



Annual Operating Budget

Fiscal Year 2025/26

DRAFT

ONE TEAM, ONE MISSION

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

Board of Directors

Matthew J. Stamey, President

Donald R. Parker, Vice President

Ryan Crean, Director

Jay Kerr, Director

Michelle Lee, Director

The Role of the Board

The Board of Directors is the elected policy-making body for the San Ramon Valley Fire Protection District. The Directors provide financial oversight and strategic policy direction to maximize the public value of District services.

Fire Chief/Treasurer

Paige Meyer

The Role of the Chief

The Fire Chief is the Chief Executive Officer of the District. In collaboration with the Board of Directors and in partnership with all members of the organization, the Chief provides direction, protection and order to the District.

ABOUT US

The San Ramon Valley Fire Protection District provides all-risk fire, rescue and emergency medical services to the communities of Alamo, Blackhawk, the Town of Danville, Diablo, the City of San Ramon, the southern area of Morgan Territory and the Tassajara Valley, all located in Contra Costa County. The District's service area encompasses approximately 155 square miles and serves a population of 194,607.

The District maintains nine career fire stations and one volunteer-staffed station, an administrative office building and other supporting facilities all strategically located throughout the jurisdiction. The District staffs sixteen companies, including structure and wildland engines, ladder trucks, Advanced Life Support ambulances, and specialized Hazardous Materials, Rescue, Communications and other support units. The District also operates its own nationally accredited 911 communications center.

The District's Community Risk Reduction Division manages several significant community risk reduction initiatives including notable vegetation and hazard abatement programs, plan review and engineering services, and comprehensive code enforcement and fire investigation activities. The Division also produces and delivers numerous programs intended to promote and teach fire safety, CPR/AED skills and emergency preparedness. In 2011 the District became a HeartSafe Community.

Within the boundaries of the District are expansive wildland and recreation areas, large single-family homes and multi-family residential complexes, hotels, a regional hospital and a 585-acre business park. The District is also bisected by a major interstate highway (I-680).

The San Ramon Valley Fire Protection District is an autonomous Special District as defined under the Fire Protection District Law of 1987, Health and Safety Code, Section 13800, of the State of California. A five-member Board of Directors, elected at-large by their constituents and each serving a staggered four-year term, govern the District. The Fire Chief oversees the general operations of the District in accordance with the policy direction prescribed by the Board of Directors. The Fire Chief also serves as the Treasurer for the District. In 2022 the District achieved Insurance Services Office (ISO) top rating of Class 1, which is the designation it reserves for superior fire protection programs.

The primary source of funding for the District is from property taxes (90% of revenue) and the majority of the District's spending is for personnel (90% of operating expenditures).



San Ramon Valley Fire Protection District
2401 Crow Canyon Road, Suite A
San Ramon, CA 94583
www.firedepartment.org

Board of Directors
San Ramon Valley Fire Protection District
2401 Crow Canyon Road, Ste A
San Ramon, CA 94583

Members of the Board:

I am pleased to present the Fiscal Year 2025-26 (FY26) Operating and Capital Budget for the San Ramon Valley Fire Protection District, which establishes a guideline for anticipated revenues and operating expenditures. It provides a realistic yet conservative financial plan for the upcoming fiscal year, ensuring our ability to deliver exceptional fire protection and emergency medical services as we safeguard our community. It is consistent with the District's mission statement and has been prepared with the priorities and resources necessary to accomplish the goals and objectives established by the Board of Directors. This budget will allow the District to execute its mission to protect and preserve life and property from the impact of fire, disaster, injury, and illness while also responsibly paying down the unfunded liabilities associated with retirement benefits and ensuring the availability of funds for future capital needs.

BUDGET DEVELOPMENT PROCESS

This document represents the culmination of a collaborative budget development process which kicked-off last February and spanned some five months. In the month of February, budget goals and related costs are formulated. In April, budget worksheets were distributed to Division managers to articulate their expenditure requests and adjustments for the next fiscal year. The District's payroll expenditure forecasts were based on current staff compensation and benefits outlined in the memorandum of understanding (MOU) and compensation plans for the remainder of District personnel. Property tax revenues are based on projections from the District's property tax consultant and incorporate historical growth, current trends, and CPI data. All other operating revenues are estimated by reviewing service contract agreements, economic factors affecting fees, and estimations based on historical data. The District takes a conservative approach to projecting revenues and a realistic approach to projecting expenditures. I, as the Fire Chief, am responsible for ensuring a balanced budget in which expenses are within revenue budget allocation. The District prepares a budget for funds that are subject to the budget requirements of state law. Community members are encouraged to participate in the District's budget process through various stages of preparation and public hearing prior to the approval of the budget by the Board of Directors.

BUDGET OVERVIEW

The budget establishes a guideline for the anticipated revenue and operating expenditures to ensure that inflows of resources are adequate to support the delivery of services based on established priorities.

It provides a logical structure to organize various program costs, projects, and other expenses, as well as a sound system for control of the District's revenues and expenditures. This document includes the preliminary budget for all District funds and includes a structurally balanced General Fund preliminary operating budget for FY26.

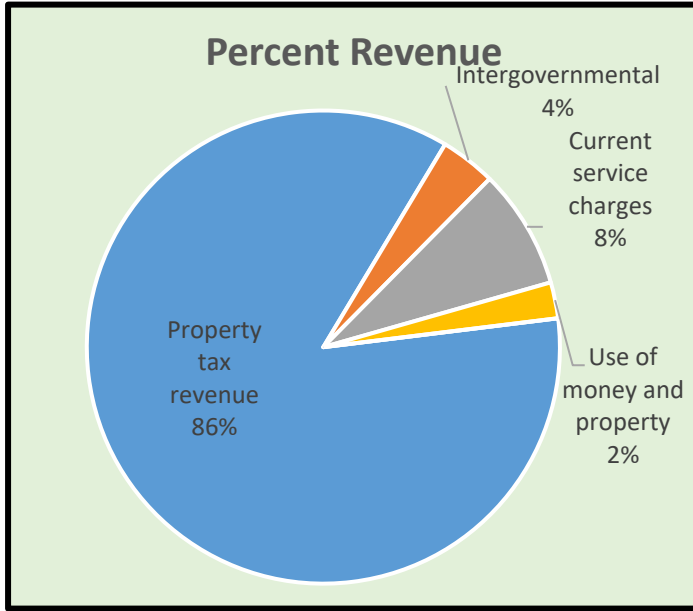
GENERAL FUND BUDGET SUMMARY

The FY26 General Fund revenue budget totals \$116 million, which includes \$99 million in property taxes and \$17 million in other operating revenues. The General Fund expenditure budget totals \$103 million, and includes \$79 million in salaries and benefits, \$11 million in other operating expenditures and operating transfers out from the General Fund of \$13 million: \$8 million to the Capital Improvement Projects (CIP) Fund and \$5 million to the Debt Service Fund.

In addition, \$15 million of the General Fund balance will be transferred to the Budget Stabilization Fund to meet the 35 percent reserve policy and \$5 million will be transferred to bolster the Workers Compensation Reserve.

	FY24 Actual	FY25 Final Budget	FY25 Estimated Actual	FY26 Proposed Budget	FY25 vs FY26 Increase/ (Decrease)	Change in %
Revenues						
Property taxes	\$ 94,162,069	\$ 95,673,070	\$ 95,771,602	\$ 98,856,344	\$ 3,084,742	3.2%
Ambulance Services	7,584,104	6,395,617	7,262,380	8,480,251	1,217,871	16.8%
Other agencies	4,420,305	5,031,800	7,146,588	4,393,552	(2,753,036)	-38.5%
Other operating	3,062,345	2,927,191	4,147,183	3,817,448	(329,735)	-8.0%
Revenue Totals	\$ 109,228,823	\$ 110,027,678	\$ 114,327,753	\$ 115,547,595	\$ 1,219,842	1.1%
Expenditures						
Salaries & benefits	\$ 81,490,907	\$ 86,389,444	\$ 86,635,748	\$ 78,780,162	\$ (7,855,585)	-9.1%
Services & supplies	4,366,881	5,408,185	4,522,539	5,389,082	866,542	19.2%
Professional services	4,643,961	5,577,542	5,277,113	5,707,006	429,893	8.1%
Expenditure Totals	\$ 90,501,748	\$ 97,375,171	\$ 96,435,400	\$ 89,876,250	\$ (6,559,150)	-6.8%
Net change from operations	\$ 18,727,075	\$ 12,652,507	\$ 17,892,353	\$ 25,671,345	\$ 7,778,992	
Transfers	\$ 13,127,383	\$ 13,127,383	\$ 13,292,523	\$ 13,357,322	\$ 64,799	0.5%
Net operating surplus(deficit)	\$ 5,599,692	\$ (474,876)	\$ 4,599,830	\$ 12,314,023	\$ 7,714,193	

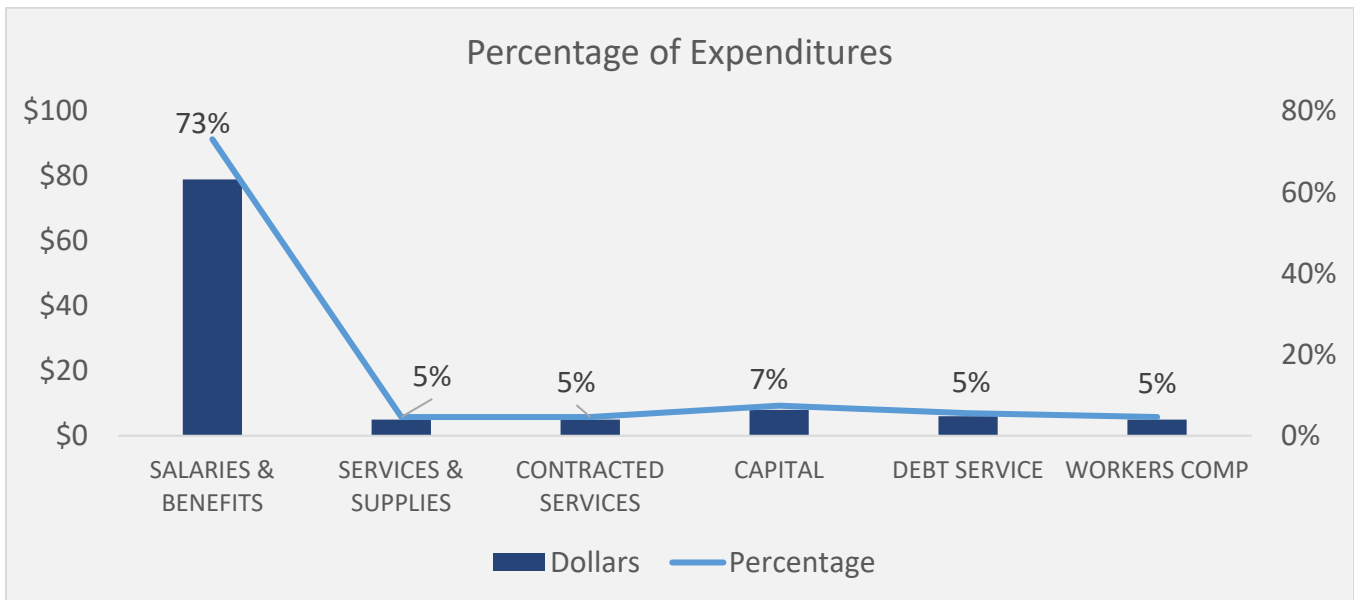
GENERAL FUND REVENUE SUMMARY



The District's General Fund revenue is projected to be approximately \$116 million for operating uses in carrying out the projects and program costs in FY26. The General Fund is financed primarily by property taxes, which represents \$99 million or 86% of the District-wide revenue. The District's other operating revenues are supported by cost recovery for ambulance transports (\$8 million or 7%), dispatch services provided to the City of San Ramon Police Department (\$3 million or 3%) included in Intergovernmental and licenses and permits services (\$769 thousand or 1%). Other revenue sources include use of money and property (\$3 million or 2%), and intergovernmental (\$4 million or 2%).

GENERAL FUND EXPENDITURE SUMMARY

The District's General Fund expenditures, including operating transfers out, are projected to be \$103 million for fire and EMS operations in FY26. The General Fund salaries and benefits expenditure represents \$79 million or 73% of the District-wide expenditure. The materials and supplies budget are projected at \$5 million or 5% of the District-wide expenditures to provide items necessary to carry out the work of the District. The contract services budget is projected at \$5 million or 5% of overall expenditures. The operating transfers out from the General Fund to the Capital Improvement Projects Fund (\$8 million), and Debt Service Fund (\$6 million) total \$13 million or 13% of the overall District-wide expenditures.



OTHER ECONOMIC AND OPERATIONAL ISSUES

Strategic Plan and Goals - The District's strategic goals for FY26 as discussed during the Board's budget workshop in June are incorporated throughout this budget document. Many of the goals for FY26 pertain to addressing unfunded liabilities and completing the significant capital projects initiated over the past several years such as the South County Training Facility and taking delivery of new pieces of apparatus (Type 3 Engines, Ambulances and other vehicles) and putting those apparatus into service.

Pension Funding Policy - Retirement plan costs involve two basic cost components: the normal cost rate and the amortization of the Unfunded Actuarial Liability (UAL). The District receives an annual actuarial plan valuation of its retirement plans from CCCERA each year. The most recent valuation available is for plan year ended December 31, 2023, which sets retirement contribution rates for FY26. In addition to the normal required contribution, the Board has established a policy to accelerate the paydown of the UAL by making additional contributions equal to 50% of the CCCERA prepayment discount (approximately \$300,000 for FY26).

OPEB Funding Policy – The retiree medical benefit plan is funded in a similar manner to the pension plan. Plan costs involve two basic cost components: the normal cost rate and the amortization of the Unfunded Actuarial Liability (UAL). The District receives an annual actuarial plan valuation of its Other Post-Employment Benefit each year. The most recent valuation available is for plan year ended June 30, 2023, which sets retiree medical contribution amounts for FY25 and FY26. In addition to the normal required contribution, the Board has established a policy to accelerate the paydown of the UAL by making additional contributions.

Workers' Compensation Funding Policy – The District is fully self-funded with respect to workers' compensation. The Board has established a policy to build a workers compensation reserve equal to the 85% confidence level as determined by an independent actuary; which is \$14.5 million as of the latest actuarial valuation. (This refers to an estimate for which there is an 85% chance that the reserve amount will be sufficient to all projected workers' compensation costs as determined by the actuary.) At June 30, 2025, the workers' compensation reserve amount is expected to be around \$6.1 million. The FY26 proposed budget includes an additional contribution of \$5 million to the reserve fund and projected investment earnings of \$500,000, which brings the projected reserve balance to \$11.6 million at June 30, 2026.

BUDGETARY COMPLIANCE WITH FINANCIAL POLICIES

The District's FY26 Budget complies with all of the District's relevant financial policies. A summary of the District's financial policies is included in the *'Other'* section of this budget document.

CONCLUSION

Budgetary Priorities - The District's FY26 Budget presents a healthy and structurally balanced guide for the next fiscal year. This budget will enable the District to maintain high quality fire and emergency response services, provide quality training to our personnel, and place a top priority on the health and safety of the public and our staff. Heading into the FY26 Budget, there are still some uncertainties as it pertains to the ongoing state of the local, national and global economy, but the District is moving forward with confidence with a focus on our priorities of completing capital facilities projects, planning for future rebuild projects, continues implementation of the mental health

initiative, and implementation of the Board's strategic initiatives.

Financial Stewardship - The Board places a high priority on closely monitoring the impact of local economic conditions on the District's finances as well as the District's ability to maintain high service levels, meet infrastructure needs, and to build and maintain healthy reserve balances. The budget preparation and adoption process are guided by several fundamental fiscal tenets:

- Ongoing operating expenditures are to be paid with ongoing operating revenues.
- Utilize long-range financial planning tools to ensure the District remains financially viable for future generations.
- Eliminate the unfunded liabilities associated with employee retirement benefits.
- Services provided by District Staff that have a cost recovery element should be as close to full cost recovery as is feasible.
- Unassigned fund balances at fiscal year-end are allocated to reserves for future uses.

The District has incorporated these tenets into its fiscal strategies and uses them to set fiscally responsible short and long-term goals. The District also continues to provide an exceptionally high level of reliable service to the public. The District's reserves remain healthy and the long-term financial outlook is strong. Effective leadership and prudent fiscal practices continue to ensure that the communities served by the District receive the service level that they have come to expect. We will continue to fortify the District's financial sustainability through sound and efficient planning and budgeting to ensure it maintains the exceptional services it provides to our residents.

Acknowledgements - This FY26 budget would not be possible without the support, guidance and strategic direction from the Board with respect to fiscal policies and guidelines for budget development. I also wish to express my appreciation to the union representatives and employees of the District for their ongoing collaboration and willingness to work with the Board and Administration for the long-term good of the District and the communities we serve. With their cooperation and commitment to providing the best possible service within available funding constraints, we have been able to stabilize our finances, enhance the delivery of essential emergency services and keep the District on a fiscally sustainable path moving forward.

We would like to express our appreciation as well to the Town of Danville, Alamo, the unincorporated areas of Contra Costa County that are protected by the District, and in particular the City of San Ramon for their continuing support of a public safety partnership.

And thank you to the taxpaying public, our residents, and area businesses for their support, cooperation and partnership with the District in making our community an outstanding and safe place to play, work and live.

I am truly honored to serve as your Fire Chief.

Sincerely,



Paige Meyer
Fire Chief

STAFFING SUMMARY

DRAFT

DIVISION	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Proposed 2025/26	Projected 2025/26
Board of Directors								
Director	5	5	5	5	5	5	5	5
Total	5	5	5	5	5	5	5	5
Fire Chief								
Fire Chief	1	1	1	1	1	1	1	1
Emergency Preparedness Coordinator	-	-	0.5	-	-	-	-	-
Senior Office Assistant	-	-	-	1	1	1	1	1
District Clerk	0.5	0.5	-	-	-	-	-	-
Total	1.5	1.5	1.5	2	2	2	2	2
District Counsel Clerk								
District Counsel Clerk	-	-	1	1	1	1	1	1
Total	-	-	1	1	1	1	1	1
Human Resources								
Human Resources Director	1	1	-	-	-	-	-	-
Human Resources Manager	-	-	-	-	-	-	1	1
Human Resources Generalist	1	1	2	2.5	2	2	2	2
Administrative Technician	0.5	0.5	-	-	-	-	-	-
Total	2.5	2.5	2	2.5	2	2	3	3
Finance								
Chief Financial Officer	-	-	1	1	1	1	1	1
Controller	1	1	-	-	-	-	-	-
Administrative Analyst	-	-	-	-	-	1	2	2
Accounting Technician	2	2	2	2	2	1	1	1
Total	3	3	3	3	3	3	4	4
Community Risk Reduction								
Fire Marshal Plans Examiner	-	-	-	1	1	1	1	1
Deputy Fire Marshal	0.5	-	-	-	-	-	-	-
Disaster Preparedness Manager	0.5	-	-	-	-	-	-	-
CRR Inspector	4	3	2	1	1	2	2	2
Plans Examiner	2	1	1	-	-	-	1	1
Permit Technician	2	1	1	1	-	-	-	-
Community Risk Reduction Educator	0.5	0.5	0.5	1	1	0.5	-	-
CRR Inspector Trainee	-	-	-	-	-	1	1	1
District Aides - Part-Time (18)	-	-	-	-	7	9	9	9
Total	9.5	5.5	4.5	4	10	14	14	14

STAFFING SUMMARY

DRAFT

DIVISION	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Proposed 2025/26	Projected 2025/26
Technology								
Public Safety Systems Specialist	-	-	-	-	-	1	1	1
Technology Systems Manager	1	1	1	-	-	-	1	1
Information Systems Technician	-	-	-	1	1	-	-	-
Media Communications and Pub Ed Analyst	1	1	1	1	1	-	-	-
Total	2	2	2	2	2	1	2	2
Communications Center								
Director of Emergency Communications	1	1	1	1	1	-	-	-
Communications Center Manager	-	-	-	1	-	1	1	1
Dispatcher Supervisor	3	3	3	3	3	3	3	3
Dispatcher II	9	9	9	9	9	9	9	9
Dispatcher - Part-Time (2)	1.5	1	-	-	-	3	3	3
Dispatcher Trainee	-	-	-	-	-	1	1	1
Project Assistant - Part-Time	1	1	1	1	0.5	0.5	0.5	0.5
GIS Analyst	1	1	1	1	1	1	1	1
Public Safety Systems Specialist	1	1	1	-	-	-	-	-
Total	17.5	17	16	16	14.5	18.5	18.5	18.5
Emergency Preparedness EOC								
Emergency Preparedness Coordinator	-	-	-	1	1	1	1	1
Total	-	-	-	1	1	1	1	1
Facilities								
District Aides - Part-Time (12)	1.5	3	5	6	-	-	-	-
Senior Office Assistant	-	-	-	-	-	-	-	-
Total	1.5	3	5	6	-	-	-	-
Emergency Operations								
Deputy Chief	1	2	2	1	2	2	2	2
Battalion Chief	3	3	6	6	6	6	6	6
Captain	33	33	33	33	33	33	33	33
Engineer	33	33	33	33	33	33	33	33
Firefighter/Paramedic	57	57	57	57	57	57	57	57
Emergency Preparedness Coordinator	-	0.5	-	-	-	-	-	-
Administrative Assistant	1	1	1	1	1	1	-	-
Total	128	129.5	132	131	132	132	131	131

STAFFING SUMMARY

DRAFT

DIVISION	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Proposed 2025/26	Projected 2025/26
Fleet								
Mechanic	1	1	1	-	-	-	-	-
District Transporter	-	-	-	0.5	0.5	0.5	0.5	0.5
Total	1	1	1	0.5	0.5	0.5	0.5	0.5
Training								
Battalion Chief	1	1	1	1	1	1	1	1
Training Captain	3	3	-	-	-	-	1	1
Senior Office Assistant	1	1	1	1	-	-	1	1
Total	5	5	2	2	1	1	3	3
Academy								
Firefighter/Paramedics	-	10	6	11	12	8	6	6
Single Role Paramedics	-	-	12	-	-	-	-	-
Total	-	10	18	11	12	8	6	6
Emergency Medical Services								
Deputy Chief	-	-	-	1	-	-	-	-
EMS Battalion Chief	1	1	-	-	-	-	-	-
EMS Manager	-	-	-	-	1	1	1	1
Medical Director	-	-	0.5	0.5	0.5	0.5	0.5	0.5
EMS Coordinator/RN	1	1	2	1	-	-	-	-
EMS Specialists	-	-	-	2	2	2	2	2
Single Role Paramedics	-	-	-	6	6	6	6	6
Administrative Analyst	-	-	-	-	1	1	1	1
Senior Office Assistant	1	1	1	1	-	-	-	-
Project Assistant	-	-	-	0.5	-	-	-	-
Total	3	3	3.5	12	10.5	10.5	10.5	10.5
Volunteer and Reserve Firefighters								
Volunteer Coordinator - Part-Time	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Chaplain Coordinator - Part-Time	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total	1	1	1	1	1	1	1	1
GRAND TOTAL	180.5	189.0	196.5	200.0	197.5	200.0	202.5	202.5

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

DRAFT

2025-26

	BUDGET				TOTAL
	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	STABILIZATION FUND	
PROJECTED REVENUES					
Taxes	\$ 98,856,344	\$ -	\$ -	\$ -	\$ 98,856,344
Intergovernmental	4,393,552	-	1,100,000	-	5,493,552
Charges for services	9,452,452	-	-	-	9,452,452
Use of money & prop	2,750,000	-	312,781	500,000	3,562,781
Rent	85,248	-	-	-	85,248
Other	10,000	-	18,656	-	28,656
Developer Contributions	-	-	-	-	-
TOTAL	115,547,595	-	1,431,437	500,000	117,479,032
PROJECTED EXPENDITURES					
Salaries & benefits	75,885,120	-	-	-	75,885,120
Services & supplies	11,096,088	-	-	-	11,096,088
Debt service	-	5,586,759	-	-	5,586,759
Capital projects	-	-	11,348,806	-	11,348,806
OPEB contribution	2,895,042	-	-	-	2,895,042
TOTAL	89,876,250	5,586,759	11,348,806	-	106,811,815
ANNUAL SURPLUS					
(DEFICIT)	25,671,345	(5,586,759)	(9,917,369)	500,000	10,667,217
Transfers in (out)	(33,261,045)	5,586,759	7,770,563	19,903,723	-
Net change	(7,589,700)	-	(2,146,806)	20,403,723	10,667,217
PROJECTED FUND BALANCE					
JULY 1, 2025	81,288,973	-	18,376,586	24,656,621	124,322,180
PROJECTED FUND BALANCE					
JUNE 30, 2026	\$ 73,699,273	\$ -	\$ 16,229,780	\$ 45,060,344	\$ 134,989,397
Restricted					
IT Surcharge Cap Projects	-	-	30,828	-	30,828
Committed					
Worker's Comp Claims	-	-	-	11,648,291	11,648,291
"Dry Period" Funding ⁽¹⁾	57,773,798	-	-	-	57,773,798
Budget Stabilization ⁽²⁾	-	-	-	33,412,053	33,412,053
Capital Projects	-	-	16,198,952	-	16,198,952
Unassigned	15,925,475	-	-	-	15,925,475
TOTAL	\$ 73,699,273	\$ -	\$ 16,229,780	\$ 45,060,344	\$ 134,989,397

(1) Dry Period Funding = 50% of General Fund Revenues

(2) Budget Stabilization = 20%-35% of General Fund Expenses

See *Fund Balance Reserve Policy* in Financial Policies section.

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

DRAFT

2026-27

	BUDGET				TOTAL
	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	STABILIZATION FUND	
PROJECTED REVENUES					
Taxes	\$ 102,952,653	\$ -	\$ -	\$ -	\$ 102,952,653
Intergovernmental	4,700,349	-	1,100,000	-	5,800,349
Charges for services	9,716,804	-	-	-	9,716,804
Use of money & prop	2,777,500	-	277,381	481,110	3,535,991
Rent	86,527	-	-	-	86,527
Other	10,000	-	18,656	-	28,656
Developer Contributions	-	-	1,450,000	-	1,450,000
TOTAL	120,243,833	-	2,846,037	481,110	123,570,980
PROJECTED EXPENDITURES					
Salaries & benefits	80,950,362	-	-	-	80,950,362
Services & supplies	11,585,962	-	-	-	11,585,962
Debt service	-	5,586,699	-	-	5,586,699
Capital projects	-	-	5,305,168	-	5,305,168
OPEB contribution	3,010,844	-	-	-	3,010,844
TOTAL	95,547,167	5,586,699	5,305,168	-	106,439,034
ANNUAL SURPLUS (DEFICIT)					
	24,696,666	(5,586,699)	(2,459,131)	481,110	17,131,946
Transfers in (out)	(15,244,431)	5,586,699	3,941,033	5,716,699	-
Net change	9,452,235	-	1,481,902	6,197,809	17,131,946
PROJECTED FUND BALANCE					
JULY 1, 2026	73,699,273	-	16,229,780	45,060,344	134,989,397
PROJECTED FUND BALANCE					
JUNE 30, 2027	\$ 83,151,508	\$ -	\$ 17,711,682	\$ 51,258,153	\$ 152,121,343
Restricted					
IT Surcharge Cap Projects	-	-	30,828	-	30,828
Committed					
Worker's Comp Claims	-	-	-	15,861,300	15,861,300
"Dry Period" Funding ⁽¹⁾	60,121,917	-	-	-	60,121,917
Budget Stabilization ⁽²⁾	-	-	-	35,396,853	35,396,853
Capital Projects	-	-	17,680,854	-	17,680,854
Unassigned	23,029,591	-	-	-	23,029,591
TOTAL	\$ 83,151,508	\$ -	\$ 17,711,682	\$ 51,258,153	\$ 152,121,343

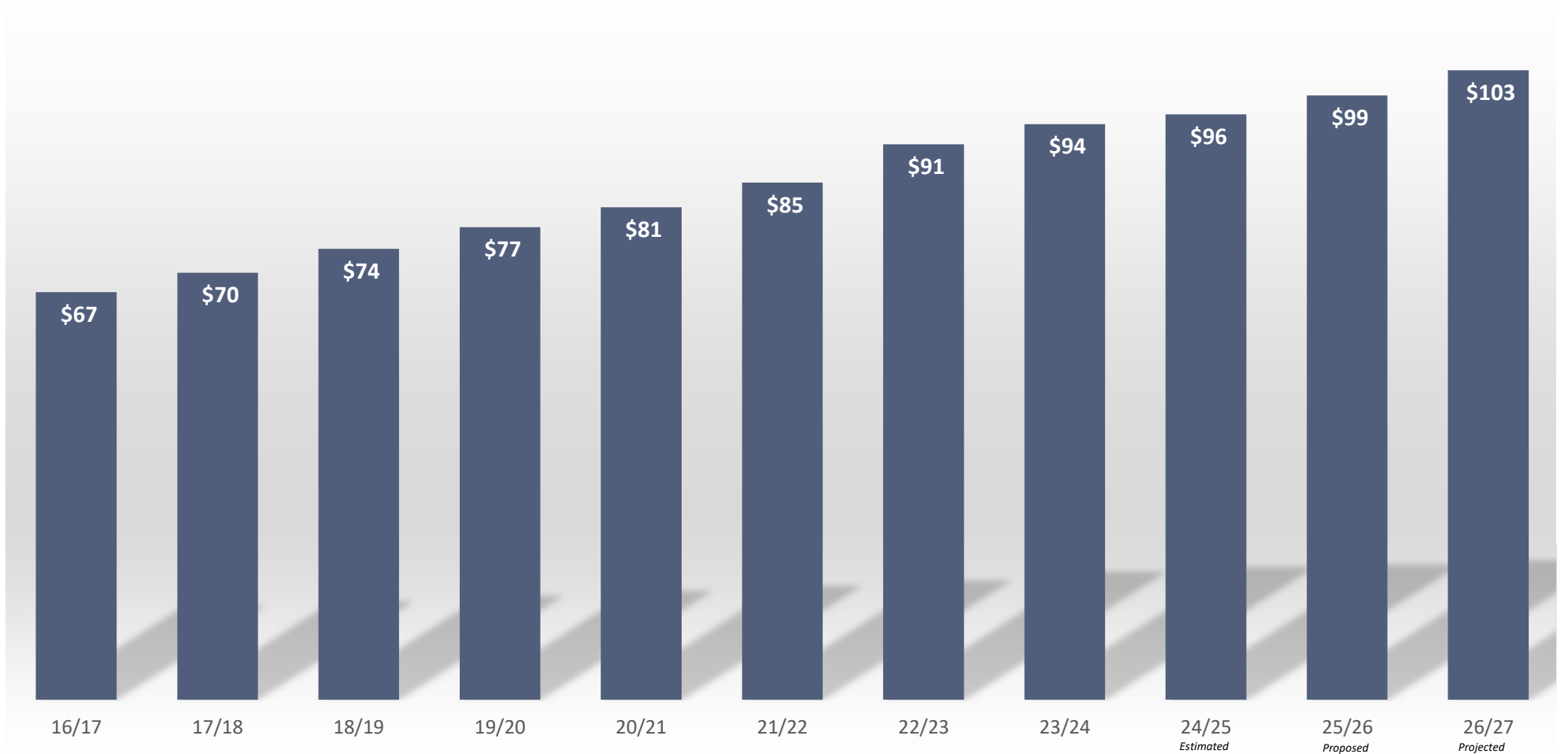
(1) Dry Period Funding = 50% of General Fund Revenues

(2) Budget Stabilization = 20%-35% of General Fund Expenses

See *Fund Balance Reserve Policy* in Financial Policies section.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT TEN YEARS OF PROPERTY TAX REVENUE

Fiscal Year	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	Estimated 24/25	Proposed 25/26	Projected 26/27
Actual	\$ 66,666,013	\$ 69,840,586	\$ 73,773,914	\$ 77,282,053	\$ 80,539,051	\$ 84,572,284	\$ 90,854,053	\$ 94,162,069	\$ 95,771,602	\$ 98,856,344	\$ 102,952,653
% Increase	6.7%	4.8%	5.6%	4.8%	4.2%	5.0%	7.4%	3.6%	1.7%	3.2%	4.1%



San Ramon Valley Fire Protection District
General Fund Operations - Ten-Year Cash Flow Model

DRAFT

	Actual	Estimated Actual	Projected								
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Beginning fund balance	\$ 95,746,072	\$ 101,345,764	\$ 105,945,500	\$ 118,259,583	\$ 133,428,517	\$ 142,445,857	\$ 149,561,325	\$ 154,007,087	\$ 155,691,861	\$ 155,127,509	\$ 152,177,921
Revenue:											
Property tax	94,162,070	95,771,602	98,856,344	102,952,653	105,011,706	107,111,940	109,254,179	111,439,263	113,668,048	115,941,409	118,260,237
Ambulance charges	7,584,104	7,262,380	8,480,251	8,734,659	8,822,006	8,910,226	8,999,328	9,089,321	9,180,214	9,272,017	9,364,737
Other service charges	783,665	863,961	972,200	982,145	991,966	1,001,886	1,011,905	1,022,024	1,032,244	1,042,567	1,052,992
Cell tower rent	83,840	83,987	85,248	86,527	89,123	91,796	94,550	97,387	100,309	100,309	100,309
Interest income	2,188,405	3,194,575	2,750,000	2,777,500	2,819,163	2,861,450	2,904,372	2,947,937	2,992,156	3,037,039	3,082,594
State/Fed/Local/Meas H	2,201,285	4,545,995	1,200,816	1,220,031	1,232,231	1,244,554	1,256,999	1,269,569	1,282,265	1,295,087	1,308,038
Consolidated Dispatch *	2,219,020	2,600,593	3,192,736	3,480,318	3,549,924	3,620,923	3,693,341	3,767,208	3,842,552	3,919,403	3,997,791
SAFER Grant	-	-	-	-	-	-	-	-	-	-	-
Other/misc	6,434	4,660	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	109,228,823	114,327,753	115,547,595	120,243,833	122,526,119	124,852,775	127,224,674	129,642,709	132,107,788	134,617,830	137,176,699
Expenses:											
Salaries	31,893,992	33,454,719	36,753,744	39,121,890	41,077,985	43,131,884	45,288,478	47,100,017	48,984,018	50,943,378	52,981,114
FF/PM (2)	-	-	-	-	-	-	-	665,727	692,356	720,050	748,852
Overtime	11,396,106	12,655,216	11,371,558	11,960,030	12,558,032	13,185,933	13,845,230	14,399,039	14,975,000	15,574,000	16,196,961
Pension	21,180,747	14,193,359	15,564,164	16,728,494	17,564,919	18,443,165	19,365,323	20,139,936	20,945,533	21,783,355	22,654,689
Pension cost share	(1,187,708)	(1,179,297)	(1,242,323)	(1,304,439)	(1,369,661)	(1,438,144)	(1,510,052)	(1,570,454)	(1,633,272)	(1,698,603)	(1,766,547)
Insurance	6,722,411	6,926,357	8,045,047	8,620,022	8,964,823	9,323,416	9,696,352	10,084,207	10,487,575	10,907,078	11,343,361
OPEB	11,485,359	20,585,394	8,287,972	8,835,209	9,188,617	9,556,162	9,938,409	10,335,945	10,749,383	11,179,358	11,626,532
Services & supplies	9,010,841	9,799,652	11,096,088	11,585,961	11,933,540	12,291,546	12,660,292	13,040,101	13,431,304	13,834,243	14,249,271
Capital contribution	7,546,723	7,705,858	7,770,563	3,941,033	7,078,969	7,326,733	7,583,169	7,848,580	8,123,280	8,407,595	8,701,861
Debt payments	5,580,660	5,586,759	5,586,699	5,586,699	6,511,556	5,916,613	5,911,712	5,914,838	5,916,963	5,916,963	5,916,964
	103,629,131	109,728,017	103,233,512	105,074,899	113,508,779	117,737,307	122,778,913	127,957,935	132,672,140	137,567,418	142,653,058
Revenue over (under) exp	5,599,692	4,599,736	12,314,083	15,168,934	9,017,340	7,115,468	4,445,761	1,684,774	(564,352)	(2,949,588)	(5,476,359)
Ending fund balance	\$ 101,345,764	\$ 105,945,500	\$ 118,259,583	\$ 133,428,517	\$ 142,445,857	\$ 149,561,325	\$ 154,007,087	\$ 155,691,861	\$ 155,127,509	\$ 152,177,921	\$ 146,701,562
"Dry Period" Funding	\$ 54,614,412	\$ 57,163,877	\$ 57,773,798	\$ 60,121,917	\$ 61,263,060	\$ 62,426,387	\$ 63,612,337	\$ 64,821,355	\$ 66,053,894	\$ 67,308,915	\$ 68,588,349
Contingency Reserve	22,520,602	21,996,547	33,412,032	35,396,853	37,250,433	38,643,701	40,318,511	42,038,274	43,592,101	45,205,938	46,882,919
Worker's Comp Reserve	5,148,291	6,148,291	11,648,291	15,861,300	16,495,752	17,155,582	18,013,361	18,914,029	19,859,731	20,852,717	21,895,353
Amt over (under) Board Policy	\$ 19,062,459	\$ 20,636,786	\$ 15,425,462	\$ 22,048,448	\$ 27,436,613	\$ 31,335,655	\$ 32,062,878	\$ 29,918,203	\$ 25,621,782	\$ 18,810,351	\$ 9,334,941

Key Assumptions/Board Policy

Revenue growth: General property tax growth is based on the HDL estimate for 2025/26 and 2026/27, 2.0% thereafter ; Ambulance charges, 1.0%; Other charges/ Cell Tower rent 1.0%.

Salaries: Step increases; Local 3546 5% effective 4/1/26, 4% effective 4/1/27, 4/1/28, 4/1/29 and 4/1/2030; 3% effective 4/1/26 thereafter for all other employees.

Pension costs: Reflects staffing levels and salary changes; Rate changes provided by CCCERA for 2025/26, no rate changes thereafter;

Pension Cost Share: Non-Safety cost share is 6%; Safety cost share at 8%.

Insurance: Medical premium increases at 8.0% 25/26 and 26/27; 4% thereafter; also includes workers' compensation and FICA/medicare.

OPEB: Fiscal year 2024/25 represent full funding of ADC from 7/1/2021 Actuarial Valuation +\$14 million 25/26 and 26/27 ADC + \$1 million; amount includes both retiree premiums and prefunding; 4.00% growth thereafter.

Capital: General Fund contribution \$7.7M; includes repayment of start up costs for Consolidated Dispatch.

Debt Payments: Reflects 2015 advanced refunding of 2006 COPs, maturing in 35/36; 2018 Equipment lease maturing in 27/28, 2020 COPs for financing of Public Safety Complex and 2022 Equipment lease maturing in 2027/28.

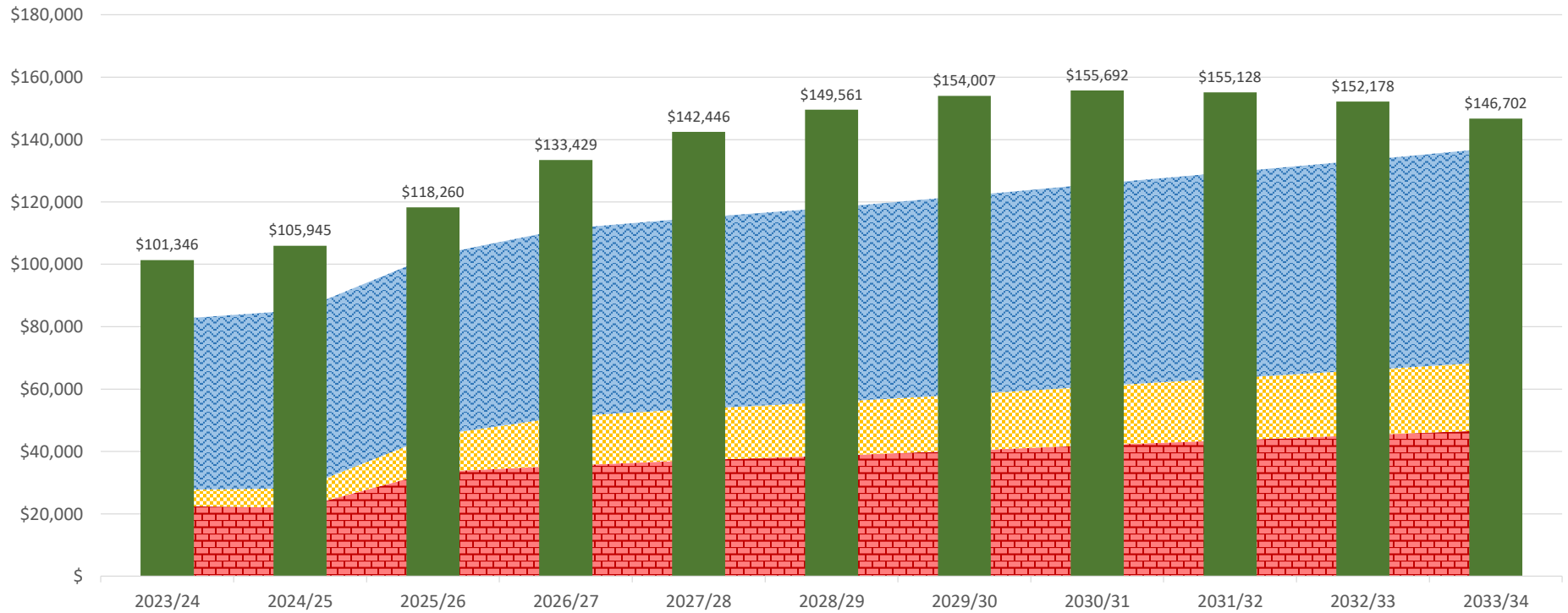
"Dry Period" Funding: 50% of General Fund revenues (excludes federal grant revenue).

Contingency Reserve 20% of operating and debt service expenditures (excludes capital outlay/capital contributions)

Worker's Comp Reserve 25/26 + \$5 million, 26/27 + \$3.7million to reach 85% confidence level of worker's comp actuarial study

San Ramon Valley Fire Protection District General Fund 10-Year Cash Flow

(expressed in thousands)



(1) Budget Stabilization = 20-35% of General Fund Expenditures
 (2) Dry Period Funding = 50% of General fund Revenues
 See *Fund Balance Reserve Policy* in financial Policies Section

"Dry Period" Funding

Contingency Reserve

Worker's Comp Reserve

Ending fund balance

REVENUES GENERAL FUND

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Property Taxes - Secured	4110	\$ 86,791,769	\$ 90,023,479	\$ 94,347,659	\$ 98,294,157
Property Taxes - Supplemental	4120	1,951,478	1,419,502	-	-
Property Taxes - Utilities/Unitary	4130	1,378,718	1,477,987	1,477,987	1,477,987
Property Taxes - Unsecured	4140	2,994,736	2,768,387	2,917,969	3,040,025
Homeowner Property Tax Relief	4145	414,451	204,676	204,676	204,676
Redevelopment Agencies	4150	1,828,824	1,274,826	1,313,071	1,367,996
County Tax Administration	4160	(610,137)	(650,984)	(658,747)	(685,917)
Property Taxes - Prior Secured	4170	(400,338)	(472,235)	(472,235)	(472,235)
Property Taxes - Prior Supplemental	4180	(191,750)	(242,386)	(242,386)	(242,386)
Property Taxes - Prior Unsecured	4190	4,318	(31,650)	(31,650)	(31,650)
TOTAL TAXES		94,162,069	95,771,602	98,856,344	102,952,653
Measure H	4220	33,000	33,000	33,000	33,000
Measure X	4225	740,200	-	-	-
Miscellaneous State Aid	4240	376,360	1,980,885	-	-
Grants	4240	256,366	80,000	-	-
Federal Grant	4245	331,839	1,061,507	-	-
Intergovernmental	4250	434,507	455,637	466,591	478,794
GEMT PP-GEMT-IGT	4251	29,013	934,966	701,225	708,237
Consolidated Dispatch Services	4252	2,219,020	2,600,593	3,192,736	3,480,318
TOTAL INTERGOVERNMENTAL		4,420,305	7,146,588	4,393,552	4,700,349
Permit Fees	4305	18,549	8,656	8,916	9,183
Inspection Fees	4310	106,560	114,912	116,061	117,222
Plan Review Fees	4315	648,302	734,620	841,966	850,386
Weed Abatement Charges	4320	2,898	3,162	3,257	3,355
Administrative Citations	4325	4,500	-	-	-
Ambulance Services	4330	7,584,104	7,262,380	8,480,251	8,734,659
Reports/Photocopies	4350	2,856	2,611	2,000	2,000
TOTAL CHARGES FOR SERVICES		8,367,769	8,126,341	9,452,452	9,716,804
Investment Earnings	4410	2,188,405	3,194,575	2,750,000	2,777,500
TOTAL USE OF MONEY & PROPERTY		2,188,405	3,194,575	2,750,000	2,777,500
Rent on Real Estate	4510	83,840	83,987	85,248	86,527
TOTAL RENT		83,840	83,987	85,248	86,527
Miscellaneous Revenue	4640	6,435	4,660	10,000	10,000
TOTAL OTHER REVENUE		6,435	4,660	10,000	10,000
TOTAL REVENUES		\$ 109,228,823	\$ 114,327,753	\$ 115,547,595	\$ 120,243,833

EXPENDITURES GENERAL FUND

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permanent Salaries	5110	\$ 31,375,794	\$ 32,692,372	\$ 35,965,727	\$ 38,432,425
Temporary Salaries	5115	518,198	762,347	788,017	689,465
Permanent Overtime	5120	11,396,106	12,655,216	11,371,558	11,960,030
FICA Contributions	5140	610,685	655,866	679,209	721,150
Retirement Contributions	5150	19,993,039	13,014,062	14,321,841	15,424,055
401(a) Employer Contributions	5151	60,000	60,000	60,000	60,000
Employee Group Insurance	5160	4,893,304	5,198,791	6,097,838	6,630,872
Retiree Health Insurance	5170	4,528,680	4,993,454	5,392,930	5,824,365
OPEB Contribution	5175	6,956,679	15,591,940	2,895,042	3,010,844
Unemployment Insurance	5180	18,924	11,700	8,000	8,000
Workers' Compensation Claims	5190	1,139,498	1,000,000	1,200,000	1,200,000
TOTAL SALARIES AND BENEFITS		\$ 81,490,907	\$ 86,635,748	\$ 78,780,162	\$ 83,961,206
% Change		11%	6%	-9%	7%
Office Supplies	5202	\$ 32,465	\$ 35,613	\$ 44,387	\$ 46,162
Postage and Freight	5204	9,761	10,950	43,123	44,848
Telecommunications	5206	223,367	233,351	263,668	274,214
Utilities	5208	538,556	502,200	566,359	589,014
Small Tools and Equipment	5210	67,678	118,300	149,726	135,715
Miscellaneous Supplies	5212	75,874	140,536	140,702	146,286
Medical Supplies	5213	226,905	208,656	250,000	260,000
Firefighting Supplies	5214	32,850	84,000	91,890	95,415
Pharmaceutical Supplies	5216	70,177	55,000	75,000	78,000
Computer Supplies and Equip	5218	4,866	6,450	11,434	11,892
Radio Equipment and Supplies	5219	3,722	10,000	10,000	10,400
Media Supplies	5220	10,410	1,000	5,000	5,200
Food Supplies	5222	32,273	61,517	50,747	52,777
PPE Inspections and Repairs	5223	27,806	17,500	22,812	23,725
Safety Clothing and Supplies	5224	294,510	187,200	185,877	191,844
Class A Uniforms	5225	9,746	10,000	11,699	12,167
Non-Safety Clothing	5226	32,826	44,855	61,430	63,887
Class B Uniforms	5227	55,289	25,125	71,474	74,333
Household Supplies	5228	85,445	62,158	63,510	66,050
Central Garage - Repairs	5230	460,737	525,000	550,000	563,750
Central Garage - Maintenance	5231	81,311	108,408	111,000	115,440
Central Garage - Gas and Oil	5232	544,252	507,519	532,548	605,850
Central Garage - Tires	5234	76,428	60,000	60,000	62,400
Maintenance and Repairs - Equipmen	5236	211,234	198,615	229,265	238,436

EXPENDITURES GENERAL FUND

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Maintenance and Repairs - Computers and Radio	5238	56,147	52,500	105,406	109,622
Maintenance and Repairs - Buildings	5240	133,415	111,201	195,346	203,159
Maintenance and Repairs - Grounds	5242	64,025	58,000	74,095	77,058
Rents and Leases	5246	192,040	269,447	310,717	323,146
Software and Licensing	5248	367,712	627,006	699,992	728,956
Professional Services	5250	2,915,967	3,252,278	3,458,733	3,401,189
Recruiting	5251	207,474	120,425	190,209	163,098
Legal Services	5252	297,126	155,000	210,000	218,400
Medical Services	5254	127,010	256,605	310,493	322,914
Communications Services	5258	91,800	120,156	125,000	130,000
Election Services	5262	-	500	-	345,000
Insurance Services	5264	636,871	745,143	712,579	748,197
Publication of Legal Notices	5270	762	300	840	874
Specialized Printing	5272	5,110	11,311	20,126	21,132
Dues and Memberships	5274	88,643	101,693	115,914	120,306
Educational Courses and Supplies	5276	244,828	320,915	566,677	493,770
Educational Assistance	5277	22,025	20,000	-	-
Public Educational Supplies	5278	21,149	25,690	26,200	26,960
Books and Periodicals	5280	12,664	14,030	30,830	29,445
Recognition Supplies	5282	8,358	6,400	10,400	10,816
Meetings and Travel	5284	91,018	127,099	136,607	142,071
TOTAL SERVICES AND SUPPLIES		\$ 8,792,635	\$ 9,609,652	\$ 10,901,816	\$ 11,383,919
% Change		24%	9%	13%	4%
Taxes and Assessments	5320	218,207	190,000	194,272	202,043
TOTAL EXPENDITURES		\$ 90,501,748	\$ 96,435,400	\$ 89,876,250	\$ 95,547,167
% Change		12%	7%	-7%	6%

**DISTRICT-WIDE
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DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
415 Retirement Contributions	5150	\$ 408,177	\$ 445,157	\$ 462,963	\$ 486,111
Unfunded Liability Pension Payment	5150	(991,124)	299,520	311,501	327,076
Retiree Health Insurance	5170	4,528,680	4,993,454	5,392,930	5,824,365
OPEB Contribution ¹	5175	6,956,679	15,591,940	2,895,042	3,010,844
Unemployment Insurance	5180	18,924	11,700	8,000	8,000
Worker's Compensation Claims	5190	1,139,498	1,000,000	1,200,000	1,200,000
TOTAL SALARIES AND BENEFITS		\$ 12,060,834	\$ 22,341,771	\$ 10,270,436	\$ 10,856,396
Administrative Fee - Worker's Compensation		117,165	128,160	130,000	136,500
Professional Services	5250	117,165	128,160	130,000	136,500
Other		-	-	-	-
Legal Services	5252	-	-	-	-
Excess Workers' Compensation		116,955	63,010	-	-
Property & Liability Insurance Pool		500,709	560,000	585,000	614,250
Self-Insured Certification State of CA		19,207	121,633	126,499	132,824
Insurance Services	5264	636,871	744,643	711,499	747,074
CA Special Districts Association		9,275	9,785	10,000	10,500
Citizen Corps Council		10,000	10,000	10,000	10,000
Fire Districts Association of California		1,000	1,250	1,250	1,313
Local Agency Formation Commissions		35,755	40,000	45,000	47,250
National Fire Protection Association		-	200	200	210
Street Smarts		10,000	10,000	10,000	10,000
Other		2,346	2,500	3,000	3,150
Dues and Memberships	5274	68,376	71,235	79,450	82,423
TOTAL SERVICES AND SUPPLIES		\$ 822,412	\$ 944,038	\$ 920,949	\$ 965,997
TOTAL EXPENDITURES		\$ 12,883,246	\$ 23,285,809	\$ 11,191,385	\$ 11,822,393

¹See OPEB Funding Policy in Financial Policies section.

BOARD OF DIRECTORS

PURPOSE

The Board of Directors is the elected policy-making body for the San Ramon Valley Fire Protection District. It is comprised of five members elected at-large who serve four-year overlapping terms. The Board of Directors provide financial oversight and strategic policy direction to maximize the public value of District services. The Board is responsible for hiring the Fire Chief and District legal counsel.

STANDARD LEVEL OF PERFORMANCE

1. Provide overall leadership and direction for the District through the establishment of broad policies to be implemented by the Fire Chief.
2. Strive for the delivery of the highest quality of fire suppression, fire prevention and emergency medical services to District residents and businesses.
3. Actively exercise financial and policy oversight to ensure the long term viability of the District.
4. Exercise prudence and integrity with respect to financial transactions and the stewardship of District assets.
5. Be sensitive and responsive to the needs and rights of the public.
6. Minimize legal challenges by ensuring compliance with both the letter and the spirit of the constitution, legislation and regulations governing actions of the District and through the effective use of outside legal counsel.
7. Provide the public, surrounding agencies and the media with a greater awareness of the District's role in providing public safety services to the San Ramon Valley.
8. Oversee the annual review and update of the District's long term financial plan and capital improvement plan.

9. Define Board committee roles and determine membership on outside committees and commissions on an annual basis.
10. Ensure the District has in place a fair and reasonable personnel compensation package designed to attract and retain high quality and highly functioning employees.

GOALS AND OBJECTIVES FOR FY 2025 | 26

1. Maintain high level of disaster preparedness.
2. Maintain fiscal policies and procedures that sustain our long-term financial stability.
3. Monitor and respond to trends in EMS delivery.
4. Support the well-being of all District employees through Functional Fitness Program and Mental Health from Firefighter First Response.
5. Ensure facilities, fleet, and equipment maintenance to meet or exceed current standards.
6. Review/update Board Handbook for Board consideration.

MEMBERS OF THE BOARD

Director (5)

BOARD OF DIRECTORS

10-10

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permanent Salaries	5110	\$ 8,130	\$ 7,000	\$ 8,400	\$ 8,400
FICA Contributions	5140	118	102	122	122
Employee Group Insurance	5160	126,054	127,082	141,608	151,839
TOTAL SALARIES AND BENEFITS		\$ 134,302	\$ 134,184	\$ 150,130	\$ 160,361
Non-Safety Clothing	5226	\$ -	\$ 250	\$ 500	\$ 520
Professional Services	5250	116	300	400	416
Election Services	5262	-	500	-	345,000
Dues and Memberships	5274	1,032	1,504	1,655	1,721
Books and Periodicals	5280	33	135	292	304
Recognition Supplies	5282	2,314	1,900	2,400	2,496
Meetings and Travel	5284	20,037	10,800	13,800	14,352
TOTAL SERVICES AND SUPPLIES		\$ 23,531	\$ 15,389	\$ 19,047	\$ 364,809
TOTAL EXPENDITURES		\$ 157,833	\$ 149,573	\$ 169,176	\$ 525,170

BOARD OF DIRECTORS

10-10

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Clothing		\$ -	\$ 250	\$ 500	\$ 520
Non-Safety Clothing	5226	-	250	500	520
Miscellaneous Services		116	300	400	416
Professional Services	5250	116	300	400	416
Election Services		-	500	-	345,000
Election Services	5262	-	500	-	345,000
CCC Fire Commissioner's Association		-	123	128	133
Chamber of Commerce - Alamo		-	90	94	97
Chamber of Commerce - Danville		332	366	381	396
Chamber of Commerce - San Ramon		700	700	818	851
EERI		-	225	234	243
Dues and Memberships	5274	1,032	1,504	1,655	1,721
Manuals and Publications		33	135	292	304
Books and Periodicals	5280	33	135	292	304
Retirement and Promotional Recognitions		653	500	1,000	1,040
Miscellaneous Recognition		1,661	1,400	1,400	1,456
Recognition Supplies	5282	2,314	1,900	2,400	2,496
Board Meetings		3,294	1,000	1,000	1,040
CSDA Conference		3,238	1,500	3,000	3,120
Fire Commissioners Quarterly Meeting		-	300	300	312
Miscellaneous Conferences		3,112	6,500	6,000	6,240
Navigator Conference		10,393	1,000	3,000	3,120
Special Districts (CSDA) Workshops		-	500	500	520
Meetings and Travel	5284	20,037	10,800	13,800	14,352
TOTAL SERVICES AND SUPPLIES		\$ 23,531	\$ 15,389	\$ 19,047	\$ 364,809

FIRE CHIEF

PURPOSE

The Fire Chief is the Chief Executive Officer of the District. In collaboration with the Board of Directors and in partnership with all members of the organization, the Fire Chief provides direction and order to the District. The Fire Chief also serves as the Treasurer of the District and is responsible for implementation of policies established by the Board of Directors.

STANDARD LEVEL OF PERFORMANCE

1. Primarily responsible for day-to-day administration of the Fire District pursuant to policy direction from the Board of Directors.
2. Adhere to all legal and contractual requirements that govern Fire/Special District operations.
3. As Treasurer, oversee financial activities of the District, ensure investments are in compliance with the Board approved investment policy and state regulations and ensure adequate cash liquidity to support District operations.
4. Conduct long-range fiscal planning and provide the framework and oversight for the development and administration of the annual operating and capital budgets.
5. Ensure the safety of District residents, businesses and employees through effective oversight of daily operations and emergency situations.
6. Ensure that all requests for assistance are handled promptly and courteously.
7. Plan for future growth and development within the District.
8. Work collaboratively with labor to address financial and operational needs of the District.
9. Develop staff to meet the future needs of the organization.
10. Maintain political liaison with all local and regional jurisdictions.
11. Align organizational structure to optimize delivery of core services.

12. Continue to evaluate the effectiveness of the organizational structure and programs offered to maximize the effectiveness and public value of District services.

GOALS AND OBJECTIVES FOR FY 2025 | 26

1. Continue to mentor and develop Executive Management Team
2. Provide support as needed to management staff in accomplishing their 2025-26 goals.
3. Assist the District with a smooth transition of District leadership responsibilities after the selection of the next Fire Chief.
4. Coordinate with all Divisions to conduct full ISO audit prior to recertification process.
5. Oversee the development and implementation of a plan to reduce the risk of wildfires and enhance affordability and availability of home insurance in our community.

STAFFING SUMMARY

Fire Chief¹

Senior Office Assistant

¹ The Fire Chief also serves as the Treasurer of the District.

**FIRE CHIEF
10-15**

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permanent Salaries	5110	\$ 511,938	\$ 684,598	\$ 523,793	\$ 561,527
FICA Contributions	5140	7,328	9,927	7,595	8,142
Retirement Contributions	5150	304,120	111,823	119,954	239,324
401a Contributions ER Paid	5151	60,000	60,000	60,000	60,000
Employee Group Insurance	5160	78,462	73,495	31,778	58,399
TOTAL SALARIES AND BENEFITS		\$ 961,849	\$ 939,843	\$ 743,120	\$ 927,392
Office Supplies	5202	\$ 979	\$ 700	\$ 1,170	\$ 1,217
Small Tools and Equipment	5210	9,002	5,100	9,584	9,968
Miscellaneous Supplies	5212	1,717	600	1,000	1,040
Food Supplies	5222	10,133	8,500	5,000	5,200
Non-Safety Clothing	5226	-	1,000	1,500	1,560
Specialized Printing	5272	238	-	292	304
Dues and Memberships	5274	5,862	6,969	7,152	7,398
Educational Courses and Supplies	5276	-	250	4,914	5,111
Books and Periodicals	5280	219	100	300	312
Meetings and Travel	5284	7,060	15,300	8,500	8,840
TOTAL SERVICES AND SUPPLIES		\$ 35,210	\$ 38,519	\$ 39,412	\$ 40,949
TOTAL EXPENDITURES		\$ 997,059	\$ 978,362	\$ 782,532	\$ 968,342

**FIRE CHIEF
10-15**

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Office Supplies		\$ 979	\$ 700	\$ 1,170	\$ 1,217
Office Supplies	5202	979	700	1,170	1,217
Badges, Name Tag, Collar Brass, Pins		7,790	4,500	8,500	8,840
Miscellaneous Tools and Equipment		804	400	584	608
District Honor Guard		408	200	500	520
Small Tools and Equipment	5210	9,002	5,100	9,584	9,968
Miscellaneous Supplies		1,717	600	1,000	1,040
Miscellaneous Supplies	5212	1,717	600	1,000	1,040
Food Supplies and Meals		10,133	8,500	5,000	5,200
Food Supplies	5222	10,133	8,500	5,000	5,200
Uniforms - District Honor Guard		-	-	500	520
Uniforms - Fire Chief		-	1,000	1,000	1,040
Non-Safety Clothing	5226	-	1,000	1,500	1,560
Business Cards		238	-	292	304
Specialized Printing	5272	238	-	292	304
100 Club		-	100	100	104
CA Fire Chiefs Association		5,162	2,500	2,500	2,563
CA Special Districts Association		150	150	150	154
CCC Fire Chiefs Association		550	600	600	624
Contra Costa CAER		-	619	643	669
International Association of Fire Chiefs		-	3,000	3,159	3,285
Dues and Memberships	5274	5,862	6,969	7,152	7,398
Educational Courses		-	250	2,340	2,434
Leadership San Ramon Valley		-	-	2,574	2,677
Educational Courses and Supplies	5276	-	250	4,914	5,111
Fire Service Books and Magazines		219	100	300	312
Books and Periodicals	5280	219	100	300	312
Meetings and Travel		7,060	11,000	6,000	6,240
District Honor Guard - Events		-	4,300	2,500	2,600
Meetings and Travel	5284	7,060	15,300	8,500	8,840
TOTAL SERVICES AND SUPPLIES		\$ 35,210	\$ 38,519	\$ 39,412	\$ 40,949

DISTRICT COUNSEL | CLERK

PURPOSE

The District Counsel | Clerk is the legal advisor of the District and liaison between the public and the District. In collaboration with the Board of Directors and in partnership with all members of the organization, the Counsel | Clerk provides support and ensures the District's compliance with the law. The District Counsel | Clerk is also responsible for implementation and management of policies established by the Board of Directors.

STANDARD LEVEL OF PERFORMANCE

1. Primarily responsible to advise and provide support to the Board of Directors and Executive Management.
2. Adhere to all legal and contractual requirements that govern Fire/Special District operations.
3. Prepare board meeting agendas, agenda packets and reporting minutes.
4. Manage Board communications, mandated filings and trainings.
5. Research, prepare and manage Ordinances and Resolutions.
6. Administer elections.
7. Prepare, evaluate and execute contracts.
8. Administrator of records management and ensure that all requests for assistance are handled promptly and courteously; including recordkeeping and assisting of Public Records Act requests.
9. Managing and implementing Lexipol Policy updates through Lexipol updates and working with Executive Management for Division approval.
10. Work collaboratively with Executive Management on Grievances, Complaints, Disciplines, and Investigations.

11. Assist third party administrators and Workers' Compensation Counsel with Workers' Compensation claims relating to stipulated settlements and interactive process.
12. Provide Risk Management through:
 - a. Contract review and maintenance;
 - b. General liability claim administration;
 - c. Records requests support, as requested by Divisions; and
 - d. Law and Policy Administration – Work with Executive Management to update Lexipol policies for each Division.
13. Perform such other legally permissible and proper duties and functions as the Board may assign from time to time.

STAFFING SUMMARY

District Counsel | Clerk

DISTRICT COUNSEL | CLERK

10-17

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permanent Salaries	5110	\$ 245,276	\$ 257,592	\$ 276,460	\$ 289,567
FICA Contributions	5140	3,476	3,735	4,009	4,199
Retirement Contributions	5150	63,120	40,724	54,340	56,916
Employee Group Insurance	5160	28,513	30,640	37,875	40,587
TOTAL SALARIES AND BENEFITS		\$ 340,384	\$ 332,691	\$ 372,684	\$ 391,269
Office Supplies	5202	\$ 252	\$ 300	\$ 337	\$ 350
Non-Safety Clothing	5226	392	355	355	369
Software and Licenses	5248	42,340	49,465	54,640	56,967
Professional Services	5250	13,226	21,200	24,000	24,960
Legal Services	5252	277,806	155,000	210,000	218,400
Election Services	5262	-	-	-	-
Dues and Memberships	5274	903	800	1,300	1,352
Educational Courses and Supplies	5276	254	500	562	585
Books and Periodicals	5280	48	200	337	351
Meetings and Travel	5284	4,034	5,000	7,424	7,721
TOTAL SERVICES AND SUPPLIES		\$ 339,254	\$ 232,820	\$ 298,955	\$ 311,055
TOTAL EXPENDITURES		\$ 679,639	\$ 565,511	\$ 671,639	\$ 702,324

DISTRICT COUNSEL | CLERK

10-17

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Office Supplies		\$ 252	\$ 300	\$ 337	\$ 350
Office Supplies	5202	252	300	337	350
Clothing		392	355	355	369
Non-Safety Clothing	5226	392	355	355	369
Contract Administration		14,500	10,000	12,500	13,000
Document Management		-	8,000	8,000	8,320
Policy Software		19,123	19,000	20,140	21,147
Records Request Management		8,717	12,465	14,000	14,500
Software and Licenses	5248	42,340	49,465	54,640	56,967
Document Services		2,616	6,200	4,000	4,160
Investigation Services		10,610	15,000	20,000	20,800
Professional Services	5250	13,226	21,200	24,000	24,960
Employee Relations		-	5,000	10,000	10,400
Other		277,806	150,000	200,000	208,000
Legal Services	5252	277,806	155,000	210,000	218,400
CA Bar License		523	600	900	936
CalPELRA		380	200	400	416
Dues and Memberships	5274	903	800	1,300	1,352
Educational Courses and Supplies		254	500	562	585
Educational Courses and Supplies	5276	254	500	562	585
Books and Periodicals		48	200	337	351
Books and Periodicals	5280	48	200	337	351
CalPELRA Conference		1,611	2,000	2,475	2,574
CSDA Board Secretary Clerk Conference		-	-	2,475	2,574
Other Meetings and Travel		2,423	3,000	2,475	2,574
Meetings and Travel	5284	4,034	5,000	7,424	7,721
TOTAL SERVICES AND SUPPLIES		\$ 296,663	\$ 232,820	\$ 298,955	\$ 311,055

HUMAN RESOURCES

PURPOSE

The Human Resources Division is responsible for recruiting, hiring, employee relations, personnel policies and procedures, labor relations and negotiations, workers' compensation, employee record keeping, benefits administration, risk management oversight and retiree relations. The Human Resources staff act as advocates for both the District and the people who work for the District. The Human Resources Division goals include recruiting, developing, and retaining a diverse, well-qualified and professional workforce that reflects the high standards of the community we serve, and to lead the District in positive employee relations, talent management, succession planning, and employee engagement.

STANDARD LEVEL OF PERFORMANCE

1. Through appropriate managers, ensure the District and employees adhere to administrative policies and procedures, rules and regulations.
2. Maintain positive labor relations through open, fair communications, and the consistent application of personnel policies and procedures.
3. Assist with collective bargaining and update human resources policies and procedures through the "Meet and Confer" process with represented group.
4. Deliver examination processes in a fair, consistent and legal manner.
5. Recruit and hire new employees as needed following all legal requirements.
6. Ensure standards pertaining to the Injury Illness Prevention Program, workers' compensation, salary and benefit administration, and attendance/leave policies are met and consistently administered.

7. Facilitate resolution of grievances, complaints, discipline, coaching/counseling and evaluation activities.
8. Maintain an ergonomically sound work environment.
9. Manage and administer the District's employee benefits program.
10. Provide prompt, courteous responses to employees seeking information or assistance.

GOALS AND OBJECTIVES FOR FY 2025 | 26

1. Collaborate with the Wellness/Fitness Committee to continue the development of the Functional Fitness Program and ensure alignment with industry best practices.
2. Review current recruitment practices and identify opportunities for increasing and expanding recruitment efforts and advertising.
3. Evaluate the organizational structure of administrative functions to best accommodate the needs of the District.

STAFFING SUMMARY

Human Resources Manager

Human Resources Analyst (2)

HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permanent Salaries	5110	\$ 241,128	\$ 304,672	\$ 453,169	\$ 431,575
FICA Contributions	5140	3,320	4,418	6,571	6,258
Retirement Contributions	5150	82,536	62,976	88,908	84,671
Employee Group Insurance	5160	70,700	79,315	137,389	120,477
TOTAL SALARIES AND BENEFITS		\$ 397,685	\$ 451,381	\$ 686,037	\$ 642,981
Office Supplies	5202	\$ 546	\$ 2,100	\$ 2,300	\$ 2,392
Postage	5204	213	200	350	364
Food Supplies	5222	6,206	3,582	2,500	2,600
Non-Safety Clothing	5226	757	850	1,000	1,040
Software and Licenses	5248	45,195	47,000	60,904	61,824
Professional Services	5250	131,800	302,804	326,686	330,403
Recruiting Costs	5251	207,474	120,425	190,209	163,098
Medical Services	5254	127,010	256,605	310,493	322,914
Specialized Printing	5272	879	1,600	1,734	1,803
Dues and Memberships	5274	7,249	7,400	9,535	9,916
Educational Courses and Supplies	5276	25,574	36,250	21,340	41,633
Books and Periodicals	5280	-	150	250	260
Recognition Supplies	5282	6,044	4,500	8,000	8,320
Meetings and Travel	5284	6,322	10,200	13,054	13,576
TOTAL SERVICES AND SUPPLIES		\$ 565,268	\$ 793,666	\$ 948,354	\$ 960,144
TOTAL EXPENDITURES		\$ 962,953	\$ 1,245,047	\$ 1,634,391	\$ 1,603,125

HUMAN RESOURCES

10-20

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Office Supplies		\$ 546	\$ 1,800	\$ 1,500	\$ 1,560
Printer Supplies and Key Fobs		-	300	800	832
Office Supplies	5202	546	2,100	2,300	2,392
Postage and Freight		213	200	350	364
Postage	5204	213	200	350	364
Food Supplies		6,206	3,582	2,500	2,600
Food Supplies	5222	6,206	3,582	2,500	2,600
Uniforms - Staff		757	850	1,000	1,040
Non-Safety Clothing	5226	757	850	1,000	1,040
ADP Professional Support		23,447	27,000	37,904	37,904
Applicant Tracking System		21,748	20,000	23,000	23,920
Software and Licenses	5248	45,195	47,000	60,904	61,824
Actuarial Study - Worker's Compensation		4,500	4,500	4,917	5,114
Administration Fees - Health Insurance		29,329	24,354	21,057	21,900
Administration Fees - PARS		3,600	3,600	4,211	4,380
Administration Fees - Section 125 Plan		4,158	4,350	5,000	5,200
Human Resources Consulting		89,813	90,000	90,000	92,250
ID Card Printing		400	1,000	1,500	1,560
Functional Fitness Program		-	175,000	200,000	200,000
Professional Services	5250	131,800	302,804	326,686	330,403

HUMAN RESOURCES

10-20

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Assessment Center - Battalion Chief		-	-	-	10,000
Assessment Center - Captain		19,611	-	20,000	-
Assessment Center - Engineer		18,581	-	20,000	-
Background Investigations		45,030	45,000	50,000	52,000
Fingerprint Services		1,694	2,200	2,661	2,768
Lodging		3,536	3,000	5,000	5,200
Miscellaneous Recruiting Costs		4,753	4,800	5,000	5,200
Physical Examinations		44,850	30,000	40,800	42,432
Polygraph and Psychological Tests		19,950	12,000	30,000	31,200
FireTEAM Test		907	1,000	-	-
Recruitment - Administrative		8,945	4,500	1,248	1,298
Recruitment - Communications Center		30,615	7,500	5,000	2,080
Recruitment - EMS		7,903	3,000	2,500	2,600
Recruitment - Firefighter/Paramedic		1,102	4,000	8,000	8,320
Recruitment Video		-	3,425	-	-
Recruiting Costs	5251	207,474	120,425	190,209	163,098
DMV Physicals		115	500	1,170	1,217
Medical Consulting Fitness for Duty		(1,239)	2,000	2,000	2,080
Miscellaneous Medical Services		-	500	585	608
Vaccines and Tests		-	500	3,510	3,650
Annual Wellness Exams		128,134	253,105	303,229	315,359
Medical Services	5254	127,010	256,605	310,493	322,914
Employee Materials and Handouts		-	100	234	243
Forms Posters Card Shells		879	1,500	1,500	1,560
Specialized Printing	5272	879	1,600	1,734	1,803
California Chamber of Commerce		1,099	1,100	1,100	1,144
CalPELRA		1,140.00	2,000	2,492	2,591
Consortium		3,670	3,500	4,211	4,380
Miscellaneous Dues and Memberships		169	800	1,497	1,557
Society for Human Resources		1,171	-	234	243
Dues and Memberships	5274	7,249	7,400	9,535	9,916

HUMAN RESOURCES

10-20

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Ethics Training		-	4,000	4,000	4,000
Harrassment Training		21,599	25,000	10,000	30,000
Workplace Violence Training		3,975	5,000	5,000	5,200
Miscellaneous On-Line Training		-	2,250	2,340	2,433
Educational Courses and Supplies	5276	25,574	36,250	21,340	41,633
Miscellaneous Subscriptions and Books		-	150	250	260
Books and Periodicals	5280	-	150	250	260
Employee Events		1,937	500	4,000	4,160
Miscellaneous Recognition Supplies		4,106	4,000	4,000	4,160
Recognition Supplies	5282	6,044	4,500	8,000	8,320
CalPELRA conference		4,399	4,200	5,615	5,840
Special Districts (CSDA) Workshops		187	2,000	2,363	2,457
SHRM Conference		-	3,000	3,276	3,407
NeoGov Conference		1,736	1,000	1,800	1,872
Meetings and Travel	5284	6,322	10,200	13,054	13,576
TOTAL SERVICES AND SUPPLIES		\$ 565,268	\$ 793,666	\$ 948,354	\$ 960,144

FINANCE

PURPOSE

The Finance Division is responsible for: development of financial policies and procedures; implementing the internal accounting controls needed to safeguard District financial resources; internal and external financial reporting; cash/investment management; accounting and budgeting; accounts receivable/payable; payroll; grant administration; and fixed asset accounting.

STANDARD LEVEL OF PERFORMANCE

1. Adhere to all legal and contractual requirements with respect to the financial transactions of the District.
2. Facilitate and coordinate the preparation of financial forecasts, annual budget, Annual Comprehensive Financial Report, report to State Controller, and the District's independent audit.
3. Provide debt service management (arbitrage calculations, trustee accounts, debt service payments).
4. Provide a prudent investment program consistent with the District's investment policy through ongoing analysis of cash requirements and market conditions.
5. Maintain and reconcile general ledger accounts and transactions, including purchase order management and registers.
6. Provide the Board of Directors, Fire Chief and command staff with relevant and timely (monthly) financial information.

7. Deposit cash, post and prepare monthly report of cash receipts, track accounts receivable, audit ambulance billings, provide training and support to District staff regarding access to financial information.
8. Respond to vendor inquiries, maintain current files and issue applicable tax documents.
9. Maintain real property listings, equipment schedules for capital assets, depreciation schedules, disposal of surplus equipment and an annual physical inventory count of fixed assets.
10. Process payroll, retirement reporting, maintain records, respond to employee inquiries and other related payroll tasks.
11. Seek out grant funding as a District resource and monitor grant purchases for compliance with Single Audit guidelines, and respond to Federal audit inquiries.
12. Provide analytical support to all departments/divisions of the organization.
13. Maintain two-year budget and 10-year financial plan to provide long-term perspective for financial decision making and keep District on a fiscally sustainable path.
14. Maintain Government Finance Officers Association (GFOA) Certificate of Excellence in Financial Reporting.

GOALS AND OBJECTIVES FOR FY 2025 | 26

1. Implement Enterprise Resource Planning (ERP) system – Phase 2.
2. Evaluate the organizational structure of administrative functions to best accommodate the needs of the District.
3. Under the direction of the Finance Subcommittee, explore options to enhance the District's investment strategy.

STAFFING SUMMARY

Chief Financial Officer

Administrative Analyst (2)

Accounting Technician

FINANCE
10-25

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permanent Salaries	5110	\$ 416,916	\$ 386,455	\$ 626,735	\$ 650,540
Temporary Salaries	5115	-	-	19,668	19,668
Permanent Overtime	5120	505	2,000	2,000	2,000
FICA Contributions	5140	5,881	5,604	9,402	9,747
Retirement Contributions	5150	134,726	81,816	127,894	132,734
Employee Group Insurance	5160	71,854	74,495	197,896	212,521
TOTAL SALARIES AND BENEFITS		\$ 629,881	\$ 550,370	\$ 983,595	\$ 1,027,210
Office Supplies	5202	\$ 10,450	\$ 10,000	\$ 10,500	\$ 10,920
Postage	5204	6,086	7,000	8,773	9,124
Computer and Electronic Supplies	5218	-	450	1,000	1,040
Food Supplies	5222	2,025	2,500	3,510	3,650
Non-Safety Clothing	5226	393	500	1,246	1,296
Maintenance and Repairs - Equipment	5236	1,196	250	500	520
Rents and Leases	5246	31,264	33,463	34,797	36,189
Software and Licenses	5248	34,473	54,141	55,293	46,463
Professional Services	5250	628,692	543,575	477,296	494,973
Specialized Printing	5272	1,715	3,061	3,900	4,056
Dues and Memberships	5274	1,493	1,750	1,960	2,038
Educational Courses and Supplies	5276	227	3,200	6,434	6,692
Books and Periodicals	5280	-	550	1,404	1,460
Meetings and Travel	5284	4,532	5,000	5,000	5,200
TOTAL SERVICES AND SUPPLIES		\$ 722,546	\$ 665,440	\$ 611,614	\$ 623,622
TOTAL EXPENDITURES		\$ 1,352,427	\$ 1,215,810	\$ 1,595,209	\$ 1,650,832

FINANCE
10-25

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Office Supplies - Administration		\$ 10,450	\$ 10,000	\$ 10,500	\$ 10,920
Office Supplies	5202	10,450	10,000	10,500	10,920
Postage		6,086	7,000	8,773	9,124
Postage	5204	6,086	7,000	8,773	9,124
Computer Equipment		-	450	1,000	1,040
Computer and Electronic Supplies	5218	-	450	1,000	1,040
Food Supplies		2,025	2,500	3,510	3,650
Food Supplies	5222	2,025	2,500	3,510	3,650
Uniforms		393	500	1,246	1,296
Non-Safety Clothing	5226	393	500	1,246	1,296
Maintenance and Repairs - Equipment		1,196	250	500	520
Maintenance and Repairs - Equipment	5236	1,196	250	500	520
Color Copier - Administration		30,272	29,000	31,200	32,448
Postage Meter Lease		992	4,463	3,597	3,741
Rents and Leases	5246	31,264	33,463	34,797	36,189
Enterprise Resource Planning		47	22,965	21,463	21,463
Payroll Service - Administration Fees		26,152	22,000	25,000	25,000
Sage Software Maintenance		8,274	9,176	8,830	-
Software and Licenses	5248	34,473	54,141	55,293	46,463

**FINANCE
10-25**

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Actuarial Services		2,361	16,025	16,000	16,640
Ambulance Collection Fees		322,357	300,000	250,000	260,000
Audit Fees		26,860	27,000	35,096	36,500
Bank & Credit Card Fees		30,161	25,000	25,000	26,000
CAFR Overlapping Debt Schedule		550	1,250	1,400	1,456
COP - Annual Trustee Fees		6,600	6,600	6,600	6,864
COP Arbitrage Analysis		-	1,200	1,200	1,248
Credit Rating Agency		-	1,000	1,000	-
Financial Consulting		99,813	85,000	90,000	93,600
GEMT Administrative Fee		9,212	2,500	-	-
Investment Advisory Services		35,543	25,000	25,000	25,625
Payroll Service		69,477	27,000	-	-
Property Tax Consulting		25,757	26,000	26,000	27,040
Professional Services	5250	628,692	543,575	477,296	494,973
Annual Comprehensive Financial Report		-	1,200	1,400	1,456
Budget Document		1,293	1,216	1,400	1,456
Check Printing		216	300	550	572
Shift Calendars		206	345	550	572
Specialized Printing	5272	1,715	3,061	3,900	4,056
California Society of Municipal Finance Officers		245	250	360	374
Government Finance Officers Association		430	500	600	624
Other		818	1,000	1,000	1,040
Dues and Memberships	5274	1,493	1,750	1,960	2,038
CSMFO, GFOA, MFI Training		227	3,200	6,434	6,692
Educational Courses and Supplies	5276	227	3,200	6,434	6,692
GFOA/CAFR Submission Fee		-	550	702	730
Newspaper		-	-	702	730
Books and Periodicals	5280	-	550	1,404	1,460
CCCERA, CSDA, GFOA, CSMFO, MFI		4,532	5,000	5,000	5,200
Meetings and Travel	5284	4,532	5,000	5,000	5,200
TOTAL SERVICES AND SUPPLIES		\$ 722,546	\$ 665,440	\$ 611,614	\$ 623,622

COMMUNITY RISK REDUCTION

PURPOSE

The Community Risk Reduction Division contributes to community safety and prosperity through the systematic mitigation of risk. Staff works with the development community, partner agencies, community stakeholders, and residents to maintain and enhance safety through education, engineering, evaluation, and enforcement.

STANDARD LEVEL OF PERFORMANCE

1. Provide courteous service to all customers, ensuring timely resolution of their needs with transparent communication and realistic expectations.
2. Execute community development initiatives focused on long-term goals, ensuring that infrastructure incorporates fire and life safety elements for both the public and emergency responders.
3. Conduct engineering activities and inspections of construction projects promptly, ensuring adherence to fire and life safety codes and standards.
4. Conduct code compliance activities and investigate potential hazards, meeting 100% inspection of targeted occupancies and properties, while ensuring compliance with fire and life safety codes and all standards, including the Exterior Hazard Abatement Program.
5. Provide community education programs collaboratively with partner agencies and stakeholders, offering instruction on fire safety, life safety, community health and emergency preparedness.
6. Continue ongoing staff development to assure personnel are adequately qualified to meet both present and future requirements.

7. Continue to oversee and develop the emergency management and preparedness activities in accordance with the directives of the Citizen Corps Council.
8. Administer Division policies, contracts, standards, ordinances and fee schedules.
9. Continue to work with regional agencies to minimize amendments and provide uniform application of the adopted Fire Code..

GOALS AND OBJECTIVES FOR FY 2025 | 26

1. In collaboration with Emergency Preparedness Division, utilize XyloPlan data, combined with Fire Hazard Severity Zone Maps and Insurance Risk Maps, to strategically prioritize Vegetation Treatment Plans (VTP's) to mitigate fire risk and increase insurability.
2. Review the updated ISO scoring criteria and optimize the Community Risk Reduction Division's performance to achieve the maximum possible points for reaccreditation.
3. Complete an inventory of all access points for fire trails and wildland open space to be added to GIS for Operations. Develop an inspection program for access points.
4. Collaborate with County Fire Agencies to adopt the 2025 California Fire Code, striving for consistency across the County by minimizing local amendments.
5. Implement a residential Knox box loan program for residents and establish procedures for distribution and return.
6. Evaluate Community Risk Reduction Division's organizational structure for needs, efficiency, and savings.

STAFFING SUMMARY

Fire Marshal

Plans Examiner

Community Risk Reduction Inspector (2)

Office Assistant

District Aides Part-Time (18)

COMMUNITY RISK REDUCTION

10-30

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permit Fees	4305	\$ 18,549	\$ 8,656	\$ 8,916	\$ 9,183
Inspection Fees	4310	106,560	114,912	116,061	117,222
Plan Review Fees	4315	648,302	734,620	841,966	850,386
Weed Abatement Charges	4320	2,898	3,162	3,257	3,355
Reports/Photocopies	4350	-	2,611	2,000	2,000
TOTAL REVENUES		\$ 776,309	\$ 863,961	\$ 972,200	\$ 982,145
Permanent Salaries	5110	\$ 461,845	\$ 392,842	\$ 621,856	\$ 734,491
Temporary Salaries	5115	291,647	332,254	314,696	314,696
Permanent Overtime	5120	32,864	2,500	25,000	25,000
FICA Contributions	5140	11,422	10,550	13,943	15,576
Retirement Contributions	5150	145,907	82,035	128,366	152,264
Employee Group Insurance	5160	98,483	73,195	100,160	116,529
TOTAL SALARIES AND BENEFITS		\$ 1,042,169	\$ 893,376	\$ 1,204,021	\$ 1,358,556
Postage	5204	\$ 3,462	\$ 3,750	\$ 34,000	\$ 35,360
Small Tools and Equipment	5210	3,298	1,500	8,000	8,320
Food Supplies	5222	(71)	1,100	1,500	1,560
Safety Clothing	5224	586	400	3,800	2,500
Non-Safety Clothing	5226	8,956	3,500	5,000	5,200
Software and Licenses	5248	27,466	56,092	76,448	79,636
Professional Services	5250	110,108	180,800	488,600	358,200
Legal Notices	5270	762	300	840	874
Specialized Printing	5272	413	2,800	3,500	3,840
Dues and Memberships	5274	862	985	1,249	1,299
Educational Courses and Supplies	5276	2,471	3,800	7,105	7,389
Public Education Supplies	5278	21,149	25,690	26,200	26,960
Books and Periodicals	5280	2,081	2,995	7,720	5,409
Meetings and Travel	5284	5,830	800	3,000	3,120
TOTAL SERVICES AND SUPPLIES		\$ 187,373	\$ 284,512	\$ 666,962	\$ 539,667
TOTAL EXPENDITURES		\$ 1,229,542	\$ 1,177,888	\$ 1,870,983	\$ 1,898,223

COMMUNITY RISK REDUCTION

10-30

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Bulk Mail Maintenance Account		\$ 320	\$ 350	\$ -	\$ -
Exterior Hazard Abatement Mailing		3,142	3,400	4,000	4,160
Public Safety Mailers		-	-	30,000	31,200
Postage	5204	3,462	3,750	34,000	35,360
Inspector Tools		3,298	1,500	2,000	2,080
Hydrant Inspection Supplies		-	-	4,000	4,160
Residential Knox Boxes		-	-	2,000	2,080
Small Tools and Equipment	5210	3,298	1,500	8,000	8,320
Staff Meals - Public Education Events		(71)	1,100	1,500	1,560
Food Supplies	5222	(71)	1,100	1,500	1,560
Uniforms		586	400	3,800	2,500
Safety Clothing	5224	586	400	3,800	2,500
Non-Safety Uniform Replacement		8,956	3,500	5,000	5,200
Non-Safety Clothing	5226	8,956	3,500	5,000	5,200
Plan Review		327	357	400	416
Fire Mitigation Modeling		-	15,000	33,750	35,100
Public Notification		5,500	5,500	5,500	5,720
Project Permit Management		17,890	21,795	22,950	23,868
Case Management		-	13,440	13,848	14,532
Software and Licenses	5248	27,466	56,092	76,448	79,636
Compliance Inspection Services		66,450	88,800	83,200	-
Plan Review Services PPE		42,864	67,000	75,400	25,000
Weed Abatement Contractor		794	25,000	30,000	31,200
Fuel Mitigation		-	-	250,000	250,000
Evacuation Zone Sineage		-	-	50,000	52,000
Professional Services	5250	110,108	180,800	488,600	358,200

COMMUNITY RISK REDUCTION

10-30

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Publication of Legal Notices		762	300	840	874
Legal Notices	5270	762	300	840	874
Business Cards		-	600	1,500	1,560
Citation Books		98	-	-	200
Public Education Brochure		315	2,200	2,000	2,080
Specialized Printing	5272	413	2,800	3,500	3,840
CCAI		100	100	115	120
Citizen Corps Council		-	-	-	-
ICC		402	310	350	364
NFPA		-	225	234	243
NorCal FPO		110	100	300	312
Youth Firesetter		250	250	250	260
Dues and Memberships	5274	862	985	1,249	1,299
Education Courses and Supplies		789	1,600	4,000	4,160
District Scholarship Program		1,682	2,200	3,105	3,229
Educational Courses and Supplies	5276	2,471	3,800	7,105	7,389
Smoke Detector Program		1,468	2,462	2,200	2,000
Public Education Program Supplies		11,786	18,000	18,000	18,720
Fire Prevention Month		7,895	5,228	6,000	6,240
Public Education Supplies	5278	21,149	25,690	26,200	26,960
Code books		162	989	5,500	3,100
Miscellaneous Books and Periodicals		87	351	500	520
NFPA Standards Online Subscription		1,831	1,655	1,720	1,789
Books and Periodicals	5280	2,081	2,995	7,720	5,409
Meetings and Travel		5,830	800	3,000	3,120
Meetings and Travel	5284	5,830	800	3,000	3,120
TOTAL SERVICES AND SUPPLIES		\$ 187,373	\$ 284,512	\$ 666,962	\$ 539,667

TECHNOLOGY

PURPOSE

The Technology Division is responsible for the acquisition and maintenance of the information systems, communications systems, and computing resources of the District.

STANDARD LEVEL OF PERFORMANCE

1. Provide the necessary infrastructure to support the data and voice communications needs of the District.
2. Furnish all the necessary computer equipment and peripheral devices current with today's standards.
3. Provide and maintain mobile computing infrastructure and devices to enable timely communication and effective deployment of District resources.
4. Oversee the Web Content Management System platform and application updates.
5. Maintain a comprehensive radio network to support all operations of the District.
6. Provide all on duty suppression and investigation employees with appropriate communications devices as needed.
7. Perform GIS spatial analysis and provide mapping services to various divisions and entities.
8. Produce and maintain accurate maps of the District as changes occur to assure the timely delivery of emergency services.

GOALS AND OBJECTIVES FOR FY 2025 | 26

1. Develop and execute a robust testing framework for the EOC and Mobile Communications Unit, focused on maximizing technological effectiveness and operational readiness during emergency situations.
2. Initiate a comprehensive upgrade of apparatus connectivity equipment, concurrently exploring the feasibility and implementation of satellite technologies to enhance operational communication capabilities.
3. Conduct an evaluation of alternative virtual workstation software solutions and implement a phased upgrade of station computer hardware.
4. Assume comprehensive oversight and maintenance of all technical equipment within the new training facility.
5. Evaluate and determine the feasibility of hiring an Information Systems Specialist.
6. Overhaul and rebuild CAD and Mobile platforms, including new call taking interface, response plan configuration and customized tool integration.
7. Digitize preplan data to streamline searching for locations with solar panels, energy storage systems, or hazardous materials within the District.
8. In conjunction with Communications, ensure documentation and training material is developed and maintained for all technical equipment in the Communications Support Unit.
9. Review current social media recruitment practices and identify opportunities for increasing and expanding recruitment efforts and advertising.
10. Collaborate with the San Ramon Police Department to develop an operational plan and formal protocol for the use of the Drone as a First Responder Program.

STAFFING SUMMARY

Public Safety Systems Specialist

Information Technology

**TECHNOLOGY
20-35**

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permanent Salaries	5110	\$ 216,901	\$ 109,263	\$ 212,189	\$ 319,340
Permanent Overtime	5120	15,333	25,000	7,500	7,500
FICA Contributions	5140	3,287	1,947	3,185	4,739
Retirement Contributions	5150	70,477	23,188	44,225	66,996
Employee Group Insurance	5160	40,141	16,344	40,925	77,461
TOTAL SALARIES AND BENEFITS		\$ 346,138	\$ 175,742	\$ 308,024	\$ 476,036
Office Supplies	5202	\$ 11,015	\$ 15,600	\$ 16,600	\$ 17,264
Telecommunications	5206	219,756	224,501	255,011	265,211
Computer and Electronic Supplies	5218	4,866	3,500	4,000	4,160
Radio Equipment and Supplies	5219	3,722	10,000	10,000	10,400
Media Supplies	5220	10,410	1,000	5,000	5,200
Food Supplies	5222	345	350	500	520
Non-Safety Clothing	5226	488	200	500	520
Maintenance and Repairs - Radio	5238	33,442	39,000	80,311	83,523
Rents and Leases	5246	47,838	54,270	55,000	57,200
Software and Licenses	5248	101,432	136,912	118,718	124,614
Professional Services	5250	927,540	1,009,572	1,006,202	1,009,966
Communication Services	5258	91,800	120,156	125,000	130,000
Specialized Printing	5272	-	1,000	3,000	3,120
Dues and Memberships	5274	419	800	800	832
Meetings and Travel	5284	1,912	2,500	5,000	5,200
TOTAL SERVICES AND SUPPLIES		\$ 1,454,985	\$ 1,619,361	\$ 1,685,642	\$ 1,717,730
TOTAL EXPENDITURES		\$ 1,801,124	\$ 1,795,103	\$ 1,993,666	\$ 2,193,766

**TECHNOLOGY
20-35**

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Office Supplies		\$ 2,606	\$ 1,100	\$ 1,000	\$ 1,040
Printer toner cartridges		8,409	14,500	15,600	16,224
Office Supplies	5202	11,015	15,600	16,600	17,264
Cell Phone and Data Services		137,075	133,380	146,232	152,082
Fire Dispatch		5,040	4,800	5,615	5,840
Internet Fax Service		1,239	800	936	973
Internet Service		24,306	19,519	24,567	25,550
Pager Service		7,700	7,726	8,000	8,320
Phone Maintenance		18	1,200	3,000	3,120
Phone and Network Service		35,096	45,736	54,962	57,160
Satellite Phone Service		9,282	11,340	11,699	12,167
Telecommunications	5206	219,756	224,501	255,011	265,211
Computer Supplies and Parts		4,866	3,500	4,000	4,160
Computer and Electronic Supplies	5218	4,866	3,500	4,000	4,160
Radios and Components		3,722	10,000	10,000	10,400
Radio Equipment and Supplies	5219	3,722	10,000	10,000	10,400
Media Supplies		10,410	1,000	5,000	5,200
Media Supplies	5220	10,410	1,000	5,000	5,200
Food Supplies		345	350	500	520
Food Supplies	5222	345	350	500	520
Uniforms		488	200	500	520
Non-Safety Clothing	5226	488	200	500	520
Hardware Maintenance - Disp. & Admin UPS		-	1,000	2,574	2,677
Miscellaneous Maintenance and Repairs		1,109	8,000	23,397	24,333
Fire Station Alerting		-	10,000	12,225	12,714
Radio Maintenance and Repairs		32,334	20,000	42,115	43,800
Maintenance and Repairs - Radio	5238	33,442	39,000	80,311	83,523
Microwave Services - Lease		47,838	54,270	55,000	57,200
Rents and Leases	5246	47,838	54,270	55,000	57,200

**TECHNOLOGY
20-35**

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Adobe Acrobat		5,307	5,500	5,500	5,720
Cloud Storage		1,781	3,899	4,500	4,680
Cyber Security Training		4,374	4,725	5,000	5,200
Microsoft Office Licensing		20,028	-	-	-
Miscellaneous Maintenance		1,841	2,500	5,849	6,083
Records Management		44,155	45,000	45,000	46,800
Remote Access		1,994	-	-	-
Scheduling software		12,811	14,000	15,969	16,607
Tablet Command		-	45,000	20,000	22,000
Video Teleconferencing		-	2,550	3,000	3,120
Website		9,141	10,238	10,400	10,816
Wildcard SSL secure sites		-	3,500	3,500	3,588
Software and Licenses	5248	101,432	136,912	118,718	124,614
MDC and Modem HaaS		193,312	118,246	88,251	91,781
Professional Services - Other		125	2,500	5,849	6,083
DNI: Technology Services Contract		734,103	888,826	912,102	912,102
Professional Services	5250	927,540	1,009,572	1,006,202	1,009,966
EBRCS - Subscriber Fees		91,800	120,156	125,000	130,000
Communication Services	5258	91,800	120,156	125,000	130,000
Map Books		-	1,000	3,000	3,120
Specialized Printing	5272	-	1,000	3,000	3,120
APCO		272	200	200	208
CAP10		-	200	200	208
MISAC		-	200	200	208
NENA		147	200	200	208
Dues and Memberships	5274	419	800	800	832
Meetings and Travel		1,912	2,500	5,000	5,200
Meetings and Travel	5284	1,912	2,500	5,000	5,200
TOTAL SERVICES AND SUPPLIES		\$ 1,454,985	\$ 1,619,361	\$ 1,685,642	\$ 1,717,730

COMMUNICATIONS CENTER

PURPOSE

The Communications Center is responsible for ensuring that citizens in need of emergency and non-emergency services are matched quickly and effectively with the most appropriate resources. The Communications Center monitors incident radio traffic and maintains location and status information of District resources.

STANDARD LEVEL OF PERFORMANCE

1. Provide professional emergency and non-emergency dispatch services on a 24-hour basis.
2. Serve as a 24-hour communications resource for the public.
3. Continually review the current standards of care and practice in Law, Fire, Emergency Medical Dispatch, and other areas of Public Safety Telecommunications.
4. Maintain an Accredited Center of Excellence (ACE) standing from the International Academy of Emergency Dispatch in utilizing Medical and Fire Protocols.
5. Ensure that all communications center personnel are trained to appropriate industry standards.
6. Maintain compliance with ISO standards for the communications center

GOALS AND OBJECTIVES FOR FY 2025 | 26

1. Develop a joint Standard Operating Procedure (SOP) and training program for the successful implementation of CAD to CAD integration between CCC Fire and ALCO Fire.
2. Ongoing monitoring and evaluation of statistical and fiscal analyses from the animal services

department will be maintained.

3. Establish a quarterly training program to ensure dispatcher competency in operating the new mobile command unit.
4. Execute the transition of the 911 VESTA platform to meet CalOES NextGen 911 requirements.
5. Pursue re-accreditation from the International Academy of Emergency Dispatch for our agency's Emergency Medical Dispatch services.
6. Review the updated ISO scoring criteria and optimize the Communications Division's performance to achieve the maximum possible points for reaccreditation.
7. Evaluate organizational structure of supervisor/management roles within the Division.

STAFFING SUMMARY

Communications Center Manager

Dispatch Supervisor (3)

Public Safety Dispatcher II (9)

Geographic Information Systems Analyst

Public Safety Dispatcher Trainee

Project Assistant (Part-Time)

**COMMUNICATIONS CENTER
20-38**

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Consolidated Dispatch Services	4252	\$ 2,119,701	\$ 2,124,994	\$ 2,280,384	\$ 2,471,752
TOTAL REVENUES		\$ 2,119,701	\$ 2,124,994	\$ 2,280,384	\$ 2,471,752
Permanent Salaries	5110	\$ 2,335,390	\$ 1,978,300	\$ 2,378,827	\$ 2,688,239
Temporary Salaries	5115	6,342	161,825	157,111	40,980
Permanent Overtime	5120	715,293	734,804	410,000	410,000
FICA Contributions	5140	44,888	41,686	42,716	45,519
Retirement Contributions	5150	659,542	355,720	489,828	597,113
Employee Group Insurance	5160	276,987	266,749	297,510	333,138
TOTAL SALARIES AND BENEFITS		\$ 4,038,442	\$ 3,539,084	\$ 3,775,992	\$ 4,114,989
Office Supplies	5202	\$ 2,452	\$ 1,000	\$ 3,626	\$ 3,772
Telecommunications	5206	3,610	8,850	8,657	9,003
Small Tools and Equipment	5210	1,497	5,000	5,000	5,200
Computer and Electronic Supplies	5218	-	2,500	6,434	6,692
Food Supplies	5222	8,039	1,500	2,000	2,080
Safety Clothing	5224	2,522	1,000	0	0
Non-Safety Clothing	5226	911	3,800	5,500	5,720
Maintenance & Repairs - Computers, Radios and Electronics	5238	22,704	13,000	22,510	23,410
Software and Licenses	5248	46,897	194,641	213,049	233,674
Professional Services	5250	471,005	696,217	678,160	705,287
Dues and Memberships	5274	434	3,650	4,500	4,680
Educational Courses and Supplies	5276	7,655	11,300	28,049	29,171
Books and Periodicals	5280	326	2,200	5,010	5,210
Meetings and Travel	5284	6,118	18,000	21,058	21,900
		\$ 574,171	\$ 962,658	\$ 1,003,553	\$ 1,055,798
TOTAL EXPENDITURES		\$ 4,612,613	\$ 4,501,742	\$ 4,779,545	\$ 5,170,787

**COMMUNICATIONS CENTER
20-38**

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Office Supplies		\$ 2,452	\$ 1,000	\$ 3,626	\$ 3,772
Office Supplies	5202	2,452	1,000	3,626	3,772
Language Line Services		10	250	585	608
Phone Maintenance		-	1,500	-	-
Phone and Network Service		-	3,500	8,072	8,395
Satellite Internet Service		3,600	3,600	-	-
Telecommunications	5206	3,610	8,850	8,657	9,003
Small Tools and Equipment		1,497	5,000	5,000	5,200
Small Tools and Equipment	5210	1,497	5,000	5,000	5,200
Computer Supplies and Parts		-	1,000	2,925	3,042
Printer Toner		-	1,500	3,510	3,650
Computer and Electronic Supplies	5218	-	2,500	6,434	6,692
Food Supplies		8,039	1,500	2,000	2,080
Food Supplies	5222	8,039	1,500	2,000	2,080
Safety Clothing and Supplies		2,522	1,000	-	-
Safety Clothing	5224	2,522	1,000	-	-
Non-Safety Clothing		911	3,800	5,500	5,720
Non-Safety Clothing	5226	911	3,800	5,500	5,720
Firewall Connection - PD to Comm		-	-	-	-
Communications Center Headsets		4,115	2,000	2,000	2,080
EMD ACE Re-Accredit Maint Plan		650	1,000	1,170	1,217
Hardware Maintenance - Disp. Audio Logger		9,550	1,000	5,000	5,200
Hardware Maintenance - Dispatch UPS		4,139	1,000	4,000	4,160
Hardware Maintenance - Servers		-	1,000	2,340	2,433
Maintenance & Repair - Miscellaneous		1,651	2,000	3,000	3,120
Maintenance & Repair - Radio		2,599	5,000	5,000	5,200
Maintenance & Repairs - Computers, Radios and Electronics	5238	22,704	13,000	22,510	23,410

**COMMUNICATIONS CENTER
20-38**

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
CAD/RMS		14,100	162,196	179,300	198,575
Customer Services Survey		5,056	5,500	6,000	6,240
EFD		7,680	9,000	7,680	7,987
EMD		7,680	9,000	7,680	7,987
GIS		8,626	5,000	8,294	8,626
Reddinet		3,755	3,945	4,095	4,258
Software and Licenses	5248	46,897	194,641	213,049	233,674
Call Review Services - EFD		17,925	20,000	29,246	30,416
Call Review Services - EMD		26,025	28,122	29,246	30,416
DNI: Hardware Software Services		427,055	648,095	619,667	644,454
Professional Services	5250	471,005	696,217	678,160	705,287
Memberships		294	650	1,500	1,560
Recertification Fees - EMD EFD		140	3,000	3,000	3,120
Dues and Memberships	5274	434	3,650	4,500	4,680
APCO Certification Training		359	3,000	3,510	3,650
EFD Certification Training		1,793	900	1,000	1,040
EMD EFD Back-up Tablets		-	200	1,170	1,217
EMD Certification Training		937	900	585	608
POST Training		508	500	585	608
District Scholarship Program		-	800	1,200	1,248
Communications Center Manager Training		4,059	5,000	20,000	20,800
Educational Courses and Supplies	5276	7,655	11,300	28,049	29,171
Cross Directory Renewals		-	1,000	2,340	2,433
Mapping Resources		326	700	1,500	1,560
Reference Books		-	500	1,170	1,217
Books and Periodicals	5280	326	2,200	5,010	5,210
Meetings and Travel		6,118	18,000	21,058	21,900
Meetings and Travel	5284	6,118	18,000	21,058	21,900
TOTAL SERVICES AND SUPPLIES		\$ 574,171	\$ 962,658	\$ 1,003,553	\$ 1,055,798

**ANIMAL SERVICES
20-39**

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Contra Costa County	4252	\$ -	\$ 400,000	\$ 850,000	\$ 900,000
TOTAL REVENUES		\$ -	\$ 400,000	\$ 850,000	\$ 900,000
Permanent Salaries	5110	\$ -	\$ 32,940	\$ 215,200	\$ 215,200
Temporary Salaries	5115	-	56,614	-	-
Permanent Overtime	5120	-	3,100	42,120	43,384
FICA Contributions	5140	-	1,343	3,731	3,749
Retirement Contributions	5150	-	5,000	44,368	45,699
Employee Group Insurance	5160	-	1,000	29,440	32,072
TOTAL SALARIES AND BENEFITS		\$ -	\$ 99,997	\$ 334,859	\$ 340,104
Office Supplies	5202	\$ -	\$ 200	\$ 1,000	\$ 1,040
Small Tools and Equipment	5210	-	-	2,000	2,080
Food Supplies	5222	-	460	500	520
Non-Safety Clothing	5226	-	-	5,000	5,200
Maintenance & Repairs - Computers, Radios and Electronics	5238	-	-	2,000	2,080
Software and Licenses	5248	-	-	17,894	18,610
		\$ -	\$ 660	\$ 28,394	\$ 29,530
TOTAL EXPENDITURES		\$ -	\$ 100,657	\$ 363,253	\$ 369,634

**ANIMAL SERVICES
20-39**

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Office Supplies		\$ -	\$ 200	\$ 1,000	\$ 1,040
Office Supplies	5202	-	200	1,000	1,040
Small Tools and Equipment		-	-	2,000	2,080
Small Tools and Equipment	5210	-	-	2,000	2,080
Food Supplies		-	460	500	520
Food Supplies	5222	-	460	500	520
Non-Safety Clothing		-	-	5,000	5,200
Non-Safety Clothing	5226	-	-	5,000	5,200
Communications Center Headsets		-	-	2,000	2,080
Maintenance & Repairs - Computers, Radios and Electronics	5238	-	-	2,000	2,080
CAD/RMS		-	-	5,655	5,881
CAD/Chameleon Interface		-	-	6,500	6,760
CAD Licensing		-	-	5,739	5,969
Software and Licenses	5248	-	-	17,894	18,610
TOTAL SERVICES AND SUPPLIES		\$ -	\$ 660	\$ 28,394	\$ 29,530

EMERGENCY PREPAREDNESS

PURPOSE

The Emergency Management Preparedness Division provides the support, tools and resources to ensure that the District can build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all types of hazards.

STANDARD LEVEL OF PERFORMANCE

1. Continue to manage and develop the emergency management and preparedness activities consistent with the Citizen Corps Council directives.
2. Participate in updating the Contra Costa County Local Hazard Mitigation Plan.

GOALS AND OBJECTIVES FOR FY 2025 | 26

1. Collaborate with the Operations team and CRR to develop a comprehensive plan that includes both resident education regarding evacuation zones and strategic installation of evacuation zone signage in high fire areas.
2. Analyze SRA and LRA maps to identify parcels outside of Fire Hazard Severity Zones (FHSZ) that would benefit from a defensible space program and provide a greater level of protection to the community.
3. Conduct joint exercises of the new EOC with partner agencies.
4. Transition the CERT Coordinator position to the new Emergency Preparedness Coordinator.
5. Make presentations to community organizations for disaster awareness preparation.

STAFFING SUMMARY

Emergency Preparedness Coordinator

**EMERGENCY PREPAREDNESS | EOC
20-40**

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
City of San Ramon	4252	\$ 99,319	\$ 75,599	\$ 62,352	\$ 108,566
TOTAL REVENUES		\$ 99,319	\$ 75,599	\$ 62,352	\$ 108,566
Permanent Salaries	5110	\$ 130,753	\$ 105,946	\$ 69,874	\$ 142,878
FICA Contributions	5140	1,866	1,536	1,013	2,072
Retirement Contributions	5150	46,051	22,000	14,905	30,477
Employee Group Insurance	5160	19,968	21,716	38,911	41,706
TOTAL SALARIES AND BENEFITS		\$ 198,638	\$ 151,198	\$ 124,703	\$ 217,133
Office Supplies	5202	\$ 1,543	\$ 500	\$ 1,500	\$ 1,560
Small Tools and Equipment	5210	770	1,500	1,500	1,560
Miscellaneous Supplies	5212	353	200	500	513
Food Supplies	5222	1,304	23,125	2,000	2,080
Rents and Leases	5246	1,687	5,040	5,040	5,242
Software and Licenses	5248	150	1,500	1,750	1,820
Specialized Printing	5272	-	500	1,500	1,560
Educational Courses and Supplies	5276	260	16,500	22,400	16,680
Books and Periodicals	5280	131	750	2,200	2,288
Meetings and Travel	5284	896	500	2,600	2,704
TOTAL SERVICES AND SUPPLIES		\$ 7,093	\$ 50,115	\$ 40,990	\$ 36,007
TOTAL EXPENDITURES		\$ 205,731	\$ 201,313	\$ 165,693	\$ 253,140

EMERGENCY PREPAREDNESS | EOC

20-40

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Office Supplies		\$ 1,543	\$ 500	\$ 1,500	\$ 1,560
Office Supplies	5202	1,543	500	1,500	1,560
Small Tools and Equipment		770	1,500	1,500	1,560
Small Tools and Equipment	5210	770	1,500	1,500	1,560
Miscellaneous Supplies		353	200	500	513
Miscellaneous Supplies	5212	353	200	500	513
Food Supplies		1,304	23,125	2,000	2,080
Food Supplies	5222	1,304	23,125	2,000	2,080
Copier Maintenance Agreement		1,687	5,040	5,040	5,242
Rents and Leases	5246	1,687	5,040	5,040	5,242
EOC Shared Work Platform		-	1,000	1,000	1,040
Emergency Activation Notification		150	500	750	780
Software and Licenses	5248	150	1,500	1,750	1,820
Training materials		-	500	1,500	1,560
Specialized Printing	5272	-	500	1,500	1,560
EOC Supplies		-	1,500	4,500	4,680
EOC Training		260	15,000	17,900	12,000
Educational Courses and Supplies	5276	260	16,500	22,400	16,680
Training Library Reference Material		131	750	2,200	2,288
Books and Periodicals	5280	131	750	2,200	2,288
EOC and Emergency Preparedness		896	500	2,600	2,704
Meetings and Travel	5284	896	500	2,600	2,704
TOTAL SERVICES AND SUPPLIES		7,093	\$ 50,115	\$ 40,990	\$ 36,007

FACILITIES

PURPOSE

The Facilities Division is responsible for the design, construction, management, and maintenance of all District facilities. The Facilities Division also researches and implements new technology to improve operational efficiency and conducts site inspections, facility audits, work order progress reports, and other related reports.

STANDARD LEVEL OF PERFORMANCE

1. Maintain the District Capital Improvement Fund.
2. Maintain District facilities.
3. Continuously review maintenance costs and look for alternative strategies to save money and improve life expectancy of the facilities.
4. Manage facility capital improvement projects.
5. Forecast the need for future fire stations and other facilities.
6. Provide independent Hazardous Materials Compliance Reporting service to align with increased County Health Services reporting requirements.
7. Manage part-time District Aides to supplement support services daily.

GOALS AND OBJECTIVES FOR FY 2025 | 26

1. Modify the Station 31 Annex to accommodate the Mobile Communications Unit.
2. Oversee the completion of the Districts Fire Training Tower/Facility.

3. Work with Facilities Subcommittee to start the planning process for the construction and related funding options (Station 31).
4. Work with facilities committee to prioritize station construction (Station 39, 31).

STAFFING SUMMARY

Deputy Chief¹

¹ Deputy Chief budgeted under Emergency Operations (30-55).

**FACILITIES
20-45**

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Utilities	5208	\$ 538,556	\$ 502,200	\$ 566,359	\$ 589,014
Small Tools and Equipment	5210	18,708	20,000	20,000	20,800
Miscellaneous Supplies	5212	12,695	5,000	10,000	10,400
Household Supplies	5228	85,445	62,158	63,510	66,050
Central Garage - Gas	5232	15,627	24,500	32,548	33,850
Maintenance and Repairs - Equipment	5236	132,082	103,365	114,584	119,167
Maintenance and Repairs - Buildings	5240	133,415	111,201	195,346	203,159
Maintenance and Repairs - Grounds	5242	64,025	58,000	74,095	77,058
Rents and Leases	5246	5,295	7,200	2,340	2,433
Professional Services	5250	10,083	4,939	10,349	10,763
TOTAL SERVICES AND SUPPLIES		\$ 1,015,931	\$ 898,563	\$ 1,089,130	\$ 1,132,695
TOTAL EXPENDITURES		\$ 1,015,931	\$ 898,563	\$ 1,089,130	\$ 1,132,695

**FACILITIES
20-45**

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Cable and Satellite Services		\$ 15,779	\$ 13,603	\$ 15,208	\$ 15,816
Gas and Electricity		337,493	309,633	337,459	350,958
Propane Tanks		5,528	6,500	8,189	8,517
Property Taxes		11,620	13,214	14,600	15,184
Sewer		10,619	12,480	14,038	14,600
Waste Services		78,832	77,776	92,500	96,200
Water		78,686	68,994	84,365	87,739
Utilities	5208	538,556	502,200	566,359	589,014
Miscellaneous Equipment and Furniture		18,708	20,000	20,000	20,800
Small Tools and Equipment	5210	18,708	20,000	20,000	20,800
Miscellaneous Supplies		12,695	5,000	10,000	10,400
Miscellaneous Supplies	5212	12,695	5,000	10,000	10,400
Miscellaneous Household Supplies		82,177	60,000	60,000	62,400
Water Service/Softener		3,268	2,158	3,510	3,650
Household Supplies	5228	85,445	62,158	63,510	66,050
CUPA /SPCC		9,117	10,000	11,699	12,167
Generator Permit Fees/BAAQMD		2,939	12,000	15,000	15,600
HazMat Permit Fees		3,571	2,500	5,849	6,083
Central Garage - Gas	5232	15,627	24,500	32,548	33,850
Fuel Tank & Pump		25,223	30,725	20,000	20,800
HVAC Maintenance and Repairs		27,022	13,000	19,488	20,267
Generators		66,750	37,140	40,000	41,600
Workout Equipment - Preventative		2,115	4,000	4,679	4,867
Workout Equipment Repairs		3,081	2,200	4,679	4,867
Oil Separator Clean-Out		1,443	7,800	11,699	12,167
Miscellaneous Equipment Repairs		5,643	6,000	10,529	10,950
Extinguisher Maintenance		805	2,500	3,510	3,650
Maintenance and Repairs - Equipment	5236	132,082	103,365	114,584	119,167

**FACILITIES
20-45**

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Annual Sprinkler Inspection		13,600	3,810	4,679	4,867
Building Repairs and Maintenance		30,847	12,000	63,172	65,699
Carpet and Upholstery Cleaning		14,387	14,500	17,548	18,250
Janitorial - Administration		11,050	-	-	-
Lock and Key Repairs		1,224	9,500	5,849	6,083
Pest Control Service		11,724	9,518	13,224	13,753
Plumbing		15,291	12,000	30,040	31,242
Roof - Annual Preventative Maintenance		-	8,000	14,038	14,600
Sectional Door		22,183	25,000	29,246	30,416
Security Alarm Monitoring and Repair		13,110	16,873	17,548	18,250
Maintenance and Repairs - Buildings	5240	133,415	111,201	195,346	203,159
Training Site Improvement and Props		-	2,000	4,095	4,258
Administration Maintenance		-	1,000	5,000	5,200
Station Landscaping		53,375	45,000	50,000	52,000
Safety Structural Pruning		9,180	5,000	5,000	5,200
Miscellaneous Grounds Maintenance		1,470	5,000	10,000	10,400
Maintenance and Repairs - Grounds	5242	64,025	58,000	74,095	77,058
Station 40 - Engine Storage		5,200	5,200	-	-
Liquid Propane Gas Rental		95	2,000	2,340	2,433
Rents and Leases	5246	5,295	7,200	2,340	2,433
HazMat Business Plan Services		4,441	1,500	5,849	6,083
Shredding Service		5,642	3,439	4,500	4,680
Professional Services	5250	10,083	4,939	10,349	10,763
TOTAL SERVICES AND SUPPLIES		\$ 1,015,931	\$ 898,563	\$ 1,089,130	\$ 1,132,695

EMERGENCY OPERATIONS

PURPOSE

Emergency Operations is responsible for providing a coordinated and organized response to emergencies and other requests for service within the District.

STANDARD LEVEL OF PERFORMANCE

1. Organize and coordinate fire suppression personnel and equipment.
2. In coordination with the Training Battalion Chief identify, prioritize, develop, and deliver the necessary training to provide safe and efficient delivery of emergency services.
3. Provide direction and assist in setting goals for the USAR and the Hazmat Teams.
4. Coordinate with Fleet in determining future equipment and vehicle needs.
5. Coordinate and network with other fire agencies in meeting mutual aid objectives and liaison with city and county officials in addressing areas of mutual concerns, i.e. Hazmat, EMS, fire trails, etc.
6. Review, monitor, and investigate emergency calls for proper response and adherence to established policies.

GOALS AND OBJECTIVES FOR FY 2025 | 26

1. Collaborate with CRR to implement use of Xyloplan fuels mitigation recommendations and develop enhanced response plans for areas of extreme risk.
2. Evaluate the feasibility of a Heavy Equipment program.
3. Review the updated ISO scoring criteria and optimize the Operations Division's performance to achieve the maximum possible points for reaccreditation.

4. Create staffing plan consistent with Deployment committee recommendations for increased staffing based on forecasted District growth.

STAFFING SUMMARY

Deputy Chief (2)

Battalion Chief (6)

Captain (33)

Engineer (33)

Firefighter | Paramedic (57)

EMERGENCY OPERATIONS

30-55

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permanent Salaries	5110	\$ 24,496,285	\$ 26,203,533	\$ 27,363,209	\$ 29,007,567
Permanent Overtime	5120	10,045,407	11,253,387	10,249,576	10,823,017
FICA Contributions	5140	499,644	543,125	545,385	577,543
Retirement Contributions	5150	17,766,213	10,645,675	11,266,769	11,912,283
Employee Group Insurance	5160	3,818,172	4,143,847	4,510,208	4,873,775
TOTAL SALARIES AND BENEFITS		\$ 56,625,720	\$ 52,789,567	\$ 53,935,147	\$ 57,194,185
Office Supplies	5202	\$ 3,660	\$ 3,000	\$ 4,662	\$ 4,848
Small Tools and Equipment	5210	3,219	14,500	15,208	15,816
Miscellaneous Supplies	5212	9,521	15,000	16,378	17,033
Firefighting Supplies	5214	32,299	74,000	81,890	85,165
Food Supplies	5222	7,588	13,000	21,058	21,900
PPE Inspection	5223	27,806	17,500	22,812	23,725
Safety Clothing	5224	139,388	108,200	105,998	110,239
Class A Uniforms	5225	9,746	10,000	11,699	12,167
Non-Safety Clothing	5226	20,407	25,000	25,000	26,000
Class B Uniforms	5227	43,431	12,000	45,304	47,116
Maintenance and Repairs - Equipment	5236	12,683	8,000	15,000	15,600
Professional Services	5250	167,378	42,600	54,246	56,416
Specialized Printing	5272	1,343	400	1,520	1,581
Dues and Memberships	5274	318	1,000	1,170	1,217
Educational Courses and Supplies	5276	1,820	5,000	43,000	44,720
Books and Periodicals	5280	-	850	1,170	1,217
Meetings and Travel	5284	21,628	39,499	5,849	6,083
TOTAL SERVICES AND SUPPLIES		\$ 502,235	\$ 389,549	\$ 471,964	\$ 490,844
TOTAL EXPENDITURES		\$ 57,127,955	\$ 53,179,116	\$ 54,407,111	\$ 57,685,029

EMERGENCY OPERATIONS

30-55

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Office Supplies		\$ 3,660	\$ 3,000	\$ 4,662	\$ 4,848
Office Supplies	5202	3,660	3,000	4,662	4,848
Shop Tools and Station Supplies		3,219	14,500	15,208	15,816
Small Tools and Equipment	5210	3,219	14,500	15,208	15,816
Miscellaneous Operational Supplies		9,521	15,000	16,378	17,033
Miscellaneous Supplies	5212	9,521	15,000	16,378	17,033
Firefighting Supplies		32,299	74,000	81,890	85,165
Firefighting Supplies	5214	32,299	74,000	81,890	85,165
Emergency Meals and Officer Meetings		7,588	13,000	21,058	21,900
Food Supplies	5222	7,588	13,000	21,058	21,900
PPE Repairs and Maintenance		6,836	3,000	5,849	6,083
PPE Annual Inspection		20,970	14,500	16,963	17,642
PPE Inspection	5223	27,806	17,500	22,812	23,725
Structual - PPE		105,765	75,000	68,459	71,198
Wildland - PPE		33,623	32,000	34,190	35,558
PPE Research and Development		-	1,200	3,349	3,483
Safety Clothing	5224	139,388	108,200	105,998	110,239
Class A Uniforms		9,746	10,000	11,699	12,167
Class A Uniforms	5225	9,746	10,000	11,699	12,167
T-shirts, Sweats and Hats		20,407	25,000	25,000	26,000
Non-Safety Clothing	5226	20,407	25,000	25,000	26,000
Class B Uniforms		43,431	12,000	45,304	47,116
Class B Uniforms	5227	43,431	12,000	45,304	47,116
Firefighter Equipment Repairs and Maintenance		12,683	8,000	15,000	15,600
Maintenance and Repairs - Equipment	5236	12,683	8,000	15,000	15,600

EMERGENCY OPERATIONS

30-55

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Fire Trail Grading and Maintenance		49,650	25,000	25,000	26,000
Preplan Updates and Maintenance		10,889	1,000	5,849	6,083
Consultant		75,883	1,600	-	-
SCBA Annual Maintenance/Fit Testing		30,956	15,000	23,397	24,333
Professional Services	5250	167,378	42,600	54,246	56,416
Business Cards		1,082	250	1,170	1,217
Miscellaneous Printing		261	150	350	364
Specialized Printing	5272	1,343	400	1,520	1,581
Cal Chiefs - IAFC		318	1,000	1,170	1,217
Dues and Memberships	5274	318	1,000	1,170	1,217
Engineer/Officer Development		1,820	5,000	43,000	44,720
Educational Courses and Supplies	5276	1,820	5,000	43,000	44,720
Books and Publications		-	850	1,170	1,217
Books and Periodicals	5280	-	850	1,170	1,217
Conference - CalChiefs		-	7,786	-	-
Conference - Navigator		-	11,713	-	-
Travel Expenses - Strike Teams		21,628	20,000	5,849	6,083
Meetings and Travel	5284	21,628	39,499	5,849	6,083
TOTAL SERVICES AND SUPPLIES		\$ 502,235	\$ 389,549	\$ 471,964	\$ 490,844

FLEET

PURPOSE

The Fleet Division manages District apparatus and vehicles encompassing all operations from acquisition to disposal. Maintenance activities strive to ensure a high state of readiness, reduce overall operating costs, and ensure compliance with all applicable laws and regulations.

STANDARD LEVEL OF PERFORMANCE

1. Maintain a yearly schedule for the District's vehicles and equipment, including mandated maintenance and inspections.
2. Process vehicle maintenance requests in a timely manner.
3. Evaluate the District's vehicle maintenance vendors for timeliness and cost effectiveness.
4. Maintain comprehensive vehicle records.
5. Coordinate with other Divisions to ensure the availability of vehicles and equipment.
6. Coordinate with Support Services, Emergency Operations, and Apparatus Committee in determining future equipment and vehicle needs.
7. Place new apparatus in service.
8. Manage the disposition of surplus apparatus and equipment.
9. Surplus non-essential vehicles as necessary to reduce ongoing Fleet costs.
10. Evaluate condition of reserve vehicles and need.
11. Replace vehicles identified in Capital Improvement Plan.

GOALS AND OBJECTIVES FOR FY 2025 | 26

1. Identify specifications and plan purchase:
 - a. Firefighter/Paramedic Ambulance
 - b. Rounds Vehicle (Box Truck)
2. Onboard Type 3 Engines.
3. Identify specifications and evaluate potential grant or financing options to purchase a new Hazmat Unit.
4. Evaluate and determine the feasibility of hiring a fleet mechanic.

STAFFING SUMMARY

Deputy Chief¹

Mechanic Coordinators (3)

District Transporter (Part-Time)

¹ Deputy Chief budgeted under Emergency Operations (30-55).

**FLEET
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
City of San Ramon - Fuel	4250	\$ 217,330	\$ 191,480	\$ 201,054	\$ 206,080
TOTAL REVENUES		\$ 217,330	\$ 191,480	\$ 201,054	\$ 206,080
Permanent Salaries	5110	\$ 56,166	\$ 57,502	\$ 59,177	\$ 62,136
Temporary Salaries	5115	2,621	2,000	16,800	17,304
Permanent Overtime	5120	13,005	55,000	40,000	40,000
FICA Contributions	5140	38	1,660	1,682	1,732
Retirement Contributions	5150	45,115	46,366	28,346	29,763
TOTAL SALARIES AND BENEFITS		\$ 116,945	\$ 162,528	\$ 146,005	\$ 150,935
Office Supplies	5202	\$ -	\$ 150	\$ 234	\$ 243
Small Tools and Equipment	5210	9,100	7,500	7,500	7,800
Miscellaneous Supplies	5212	28,386	77,936	58,493	60,832
Non-Safety Clothing	5226	-	200	234	243
Heavy Duty Fleet - Repairs and Maintenance	5230	460,737	525,000	550,000	563,750
Medium/Light Duty Fleet - Maintenance	5231	81,311	108,408	111,000	115,440
Gas, Diesel, Oil	5232	528,625	483,019	500,000	572,000
Central Garage - Tires	5234	76,428	60,000	60,000	62,400
Maintenance and Repairs - Equipment	5236	366	3,500	1,872	1,947
Rents and Leases	5246	92,110	156,974	195,000	202,800
Software and Licenses	5248	-	11,249	11,699	12,167
Books and Periodicals	5280	-	200	321	334
Meetings and Travel	5284	6,362	6,500	13,000	13,520
TOTAL SERVICES AND SUPPLIES		\$ 1,283,425	\$ 1,440,636	\$ 1,509,353	\$ 1,613,477
TOTAL EXPENDITURES		\$ 1,400,370	\$ 1,603,164	\$ 1,655,357	\$ 1,764,412

**FLEET
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Office Supplies		\$ -	\$ 150	\$ 234	\$ 243
Office Supplies	5202	-	150	234	243
Miscellaneous Small Tools and Equipment		9,100	7,500	7,500	7,800
Small Tools and Equipment	5210	9,100	7,500	7,500	7,800
Parts and Supplies		28,386	77,936	58,493	60,832
Miscellaneous Supplies	5212	28,386	77,936	58,493	60,832
Non-Safety Clothing		-	200	234	243
Non-Safety Clothing	5226	-	200	234	243
Vehicle Repairs		373,440	250,000	300,000	307,500
Mobile Mechanic Service		87,297	275,000	250,000	256,250
Heavy Duty Fleet - Repairs and Maintenance	5230	460,737	525,000	550,000	563,750
Ambulances		27,661	60,000	55,000	57,200
Fleet Mandated Inspections		13,635	10,000	10,000	10,400
Hurst Tool Service		14,309	13,408	16,000	16,640
Miscellaneous Fleet Maintenance		6,248	15,000	20,000	20,800
Staff Vehicles		19,457	10,000	10,000	10,400
Medium/Light Duty Fleet - Maintenance and Repairs	5231	81,311	108,408	111,000	115,440
Diesel, Unleaded Fuel and Oil		528,625	483,019	500,000	572,000
Gas, Diesel, Oil	5232	528,625	483,019	500,000	572,000
Tire Repairs and Replacement		76,428	60,000	60,000	62,400
Central Garage - Tires	5234	76,428	60,000	60,000	62,400
Small Equipment Maintenance and Repairs		366	3,500	1,872	1,947
Maintenance and Repairs - Equipment	5236	366	3,500	1,872	1,947
Leased Fleet Payments		92,110	156,974	195,000	202,800
Rents and Leases	5246	92,110	156,974	195,000	202,800

**FLEET
30-60**

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Fleet Maintenance Software		-	11,249	11,699	12,167
Software and Licenses	5248	-	11,249	11,699	12,167
Miscellaneous Books		-	200	321	334
Books and Periodicals	5280	-	200	321	334
Apparatus Committee		1,758	1,500	3,000	3,120
Conferences and Training		4,604	5,000	10,000	10,400
Meetings and Travel	5284	6,362	6,500	13,000	13,520
TOTAL SERVICES AND SUPPLIES		\$ 1,283,425	\$ 1,440,636	\$ 1,509,353	\$ 1,613,477

TRAINING

PURPOSE

District training is administered by the Training Battalion Chief. He is responsible for developing and implementing an effective district-wide training program that teaches and supports the safe and appropriate actions of District personnel.

STANDARD LEVEL OF PERFORMANCE

1. Maintain a Training Calendar that is coordinated with all District Divisions and is maintained in the District's Operations calendar.
2. Review training mandates and requirements, make recommendations for adoption of industry standards and practices.
3. Develop, administer, and update academies and probationary programs for Suppression personnel.
4. Provide technical and direct assistance to Human Resources for entry level hiring and promotional processes.
5. Administer the Education Assistance Program.
6. Maintain individual training records for all District personnel; ensure completeness and accuracy of all records; preserve original rosters and other audit documentation.
7. Develop and reinforce cooperation with Regional, State and Federal fire training communities.
8. Administer the Joint Apprenticeship Committee Program (JAC).
9. Develop and revise the Standard Operating Procedures, Training/Safety Bulletins, and Performance Standards.

10. Deliver and coordinate District hosted and/or outside training classes for District personnel, as appropriate.
11. Identify current and future targeted and specific training needs of the organization and ensure compliance with mandated training requirements.
12. Develop and implement the Quarterly Training Module Program for Operations.
13. Review Company Performance Standards and update as necessary

GOALS AND OBJECTIVES FOR FY 2025 | 26

1. Review and revise the current job description for a 40hr Training Captain position.
2. Conduct Training Tower introduction training for all suppression personnel.
3. Review the updated ISO scoring criteria and optimize the Training Division's performance to achieve the maximum possible points for reaccreditation.
4. Deliver compressed natural gas training for suppression personnel.
5. Driver refresher training manipulative skills course consistent with Driver Operator 1A.
6. Deliver refresher training regarding rural water supply systems, and wildland water shuttle operations.

STAFFING SUMMARY

Deputy Chief¹

Training Battalion Chief

Training Captain

Senior Office Assistant

¹ Deputy Chief budgeted under Emergency Operations (30-55).

**TRAINING
30-65**

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permanent Salaries	5110	\$ 299,056	\$ 296,221	\$ 664,910	\$ 693,475
FICA Contributions	5140	4,299	4,295	9,641	10,055
Retirement Contributions	5150	19,156	143,033	281,354	293,205
Employee Group Insurance	5160	(408)	39,984	115,097	123,397
TOTAL SALARIES AND BENEFITS		\$ 322,102	\$ 483,533	\$ 1,071,002	\$ 1,120,132
Office Supplies	5202	\$ 87	\$ 563	\$ 586	\$ 609
Small Tools and Equipment	5210	3,957	10,000	16,729	17,399
Miscellaneous Supplies	5212	8,854	18,000	26,302	27,354
Food Supplies	5222	1,954	5,500	7,000	7,280
Non-Safety Clothing	5226	-	100	500	520
Class B Uniforms	5227	-	1,125	1,170	1,217
Rents and Leases	5246	9,769	5,500	8,189	8,517
Software and Licenses	5248	20,836	22,674	25,151	26,157
Professional Services	5250	3,634	4,000	7,020	7,301
Specialized Printing	5272	-	700	1,170	1,217
Dues and Memberships	5274	-	2,700	3,157	3,284
Educational Courses and Supplies	5276	40,167	41,000	112,712	116,580
Educational Assistance	5277	22,025	20,000	-	-
Books and Periodicals	5280	1,297	2,000	3,510	3,650
Meetings and Travel	5284	6,287	13,000	38,321	39,854
TOTAL SERVICES AND SUPPLIES		\$ 118,867	\$ 146,862	\$ 251,518	\$ 260,939
TOTAL EXPENDITURES		\$ 440,969	\$ 630,395	\$ 1,322,521	\$ 1,381,072

TRAINING
30-65

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Office Supplies		\$ 87	\$ 563	\$ 586	\$ 609
Office Supplies	5202	87	563	586	609
Tool Cache for Training Site		3,957	10,000	16,729	17,399
Small Tools and Equipment	5210	3,957	10,000	16,729	17,399
Miscellaneous Supplies		309	6,000	7,000	7,280
Training Prop Supplies		8,045	7,000	9,359	9,733
Vehicle Extrication Cars and Supplies		500	5,000	9,943	10,341
Miscellaneous Supplies	5212	8,854	18,000	26,302	27,354
Miscellaneous Food Supplies		1,954	5,500	7,000	7,280
Food Supplies	5222	1,954	5,500	7,000	7,280
Uniforms - Support Staff		-	100	500	520
Non-Safety Clothing	5226	-	100	500	520
Class B Uniforms		-	1,125	1,170	1,217
Class B Uniforms	5227	-	1,125	1,170	1,217
Copier Maintenance Agreement		1,289	-	-	-
Miscellaneous Rents and Leases		-	1,500	1,754	1,825
Training Facilities Rental		8,480	4,000	6,434	6,692
Rents and Leases	5246	9,769	5,500	8,189	8,517
Simulation Software		-	1,500	1,754	1,825
Web-Based Safety Training		20,836	21,174	23,397	24,333
Software and Licenses	5248	20,836	22,674	25,151	26,157
FSTEP/CSFM		-	2,000	3,510	3,650
Emergency Vehicle Operations Course		3,634	2,000	3,510	3,650
Professional Services	5250	3,634	4,000	7,020	7,301

TRAINING
30-65

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Training Materials		-	700	1,170	1,217
Specialized Printing	5272	-	700	1,170	1,217
Cal Chief Admin Northern Division		-	500	584	608
Cal Chief IAFC		-	400	468	487
CCC Fire Training & Safety Officers		-	300	350	364
CFCA - NorCal Training Officer Assoc		-	1,200	1,404	1,460
Fire Dept. SO Association		-	300	350	364
Dues and Memberships	5274	-	2,700	3,157	3,284
Battalion Chief Training		-	1,000	16,000	16,000
CA State Fire Marshal Courses		31,633	4,000	8,000	8,320
Driver Refresher Course		1,680	12,000	25,269	26,280
Officer Development		4,474	5,000	38,341	39,874
Instructor Development		2,380	5,000	13,102	13,627
Live Fire Training		-	14,000	12,000	12,480
Educational Courses and Supplies	5276	40,167	41,000	112,712	116,580
Educational Assistance		22,025	20,000	-	-
Educational Assistance	5277	22,025	20,000	-	-
Training Library Reference Material		1,297	2,000	3,510	3,650
Books and Periodicals	5280	1,297	2,000	3,510	3,650
FDIC		-	1,000	6,000	6,240
FireHouse World		-	3,000	6,000	6,240
Training Officers Conference		6,287	9,000	26,321	27,374
Meetings and Travel	5284	6,287	13,000	38,321	39,854
TOTAL SERVICES AND SUPPLIES		\$ 118,867	\$ 146,862	\$ 251,518	\$ 260,939

ACADEMY

PURPOSE

Academy training is responsible for developing and executing a challenging and educational instructional curriculum that provides safe and effective education and skills in Operations to all new Firefighter Paramedics. The Academy is administered by the Training Battalion Chief.

STANDARD LEVEL OF PERFORMANCE

1. Develop and implement an Academy Training Calendar which is coordinated with all District Divisions.
2. Review training mandates, requirements and make recommendations for adoption of industry standards and best practices.
3. Administer weekly performance evaluations for all recruits.
4. Maintain individual training records for all Academy personnel; ensure completeness and accuracy of all records; preserve original rosters and other audit documentation.
5. Develop and reinforce cooperation with Regional, State and Federal fire training communities.
6. Continue to develop the instructional library for the Academy.

GOALS AND OBJECTIVES FOR FY 2025 | 26

1. Administer a Firefighter Recruit Academy.
2. Facilitate the probationary process for Recruit Academy 2024-1.
3. Update the probationary testing process for Recruit Academy 2025-1 in preparation for testing to occur at the Training Tower Facility.

STAFFING SUMMARY

Deputy Chief¹

Battalion Chief²

Firefighter | Paramedic (6)

¹ Deputy Chief budgeted for under Operations (30-55).

² Training Battalion Chief budgeted for under Training (30-65).

**ACADEMY
30-66**

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permanent Salaries	5110	\$ 427,161	\$ 315,589	\$ 320,842	\$ 334,955
Permanent Overtime	5120	67,343	33,210	35,000	35,000
FICA Contributions	5140	7,088	5,058	5,160	5,364
Retirement Contributions	5150	341,782	113,001	117,936	123,124
Employee Group Insurance	5160	71,802	42,500	121,396	130,102
TOTAL SALARIES AND BENEFITS		\$ 915,176	\$ 509,358	\$ 600,334	\$ 628,545
Office Supplies	5202	\$ -	\$ 500	\$ 702	\$ 730
Small Tools and Equipment	5210	1,016	3,000	5,000	5,200
Miscellaneous Supplies	5212	2,656	6,000	6,000	6,240
Firefighting Supplies	5214	551	10,000	10,000	10,250
Food Supplies	5222	2,030	2,500	4,679	4,866
Safety Clothing	5224	141,842	45,000	40,000	41,600
Class B Uniforms	5227	11,858	12,000	25,000	26,000
Rents and Leases	5246	4,076	4,500	7,500	7,800
Software and Licenses	5248	3,109	3,652	6,434	6,692
Specialized Printing	5272	522	1,000	2,924	3,041
Educational Courses and Supplies	5276	34,835	40,700	40,300	41,912
Books and Periodicals	5280	1,733	1,000	2,924	3,041
TOTAL SERVICES AND SUPPLIES		\$ 204,227	\$ 129,852	\$ 151,464	\$ 157,373
TOTAL EXPENDITURES		\$ 1,119,403	\$ 639,210	\$ 751,798	\$ 785,918

**ACADEMY
30-66**

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Miscellaneous Office Supplies		\$ -	\$ 500	\$ 702	\$ 730
Office Supplies	5202	-	500	702	730
Small Tools and Equipment		1,016	3,000	5,000	5,200
Small Tools and Equipment	5210	1,016	3,000	5,000	5,200
Miscellaneous Supplies		2,656	6,000	6,000	6,240
Miscellaneous Supplies	5212	2,656	6,000	6,000	6,240
Firefighting Supplies		551	10,000	10,000	10,250
Firefighting Supplies	5214	551	10,000	10,000	10,250
Food Supplies		2,030	2,500	4,679	4,866
Food Supplies	5222	2,030	2,500	4,679	4,866
Safety Clothing		141,842	45,000	40,000	41,600
Safety Clothing	5224	141,842	45,000	40,000	41,600
Class B Uniforms and Supplies		11,858	12,000	25,000	26,000
Class B Uniforms	5227	11,858	12,000	25,000	26,000
Rents and Leases		4,076	4,500	7,500	7,800
Rents and Leases	5246	4,076	4,500	7,500	7,800
Evals		2,575	2,652	2,924	3,041
E-library		534	1,000	3,510	3,650
Software and Licenses	5248	3,109	3,652	6,434	6,692
Training Materials		522	1,000	2,924	3,041
Specialized Printing	5272	522	1,000	2,924	3,041

**ACADEMY
30-66**

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Auto Extrication		4,000	5,000	5,000	5,200
Firefighter Survival		675	700	900	936
Rapid Intervention Crew		675	700	900	936
Driver Operator 1A		1,260	1,300	2,000	2,080
Rope Rescue Operations		1,550	2,000	2,000	2,080
Confined Space Operations		9,000	8,000	8,000	8,320
Emergency Vehicle Operations Course		6,618	10,000	8,000	8,320
Ventilation		3,256	4,000	4,500	4,680
Fire Control 3 and 4		6,720	7,000	7,000	7,280
Other		1,081	2,000	2,000	2,080
Educational Courses and Supplies	5276	34,835	40,700	40,300	41,912
Books and Materials		1,733	1,000	2,924	3,041
Books and Periodicals	5280	1,733	1,000	2,924	3,041
TOTAL SERVICES AND SUPPLIES		\$ 204,227	\$ 129,852	\$ 151,464	\$ 157,373

EMERGENCY MEDICAL SERVICES

PURPOSE

The Emergency Medical Division is responsible for providing leadership and operational support for the District EMS program by providing appropriate systems, processes and performance measures. The Emergency Medical Division also provides for the ongoing professional development and continuing education of District paramedics and EMTs.

STANDARD LEVEL OF PERFORMANCE

1. Ensure compliance with Contra Costa County Ambulance Contract, and applicable Federal and State laws.
2. Planning and implementation of emergency medical service training, in conjunction with the Training Division for all suppression personnel.
3. Evaluate system, paramedic and EMT-1 performance by direct observation and data analysis.
4. Liaison between the District and County with the electronic Patient Care Reporting system.
5. Provide information and assistance to the Paramedics and EMTs in regard to standards of care and in maintaining their certifications, licenses and accreditation.
6. Planning and implementation of EMS QI program.
7. Act as a liaison with the State EMS Authority, Contra Costa County EMS Agency and local hospitals.
8. Conduct all in-house Paramedic and EMT recertification classes.
9. Upgrade and maintain EMS equipment, as necessary.
10. Evaluate current and future innovative EMS equipment and treatment trends for opportunities for increased save rates and service levels.
11. Evaluate effectiveness of MCI response capabilities.
12. Perform biomedical preventative maintenance and repair services on industry standard basis.

13. Analyze empirical data to determine cause/effect relationship with improved cardiac save rate trend.
14. Provide appropriate enhanced medical oversight through utilization of District-focused Medical Director services.
15. Research strategic opportunities and maintain legislative awareness through utilization of EMS consultant services.
16. Research and apply for grants that are related to EMS response and Behavioral Health.
17. Evaluate transport fees annually, keep pace with neighboring agencies

GOALS AND OBJECTIVES FOR FY 2025 | 26

1. Mental Health Program: Study and adjust as needed*
 - a. Phase 2 - Behavioral Health Warm Hand-Off Program
 - b. Phase 3 - Firefighter First Response Program
 - c. Phase 4 – District Well-being Program
2. Consider options and make recommendations for the upcoming Contra Costa County RFP process for ambulance providers. Determine the feasibility of the District participating in this process.
3. Explore the feasibility of developing an interfacility transport program.
4. Research and seek authorization from the Contra Costa County EMS Agency to review and consider implementation of a Telemedicine Program.
5. Research, purchase, and train suppression staff on updated video laryngoscopes in alignment with the Contra Costa County EMS Agency's direction.
6. Explore the potential of partnering with the Contra Costa Community College District to become an accredited EMT/Paramedic School.

STAFFING SUMMARY

Deputy Chief¹

EMS Manager

EMS Specialist (2)

EMS Coordinators (3)

Single Role Paramedics (6)

Administrative Analyst

Medical Director (Part-time)

¹ Deputy Chief budgeted for under Operations (30-55).

EMERGENCY MEDICAL SERVICES

30-70

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
LEMSA - Medical Director Services	4250	\$ 84,270	\$ 131,250	\$ 131,250	\$ 134,531
LEMSA - ePCR Hosting Service	4250	98,400	98,400	98,400	100,860
LEMSA - ePCR Licensing Agreement	4250	34,507	34,507	35,887	37,323
PP-IGT-GEMT	4251	29,013	934,966	701,225	708,237
Ambulance Services	4330	7,584,104	7,262,380	8,480,251	8,734,659
TOTAL REVENUES		\$ 7,830,294	\$ 8,461,503	\$ 9,447,014	\$ 9,715,610
Permanent Salaries	5110	\$ 749,262	\$ 889,575	\$ 1,153,296	\$ 1,223,855
Temporary Salaries	5115	185,217	177,455	245,949	262,010
Permanent Overtime	5120	348,946	340,755	285,000	285,000
FICA Contributions	5140	17,561	20,413	24,422	25,678
Retirement Contributions	5150	271,045	204,878	293,299	310,378
Employee Group Insurance	5160	192,577	208,358	297,574	318,798
TOTAL SALARIES AND BENEFITS		\$ 1,764,609	\$ 1,841,434	\$ 2,299,540	\$ 2,425,719
Office Supplies	5202	\$ 1,482	\$ 1,000	\$ 1,170	\$ 1,217
Small Tools and Equipment	5210	4,133	17,000	17,849	18,563
Miscellaneous Supplies	5212	4,953	1,500	1,500	1,560
Medical Supplies	5213	226,905	208,656	250,000	260,000
Pharmaceutical Supplies	5216	70,177	55,000	75,000	78,000
Food Supplies	5222	1,106	1,000	2,500	2,600
Safety Clothing	5224	3,096	7,000	6,000	6,240
Non-Safety Clothing	5226	429	5,500	6,000	6,240
Maintenance and Repairs - Equipment	5236	48,919	65,000	70,000	72,800
Software and Licenses	5248	45,816	49,680	58,012	60,332
Professional Services	5250	250,219	247,111	252,524	262,625
Dues and Memberships	5274	150	1,100	1,286	1,338
Educational Courses and Supplies	5276	78,520	54,806	127,859	62,749
Books and Periodicals	5280	4,693	1,000	1,754	1,825
Meetings and Travel	5284	9,327	12,500	8,000	8,320
Taxes and Assessments	5320	218,207	190,000	194,272	202,043
TOTAL SERVICES AND SUPPLIES		\$ 968,133	\$ 917,853	\$ 1,073,726	\$ 1,046,452
TOTAL EXPENDITURES		\$ 2,732,742	\$ 2,759,287	\$ 3,373,266	\$ 3,472,170

EMERGENCY MEDICAL SERVICES

30-70

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Office Supplies		\$ 1,482	\$ 1,000	\$ 1,170	\$ 1,217
Office Supplies	5202	1,482	1,000	1,170	1,217
EMS Batteries		3,447	12,000	12,000	12,480
Miscellaneous Small Tools and Equipment		686	5,000	5,849	6,083
Small Tools and Equipment	5210	4,133	17,000	17,849	18,563
Training Equipment		4,953	1,500	1,500	1,560
Miscellaneous Supplies	5212	4,953	1,500	1,500	1,560
Medical Grade Oxygen Delivery		46,555	38,622	35,000	36,400
Medical Supplies - Disposable		167,526	160,034	190,000	197,600
Medical Supplies - Non-Disposable		12,824	10,000	25,000	26,000
Medical Supplies	5213	226,905	208,656	250,000	260,000
Pharmaceutical Supplies		70,177	55,000	75,000	78,000
Pharmaceutical Supplies	5216	70,177	55,000	75,000	78,000
Food Supplies		1,106	1,000	2,500	2,600
Food Supplies	5222	1,106	1,000	2,500	2,600
Safety Clothing and Supplies		3,096	7,000	6,000	6,240
Safety Clothing	5224	3,096	7,000	6,000	6,240
Class A Uniforms		-	-	-	-
Class A Uniforms	5225	-	-	-	-
Non-Safety Clothing		429	5,500	6,000	6,240
Non-Safety Clothing	5226	429	5,500	6,000	6,240
Biomedical Equipment Repairs		-	-	-	-
Other Equipment Maintenance and Repairs		43,446	27,000	25,000	26,000
Preventative Maintenance - Biomedical Equipment		5,473	38,000	45,000	46,800
Maintenance and Repairs - Equipment	5236	48,919	65,000	70,000	72,800

EMERGENCY MEDICAL SERVICES

30-70

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
ePCR Annual License Agreement - County		32,864	32,446	35,000	36,400
Inventory Supply Locker and Software		12,952	17,234	23,012	23,932
Software and Licenses	5248	45,816	49,680	58,012	60,332
Bio-Hazard Collection		11,630	10,000	10,192	10,600
EMS Consultant Services		60,000	60,000	60,000	62,400
EMS External Certifications		17,639	12,000	15,208	15,816
ePCR Hosting Service		98,400	98,400	98,408	102,344
ePCR Independent Review Services		49,200	50,436	51,168	53,215
OCU Review		13,350	16,275	17,548	18,250
Professional Services	5250	250,219	247,111	252,524	262,625
Cal Chiefs EMS Section		150	600	702	730
National Association of EMS Educators		-	500	584	608
Dues and Memberships	5274	150	1,100	1,286	1,338
AHA CPR HCP Certifications		2,131	3,000	5,849	6,083
Public CPR Supplies		59	1,000	3,597	3,741
EMS Internal Certifications		8,945	15,000	50,000	-
District Scholarship Program		67,192	26,000	65,600	50,000
Other Educational Courses and Supplies		194	9,806	2,812	2,924
Educational Courses and Supplies	5276	78,520	54,806	127,859	62,749
Miscellaneous		4,693	1,000	1,754	1,825
Books and Periodicals	5280	4,693	1,000	1,754	1,825
Records Management Conference		1,547	500	4,000	4,160
Other Meetings & Travel Expenses		7,779	12,000	4,000	4,160
Meetings and Travel	5284	9,327	12,500	8,000	8,320
PP GEMT IGT		218,207	190,000	194,272	202,043
Taxes and Assessments	5320	218,207	190,000	194,272	202,043
TOTAL SERVICES AND SUPPLIES		\$ 968,133	\$ 917,853	\$ 1,073,726	\$ 1,046,452

SPECIAL OPERATIONS

PURPOSE

The Special Operations Division is comprised of three teams and is responsible for providing a coordinated and organized response to Technical Rescue, Hazardous Materials incidents and investigation of fires. The Hazardous Materials team is trained and equipped to deal with incidents involving chemical, biological, radiological, radioactive, flammable, and other types of accidents. The Rescue team is trained and equipped to mitigate incidents involving confined space, trench, high angle, and low angle rope rescue when conventional rescues cannot be safely performed. The Fire Investigation team determines fire cause and origin as required by law.

STANDARD LEVEL OF PERFORMANCE

1. Plan and deliver training to Hazmat, Rescue and Fire Investigation Team members.
2. Maintain State Office of Emergency Services Type II USAR and Haz Mat Designations.
3. Develop internal instructors capable of instructing classes within and outside of the Organization.
4. Attend District, County, and Regional training exercises.
5. Provide ongoing Haz Mat and Rescue team quarterly training.
6. Explore and implement improvements to Operations for all teams.
7. Send Special Operations team members to conferences, classes, and regional training events to ensure compliance with all local, state, and federal laws.
8. Perform investigations of fire incidents to determine their cause and origin, conduct post incident inspections to determine performance of building fire and life safety elements.
9. Strengthen relationships with law enforcement agencies; delineate roles and responsibilities for criminal investigations and evidence collection for incendiary fires.

GOALS AND OBJECTIVES FOR FY 2025 | 26

1. Train and develop new Special Operations Team members and assist with Position Task Book completion.
2. Develop a plan for achieving Office of Emergency Services (OES) Heavy Rescue designation.
3. Deliver Hazardous Materials initial incident command training.

STAFFING SUMMARY

Deputy Chief¹

Training Battalion Chief²

Rescue Team Coordinator

Rescue Team Members (45)

Investigation Team Members (8)

Hazardous Materials Team Coordinator

Hazardous Materials Team Members (45)

Helicopter Rescue Team Members (10)

¹ Deputy Chief budgeted under Emergency Operations (30-55).

² Training Battalion Chief budgeted under Training (30-65).

SPECIAL OPERATIONS

30-75

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permanent Salaries	5110	\$ 779,587	\$ 670,344	\$ 1,007,926	\$ 1,058,323
Permanent Overtime	5120	\$ 157,410	205,460	275,362	289,129
Retirement Contributions	5150	\$ 626,195	331,150	482,797	530,960
TOTAL SALARIES AND BENEFITS		\$ 1,563,192	\$ 1,206,954	\$ 1,766,085	\$ 1,878,412
Small Tools and Equipment	5210	\$ 13,703	\$ 30,000	\$ 35,175	\$ 16,582
Miscellaneous Supplies	5212	6,740	13,200	17,413	18,072
Safety Clothing	5224	3,434	13,600	15,079	15,665
Non-Safety Clothing	5226	-	1,300	1,756	1,826
Maintenance and Repairs - Equipment	5236	15,988	18,500	27,310	28,402
Maintenance and Repairs - Radio	5238	-	500	586	609
Rents and Leases	5246	-	2,500	2,851	2,965
Software and Licenses	5248	-	10,500	13,000	13,325
Professional Services	5250	-	-	2,250	2,340
Insurance Services	5264	-	500	1,080	1,123
Educational Courses and Supplies	5276	53,043	105,300	144,002	104,762
Books and Periodicals	5280	2,283	1,600	3,288	3,419
TOTAL SERVICES AND SUPPLIES		\$ 95,190	\$ 197,500	\$ 263,787	\$ 209,089
TOTAL EXPENDITURES		\$ 1,658,382	\$ 1,404,454	\$ 2,029,872	\$ 2,087,501

**RESCUE
30-75-75**

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permanent Salaries	5110	\$ 393,163	\$ 338,868	\$ 411,771	\$ 432,360
Permanent Overtime	5120	87,913	130,012	112,223	117,834
Retirement Contributions	5150	315,804	167,401	197,238	216,915
TOTAL SALARIES AND BENEFITS		\$ 796,881	\$ 636,281	\$ 721,232	\$ 767,109
Small Tools and Equipment		\$ 3,730	\$ 22,000	\$ 27,000	\$ 8,080
Small Tools and Equipment	5210	3,730	22,000	27,000	8,080
Miscellaneous Supplies		2,322	3,000	4,679	4,866
K9 Supplies		406	2,000	3,375	3,510
Miscellaneous Supplies	5212	2,728	5,000	8,054	8,376
PPE Replacement and Repairs		2,697	7,000	8,189	8,517
Safety Clothing	5224	2,697	7,000	8,189	8,517
USAR Gear Bags		-	800	1,170	1,217
Uniforms Replacement-Task Force 4		-	500	586	609
Non-Safety Clothing	5226	-	1,300	1,756	1,826
Maintenance and Repairs - Equipment		-	500	1,140	1,185
Maintenance and Repairs - Equipment	5236	-	500	1,140	1,185
Property and Equipment Rental		-	2,000	2,265	2,356
Rents and Leases	5246	-	2,000	2,265	2,356
Training		18,282	70,000	81,146	39,392
Handler Refresher		3,210	1,500	5,624	5,849
Instructor Development		-	-	-	-
Educational Courses and Supplies	5276	21,491	71,500	86,770	45,241
Books and Periodicals		-	300	586	609
Books and Periodicals	5280	-	300	586	609
TOTAL SERVICES AND SUPPLIES		\$ 30,646	\$ 109,600	\$ 135,759	\$ 76,189

HELICOPTER RESCUE

30-75-76

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permanent Salaries	5110	\$ -	\$ -	\$ 98,640	\$ 103,572
Permanent Overtime	5120	-	-	24,938	26,185
Retirement Contributions	5150	-	-	47,249	51,962
TOTAL SALARIES AND BENEFITS		\$ -	\$ -	\$ 170,827	\$ 181,719
TOTAL SERVICES AND SUPPLIES		\$ -	\$ -	\$ -	\$ -

**FIRE INVESTIGATION
30-75-77**

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permanent Salaries	5110	\$ 96,232	\$ 83,556	\$ 85,741	\$ 90,028
Permanent Overtime	5120	27,274	30,609	25,978	27,276
Retirement Contributions	5150	77,297	41,277	41,070	45,167
TOTAL SALARIES AND BENEFITS		\$ 200,804	\$ 155,442	\$ 152,789	\$ 162,471
Small Tools and Equipment		\$ 2,359	\$ 3,000	\$ 3,000	\$ 3,120
Small Tools and Equipment	5210	2,359	3,000	3,000	3,120
Miscellaneous Supplies		321	2,500	2,500	2,563
K9 Supplies		-	700	1,122	1,167
Miscellaneous Supplies	5212	321	3,200	3,622	3,730
PPE Replacement and Repairs		215	1,000	1,082	1,109
Safety Clothing	5224	215	1,000	1,082	1,109
Report Writing Program		-	10,000	12,000	12,300
Report Reviewer		-	500	1,000	1,025
Software and Licenses	5248	-	10,500	13,000	13,325
Professional Services		-	-	2,250	2,340
Professional Services	5250	-	-	2,250	2,340
Pet Insurance		-	500	1,080	1,123
Insurance Services	5264	-	500	1,080	1,123
Fire K9 Detection Certification		-	800	600	624
Handler Refresher		3,077	1,500	4,000	4,160
Instructor		3,443	-	-	-
Training		7,744	13,500	22,123	23,008
Educational Courses and Supplies	5276	14,264	15,800	26,723	27,792
Books and Periodicals		2,283	1,000	2,000	2,080
Books and Periodicals	5280	2,283	1,000	2,000	2,080
TOTAL SERVICES AND SUPPLIES		\$ 19,442	\$ 35,000	\$ 52,756	\$ 54,618

**HAZARDOUS MATERIALS
30-75-80**

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permanent Salaries	5110	\$ 290,192	\$ 247,920	\$ 411,774	\$ 432,363
Permanent Overtime	5120	42,222	44,839	112,223	117,834
Retirement Contributions	5150	233,094	122,472	197,240	216,916
TOTAL SALARIES AND BENEFITS		\$ 565,507	\$ 415,231	\$ 721,237	\$ 767,113
Small Tools and Equipment		7,614	5,000	5,175	5,382
Small Tools and Equipment	5210	7,614	5,000	5,175	5,382
Miscellaneous Supplies		3,690	5,000	5,737	5,966
Miscellaneous Supplies	5212	3,690	5,000	5,737	5,966
Chemical Protective Boots		-	300	936	973
Level B Suit Replacements		-	4,500	3,000	3,120
Miscellaneous Protective Clothing		522	800	1,872	1,947
Safety Clothing	5224	522	5,600	5,808	6,040
Equipment Maintenance and Repairs		1,236	1,000	1,170	1,217
Monitor and Detector Maintenance		14,751	17,000	25,000	26,000
Maintenance and Repairs - Equipment	5236	15,988	18,000	26,170	27,217
Maintenance and Repairs - Radios and Computers		-	500	586	609
Maintenance and Repairs - Radio	5238	-	500	586	609
Off Site Facility and Equipment		-	500	586	609
Rents and Leases	5246	-	500	586	609
Instructor Development		-	1,000	-	-
Training		17,288	17,000	30,509	31,729
Educational Courses and Supplies	5276	17,288	18,000	30,509	31,729
Books and Periodicals		-	300	702	730
Books and Periodicals	5280	-	300	702	730
TOTAL SERVICES AND SUPPLIES		\$ 45,102	\$ 52,900	\$ 75,273	\$ 78,283

VOLUNTEER AND RESERVE FIREFIGHTERS

PURPOSE

Under the general direction of Operations, provides volunteer first responder services to the southern portion of Morgan Territory. Morgan Territory is on the east side of Mount Diablo in Contra Costa County.

STANDARD LEVEL OF PERFORMANCE

1. Provide 24/7 emergency fire and EMS coverage for surrounding neighborhoods, working out of two unstaffed stations located at 10207A Morgan Territory Road (Station 37).
2. Maintain Title 22 EMS Standards requirements within District and with CCC EMS Medical Director's approval.
3. Review performance, roles and responsibilities of Volunteer Coordinator.
4. Administer the District's Chaplain Program.

GOALS AND OBJECTIVES FOR FY 2025 | 26

1. Develop a long-term strategy to address Station 37 needs (CalFire /Volunteers /Reserves).
2. Increase the size and operational scope of the Firefighter Reserve Program.
3. Create a formal FF Reserve public outreach program specializing in hands only CPR, and emergency preparedness.

STAFFING SUMMARY

Deputy Chief¹

Training Battalion Chief²

Station 37 Coordinator

Chaplain Coordinator

FS37 Volunteers (15)

Chaplain Volunteers (9)

¹ Deputy Chief budgeted under Emergency Operations (30-55).

² Training Battalion Chief budgeted under Training (30-65).

**VOLUNTEER AND RESERVE FIREFIGHTERS
30-85**

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Permanent Salaries	5110	\$ -	\$ -	\$ 9,864	\$ 10,357
Temporary Salaries	5115	32,371	32,199	33,793	34,807
FICA Contributions	5140	469	467	633	655
Retirement Contributions	5150	-	-	4,725	4,961
Employee Group Insurance	5160	-	71	71	71
TOTAL SALARIES AND BENEFITS		\$ 32,840	\$ 32,737	\$ 39,222	\$ 40,494
Small Tools and Equipment	5210	\$ 46	\$ 3,200	\$ 6,180	\$ 6,427
Miscellaneous Supplies	5212	-	3,100	3,116	3,241
Food Supplies	5222	-	250	500	520
Safety Clothing	5224	3,642	12,000	15,000	15,600
Non-Safety Clothing	5226	94	2,300	7,340	7,634
Professional Services	5250	-	1,000	1,000	1,040
Specialized Printing	5272	-	250	586	609
Dues and Memberships	5274	2,450	1,800	2,700	2,808
Educational Courses and Supplies	5276	2,309	8,000	15,179	15,786
Books and Periodicals	5280	-	300	350	364
TOTAL SERVICES AND SUPPLIES		\$ 8,541	\$ 32,200	\$ 51,951	\$ 54,029
TOTAL EXPENDITURES		\$ 41,381	\$ 64,937	\$ 91,173	\$ 94,523

**VOLUNTEER AND RESERVE FIREFIGHTERS
30-85**

DRAFT

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
ARA Pro Replacement		\$ -	\$ 700	\$ 1,500	\$ 1,560
Firefighter Reserves Equipment		-	1,500	3,042	3,164
Small Tools and Equipment		46	1,000	1,638	1,704
Small Tools and Equipment	5210	46	3,200	6,180	6,427
Auto Extrication Vehicles		-	1,000	1,000	1,040
Firefighter Reserves Supplies		-	2,000	2,000	2,080
Miscellaneous Supplies		-	100	116	121
Miscellaneous Supplies	5212	-	3,100	3,116	3,241
Food Supplies		-	250	500	520
Food Supplies	5222	-	250	500	520
PPE - Firefighter Reserves		755	8,000	10,000	10,400
PPE - Volunteers		2,887	4,000	5,000	5,200
Safety Clothing	5224	3,642	12,000	15,000	15,600
Class B - Firefighter Reserves		-	1,500	5,000	5,200
Class B - Volunteers		94	800	2,340	2,434
Non-Safety Clothing	5226	94	2,300	7,340	7,634
Vegetation Clean up		-	1,000	1,000	1,040
Professional Services	5250	-	1,000	1,000	1,040
Specialized Printing		-	250	586	609
Specialized Printing	5272	-	250	586	609
Volunteer Firefighter Service Award		2,450	1,800	2,700	2,808
Dues and Memberships	5274	2,450	1,800	2,700	2,808
Emergency Medical Responder Certification		-	1,000	4,679	4,866
Emergency Vehicle Operation Course		2,309	5,000	5,000	5,200
Training		-	2,000	5,500	5,720
Educational Courses and Supplies	5276	2,309	8,000	15,179	15,786
Firehouse Magazine		-	300	350	364
Books and Periodicals	5280	-	300	350	364
TOTAL SERVICES AND SUPPLIES		\$ 8,541	\$ 32,200	\$ 51,951	\$ 54,029

DEBT SERVICE FUND - 200
STATEMENT OF REVENUES AND EXPENDITURES

REVENUES

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Transfer in	3800	\$ 5,580,660	\$ 5,586,665	\$ 5,586,759	\$ 5,586,699
TOTAL REVENUES		\$ 5,580,660	\$ 5,586,665	\$ 5,586,759	\$ 5,586,699

EXPENDITURES

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Debt Service - Equipment Lease	5310	\$ 2,066,373	\$ 2,072,556	\$ 2,072,988	\$ 2,073,092
Debt Service - 2020 COP	5310	1,993,663	1,991,763	1,993,762	1,994,562
Debt Service - Equipment Lease	5310	595,999	597,696	597,159	597,520
Debt Service - 2015 COP	5310	924,625	924,650	922,850	921,525
TOTAL EXPENDITURES		\$ 5,580,660	\$ 5,586,665	\$ 5,586,759	\$ 5,586,699

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE
LEASE AGREEMENT - EQUIPMENT**

DRAFT

PURPOSE: Purchase four Type 1 Fire Engines, six Type 3 Fire Engines, one Tiller Truck, 1 Mobile Communications Unit and one Heavy Duty Rescue Unit.

CURRENT YEAR SUMMARY	
Principal Outstanding as of July 1, 2024	\$ 4,080,000
Reduction in Principal Balance	2,027,000
Interest Due	46,092
Total Payment Due	2,073,092
Principal Outstanding as of June 30, 2025	\$ 2,053,000

FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2025-2026	1.29%	\$ 2,027,000	\$ 46,092	\$ 2,073,092
2026-2027	1.29%	2,053,000	19,860	2,072,860
TOTALS		\$ 4,080,000	\$ 65,952	\$ 6,218,940

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE
2020 CERTIFICATES OF PARTICIPATION \$40.0M**

PURPOSE: Finance the design and construction of the Public Safety Complex at 2401 Crow Canyon Road in the City of San Ramon to house the San Ramon Police Department and the Fire District Administration, and to Finance the future Training Center Facility at 1500 Bollinger Canyon Road in the City of San Ramon.

CURRENT YEAR SUMMARY	
Principal Outstanding as of July 1, 2024	\$ 32,670,000
Reduction in Principal Balance	745,000
Interest Due	1,249,562
Total Payment Due	1,994,562
Principal Outstanding as of June 30, 2025	\$ 31,925,000

FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2025-2026	4.00%	\$ 745,000	\$ 1,249,562	\$ 1,994,562
2026-2027	4.00%	775,000	1,219,162	1,994,162
2027-2028	4.00%	805,000	1,187,562	1,992,562
2028-2029	4.00%	840,000	1,154,662	1,994,662
2029-2030	4.00%	870,000	1,120,462	1,990,462
2030-2031	4.00%	905,000	1,084,962	1,989,962
2031-2032	4.00%	945,000	1,047,962	1,992,962
2032-2033	4.00%	985,000	1,009,362	1,994,362
2033-2034	4.00%	1,025,000	969,162	1,994,162
2034-2035	4.00%	1,065,000	927,362	1,992,362
2035-2036	4.00%	1,110,000	883,862	1,993,862
2036-2037	4.00%	1,155,000	838,562	1,993,562
2037-2038	4.00%	1,200,000	791,462	1,991,462
2038-2039	2.25%	1,240,000	753,512	1,993,512
2039-2040	2.38%	1,270,000	724,481	1,994,481
2040-2041	4.00%	1,310,000	683,200	1,993,200
2041-2042	4.00%	1,365,000	629,700	1,994,700
2042-2043	4.00%	1,420,000	574,000	1,994,000
2043-2044	4.00%	1,475,000	516,100	1,991,100
2044-2045	4.00%	1,535,000	455,900	1,990,900
2045-2046	4.00%	1,600,000	393,200	1,993,200
2046-2047	4.00%	1,665,000	327,900	1,992,900
2047-2048	4.00%	1,730,000	260,000	1,990,000
2048-2049	4.00%	1,805,000	189,300	1,994,300
2049-2050	4.00%	1,875,000	115,700	1,990,700
2050-2051	4.00%	1,955,000	39,100	1,994,100
TOTALS		\$ 32,670,000	\$ 19,146,199	\$ 53,809,961

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE
LEASE AGREEMENT - EQUIPMENT**

DRAFT

PURPOSE: Purchase five Rescue Type 1 Ambulances, five Type 1 Fire Engines, four Type 5 Fire Engines.

CURRENT YEAR SUMMARY	
Principal Outstanding as of July 1, 2024	\$ 1,750,000
Reduction in Principal Balance	576,000
Interest Due	21,520
Total Payment Due	597,520
Principal Outstanding as of June 30, 2025	\$ 1,174,000

FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2025-2026	1.34%	\$ 576,000	\$ 21,520	\$ 597,520
2026-2027	1.34%	583,000	13,782	596,782
2027-2028	1.34%	591,000	5,943	596,943
TOTALS		\$ 1,750,000	\$ 41,245	\$ 1,791,245

DRAFT

**DEBT SERVICE SUMMARY & PAYMENT SCHEDULE
2015 REFINANCING CERTIFICATES OF PARTICIPATION \$8.5M
PLUS \$5.0M NEW MONEY**

PURPOSE: Refund Debt Issued in 2006 to design and construct Station 36 and Station 31, Apparatus Storage Building, purchase Hemme land and Station 32 land, and New Money for Construction of Replacement Station 32.

CURRENT YEAR SUMMARY	
Principal Outstanding as of July 1, 2025	\$ 8,105,000
Reduction in Principal Balance	615,000
Interest Due	306,525
Total Payment Due	921,525
Principal Outstanding as of June 30, 2026	\$ 7,490,000

FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
2025-2026	5.00%	\$ 615,000	\$ 306,525	\$ 921,525
2026-2027	3.00%	640,000	281,550	921,550
2027-2028	3.00%	660,000	262,050	922,050
2028-2029	3.00%	680,000	241,950	921,950
2029-2030	3.00%	700,000	221,250	921,250
2030-2031	3.00%	725,000	199,875	924,875
2031-2032	4.00%	750,000	174,000	924,000
2032-2033	4.00%	775,000	143,500	918,500
2033-2034	5.00%	810,000	107,750	917,750
2034-2035	5.00%	855,000	66,125	921,125
2035-2036	5.00%	895,000	22,375	917,375
TOTALS		\$ 8,105,000	\$ 2,026,950	\$ 10,131,950

SAN RAMON VALLEY FIRE PROTECTION DISTRICT Capital Improvement Plan

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36
Beginning Capital Balance	\$ 24,792,004	\$ 25,774,558	\$ 18,376,586	\$ 16,229,780	\$ 17,711,683	\$ 25,586,883	\$ 33,711,438	\$ 41,877,598	\$ 44,741,930	\$ 53,188,303	\$ 61,633,269	\$ 71,462,114	\$ 79,657,917
Contributions													
General Fund Transfer	7,029,146	7,170,166	7,216,122	3,367,186	6,485,038	6,712,014	6,946,935	7,190,077	7,441,730	7,702,191	7,971,767	8,289,279	8,617,904
Projected Comm Ctr Saving:	517,577	535,692	554,441	573,847	593,931	614,719	636,234	658,502	681,550	705,404	730,093	755,646	782,094
FLSD Tech Fee	17,768	37,743	18,656	18,656	18,656	18,656	18,656	18,656	18,656	18,656	18,656	18,656	18,656
Investment Earnings	482,029	(269,771)	312,781	277,381	227,460	194,312	314,391	535,569	339,602	414,762	727,213	665,912	665,912
Developer Contribution	-	-	-	1,450,000	-	-	-	-	-	-	-	-	-
Grant	100,000	-	-	-	-	-	-	-	-	-	-	-	-
Measure X	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Property Sales	-	29,656	-	-	-	-	-	-	-	-	-	-	-
Total Contributions	<u>9,246,519</u>	<u>8,603,486</u>	<u>9,202,000</u>	<u>6,787,070</u>	<u>8,425,086</u>	<u>8,639,701</u>	<u>9,016,215</u>	<u>9,502,804</u>	<u>9,581,538</u>	<u>9,941,013</u>	<u>10,547,730</u>	<u>10,829,493</u>	<u>11,184,566</u>
Expenditures													
Facilities	7,668,861	12,845,049	6,931,910	319,072	298,089	345,108	358,913	335,310	348,722	362,671	377,178	392,265	407,955
Fleet	187,266	2,142,994	1,728,103	3,617,600	-	-	255,256	5,661,904	-	447,880	-	1,832,506	2,710,888
Technology	356,654	408,821	233,580	108,548	55,693	97,813	99,333	321,914	615,082	296,038	98,875	377,640	147,995
Communications Center	37,745	52,267	93,848	26,967	78,358	34,358	26,336	43,852	102,004	45,659	79,285	31,279	32,373
FLSD Tech Improvements	13,440	7,575	-	5,142	-	-	17,578	-	-	6,321	-	-	-
Equipment	-	544,752	2,361,366	1,227,838	117,746	37,868	92,640	275,493	69,357	337,478	163,548	-	64,531
Total Expenditures	<u>8,263,966</u>	<u>16,001,458</u>	<u>11,348,807</u>	<u>5,305,167</u>	<u>549,885</u>	<u>515,147</u>	<u>850,055</u>	<u>6,638,473</u>	<u>1,135,164</u>	<u>1,496,047</u>	<u>718,885</u>	<u>2,633,690</u>	<u>3,363,743</u>
Difference	<u>982,553</u>	<u>(7,397,972)</u>	<u>(2,146,806)</u>	<u>1,481,903</u>	<u>7,875,200</u>	<u>8,124,554</u>	<u>8,166,160</u>	<u>2,864,331</u>	<u>8,446,374</u>	<u>8,444,966</u>	<u>9,828,845</u>	<u>8,195,804</u>	<u>7,820,823</u>
Ending Capital Balance	<u>\$ 25,774,558</u>	<u>\$ 18,376,586</u>	<u>\$ 16,229,780</u>	<u>\$ 17,711,683</u>	<u>\$ 25,586,883</u>	<u>\$ 33,711,438</u>	<u>\$ 41,877,598</u>	<u>\$ 44,741,930</u>	<u>\$ 53,188,303</u>	<u>\$ 61,633,269</u>	<u>\$ 71,462,114</u>	<u>\$ 79,657,917</u>	<u>\$ 87,478,741</u>

CAPITAL PROJECTS FUND - 300
STATEMENT OF REVENUES AND EXPENDITURES

REVENUES

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Transfer In	3800	\$ 7,546,723	\$ 7,705,858	\$ 7,770,563	\$ 3,941,033
Grant	4240	-	288,000	-	-
Measure X	4240	-	1,100,000	1,100,000	1,100,000
Info Technology Surcharge	4316	30,828	18,656	18,656	18,656
Investment Earnings	4410	440,467	482,029	312,781	277,381
Sale of Property	4620	2,058	-	-	-
Developer Contribution	4910	-	-	-	1,450,000
TOTAL REVENUES		\$ 8,020,076	\$ 9,594,543	\$ 9,202,000	\$ 6,787,070

EXPENDITURES

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
CRR Tech Improvements	5253	\$ 13,440	\$ 7,575	\$ -	\$ 5,142
Facilities	6120	7,668,861	12,845,049	6,931,910	319,072
Technology	6230	356,654	408,821	233,579	108,549
Communications Center	6230	37,745	52,267	93,848	26,967
Equipment	6240	-	544,752	2,361,366	1,227,838
Fleet	6250	187,266	2,142,994	1,728,103	3,617,600
TOTAL EXPENDITURES		\$ 8,263,966	\$ 16,001,458	\$ 11,348,806	\$ 5,305,168

CAPITAL PROJECTS FUND

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Roof Replacement	6120	\$ -	\$ -	\$ -	\$ 32,448
Exterior Painting	6120	83,000	-	104,000	108,160
PCC/Asphalt Repairs	6120	-	-	15,600	16,224
Fitness Equipment	6120	27,473	113,733	81,200	32,448
General Repairs/Maintenance	6120	23,444	-	52,000	54,080
Old Station 32 Environmental Impact Svcs	6120	28,453	-	-	-
Landscape Improvements - 3 Stations	6120	10,700	-	46,800	48,672
Plymovent	6120	26,547	-	26,000	27,040
Fuel Management System	6120	16,009	29,879	-	-
Live Burn Prop	6120	166,883	591,169	-	-
Training Facility	6120	2,451,353	10,582,377	6,081,310	-
Fire Station Remodel - 34	6120	1,748,602	45,463	-	-
Fire Station Modification - 31	6120	-	-	25,000	-
Public Safety Building	6120	2,996,159	1,291,952	500,000	-
Wiedemann Tower	6120	90,238	190,476	-	-
TOTAL FACILITIES		7,668,861	12,845,049	6,931,910	319,072
Document Image Archive Appliance	5253	13,440	7,575	-	-
Records Management	5253	-	-	-	-
Field Tablets	5253	-	-	-	5,142
TOTAL CRR TECH IMPROVEMENTS		13,440	7,575	-	5,142
Mobile Radios	6230	-	-	-	-
Wildland Radios	6230	233,781	157,690	-	-
Portable Radio Batteries	6230	-	-	8,331	8,665
Fire Station UPS	6230	-	2,172	7,628	-
Computers	6230	-	16,336	39,000	40,560
Computers - Stations	6230	-	-	53,352	-
Tablets	6230	-	11,607	20,800	-
Printer	6230	-	-	-	10,652
Fire Station Alerting	6230	99,138	207,365	-	-
Document Management System	6230	21,557	13,651	-	-
GPS Time Clock	6230	2,178	-	-	-
Wall Map Monitors	6230	-	-	-	-
Apparatus Modems	6230	-	-	104,468	-
Physio Lifepak Modems	6230	-	-	-	48,672
TOTAL TECHNOLOGY		356,654	408,821	233,579	108,549

CAPITAL PROJECTS FUND

DESCRIPTION	GL CODE	ACTUAL FY 23-24	ESTIMATED ACTUAL FY 24-25	PROPOSED BUDGET FY 25-26	PROJECTED BUDGET FY 26-27
Radios	6230	-	4,917	-	-
Computers	6230	-	9,461	10,868	-
Audio Logger	6230	-	-	60,030	-
Mobile Communications Unit (CS131)	6230	10,629	-	22,950	23,753
Communications Center	6230	-	17,702	-	-
Printers	6230	-	-	-	3,214
911 Phone System Relocation	6230	-	20,187	-	-
Software	6230	27,116	-	-	-
TOTAL COMMUNICATIONS CENTER		37,745	52,267	93,848	26,967
Extrication Equipment	6240	-	16,503	-	-
PFAS-Free Turnouts	6240	-	528,249	-	-
Thermal Imaging Cameras	6240	-	-	34,155	35,350
Thermal Imaging Cameras - Handheld	6240	-	-	45,747	-
SCBA Equipment	6240	-	-	1,873,350	-
Automatic Compression Devices	6240	-	-	-	-
CPR Replacements	6240	-	-	20,700	-
Turbo Draft Static Water Supply Equip	6240	-	-	37,260	-
EV Extinguishment Blankets	6240	-	-	56,925	-
MCI Equipment	6240	-	-	20,700	-
UE Scopes	6240	-	-	18,630	-
Gurney	6240	-	-	253,899	-
Defibrillators	6240	-	-	-	1,178,348
AED	6240	-	-	-	14,140
TOTAL EQUIPMENT		-	544,752	2,361,366	1,227,838
Ambulances	6250	-	1,111,949	494,000	-
Single Role Ambulances	6250	-	-	318,300	-
Trucks	6250	-	9,156	-	-
Watertenders	6250	-	-	-	-
Breathing Support Unit	6250	-	-	-	640,850
HazMat Unit	6250	-	-	-	2,976,750
REMS UTV	6250	-	61,036	-	-
Flatbed Truck	6250	-	89,743	-	-
Box Truck	6250	-	-	79,194	-
Fleet Tools	6250	-	12,105	-	-
Vehicle Upfitting/Improvements	6250	187,266	859,005	836,609	-
TOTAL FLEET		187,266	2,142,994	1,728,103	3,617,600
TOTAL CAPITAL PROJECTS FUND		\$ 8,263,966	\$ 16,001,458	\$ 11,348,806	5,305,168

San Ramon Valley Fire Protection District
Salary Schedule - Full-Time, Monthly and Annual
May 1, 2025

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Administrative Analyst I	Non-Rep	40	7,775.79	8,161.94	8,566.91	8,996.95	9,445.79	9,918.46		
			93,309.46	97,943.33	102,802.89	107,963.34	113,349.47	119,021.46		
Administrative Assistant	Non-Rep	40	7,739.51	8,125.95	8,531.30	8,961.47	9,407.00	9,877.35		
			92,874.06	97,511.38	102,375.61	107,537.64	112,884.03	118,528.23		
Administrative Technician	Non-Rep	40	6,985.92	7,334.47	7,701.81	8,086.72	8,492.94	8,917.96		
			83,831.08	88,013.58	92,421.78	97,040.58	101,915.25	107,015.48		
Battalion Chief 1	IAFF-A	56	15,882.20	16,546.03	17,291.73	18,031.03	18,789.52	19,695.10		
			190,586.37	198,552.41	207,500.78	216,372.40	225,474.25	236,341.22		
Battalion Chief 2	1 team	IAFF-A	56	16,704.10	17,367.93	18,113.63	18,852.93	19,611.42	20,517.00	
			200,449.16	208,415.18	217,363.57	226,235.21	235,336.99	246,204.02		
Battalion Chief 4	EMS Training Academy	IAFF-A	40	17,321.15	18,047.66	18,862.43	19,670.80	20,525.79	21,529.76	
			207,853.80	216,571.93	226,349.13	236,049.59	246,309.53	258,357.07		
Battalion Chief 5	EMS or Training	1 team	IAFF-A	40	18,143.05	18,869.56	19,684.33	20,492.69	21,347.70	22,351.66
			217,716.57	226,434.70	236,211.95	245,912.33	256,172.36	268,219.90		
CAD/GIS Analyst	Non-Rep	40	8,885.81	9,330.10	9,796.61	10,286.44	10,800.76	11,340.80		
			106,629.72	111,961.21	117,559.27	123,437.23	129,609.09	136,089.55		
Captain 1	EMT	IAFF	56	12,606.44	13,122.90	13,707.14	14,284.61	14,878.34	15,587.29	
			151,277.25	157,474.82	164,485.73	171,415.30	178,540.07	187,047.50		
Captain 2	1 team	IAFF	56	13,428.34	13,944.80	14,529.05	15,106.50	15,700.24	16,409.19	
			161,140.03	167,337.58	174,348.55	181,278.06	188,402.86	196,910.24		
Captain 3	2 teams	IAFF	56	13,839.29	14,355.75	14,939.99	15,517.45	16,111.19	16,820.14	
			166,071.42	172,268.97	179,279.94	186,209.45	193,334.24	201,841.63		
Captain 7	Rescue or HazMat and Mechanic Coordinator	IAFF	56	15,072.13	15,588.60	16,172.84	16,750.30	17,344.04	18,052.98	
			180,865.60	187,063.15	194,074.12	201,003.63	208,128.43	216,635.81		
Captain 8	Rescue or HazMat and Mechanic Coordinator	IAFF	40	16,370.04	16,930.98	17,565.54	18,192.72	18,837.59	19,607.58	
			196,440.52	203,171.76	210,786.46	218,312.70	226,051.03	235,291.02		
Captain 10	Paramedic	IAFF	56	13,669.60	14,186.06	14,770.31	15,347.77	15,941.50	16,650.45	
			164,035.20	170,232.77	177,243.68	184,173.25	191,298.02	199,805.45		
Captain 11	Paramedic	1 team	IAFF	56	14,491.50	15,007.96	15,592.20	16,169.67	16,763.40	17,472.35
			173,898.02	180,095.58	187,106.41	194,036.05	201,160.85	209,668.24		
Captain 12	Paramedic	2 teams	IAFF	56	14,902.45	15,418.91	16,003.15	16,580.62	17,174.35	17,883.30
			178,829.41	185,026.96	192,037.80	198,967.44	206,092.24	214,599.62		
Captain 13	Paramedic	Academy	IAFF	40	14,817.52	15,382.78	16,021.25	16,652.93	17,303.60	18,121.33
			177,810.21	184,593.38	192,254.95	199,835.18	207,643.15	217,455.94		
Captain 14	Paramedic	1 team	IAFF	40	15,639.42	16,204.68	16,843.15	17,474.84	18,125.50	18,943.22
			187,673.00	194,456.17	202,117.76	209,698.02	217,505.96	227,318.69		

San Ramon Valley Fire Protection District
Salary Schedule - Full-Time, Monthly and Annual
May 1, 2025

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Captain 26	Paramedic	Rescue, HazMat and Investigator	IAFF	56	15,728.05	16,273.12	16,889.72	17,499.19	18,125.81	18,874.04
					188,736.56	195,277.46	202,676.70	209,990.23	217,509.75	226,488.44
Captain 27	Paramedic	Rescue or HazMat and EMS Coordinator	IAFF	56	16,135.30	16,651.76	17,236.00	17,813.47	18,407.20	19,116.15
					193,623.58	199,821.13	206,831.97	213,761.61	220,886.40	229,393.79
Captain 28	Paramedic	Rescue, HazMat and EMS Coordinator	IAFF	56	16,546.25	17,062.71	17,646.95	18,224.42	18,818.15	19,527.10
					198,554.97	204,752.52	211,763.36	218,693.00	225,817.79	234,325.18
Captain 29	Paramedic	Coordinator: EMS, HazMat, Mechanic or Rescue	IAFF	56	15,313.40	15,829.86	16,414.10	16,991.57	17,585.30	18,294.25
					183,760.80	189,958.35	196,969.19	203,898.83	211,023.63	219,531.01
Captain 31		Rescue or HazMat Coordinator and Investigator	IAFF	56	15,039.70	15,584.77	16,201.38	16,810.84	17,437.46	18,185.69
					180,476.36	187,017.28	194,416.59	201,730.06	209,249.54	218,228.29
Chief Financial Officer	Non-Rep		40	16,428.13	17,249.54	18,112.02	19,017.62	19,968.50	20,966.92	
				197,137.59	206,994.47	217,344.20	228,211.41	239,621.98	251,603.08	
Communications Center Manager	Non-Rep		40	13,836.02	14,565.98	15,318.20	16,106.49	16,915.05	17,761.70	
				166,032.29	174,791.72	183,818.37	193,277.86	202,980.64	213,140.45	
Community Risk Reduction Educator	CERT	Non-Rep	40	7,158.42	7,516.33	7,892.16	8,286.76	8,701.10	9,136.16	
				85,901.06	90,196.00	94,705.86	99,441.13	104,413.21	109,633.91	
Community Risk Reduction Inspector 1	IAFF		40	8,447.22	8,869.91	9,313.87	9,779.10	10,268.25	10,781.33	
				101,366.60	106,438.91	111,766.44	117,349.18	123,219.03	129,376.00	
Community Risk Reduction Inspector 2	IAFF		40	9,410.90	9,881.45	10,375.92	10,895.65	11,439.30	12,012.19	
				112,930.84	118,577.38	124,511.04	130,747.76	137,271.59	144,146.33	
Deputy Chief	Non-Rep		40	19,688.71	20,514.98	21,447.43	22,368.36	23,321.26	24,453.24	
				236,264.48	246,179.82	257,369.11	268,420.27	279,855.14	293,438.85	
District Counsel Clerk	Non-Rep		40	-	-	-	-	-	20,966.92	
				-	-	-	-	-	251,603.08	
Emergency Preparedness Coordinator	Non-Rep		40	8,989.89	9,439.39	9,911.35	10,406.92	10,927.27	11,473.63	
				107,878.64	113,272.69	118,936.21	124,883.09	131,127.24	137,683.60	
EMS Division Manager	Non-Rep		40	14,449.99	15,172.49	16,106.49	16,915.05	17,761.70	18,442.25	
				173,399.88	182,069.85	193,277.89	202,980.62	213,140.41	221,307.03	
EMS Specialist	Non-Rep		40	9,971.13	10,469.69	10,993.18	11,542.83	12,119.98	12,725.97	
				119,653.61	125,636.29	131,918.10	138,514.01	145,439.71	152,711.69	
Engineer 1	EMT	IAFF	56	11,130.13	11,592.28	12,090.73	12,629.67	13,150.46	13,772.54	
				133,561.62	139,107.39	145,088.78	151,556.06	157,805.52	165,270.53	
Engineer 2	1 team	IAFF	56	11,952.04	12,414.18	12,912.63	13,451.57	13,972.36	14,594.44	
				143,424.44	148,970.13	154,951.50	161,418.87	167,668.34	175,133.28	

San Ramon Valley Fire Protection District
Salary Schedule - Full-Time, Monthly and Annual
May 1, 2025

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Engineer 3		2 teams	IAFF	56	12,362.99	12,825.13	13,323.57	13,862.52	14,383.31	15,005.39
					148,355.83	153,901.52	159,882.89	166,350.26	172,599.73	180,064.67
Engineer 4	Paramedic		IAFF	56	12,193.30	12,655.44	13,153.89	13,692.83	14,213.62	14,835.71
					146,319.57	151,865.34	157,846.73	164,314.01	170,563.47	178,028.48
Engineer 5	Paramedic	1 team	IAFF	56	13,015.19	13,477.34	13,975.79	14,514.73	15,035.52	15,657.61
					156,182.31	161,728.12	167,709.50	174,176.74	180,426.21	187,891.27
Engineer 6	Paramedic	2 teams	IAFF	56	13,426.14	13,888.29	14,386.74	14,925.68	15,446.47	16,068.56
					161,113.70	166,659.51	172,640.89	179,108.13	185,357.59	192,822.66
Engineer 8	Paramedic	Rescue or HazMat and Investigator	IAFF	56	13,736.24	14,223.99	14,750.05	15,318.85	15,868.49	16,525.04
					164,834.82	170,687.87	177,000.61	183,826.14	190,421.82	198,300.46
Engineer 9	Paramedic	Rescue, HazMat and Investigator	IAFF	56	14,169.95	14,657.70	15,183.77	15,752.56	16,302.20	16,958.75
					170,039.40	175,892.45	182,205.19	189,030.72	195,626.41	203,505.04
Engineer 10	Paramedic	Investigator and 1 team	IAFF	56	13,837.10	14,299.25	14,797.70	15,336.64	15,857.43	16,479.52
					166,045.23	171,591.04	177,572.42	184,039.66	190,289.13	197,754.19
Engineer 11	Paramedic	EMS or Mechanic Coordinator	IAFF	56	13,837.09	14,299.24	14,797.69	15,336.63	15,857.42	16,479.50
					166,045.14	171,590.91	177,572.30	184,039.58	190,289.04	197,754.05
Engineer 12	Paramedic	Rescue, HazMat and Social Media Liaison	IAFF	56	14,248.04	14,710.19	15,208.64	15,747.58	16,268.36	16,890.45
					170,976.48	176,522.29	182,503.66	188,970.91	195,220.37	202,685.44
Fire Marshal			IAFF	40	14,449.99	15,172.49	16,106.49	16,915.05	17,761.70	18,442.25
					173,399.88	182,069.85	193,277.89	202,980.62	213,140.41	221,307.03
Firefighter 1	Academy		IAFF	40	9,560.69	9,989.05	10,444.51	10,936.58	11,409.66	11,980.35
					114,728.33	119,868.58	125,334.16	131,238.93	136,915.97	143,764.21
Firefighter 5	Paramedic		IAFF	56	11,332.63	11,760.99	12,216.45	12,708.51	13,181.60	13,752.29
					135,991.58	141,131.82	146,597.40	152,502.18	158,179.22	165,027.46
Firefighter 6	Paramedic	1 team	IAFF	56	12,154.52	12,582.88	13,038.35	13,530.41	14,003.50	14,574.19
					145,854.30	150,994.57	156,460.17	162,364.91	168,041.98	174,890.29
Firefighter 7	Paramedic	2 teams	IAFF	56	12,565.47	12,993.83	13,449.30	13,941.36	14,414.45	14,985.14
					150,785.69	155,925.96	161,391.55	167,296.30	172,973.37	179,821.67
Firefighter 9	Paramedic	Rescue or HazMat and Investigator	IAFF	56	12,827.89	13,279.97	13,760.67	14,279.99	14,779.29	15,381.60
					153,934.62	159,359.67	165,128.06	171,359.92	177,351.51	184,579.21
Firefighter 10	Paramedic			40	12,289.51	12,781.58	13,257.08	13,802.88	14,313.69	14,938.45
					147,474.11	153,378.96	159,084.94	165,634.56	171,764.24	179,261.41
Human Resources Generalist			Non-Rep	40	7,775.79	8,161.94	8,566.91	8,996.95	9,445.79	9,918.46
					93,309.46	97,943.33	102,802.89	107,963.34	113,349.47	119,021.46

San Ramon Valley Fire Protection District
Salary Schedule - Full-Time, Monthly and Annual
May 1, 2025

Job Title	Group	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Office Assistant	Non-Rep	40	5,350.40	5,621.00	5,899.96	6,195.64	6,504.90	6,830.87
			64,204.79	67,452.01	70,799.54	74,347.67	78,058.78	81,970.50
Public Safety Dispatch Supervisor	EMD IAFF	56	10,373.41	10,920.89	11,484.76	12,075.92	12,682.11	13,316.96
			124,480.89	131,050.66	137,817.10	144,911.01	152,185.32	159,803.52
Public Safety Dispatch Supervisor 2	EMD IAFF	40	12,702.39	13,372.91	14,063.40	14,787.28	15,529.68	16,306.92
			152,428.71	160,474.95	168,760.84	177,447.33	186,356.17	195,683.03
Public Safety Dispatcher 1	IAFF	56	8,726.35	9,184.94	9,666.11	10,163.24	10,689.62	11,223.96
			104,716.24	110,219.23	115,993.37	121,958.93	128,275.40	134,687.57
Public Safety Dispatcher 2	EMD IAFF	56	8,963.08	9,434.10	9,928.33	10,438.95	10,979.60	11,528.44
			107,556.93	113,209.20	119,139.98	125,267.37	131,755.19	138,341.31
Public Safety Systems Specialist	Non-Rep	40	8,345.38	8,762.89	9,201.10	9,661.22	10,143.24	10,650.83
			100,144.59	105,154.74	110,413.20	115,934.59	121,718.91	127,809.97
Senior Office Assistant	Non-Rep	40	6,420.48	6,745.20	7,079.95	7,434.77	7,805.88	8,197.05
			77,045.75	80,942.42	84,959.45	89,217.20	93,670.54	98,364.60

Items NOT included in Base Monthly Salary (BMS):

Holiday Pay = BMS* x 6%

FLSA

San Ramon Valley Fire Protection District
Salary Schedule - Part-Time, Hourly
May 1, 2025

Job Title	Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Animal Services Dispatcher I	Non-Rep	25.00	27.50	30.00	-	-	-
Animal Services Dispatcher II	Non-Rep	45.00	47.50	50.00	-	-	-
Chaplain Coordinator	Non-Rep	-	-	-	-	-	47.74
CRR Inspector Trainee	Non-Rep	24.10	26.51	29.16	-	-	-
District Aide	Non-Rep	-	-	-	-	-	23.64
District Transporter	Non-Rep	-	-	-	-	-	35.00
Interim Director of Emergency Communicati	Non-Rep	-	-	-	-	-	120.97
Interim Fire Chief	Non-Rep	-	-	-	-	-	225.00
Medical Director	Non-Rep	-	-	-	-	-	164.80
Project Assistant (Temporary)	Non-Rep	67.36	70.06	72.86	75.78	78.81	81.96
Public Safety Dispatcher	Non-Rep	-	-	-	-	-	62.69
Public Safety Dispatcher Trainee	Non-Rep	24.10	26.51	29.16	-	-	-
Single Role Paramedic	Non-Rep	27.43	28.81	30.26	-	-	-
Volunteer Coordinator	Non-Rep	-	-	-	-	-	49.17

Fund Balance Reserve

215.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the reporting of fund balance classifications, establish prudent reserve requirements, and establish a hierarchy of fund balance expenditures. District reserves play a key role in mitigating risks associated with volatility and uncertainty in public finances. Reserves are used as a form of insurance for those risks where it is difficult or impractical to cover with commercial insurance like revenue instability, catastrophic events, and cash flow instability. Reserves are also used as savings account for accumulating funds to pay for future costs that would not be affordable within a single year's revenue like major apparatus purchases or construction projects.

215.1.1 DEFINITIONS

Definitions related to this policy include:

Fund balance – The difference between assets and liabilities.

Dry-Period Funding – Reserve funds to ensure there is sufficient cash available to cover operating expenditures between major property tax payment receipts in December and April. Without a dry-period funding reserve the District would need to borrow funds to meet operational cash requirements.

Budget Stabilization Fund – Reserve funds to mitigate the impacts of an economic recession, a significant decline in operating revenues (i.e., property taxes or ambulance fees) or unexpected major expense, local disasters, unfunded mandates, or extraordinary workers' compensation self-insurance claim(s).

Capital Projects Fund – Reserve funds for the purchase of apparatus, equipment, and the construction, rehabilitation, and improvements to District facilities and properties made pursuant to a long-range Capital Improvement Program (CIP). The CIP is a multi-year program and plan that identifies capital projects necessary for the implementation of the District's various long range plans including the Standards of Cover, growth plans, facility condition assessment, and apparatus and equipment replacement schedule and includes financing options. Annually, in conjunction with the budget development process, the Fire Chief shall review and present CIP goals to the Board of Directors.

Unfunded Liabilities – For purposes of this policy, the term unfunded liabilities is used to describe the Other Post Employment Benefits (OPEB) Unfunded Actuarial Accrued Liability (UAAL) associated with retiree medical benefits and the UAAL associated with CCCERA retirement benefits; with the UAAL being defined as the difference between the value of trust assets and the value of benefits earned as of the most recent actuarial valuation date. (Also see OPEB Funding Policy 219.)

215.2 RESERVE BALANCE POLICY

The District will maintain the following reserves:

San Ramon Valley Fire Protection District

Policy Manual

Fund Balance Reserve

(a) Dry Period Funding - On July 1 of each year:

1. General Fund unassigned operating reserves (i.e., fund balance) in an amount equivalent to at least 50% of the General Fund operating revenues (excluding grant and other one-time revenues) for the upcoming budget year.

These funds are intended to be used during periods when operating cash outflows exceed inflows, typically January-March and May-November; and then get replenished with the receipt of property tax payments in December and April.

(b) Budget Stabilization Fund - On July 1 of each year, committed reserves (i.e., fund balance) comprised of the following separate and distinct reserve amounts:

1. Contingency Reserve funds between 20% and 35% of General Fund operating expenditures (excluding capital contributions) and debt service expenditures for the upcoming budget. This lower limit of 20% represents 2.4 months of operating expenditures and is generally considered to be in the low-range of acceptable reserve levels by credit rating agencies, while the upper limit of 35% represents 4.2 months of operating expenditures and is generally considered to be in the mid-range of acceptable reserve levels by credit rating agencies.
2. Workers' Compensation Reserve funds between the expected net claims liability and value at the 85% confidence level as determined in the most recent actuarial review of the District's self-insured workers' compensation program. Annually, the District will undertake an actuarial review of the workers' compensation program to ascertain its risk exposure for future outstanding claim costs, determine the net present value of claim liabilities, and provide a range of reserve options based on various confidence levels: the 85% confidence level refers to an estimate for which there is an 85% chance that the amount will be sufficient to pay all projected claim costs. These reserves also provide mitigation against a catastrophic claim event in lieu of commercial excess insurance.

Budget Stabilization Funds can only be used pursuant to action taken by the Board of Directors.

(c) Capital Project Fund restricted CIP reserves as determined pursuant to the Capital Improvement Plan.

1. It is the policy of the District to prepare a CIP that outlines capital needs of the District that:
 - (a) Are responsive to the changing needs of the District.
 - (b) Demonstrate excellence in quality and value.
 - (c) Enable District staff to carry out their duties in an efficient and customer-focused manner.
 - (d) Provide a healthy, safe, secure, productive, and equitable environment for our employees to promote efficient service delivery.
 - (e) Upholds our commitment to the protection of lives and property within the communities we serve.

Fund Balance Reserve

2. The CIP incorporates and is consistent with District master plans, Board of Director's goals, and other long-range plans of the District. Capital projects may be funded from transfers from the General Fund, grant funding, debt financing, sale of surplus property or developer agreements.
3. Since capital projects may span multiple fiscal years, the CIP details anticipated annual capital expenditures for a 5-10 year period. This allows the District's Board of Directors to regularly revisit the plan and project progress, and better anticipate future needs.
4. In developing the CIP, staff shall look for opportunities to minimize potential negative environmental impacts and shall seek available grant funding for "green" initiatives; however, if the project involves the use of taxpayer funds, then the costs must be weighed against long term financial benefit.

215.2.1 FUNDING PRIORITIES

The long-term financial viability and financial sustainability of the District is predicated on establishing and maintaining financial reserves as set forth in Fund Balance Reserve Policy 215 eliminating any significant unfunded liabilities.

Establishing funding priorities and strategies will aid in guiding fiscal planning, deliberations, and decisions toward achieving the goal of maintaining long-term financial stability. With limited resources, the District must prioritize the funding of reserves and the paydown of unfunded liabilities. Following are Districts funding priorities:

- (a) Dry-period funding reserves to avoid having to borrow money to cover operating expenditures.
- (b) Contingency ("rainy day") reserves to avoid disruption in service delivery.
- (c) Paydown of unfunded liabilities beginning with OPEB, followed by CCCERA.
 1. These benefits will be considered "funded" when the actuarial value of assets set aside for the payment of such benefits are between 95% and 105% of the actuarial liability associated with the benefits.
- (d) Capital project reserves to ensure funding is available when needed pursuant to the CIP.
- (e) Achieving the desired level of workers' compensation reserve funds.

Strategies to achieve the target reserve levels and paydown of unfunded liabilities will be identified and implemented as part of the Board's annual budget development process after the amount of available resources is established.

215.3 FUND BALANCE REPORTING POLICY

Responsible financial practices necessitate the 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.

San Ramon Valley Fire Protection District

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Fund Balance Reserve

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

- (a) 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.
- (b) Restricted Fund Balance - Fund Balance amounts that have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation that requires the funds to be used only for a specific purpose.
- (c) 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.
- (d) 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.
- (e) Unassigned Fund Balance - represents residual amounts that have not been restricted, committed, or assigned.

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

- (a) Within the Budget Stabilization Fund – the amount of fund balance designated as the Contingency Reserve.
- (b) Within the Budget Stabilization Fund – the amount of fund balance designated as the Workers' Compensation Reserve.

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:

- (a) 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 over budgeted revenues by fund.
- (b) Other Assigned Fund Balance categories as determined by the Fire Chief or Chief Financial Officer; typically for the District these would be amounts associated with outstanding purchases orders and encumbrances as of fiscal year end.

All remaining fund balance not included under the categories cited above will be designated as "Unassigned Fund Balance," which would include the dry-period operating reserve amount.

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; and committed, assigned and unassigned amounts, in this order, when an expenditure is incurred for purposes for which each is available.

BOARD APPROVED JANUARY 24, 2024

OPEB Funding

219.1 PURPOSE AND SCOPE

The purpose of this OPEB Funding Policy ("Policy") is to establish a methodology for funding current and future costs associated with the District's contractual obligation to provide retiree medical benefits as set forth in District labor agreements. It is anticipated that current assets, plus future assets from employer contributions, employee contributions, and investment earnings will be sufficient to fund the retiree's medical benefits when due.

219.2 POLICY

It is the policy of the Board that the OPEB liability associated with retiree medical benefits, along with the annual contributions required to both fully fund the cost of retiree medical benefits as they are earned on a going-forward basis and fully amortize any unfunded liability, be determined through an actuarial valuation, performed biannually, in accordance with GASB 45. This annual funding concept is the same as that utilized to fund CCCERA pension obligations on an ongoing basis.

The Policy is intended to reflect a reasonable, conservative approach to funding which, to the greatest extent possible, funds the cost of the benefits as they are earned. This Policy recognizes that there will be investment marketplace volatility and that actual economic and demographic experience will differ from assumed experience. Accordingly, this Policy is intended to provide flexibility to smooth such volatility and experience in a reasonable, systematic, and financially sound manner. Further, it is the intent that this Policy complies with Governmental Accounting Standard No. 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions ("GASB 45").

219.3 NORMAL COSTS

The District incurs an annual OPEB retirement obligation for current employees. The on-going service cost for retiree medical benefits earned by current employees during the current year is referred to as the "normal" cost. In order to keep the District's OPEB obligations current, the normal cost for service will be paid for on an annual basis and included as part of the overall District budget. The payment of these funds will be made to the OPEB retirement trust fund.

219.4 UNFUNDED ACTUARIAL ACCRUED LIABILITY (UAAL)

The actuarial valuation calculates an Unfunded Actuarial Accrued Liability (UAAL) as of the valuation date. The UAAL represents the difference between OPEB assets available in the trust fund and the OPEB liability related to prior employment service for former and existing employees. The UAAL (or funding shortfall) is amortized as a level dollar amount over a closed period (16 years as of July 1, 2023), and is also paid annually along with the normal cost into the OPEB retirement trust fund.

OPEB Funding

Also, the assumptions used in the actuarial valuations may vary from actual results. Significant assumptions include the discount rate (or assumed annual investment earnings rate; currently 6.80%) and health care costs increases ranging from 5.8% in 2023 to 5.00% in 2030 and beyond. To the extent these assumptions vary from the actual results, the District could incur additional liabilities resulting from these differences.

219.5 ANNUAL REQUIRED CONTRIBUTIONS (ARC)

The annual required contributions (ARC) to fund retiree medical benefits, as determined by the actuarial valuation, reflect the normal costs plus amortization of the UAAL, until such time as the UAAL is fully amortized.

Active employees have agreed to contribute toward the cost of medical benefits through a monthly, pre-tax payroll deduction. In exchange, the District has committed to use such amount paid by employees to help fund the District's obligation to provide retiree medical benefits. It is the District's policy, through a combination of employee and District contributions, to fully fund the annual ARC into an irrevocable trust fund.

219.6 ADDITIONAL CONTRIBUTION

If financial conditions warrant, and until such time as the UAAL is fully amortized, it is the District's policy to make an additional contribution to the OPEB trust fund to further pay down the UAAL. When the General Fund budget projects an operating surplus (i.e., operating revenues exceed expenditures and transfers), the District shall make an additional contribution into the OPEB trust fund during the budget year as approved by the Board of Directors.

219.7 INVESTMENT/TRUST VEHICLE

In order to maximize the earnings rate of the OPEB deposits, the District will utilize an irrevocable trust fund. Once the funds are invested into the trust, they can only be used to fund ongoing OPEB retirement obligations.

The Board of Directors approved using the California Employers' Retiree Benefits Trust (CERBT), which is managed by CalPERS. From time to time, the Board may evaluate this trust advisor/organization to determine if the service and safety goals are being met for these funds.