ	6,296.36	Legal Services-General Matters 1/19
02/22/19-49	2/22/2019	WILLIAM D ROSS ESQ	1,567.63	Legal Services-EMS 201/224 Rights 1/19
03/08/19-29	3/8/2019	WILLIAM D ROSS ESQ	6,213.55	Legal Services-General Matters 2/19
03/08/19-30	3/8/2019	WILLIAM D ROSS ESQ	731.25	Legal Services-Personnel Matters 2/19
03/08/19-31	3/8/2019	WILLIAM D ROSS ESQ	634.80	Legal Services-CA Voters Rights Act 2/19
03/08/19-32	3/8/2019	WILLIAM D ROSS ESQ	543.75	Legal Services-General Litigation 2/19
03/08/19-33	3/8/2019	WILLIAM D ROSS ESQ	2,045.00	Legal Services-EMS 201/224 Rights 2/19
03/01/19-19	3/1/2019	WITTMAN ENTERPRISES LLC	16,984.39	Ambulance Collection Fees-1/19
222151	2/22/2019	YIZHEN HUANG	50.00	Ambulance Refund
222152	2/22/2019	ZBATTERY COM INC	<u>1,159.35</u>	Batteries-Stn 33 Stock
Report Total			<u><u>1,985,896.48</u></u>	

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS RETREAT
March 5, 2019 Minutes**

Board of Directors Retreat

MISSION STATEMENT

In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.

Location: The Roundhouse-2600 Camino Ramon
San Ramon, CA 94583

Board Members Present: Board President Yancey, Directors Crean, Kerr, Parker and Stamey

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Director of Human Resources Korthamar Wong, Technology Systems Manager Call, Deputy Chief Drayton, Director of Emergency Communication Pangelinan, EMS Battalion Chief Duggan, Interim Chief Selover, Controller Hatfield, District Counsel Ross and District Clerk Brooks.

1. CALL TO ORDER

Board President Yancey chaired the meeting and called for order at 10:00 a.m.

2.. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum and no changes to the agenda.

3. PUBLIC COMMENT

None.

4. GENERAL BUSINESS

Update on goals from 2018/19. Identify and prioritize 2019/2020 goals.

Chief Meyer welcomed everyone to the annual retreat stating that this would be an informal meeting and would appreciate feedback on the presentations given by staff.

Staff proceeded to review each of their department current and future goals for 2018/2019 and 2019/2020. During the meeting, as the Board had questions they were answered by staff.

The Board and staff spent the second half of the retreat discussing the 2019/2020 goals; and direction of the organizational structure (with options) of the District. Chief Meyer received direction from the Board regarding the reorganization.

5. GOOD OF THE ORDER

None.

6. ADJOURNMENT

The first portion of the retreat ended at 1:25 p.m. with the second half of the retreat adjourning at 2:30 p.m.

Adjournment to the next regularly scheduled Board meeting of Wednesday, March 27, 2019 at 1:00 p.m.

Prepared by: _____
Susan F. Brooks
District Clerk

Approved by: _____
Dominique Yancey
Board President

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
February 27, 2019 Minutes**

Board of Directors Regular Board Meeting

MISSION STATEMENT

In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.

Location: 1500 Bollinger Canyon Road
Administrative Building-Boardroom
San Ramon, CA 94583

Board Members Present: Board President Yancey, Directors Crean, Kerr, Parker and Stamey

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Director of Human Resources Korthamar Wong, Technology Systems Manager Call, Deputy Chief Drayton, Director of Emergency Communication Pangelinan, Interim Chief Healy, Controller Hatfield, District Counsel Ross and District Clerk Brooks.

1. CALL TO ORDER

Board President Yancey chaired the meeting and called for order at 1:01 p.m.

2. PLEDGE OF ALLEGIANCE

Board President Yancey led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum. Chief Meyer asked that agenda item 6.1 be moved after 6.5; and that item 11.1 be moved from Good of the Order to 10.7.

4. PUBLIC COMMENT

Don Reid a Danville resident spoke to the Board regarding whether District staff needed body cameras, Tesla cars catching fire and the need for valley buildings i.e., high schools to have building numbers on them for ease to locate. The Board thanked Mr. Reid for his comments.

5. CONSENT CALENDAR

Board President Yancey asked that item 5.2 (District Counsel's report from Closed Session from January 30, 2019) be pulled.

Board President Yancey stated that the times in District Counsel's report reflected the same times as the previous Board meeting and asked that he please correct his report and bring it back for the March Board meeting. District Counsel Ross stated that he would bring a corrected copy of his notes from the January 2019 Board meeting back for approval at the March Board meeting.

Director Stamey moved approval of the Consent Calendar items 5.1 to 5.6 with the exception of 5.2. Director Kerr seconded the motion. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Introduction of Dispatch Supervisors Latasha Bouzek and Stephen Rodwell

Chief Meyer invited Supervisor Rodwell up introducing him and providing his background. Chief Meyer stated that he is a great addition to the Dispatch Center. Supervisor Rodwell thanked Chief Meyer and the Board for the opportunity to be promoted.

Chief Meyer then invited Supervisor Bouzek up and introduced her and provided her background stating that she brings a balanced perspective to the Dispatch Center. Supervisor Bouzek thanked Chief Meyer and the Board for the opportunity to be promoted.

6.2 Recognition of Employee of the Year – Cindy Jackson

Chief Meyer introduced Ray Jackson former Chief of the Vallejo Fire Department.

Chief Meyer invited Fire and Life Safety Division Permit Technician Jackson up providing her background stating her customer service skills have been a great service to the District, deserving this award. Board President Yancey presented Ms. Jackson with the 2018 Employee of the Year Award. Ms. Jackson thanked staff and the Board.

6.3 Recognition of Dispatcher of the Year – Trisha Klink

Chief Meyer invited Dispatcher Klink up providing her background stating what a great job she does as a Dispatcher. Board President Yancey presented Dispatcher Klink with the 2018 Dispatcher of the Year Award. Dispatcher Klink thanked staff and the Board.

6.4 Recognition of Firefighter of the Year – Ben Wylie

Chief Meyer invited Captain Wylie up providing his background stating that he is a second-generation firefighter, and this is the second time he has received this award. Chief Meyer stated that Captain Wylie does the gold leafing on District apparatus. Board President Yancey presented Captain Wylie with the 2018 Firefighter of the Year Award. Captain Wylie thanked staff and the Board.

6.5 Presentation of the District's Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2018 by Phil White, CPA and Audit Partner with Vavrinek, Trine, Day & Co.: <https://firedepartment.org/home/showdocument?id=1942>

Financial Consultant Campo introduced this item and then introduced Mr. White from Vavrinek, Trine, Day & Co., who then provided the Board with some highlights from the CAFR, stating that some accounting rules had changed then discussed pension and OPEB liabilities. A question and answer followed with the Board then thanking Mr. White for his presentation.

7. OLD BUSINESS

7.1 Consideration of Resolution of Intent to Initiate Transition from At Large to District-Based Board member Elections.

Special District Counsel Tom Willis was introduced and stated that this Public Hearing was to receive input from the community regarding the creation of a District Board District-Based Electoral System. Board President Yancey reviewed the upcoming process and confirmed the next three Public Hearing dates. Staff corrected the date of March 26, 2019, stating that this date should be March 27, 2019. Demographer Michael Wagaman was introduced and presented a power point detailing the process and criteria for drawing the district-area boundary maps. Questions and answers from the Board were responded to discussing overlapping areas with other entities involved, costs involved which the District would need for budgeting purposes. Demographer Wagaman stated that the Board's input and direction was very important in this process, with the ultimate goal being a District Ordinance be adopted.

8. NEW BUSINESS

None.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

9.1 There was no comment on correspondence.

10. MONTHLY ACTIVITY REPORTS

10.1 Operations Division-Deputy Chief, Lon Phares
Operations Report of monthly activities

Deputy Chief Phares highlighted the recent Active shooter training held and that staff would be working with San Ramon Police also on the same training. Some of the recent events that happened in the District regarding this were also discussed.

10.2 EMS – Battalion Chief, John Duggan
EMS Report of monthly activities.

Chief Meyer provided the monthly EMS report highlighting the 540 medical incidents that staff responded to this past month and that controlled substance inventory software products have been evaluated by staff.

10.3 Logistics – Deputy Chief Drayton
Logistics Report of monthly activities.

Deputy Chief Drayton stated that HVAC preventative maintenance programs have been completed at District facilities.

- 10.4 Fire and Life Safety Division – Deputy Chief Drayton
Fire and Life Safety Report of monthly activities.

Deputy Chief Drayton discussed recent CPR, AED and Train the Trainer classes that had been held and that annual inspection compliance is at 6.9%.

- 10.5 Communications Division – Director of Emergency Communications, Denise Pangelinan
Communications Report of monthly activities.

Communications Director Pangelinan highlighted the recent accreditation packet that was completed and that she is awaiting to hear about this accreditation also highlighting the new District website. The Board stated that they liked the new website and thanked staff for their hard work on this project.

- 10.6 Human Resources Division – Director of Human Resources Korthamar Wong
Human Resources Report of monthly activities.

Human Resources Director Korthamar Wong highlighted the recent wellness fitness exams that took place receiving positive feedback from employees.

- 10.7 Finance Division – Financial Consultant, Ken Campo/Controller Davina Hatfield
Monthly Finance Report of monthly activities.

Financial Consultant Campo will update the Board on Finance activities at the March Board meeting.

Committee Chair Kerr provided the update on this Finance Committee meeting where the reserve fund policy was discussed as well as the proposed Public Safety Building making sure we can afford the proposed building. The mid-year budget was also discussed where staff stated that the District is on track. Director Kerr stated that additional information would come back at the March board meeting.

- 10.8 Fire Chief – Fire Chief, Paige Meyer
Verbal report on monthly meetings, seminars, committee meetings and other District related activities.

Chief Meyer would update the Board on monthly activities at the March Board meeting.

11. GOOD OF THE ORDER

- 11.1 Finance Committee Update by Committee Chair Kerr

This update was covered under item 10.7.

11.2 Facilities Committee Update by Committee Chair Stamey

Committee Chair Stamey stated that the subcommittee met, and the outcome of that meeting was that a workshop be held with the other Board members, so they can review the plan also and ask any questions they might have. Staff will forward suggested dates to the Board for this workshop.

11.3 EMS Committee Update by Committee Chair Parker

Committee Chair Parker stated that the subcommittee met discussion the upcoming RN position asking that the job description be brought back at the March Board meeting for approval. Chief Meyer stated that this would be a civilian position and discussed the EMS liaison positions where there would be up to three personnel per shift involved. Chief Meyer stated that this this would result in a savings to the District of approximately \$400,000.

11.4 Discussion and review of District Board Handbook.

Board President Yancey thanked District Clerk Brooks for putting the handbook together and asked that it be updated yearly.

12. UPCOMING CALENDAR OF EVENTS

The Board and staff reviewed the upcoming calendar of events. Director Yancey mentioned other upcoming events, which staff will note on the March agenda.

13. CLOSED SESSION

13.1 Conference with Legal Counsel – Possible exposure to litigation (3 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

14. RETURN TO OPEN SESSION

15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

16. ADJOURNMENT

The regular meeting adjourned at 4:40 p.m. The Board adjourned to Closed Session at 4:50 p.m. with the Closed Session and meeting concluding at 5:21 p.m.

Prepared by: _____
Susan F. Brooks
District Clerk

Approved by: _____
Dominique Yancey
Board President

William D. Ross
Karin A. Briggs
David Schwarz

Kypros G. Hostetter
Of Counsel

Law Offices of
William D. Ross
400 Lambert Avenue
Palo Alto, California 94306
Telephone: (650) 843-8080
Facsimile: (650) 843-8093

Los Angeles Office:

11420 Santa Monica Blvd
#25532
Los Angeles, CA 90025

File No: 45/3

March 8, 2019

VIA ELECTRONIC TRANSMISSION

sbrooks@srvfire.ca.gov

The Honorable Dominique Yancey, President
and Members of the District Board of Directors
San Ramon Valley Fire Protection District
1500 Bollinger Canyon Road
San Ramon, California 94583

Re: Report Upon Return from Closed Session; Regular Meeting of the San Ramon Valley Fire Protection District Board of Directors; February 27, 2019

Dear President Yancey and Members of the District Board of Directors:

This communication sets forth reportable action, if any, of the Board of Directors (“Board”) of the San Ramon Valley Fire Protection District (“District”) consistent with provisions of the Ralph M. Brown Open Meeting Act (Government Code section 54950 *et seq.*), resulting from the Closed Session of the February 27, 2019 Regular District Board Meeting.

The Open Session convened at 1:01 p.m. to address matters agendized for Board consideration. The Open Session concluded at 4:40 p.m. and your Board adjourned into Closed Session at 4:50 p.m., after a short recess.

There was one item agendized for Closed Session consideration:

- 13.1 Possible exposure to litigation (3 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

The Honorable Dominique Yancey, President
and Members of the District Board of Directors
San Ramon Valley Fire Protection District
March 8, 2019
Page 2

With respect to each of the matters considered under Agenda Item No. 13.1, there was no reportable action under the common law attorney-client privilege and that provided by Government Code section 54956.9(d)(2).

The Closed Session concluded at 5:21 p.m. with the indication that a written Report Upon Return from Closed Session would be prepared consistent with the provisions of Government Code section 54957.1 for the matters agendized for Closed Session consideration.

This communication should be added to the Agenda for review under the Consent Calendar of your next Regular or Special Meeting.

If there are any questions concerning its content, it may be taken off the Consent Calendar at that time or our office may be contacted in the interim.

Very truly yours,

A handwritten signature in black ink, appearing to read "William D. Ross". The signature is fluid and cursive, with a long horizontal stroke at the end.

William D. Ross

WDR:bk

cc: Paige Meyer, District Chief

William D. Ross
Karin A. Briggs
David Schwarz

Kypros G. Hostetter
Of Counsel

Law Offices of
William D. Ross
400 Lambert Avenue
Palo Alto, California 94306
Telephone: (650) 843-8080
Facsimile: (650) 843-8093

Los Angeles Office:

11420 Santa Monica Blvd
#25532
Los Angeles, CA 90025

File No: 45/3

March 7, 2019

VIA ELECTRONIC TRANSMISSION

sbrooks@srvfire.ca.gov

The Honorable Dominique Yancey, President
and Members of the District Board of Directors
San Ramon Valley Fire Protection District
1500 Bollinger Canyon Road
San Ramon, California 94583

Re: Report Upon Return from Closed Session; Regular Meeting of the San Ramon Valley Fire Protection District Board of Directors; January 30, 2019

Dear President Yancey and Members of the District Board of Directors:

This communication sets forth reportable action, if any, of the Board of Directors (“Board”) of the San Ramon Valley Fire Protection District (“District”) consistent with provisions of the Ralph M. Brown Open Meeting Act (Government Code section 54950 *et seq.*), resulting from the Closed Session of the January 30, 2019 Regular District Board Meeting.

The Open Session convened at 1:05 p.m. to address matters agendized for Board consideration. The Open Session concluded at 3:36 p.m. and your Board adjourned into Closed Session at 3:46 p.m., after a short recess.

There was one item agendized for Closed Session consideration:

13.1 Possible exposure to litigation (5 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

With respect to the first matter continued under Agenda Item No. 13.1, there was

The Honorable Dominique Yancey, President
and Members of the District Board of Directors
San Ramon Valley Fire Protection District
March 7, 2019
Page 2

reportable action in the form of authorizing a monetary contribution in the amount of \$10,000 to assist in the funding of an administrative action filed by CalChiefs with the State Office of Administrative Law to invalidate certain underground regulations of the State Emergency Medical Services Agency dealing with, among other things, rights of local agencies – such as the District - to provide emergency medical transport consistent with Health and Safety Code Section 1797.201.

With respect to the next three matters considered under Agenda Item No. 13.1, there was no reportable action under the common law attorney-client privilege and that provided by Government Code section 54956.9(d)(2).

With respect to the fifth matter under Agenda Item No. 13.1, there was reportable action in the form of indicating that Mr. Scott Rafferty, Esq., counsel for Petitioners in a CVRA Petition against the District has represented that he will agree in writing to extend the time for the District to hold the required hearings until July 29, 2019.

The Closed Session concluded at 5:10 p.m. with the indication that a written Report Upon Return from Closed Session would be prepared consistent with the provisions of Government Code section 54957.1 for the matters agendized for Closed Session consideration.

This communication should be added to the Agenda for review under the Consent Calendar of your next Regular or Special Meeting.

If there are any questions concerning its content, it may be taken off the Consent Calendar at that time or our office may be contacted in the interim.

Very truly yours,



William D. Ross

WDR:bk

cc: Paige Meyer, District Chief

Robin Johansen, Esq.

**San Ramon Valley Fire Protection District
Salaries, Payroll Taxes & Retirement Contributions**

For the Month of: **February 2019**

Department	# Reg Employees	Gross Wages	Payroll Taxes	Retirement	Total	% of Total
GL Acct Number		(5110,5115,5120,5121)	(5140)	(5150,5151)		
Board of Directors	5	1,285.00	18.62	-	1,303.62	0.03%
Fire Chief	1	28,893.03	415.02	18,080.36	47,388.41	1.19%
Personnel	2	26,416.29	366.37	8,405.26	35,187.92	0.88%
Finance	3	31,167.97	442.81	10,279.55	41,890.33	1.05%
Fire Life & Safety	9	90,334.81	1,260.55	33,458.35	125,053.71	3.14%
Technology	2	25,719.62	364.07	7,968.05	34,051.74	0.85%
Communication Center	13	192,496.43	2,756.82	47,871.44	243,124.69	6.10%
Facilities	0	4,430.00	64.23	-	4,494.23	0.11%
Fire Suppression	127	2,061,753.04	29,125.65	1,211,014.44	3,301,893.13	82.84%
Fleet	1	9,224.36	133.75	3,031.36	12,389.47	0.31%
Training	2	23,492.99	374.14	14,810.11	38,677.24	0.97%
EMS	2	27,112.40	405.91	24,246.64	51,764.95	1.30%
Rescue		17,216.18	-	11,761.32	28,977.50	0.73%
HazMat		11,520.54	-	8,142.45	19,662.99	0.49%
TOTALS	167	2,551,062.66	35,727.94	1,399,069.33	3,985,859.93	100.00%



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: March 27, 2019
To: Board of Directors
From: Paige Meyer, Fire Chief
Subject: Contract for Services – Ken Campo

Background:

In April 2018, the Board approved an extension to the contract with Mr. Campo for financial consulting services. The extended term of the contract runs through November 1, 2020, and the hourly rate was set at an amount not to exceed \$140 per hour. Given the District has not filled the Chief Financial Officer position and wishes to continue the services of Mr. Campo in terms of ongoing administrative support to the Finance Division, as well as provide guidance and recommendations as to the overall general administrative structure of the organization, I feel an increase in the hourly compensation paid to Mr. Campo is both warranted and justified by the level of service provided.

Recommended Board Action:

I recommend approval of an amendment to the existing agreement with Ken Campo for financial and related consulting services that increases the hourly rate of compensation as specified in Exhibit B of the agreement to an amount not to exceed \$145 per hour, effective April 1, 2019.

Fiscal Impact:

The change in hourly compensation will not have a significant impact on the operating budget for the current fiscal year; no budget adjustment is necessary.

OLD BUSINESS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: March 27, 2019
To: Board of Directors
From: Paige Meyer, Fire Chief
Stephen Healy, Interim Fire Marshal
Subject: Emergency Operation Plan Update and Approval

Background:

The District's Emergency Operations Plan (EOP) was updated in late 2018 and is ready for adoption by the Board of Directors. The plan supports the District's goal of enhancing its emergency preparedness and response capabilities.

The plan is divided into two parts: 1) policy, to be adopted by the Board of Directors, and 2) appendixes, which include a wide-range of Standard Operating Procedures (SOP's) for emergencies, including maps, and reference documents. The appendixes are SOP's, therefore only the policy itself will be adopted by the Board of Directors.

At the January 2019 Board of Directors meeting, staff received direction to work with the Emergency Preparedness Committee to make necessary changes to the plan and bring it back to the full Board for adoption once the committee was prepared to recommend that action.

Recommended Board Action:

Adopt the 2019 Emergency Operations Plan

Financial Impacts:

The FY 2018/19 budget includes appropriations to complete this project

Attachments:

1. 2019 Emergency Operational Plan Policy



DISTRICT EMERGENCY OPERATIONS PLAN

San Ramon Valley Fire Protection District

2019



RECORD OF CHANGES

The Emergency Operations Plan is expected to undergo changes over time due to updated regulations, lessons learned from response to real events, exercises and drills that test the plan and new relationships with public and private sector partners. All suggested changes will be accepted, reviewed and vetted prior to posting. Changes will follow these steps:

1. Following approval, modifications will be made and distributed to plan holders.
2. Changes will be distributed with a notice in the table below about the date of change, the material modified.
3. Each plan holder will be expected to update their copy to keep it current.

Change Number	Date of Change	Section Number, Header, Page	Initiated by (Name/Rank/Department/Agency)
1			
2			
3			
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22			



RECORD OF DISTRIBUTION

The Emergency Operations Plan is to be distributed electronically and/or in hard copy to all parties responsible for acting in times of emergency in the San Ramon Valley Fire Protection District and the cities and county affected. Updates will be provided electronically, when available. Recipients will be responsible for updating their respective copies of the Emergency Operations Plan when changes are received.

Name	Department or Agency	Date of Delivery	Number of Hard Copies
	City of San Ramon		1
	Town of Danville		1
	San Ramon Valley Unified School District		1
	Blackhawk HOA Board of Directors		1
	Diablo Community Services District Board of Directors		1
	Contra Costa Fire Protection District		1
	Contra Costa County Office of the Sheriff		1
	Cal OES		1
	Citizen Corps Council		1
	City of Dublin		1
	Contra Costa Animal Response Team (CART)		1



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-XXX-



SECTION I: INTRODUCTION

1.1 Disaster Definition

A disaster is defined by the San Ramon Valley Fire Protection District as an extraordinary emergency situation associated with any hazard, natural or human-caused, which may affect the District by exceeding its resources and capabilities. This plan seeks to protect life, limit injury and death, establish safe refuge and minimize impact to property and the environment in consideration of such events.

1.2 History

The San Ramon Valley Fire Protection District is an outgrowth of many years of maturation. Its early beginning took place during a meeting on March 19, 1912 of the Danville Improvement Club. This meeting included the leading ladies and men of Danville. At this meeting it was decided that a volunteer fire department needed to be organized. The idea was unanimously approved, and the name Danville Farm Defense Fire District was established. In 1921, a state law permitted the organization of special fire districts and empowered them with the authority to levy a tax for their support. Thus, on September 6, 1921, the Danville Farm Defense Fire District became the Danville Fire Protection District, an independent fire district and a political subdivision of the State of California. The official boundaries were re-designated to encompass the Alamo, Danville, Green Valley and Sycamore grammar school districts - an area of approximately fifty square miles.

In 1963, Contra Costa County reorganized its East County Fire Protection District into the San Ramon Fire Protection District, an independent district. In December 1979, the Local Agency Formation Commission (LAFCO) initiated the consolidation of the Danville Fire Protection District and the San Ramon Fire Protection District. On July 1, 1980, with the merger complete, the two Districts were renamed the San Ramon Valley Fire Protection District (SRVFPD). The new District served the communities of Alamo, Blackhawk, Danville, Diablo and San Ramon - a 70 square mile area. The organization comprised four fire stations, 27 emergency vehicles and 71 employees. With the reorganization of these two districts the newly formed District became governed by five locally elected directors, independent of the County Board of Supervisors. Some ten years later, the San Ramon Valley Fire Protection District and the Tassajara Fire Protection District initiated a merger process. In January 1991, LAFCO completed the annexation of all territories of the Tassajara Fire Protection District and transferred them to the San Ramon Valley Fire Protection District, which included Tassajara Valley and the southern boundary of Morgan Territory. Simultaneously, the Tassajara Fire Protection District was dissolved.

San Ramon Valley Fire Protection District	
Predecessor:	1912 - Danville Farm Defense Fire District
Predecessor:	1921 - Danville Fire Protection District
Predecessor:	1963 – East County Fire Protection District reorganized into San Ramon Fire Protection District
Current:	1980 – LAFCO consolidated San Ramon Fire Protection District and Danville Fire Protection District into San Ramon Valley Fire Protection District
Area	155 sq. mi.
Population	186,000
Employees	181

INTRODUCTION



In July 1997, the San Ramon Valley Fire Protection District and the City of San Ramon moved forward with an annexation of the Dougherty Regional Fire Authority to the SRVFPD. With this annexation, the District extended its fire service boundary to the Contra Costa/Alameda County line.

1.3 Purpose

This plan outlines the District's planned response to natural or man-made disasters. The plan does not apply to the District's routine emergency operations nor the procedures utilized to mitigate these events. The focus of this plan is on significant occurrences that have the potential to overwhelm the capabilities of the District. The plan is intended to develop the District's disaster response and to facilitate multi-agency and multi-jurisdictional coordination between local, operational area, State and Federal response.

This plan is a collection of information represented by a variety of plans, policies and best practices established by the District and its allied emergency response and preparedness partners. This plan represents a singular presentation of this far reaching information in a format that can be utilized by District personnel in response to a disaster. Sources of information for this plan include, but are not limited to:

- National Response Framework
- California State Hazard Mitigation Plan
- East Bay Area Incident Management Team Operational Guidelines
- Association of Bay Area Governments Local All-Hazard Mitigation Plan
- Contra Costa County Hazardous Materials Area Plan
- Contra Costa County Community Wildfire Protection Plan
- Contra Costa County Emergency Medical Services MCI Plan
- City of San Ramon Emergency Operations Plan
- Town of Danville Emergency Operations Plan
- San Ramon Valley Fire Protection District WMD Plan

1.4 District Responsibility

During a disaster the District will be called upon to provide personnel, equipment, and resources to save lives and property, limit incident growth and participate in process to recovery.

The District acknowledges that, during a disaster, it will be the primary provider of firefighting, medical services, rescue services and hazardous materials release mitigation to the communities that it serves. These roles are the District's responsibilities by virtue of statutory authority as well as recognition from the Emergency Operations Plans for the City of San Ramon, the Town of Danville and Contra Costa County which share political geographic boundaries with the District.

1.5 Scope

This document serves as the official guideline for San Ramon Valley Fire Protection District disaster response efforts. This document is a companion to the Emergency Operations Plans

Additions or Updates

Any additions, corrections or updates to this Emergency Operations Plan should be sent to:

eopupdates@srvfire.ca.gov



(EOP) of the City of San Ramon, the Town of Danville, and Contra Costa County and may be viewed as the District's annex for operations within these existing EOPs. This document includes the District's operations up to and beyond the activation of City, Town, County and State Emergency Operations Centers (EOC). It is the intent of the District and this plan that all District disaster operations integrate into existing EOPs beginning at the EOC activation level.

1.6 Plan Objectives

- Establish a framework for the overall integration of District disaster operations into the existing management and coordination of emergency operations within the District's boundaries.
- Outline the methods and procedures utilized by District personnel to assess disaster situations and take appropriate actions to save lives and reduce injuries, prevent or minimize damage to public and private property, and protect the environment.
- Provide information for training District and allied emergency response personnel to efficiently and effectively prepare for, respond to and recover from emergencies and disasters.

1.7 Plan Parts, Development and Maintenance

There are three parts to the District Emergency Operations Plan (DEOP):

Part I: Basic Plan describes the District's utilization of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It also describes the District Operations Center (DOC), concept of operations, hazard mitigation, and threat assessments.

Part II: Standard Operating Procedures (SOPs) are published separately for internal use only. This includes the District Standard Operating Procedures (SOPs) with supporting documents and checklists. SOPs are intended to be used in conjunction with this plan.

The San Ramon Valley Fire Protection District ("SRVFPD") District Emergency Operations Plan ("The Plan") has been authored to follow the procedures outlined in the Contra Costa County EOP (2015). The DEOP has been organized following the guidelines of FEMA CPG 101 – Developing and Maintaining Emergency Operations Plans (2010). This plan follows the procedures identified within the plans of the operational area, the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS).



The DEOP includes a hazard analysis and a probability matrix describing responsibilities based on each identified hazard or threat.

The plan is developed by District staff and contractors to conform to local, state and federal laws and is consistent with the plans of the cities and county that share jurisdictional boundaries. The plan will be reviewed annually and updated as warranted.

1.8 Approval and Implementation

The Plan will take effect upon adoption by the SRVFPD Board of Directors. The Plan will be officially adopted and promulgated as an official SRVFPD document. The Plan will be distributed to SRVFPD and those cities, towns, supporting agencies, and community organizations having assigned functions or responsibilities within the plan. Prior to approval by the SRVFPD Board of Directors, The Plan will be reviewed and approved by the Operational Area (OA), cities, towns and special districts that are within the operational area of the SRVFPD. The Plan will also be reviewed by members of the community, to ensure that members of the community have input into the development of The Plan.

This DEOP

- Assigns responsibility to organizations and individuals for carrying out specific actions that exceed routine responsibility at projected times and places during an emergency
- Sets forth lines of authority and organizational relationships and shows how all actions will be coordinated
- Describes how people (including unaccompanied minors, individuals with disabilities, others with access and functional needs, and individuals with limited English proficiency) and property are protected
- Identifies personnel, equipment, facilities, supplies, and other resources available within the jurisdiction or by agreement with other jurisdictions
- Reconciles requirements with other jurisdictions.



SECTION II: AUTHORITIES & REFERENCES

The authority for the San Ramon Valley Fire Protection District's *District Emergency Operations Plan* (DEOP) is provided in the documents below.

Title / Citation	Origination	Application	Description / Summary
Ordinance Code Title 4 Health and Safety, Chapter 42-2 Disaster Council and Emergency Services	Contra Costa County	County and local government agencies	Establishes a Disaster Council and describes responsibilities, establishes OES and delineates the emergency responsibilities of county agencies
Emergency Management Plan	Contra Costa County Administrators Bulletin 115	County and local government agencies	Describes the authorities, responsibilities, functions, and operations of county and local government during extraordinary emergencies
Section 10 – Safety Element	Contra Costa County General Plan	County and local government agencies	Includes maps of known hazards, addresses evacuation, water supply and hazardous materials.
California Emergency Services Act, Chapter 7, Division 1, Title 2 of California Government Code	State of California	State and local government agencies	Confers emergency powers to the Governor, establishes OES, delineates the emergency responsibilities of state agencies, and establishes the state mutual aid system
SEMS Chapter 1, Division 2, Title 21 of the California Code of Regulations	State of California	State and local government agencies	Provides the framework for emergency management in California, directs each agency to be responsible for “emergency planning, preparedness, and training” and directs each agency to establish a line of succession “and train its employees to properly perform emergency assignments”
Governor’s Executive Order W-9-91	State of California	State and local government agencies	Establishes basic emergency preparedness objectives and policies to be carried out by state officials
California Disaster and Civil Defense Master Mutual Aid Agreement	State of California	State and local government agencies	Provides a framework for the provision of mutual aid to agencies in need during an emergency event
Emergency Managers Mutual Aid Plan	State of California	State and local government agencies	Outlines policies, procedures, and authorities for provision of emergency management personnel from unaffected jurisdictions to support affected jurisdictions during an emergency event, in accordance with the Master Mutual Aid Agreement
State of War Emergency Orders and Regulations	State of California	State and local government agencies	Explains the broad powers of the Governor during a State of War emergency
State Emergency Plan	State of California	State and local government agencies	Describes the authorities, responsibilities, functions, and operations of all levels of government during extraordinary emergencies
Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)	Congress of the United States (Public Law 93-288, as amended)	Federal agencies	Authorizes the Federal Government to provide assistance in emergencies and disasters when state and local capabilities are exceeded
National Response Framework	U.S. Department of Homeland Security	All levels of government, and non-governmental and private sector entities	Provides guidance on how the nation conducts all hazard incident responses

AUTHORITIES & REFERENCES



Homeland Security Presidential Directive No. 5	The Executive Office of the President	Federal, state and local agencies with responsibilities for emergency response	Authorizes the development and implementation of NIMS, which establishes standardized incident management processes that all responders use to conduct response actions
Homeland Security Presidential Directive No. 8	The Executive Office of the President	Federal, state and local agencies with responsibilities for emergency response	Establishes policies for strengthening national preparedness, including the National Preparedness Goal and Target Capabilities List



SECTION III: POLICY, DEFINITIONS & GOALS

3.1 District Policy in a Disaster

The District will operate under the following policies in a disaster:

1. The National Incident Management System (NIMS) / State Emergency Management System (SEMS) / Incident Command System (ICS) will be utilized in all response activities.
2. Whenever possible, existing District policy and procedure will be observed. Where this is not possible this document shall be viewed as the District's policy for disaster operations.
3. All on-duty personnel are expected to remain until properly relieved. Off-duty personnel will be expected to return to work as per the District recall procedures.
4. Staffing levels may change at the discretion of the Fire Chief or his/her designee.
5. Incident Command priorities will remain life safety, incident stabilization (including containment for natural mitigation), and protection of property and the environment.

3.2 Disaster Mode Level Definitions

In keeping with the National Incident Management System (NIMS) (see Section 4.3), the Disaster Mode Level Definitions have been changed to agree with NIMS, State of California, Contra Costa County and the City of Danville.

San Ramon Valley Fire District used to use a system of Levels with 0 being a potential for an event. There is no NIMS equivalent to a Level 0 status. Level 1 is equivalent to a NIMS Type 5. Level 2 is roughly equivalent to a NIMS Type 4. There was no Level equivalent to Type 3. Level 3, the highest previous level, included all district personnel and mutual aid over multiple operational periods and was approximately equivalent to a NIMS Type 2.

The Federal government requires compliance with NIMS for Federal reimbursement of disaster costs.

Level 0 is a Fire Hazard alert. The USDA uses a system of colors for Fire Threat with Green being Low; Blue is Moderate; Yellow is High; Orange is Very High and Red is Extreme.





The NIMS conforming definitions are:

Type 5:

- The incident can be handled with one or two single resources with up to six personnel.
- Command and General Staff positions (other than the incident commander) are not activated.
- No written IAP is required.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
- Examples include a vehicle fire, an injured person, or a police traffic stop.

Type 4:

- Command staff and general staff functions are activated only if needed.
- Several resources are required to mitigate the incident, possibly including a task force or strike team.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority is updated.
- No written IAP is required but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans including objectives and priorities.

Type 3:

- When incident needs exceed capabilities, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the command and general staff positions may be activated, as well as division/group supervisor and/or unit leader level positions.
- A Type 3 IMT or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 IMT.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

Type 2:

- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
- Most or all of the command and general staff positions are filled.
- A written IAP is required for each operational period.
- Many of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).



- The agency administrator is responsible for the incident complexity analysis, agency administration briefings, and the written delegation of authority.

Type 1:

- This type of incident is the most complex, requiring national resources for safe and effective management and operation.
- All command and general staff positions are filled.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Branches need to be established.
- A written incident action plan (IAP) is required for each operational period.
- The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

3.2.1 Changes in disaster mode level

The District may transition from one disaster mode to another based upon the needs of the event. Components implemented in the disaster plan mode may be discontinued or routine operations may be re-implemented as the event dictates. The District will remain in disaster mode until terminated by the Fire Chief, the Fire Chief's designee or the person who initiated the activation.

3.3 Goals

Incident goals govern resource allocation and the response strategies for the County and its political subdivisions during an emergency. Below is a list of operational priorities:

- **Save Lives** – The preservation of life is the top priority of emergency managers and first responders and takes precedence over all other considerations. The SRVFPD will endeavor to preserve animal and pet life as resources allow.
- **Protect Property** – Efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – Efforts must be made to preserve Contra Costa County's environment and protect it from damage during an emergency.
- **Restore Essential Services** – Power, water, sanitation, communication, transportation and other essential services must be restored as rapidly as possible to assist the community in returning to normal daily activities.



3.4 Four Phases of Emergency Management and Personal Preparedness

The Four Phases of Emergency Management and Personal Preparedness	
<p>Mitigation Preventing future emergencies or minimizing their effects</p>	<p>Includes any activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies.</p> <ul style="list-style-type: none"> • Buying flood and fire insurance for your home is personal mitigation activity. • Mitigation activities take place before and after emergencies.
<p>Preparedness and Training Preparing to handle an emergency</p>	<p>Includes plans or preparations made to save lives and to help response and rescue operations.</p> <ul style="list-style-type: none"> • Stocking food and water are both examples of personal preparedness. • Preparedness activities take place before an emergency occurs.
<p>Response Responding safely to an emergency</p>	<p>Includes actions taken to save lives and prevent further property damage in an emergency situation. Response is putting your preparedness plans into action.</p> <ul style="list-style-type: none"> • Seeking shelter from severe weather or assessing your home in an earthquake are both personal response activities. • Response activities take place during an emergency.
<p>Recovery Recovering from an emergency</p>	<p>Includes actions taken to return to a normal or an even safer situation following an emergency.</p> <ul style="list-style-type: none"> • Applying for financial assistance to help pay for repairs is a personal recovery activity. • Recovery activities take place after an emergency.



SECTION IV: ORGANIZATION

4.1 Incident Command System

The **Incident Command System (ICS)** is used for the command, control, and coordination of emergency response. ICS incorporates personnel, policies, procedures, facilities, and equipment, integrated into a common organizational structure designed to improve emergency response operations of all types and complexities. Below are a few characteristics of ICS:

- Span of control
- Personnel accountability
- Common terminology
- Resources management
- Integrated communications

Lessons Learned

- Look out for the well-being of the first responders, disaster workers, volunteers, and their family members.

ICS Sections	DOC Role
Management	Responsible for overall emergency policy and coordination in the jurisdiction. Establishes incident objectives, strategies and priorities.
Operations	Responsible for coordinating support to response activities through the implementation of the Incident Action Plan (IAP).
Planning and Intelligence	Responsible for collecting, analyzing, and disseminating information. Develops the Incident Action Plan (IAP) in coordination with other sections, and maintaining documentation.
Logistics	Responsible for providing facilities, services, personnel, equipment, and materials to support the emergency response.
Finance and Administration	Monitors costs related to the incident. Provides accounting, procurement, time recording, cost analysis and recovery.

In compliance with the SEMS Regulations, the District has DOC staff to manage emergency responses within the District’s jurisdiction. The DOC Director will request team members, as needed, to the DOC to carry out their duties.

4.2 Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is the system required by California’s Government Code Section 8607(a) for managing emergencies involving multiple jurisdictions and agencies. SEMS consists of five organizational levels, which are activated as necessary.

SEMS incorporates the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA), existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination.

Local districts must use SEMS to be eligible for funding of their response-related costs under state disaster assistance programs. SEMS is intended to:

- Facilitate the flow of information within and between levels of the system
- Facilitate coordination among all responding agencies.





The use of SEMS will improve the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. The use of SEMS will reduce the incidence of poor coordination and communications, and reduce resource ordering duplication. SEMS is designed to be flexible and adaptable to the varied disasters that occur in California and to the needs of all emergency responders.

SEMS requires the following functions to be provided at the local government and operational area levels:

• **Field**

The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

• **Local Government**

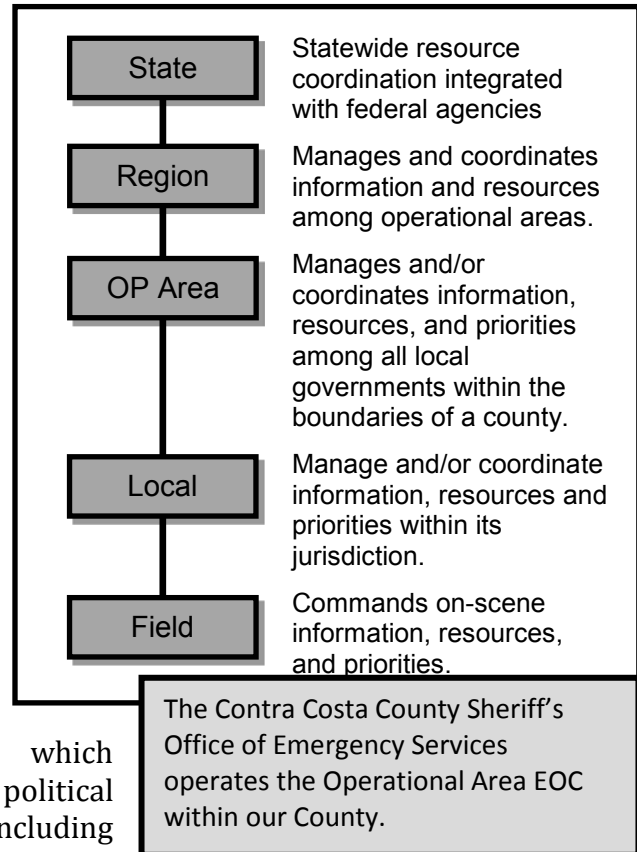
The local government level of emergency management manages and coordinates the overall emergency response and recovery activities within a local government’s jurisdiction. Local governments include the County, cities, cities and counties, school districts and special districts. The local government level is activated when field response level agencies determine that they need support from a higher level.

• **Operational Area (OA) / County**

An OA is the intermediate level of the state's emergency management organization which encompasses a county’s boundaries and all political subdivisions located within that county, including special districts. The OA facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the Local Government Level and Regional Level. State, federal and tribal jurisdictions in the OA may have statutory authorities for response similar to those at the local level.

• **Region**

The Regional Level manages and coordinates information and resources among operational areas within the mutual aid region, and also between the OA and the state level. The Regional Level also coordinates overall state agency support for emergency response activities within the region.



The Contra Costa County Sheriff’s Office of Emergency Services operates the Operational Area EOC within our County.

The Alameda County Sheriff’s Office of Emergency Services operates the Regional Area EOC within our region, the Coastal Region (Mutual Aid Region II).



California is divided into three California Emergency Management Agency (Cal OES) Administrative Regions – Inland, Coastal and Southern, which are further divided into six mutual aid regions. The Regional Level operates out of the Regional Emergency Operations Center (REOC). Contra Costa is part of the Coastal Region, Mutual Aid Region II.

• **State**

The state level of SEMS prioritizes tasks and coordinates state resources in response to the requests from the Regional level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The state level also serves as the coordination and communication link between the state and the federal emergency response system. The state level requests assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency (FEMA) when federal assistance is requested. The state level operates out of the State Operations Center (SOC).

The Field and EOC functions are further illustrated in the following chart:

Primary SEMS Function	Field Level	EOC Level
Command/Field Management/EOC	Command is responsible for the directing, ordering, and/or controlling resources.	Management is responsible for facilitation of overall policy, coordination and support of the incident
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EOC Action Plan.
Planning and Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident.	Collecting, evaluating, and disseminating information and maintaining documentation relative to all jurisdictional activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	Providing facilities, services, personnel, equipment and materials in support of all jurisdictional activities as required.
Finance and Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident, including recovery.

4.3 National Incident Management System (NIMS)

NIMS is a system mandated by Homeland Security Presidential Directive (HSPD-5) that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or



complexity. NIMS is not specific to one type of incident, rather it incorporates an all hazards approach in managing incidents.

To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the Incident Command System (ICS); multi-agency coordination systems (MACS) training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

The National Response Framework (NRF) is mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Local governments must use NIMS to be eligible for federal preparedness grants.

4.4 Relationship between the EOC, IMT and DOC

4.4.1 When an incident becomes large enough that a municipal EOC is opened, an officer of the District will normally be assigned to the EOC to act as the Fire / Rescue Branch Director. The Branch will obtain situation reports, requests for resource support (outside of the mutual aid system), and be the primary link from the EOC to fire and rescue operations.

4.4.2 When an Incident Management Team (IMT) is assigned control of the incident, an officer of Battalion Chief rank or higher will be assigned to the IMT to fill a position as assigned by the Operations Section Chief.



SECTION V: Facilities and Human Resources

5.1 Disaster Facilities

The following facilities are scheduled for emergency use as the department operating center (DOC) for the District:

Primary: District Administration Building, Board Room
1500 Bollinger Canyon Road
San Ramon, CA 94583
With Communications Support 131 in parking lot

First Alternate: Station 31 Annex
800 San Ramon Valley Blvd.
Danville, CA 94506

Second Alternate: Location from which Communications Support 131
can operate at the time of the disaster

The primary emergency operations centers (EOC) for the City of San Ramon and Town of Danville are collocated in the District's Administration Building and are designated in the respective Emergency Operations Plans for these agencies.

During disasters, District personnel may be directed from a local incident command, an area command, the DOC or an EOC.

5.2 Personnel Activation & Recall Procedures

The District's regular staffing may be insufficient to meet the needs of a disaster. Recall of all District personnel (Operations, Support, Administrative, and Fire Life Safety Division) may be required in a timely fashion to support disaster operations and activities. Recall will be based upon the disaster mode level and the needs of the event. In addition to the current pager/text-message recall method for Operations personnel one or more of the following processes may be implemented to recall the District personnel required for a Disaster:

1. Telephone (including home, cell and other contacts from the personnel contact list)
2. Media broadcast
3. Amateur radio operators (RACES/ARES)
4. Self-dispatch: in the event of an obvious disaster in which personnel are unable to contact the District through conventional methods personnel may elect to report directly to the District.

All personnel shall report for duty as soon as possible when advised of a disaster mode condition.



Upon disaster recall, off duty personnel should secure his or her individual home/personal situation and report to:

1. Regularly assigned work site
2. Any District fire station or the District Administration building
3. Nearest city or other public agency in their immediate area until access routes have been restored.

5.3 General Access

To ensure that access is permitted to members who are attempting to traverse the roadways and highways, every member should carry their San Ramon Valley Fire Protection District personnel identification. Presenting this ID should allow the member access to most disaster areas.

5.4 Family Assistance Centers

As conditions and time permit, efforts will be made to set up a family assistance center(s) near the areas of operations where District personnel and their family members can meet and spend off-duty time together. There may be insufficient District controlled facilities or resources to meet this need such that alternatives options may be evaluated and supported.

5.5 Modification of Work Assignments

While operating in a declared disaster mode District personnel may be assigned to functions which are not part of their daily job activities but which they may safely perform. Assignments that exceed the scope of the employee's daily job will be made by District Chief officers after confirmation of the capabilities of the assigned employee.

All District personnel including administrative staff may be assigned to clerical, planning, logistics, administration/finance, support, or non-response functions.

In addition to Suppression, Emergency Medical, Training, and Fire Life Safety Division personnel, District Reserves, District Volunteers and District supervised Community Emergency Response Team (CERT) personnel may be assigned to operations response functions which they can safely perform.

Communications Volunteers, Mechanics, and ARES/RACES personnel may be assigned to mission specific activities in the field but should not be routinely considered for operations or response functions.

5.6 Staffing / Crew Configurations

While operating in a declared disaster mode the District may reconfigure or alter the staffing and crew assignments for response units to meet the specific needs of the event. Personnel will be informed of their assignment and accountability for all staffing in disaster mode will be maintained via the T-card system. All personnel assigned to task and tactic activities within operations or response should work in teams of two or more while other assignments may be a single person or a mission specific team.



5.7 Work of the Board of Directors

The District acknowledges that the political oversight, declarative authority and guidance of the Board of Directors may be essential during a disaster. The District may assign resources to protect the infrastructure needed to maintain the organizational capability of the Board. As the Board's normal meeting chambers may be utilized as an Emergency Operations Center during a disaster provisions to both closed and public meeting options may be made in other locations within the District's Administration building.

5.8 Community Emergency Response Team (CERT)

The District's Community Emergency Response Team (CERT) program has more than 650 trained members that are assigned to community based units or field teams each having an assigned leader and communications coordinator. CERT members have pre-determined scope and capabilities for disaster response. CERT members and communities have pre-established equipment caches to provide for these activities. CERT members are an incredibly valuable resource to the District and the communities that it serves. The utilization of CERT members allows a greater range of activities to be performed during a disaster while allowing District personnel to focus on high impact, high-risk areas.

Lessons Learned

- CERT resources can be used effectively and extensively in much of the disaster area.

In the event of a disaster CERT members will respond within their designated communities and establish communications through their pre-determined communications pathways which include FRS/GMRS radio systems which operate independently of other District radio communications. This CERT communications process is intended to interface with and work at the direction of the incident commander and/or activated emergency operations centers (EOC). This is accomplished through pre-established ARES/RACES communication systems.

CERT members are not routinely utilized or activated in fire threat levels under red. In all other disaster modes CERT can be directly activated or its members may self-activate following established response and communications procedures. Where possible pre-established CERT processes, activities and damage assessment assignments should be maintained with the information derived from these activities relayed to the incident commander to who is responsible for the allocation of additional resources. Upon completion of pre-established assignments or as directed by the incident commander CERT members may be reassigned.

CERT members are trained to provide damage assessment of low (GREEN) hazard occupancies utilizing the District's Damage Assessment Guide.



SECTION VI: DISTRICT OPERATIONS CENTER

6.1 District Operations Center (DOC)

The mission of the SRVFPD District Operations Center (DOC) is to provide support for major incidents regarding resource requests, tracking of situation status, and handling incident communications without impacting normal emergency dispatch center operations. This task is essential to ensure uninterrupted emergency services are being provided for all 9-1-1 calls, while explicitly devoting resources to the major incident. The DOC will coordinate overall SRVFPD activities.

Lessons Learned

Organizations need depth in filling ICS, DOC and IMT positions; some members will not make it to every event. Cross-training is important.

- In planning staffing needs, it is best to staff critical positions three-deep.

When the incident is wholly within the jurisdiction of the SRVFD, the DOC provides centralized management of the District's emergency response operations. SRVFD may provide a representative to a local EOC to act as the Fire and Rescue Branch Coordinator. The Fire and Rescue Branch in the EOC Operations Section is responsible for linking the EOC to Fire Department Operations Centers, Dispatch Centers, the fire and rescue mutual aid system and, as appropriate to the jurisdiction Incident Command on incidents under the management of the fire services. The Branch Coordinator reports to the Operations Section Coordinator. The Branch will obtain situation reports, requests for resource support (outside of the mutual aid system), and be the primary link from the EOC to fire department operations. The Branch will supply fire DOCs and ICs as appropriate, with information and directives developed in the EOC.

When the incident is multi-jurisdictional and a Unified Command has been established, the SRVFD will provide an Agency Representative to cooperate in the Unified Command.

The DOC's primary initial function during disaster activations is the coordinated accumulation, verification, documentation and sharing of information. Resource tracking and accountability is the highest priority in this process. Maps, display charts/boards, T-card tracking mechanisms, radios, phones and computers are available in the DOC for this purpose. Markers, paper, and other administrative supplies are available in the event of the inoperability of one or more technological systems.

A major responsibility of the DOC is serving as the central ordering point for the incident, which requires the coordination of all requests and orders for fire resources, personnel, and logistical support. This entails a high level of coordination with local, state, and federal partners to ensure requests are filled as timely as possible. The DOC also facilitates the backfill and staffing of relief apparatus for SRVFPD stations and personnel relief needs for the incident.

Initial actions in the DOC are to assess needs, assign personnel to DOC positions and brief staff. As the demands of the incident expand, while the incident is in the "assault phase", the DOC staff are directed to:

- Assess current situation and resource status
- Determine immediate future needs

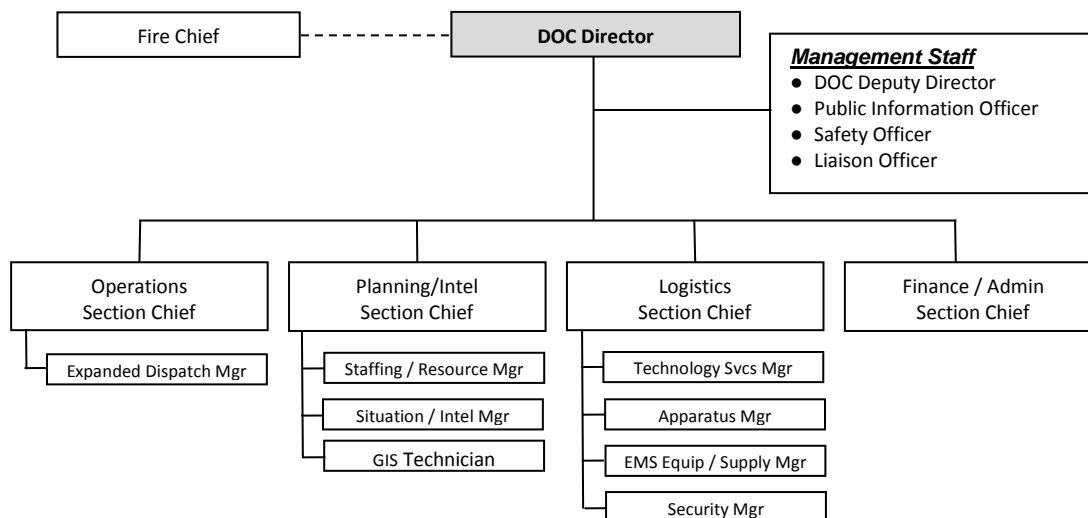


- Utilize all means to call back all off-duty SRVFPD firefighters, Chief Officers and support staff including: Fire Life Safety, Fleet Services, Communications, Human Resources, District Aids and Volunteers
- Staff the DOC Staffing / Resource Manager position with an on-duty coordinator
- Staff expanded dispatch in the DOC
- Hard cover all reserve apparatus
- Determine drawdown levels, incident commitment, and outstanding incident needs
- Allocate reserve resources
- Request mutual aid through the Operational Area (OA) Mutual Aid Coordinator
- Staff resource staging areas
- Maintain status of unassigned fire and rescue resources
- Complete and maintain status reports for major incidents requiring or potentially requiring OA, State and/or Federal response

In accordance with SEMS requirements, the DOC will be staffed and managed by the DOC Incident Management Team which may consist of the Chief Officers and assigned personnel to include Suppression, Emergency Medical Services (EMS), and Administrative Staff. Additional personnel to support the DOC will be identified and assigned by the Fire Chief, designee, or the DOC Director.

6.2 DOC Organization Chart

Positions are filled as needed when personnel become available. Until a position is filled, the duties are assumed by the IC, a subordinate of the IC, or by sharing.



6.3 DOC Primary Positions

- DOC Director



- DOC Deputy Director
- Liaison Officer
- Safety Officer
- Operations Section Chief
- Plans Section Chief
- Logistics Section Chief
- Finance / Administration Section Chief

6.4 DOC Secondary Positions

- Expanded Dispatch Manager
- Staffing/Resource Manager
- Situation/Intel Manager
- GIS Technician
- Technology Services Manager
- Apparatus Manager
- EMS Supply & Equipment Manager
- Security Manager



SECTION VII: DOC ACTIVATION

7.1 Activation Levels

During any event that exceeds normal SRVFPD capacity, the San Ramon Valley Fire Protection District Operation Center (DOC) may be activated. Level 0 disaster mode activations do not require activation of the DOC unless directed by the on-duty Battalion Chief or the supervising dispatcher to accomplish directed activities. Type 5 and 4 disaster mode activations require the activation of the DOC only to the extent necessary to meet the needs of the event. Type 3, 2 and 1 disaster mode activation require a full activation of the DOC and ongoing communications with the activated Emergency Operations Centers (EOC).

DISTRICT OPERATIO CENTER ACTIVATIONS

<p>Monitoring</p>	<p><i>This type of incident can be managed with one or two single resources with personnel as needed</i></p> <ul style="list-style-type: none"> • District Operations Center staff positions support the incident by actively monitoring through situational awareness • Emergency Action Plan (EAP) is not required • The incident is within the District boundaries, is contained by available resources and no EOC support is requested • Communication flow and information sharing will be established with internal and external partners
<p>Partial Activation</p>	<p><i>This type of incident extends beyond the capabilities of normal operations and may extend into multiple operational periods. This may require the response of Mutual Aid resources to effectively manage the incident</i></p> <ul style="list-style-type: none"> • DOC staff may report to the DOC • Liaisons may be deployed to local or cooperating EOCs • A written Emergency Action Plan may be required for each operational period • Some of the Incident Command System sections may be staffed • Communication flow and information sharing will be established with internal and external partners
<p>Full Activation</p>	<p><i>This type of incident is the most complex and may require regional, state or federal resources to safely and effectively manage and operate</i></p> <ul style="list-style-type: none"> • DOC staff positions are activated • The DOC Director will hold briefings to ensure appropriate common operating picture is established • A written Emergency Action Plan is required for each operational period • Operational periods are normally 12 hour rotational shifts • Communication flow and information sharing will be established with internal and external partners

DOC ACTIVATION

7.2 District Emergency Operations Plan Activation

District Chief Officers, those acting in the capacity of District Chief Officers and those specifically designated by the Fire Chief are authorized to activate the District’s Emergency Operations Plan. Other specific District personnel are authorized to activate the plan within the scope of hazard or incident specific plans.

7.2.1 When to Activate the Plan



The plan may be activated when:

- The City of San Ramon, Town of Danville or Contra Costa County activate their respective Emergency Operations Center (EOC).
- When 75% of District resources are involved in a major disaster response with long term sustained operations expected.
- Upon order of the Fire Chief or his/her designee.
- The conditions for one or more hazard or incident specific disaster modes has been met

7.3 Multi-Agency / Multi-Jurisdictional Response

During a disaster the District will be represented by the Fire Chief or his/her designee at the appropriate EOC(s). The District will work as directed within the EOC structure as outlined in the Emergency Operations Plans for the City of San Ramon, the Town of Danville and Contra Costa County.

7.4 Standing Objectives

1. **Situational Awareness / Analysis** – Assigned: Plans / All Sections / DOC Dir / PIO / Liaison
 - a. Incident Information
 - b. Information Analysis
 - i. Current incident status
 - ii. Incident potential information (12, 24, 48 and 72 hour projections)
 - c. Intelligence and Investigation
 - d. Public Information
 - i. Current
 - ii. Potential
2. **Determine Priority of Incident(s)** – Assigned: DOC Dir / Section Chiefs
 - a. Life Safety
 - b. Property Threats
 - c. High Damage Potential
 - d. Incident Complexity
 - e. Environmental Impact
 - f. Economic Impact
3. **Acquire / Allocate Critical Resources** – Assigned: Logs / Ops
 - a. Critical resources acquired internally first
 - b. As incident expands, resources acquired externally
4. **Crisis Information Management** – Assigned: DOC Dir / PIO / Legal / Policy
 - a. What is happening, government actions being taken, public actions requested
 - b. Consolidating and packaging incident information
 - c. Internal dissemination of information
 - d. External dissemination of information
 - e. Monitor media (including social media) reporting for accuracy



5. **Develop / Advise / Support Policy-level Decisions** – Assigned: DOC Dir / Policy / Plans / PIO
 - a. Coordinate, support, and assist with policy-level decisions
6. **Coordinate with EOCs** – Assigned: DOC Dir / Liaison / Policy / Management
 - a. Keep EOCs informed
 - b. Elected officials must clearly understand their roles
7. **Coordination with County, State, Federal, Private and Non-Governmental Partners** – Assigned: Liaison / Plans / Management
 - a. Communications between system components / disciplines
 - b. Communications with partners (Private, Governmental, NGO, VOAD)

7.5 Action Plans

There are two types of action plans in SEMS: Incident Action Plans and Emergency Action Plans.

7.5.1 Incident Action Plans, (IAPs) are used at the Field Response Level to establish operational period priorities. An IAP contains objectives reflecting the overall incident strategy, specific actions and supporting information for the next Operational Period. IAPs are an essential and required element in achieving objectives under SEMS.

Incident Action Plans should include:

Statement of Objectives: Appropriate to the overall incident.

Organization: Describes what parts of the ICS organization will be in place for each Operational Period.

Assignments to Accomplish Objectives: These are normally recommended by each previous shift's Division or Group and Supervisors and reviewed by the Operations Section Chief before they go to the Planning section. They include the strategy, tactics, and resources to be used.

Supporting Material: Examples can include maps of the incident, a communications plan, a medical plan, a traffic plan, etc.

Incident Action Plan Development Forms

- ICS Form 202
- ICS Form 203
- ICS Form 204
- ICS Form 205
- ICS Form 215
- ICS Form 215A
- ICS Form 216



Incident objectives should have the following **SMART** characteristics:

1. **S**pecific – the wording must be precise and unambiguous in describing the objective.
2. **M**easurable – the design and statement of objectives should make it possible to conduct a final accounting as to whether objectives were achieved
3. **A**ction Oriented – the objective must have an action verb describing the expected accomplishments.
4. **R**ealistic – objectives must be achievable with the resources that the agency (and assisting agencies) can allocate to the incident, even though it may take several operational periods to accomplish them.
5. **T**ime Sensitive – the timeframe should be specific (if applicable).

Sample SMART Objectives

- Complete preliminary Damage Assessments of all damaged residential structures in the District within the next 24 hours
- Contain fire within existing area, during this operational period
- Rescue all flood victims who are in water with no further casualties before 1700 hours

7.5.2 Emergency Action Plans, (EAPs) are developed at the local government / district level. The use of Emergency Action Plans provides designated personnel with the knowledge of the objectives to be achieved and the steps required for achievement. The same procedures and outline for preparing Incident Action Plans are adopted for Emergency Action Plans.

Action plans are extremely effective tools during all phases of a disaster. The action planning process involves the DOC Director, Section Chiefs, and other DOC staff, as needed. The EAP documents the operational period, staffing assignments and tasks in addition to briefing schedules and incident objectives.

7.6 Reporting Systems

The State of California currently has an Internet web-based information reporting system, (Web EOC) for use during emergencies. The purpose of Web EOC is to improve the state's ability to respond to major disasters. The state's Web EOC has been expanded to include all Operational Areas (OAs) in the state. The intent of Web EOC is to increase the level of service and efficiency by improving the state's ability to respond to, manage and coordinate requests for resources in emergencies as well as, to collect process and disseminate information during and after an emergency or disaster. The Contra Costa Operational Area recommends that local government EOC's and special district DOC's adopt this same reporting program.



7.7 Communications

When the DOC is activated, communications and coordination are established between the Incident Commander (IC) and the DOC directly.

The following delivery resources support DOC communications:

- **CAD** – A Computer Aided Dispatch system used by first responders, medical personnel and local government.
- **Communications Unit** – The District depends on its radio staff and volunteers to staff its emergency communication unit. It has licensed amateur radio operators, as well as ICS Type-III volunteers with auxiliary communications expertise in the following modalities: Computers, networks, software, microwave, radio systems, satellite, video conferencing, and similar technologies. In support of DOC operations, a primary responsibility is to staff and maintain the communications room in the DOC. Volunteers can also be deployed to various duty stations throughout the District to further communication if more traditional means are inoperable.
- **CWS** – Community Warning System automatically transmits alerts and warnings over a variety of communication channels.
- **1610 AM** - San Ramon 1610 is a low-power AM radio station used locally for broadcast of real-time emergency information. The station exists to provide residents and motorists with timely and accurate information about incidents and emergency operations.
- **EBRCS** – East Bay Regional Communications System a P25 compliant digital radio communication system that provides fully interoperable communications to all public agencies within Alameda and Contra Costa Counties.
- **Government Emergency Telecommunications Service (GETS)** – A government telecommunications service that is intended to be used in an emergency when the landline network is congested.
- **Mobile Capabilities** – The District has significant communications resources such as the base stations, cache radios, mobile repeaters, and other logistical assets.
- **OASIS** – Operational Area Satellite Information System which provides inbound and outbound telephone communication between operational areas and the state. The dedicated lines are located in the Office of Emergency Services.
- **Nixle** – A community alerting program that is locally controlled.
- **ReddiNet** - A dedicated emergency medical communications network. It facilitates information exchange among hospitals, EMS agencies, paramedics, dispatch centers, law enforcement, homeland security, public health officials and other health care system professionals in local and regional communities.
- **Satellite Phones/Wi-Fi** – The District DOC has one mobile satellite phone.
- **Telecommunications Service Priority** – A program that authorizes priority service for vital voice and data circuits.
- **VHF Legacy System** – A radio system that can be used as a back-up to the EBRCS system and is maintained by the Office of the Sheriff.

Lessons Learned

- Amateur radio operators are an essential resource for back-up communications when primary (e.g., 911 call centers and cellphone systems) communications fail.



- **Web EOC** – A web based software program used for situational awareness and resource requests and tracking within the operational area and with Cal OES.
- **Wireless Priority Service** – Similar to GETS except using wireless carriers.
- **440 MHz Radio System** – Alternate communication mode for incident communications within designated talk groups, health services and countywide.

7.8 Mutual Aid / Multi-Jurisdictional Coordination

The basis for this system is the *California Disaster and Civil Defense Master Mutual Aid Agreement* (MMAA), which was developed in 1950. The agreement obligates each signatory entity to provide aid to the others during an emergency without expectation of reimbursement. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

Master Mutual Aid agreements cover, but are not limited to	State and Local Mutual Aid agreements cover
Fire	Emergency Management (EMMA)
Police	Coroner
Medical and Health	Petrochemical Mutual Aid Organization
Communication	American Red Cross
Transportation Services and Facilities	California Resiliency Alliance
	Volunteer Center of the East Bay
	Contra Costa Crisis Center

Local jurisdictions are responsible for the protection of life and property within their geographic boundaries. Mutual aid is designed to ensure adequate resources, facilities, and other support in the event of an emergency whenever their own jurisdictional resources prove to be inadequate. Requests begin at the field level and follow the SEMS procedures.

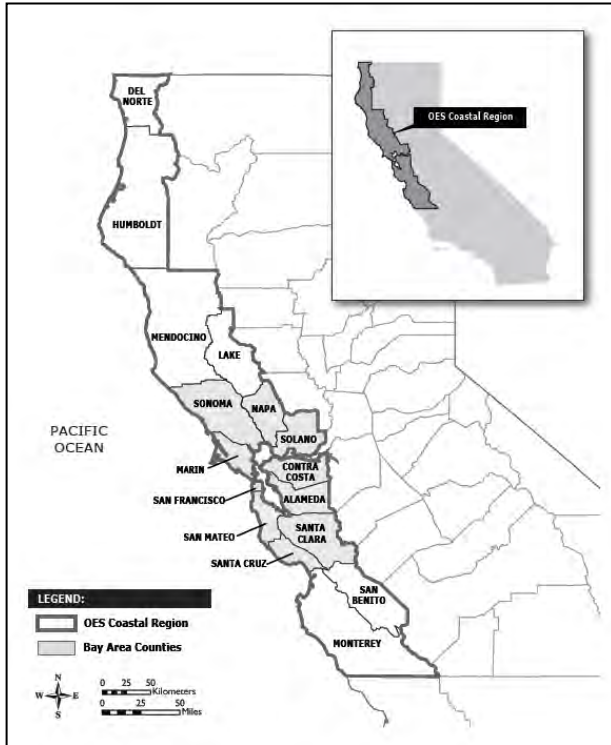
Before locally committed resources are exhausted and mutual aid is needed, local officials will request assistance from the Operational Area. If the need can't be filled at the operational area level, the request is forwarded to the regional level.

The following are examples of specialized resources that Contra Costa County may utilize to augment services to the community:

- Cal Fire Ground and Aerial Attack Fire Fighting
- Specific SAR canine capability
- East Bay Regional Parks and California Highway Patrol helicopter assets
- US Coast Guard Vessel Capability
- Ambulance Strike Teams
- Mutual Aid Mobile Field Force (MAMFF)
- Area hazardous materials teams
- Robust EMS neonatal / pediatric emergency preparedness program
- Bomb Squad
- Extensive Ground SAR capability to include remote satellite communications



- Dive Team with ROV, (Remote Operating Vehicle) capability
- Fire strike teams



The state is divided into six geographic Mutual Aid Regions. **Contra Costa County is in the Coastal Region, Mutual Aid Region II** along with the counties of: *Monterey, San Benito, Santa Cruz, Santa Clara, San Mateo, Alameda, San Francisco, Marin, Sonoma, Napa, Solano, Mendocino, Lake, Humboldt and Del Norte.*

Each region is comprised of multiple Operational Areas and each has a Regional Mutual Aid Coordinator. Currently Alameda County is the Regional Mutual Aid Coordinator for Law and Emergency Medical Services (EMS). Contra Costa County is the Regional Mutual Aid Coordinator for Fire.

7.9 Activation of the Multi-Agency

Coordination System (MACS)

Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of multi-agency coordination systems. This includes developing and maintaining connectivity capability between Incident Command Posts, local Public Safety Dispatch Centers, local Emergency Operations Centers, Department Operating Centers, the Regional Emergency Operations Centers and the State Operations Center.

7.10 Emergency Managers Mutual Aid (EMMA)

Pursuant to the Master Mutual Aid Agreement, the California Emergency Council approved the Emergency Managers Mutual Aid (EMMA) Plan on November 21, 1997. The EMMA Plan outlines the policies for the program. The purpose of EMMA is to support disaster operations in affected jurisdictions by providing professional emergency management personnel.

EMMA is composed of emergency management personnel from local and state government. The process for the allocation of resources is as follows:

- The County, Cities, and special districts will forward their requests for mutual aid through the OA.
- The OA will act as the coordinator point between the County, Cities, and special districts and the Cal OES Southern region.



-
- The Cal OES regional offices will act as the coordination point and facilitate mutual aid among OAs.
 - The Cal OES headquarters will facilitate the provision of mutual aid among Cal OES regions.

7.11 Staff Training

The San Ramon Valley Fire District Fire Chief is responsible for developing and providing all training required under the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) regulations. The Fire Chief is responsible for providing training for all of the District's emergency responders, ensuring that all applicable laws are complied with, and employees are familiar with and knowledgeable of the District's Emergency Plan. The Fire Chief is also responsible for developing appropriate exercises.



SECTION VIII: RECOVERY

8.1 Recovery Activities

The recovery phase of an emergency is often defined as restoring a community to its pre-disaster condition. Recovery is the process of re-establishing a new state of normalcy in the affected areas of the county. The specific approach to recovery operations following a disaster will be determined by the location, size and nature of the incident.

The District will be called upon to provide personnel, equipment, and resources to save lives and property, limit incident growth and participate in the process to recovery.

Transition from response operations to recovery is a gradual shift to assisting individuals, households, businesses and governments meeting basic needs and returning to self-sufficiency.

Short term recovery primarily involves stabilizing the situation and restoring services. These activities may last for weeks.

Long term recovery focuses on community restoration and may last months or even years. Long term recovery activities include, reconstruction of facilities and infrastructure, housing plans, implementation of waivers, zoning changes and other land use laws and assistance to displaced families.

Local Government entities set priorities and obtain resources for recovery within their respective areas of authority. The following actions are taken to stimulate recovery:

- Conduct damage assessment
- Assess housing needs to include identifying solutions and request support
- Initiate temporary repairs to public facilities
- Issue permits for repairs and demolition of private property
- Remove debris
- Open transportation routes
- Restore services such as power, water, sewer, communications and transportation
- Activate Local Assistance Centers
- Coordinate program assistance to individuals, businesses, farmers and ranchers
- Document disaster related costs for reimbursement through federal grant programs
- Enact zoning variances to accommodate business and commercial repairs
- Resume governmental functions
- Begin planning for long term recovery
- Assist with the identification of temporary business space



8.2 Documentation

Documentation is an integral part of the response plan. A lack of proper documentation will have a far greater and longer lasting impact on the District than the costs involved in our response and recovery efforts. Forms are provided in the command kits assigned to response apparatus as well as on the District iNet.

During a disaster, at minimum the ICS 214 should be completed by all units and maintained throughout the disaster. The 214 log is used to record details of unit activity. The file of these logs provides a basic reference from which to extract information for inclusion in any after-action report and is submitted to the documentation unit.

Documentation is the key to recovering eligible emergency response and recovery costs. Responsibility for maintaining District records rests with the entire staff. The following are examples of how the history and chronology of emergencies are captured:

- Incident Action Plans
- Situation status reports
- Activity logs
- Resource requests
- Timekeeping records to include overtime documentation
- Damage assessment data

✓ COLLECT
✓ TRACK
✓ MONITOR
✓ SHARE

Under the California Disaster Assistance Act (CDAA), documentation of damage sustained from a disaster is required. It will be the responsibility of all appropriate county jurisdictions to collect documentation of these damages and submit them to the Recovery Branch Leader of the Finance and Administration Section. The documentation should include the location and extent of damage and estimates of costs.

8.3 After Action Report (AAR)

The After Action Report (AAR) will serve as a source for documenting the District's successes and areas in need of improvement in addition to identifying resource gaps. District staff will coordinate with all the appropriate operational area jurisdictions in compiling an after action report after an emergency or exercise. All staff are responsible for participating in the after action review process. The AAR will be written in simple, clear and concise language as a means to ensure lessons learned are understood. *Actions taken, resources utilized, and the economic and human impacts* are just a few key factors illustrated in an AAR. Each AAR carries over to the next exercise or incident in order to test previously implemented improvements. Generally, AARs lead to an Improvement Plan, and contain corrective actions that are continually monitored and implemented as part of improving readiness.

AARs should follow the CalEMA After Action Report Questionnaire in Appendix AAR and should include the following:

- ***Identified improvement plans***
- ***Corrective action by priority level***
- ***Responsible staff member or team***
- ***Projected resolution date***



SECTION IX: SUPPORTING ELEMENTS

The supporting elements are variations of functional components tailored to the Plan. While the basic plan provides broad overarching information relevant to the Plan as a whole, these supporting elements focus on specific areas requiring an emergency operations focus.

9.1 Integrating People with Disabilities and Others with Access and Functional Needs

The SRVFPD takes a whole community approach to serving the needs of the local residents. In part this is accomplished by engaging critical stakeholders with expertise in areas such as healthcare, transportation and sheltering. Populations with access and functional needs include those members of the community who may have additional needs before, during and after an incident in functional areas.

Individuals in need of additional response assistance may include those who:

- Live in institutionalized settings
- Are elderly
- Are unaccompanied children
- Are from diverse cultures
- Have limited English proficiency or are non-English speaking
- Are transportation disadvantaged
- Have no access to any communications devices
- Have no access to a shelter and/or may need to be assigned a Functional Access Service Team (FAST) member
- Have disabilities – temporary and/or lifelong
- Have sight or hearing impairments
- May require medical care
- May require supervision
- Other situations that would ensure maintaining independence

Lessons learned from recent emergencies concerning people with disabilities and other access and functional needs have shown that the existing concepts of emergency planning, implementation and response must meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and others with access and functional needs:

- Communications
- Sheltering
- Evacuation / Transportation
- Recovery

9.2 Warning



The County's Community Warning System may be used to provide time-sensitive alerts and warnings to affected members of the public about imminent hazards to human life or health for which specific protective action is recommended. These types of alerts and warnings include hazardous material incidents, public health emergencies, law enforcement emergencies, fires threatening populated areas, severe flooding, or "at risk" missing persons. The most common protective actions for these types of hazards are shelter in place, evacuate, or be-on-the-lookout.

The Community Warning System automatically coordinates the transmission of alerts and warnings over a variety of delivery systems, including:

- Sirens near major industrial facilities and in other special safety zones
- Telephone Emergency Notification System (TENS) that includes both landlines (Reverse 911) throughout the county, and pre-registered mobile devices (cell phones, text and email messages)
- Social media, including Facebook and Twitter, and CWS website postings
- California's Emergency Digital Information System (EDIS)
- Federal Integrated Public Alert and Warning System (IPAWS)
- Emergency Alert System (EAS)
- NOAA weather radios
- Wireless Emergency Alerts (WEA)

The Community Warning System has predesigned templates for a variety of warning messages to expedite the message development process. Although templates exist for many of the hazards common in Contra Costa County, it is important to remember that all messages should include:

- What authority is issuing the warning
- What the hazard is
- A specific affected area for which the warning is in effect
- Who, specifically, is affected by this warning and what they should do
- How long the warning is in effect/when it expires

9.3 Population Protection

- Evacuations and "shelter-in-place" orders will be handled pursuant to Office of the Sheriff Policies and Procedures, with the Incident Commander balancing the immediate hazards associated with remaining on scene against the risks of moving people in a dangerous environment.
- The Incident Commander or other authority will recommend a protective action based on discussion with the appropriate personnel regarding the nature of the incident.
- The Incident Commander has the authority to initiate evacuation or a shelter-in-place order based upon his/her assessment of the situation at the time.
- Area resources and, when available, additional resources, including personnel, transport, etc., may assist with the evacuation effort to provide security and to facilitate an organized transition to a safe environment.
- Early/Advanced evacuations will generally be conducted by available law enforcement working the affected area.



- Unaccompanied minors will be evacuated to a safe, contained location and supervised by a responsible adult/official until they can be reunited with parents.
- Parents will be directed to evacuation location to pick up children.
- Area resources and, when available, additional resources may be allocated to provide temporary security to at-risk groups when a credible threat to safety exists.
- Detention facility transportation units will move incarcerated individuals to pre-determined, secure locations in the event of an evacuation.
- The Community Warning System may be used to notify the public about existing hazards and protective actions to take.
- At the request of the Incident Commander, all in accordance with policies and procedures. The Community Warning System can be used to notify the public at the end of a shelter-in-place action.
- Animal Control Services coordinates the care and shelter of evacuees' pets with consideration to location of American Red Cross shelters.
- Most jurisdictions do not support forced evacuations. Property owners have the right to make independent decisions about evacuation.

9.4 Public Information

9.4.1 Purpose

This supporting element is to establish uniform guidelines and practices for the effective development, coordination and dissemination of emergency information to the public in the case of an emergency or disaster. It utilizes the parameters of the Contra Costa County Joint Information System procedures for:

- Rapid delivery of accurate information and instructions to the public and media
- Response to public and media inquiries
- Dissemination of critical information to internal and external partners
- Establishment of a Joint Information System (JIS) and Joint Information Center (JIC)

9.4.2 Assumptions

During emergency situations:

- The public and media will need and want information about the situation and instructions on what actions to take.
- Residents will make better decisions if given updated information regularly.
- Local media can provide an essential role in delivering information and instructions to the public; regional or national media may also play a role and need to be considered.
- Many communication channels exist, but not all may be available in any given emergency. The situation will drive the channels and tools to be used.
- Monitoring of the media will require advanced planning to know which methods they are using to disseminate information besides their primary channels.
- Social media will be the most challenging to monitor and control, but have significant value to the public.



- Perception is the key; Joint Information System team members need to convey a calm presence, authority and situational understanding to the media and the public at all times.

9.4.3 Objectives

- To guide public action as determined by the DOC Director in a Department Operations Center, or by the Incident Commander if in the field.
- To gain public confidence by providing timely, accurate, credible and actionable information.
- To keep the public calm by building trust, explaining the process in place to find answers, give people specific actions to take, and reassure them.
- To meet the needs of the news media and social media influencers.
- To meet the needs of internal and external partners and stakeholders.
- To meet the needs of people with disabilities and others with access and functional needs, as well as others that would be considered vulnerable in an emergency.
- To provide information to the public in coordination with city, state and federal agencies, as well as community based, faith based and non-government organizations.

9.4.4 Practices and Guidelines

- It is the policy of the San Ramon Valley Fire District to develop plans and procedures to address public information needs during an emergency or disaster response within the District in coordination with open Emergency Operations Centers.
- The lead Public Information Officer (PIO) and additional designated PIOs will coordinate efforts to provide timely and effective information prior to, during and following a major emergency or crisis that affects public safety, public health, community well-being and continuity of operations.
- The PIO is responsible for the dissemination of accurate and timely information to affected populations, with consideration for people with Access and Functional Needs.
- Multi-lingual support such as translation services and non-English broadcast media cooperation may be explored to communicate more effectively with a diverse public.
- Information released to the media and/or public will be verified by public information staff and the DOC Director.
- The San Ramon Valley Fire District will use the concept of a JIC to coordinate the release of information, and a Joint Information System or virtual JIC when physically co-locating is not possible or practical.
- A joint information center will be opened when there is more than one agency involved or impacted in an emergency incident.

9.4.5 Media Access

- Media access to PIOs during an emergency/disaster will be provided through contacts within the DOC or a field JIC. Physical access to the DOC will not be permitted without permission of the DOC Director, and media must be accompanied by a PIO at all times.
- Disaster and accident scenes may be closed to the public under authority of 409.5(a) P.C. which states "...a menace to the public health or safety is created by a calamity such as a flood, storm, fire, earthquake, explosion or other disaster..."



- It is important to note, however, that 409.5(d) P.C. states “Nothing in this section shall prevent a duly authorized representative of any news service from entering the area closed...” After being advised of any existing danger, members of the news media are permitted free movement in the area as long as they do not hamper, deter or interfere with law enforcement or public safety functions.
- Consideration shall be given to the need to protect crime scenes within a disaster or accident scene and the need to protect the privacy of juveniles and medical patients before providing media access to these areas.

9.4.6 Primary Responsibilities for the Public Information Officer

- Evaluate the need for and, as appropriate, establish and operate a Joint Information System.
- Establish a JIC as necessary, to coordinate and disseminate accurate and timely information.
- Determine from the DOC Director or Incident Commander if there are limits on information available to be released, and what the scope of release will be.
- Develop material for use in media briefings.
- Obtain approval of media releases.
- Inform the media and moderate media briefings, whether in person, via conference call or other means.
- Arrange for tours, interviews or briefings as needed.
- Maintain current information summaries and/or display boards about the incident.
- Maintain an Activity log for PIOs.
- Manage media and public inquiries.
- Coordinate emergency public information and warnings.
- Monitor media and social media reporting for accuracy, and take corrective action where needed.
- Ensure that all required agency forms, reports and documents have been completed prior to demobilizing a Joint Information Center or System.

9.4.7 PIO Roles and Functions within a JIC

- Lead PIO with overall responsibility for Joint Information Center operations
- Information Gathering
- Information Verification
- Coordination and Production of Messaging
- Information Dissemination
- Media Monitoring
- Social Media Monitoring
- Liaison
- Provides coordinated communication with key program areas and other entities involved in response and recovery operations
- Coordinates with elected officials, community leaders, VIPs, and other governmental and non-governmental organization support agencies



9.5 Private Sector Coordination

The California Resiliency Alliance (CRA) created regional public-private partnerships to improve homeland security and natural disaster response. Examples of partnerships include technology, financial, retail, health and biotechnology, and energy companies. The CRA is linked into a mutual aid alliance network as well as governments and associations. The role of CRA is to facilitate business and government partnerships to fill important gaps. The CRA initiatives include cross-sector response coordination, public health emergencies through the Bay Area Cross Sector Partners in Preparedness (BACSPP) as well as critical infrastructure protection through the Northern California Regional Intelligence Center (NCRIC). Additional initiatives include FEMA National Emergency Information Technology Guard volunteers, the emergency resource registry and the Cal OES Good Samaritan registry.

Lessons Learned

- It might take 24 to 48 hours to determine where the volunteers are most useful in the operation.
- Spontaneous volunteers were useful for roadway clearing.
- Use a staging area for the spontaneous volunteers so that you can manage and control them until a plan is in place to collect their information, issue credentials, and assign them to tasks.

The CRA is integrated into EOC / DOC at all levels of government. The private sector liaison in the EOC communicates information and obtains situational awareness for business continuity purposes. In addition the CRA works with the Logistics Section to coordinate private resources such as, water, food, clothing, cots, equipment, technology and facilities like warehouses and cafeterias.

9.5.1 Non-Governmental Volunteer Groups

Volunteer groups active in disasters (VOADs) provide response to first responders and victims of disasters. Some of the VOADs in Contra Costa County are:

- Salvation Army is a ministry with a mission to meet human needs without discrimination. In addition they can provide feeding services in a disaster.
- Saint Vincent de Paul Society is a nonprofit organization that provides direct assistance to anyone suffering or in need. They offer a lifeline to those in want of food and clothing, rent assistance, medical aid, help with addiction or incarceration, employment and shelter.
- Community Awareness and Emergency Response (CAER) is a non-profit public benefit corporation of public emergency response agencies, local government officials and facilities and businesses that use, store, handle, produce or transport hazardous materials with a mission to actively enhance public health and safety.



9.5.2 Governmental Volunteer Groups

Contra Costa County Area Agency on Aging provides leadership in addressing issues that relate to older residents, to develop community-based systems of care that provide services which support independence within our local community interdependent society, and which protects the quality of life of older adults and persons with functional impairments, and to promote citizen involvement in the planning and delivery of service.

9.5.3 Office of the Sheriff - Emergency Services Support Unit

The Emergency Services Support Unit (ESSU) manages volunteer groups who contribute significantly to emergency operations. Activation of the Sheriff's volunteer programs is through the Law Branch Mutual Aid Coordinator in the Emergency Operations Center. Volunteer units may be called upon for their specialized training and professional skills in the following groups:

- Air Squadron – Pilots and observers provide air operations support which includes transportation, surveillance, logistics and disaster response
- Cadets – Young adults participate in public events, search and rescue and traffic enforcement
- Communications Unit – Licensed amateur radio operators provide alternate communication to the operational area in support of an exercise or emergency
- Chaplains – The chaplaincy program provides support, comfort, guidance and counseling in times of crisis to the law enforcement community and the public
- Dive Team – Certified rescue divers are available to assist with evidence collection, victim recovery, hazardous object removal, inspections and disaster response
- Food Service Unit – Volunteers support field operations during training and emergency events by providing nourishing meals
- Ground Search and Rescue Team – Volunteers are requested to assist in locating missing or at-risk persons, evidence collection, public events and disaster response
- MAMST Mutual Aid Mobile/Medical Support Team – Volunteers provide support by deployment and equipment supply and maintenance for the Mobile Field Force, Search and Rescue and the Special Weapons and Tactics Team
- Reserve Deputy Sheriffs – Reserves assist with in-custody transportation, patrol and detention duties and special assignments such as DUI checkpoints and off road activities and special events
- SAVES – Sheriff's All Volunteer Extended Services – This diverse unit of community members with varying skill sets assist with the delivery of logistical and clerical support mostly in field operations and administrative assignments

9.5.4 Healthcare Volunteer Groups

- Contra Costa Health Services Medical Reserve Corps (MRC) – a local group of volunteers committed to improving the public health, emergency response and resiliency of Contra Costa County

Volunteer Management

- Prepare for the arrival of volunteer organizations
- Invite those groups that we need
- Many volunteers will self-deploy
- Screen all volunteers
- Use PIO to obtain/cancel volunteers
- Identify a Volunteer Reception Center that will process volunteers for the area.



- Contra Costa Health Services Disaster Healthcare Volunteers (DHV) - a group of individual healthcare providers with active licenses in their respective medical disciplines, public health professionals, or a members of a medical disaster response team who volunteer for disaster service

Volunteer and donation groups can greatly enhance and supplement emergency response personnel and materials. The county will follow the State Disaster Service Worker (DSW) program guidelines. By law, the DSW program says that all public employees are disaster service workers, and are required to perform “such disaster service activities as may be assigned to them by their superiors or by law.” Coordination is established by the Operational Area with neighboring jurisdictions and Cal OES. These coordination efforts have a direct impact on multi-jurisdictional response planning and recovery roles. The level of involvement will vary considerably depending upon the nature and complexity of the incident. Volunteer agencies mobilize their resources through their own systems.

9.6 Training and Exercises

Training, tests and exercises are essential to ensure public officials, emergency response personnel and the public are ready. As part of the emergency management training curriculum, it is recommended that personnel with emergency responsibilities complete emergency management courses as described by the SEMS Approved Course of Instruction and the National Incident Management System (NIMS) integration criteria. The Governor’s Office of Emergency Services provides training for emergency managers and first responders through the California Specialized Training Institute. Each agency is responsible to maintain training and exercise records that demonstrate self-certification and compliance with SEMS and NIMS.

9.6.1 Preparedness Exercises

Exercises provide personnel with an opportunity to become familiar with the procedures, facilities and systems that will be used in an emergency. The District should plan for and participate in an exercise program that involves emergency management response personnel from multiple disciplines and multiple jurisdictions.

Exercises should:

- Be as realistic as possible
- Use the application of SEMS
- Be based on risk assessments
- Include non-governmental organizations and private sector when appropriate
- Refer to state and federal guidelines for other specifics

9.7 Contra Costa County Animal Response Team

The Contra Costa County Animal Response Team (CoCOCART) is a group of dedicated volunteers who set up and staff temporary shelters for all species of animals, including dogs, cats, horses, and pigs. CoCoCART operates under the direction of the Contra Costa County Animal Services Department (CCASD).



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: March 27, 2019

To: Board of Directors

From: John Duggan, EMS Battalion Chief

Subject: Approval of Position Reclassification: Emergency Medical Service
Coordinator/Registered Nurse and EMS Liaisons

Summary:

The EMS Division currently has two vacant budgeted positions. An analysis of the current structure of the EMS Division was completed, and based upon that analysis, staff's recommendation is to reclassify the two vacant (safety) EMS Captain positions to an (civilian) EMS Coordinator/Registered Nurse position, and three (3) EMS Liaison positions. The analysis and recommendation to restructure the EMS Division was discussed with the Board of Directors EMS Committee at their meeting on February 20, 2019. The EMS Committee was in favor of the restructuring plan and provided direction to staff to bring the matter before the full board for consideration.

Discussion:

The EMS Division is currently comprised of four budgeted positions: (1) One Battalion Chief; (2) Two EMS Captains and (1) One Senior Office Assistant. In recognition of the ever-increasing complexity of EMS statutory regulations, it was determined that an effective and efficient structure of the EMS Division would include an EMS Coordinator/Registered Nurse position. The ideal candidate would possess experience in the areas of continuous quality improvement and pre-hospital care education. The adoption of this position will enhance the oversight of emergency pre-hospital care and contribute to the goal of ensuring the District continues to provide the highest possible level of customer service. This position is a non-safety, unrepresented position, reporting directly to the EMS Chief. A recruitment for this position has been initiated, with the notation that the position is pending Board of Directors approval.

In addition, staff is recommending the development of an EMS Liaison position to further coordinate EMS activities and training between the (day) EMS Coordinator/Registered Nurse and our field (shift) personnel. Staff envisions three (3) EMS Liaison positions, one for each of the three shifts. The EMS Liaison would receive an additional 5% pay incentive, like members on the Haz Mat Team or Rescue Team.

Financial Impacts:

The recommended restructuring of the EMS Division is projected to save the District approximately \$366,000 in salary and benefit costs: \$73,000 from the difference between the EMS Captain and the EMS Coordinator/RN position and \$293,000 from the difference between the EMS Captain and the three (3) EMS Liaison positions.

Recommended Board Action:

Authorize the reclassification of two (2) EMS Captain positions to an EMS Coordinator/RN position and three (3) EMS Liaison positions.



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Date: March 27, 2019

To: Board of Directors

From: Frank Drayton, Deputy Chief, Facilities, Fleet and FLSD

Subject: Approval of Position Reclassification - Administrative Assistant

Summary:

At the March 5, 2019 Board retreat there was a discussion regarding the reorganization of duties and responsibilities following the pending retirement of one of the District's two Deputy Chiefs. The one remaining Deputy Chief will need additional administrative support in overseeing a broader range of functions. The Facilities Division currently has one Senior Office Assistant vacancy due to retirement. Staff is requesting authorization to reclassify the Senior Office Assistant position to an Administrative Assistant position.

Discussion:

The Facilities Division currently has one budgeted full-time Senior Office Assistant position, which is vacant. This position provided administrative support to the Deputy Chief overseeing Fleet and Facilities. Based upon an evaluation of the needs following the reorganization however, staff feels that the position level needs to be elevated. The candidate in this position needs to have strong administrative and analytical skills, experience in budgeting, strategic planning, data analysis, and coordination of special projects. Lastly, this position may have supervisory responsibilities of the District Aides. It is a non-safety, unrepresented, management position.

Financial Impacts:

The annual difference between the Senior Office Assistant and the Administrative Assistant position is roughly \$17,000. Due to current salary savings, no additional appropriation would be needed for FY 2018-2019.

Recommended Board Action:

Authorize the reclassification of a Senior Office Assistant position to an Administrative Assistant position.

Administrative Assistant

Salary Schedule: \$80,946 - \$103,305 Annually

FLSA: EXEMPT

DEFINITION

Under minimal supervision, performs a variety of highly responsible and complex clerical, secretarial and administrative duties for a Deputy Chief and provides direct supervision over assigned administrative support staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Deputy Chief and exercises direct supervision over assigned administrative support staff.

CLASS CHARACTERISTICS

The Administrative Assistant is the executive-support level class within the Office Assistant series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned to classes within this series, including performing executive level complex administrative and clerical work for the Deputy Chief. Incumbents exercise independent judgment within the parameters outlined by the Deputy Chief. With minimal supervisor, incumbents provide administrative support, perform research, analyze data, prepare and edit correspondence, prepare budgets and work in conjunction with District staff, citizens, and external agencies.

This class is distinguished from the Senior Office Assistant in that the Administrative Assistant provides executive-level support and has primary responsibility for various high-level projects and programs and provides direction to other office support personnel, including temporary employees.

Examples of Essential Functions

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below, to address business needs and changing business practices. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs a wide variety of complex, responsible and confidential secretarial and administrative duties for management personnel;
- Performs administrative projects for management personnel;

- Researches and compiles background data;
- Maintains records and files regarding Division administrative activities;
- Screens calls, visitors and mail;
- Responds to complex requests for information;
- Attends and participates in committees, task forces and other public forums as requested;
- Interprets and explains District policies, rules and regulations in response to inquiries;
- Refers inquiries as appropriate;
- Independently responds to letters and general correspondence not requiring the attention of management personnel;
- Coordinates and makes travel arrangements;
- Maintains appointment schedules and calendars;
- Arranges meetings and conferences;
- Performs accounting functions related to ordering supplies, equipment and services;
- Maintains timesheet records of assigned administrative support staff;
- Orders and purchases supplies;
- Performs clerical duties related to Division activities such as typing, filing and distributing mail;
- Participates and assists in the administration of Division budgets;
- Prepares budget reports, compiles annual budget requests and recommends expenditure requests for designated accounts;
- Researches, compiles and analyzes data for special projects and various reports;
- Initiates and maintains a variety of files and records;
- Provides direct supervision, conducts performance evaluations, plans, assigns and reviews the work of administrative support staff;
- Recommends organization or procedural changes affecting Division activities;
- Establishes and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service;
- And performs related duties as assigned.

QUALIFICATIONS

In general, the Administrative Assistant will need the following knowledge, skills, and attributes to be successful in fulfilling the responsibilities of the position:

Knowledge of:

- English usage, spelling, grammar and punctuation;
- Modern office methods, procedures and computer equipment;
- Computer applications related to the work being performed, including Microsoft Word, Excel, PowerPoint, and other office administrative applications;
- Business letter writing;

- Business arithmetic and basic statistical techniques.
- Pertinent District government organizations, functions, policies, rules and regulations;
- And principles and practices of assigning and reviewing the work of others including conducting performance evaluations.

Ability to:

- Understand the organization and operations of local government, division functions, and other outside agencies as necessary to assume assigned responsibilities;
- Communicate effectively, both orally and in writing;
- Compose general correspondence and letters;
- Interpret and apply administrative and District policies, laws and rules;
- Operate and use modern office equipment including word processing equipment as assigned;
- On a continuous basis, know and understand all aspects of the job;
- Intermittently analyze work papers, reports and special projects;
- Identify and interpret technical and numerical information;
- Observe and problem solve operational and technical policies and procedures;
- Analyze situations carefully and adopt effective courses of action;
- Plan, organize and schedule priorities in the office;
- Compile and maintain complex and extensive records and prepare reports;
- Establish and maintain positive and effective working relationships with those contacted in the course of work;
- Train and evaluate assigned administrative support personnel;
- And type accurately at a speed necessary for successful job performance.

REQUIRED EDUCATION AND EXPERIENCE

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: An Associate of Arts or Science degree is required. Bachelor of Arts or Science degree is preferred with course-work in business, office management or a related field.

Experience: Four years of increasingly responsible secretarial and clerical experience involving frequent public contact, including one year in a lead capacity. Experience working in a public agency setting is desirable.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License. Maintenance of a valid California driver's license is required as a condition of employment.

The Fire District reserves the right to evaluate and consider, at its discretion, combinations of education and experience that tend to indicate an applicant possesses the skills, knowledge, and abilities listed herein.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to use hands and fingers to handle or grasp objects, type on a keyboard, and manipulate office equipment. The employee is frequently required to sit, stand, and walk. The employee is occasionally required to reach with hands and arms, kneel, crouch, or squat.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

The employee must have the ability to: drive a vehicle, operate a personal computer, read small print on documents, hear and speak well enough to communicate over the telephone and in person.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees regularly interact with District employees, as well as citizens and external vendors and agencies, and function under a dynamic work environment.

WORKING CONDITIONS

Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements; may be required to attend meetings, seminars, and conferences during or after work hours; consistently follow through with duties/assignments; work harmoniously with subordinates and superiors; wear approved uniform; report for work on a regular, consistent basis and maintain an acceptable attendance record in accordance with District policy.



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: March 27, 2019
To: Board of Directors
From: Paige Meyer, Fire Chief
Ken Campo, Interim CFO
Subject: 2018-19 Mid-Year Budget Review

Background

Last June, the Board of Directors adopted a 2018-19 Annual Operating Budget that reflected the Board's commitment to providing a level of emergency services second to none and keeping the District on a fiscally sustainable path into the foreseeable future. The adopted General Fund budget included projected revenues of \$78.5 million, which was enough to cover projected ongoing operating costs of \$70.9 million, annual debt service of \$1.9 million, a capital set aside of \$3.0 million and add \$2.8 million to the ending reserve balances. The adopted Capital Projects Fund budget included projected capital spending of \$3.8 million, along with the General Fund contribution for a net reduction to the ending balance of \$800,000.

Attached is a General Fund budget review comparing actual operating results for 2017-18 with the 2018-19 budget, actual activity through January 2019, and revised projections for 2018-19. Based on actual operating results through January, the District is now expected to end the fiscal year with an operating surplus of \$5.0 million; \$2.2. million more than initially expected.

Overall, the financial outlook for the District remains positive and the District continues to be well-positioned heading into next fiscal year and beyond.

General Fund Revenues

General Fund revenue is projected to exceed budget by approximately \$2.0 million, mainly due to increased property tax revenue (\$1.5 million) and strike team revenue reimbursement from the State (\$574,000).

The District experienced a net taxable value increase of 5.3% for the 2018-19 tax roll, which was slightly lower than the countywide increase of 6.2% for the same period. The assessed value increase between 2017-18 and 2018-19 was \$2.5 billion. Major components of the increase include \$1.0 billion (42%) from higher value sales of existing property, \$778 million (31%) from the 2% Proposition 13 inflation adjustment and \$194 million (8%) from the Proposition 8 recapture of previously lowered values. On average the District receives 15 cents of every property tax dollar collected within the District; which means the District receives roughly \$1.5 million of property tax revenue for every \$1 billion of assessed value. Because of the increased

valuation, property tax revenue for the year is now projected at \$72.4 million, or about \$1.5 million more than budget. This represents an increase of 3.6% over the amount collected last year.

The other major change relates to the reimbursement from the State Office of Emergency Services (“OES”) for strike team deployments and use of District fire apparatus and mobile communications unit during last year’s unprecedented wildland fire season. The District expects to receive \$574,000 as reimbursement from State OES for costs incurred in assisting with the statewide firefighting effort.

General Fund Expenditures

General Fund expenditures are projected to be under budget by a net \$189,000. Overtime costs are projected to exceed budget by \$1.1 million due the backfill of personnel on strike team deployments and personnel off work due to injuries. Offsetting the increased overtime costs are salary and benefit savings from retirements and vacant positions of \$1.4 million. Expenses related to workers compensation claims are expected to be \$100,000 higher than budget while the property tax share payment to the City of San Ramon is projected to be \$48,000 more than expected.

Capital Projects Fund Revenue and Expenditures

The Capital Project Fund budget needs to be increased by \$3,400,000 for the Type 1 engines that were budgeted, ordered and paid for last fiscal year, but not received until this fiscal year. Last year’s payment was reclassified to prepaid expense at June 30, 2018 for financial reporting purposes. As such, the payment will be shown as an expense for this fiscal year and the budget needs to be adjusted accordingly.

Budget Adjustments

The recommendation is to add \$574,000 to the General Fund revenue and expenditure budgets for the activity associated with strike team deployments; while other budget adjustments can be accomplished via transfers between expenditure accounts with no overall impact to the General Fund budget.

Recommendation

By simple motion, approve the following budget adjustments:

- Increase General Fund revenue budget (State Reimbursements) by \$574,000
- Increase General Fund expenditure budget (Overtime) by \$574,000
- Increase Capital Project Fund expenditure budget (Type 1 Engines) by \$3,400,000

Attachments

1. Fiscal Year 2018-19 General Fund Budget Review

FY 2018/19 Mid-Year Budget Review

General Fund

Fiscal Year 2018-19 Mid-Year Budget Review Summary

Revenue	Actual 2017-18	Approved Budget 2018-19	Jul-Dec 2018 Actuals 2018-19	Projected 2018-19	\$ Variance	% Variance	% increase	Notes
					Budget vs. Projected	Budget vs. Projected	Over Prior Year	
Property Tax	\$69,840,586	\$70,814,520	\$40,746,132	\$72,363,000	1,548,480	2.1%	3.6%	AV increase
Interest Income	240,818	500,000	242,261	500,000			107.6%	Higher invested balance + higher rates
Ambulance Services	3,762,418	4,650,000	2,266,326	4,550,000	(100,000)	-2.2%	20.9%	2018 rate increase
City of San Ramon - Dispatch	1,300,000	1,350,000	675,000	1,350,000			3.8%	Scheduled payments per agreement
Reimbursements from State & County	1,464,241	364,773	185,842	939,000	574,227	61.2%	-35.9%	Strike team reimbursement
Inspection, plan review fees & citations	713,602	756,293	550,091	756,000	(293)	0.0%	5.9%	Increased Plan Reviews (City Center)
Cellular Tower rental income	64,224	62,808	38,381	63,000			-1.9%	Contractual lease payments
Miscellaneous	140,054	0	20,993	21,000	21,000	100.0%	-85.0%	Misc. insurance proceeds
TOTAL REVENUE	\$77,525,944	\$78,498,394	\$44,725,026	\$80,542,000	2,043,606	2.5%	3.9%	
Expenditures								
Salaries	\$25,622,374	\$26,890,187	\$12,754,508	\$25,733,537	(1,156,650)	-4.5%	0.4%	Vacancies
Overtime	9,032,684	7,576,910	4,910,496	8,647,226	1,070,316	12.4%	-4.3%	Backfill vacancies, injuries and strike teams
Pension contribution	16,724,979	17,403,051	8,852,973	17,152,310	(250,741)	-1.5%	2.6%	Based on salaries + \$300,000 add'l paydown
Insurance	4,272,934	4,320,785	2,461,980	4,320,785	0	0.0%	1.1%	
Workers' Comp	1,055,042	1,000,000	642,117	1,100,000	100,000	9.1%	4.3%	W/C settlement
OPEB contribution	6,162,555	6,821,989	3,670,189	6,821,989	0		10.7%	Full ADC + \$200,000 add'l paydown
Services and supplies	5,813,978	6,792,986	3,064,420	6,792,986	0	0.0%	16.8%	Primarily apparatus maint. & repairs
Property Tax Share	50,939	49,195	0	97,100	47,905		90.6%	City Center development
SubTotal Operating Expenditures	\$68,735,485	\$70,855,103	\$36,356,684	\$70,665,933	(189,171)	-0.3%	2.8%	Overall increase as a result of OT.
Capital projects contribution	\$3,069,110	\$2,989,012	\$1,494,506	\$2,989,012	0			
Debt service	1,797,704	1,881,254	1,881,254	1,881,254	0			
TOTAL EXPENDITURES	\$73,602,299	\$75,725,369	\$39,732,443	\$75,536,199	(189,171)	-0.3%		
Reserve addition (use)	3,923,644	2,773,025	4,992,583	5,005,801	2,232,777	44.6%		
Beginning Fund Balance	59,149,738	63,073,381	63,073,381	63,073,381				
Ending Fund Balance	\$63,073,381	\$65,846,406	\$68,065,964	\$68,079,182	2,232,777	3.3%		

NEW BUSINESS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: March 28, 2019

To: Board of Directors

From: Stephen Healy, Interim Fire Marshal

Subject: Approval of Resolution No. 2019-02 for the 2019 Exterior Hazard Abatement Program

Background:

Due to the potential for wildland fires within the District, the Exterior Hazard Abatement Program is essential in the prevention and control of wildland fires. Proper abatement and installation of fuel breaks provides defensible space for emergency responders and reduces risk to life and property in the event of a wildland fire event.

Pursuant to Health and Safety Code sections 14900.5 and 14900.6, your Board by resolution may declare that (a) the nuisances arising from dry grass, weeds, dead trees and/or rubbish on the properties list on Exhibit 1 hereto are “seasonal and recurrent” and (b) such “seasonal and recurring nuisances” shall be abated every year without further hearing. Such a resolution will provide ongoing authority to the District to send the “Legal Notice” to the owner(s) of each of the properties so listed each year. Although most of the properties were included in the SRVFPD Resolution 2013-03, staff recommends that your Board adopt the attached resolution which should include any new property owners based on the current Contra Costa County Assessors Office records.

1. Legal notice sent via direct mail to all property owners in the exterior hazard abatement program. Projected mail date of April 2, 2019. (See attached draft Legal Notice – Exhibit 2)
2. Postcard sent via direct mail to all property owners in the exterior hazard abatement program. Projected mail date of May 9, 2019. (See attached draft Postcard - Exhibit 3)
3. Utilize temporary signage in wildland areas to remind residents of the May 31 deadline.
4. Initial inspections to remain the first two weeks in June, subject to spring weather conditions.

As always, the Fire District will make every effort to work with property owners to gain compliance. Historically, nearly all property owners complete the necessary clearance themselves;

RESOLUTION NO. 2019-02

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN RAMON VALLEY FIRE PROTECTION DISTRICT
PERTAINING TO THE EXTERIOR HAZARD ABATEMENT PROGRAM**

WHEREAS, the San Ramon Valley Fire Protection District (“Fire District”) has in place one of the most effective Exterior Hazard Abatement Programs in California; and

WHEREAS, one of the primary components of the Fire District’s Exterior Hazard Abatement Program is its program of annual notices to property owners of the need to clear dry grass, weeds, dead trees and/or rubbish constituting fire hazards from their properties; and

WHEREAS, these properties, as determined by the Fire District, through its knowledge and inspection of these properties during the life of the Exterior Hazard Abatement Program, are subject to seasonal and recurrent dry grass, weeds, and/or rubbish constituting nuisances; and

WHEREAS, as part of an Exterior Hazard Abatement Program, Health and Safety Code sections 14900.5 and 14900.6 authorize the Board to declare that (a) the nuisances arising from dry grass, weeds, dead trees and/or rubbish on such properties are “seasonal and recurrent” and (b) such “seasonal and recurring nuisances” shall be abated every year without further hearing; and

WHEREAS, in the case of dry grass, weeds, dead trees and/or rubbish which have been so declared to constitute seasonal and recurring nuisances, the Health and Safety Code sections further provide that it is sufficient for the Fire District to annually mail notices to the property owners as they and their addresses appear upon the current assessment roll advising them to abate said nuisances without particularized findings by this Board each year that such nuisances presently exist; and

WHEREAS, such a declaration by this Board will enhance the efficiency and effectiveness of the Fire District’s Exterior Hazard Abatement Program;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED as follows:

1. The Board hereby finds and declares that nuisances arising from dry grass, weeds, dead trees and/or rubbish on the properties listed on Exhibit 1 to this resolution are “seasonal and recurrent” as that term is used in Health and Safety Code section 14900.5.
2. The Board hereby further finds and declares that such seasonal and recurring nuisances shall be abated every year without further hearing.

On motion of Director _____, seconded by Director _____,
and duly carried, the foregoing resolution was passed and adopted on _____,
2019.

AYES:

NOES:

ABSTAIN:

ABSENT:

Dominique Yancey
President, Board of Directors

ATTEST:

Susan F. Brooks
District Clerk

Dear Property Owner,

Creating and maintaining defensible space around your home is critical. Please do not delay in preparing your family and home for wildfire. Fire and Life Safety staff will be educating residents and evaluating properties to make sure they are in compliance with Fire District standards.

Take the following actions now:

- Maintain 100 feet of defensible space around all structures.
- Properties over an acre may require fuel breaks around the perimeter.
- Clear all needles and leaves from roofs, eaves and rain gutters.
- Use trimming, mowing and power equipment before 10 a.m.
- Remove branches away from roofs and 10 feet from chimneys.
- Keep wood piles and other stored flammable materials at least 30 feet from your home.
- Be aware of Red Flag Warning Days.

If wildfire occurs in your neighborhood:

- Don't wait to be told to evacuate. Authorities may not have enough time to order an evacuation. If you feel threatened, leave on your own initiative.
- Obey all evacuation orders.
- Drive calmly with your headlights on for visibility.
- Do not block the access roadway for fire engines and emergency personnel.

For more information and to view the District's Minimum Abatement Standards, visit our website at www.firedepartment.org/our-district/fire-and-life-safety/exterior-hazard-abatement.

Sincerely,

Stephen Healy
Interim Fire Marshal



PRVRT STD
US POSTAGE PAID
SAN RAMON, CA
PERMIT NO. 243

**The property listed on the front of this card is in a wildfire hazard severity zone.
All Properties must be abated by June 1.**

WILDFIRE

Are you ready?

www.FireDepartment.org/our-district/fire-and-life-safety/exterior-hazard-abatement



Create Defensible Space for:



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

April 2, 2019

Dear Neighbor,

Each year, the San Ramon Valley Fire Protection District (SRVFPD) sends legal notices to residents within the District in an effort to ensure that properties are abated from hazardous vegetation. Sending this notice is legally required for the District to enforce our ordinance to abate properties that are *not* compliant. Last year, less than 1% of the 20,000 plus properties within the District were not compliant.

If you have a parcel that is less than one acre, is landscaped and free from weeds, dead trees and/or excessive overgrown vegetation, you may discard this notice. Properties over an acre in size usually require annual abatement (e.g.) disking. If in doubt, visit our website at:

<https://firedepartment.org/our-district/fire-and-life-safety/exterior-hazard-abatement>

This year, to streamline our inspections, complaints will be received through our webpage:

www.firedepartment.org/WeedAbatementForm

Sincerely,

Stephen Healy
Interim Fire Marshal

LEGAL NOTICE

ASSESSOR'S PARCEL #:

SITE LOCATION:

Dear Property Owner:

In accordance with the San Ramon Valley Fire Protection District Fire Code and California Health and Safety Code, you are hereby notified that your property(s) owned or maintained by you residing within District boundaries, is in a wildfire hazard severity zone as designated by the California Department of Forestry and Fire Protection and the San Ramon Valley Fire Protection District Ordinance 29, Appendix K. As a result of this designation, **if** an accumulation of DRY GRASS, WEEDS, DEAD TREES AND/OR RUBBISH is present on your property(s) it is deemed a fire hazard and abatement of the hazard must be completed prior to May 31 each year.

If the property(s) owned or maintained by you residing within District boundaries meets the San Ramon Valley Fire Protection District's Minimum Abatement Standards, no action is required. Please accept our appreciation for your efforts in providing a greater degree of fire safety within our community.

YOU ARE HEREBY FURTHER NOTIFIED that the San Ramon Valley Fire Protection District's Board of Directors has declared that all dry grass, weeds, dead trees and/or rubbish constitutes a seasonal and recurring public nuisance. Any property(s) that is found to be non-compliant after the **May 31** deadline will be subject to the Administrative Citation Process and can be issued a **citation and fine of up to \$2,000**. Additionally, if the District must abate your property(s) because you fail to do so, an **administrative fee not to exceed \$1,300** in addition to the cost of the abatement work will be assessed in the form of a lien on your property.

YOU MAY APPEAR in person before the Board of Directors at the **April or May 2019 Board Meeting**, to show just cause why this order should not be enforced. The date and time of District Board meetings can be found on our website at www.firedepartment.org.

If this property(s) is being leased or used by someone other than the owner, it is the owner's responsibility to contact the lessee or user and arrange for any necessary abatement.

Please review the enclosed Minimum Abatement Standards. Additional information regarding the Exterior Hazard Abatement Program is available on the District's website at www.firedepartment.org/abatement.

Name



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: March 27, 2019

To: Board of Directors

From: Ken Campo, Interim CFO

Subject: Consideration of Changes to the District's Fund Balance Reserve Policy

Background:

Pursuant to Board direction, staff has revised the Fund Balance Reserve Policy with respect to the amount of reserve funds set aside for open workers' compensation claims. The existing policy calls for \$3,000,000 to be set aside to cover future costs associated with open workers' compensation claims. As of June 30, 2018, the actuarially determined "expected" liability (i.e., future cost) associated with open workers' compensation claims was \$5,999,000. The revised policy establishes a goal for the workers' compensation claims reserve equal to, at a minimum, the actuarially determined expected liability amount; with the funding goal being realized over time as funding permits.

The revised policy was presented to the Board's Finance Committee at their meeting on February 11, 2019. The Finance Committee supported the revision and directed staff to include a discussion and funding recommendation with respect the amount of the workers' compensation claims reserve as part of the annual budget process.

Recommended Board Action:

Approve the proposed changes to the District's Fund Balance Reserve Policy.

Fiscal Impact:

Over time, the impact of this change will increase the District's reserve funds and reduce the amount of unreserved funds available for other purposes. It will also impact the reporting of the fund balance amount in the District's Comprehensive Annual Financial Report by increasing the amount of fund balance shown as "committed" and reducing the amount shown as "unassigned."

Attachments:

Fund Balance Reserve Policy marked to show changes.



SRVFPD – POLICY AND PROCEDURE

TOPIC:	Fund Balance Reserve Policy		
EFFECTIVE DATE:	9/2014	DOC NO:	ADM-GEN
REVISED DATE:	4/02/2019 ⁵		
CROSS REF:			

FUND BALANCE/RESERVE POLICY

INTRODUCTION

Responsible financial practices necessitate adoption of specific procedures for reporting fund balance classifications, minimum reserve requirements and hierarchy of fund balance expenditures in conformance with Governmental Accounting Standards Board guidelines.

PURPOSE

To provide procedures for reporting fund balance classifications, establish prudent reserve requirements, and establish a hierarchy of fund balance expenditures.

DEFINITIONS

Fund balance - The difference between assets and liabilities.

Dry Period Funding – 50% of the operating revenues (excluding grant and one-time revenues) in the General Fund at fiscal year-end.

Budget Stabilization Fund – 20% of General Fund operating expenditures (excluding capital contributions) and debt service expenditures; plus a contingency for future payments related to open claims under the District’s self-insured workers’ compensation program.

POLICY

The District will report fund balance in accordance with Governmental Accounting Standards Board Statement No. 54. The following five components will be used:

1. *Non-Spendable Fund Balance* – Fund Balance amounts set aside for items that do not represent available, spendable resources such as prepaid expenses or inventory amounts.
2. *Restricted Fund Balance* - Fund Balance amounts that have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the funds to be used only for a specific purpose.
3. *Committed Fund Balance* - Fund Balance amounts that have constraints imposed by formal action of the Board. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or reverse the limitation.
4. *Assigned Fund Balance* - Fund Balance amounts that are constrained by the District’s intent to be used for a specific purpose, but are neither restricted nor committed.
5. *Unassigned Fund Balance* - represents residual amounts that have not been restricted, committed or assigned.

AUTHOR:	Ken Campo, Interim CFO	Page 1 of 3
REVIEWED:	Martin Koran/Davina Hatfield, Controller	
APPROVED:	Paige Meyer, Fire Chief	
ORIGIN DATE:	9/2014	REVISED DATE: 4/201502/2019



SRVFPD – POLICY AND PROCEDURE

TOPIC:	Fund Balance Reserve Policy		
EFFECTIVE DATE:	9/2014	DOC NO:	ADM-GEN
REVISED DATE:	11/02/2019		
CROSS REF:			

The District will maintain in the General Fund at fiscal year-end a Dry Period Funding balance equivalent to at least 50% of General Fund operating revenues, excluding grant and other one-time revenues, for the current fiscal year. Such amount establishes the minimum Fund Balance for the General Fund.

The District will maintain a Budget Stabilization Fund separate from the General Fund with a minimum Fund Balance equivalent to 20% of General Fund operating expenditures (excluding capital contributions) and debt service expenditures, plus an amount related to open claims under the District's self-insured workers' compensation program.

The District will report the following amounts as Committed Fund Balance at fiscal year-end:

1. *Dry Period Funding* – Fund Balance committed to covering operational costs during the “dry period” between the receipt of property taxes in April and the receipt of property taxes in December, when expenditures typically far outpace revenues. The amount will be equal to 50% of General Fund operating revenues (excluding grant and other one-time revenues, for the current fiscal year) and will be maintained in the General Fund.
2. *Workers' Compensation Claims* - Fund Balance committed to pay for ~~eatastrophie~~ future costs associated with the District's self-insured workers' compensation ~~claims that exceed the District's regular workers' compensation expenditures or excess workers' compensation insurance deductible program.~~ The amount will be maintained in the Budget Stabilization Fund ~~and is to be with funding~~ based upon the estimated liability for unpaid losses as determined by an independent actuarial review of the District's Self-Insured Workers' Compensation Program; ~~with such amount currently set at \$3,000,000.~~ The goal of this policy is to establish a minimum funding level equal to the “expected” liability for open workers' compensation claims as determined in the actuarial review; and because actuarial estimates of claims costs are subject to some uncertainty, it is deemed appropriate to include an amount in addition to the “expected” loss amount be set aside as a margin for contingencies. The District will continue to set funds aside, over time as overall funding permits, until such time as the funding goal is met.
3. *Budget Stabilization* – Fund Balance committed to provide a source of funds to mitigate the effects to the General Fund during a prolonged economic downturn or fund an unanticipated major ~~expenditure, and expenditure and~~ can only be used pursuant to action taken by the Board of the Directors. The amount will be equal to 20% of General Fund operating expenditures (excluding capital contributions) and debt service expenditures for the current fiscal year, and will be maintained in the Budget Stabilization Fund.

The Fire Chief or Chief Financial Officer is designated to determine and define the amounts of those components of fund balance that are classified as "Assigned Fund Balance". The District will report the following amounts as Assigned Fund Balance:

1. *Budgetary Deficit* – Fund balance committed to pay for the subsequent year's budget deficit, if any. The amount is equal to the projected excess of budgeted expenditures

AUTHOR:	Ken Campo, Interim CFO	Page 2 of 3
REVIEWED:	Martin Koran Davina Hatfield, Controller	
APPROVED:	Paige Meyer, Fire Chief	
ORIGIN DATE:	9/2014	REVISED DATE: 11/2015 02/2019



SRVFPD – POLICY AND PROCEDURE

TOPIC:	Fund Balance Reserve Policy		
EFFECTIVE DATE:	9/2014	DOC NO:	ADM-GEN
REVISED DATE:	11/02/2019		
CROSS REF:			

- over budgeted revenues by fund.
2. *Other Assigned Fund Balance* categories as determined by the Fire Chief or Chief Financial Officer.

The District considers restricted amounts to have been spent prior to unrestricted amounts when an expenditure is incurred for purposes for which both are available. Committed, assigned and unassigned amounts, in this order, are considered to be spent when an expenditure is incurred for purposes for which either is available.

AUTHOR:	Ken Campo, Interim CFO	Page 3 of 3
REVIEWED:	Martin Koran Davina Hatfield, Controller	
APPROVED:	Paige Meyer, Fire Chief	
ORIGIN DATE:	9/2014	REVISED DATE: 11/2015 02/2019



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: March 27, 2019
To: Board of Directors
From: Susan F. Brooks – District Clerk
Subject: CSDA Board of Directors Call for Nominations Seat B

Background:

Attached is correspondence from the CSDA Elections and Bylaws Committee regarding Special District Board Members and/or their General Managers who are interested in leading the direction of the CSDA for the 2020-2022 term. If there is a District Board Member interested, a District Resolution would then have to be adopted, Candidate Information Sheet and Nomination Form would need to be filled out also. The deadline for receiving nominations is April 17, 2019.

CSDA will begin electronic voting on June 17, 2019 with all votes having been received no later than 5 p.m. on August 9, 2019. Successful candidates will be notified no later than August 13, 2019.

Recommended Board Action:

- 1) Confirm whether there is any San Ramon Valley Fire Protection District Board member interested and if so, forward appropriate paperwork to CSDA.

Financial Impacts:

None.



**California Special
Districts Association**

Districts Stronger Together

DATE: February 15, 2019
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2020 - 2022 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 17, 2019. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019. The successful candidates will be notified no later than August 13, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2018.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat B-Greg Orsini, GM, McKinleyville Community Services District*
Sierra Network Seat B-Ginger Root, GM, Lincoln Rural County Fire Protection District *
Bay Area Network Seat B-Ryan Clausnitzer, SDA, GM, Alameda County Mosquito Abatement District*
Central Network Seat B-Tim Ruiz, GM, West Niles Community Services District
Coastal Network Seat B-Jeff Hodge, SDA, GM, Santa Ynez Community Services District*
Southern Network Seat B-Bill Nelson, Director, Orange County Cemetery District
(* = Incumbent is running for re-election)

AGAIN, THIS YEAR!

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019.*

Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail Amberp@csda.net by April 17, 2019 in order to ensure that you will receive a paper ballot on time.

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 9, 2019.

The successful candidates will be notified no later than August 14, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2019.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**



California Special
Districts Association
Districts Stronger Together

2019 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by fax, mail, or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

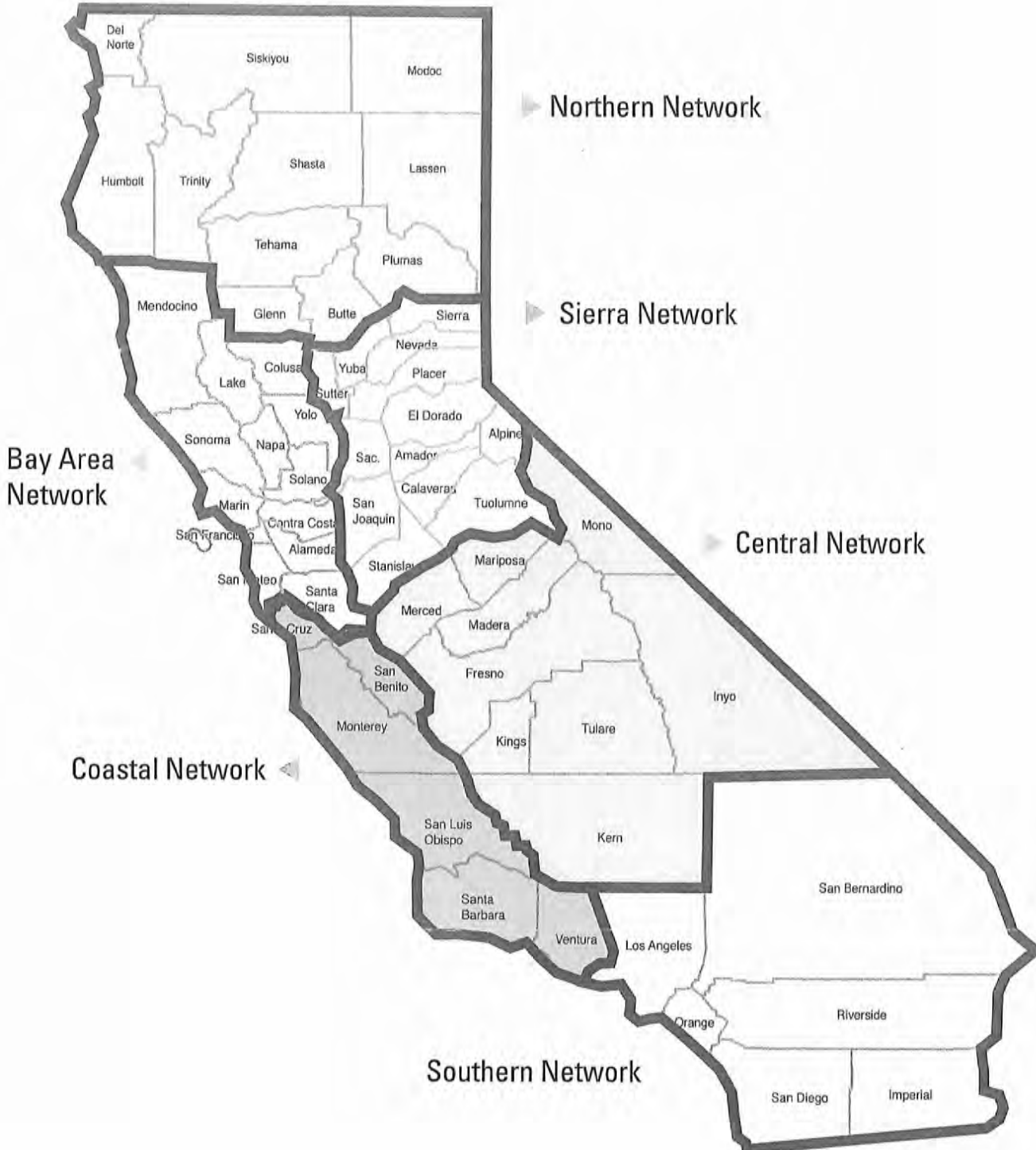
amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – April 17, 2019



California Special Districts Association

DISTRICT NETWORKS



CORRESPONDENCE

Sue Brooks

From: Mike Mellone
Sent: Monday, March 18, 2019 6:47 PM
To: Paige Meyer; Sue Brooks
Subject: Appreciation for Emergency Response

Dear Chief Meyer,

I am writing to express sincere gratitude for the care provided to my father, Vincent Mellone, on March 7, 2019, at about 8:00 am. I failed to get the names of the firefighters, paramedics, and dispatchers who assisted him but I wanted to convey the appreciation of my family. The location your paramedics were dispatched to was San Ramon.

My father is a feisty 86-year-old, who experienced a heart problem in the early morning hours of March 7th. In the panic of the situation, my Mother phoned 911, and reached one of your exceptional emergency call-takers, who obtained important information about the situation, and dispatched paramedics immediately. Paramedics arrived within minutes and began immediate efforts to intervene with his heart problem. He was transported to San Ramon Regional Hospital and will be receiving surgery to repair two heart valves this week.

A few hours later, the paramedics involved in his care transported another patient to the hospital, and each stopped-in to check on my father to see how he was doing. The level of care and concern for his well-being left an impression that we are in good hands should we ever need emergency medical assistance again. It is for this reason, I am glad our Fire Protection District has their own paramedics and does not contract to a private company for this service. Both my mother and father could not stop talking about how professional and caring the dispatchers, firefighters, and paramedics were who responded to their call for help. Please convey our appreciation for the wonderful service provided to my Father by your staff.

Very Truly Yours,

Michael Mellone



Dear Chief Meyer,

I want to thank you for your note of concern regarding my accident in Danville, last month.

My family and I were extremely pleased with, and impressed by the speed of response, and the outstanding care and compassion shown to me by the members of the IRV Fire Department.

Our community is extremely fortunate to have such a remarkable, reliable, and caring support service.

I, along with my entire family, both thank and salute you all.

With sincere thanks,
Peter Vogler's family



POLICE DEPARTMENT

1480 MAIN STREET

ST. HELENA, CALIFORNIA 94574

(707) 967-2850 FAX (707) 963-8043

TIMOTHY A. FOLEY
CHIEF OF POLICE

MARCH 7, 2019

JOHN DUGGAN, BATTALION CHIEF
SAN RAMON VALLEY FIRE PROTECTION DISTRICT

GOOD DAY,

ON FRIDAY FEBRUARY 15, 2019 I EXPERIENCED A MEDICAL EMERGENCY WHILE AT DINNER IN THE CITY OF DANVILLE. FIREFIGHTERS AND PARAMEDICS FROM THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT RESPONDED TO MY ASSISTANCE. ENGINE 31 WITH ROSSEN, KING AND DUGGAN ALONG WITH PARAMEDIC UNIT 32 STAFFED BY DRAKE AND ROBERTSON ARRIVED ALMOST IMMEDIATELY. ALL WERE PROFESSIONAL, CALMING AND SUPPORTIVE. I COULD NOT HAVE ASKED FOR BETTER TREATMENT.

THE SAN RAMON VALLEY COMMUNITY IS IN GOOD HANDS WITH THE CALIBER OF FIRST RESPONDERS I MEET THAT EVENING. PLEASE PASS ON MY APPRECIATION AND RESPECT TO EACH OF THEM.

Sincerely,

Timothy A. Foley
Chief of Police
St. Helena Police Department



Cooperative Fire Protection since 1931



BUTTE COUNTY FIRE DEPARTMENT

FIRE CHIEF—Darren Read

176 Nelson Avenue, Oroville, CA 95965 • (530) 538-7111

December 6, 2018

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
1500 BOLLINGER CANYON ROAD
SAN RAMON, CA 94583

I would like to take this opportunity to thank you and your staff for working side-by-side with us during the Camp Fire. This was the most destructive and deadly wildfire in California history, and our communities will be dealing with the aftermath of this event for many years to come.

In my 32 years in the fire service, I have never encountered a wildfire of this magnitude. It took the support and coordination of various agencies from all over the country, including 5,471 firefighters, 908 firefighting resources, and multiple aircraft all working together to bring this fire under control.

I know your agency was impacted by sharing your valuable staff and resources with us. Without the support of your personnel, the destruction could have been much worse, and there are no words to completely express our gratitude.

Please let your staff know that we are forever grateful for their support during this devastating and historic event. It was an honor to work with such dedicated individuals and inspiring to witness the effective collaboration and teamwork between the various agencies involved in this catastrophic event.

Sincerely,

Darren Read
Fire Chief

MEMBERS OF THE BOARD

Bill Connelly • Larry Wahl • Maureen Kirk • Steve Lambert • Doug Teeter



Brooks, Sue

Subject: FW: Excellent Service

From: San Ramon Valley Fire Protection District [<mailto:webmaster@firedepartment.org>]
Sent: Monday, February 18, 2019 2:55 PM
To: Meyer, Paige
Subject: Excellent Service

Message submitted from the <San Ramon Valley Fire Protection District> website.

Site Visitor Name: James W Rife
Site Visitor Email:

Hello Chief Paige,
I would just like to put in a good word for your EMS Battalion Chief John Duggan. Because your office makes reaching out to your team easy by sharing contact information, I was able to contact John about an issue I had with some charges I had concerns about. Mr. Duggan called me back on his day off, and looked into my case when he returned to work the next day. The resolution was fair, and I just wanted to let you know what a stellar public servant you have as EMS Battalion Chief.

Thank you,
James Rife

Brooks, Sue

Subject: FW: Thank you call from resident

From: Brooks, Sue
Sent: Tuesday, February 26, 2019 9:29 AM
To: Meyer, Paige
Subject: Thank you call from resident

Good morning Chief:

Joan McIntosh, called this morning to thank you and crews that have been out to her house three times recently – she wanted you to know how wonderful they were, caring, efficient and she said she is never disappointed in our service.

Sue

Susan F. Brooks
District Clerk
San Ramon Valley Fire Protection District
(925) 838-6661
sbrooks@srvfire.ca.gov
www.firedepartment.org
efax: (925) 406-0807

Paige,

Thank you so much for
your kind thoughts. Thanks
to everyone.

Yours Truly.

Bill Dutcher

OPERATIONS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: March 27, 2019
To: Board of Directors
From: Lon Phares, Deputy Chief Operations
Subject: Monthly Operations Report for February 2019

Operations

- Engineers Academy
- Active Shooter Drill w/ Danville PD @ Monte Vista High School
- Annual SCBA Flow Testing
- Board Retreat Preparation – Goal Setting FY19/20
- Wellness Fitness Physicals Conducted
- Mt Diablo Rope Rescue Operations
- Probationary Task Book Sign-offs for Captains (5), Engineers (7) & Firefighters (16)

Training

- Command & Control Train-the-Trainer Workshop
- Truck Operations Training @ Bishop Ranch
- Ambulance Pre-Trip & Drive Test for Class 2018-1
- Reserve Firefighters – Salvage & Overhaul Operations
- 1st Quarter Training Module
 - Electric Vehicle Operations
 - Advanced Auto Extrication
- Fire Investigator Training
- Company Performance Standards Training

Events Attended by Suppression

- Career Day @ Charlotte Wood Middle School
- Day in the Life of a Firefighter Presentation @ Los Cerros Middle School
- Day in the Life of a Firefighter Presentation @ Charlotte Wood Middle School
- Day in the Life of a Firefighter Presentation @ Diablo Vista Middle School
- Pinewood Derby Judge @ Golden View Elementary School
- Communications Support Demo @ Saint Timothy's Church
- Auction Winner Dinner @ Station 32

Special Teams

Hazardous Materials Team

- 1st Quarter Training
 - County Operation Updates
 - Chlorine Cylinder & Haz Cat Exercise

Technical Rescue Team

- 1st Quarter Training – Rescue Systems

Meetings

County Chiefs

Command Staff

County Operations

County Peer Support

Deployment Committee

Danville Town Council

County Training Officers

Coastal Regional Hazardous Materials Response Organization

Standards of Cover Policy Compliance Report

February 1, 2019 - February 28, 2019

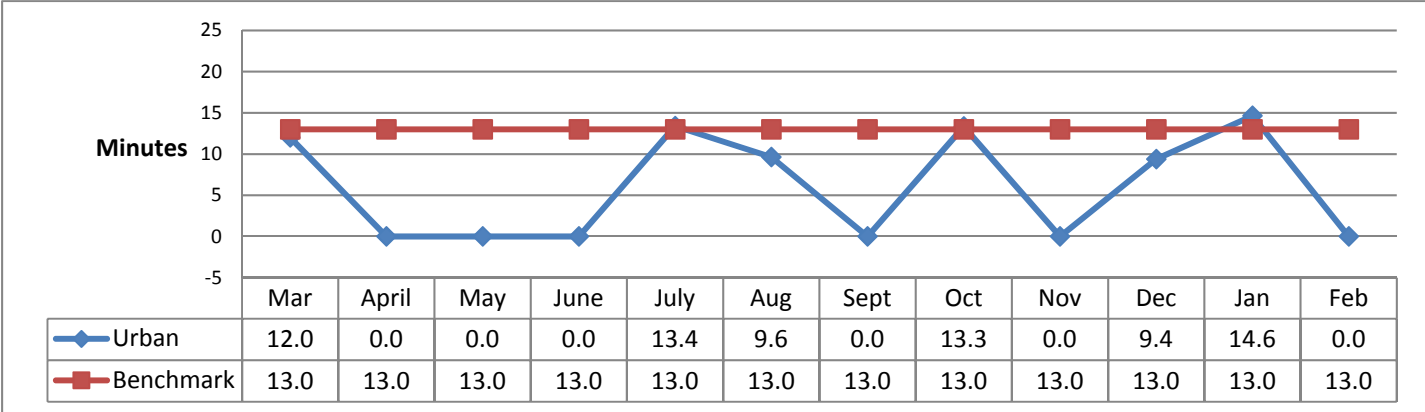
	SOC Goal 1, 5, 6			SOC Goal 2, 5, 6			SOC Goal 3, 5, 6			SOC Goal 5, 6		
	Urban (Count = 260)			Suburban (Count = 119)			Rural (Count = 2)			Wilderness (Count = 2)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
First Unit Response	7:00	7:37	7:26	8:00	8:47	8:19	15:00	11:16	11:49	45:00	28:47	35:05
		94%	96%		95%	96%		100%	100%		100%	100%

	SOC Goal 4											
	Urban (Count = 0)			Suburban (Count = 1)			Rural (Count = 0)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
ERF Fire Response	13:00	0:00	14:38	14:00	10:55	11:43	21:00	0:00	0:00	45:00	0:00	0:00
		0%	63%		100%	100%		0%	0%		0%	0%

	SOC Goal 8											
	Urban (Count = 106)			Suburban (Count = 61)			Rural (Count = 1)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
ERF Medical Response	9:00	9:29	9:30	10:00	9:55	10:00	21:00	14:39	20:48	45:00	0:00	30:06
		95%	96%		100%	100%		100%	100%		0%	100%

	SOC Goal 7								
	Call Processing EMS			Call Processing Time			Turnout Time		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
	1:00	1:11	1:03	1:00	1:40	1:46	2:00	2:00	1:58
		95%	99%		87%	86%		100%	100%

ERF Fire Response Urban



Goal 1

Distribution of Fire Stations for Built-up Urban Areas of Greater than 2,000 People per Square Mile

To treat and transport medical patients and control small fires, the first-due unit should arrive within 7 minutes total response time, 90 percent of the time from the receipt of the call in fire dispatch. Total response time equates to 1 minute dispatch time, 2 minute crew turnout time and 4 minutes travel time spacing for single units.

Goal 2

Distribution of Fire Stations for Suburban Areas of 1,000 to 2,000 People per Square Mile

The first-due fire unit should arrive within 8 minutes total response time, 90 percent of the time.

Goal 3

Distribution of Fire Stations for Rural Areas of Less than 1,000 People per Square Mile

The first-due fire unit should arrive within 15 minutes total response time, 90 percent of the time.

Goal 4

Effective Response Force (First Alarm) for Urban Areas of Greater than 2,000 People per Square Mile

To confine fires near the room of origin and to treat up to 5 medical patients at once, a multiple-unit response of at least 15 personnel should arrive within 13 minutes total response time from the time of 911 call receipt, 90 percent of the time. This equates to 1 minute dispatch time, 2 minutes crew turnout time and 10 minutes travel time spacing for multiple units. Suburban areas should receive the full first alarm within 14 minutes total response time, 90 percent of the time with the goal to limit the fire spread to the area already involved upon the arrival of the effective response force. For rural areas, this should be 21 minutes, 90 percent of the time. Outcome goals in these areas would be to confine fires to the building of origin and to care for medical patients.

Goal 5

Hazardous Materials Response

Respond to hazardous materials emergencies with enough trained personnel to protect the community from the hazards associated with the release of hazardous and toxic materials. Achieve a total response time consistent with Goal 1, Goal 2 and Goal 3 with the first company capable of operating at the California OSHA First Responder Operations (FRO) level. After size-up and scene evaluation is complete, a determination will be made whether to request the on-duty District Hazardous Materials Team and/or other appropriate resources.

Goal 6

Technical Rescue

Respond to technical rescue emergencies with enough trained personnel to facilitate a successful rescue. Achieve a total response time consistent with Goal 1, Goal 2 and Goal 3 with the first company capable of operating at the California Rescue System 1 (RS1) level. After size-up and scene evaluation is complete, a determination will be made whether to request the on-duty District Rescue Team and/or other appropriate resources.

Goal 7

Call processing and turnout times

A concentrated focus will be placed on systems, training and feedback measures to crews to lower dispatch and turnout time reflex measures to national best practices of 1 minute for dispatch and 2 minutes for fire crew turnout, 90 percent of the time.

Goal 8

Effective Response Force for Advanced Life Support (ALS) Medical Emergencies

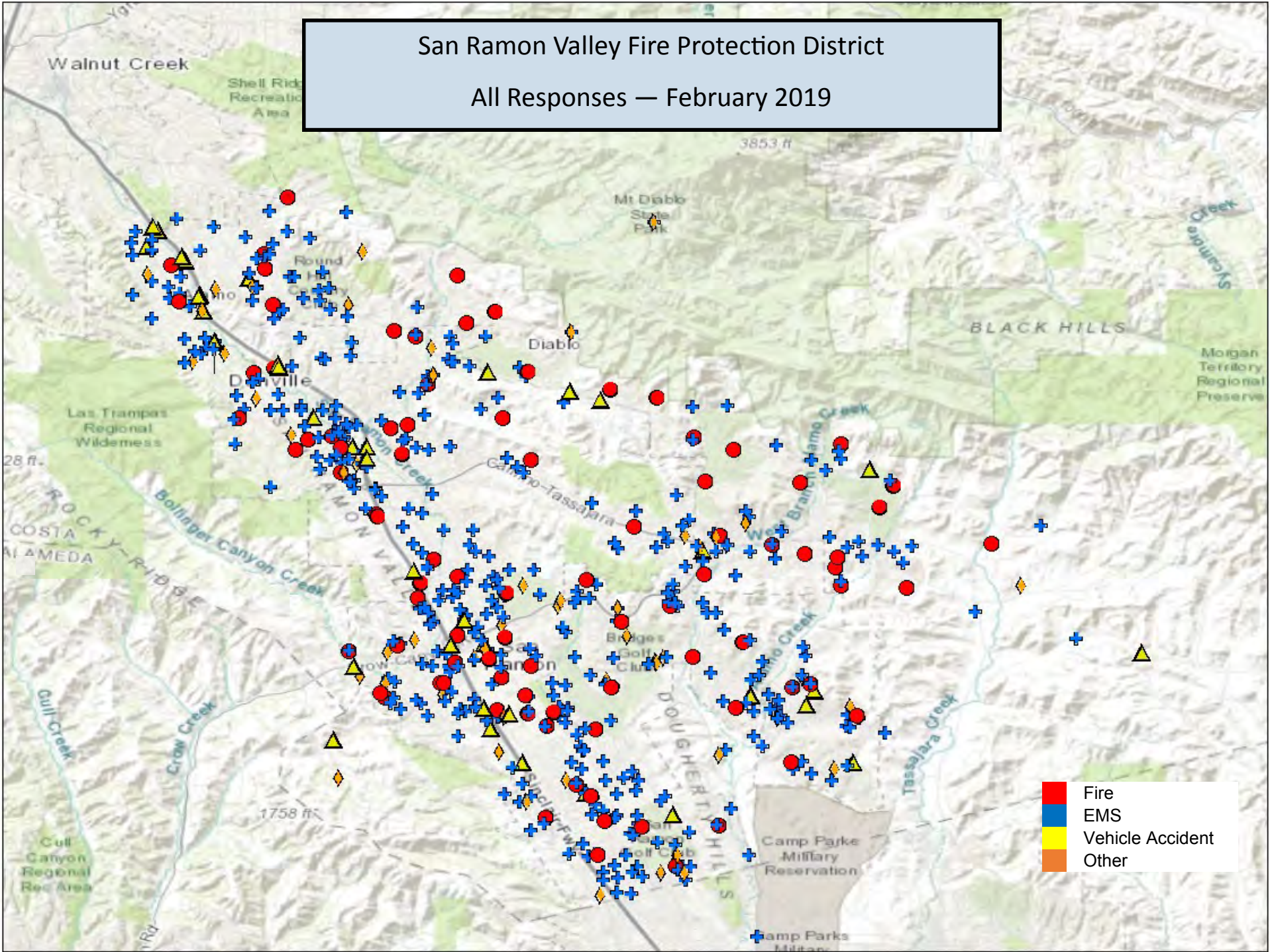
To treat medical patients requiring advanced procedures and skills (defined as Charlie, Delta or Echo), a two-unit response consisting of one paramedic-staffed ambulance and one additional paramedic-staffed unit for a response force of at least five personnel should arrive within 6 minutes travel time in urban areas and 7 minutes travel time in suburban areas, 90 percent of the time. For rural areas, excluding Mt. Diablo State Park, personnel should arrive within 18 minutes travel time 90 percent of the time.

San Ramon Valley Fire Protection District Auto Aid—Alameda County—February 2019

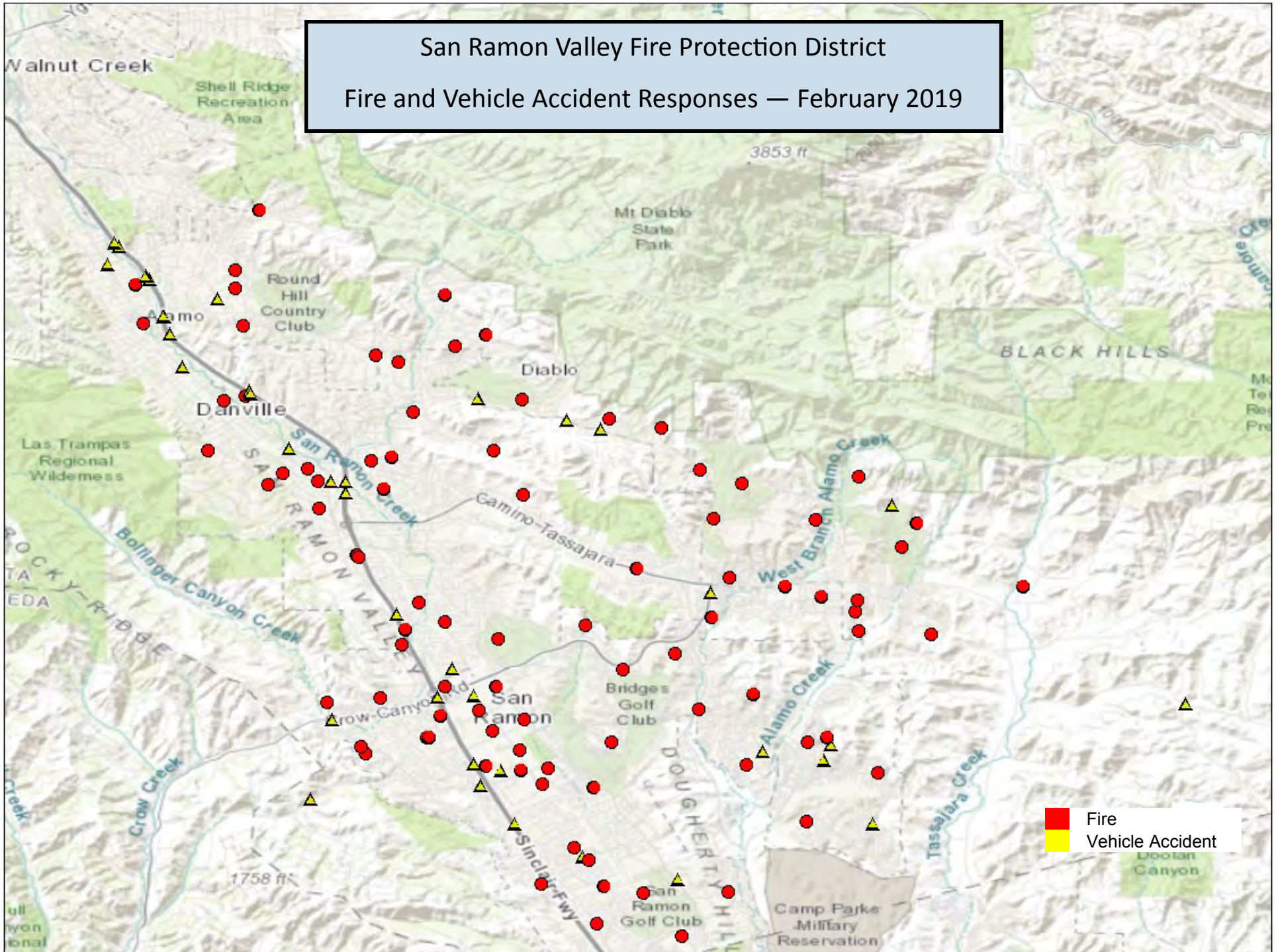


	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
Auto Aid Given	13	11	14	9	10	11	11	12	17	14	20	13
Mutual Aid Given	2	4	6	2	7	6	5	6	9	8	6	6
Auto Aid Received	0	0	1	0	2	0	2	0	0	1	0	0
Move-up	0	0	1	0	0	0	0	0	1	0	0	0

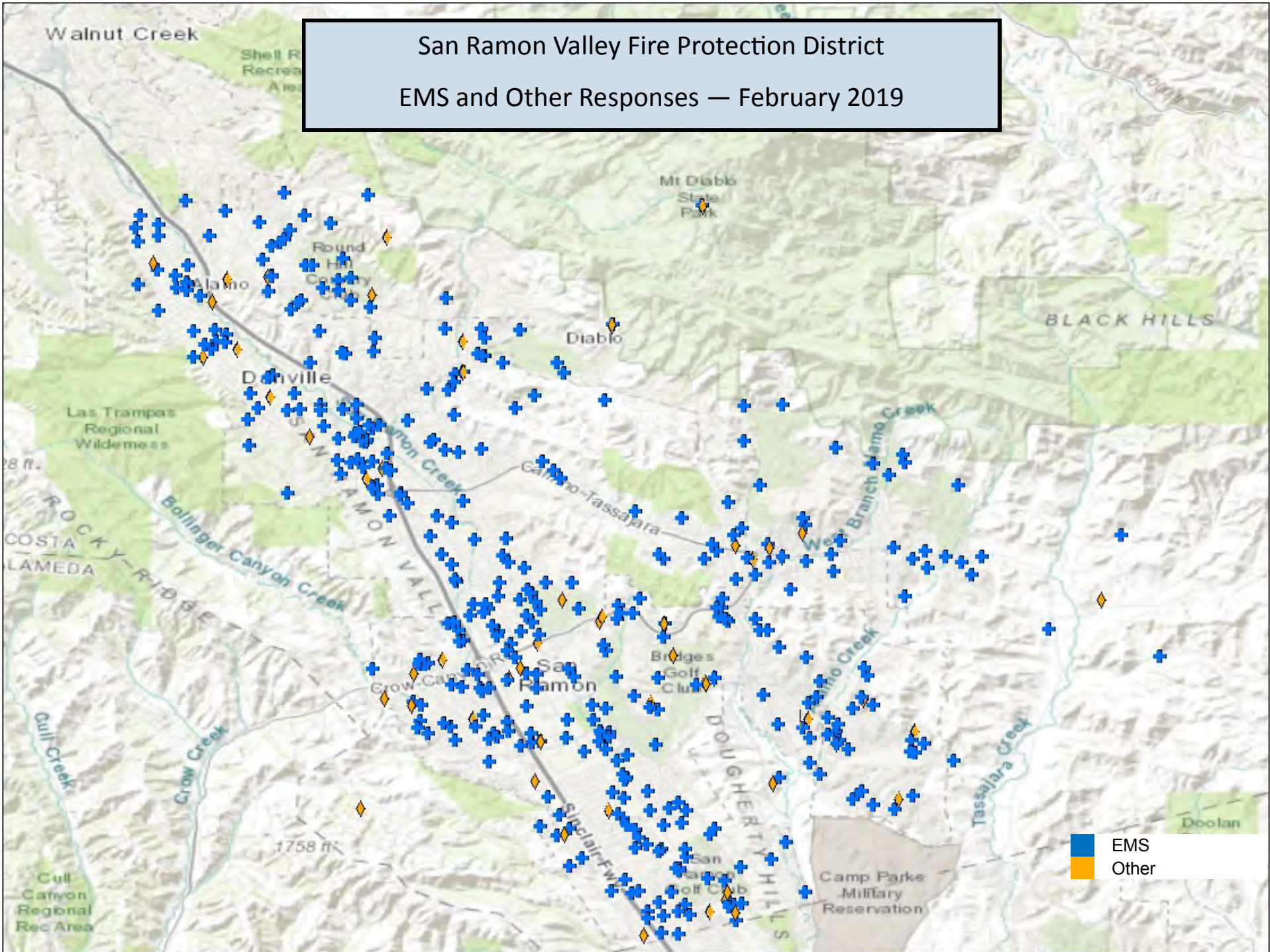
San Ramon Valley Fire Protection District
All Responses — February 2019



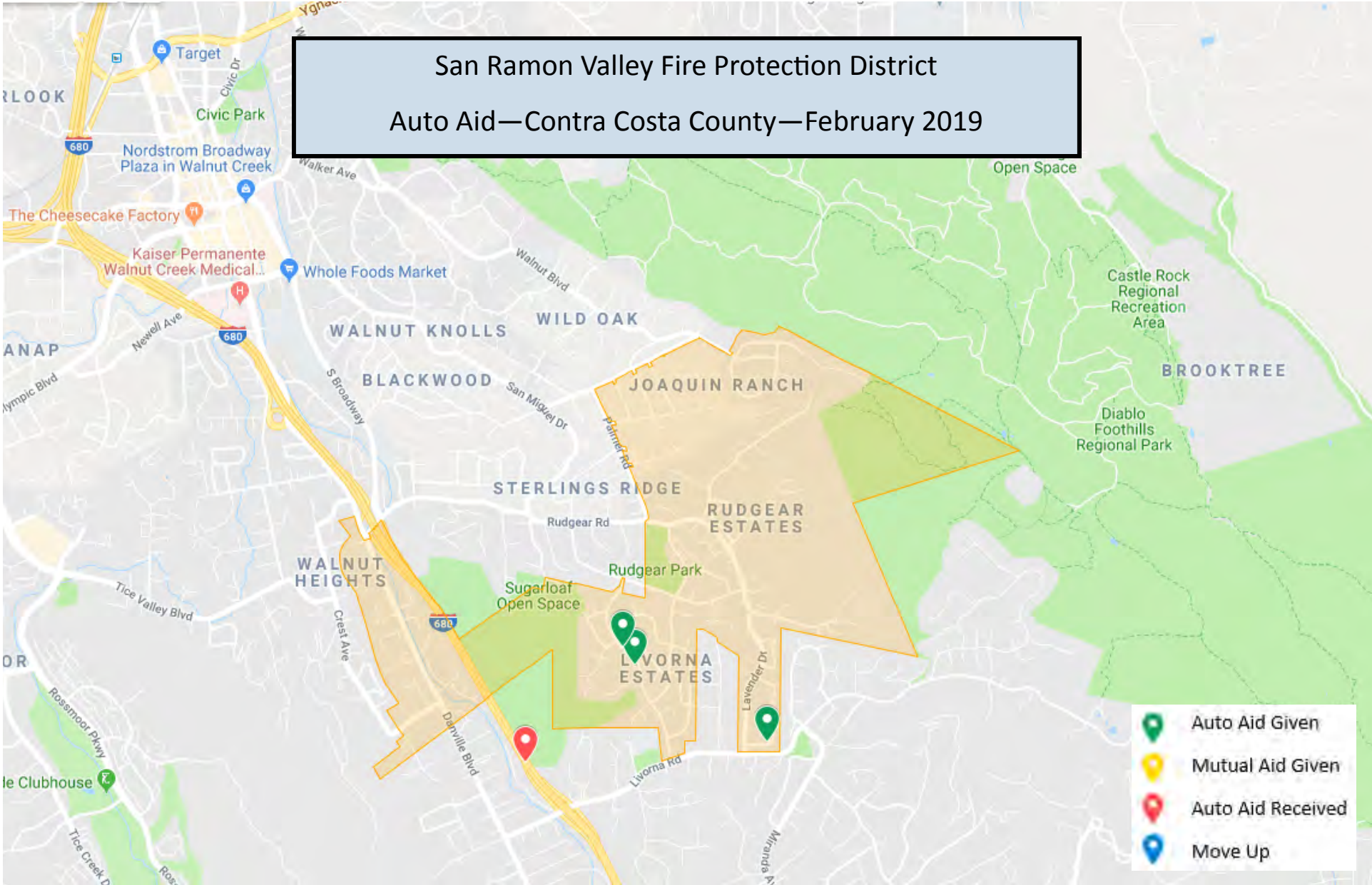
San Ramon Valley Fire Protection District
Fire and Vehicle Accident Responses — February 2019



San Ramon Valley Fire Protection District
EMS and Other Responses — February 2019



San Ramon Valley Fire Protection District
Auto Aid—Contra Costa County—February 2019



	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
Auto Aid Given	11	7	11	6	6	7	4	8	4	3	3	3
Mutual Aid Given	0	1	1	1	3	2	0	0	0	0	3	0
Auto Aid Received	1	0	1	1	0	2	2	0	0	0	0	1
Move-up	0	2	1	0	0	0	1	0	1	1	1	0

EMS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: March 27, 2019
To: Board of Directors
From: John Duggan, Battalion Chief
Subject: Monthly EMS Division Communications

EMS

- The District responded to approximately 490 emergency medical incidents since the February 2019 Board of Directors Meeting. Six of these incidents were in response to patients who had experienced a cardiac related event. Four of those patients experienced unwitnessed events, did not receive bystander CPR, and did not survive. Two patients experienced a witnessed event and received bystander CPR. One of those patients exhibited a return of spontaneous circulation (ROSC) in response to Advanced Life Support (ALS) interventions, prior to their arrival in the Emergency Room.

Ongoing Projects

- Completed the 2018-IB Academy Paramedic Provisional Assignment
- Continued the evaluation of electronic Controlled Substance inventorying products
- Worked with CCC Sheriff's Office to enhance responses to 5150 incidents
- Completed biennial Infrequent Skills Testing of all District EMTs.
- Initiated training on NEMSIS enhanced Zoll Patient Care Reporting software
- Completed reprogramming of LP-15 Monitors in response to mandatory recall
- Worked collaboratively with HR on the recruitment for EMS Coordinator/RN
- Attended multiple meetings with local and state EMS stakeholder agencies

LOGISTICS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: March 27, 2019
To: Board of Directors
From: Frank Drayton, Deputy Chief
Subject: Monthly Logistics Report for February 2019

Facilities

1. Investigate irrigation/fire protection system leaks. Station 39 fire protection system repaired.
2. Hazardous Materials Business Plan- renewal in progress
3. Concrete repairs/maintenance in progress
4. Station 35 landscape project initiated
5. Conducted preventative maintenance and repairs to effectively manage costs and maintain service (on-going)

Fleet

1. Type 1 Engine- Final Inspection at the Pierce Factory
2. Conducted preventive maintenance and repairs to effectively manage costs and maintain safety (on-going)

Meetings

1. 02/05/2019- Alamo MAC
2. 02/12/2019- Command Staff Meeting
3. 02/13/2019- Preconstruction meeting with Concrete Contractor
4. 02/21/2019- Station 31 Roof Meeting with Garland
5. 02/18-22/19- Command & Control Training

FIRE & LIFE SAFETY



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: March 27, 2019

To: Board of Directors

From: Stephen Healy, Interim Fire Marshal

Subject: Monthly Fire & Life Safety Division Report for February 2019

Plan Review and Inspections

Plan review and construction inspections continue to be a priority to support the active construction projects. The following plans and inspections were accomplished year-to-date as of February 28, 2018:

PLAN REVIEW CONSTRUCTION WEEKLY	
NEW PROJECTS	126
PLAN REVIEWS SUBMITTED	260
PLAN REVIEWS COMPLETED	282
INSPECTIONS	249
PLAN REVIEW FEES	\$135,935.25

Our four Inspectors have been directed to attain the goal of 100% completed inspections of all State mandated and permitted buildings in 2019. Re-inspections will continue with some occupancies that are struggling with full-compliance. The following inspections were accomplished year-to-date as of February 28, 2018:

Year Review	<u>% Inspected</u>	<u>% Complete</u>
Annual Compliance Inspections	17.5%	10.8%

Heart Safe Committee Activities

Total Citizens trained in CPR/AED in February 2019: 460

- 2/5 HeartSafe meeting
- 2/8 HeartSafe 9th grade CPR/AED instruction mentor at DVHS
- 2/11 HeartSafe 9th grade CPR/AED instruction mentor at DVHS
- 2/12 HeartSafe 9th grade CPR/AED instruction mentor at DVHS
- 2/12 Pick-up CERT helmets & vests at Brentwood PD
- 2/14 HeartSafe, "Teen Screen" project planning meeting
- 2/15 HeartSafe SRVUSD teacher work day CPR/AED instruction at DVHS

Residential Care Facility Work Group

1. 2/12 Monthly meeting

Public Education

1. 2/14 Greenbrook Elem. Fire Safety
2. 2/22 Charlotte Wood Career Day

CERT Activities

1. 2/1 CERT ICS Refresher Training
2. 2/7 CERT Leader Meeting
3. 2/10 CERT at the Danville Home & Garden Show
4. 2/15 ICS training for CERT members
5. 2/15 SRVUSD Staff Development PEP Training Dougherty High School
6. 2/21 Danville Woman's Club PEP/CERT Presentation
7. 2/21 CERT Leader Meeting
8. 2/22-2/24 CERT Class #84 Weekend
9. 2/24 CERT Class #84 ICS and Drill
10. 2/26 CERT Lift & Carry Class
11. 2/27 CERT presentation San Ramon Rotary

Meetings

1. 2/7 Disability and Access and Functional Needs Steering Committee Meeting
2. 2/7 Art & Wind Festival Planning Meeting
3. 2/14 HeartSafe "Teen Screen" meeting
4. 2/21 Pick-up surplus medical supplies for CERT at Med Share

Training

1. 2/19 Fire Extinguisher training for Lazerex Surgery Center
2. 2/27 Fire Extinguisher training for Reproductive Science Center

Upcoming Events

1. 3/11 Crisis Intervention Training (CIT) for Police Officers

SAN RAMON VALLEY FIRE PROTECTION DISTRICT													
FIRE PREVENTION DIVISION													
MONTHLY BOARD OF DIRECTORS ACTIVITY REPORT													
February 2019													

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
CODE COMPLIANCE													
INSPECTIONS	83	202	0	0	0	0	0	0	0	0	0	0	285
REINSPECTIONS	98	199	0	0	0	0	0	0	0	0	0	0	297
TOTAL *	181	401	0	0	0	0	0	0	0	0	0	0	582

OCCUPANCY PERMITS	26	75	0	0	0	0	0	0	0	0	0	0	101
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ANNUAL INSPECTION PROGRAM													
TOTAL INSPECTABLE OCCS	1532	1532	1532	1532	1532	1532	1532	1532	1532	1532	1532	1532	1532
TOTAL STARTED YTD †	75	189	0	0	0	0	0	0	0	0	0	0	264
% STARTED YTD	4.90%	12.34%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	17.23%
TOTAL COMPLETED YTD ‡	33	118	0	0	0	0	0	0	0	0	0	0	151
% COMPLETED YTD	2.15%	7.70%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	9.86%

CONSTRUCTION													
NEW PROJECTS	75	51	0	0	0	0	0	0	0	0	0	0	126
PLAN REVIEWS SUBMITTED	151	108	0	0	0	0	0	0	0	0	0	0	259
PLAN REVIEWS COMPLETED	158	124	0	0	0	0	0	0	0	0	0	0	282
INSPECTIONS	98	147	0	0	0	0	0	0	0	0	0	0	245

* Includes all code compliance inspections; Annual inspection program inspections, temporary tents, fireworks display, etc.

† Includes occupancies within annual inspection program that have had the initial inspection completed.

‡ Includes occupancies within annual inspection program that are in compliance and have no outstanding corrections needed.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

FIRE PREVENTION DIVISION

MONTHLY PLAN REVIEW INTAKE REPORT

February 2019

PROJECT	PLAN REVIEW TYPE	SUBMITTAL	COMPLETED	FORMAT
Custom Care Compounding Pharmacy TI	Construction, alteration, or renovation of a building	02/01/2019 11:18:50		Paper
522 Caprio Court Foothill Plan 3 Lot 146	Automatic fire-extinguishing systems	02/04/2019 07:18:31	02/04/2019 07:19:03	Digital
528 Caprio Court Foothill Plan 2 Lot 147	Automatic fire-extinguishing systems	02/04/2019 07:20:17	02/04/2019 07:20:46	Digital
Verizon Wireless Antenna Modification	Miscellaneous System Plans	02/04/2019 07:27:05	02/26/2019 14:51:29	Digital
Verizon Wireless Equipment Lease	Planning and site development review	02/04/2019 11:29:28	02/22/2019 10:21:07	Paper
Robert Half Suite 100	Automatic fire-extinguishing systems	02/04/2019 12:17:50	02/04/2019 12:22:10	Digital
O'Reilly Auto Parts	Construction, alteration, or renovation of a building	02/04/2019 12:19:31	02/14/2019 17:15:49	Digital
Lehigh Hanson Suite 240	Automatic fire-extinguishing systems	02/05/2019 11:57:55	02/26/2019 14:48:15	Digital
Lehigh Hanson Suite 240	Construction, alteration, or renovation of a building	02/05/2019 11:58:39	02/26/2019 14:43:42	OTC Digital
Target Remodel	Automatic fire-extinguishing systems	02/05/2019 12:00:01	02/27/2019 10:27:59	Digital
Bright Minds Academy Occupancy Change	Construction, alteration, or renovation of a building	02/05/2019 12:02:38	02/14/2019 16:30:35	Digital
423 Vendeen Court Ashbury Plan 1 Lot 482	Automatic fire-extinguishing systems	02/05/2019 12:50:19	02/05/2019 12:51:42	Digital
1143 Trumpet Vine Lane Serena Plan 2 Lot 136	Automatic fire-extinguishing systems	02/05/2019 12:53:22	02/05/2019 12:53:51	Digital
1139 Trumpet Vine Lane Serena Plan 1 Lot 137	Automatic fire-extinguishing systems	02/05/2019 12:55:03	02/05/2019 12:55:30	Digital
US Census	Construction, alteration, or renovation of a building	02/07/2019 16:42:15	02/07/2019 16:44:35	OTC Paper
Merritt Suite C TI	Construction, alteration, or renovation of a building	02/08/2019 08:27:21	02/08/2019 08:30:18	OTC Paper
APEX Suite 330	Expedited Plan Review	02/08/2019 10:19:49	02/13/2019 13:11:13	Digital
GLC NEW ENERGY Suite 400	After hours inspection	02/12/2019 10:33:55	02/14/2019 07:02:29	Digital
City Center Bishop Ranch - Mendocino Farms Sandwich Market	After hours inspection	02/12/2019 11:32:37	02/14/2019 16:16:01	Digital
APEX Suite 330	Automatic fire-extinguishing systems	02/12/2019 12:00:39	02/12/2019 14:03:25	OTC Paper
Kennedy Residential Remodel	Construction, alteration, or renovation of a building	02/12/2019 14:58:26	02/13/2019 13:27:23	Digital
Target Remodel	Expedited Plan Review	02/12/2019 14:59:35	02/14/2019 16:16:58	Digital
Kennedy Residential Remodel	Expedited Plan Review	02/12/2019 15:19:07	02/13/2019 13:31:53	Digital
1147 Trumpet Vine Lane Serena Plan 1 Lot 135	Automatic fire-extinguishing systems	02/13/2019 05:55:09	02/13/2019 05:55:41	Digital
1142 Trumpet Vine Lane Serena Plan 1 Lot 140	Automatic fire-extinguishing systems	02/13/2019 05:56:43	02/13/2019 05:57:11	Digital
430 Vendeen Court Ashbury Plan 2 Lot 481	Automatic fire-extinguishing systems	02/13/2019 05:58:35	02/13/2019 05:59:09	Digital
Bright Minds Academy Occupancy Change	Expedited Plan Review	02/13/2019 09:47:33	02/14/2019 16:38:44	Digital
525 Caprio Court Foothill Plan 2 Lot 161	Automatic fire-extinguishing systems	02/13/2019 10:52:03	02/13/2019 10:52:40	Digital
331 Paradiso Court Foothill Plan 3 Lot 175	Automatic fire-extinguishing systems	02/13/2019 10:53:49	02/13/2019 10:54:16	Digital
325 Paradiso Court Foothill Plan 2 Lot 176	Automatic fire-extinguishing systems	02/13/2019 10:55:25	02/13/2019 10:55:55	Digital
The Salt Tenant Improvement	Construction, alteration, or renovation of a building	02/13/2019 10:57:47	02/27/2019 08:24:17	Digital
Reaction Search Int'l Suite 240	Construction, alteration, or renovation of a building	02/13/2019 11:03:23	02/23/2019 16:58:39	Digital
Lucky Store 708 - Interior Remodel	Construction, alteration, or renovation of a building	02/13/2019 11:08:18	02/27/2019 08:49:14	Digital
McAdam Residence	Automatic fire-extinguishing systems	02/13/2019 11:16:28	02/27/2019 09:52:30	Digital
Building A ADA Restroom TI	Automatic fire-extinguishing systems	02/13/2019 11:19:04	02/19/2019 16:45:22	Digital
Deer Creek South Apartments	Construction, alteration, or renovation of a building	02/13/2019 11:23:12	02/20/2019 06:25:58	Digital
Chevron #96596 spill bucket replacement	Miscellaneous System Plans	02/13/2019 11:24:29		Paper
I Love Kickboxing Training Facility Suite 7	Construction, alteration, or renovation of a building	02/13/2019 11:26:55	02/14/2019 16:05:35	Digital
Museum Natural History Gallery Improvements	Construction, alteration, or renovation of a building	02/13/2019 11:32:31	02/27/2019 10:34:35	Digital
Ridgeview at The Preserve Building 100A Lot 267	Automatic fire-extinguishing systems	02/13/2019 11:36:31	02/20/2019 06:41:53	Digital
Orangetheory Fitness Danville 409 Railroad	Construction, alteration, or renovation of a building	02/13/2019 11:48:27	02/27/2019 10:55:46	Digital
Kian Farzameh DDS	Construction, alteration, or renovation of a building	02/14/2019 08:47:23	02/14/2019 15:51:04	OTC Paper
668 Thyme Way Lexington Plan 4 Lot 26	Automatic fire-extinguishing systems	02/14/2019 13:15:41	02/14/2019 13:16:23	Digital

672 Thyme Way Lexington Plan 2 Lot 25	Automatic fire-extinguishing systems	02/14/2019 13:19:17	02/14/2019 13:20:30	Digital
652 Thyme Way Lexington Plan 5 Lot 30	Automatic fire-extinguishing systems	02/14/2019 13:26:03	02/14/2019 13:26:32	Digital
Planning DP19-3004	Planning and site development review	02/14/2019 15:43:15	02/22/2019 09:11:23	Paper
Gates Residence 1103 Danville Blvd	Automatic fire-extinguishing systems	02/14/2019 16:41:38	02/28/2019 14:20:33	Digital
City Center Bishop Ranch - Gio Gelati	Automatic fire-extinguishing systems	02/14/2019 16:45:18		Digital
Costco Remodel	Automatic fire-extinguishing systems	02/14/2019 16:49:41	02/19/2019 13:32:14	OTC Digital
E.J. Phair Pub and Restaurant	Automatic fire-extinguishing systems	02/14/2019 16:55:57	02/26/2019 14:25:10	Digital
New SFR	Expedited Plan Review	02/15/2019 10:37:20	02/19/2019 16:33:29	Digital
New SFR	Expedited Plan Review	02/19/2019 09:30:41	02/19/2019 16:33:44	Digital
Second Floor Remodel	Fire alarm and detection systems and related equipment	02/19/2019 11:31:59	02/28/2019 14:29:21	Paper
Danville Commercial Storage	Construction, alteration, or renovation of a building	02/19/2019 11:45:51	02/19/2019 11:52:59	OTC Paper
Second Floor Remodel	Expedited Plan Review	02/19/2019 11:58:52	02/25/2019 15:20:00	Paper
AT&T Alamo-CA Remodel	Construction, alteration, or renovation of a building	02/19/2019 13:35:37	02/28/2019 14:29:41	Digital
Generator Upgrade	Flammable and combustible liquids	02/19/2019 13:43:18		Digital
782 Via Palermo Highlands Plan 4 Lot 69	Automatic fire-extinguishing systems	02/19/2019 13:50:41	02/19/2019 13:51:19	Digital
788 Via Palermo Highlands Plan 2 Lot 70	Automatic fire-extinguishing systems	02/19/2019 13:52:24	02/19/2019 13:52:50	Digital
792 Via Palermo Highlands Plan 5 Lot 71	Automatic fire-extinguishing systems	02/19/2019 13:53:44	02/19/2019 13:54:13	Digital
791 Via Palermo Highlands Plan 1 Lot 88	Automatic fire-extinguishing systems	02/19/2019 13:55:38	02/19/2019 13:56:06	Digital
785 Via Palermo Highlands Plan 5 Lot 89	Automatic fire-extinguishing systems	02/19/2019 13:58:26	02/19/2019 13:58:54	Digital
City Center Bishop Ranch - Joe & The Juice	Construction, alteration, or renovation of a building	02/19/2019 14:05:18		Digital
Residential Renovation / Addition	Construction, alteration, or renovation of a building	02/19/2019 14:08:21	02/28/2019 14:35:44	Digital
New SFR	Construction, alteration, or renovation of a building	02/19/2019 15:43:48	02/19/2019 16:28:05	Digital
Building A ADA Restroom TI	Expedited Plan Review	02/19/2019 15:51:01	02/19/2019 17:10:48	Digital
Shade Structure ADditions	Miscellaneous construction permit	02/19/2019 15:54:16	02/19/2019 16:03:57	Digital
Shboom Fire Alarm	Fire alarm and detection systems and related equipment	02/19/2019 16:06:38		Digital
Mason McDuffie Suite 300	After hours inspection	02/20/2019 08:57:04	02/21/2019 15:44:44	Digital
Orman Residence	Automatic fire-extinguishing systems	02/20/2019 10:03:07		Paper
Building A ADA Restroom TI	Automatic fire-extinguishing systems	02/20/2019 13:30:19	02/20/2019 13:30:36	Digital
New SFR	Automatic fire-extinguishing systems	02/20/2019 13:52:12	02/20/2019 14:00:33	Digital
Management Office Cafe	Construction, alteration, or renovation of a building	02/20/2019 15:26:37		Digital
Second Floor Remodel	Automatic fire-extinguishing systems	02/21/2019 10:05:46	02/21/2019 10:44:03	OTC Paper
US Census	Fire alarm and detection systems and related equipment	02/21/2019 10:19:29	02/22/2019 11:16:35	Paper
US Census	Expedited Plan Review	02/21/2019 10:58:54	02/22/2019 11:18:23	Paper
Philz Coffee	Construction, alteration, or renovation of a building	02/21/2019 16:49:53	02/28/2019 09:22:28	Digital
City Center Bishop Ranch - The Lot	Additional Plan Review	02/21/2019 16:53:10		Digital
New SFR	Construction, alteration, or renovation of a building	02/21/2019 16:54:51		Digital
City Center Bishop Ranch - Laseraway	Additional Plan Review	02/21/2019 16:58:28		Digital
Franklin Templeton Level 2 East Wing End	Fire alarm and detection systems and related equipment	02/21/2019 17:01:53		Digital
355 Paradiso Court Foothill Plan 3 Lot 173	Automatic fire-extinguishing systems	02/23/2019 16:42:54	02/23/2019 16:43:23	Digital
Tri Pointe Homes Suite 130	Construction, alteration, or renovation of a building	02/23/2019 16:44:08		Digital
Tri Pointe Homes Suite 130	Automatic fire-extinguishing systems	02/23/2019 16:45:18		Digital
Tri Pointe Homes Suite 130	Fire alarm and detection systems and related equipment	02/23/2019 16:46:08		Digital
Reaction Search Int'l Suite 240	Fire alarm and detection systems and related equipment	02/23/2019 16:48:06	02/23/2019 17:05:14	Digital
Franklin Templeton Demise	Automatic fire-extinguishing systems	02/23/2019 16:49:56		Digital
Franklin Templeton Level 2 East Wing End	Automatic fire-extinguishing systems	02/23/2019 16:52:19		Digital
Reaction Search Int'l Suite 240	After hours inspection	02/25/2019 09:50:58	02/26/2019 06:26:31	Digital
424 Vendeen Court Ashbury Plan 1 Lot 480	Automatic fire-extinguishing systems	02/25/2019 11:44:52	02/25/2019 11:46:33	Digital
1024 Rosamund Drive Carmela Plan 3 Lot 94	Automatic fire-extinguishing systems	02/25/2019 11:48:17	02/25/2019 11:48:48	Digital
1002 Rosamund Drive Carmela Plan 2 Lot 89	Automatic fire-extinguishing systems	02/25/2019 11:50:17	02/25/2019 11:50:56	Digital

676 Thyme Way Lexington Plan 5 Lot 24	Automatic fire-extinguishing systems	02/25/2019 11:58:11	02/25/2019 11:58:38	Digital
Panache Enfants Playground Expansion	Construction, alteration, or renovation of a building	02/25/2019 12:16:02	02/27/2019 10:09:10	OTC Digital
ADU	Construction, alteration, or renovation of a building	02/25/2019 13:02:03	02/25/2019 13:10:55	Digital
687 Thyme Way Lexington Plan 3 Lot 21	Automatic fire-extinguishing systems	02/25/2019 13:13:14		Digital
Comerica Bank Suite A	Automatic fire-extinguishing systems	02/26/2019 07:56:08	02/26/2019 08:48:13	OTC Paper
Sprinkler Compliance Corrections	Automatic fire-extinguishing systems	02/26/2019 08:03:43	02/26/2019 08:07:59	OTC Paper
Theater Seating		02/26/2019 09:10:03	02/26/2019 09:14:24	Digital
Theater Seating	Construction, alteration, or renovation of a building	02/26/2019 09:10:03	02/26/2019 09:13:23	Digital
The Vine Restaurant	Construction, alteration, or renovation of a building	02/26/2019 13:51:13	02/28/2019 05:24:46	Digital
The Vine Restaurant	Expedited Plan Review	02/26/2019 13:53:18	02/28/2019 05:54:29	Digital
City Center Bishop Ranch - Sephora	Automatic fire-extinguishing systems	02/26/2019 13:58:35		Digital
Alexan Riverwalk	Expedited Plan Review	02/26/2019 14:12:56		Digital
Philz Coffee	Expedited Plan Review	02/27/2019 09:06:35	02/28/2019 09:54:52	Digital
City Center Bishop Ranch - Anthropologie	After hours inspection	02/28/2019 09:29:39		Digital
Comerica Bank Suite A	Automatic fire-extinguishing systems	02/28/2019 10:41:30	02/28/2019 10:41:39	OTC Paper
Round Table Pizza TI	Automatic fire-extinguishing systems	02/28/2019 10:54:11	02/28/2019 10:58:38	OTC Paper

COMMUNICATIONS



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: March 27, 2019
To: Board of Directors
From: Denise Pangelinan, Director of Emergency Communications
Subject: Monthly Communications Division Report February 2019

Communications Center

- Citizen Academy Tour
- Public Safety Dispatch Interviews

Technology Systems

- Upgraded projectors in Boardroom and Large Conference Room
- Updated night mode map for fire and police mobile software
- Performed production CAD and mobile map update
- Updated CAD and mobile software to version 5.8.22
- Initiated 2019 review of District preplans

Training

- Camp Fire Debrief for Dispatch Supervisors
- Crisis Intervention Training, Trisha Klink, Latasha Bouzek and Megan Williams
- Crew Sense Scheduling Software in-house training for Battalion Chief's

Meetings

- Police and Dispatch Workshop
- XCC Comm

Communications Reserves

- Community Presentation at St. Timothy's Church
- Amateur Radio Club Presentation, Martinez

HUMAN RESOURCES



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: March 27, 2019
To: Board of Directors
From: Natalie Korthamar Wong, Director of Human Resources
Re: Monthly Human Resources Report for February 2019

Recruitment:

- ❖ Met with Interview & Outside Skills Panel Members and Chiefs to discuss the Firefighter Paramedic recruitment plan
- ❖ Initiated scheduling of Firefighter Paramedic interviews
- ❖ Held Public Safety Dispatcher interviews
- ❖ Held Chief's interview for Public Safety Dispatcher candidate
- ❖ Onboarded a new iQuest Student into the program

Additional Accomplishments:

- ❖ Attended the City of San Ramon State of the City
- ❖ Attended a CALPELRA Program Committee meeting
- ❖ Attended a meeting with the District's peer support team
- ❖ HR staff attended a CrewSense administration training session
- ❖ Met with a representative from the District's dental insurance provider
- ❖ Met with a representative from the District's workers' compensation nurse case management company
- ❖ Held a retiree benefit meeting

Report: Employee Illness/Injury Report – February 2019

Employee Illness/Injury Report February 2019

Reportable Injuries

Indemnity (Lost Time)

No reportable injuries.

Medical Only (No Lost Time)

- February 11, 2019 DOI = 2/11/19 – Back strained while pulling a hose line
Status: Medical Only – No lost time.
- February 12, 2019 DOI = 2/12/19 – Hand injured due to striking an object
Status: Medical Only – No lost time.

As of February 28, 2019, there were six (6) employees absent from their regular work assignment. Total lost time due to injuries for the month of February equaled 142 calendar days/48 shifts.

FINANCE



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: March 27, 2019
To: Board of Directors
From: Ken Campo, Financial Consultant
Davina Hatfield, Controller
Re: Monthly Financial Report for February 2019

Financials:

- Balance Sheet
- Revenues – All Funds, Budget vs. Actual
- Expenditures – General Fund Budget vs. Actual
- Expenditures – Capital, Debt Service and Community Funds Budget vs. Actual
- Revenue/Expense History – Monthly, General Fund
- Overtime Analysis

Meetings/Activities:

- Continue to coordinate transition of responsibilities with Human Resources.
- Prepare the Fire Agencies Insurance Risk Authority (FAIRA) renewal.
- Assist in implementing CrewSense workforce scheduling software.
- Provide updated budget information to managers in preparation for the Board Workshop.
- Provide Mid-Year Budget update and revised Reserve Policy for Finance Committee consideration.

San Ramon Valley Fire Protection District

Combined Balance Sheet

February 28, 2019

	GOVERNMENTAL FUND TYPES				AGENCY		ACCOUNT GROUPS		Totals (Memo Only)
	General	Budget	Debt	Capital	Special	CERT	General	General	
	Fund - 100	Stabilization - 110	Fund - 200	Projects Fund - 300	Special Revenue Fund - 400	PROGRAM Fund - 700	Fixed Assets Fund - 800	Long-Term Debt Fund - 900	
ASSETS									
Cash - Checking	\$ 787,286	\$ 176,837	\$ -	\$ -	\$ 60	\$ 53,559	\$ -	\$ -	\$ 1,017,742
Cash - Money Market	501,510	-	-	-	-	-	-	-	501,510
Cash - Workers' Compensation	(120,287)	-	-	-	-	-	-	-	(120,287)
Cash - Flexible Spending	21,057	-	-	-	-	-	-	-	21,057
Petty Cash	1,250	-	-	-	-	-	-	-	1,250
Investments - LAIF @ 1.96%	16,145,583	-	-	8,525,272	-	-	-	-	24,670,855
Investments - Mrkt Value Adj/Premium/Discount	(567,153)	-	-	(23,190)	-	-	-	-	(590,343)
Investments - Bank of the West @ 1.88% avg	19,171,072	17,517,892	-	-	-	-	-	-	36,688,964
Cash with Fiscal Agent - Note 1	-	-	38	9,308	-	-	-	-	9,346
Accounts Receivable	7,944	-	-	-	-	-	-	-	7,944
YE Accrued Ambulance Billing	1,071,281	-	-	-	-	-	-	-	1,071,281
Prepaid Expenses/Deposits	6,162,892	-	-	3,860,510	-	-	-	-	10,023,402
Land	-	-	-	-	-	-	6,000,878	-	6,000,878
Buildings & Improvements/Construction	-	-	-	-	-	-	33,915,210	-	33,915,210
Equipment/Vehicles	-	-	-	-	-	-	29,136,538	-	29,136,538
Accumulated Depreciation	-	-	-	-	-	-	(35,147,741)	-	(35,147,741)
Amount to be Provided for General	-	-	-	-	-	-	-	24,502,280	24,502,280
Long Term Debt	-	-	-	-	-	-	-	-	-
Total Assets	\$ 43,182,435	\$ 17,694,729	\$ 38	\$ 12,371,900	\$ 60	\$ 53,559	\$ 33,904,885	\$ 24,502,280	\$ 131,709,886
LIABILITIES									
Accounts Payable	\$ 120,278	\$ -	\$ -	\$ 67,328	\$ -	\$ -	\$ -	\$ -	\$ 187,606
Accrued Expenses	2,298,418	-	-	314,141	-	125	-	-	2,612,684
Deposits Payable	25,600	-	-	-	-	-	-	-	25,600
Deferred Ambulance Billing Revenue	523,211	-	-	-	-	-	-	-	523,211
Long Term Debt (1) Certificates of Participation	-	-	-	-	-	-	-	11,405,000	11,405,000
Long Term Debt (2) Vehicle Lease	-	-	-	-	-	-	-	5,192,417	5,192,417
Liability Assc. with Open Workers' Comp Claims	-	-	-	-	-	-	-	5,999,000	5,999,000
Liability for Accumulated Leave	-	-	-	-	-	-	-	1,905,863	1,905,863
Total Liabilities	2,967,507	-	-	381,469	-	125	-	24,502,280	27,851,381
FUND EQUITY									
Investment in General Fixed Assets	-	-	-	-	-	-	33,904,885	-	33,904,885
Non-Spendable Fund Balance	-	-	-	3,860,510	-	-	-	-	3,860,510
Restricted Fund Balance	-	-	38	97,861	60	-	-	-	97,959
Committed Fund Balance:									
Dry Period Funding	40,155,775	-	-	-	-	-	-	-	40,155,775
Budget Stabilization	-	14,694,729	-	-	-	-	-	-	14,694,729
Workers' Compensation Claims	-	3,000,000	-	-	-	-	-	-	3,000,000
Capital Projects	-	-	-	7,708,672	-	-	-	-	7,708,672
Assigned Fund Balance:									
Other Assigned Fund Balance	59,153	-	-	323,388	-	9,989	-	-	392,530
Unassigned Fund Balance	-	-	-	-	-	43,445	-	-	43,445
Total Fund Balance	40,214,928	17,694,729	38	11,990,431	60	53,434	33,904,885	-	103,858,505
Total Liabilities and Fund Equity	\$ 43,182,435	\$ 17,694,729	\$ 38	\$ 12,371,900	\$ 60	\$ 53,559	\$ 33,904,885	\$ 24,502,280	\$ 131,709,886

San Ramon Valley Fire Protection District

Revenue - All Funds

2018/19

For the Period Ended February 28, 2019

FISCAL YEAR COMPLETED - 66.67%

	2017/18	2018/19	2018/19	2018/19	
	<i>Actual</i>	<i>Budgeted</i>	<i>Realized</i>	<i>Remaining Budget</i>	<i>% Received</i>
TAXES					
PROPERTY TAXES - CURRENT SECURED	\$ 64,610,758	\$ 66,852,285	\$ 37,427,080	\$ 29,425,205	56.0%
PROPERTY TAXES - SUPPLEMENTAL	1,510,232	-	214,093	(214,093)	
PROPERTY TAXES - UTILITIES (Unitary)	1,126,916	1,126,916	634,671	492,245	56.3%
PROPERTY TAXES - CURRENT UNSECURED	1,868,799	1,920,403	1,860,961	59,442	96.9%
HOMEOWNERS PROPERTY TAX RELIEF	470,569	475,000	-	475,000	0.0%
RDA PROPERTY TAX	1,018,607	1,001,490	670,445	331,045	66.9%
LESS COUNTY TAX ADMINISTRATION	(550,574)	(561,572)	345	(561,917)	-0.1%
PROPERTY TAXES - PRIOR SECURED	(133,764)	-	(90,250)	90,250	
PROPERTY TAXES - PRIOR SUPPLEMENTAL	(77,751)	-	-	-	
PROPERTY TAXES - PRIOR UNSECURED	(3,205)	-	28,787	(28,787)	
TOTAL TAXES	69,840,587	70,814,521	40,746,132	30,068,389	57.5%
INTERGOVERNMENTAL REVENUE					
MEASURE "H"	33,000	33,000	-	33,000	0.0%
SB-90 MANDATED COSTS	-	-	-	-	
STATE AID/GRANTS (OES REIMB.)	987,904	-	107,445	(107,445)	
FEDERAL GRANT REVENUE	-	-	-	-	
OTHER INTERGOVERNMENTAL REVENUE	286,452	256,773	122,880	133,893	47.9%
GEMT	156,716	75,000	38	74,962	0.1%
CONSOLIDATED DISPATCH	1,300,000	1,350,000	675,000	675,000	50.0%
USE TAX SHARE REVENUE	169	-	-	-	
TOTAL INTERGOVERNMENTAL REVENUE	2,764,241	1,714,773	905,363	809,410	52.8%
CHARGES FOR SERVICE					
INSPECTION FEES	72,486	113,300	40,723	72,577	35.9%
PLAN REVIEW	626,901	618,000	557,939	60,061	90.3%
INFO TECHNOLOGY SURCHARGE	-	-	-	-	#DIV/0!
WEED ABATEMENT CHARGES	1,659	3,091	-	3,091	0.0%
ADMINISTRATIVE CITATION CHARGES	5,400	7,613	17,600	(9,987)	231.2%
AMBULANCE SERVICES	3,762,418	4,650,000	3,129,026	1,520,974	67.3%
CPR CLASSES	640	586	762	(176)	130.0%
REPORTS/PHOTOCOPIES	6,516	13,703	5,699	8,004	41.6%
TOTAL CHARGES FOR SERVICE	4,476,020	5,406,293	3,751,749	1,654,544	69.4%
USE OF MONEY & PROPERTY					
INVESTMENT EARNINGS	319,264	500,000	469,337	30,663	93.9%
TOTAL USE OF MONEY & PROPERTY	319,264	500,000	469,337	30,663	93.9%
RENTAL INCOME					
RENT ON REAL ESTATE	64,224	62,808	44,154	18,654	70.3%
TOTAL RENTAL INCOME	64,224	62,808	44,154	18,654	70.3%
OTHER REVENUE					
SALE OF PROPERTY	29,431	-	-	-	
INSURANCE PROCEEDS	129,460	-	39,408	(39,408)	
MISCELLANEOUS REVENUE	10,595	-	4,896	(4,896)	
TOTAL OTHER REVENUE	169,486	-	44,304	(44,304)	
OTHER FINANCING SOURCES					
DEBT/LEASE PROCEEDS	5,432,359	-	-	-	
TOTAL OTHER FINANCING SOURCES	5,432,359	-	-	-	
TOTAL REVENUE	\$ 83,066,181	\$ 78,498,395	\$ 45,961,039	\$ 32,537,356	58.6%

San Ramon Valley Fire Protection District

Expenditures - General Fund

2018/19

For the Period Ended February 28, 2019

FISCAL YEAR COMPLETED - 66.67%

		2017/18	2018/19	2018/19	2018/19	
		Actual	Budget	Actual to Date	Remaining Budget	% Expended
SALARIES & BENEFITS						
PERMANENT SALARIES	5110	\$ 25,345,281	\$ 26,751,625	\$ 16,741,181	\$ 10,010,444	62.6%
TEMPORARY SALARIES	5115	277,093	138,562	239,421	(100,859)	172.8%
PERMANENT OVERTIME	5120	9,018,098	7,576,910	6,022,872	1,554,038	79.5%
PERMANENT OVERTIME-TEMP EEs	5121	14,586	-	15,518	(15,518)	#DIV/0!
FICA/MEDICARE	5140	495,013	494,187	334,351	159,836	67.7%
RETIREMENT CONTRIBUTIONS	5150	16,422,767	17,101,132	11,344,340	5,756,792	66.3%
RETIREMENT CONTRIB. UAAL	5150	294,000	294,000	254,000	40,000	86.4%
401a CONTRIBUTIONS-ER PAID	5151	8,212	7,919	5,515	2,404	69.6%
EMPLOYEE GROUP INSURANCE	5160	3,767,983	3,806,598	2,471,561	1,335,037	64.9%
RETIREE HEALTH INSURANCE	5170	2,428,016	3,236,471	1,792,016	1,444,455	55.4%
OPEB CONTRIBUTION	5175	3,734,539	3,585,518	2,390,400	1,195,118	66.7%
UNEMPLOYMENT INSURANCE	5180	9,937	20,000	-	20,000	0.0%
WORKERS' COMPENSATION	5190	1,055,042	1,000,000	979,808	20,192	98.0%
TOTAL SALARIES & BENEFITS		62,870,567	64,012,922	42,590,983	21,421,939	66.5%
SERVICES & SUPPLIES						
OFFICE SUPPLIES	5202	34,602	33,322	15,211	18,111	45.6%
POSTAGE	5204	15,638	28,765	3,352	25,413	11.7%
TELECOMMUNICATIONS	5206	202,795	255,748	145,323	110,425	56.8%
UTILITIES	5208	386,821	385,467	253,189	132,278	65.7%
SMALL TOOLS/EQUIPMENT	5210	143,641	157,759	55,436	102,323	35.1%
MISCELLANEOUS SUPPLIES	5212	70,114	129,449	57,988	71,461	44.8%
MEDICAL SUPPLIES	5213	170,313	144,560	115,900	28,660	80.2%
FIREFIGHTING SUPPLIES	5214	45,863	59,310	22,640	36,670	38.2%
PHARMACEUTICAL SUPPLIES	5216	39,786	36,400	23,298	13,102	64.0%
COMPUTER SUPPLIES	5218	19,912	15,311	9,129	6,182	59.6%
RADIO EQUIPMENT & SUPPLIES	5219	15,167	20,500	7,931	12,569	38.7%
FOOD SUPPLIES	5222	31,472	40,644	25,285	15,359	62.2%
PPE INSPECTION & REPAIRS	5223	18,448	21,868	14,139	7,729	64.7%
SAFETY CLOTHING/SUPPLIES	5224	208,491	254,697	109,254	145,443	42.9%
CLASS A UNIFORMS & SUPPLIES	5225	6,860	13,462	549	12,913	4.1%
NON-SAFETY CLOTHING/SUPPLIES	5226	20,704	41,381	15,044	26,337	36.4%
CLASS B UNIFORMS & SUPPLIES	5227	60,863	102,219	47,532	54,687	46.5%
HOUSEHOLD SUPPLIES	5228	58,539	44,153	30,786	13,367	69.7%
CENTRAL GARAGE - REPAIRS	5230	506,228	300,000	335,473	(35,473)	111.8%
CENTRAL GARAGE - MAINTENANCE	5231	82,676	39,194	55,766	(16,572)	142.3%
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	223,208	178,587	134,168	44,419	75.1%
CENTRAL GARAGE - TIRES	5234	41,150	53,582	26,455	27,127	49.4%
CENTRAL GARAGE - MANDATED INSP.	5235	10,993	11,850	17,901	(6,051)	151.1%
MAINT./REPAIRS - EQUIPMENT	5236	233,589	261,113	95,669	165,444	36.6%
MAINT./REPAIRS - RADIO & ELECTRONIC	5238	280,274	379,611	130,045	249,566	34.3%
MAINT./REPAIRS - BUILDINGS	5240	284,944	248,015	107,735	140,280	43.4%
MAINT./REPAIRS - GROUNDS	5242	44,761	41,582	21,599	19,983	51.9%
RENTS & LEASES-EQUIP./PROPERTY	5246	52,580	66,767	47,255	19,512	70.8%
PROFESSIONAL/SPECIALIZED SERVICES	5250	1,294,311	1,680,473	969,238	711,235	57.7%
RECRUITING COSTS	5251	113,519	112,583	58,275	54,308	51.8%
LEGAL SERVICES	5252	211,232	400,000	92,059	307,941	23.0%
MEDICAL SERVICES	5254	67,293	121,880	27,479	94,401	22.5%
COMMUNICATIONS SERVICES	5258	78,000	79,800	87,360	(7,560)	109.5%
DOCUMENT MANAGEMENT SERVICES	5260	-	-	2,492	(2,492)	#DIV/0!
ELECTION SERVICES	5262	-	110,000	-	110,000	0.0%
INSURANCE SERVICES	5264	497,301	493,980	223,779	270,201	45.3%
PUBLICATION OF LEGAL NOTICES	5270	603	6,544	1,620	4,924	24.8%
SPECIALIZED PRINTING	5272	29,079	23,896	5,629	18,267	23.6%
MEMBERSHIPS	5274	67,294	80,261	74,460	5,801	92.8%
EDUCATIONAL COURSES/SUPPLIES	5276	51,922	67,712	36,559	31,153	54.0%
EDUCATIONAL ASSISTANCE	5277	18,884	23,725	12,071	11,654	50.9%
PUBLIC EDUCATIONAL SUPPLIES	5278	8,084	11,384	3,159	8,225	27.7%
BOOKS & PERIODICALS	5280	13,717	23,234	13,716	9,518	59.0%
RECOGNITION SUPPLIES	5282	379	4,152	3,059	1,093	73.7%
MEETINGS/TRAVEL EXPENSES	5284	44,993	41,148	27,531	13,617	66.9%
OTHER EXPENSE	5286	6,927	-	10,867	(10,867)	#DIV/0!
PROPERTY TAX SHARE AGREEMENT	5290	50,939	49,195	-	49,195	0.0%
TOTAL SERVICES & SUPPLIES		5,864,909	6,695,283	3,573,405	3,121,878	53.4%
TOTAL OPERATING EXPENDITURES		\$ 68,735,476	\$ 70,708,205	\$ 46,164,388	\$ 24,543,817	65.3%

San Ramon Valley Fire Protection District
Expenditures - All Other Funds
2018/19
For the Period Ended February 28, 2019

FISCAL YEAR COMPLETED - 66.67%

		2017/18	2018/19	2018/19	2018/19		
		Actual	Budget	Actual to Date	Remaining Budget	% Expended	
CAPITAL PROJECTS - 300							
LEGAL & PROFESSIONAL SERVICES	5250/5252	\$ 31,440	\$ -	\$ -	\$ -		
CRR TECH IMPROVEMENTS	5253	10,127	61,087	842	60,245	1.4%	
PUBLICATION OF LEGAL NOTICES	5270	-	-	-	-		
DESIGN/CONSTRUCTION	6105/6110	-	-	-	-		
VARIOUS IMPROVEMENTS	6120	455,984	1,952,730	248,774	1,703,956	12.7%	
RADIO/ELECTRONIC EQUIPMENT	6230	185,883	479,713	137,705	342,008	28.7%	
MAJOR EQUIPMENT	6240	590,893	311,923	140,376	171,547	45.0%	
AUTOS & TRUCKS	6250	380,860	2,911,636	2,950,322	(38,686)	101.3%	
TOTAL CAPITAL PROJECTS		\$ 1,655,187	\$ 5,717,089	\$ 3,478,019	\$ 2,239,070	60.8%	
DEBT SERVICE - 200							
PROFESSIONAL/SPECIALIZED SERVICES	5250	\$ 2,915	\$ -	\$ -	\$ -		
BOND REDEMPTION - 2013/2015 COP	5310	1,268,938	1,298,884	1,298,884	-	100.0%	
EQUIPMENT LEASE	5310	-	582,370	582,370	-	100.0%	
VEHICLE LEASE #4	5310	525,885	-	-	-	#DIV/0!	
TOTAL DEBT SERVICE		\$ 1,797,738	\$ 1,881,254	\$ 1,881,254	\$ -	100.0%	
COMMUNITY FUND - 400							
OTHER SPECIAL DISTRICT EXPENDITURES	5286	\$ -	\$ -	\$ -	\$ -		
TOTAL SRVF COMMUNITY FUND		\$ -	\$ -	\$ -	\$ -		
TOTAL - CAPITAL, EQUIPMENT, DEBT SERVICE, & SRVF COMMUNITY FUND		\$ 3,452,925	\$ 7,598,343	\$ 5,359,273	\$ 2,239,070	155.2%	

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
GENERAL FUND
REVENUE/EXPENDITURE HISTORY**

<i>Month</i>	<i>2014/15</i>		<i>2015/16</i>		<i>2016/17</i>		<i>2017/18</i>		<i>2018/19</i>	
	<i>Revenue</i>	<i>Expenditures</i>	<i>Revenue</i>	<i>Expenditures</i>	<i>Revenue</i>	<i>Expenditures</i>	<i>Revenue</i>	<i>Expenditures</i>	<i>Revenue</i>	<i>Expenditures</i>
July	\$ 399,328	\$ 5,808,943	\$ 354,684	\$ 4,771,243	\$ 282,790	\$ 5,316,616	\$ 354,888	\$ 6,122,636	\$ 550,530	\$ 5,622,648
August	390,930	4,376,310	426,922	5,260,304	363,912	5,109,224	695,817	5,671,451	499,377	5,905,072
September	317,832	4,176,216	354,095	4,581,188	377,209	5,047,543	480,964	5,593,302	579,731	5,563,173
October	2,247,021	4,157,975	2,040,889	4,262,203	2,158,269	5,282,085	2,593,632	5,999,337	2,375,797	6,005,201
November	295,306	4,381,969	335,053	4,727,586	720,990	5,554,302	362,621	5,888,575	656,486	6,191,849
December	30,041,174	4,307,582	32,619,418	5,464,991	34,893,289	5,043,510	34,930,693	5,966,196	39,332,475	5,629,084
January	1,149,378	4,230,080	576,093	4,743,692	1,242,334	5,401,913	8,491,817	5,387,036	1,334,430	5,722,401
February	291,209	4,005,149	472,114	4,837,271	690,047	5,326,068	446,775	5,326,521	632,213	5,524,960
March	472,966	4,084,004	620,681	5,229,614	433,245	5,849,120	883,105	6,063,429		
April	21,844,911	4,276,998	23,795,929	4,901,844	25,663,196	5,297,542	22,339,121	5,257,800		
May	338,057	4,255,627	840,611	4,935,586	394,206	5,452,583	639,163	5,506,219		
June	4,663,427	3,810,313	5,365,634	5,219,984	5,664,005	5,832,652	5,304,082	6,529,121		

Total Overtime Hours by Month
January 2017-February 2019

