

MORAGA-ORINDA FIRE DISTRICT

DRAFT

Annual Operating Budget Fiscal Year 2022

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FY 2022

| | GENERAL FUND | DEBT SERVICE | CAPITAL PROJECTS | TOTAL |
|---|---------------------|--------------------|---------------------|---------------------|
| PROJECTED FUND BALANCE JULY 1, 2021 | \$9,768,000 | \$3,747,000 | \$4,563,000 | \$18,078,000 |
| PROJECTED REVENUES | | | | |
| Property Taxes | 26,492,158 | 1,730,869 | | 28,223,027 |
| Use of money & prop | 35,000 | 500 | 10,000 | 45,500 |
| Fire flow taxes | | | 1,095,000 | 1,095,000 |
| Intergovernmental | 233,148 | | | 233,148 |
| Charges for services | 217,350 | | | 217,350 |
| Charges ambulance | 985,000 | | | 985,000 |
| Other | 720,500 | | 20,000 | 740,500 |
| TOTAL | 28,683,156 | 1,731,369 | 1,125,000 | 31,539,525 |
| PROJECTED EXPENDITURES | | | | |
| Salaries & benefits | 25,115,752 | | | 25,115,752 |
| Services & supplies | 2,815,310 | | 14,200 | 2,829,510 |
| Debt service pension obligation bonds | | 3,790,090 | | 3,790,090 |
| Debt service leases | | 922,448 | | 922,448 |
| Capital projects | | | 450,900 | 450,900 |
| TOTAL | 27,931,062 | 4,712,538 | 465,100 | 33,108,700 |
| Transfers in (out) | | 922,448 | (922,448) | 0 |
| NET CHANGE | 752,094 | (2,058,721) | (262,548) | (1,569,175) |
| PROJECTED FUND BALANCE JUNE 30, 2022 | \$10,520,094 | \$1,688,279 | \$4,300,452 | \$16,508,825 |

REVENUES GENERAL FUND

FISCAL YEAR 2022

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

REVENUES GENERAL FUND

FISCAL YEAR 2022

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

GENERAL FUND EXPENDITURES

FISCAL YEAR 2022

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

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

| DESCRIPTION | GL CODE | AMENDED BUDGET FY2021 | PROJECTED ACTUALS FY2021 | PROPOSED BUDGET FY2022 | ACTUALS TO BUDGET % CHANGE |
|--------------------------------|---------|-----------------------|--------------------------|------------------------|----------------------------|
| Prof Services/Investigation | 6320 | 5,000 | 9,000 | 10,000 | 11% |
| Prof Services/Promo Exam | 6321 | 2,000 | 1,500 | 1,000 | -33% |
| Prof Services/OPEB Valu | 6322 | 0 | 0 | 8,000 | |
| Exterior Hazard Removal | 6323 | 25,000 | 25,000 | 35,000 | 40% |
| Prof Services/Prop Tax Au | 6326 | 7,350 | 7,200 | 7,350 | 2% |
| Prof Services/User Fees | 6327 | 14,000 | 14,000 | 14,000 | 0% |
| Testing Materials & Prop | 6354 | 20,000 | 20,000 | 40,000 | 100% |
| Career Develop - Classes | 6357 | 25,000 | 10,000 | 25,000 | 150% |
| Training - Paramedic/EMT | 6360 | 10,000 | 10,000 | 10,000 | 0% |
| District Sponsored | 6361 | 20,000 | 8,000 | 15,000 | 88% |
| Election Expense | 6465 | 20,000 | 11,880 | 0 | -100% |
| Strike Team Supplies | 6474 | 50,000 | 50,000 | 60,000 | 20% |
| CERT Emer. Response | 6475 | 8,000 | 6,000 | 8,000 | 33% |
| Exercise Equipment | 6476 | 4,000 | 4,000 | 8,000 | 100% |
| Recognition Supplies | 6478 | 2,450 | 2,800 | 7,350 | 163% |
| Other Special Dept Exp | 6479 | 160,900 | 161,900 | 161,800 | 0% |
| Public Education Supplies | 6480 | 1,000 | 1,000 | 6,000 | 500% |
| LAFCO | 6482 | 14,774 | 14,774 | 18,000 | 22% |
| Emergency Preparedness | 6484 | 10,000 | 10,000 | 11,000 | 10% |
| Misc. Services & Supplies | 6490 | 3,300 | 6,300 | 10,500 | 67% |
| Contingency* | 6491 | 250,000 | 130,000 | 100,000 | -23% |
| Property & Liability Insur | 6540 | 57,646 | 57,646 | 62,000 | 8% |
| Bank Fees | 7510 | 3,000 | 3,000 | 3,000 | 0% |
| County Tax Collection | 7530 | 300 | 300 | 300 | 0% |
| TOTAL OPERATING EXPENSE | | 2,884,783 | 2,701,969 | 2,815,310 | 4% |
| | | | | | |
| TOTAL EXPENDITURES | | \$ 28,338,746 | \$ 27,865,347 | \$ 27,931,062 | 0% |

* Fire chief contingency and COVID-19 contingency

STAFFING SUMMARY

| DIVISION | FY2018 | FY2019 | FY2020 | FY2021 | Proposed FY2022 |
|-------------------------------------|---------------|---------------|---------------|---------------|----------------------------|
| Board of Directors | | | | | |
| Director | 5 | 5 | 5 | 5 | 5 |
| Total | 5 | 5 | 5 | 5 | 5 |
| Finance & Administration | | | | | |
| Administrative Services Director | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 |
| Accountant | 1 | 1 | 1 | 1 | 1 |
| Payroll Technician Part-Time | 0.6 | 0.6 | 0.6 | 0.6 | 0.6 |
| District Secretary/District Clerk | 1 | 1 | 1 | 1 | 1 |
| Office Specialist | | | 1 | 1 | 1 |
| District Aide Part-Time* | 1.0 | 0.5 | | | |
| Total | 4.1 | 3.6 | 4.1 | 4.1 | 4.1 |
| Human Resources | | | | | |
| Administrative Services Director | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| Human Resources Benefits Mgr | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 |
| Information Technology | | | | | |
| Administrative Services Director | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| Total | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| Emergency Operations | | | | | |
| Fire Chief | 1 | 1 | 1 | 1 | 1 |
| Battalion Chief | 3 | 3 | 3 | 3 | 3 |
| Captain/Paramedic I | 4 | 3 | 2 | 2 | 2 |
| Captain/Paramedic II | 7 | 8 | 9 | 9 | 9 |
| Captain | 4 | 4 | 4 | 4 | 4 |
| Engineer/Paramedic I | 4 | 3 | 2 | 2 | 2 |
| Engineer/Paramedic II | 3 | 4 | 3 | 3 | 3 |
| Engineer | 8 | 8 | 10 | 10 | 10 |
| Firefighter/Paramedic | 19 | 23 | 25 | 25 | 25 |
| Firefighter | 5 | 4 | 2 | 2 | 2 |
| Paramedic** | | | | | |
| Total | 58 | 61 | 61 | 61 | 61 |

STAFFING SUMMARY

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

* Non-benefitted, part-time position

** The Paramedic job classification has been established. The District retains the option to fill positions in this classification if needed.

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

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

BOARD OF DIRECTORS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2022

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

STAFFING SUMMARY

Directors (5)

BOARD OF DIRECTORS

FISCAL YEAR 2022

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

BOARD OF DIRECTORS

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

FINANCE & ADMINISTRATION

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

- Prepare the annual budget, comprehensive annual financial report, reports to the State Controller and long-range financial forecast
- Coordinate and facilitate the annual audit
- Provide monthly financial statements, ambulance billing, and quarterly investment reports to the Board of Directors
- Provide debt service management (trustee accounts and debt service payments)
- Provide a prudent investment program consistent with the District's investment policy through ongoing analysis of cash requirements and market conditions
- Deposit checks and cash on a weekly basis, post cash receipts, track accounts receivable, audit ambulance billings, pay invoices on a weekly basis, respond to vendor inquiries, maintain current files, and issue 1099s
- Maintain and reconcile all District bank accounts monthly
- Provide financial support and monthly actual to budget analysis to District managers
- Process payroll, report retirement information, maintain payroll records, respond to employee inquiries and other payroll related tasks such as quarterly reports, W-2s and attendance recording
- Provide prompt and courteous phone and front desk customer service
- Maintain capital asset records and depreciation schedules
- Monitor grant purchases and activities for compliance with Single Audit requirements and respond to Federal audit inquiries
- Provide and prepare monthly Board and Committee board packets including agendas, meeting minutes and other required documents
- Update and maintain the District website
- Order and maintain all office supplies and postage

GOALS & OBJECTIVES FOR FISCAL YEAR 2022

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

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

STAFFING SUMMARY

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

PROGRAM MANAGEMENT

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

FINANCE & ADMINISTRATION

FISCAL YEAR 2022

| DESCRIPTION | GL CODE | AMENDED BUDGET FY2021 | PROJECTED ACTUALS FY2021 | PROPOSED BUDGET FY2022 |
|--------------------------------------|------------|-----------------------------|--------------------------------|------------------------------|
| Permanent Salaries | 5011 | 345,092 | 440,000 | 364,906 |
| Overtime | 5014 | 1,500 | 5,000 | 5,500 |
| Deferred Compensation | 5015 | 1,200 | 1,200 | 1,200 |
| Payroll Taxes | 5042 | 5,004 | 6,200 | 5,291 |
| Payroll Processing Fees | 5043 | 22,000 | 22,000 | 23,000 |
| Retirement Contributions | 5044 | 78,683 | 78,000 | 70,058 |
| Health & Life Insurance | 5060 | 83,280 | 50,000 | 57,654 |
| Employee Share Health Insur | 5061 | (7,446) | (12,000) | (9,864) |
| Vision Insurance | 5066 | 1,392 | 1,000 | 1,392 |
| TOTAL SALARIES & BENEFITS | | \$ 530,705 | \$ 591,400 | \$ 519,137 |
| Office Supplies | 6100 | 7,500 | 8,500 | 7,500 |
| Postage | 6101 | 3,000 | 3,000 | 3,000 |
| Books & Periodicals | 6102 | 660 | 600 | 660 |
| Printer Ink Cartridges | 6103 | 2,500 | 3,000 | 2,500 |
| Minor Equipment/Furniture | 6131 | 1,000 | 0 | 1,000 |
| Public & Legal Notices | 6190 | 2,000 | 2,000 | 2,000 |
| Dues, Memberships & Prof Fees | 6200 | 1,100 | 2,000 | 2,000 |
| Rents & Leases Equipment | 6250 | 4,500 | 3,800 | 4,500 |
| Meetings & Travel Expenses | 6303 | 1,000 | 0 | 1,000 |
| Ambulance Billing Administration | 6312 | 60,000 | 60,000 | 60,000 |
| Outside Attorney Fees | 6313 | 200,000 | 200,000 | 150,000 |
| County Tax Administration Fee | 6316 | 196,900 | 207,500 | 215,000 |
| Professional Services - Audit | 6317 | 21,000 | 34,000 | 26,500 |
| Professional Services - Labor Neg | 6318 | 75,000 | 75,000 | 10,000 |
| Professional Services - OPEB Val | 6322 | 0 | 0 | 8,000 |
| Professional Services - Prop Tax | 6326 | 7,350 | 7,200 | 7,350 |
| Professional Services - GEMT | 6327 | 14,000 | 14,000 | 14,000 |
| LAFCO | 6482 | 14,774 | 14,774 | 18,000 |
| Fire Chief Contingency | 6491 | 100,000 | 100,000 | 100,000 |
| Property & Liability Insurance | 6540 | 57,646 | 57,646 | 62,000 |
| Bank Fees | 7510 | 3,000 | 3,000 | 3,000 |

| DESCRIPTION | GL CODE | AMENDED BUDGET FY2021 | PROJECTED ACTUALS FY2021 | PROPOSED BUDGET FY2022 |
|--------------------------------|--------------------|--------------------------------------|---|---------------------------------------|
| County Tax Collection Fees | 7530 | 300 | 300 | 300 |
| TOTAL OPERATING EXPENSE | | 773,230 | 796,320 | 698,310 |
| TOTAL EXPENDITURES | | \$ 1,303,935 | \$ 1,387,720 | \$ 1,217,447 |

FINANCE & ADMINISTRATION

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

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

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

HUMAN RESOURCES

PURPOSE

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

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

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

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

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2022

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

STAFFING SUMMARY

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

PROGRAM MANAGEMENT

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

HUMAN RESOURCES

FISCAL YEAR 2022

| DESCRIPTION | GL CODE | AMENDED BUDGET FY2021 | PROJECTED ACTUALS FY2021 | PROPOSED BUDGET FY2022 |
|-----------------------------------|------------|-----------------------------|--------------------------------|------------------------------|
| Permanent Salaries | 5011 | 240,035 | 180,000 | 248,390 |
| Deferred Compensation | 5015 | 600 | 450 | 600 |
| Payroll Taxes | 5042 | 3,481 | 2,700 | 3,593 |
| Retirement Contributions | 5044 | 57,339 | 54,000 | 53,512 |
| Health & Life Insurance | 5060 | 48,156 | 60,000 | 50,391 |
| Employee Share Health Insur | 5061 | (6,621) | (2,900) | (9,546) |
| Vision Insurance | 5066 | 468 | 700 | 468 |
| Retiree Health Insurance | 5062 | 1,215,000 | 1,210,000 | 1,231,000 |
| Insurance | 5063 | (325,000) | (339,000) | (355,000) |
| Unemployment Insurance | 5064 | 11,000 | 1,600 | 11,000 |
| OPEB Funding Contribution | 5065 | 475,482 | 331,633 | 434,528 |
| Pension Rate Stabilization | 5067 | 1,562,792 | 1,562,792 | 2,362,470 |
| Workers' Compensation Insur | 5070 | 1,386,576 | 1,257,432 | 1,113,239 |
| Workers' Compensation Recove | 5019 | (80,000) | (80,000) | (80,000) |
| TOTAL SALARIES & | | \$ 4,589,308 | \$ 4,239,407 | \$ 5,064,645 |
| Books & Periodicals | 6102 | 300 | 300 | 300 |
| Dues & Memberships | 6200 | 620 | 990 | 620 |
| Employee Assistance Program | 6309 | 9,800 | 9,800 | 9,800 |
| Medical Exams & Physicals | 6311 | 30,000 | 25,000 | 30,000 |
| Professional Svcs - Investigation | 6320 | 5,000 | 9,000 | 10,000 |
| Professional Svcs | 6321 | 2,000 | 1,500 | 1,000 |
| Recognition Supplies | 6478 | 650 | 1,000 | 5,350 |
| TOTAL OPERATING EXPENSE | | 48,370 | 47,590 | 57,070 |
| | | | | |
| TOTAL EXPENDITURES | | \$ 4,637,678 | \$ 4,286,997 | \$ 5,121,715 |

HUMAN RESOURCES

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

INFORMATION TECHNOLOGY

PURPOSE

The purpose of the Information Technology program is to improve and maintain the computer network system and provide the most current technology necessary for the flow of information, as well as industry specific applications for all District personnel. It is the responsibility of the Information Technology program to safely and securely store vital District Information, to centralize data storage and to integrate all stations into a networked system to enhance communication and provide information and application access.

STANDARD LEVEL OF PERFORMANCE

- Maintain Computer Network System and Workstations to provide the means for improved productivity in the workplace
- Provide secure data storage and back up of District information daily through redundant systems
- Assure network hardware and automation software applications are compliant with industry standards
- Manage maintenance costs and overhead through lease and support contracts with Industry leaders in computer hardware products and services
- Maintain and update productivity software through licensing agreements, assuring the latest versions are available to Administrative and Suppression Staff
- Provide responsive hardware and software support to District personnel
- Provide technical support of the Electronic EMS Patient Care Reporting System and data collection for Ambulance billing and statistical analysis
- Ongoing evaluation of industry standards for network systems
- Improve data collection and form. Improve staff productivity and reduce redundant data input and use of paper
- Ensure District Website is updated on an on-going basis so it contains all information required and necessary for public safety, awareness, and transparency for District residents and other users

GOALS & OBJECTIVES FOR FISCAL YEAR 2022

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

STAFFING SUMMARY

Administrative Services Director (0.25)

PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser

INFORMATION TECHNOLOGY

FISCAL YEAR 2022

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

INFORMATION TECHNOLOGY

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

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

FIRE PREVENTION

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

Education

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

Engineering

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

Enforcement/ Inspections

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

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2022

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

STAFFING SUMMARY

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

PROGRAM MANAGEMENT

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

FIRE PREVENTION

FISCAL YEAR 2022

| DESCRIPTION | GL CODE | AMENDED BUDGET FY2021 | PROJECTED ACTUALS FY2021 | PROPOSED BUDGET FY2022 |
|--------------------------------------|------------|-----------------------------|--------------------------------|------------------------------|
| Permanent Salaries | 5011 | 421,318 | 415,000 | 453,562 |
| Overtime | 5014 | 1,000 | 0 | 1,000 |
| Deferred Compensation | 5015 | 400 | 600 | 600 |
| Contract Services | 5018 | 135,000 | 156,000 | 175,000 |
| Payroll Taxes | 5042 | 6,109 | 6,000 | 6,577 |
| Retirement Contributions | 5044 | 88,940 | 84,000 | 81,105 |
| Health & Life Insurance | 5060 | 76,572 | 88,000 | 87,984 |
| Employee Share Health Insur | 5061 | (5,376) | (9,000) | (10,572) |
| Vision Insurance | 5066 | 768 | 900 | 1,284 |
| TOTAL SALARIES & BENEFITS | | \$ 724,731 | \$ 741,500 | \$ 796,540 |
| Fire Trail Grading | 6135 | 25,000 | 25,000 | 25,000 |
| Public & Legal Notices | 6190 | 8,000 | 8,000 | 8,000 |
| Dues & Memberships | 6200 | 6,030 | 7,000 | 8,000 |
| Website Development | 6252 | 2,000 | | |
| Maintenance - Equipment | 6270 | 6,500 | 3,000 | 6,500 |
| Exterior Hazard Removal | 6323 | 25,000 | 25,000 | 35,000 |
| Fuels Mitigation | 6479 | 100,000 | 100,000 | 100,000 |
| Public Education Supplies | 6480 | | | 5,000 |
| Misc Service & Supplies | 6490 | 2,000 | 5,000 | 5,500 |
| TOTAL OPERATING EXPENSE | | 174,530 | 173,000 | 193,000 |
| | | | | |
| TOTAL EXPENDITURES | | \$ 899,261 | \$ 914,500 | \$ 989,540 |

FIRE PREVENTION

| DESCRIPTION | ACCOUNT | | |
|---|---------|------|---------------------------|
| | TOTAL | CODE | ACCOUNT NAME |
| Fire Trail Grading/Maintenance | 25,000 | | |
| Sub-total | 25,000 | 6135 | Fire Trail Grading |
| Exterior Hazard Abatement Notices | 8,000 | | |
| Sub-total | 8,000 | 6190 | Public & Legal Notices |
| Wildland Resource Management California Building Officials International Code Council | | | |
| Sub-total | 8,000 | 6200 | Dues & Memberships |
| Hydrant Repair & Maintenance | 5,000 | | |
| Equipment Maintenance | 1,500 | | |
| Sub-total | 6,500 | 6270 | Maintenance - Equipment |
| Exterior Hazard Removal Contract | 35,000 | | |
| Sub-total | 35,000 | 6323 | Exterior Hazard Removal |
| Parcel Inspection Program | 5,000 | | |
| Fuels Mitigation Program | 95,000 | | |
| Sub-total | 100,000 | 6479 | Fuels Mitigation |
| Public Education Supplies | 5,000 | | |
| Sub-total | 5,000 | 6480 | Public Education Supplies |
| Miscellaneous | 5,500 | | |
| Sub-total | 5,500 | 6490 | Misc Service & Supplies |
| TOTAL | 193,000 | | |

EMERGENCY PREPAREDNESS PROGRAM

PURPOSE

The purpose of the Emergency Preparedness Program is to promote interagency collaboration among Lamorinda agencies, businesses, and local groups with respect to disaster preparedness and response. The program aids in planning and coordinating community disaster preparedness and training efforts to preserve the life, health and welfare of all who reside or work in Lamorinda. Numerous opportunities exist where collaboration can occur between the District, the cities of Lafayette and Orinda, the Town of Moraga, Saint Mary's College and the School Districts. These include, but are not limited to: sharing Emergency Operations Center personnel and facilities, interagency communications, emergency preparedness training, developing shared emergency preparedness resource inventories, presenting drills for the community, organizing neighborhoods to be more self-sufficient during a disaster, and public education related to preparedness. The emergency preparedness program seeks to identify areas of weakness or redundancy and works to develop strategies that strengthen and improve coordination between the stakeholders.

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

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2022

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

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

STAFFING SUMMARY

Emergency Preparedness Coordinator (0.5)

PROGRAM MANAGEMENT

Program Administrator – Emergency Preparedness Coordinator Dennis Rein

EMERGENCY PREPAREDNESS

FISCAL YEAR 2022

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

EMERGENCY PREPAREDNESS

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

EMERGENCY MEDICAL SERVICES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

- Maintain a force of highly trained professional Emergency Medical Technicians and Paramedic personnel equipped with state-of-the-art equipment
- Support and maintain American Heart Association Community Training Center
- Support and maintain District's Infection Control Program
- Ensure compliance with the District's Emergency Medical Services Agency Ambulance Agreement
- Ensure compliance with County EMS equipment lists
- Ensure compliance with local, State, and Federal regulations, standards and guidelines
- Provide medical care consistent with best practices and evidence-based medicine
- Provide medical oversight and continual quality improvement
- Provide medical equipment and supplies
- Provide District training programs in Emergency Medical Services for all providers, including continuing education

GOALS & OBJECTIVES FOR FISCAL YEAR 2022

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

PROGRAM MANAGEMENT

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

EMERGENCY MEDICAL SERVICES

FISCAL YEAR 2022

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

EMERGENCY MEDICAL SERVICES

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

SUPPORT SERVICES

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2022

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

PROGRAM MANAGEMENT

Functional Supervisor – Battalion Chief Jerry Lee
Program Manager – Firefighter Paramedic Travis Dulli

SUPPORT SERVICES

FISCAL YEAR 2022

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

SUPPORT SERVICES

| DESCRIPTION | ACCOUNT | | |
|--------------------------------------|---------|------|-------------------------|
| | TOTAL | CODE | ACCOUNT NAME |
| Food for emergency incidents | 4,000 | | |
| Sub-total | 4,000 | 6150 | Food Supplies |
| Household supplies for fire stations | 12,000 | | |
| Sub-total | 12,000 | 6170 | Household Expense |
| Annual fee fuel system | 150 | | |
| Sub-total | 150 | 6264 | EPA ID Verification Fee |
| Annual hazardous materials permits | 3,650 | | |
| Sub-total | 3,650 | 6265 | CCC Haz Mat Plan |
| Bay Area Air Quality permit fees | 900 | | |
| Sub-total | 900 | 6266 | Environmental Fees |
| Fuel system equipment | 1,500 | | |
| Sub-total | 1,500 | 6270 | Maintenance - Equipment |
| Fuel system dispensers | 2,500 | | |
| Sub-total | 2,500 | 6274 | Service & Repair |
| Fuel tank testing | 1,120 | | |
| Sub-total | 1,120 | 6280 | Tank Testing |
| TOTAL | 25,820 | | |

ADMINISTRATION BUILDING

FISCAL YEAR 2022

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

ADMINISTRATION BUILDING

| DESCRIPTION | ACCOUNT | | |
|----------------------|---------|------|------------------------|
| | TOTAL | CODE | ACCOUNT NAME |
| PG & E | 4,500 | | |
| Sub-total | 4,500 | 6122 | Utilities - PG & E |
| Building Maintenance | 5,000 | | |
| Sub-total | 5,000 | 6281 | Maintenance - Building |
| Grounds Maintenance | 800 | | |
| Sub-total | 800 | 6282 | Maintenance - Grounds |
| Security System | 2,000 | | |
| Sub-total | 2,000 | 6479 | Other Special Dept |
| TOTAL | 12,300 | | |

STATION 41

FISCAL YEAR 2022

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

STATION 41

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

STATION 42

FISCAL YEAR 2022

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

STATION 42

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

STATION 43

FISCAL YEAR 2022

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

STATION 43

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

STATION 44

FISCAL YEAR 2022

| DESCRIPTION | GL CODE | AMENDED BUDGET FY2021 | PROJECTED ACTUALS FY2021 | PROPOSED BUDGET FY2022 |
|--------------------------------|------------|-----------------------------|--------------------------------|------------------------------|
| Utilities - Sewer | 6120 | 650 | 566 | 650 |
| Utilities - Garbage | 6121 | 1,250 | 1,300 | 1,300 |
| Utilities - PG & E | 6122 | 9,300 | 9,850 | 9,850 |
| Utilities - Water | 6123 | 4,500 | 4,500 | 4,500 |
| Utilities - Medical Waste | 6124 | 1,100 | 1,100 | 0 |
| Household Expense | 6170 | 1,000 | 1,000 | 1,000 |
| Household Expense - Linen | 6171 | 1,100 | 1,100 | 1,100 |
| Maintenance - Equipment | 6270 | 1,000 | 1,000 | 1,000 |
| Maintenance - Building | 6281 | 16,000 | 14,000 | 16,000 |
| Maintenance - Grounds | 6282 | 3,100 | 3,100 | 3,100 |
| TOTAL OPERATING EXPENSE | | 39,000 | 37,516 | 38,500 |
| | | | | |
| TOTAL EXPENDITURES | | \$ 39,000 | \$ 37,516 | \$ 38,500 |

STATION 44

| DESCRIPTION | ACCOUNT | | |
|------------------------------|---------|------|---------------------------|
| | TOTAL | CODE | ACCOUNT NAME |
| Sewer | 650 | | |
| Sub-total | 650 | 6120 | Utilities - Sewer |
| Garbage | 1,300 | | |
| Sub-total | 1,300 | 6121 | Utilities - Garbage |
| PG & E | 9,850 | | |
| Sub-total | 9,850 | 6122 | Utilities - PG & E |
| Water | 4,500 | | |
| Sub-total | 4,500 | 6123 | Utilities - Water |
| Medical Waste | 0 | | |
| Sub-total | 0 | 6124 | Utilities - Medical Waste |
| Misc. | 1,000 | | |
| Sub-total | 1,000 | 6170 | Household Expense |
| Linen Services | 1,100 | | |
| Sub-total | 1,100 | 6171 | Household Exp - Linen |
| Equipment Maintenance | 1,000 | | |
| Sub-total | 1,000 | 6270 | Maintenance - Equipment |
| Generator | 1,500 | | |
| Plumbing | 2,000 | | |
| HVAC Maintenance | 1,500 | | |
| Gutters | 1,000 | | |
| Overhead Doors | 2,500 | | |
| Plymovent System | 2,000 | | |
| Miscellaneous | 5,500 | | |
| Sub-total | 16,000 | 6281 | Maintenance - Building |
| Storm Drain Maintenance | 500 | | |
| Wash Pad Interceptor Service | 1,000 | | |
| Grounds Maintenance - Creek | 1,600 | | |
| Sub-total | 3,100 | 6282 | Maintenance - Grounds |
| TOTAL | 38,500 | | |

STATION 45

FISCAL YEAR 2022

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

STATION 45

| DESCRIPTION | ACCOUNT | | |
|-----------------------|---------|------|---------------------------|
| | TOTAL | CODE | ACCOUNT NAME |
| Sewer | 650 | | |
| Sub-total | 650 | 6120 | Utilities - Sewer |
| Garbage | 7,100 | | |
| Sub-total | 7,100 | 6121 | Utilities - Garbage |
| PG & E | 22,100 | | |
| Sub-total | 22,100 | 6122 | Utilities - PG & E |
| Water | 1,600 | | |
| Sub-total | 1,600 | 6123 | Utilities - Water |
| Medical Waste | 1,100 | | |
| Sub-total | 1,100 | 6124 | Utilities - Medical Waste |
| Miscellaneous | 1,000 | | |
| Sub-total | 3,200 | 6170 | Household Expense |
| Linen Services | 1,320 | | |
| Sub-total | 1,320 | 6171 | Household Exp - Linen |
| Equipment Maintenance | 1,500 | | |
| Sub-total | 1,500 | 6270 | Maintenance - Equipment |
| Generator | 1,500 | | |
| Gutters | 1,500 | | |
| Air Compressor | 1,500 | | |
| Plumbing | 4,000 | | |
| HVAC Maintenance | 2,000 | | |
| Overhead Doors | 3,000 | | |
| Plymovent System | 2,500 | | |
| Miscellaneous | 6,000 | | |
| Sub-total | 22,000 | 6281 | Maintenance - Building |
| Miscellaneous | 1,600 | | |
| Sub-total | 1,600 | 6282 | Maintenance - Grounds |
| TOTAL | 62,170 | | |

EMERGENCY OPERATIONS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2022

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

STAFFING SUMMARY

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

PROGRAM MANAGEMENT

Program Administrator - Battalion Chief Lucas Lambert

EMERGENCY OPERATIONS

FISCAL YEAR 2022

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

EMERGENCY OPERATIONS

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

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

COMMUNICATIONS

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2022

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

PROGRAM MANAGEMENT

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

COMMUNICATIONS

FISCAL YEAR 2022

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

COMMUNICATIONS

| DESCRIPTION | ACCOUNT | | |
|------------------------------------|---------|------|-------------------------|
| | TOTAL | CODE | ACCOUNT NAME |
| Upgrade iPhones & iPads | 6,550 | | |
| Purchase iPads - 3 | 4,750 | | |
| Miscellaneous | 1,500 | | |
| Cellular Phone/Tablet Data Service | 37,500 | | |
| Sub-total | 50,300 | 6110 | Telephone Comm |
| Contra Costa County Dispatch | 194,500 | | |
| Sub-total | 194,500 | 6111 | Communication Center |
| Communications Parts & Radios | 20,000 | | |
| Sub-total | 20,000 | 6270 | Maintenance - Equipment |
| Tablet Command License Fees | 16,000 | | |
| EBRCSA Subscriber Fees | 30,000 | | |
| iPad Application License Fees | 1,250 | | |
| EBRSCA Updated Programming | 10,000 | | |
| Sub-total | 57,250 | 6479 | Other Special Dept Exp |
| TOTAL | 322,050 | | |

APPARATUS

PURPOSE

The purpose of the apparatus program is to ensure that all District vehicles and emergency response apparatus are maintained in accordance with National Fire Protection Association, Occupational Safety Health Administration and International Organization for Standardization standards in order to ensure prompt emergency response and optimal operational capabilities. The apparatus program also ensures that each apparatus is capable of transporting District personnel in a safe manner.

STANDARD LEVEL OF PERFORMANCE

- Ensure all Fire District vehicles are able to respond to emergency incidents
- Provide oversight on mechanical issues regarding vehicle maintenance
- Provide maintenance for all Fire District vehicles and apparatus
- Provide a timely response to major work orders for repairs to prevent excessive down time
- Maintain current contracts for service by qualified vendors
- Provide annual pump and ladder service testing according to NFPA standards
- Maintain records for all Fire District vehicles and apparatus
- Provide training for Firefighters and new Engineers on driving and apparatus maintenance

GOALS & OBJECTIVES FOR FISCAL YEAR 2022

1. ~~Acquire and upfit new Type I fire apparatus~~
2. 1. Acquire and upfit 2 1 new utility vehicles
3. 2. Provide prompt, preventative maintenance to reduce future major repairs/apparatus replacement

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Lucas Lambert

Program Managers – Captain Daryle Balao, Engineer Anthony Grgurevic

APPARATUS

FISCAL YEAR 2022

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

APPARATUS

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

TRAINING

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2022

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

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Steven Gehling

TRAINING

FISCAL YEAR 2022

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

TRAINING

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

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

FISCAL YEAR 2022

Revenues

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

Expenditures

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

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

FISCAL YEAR 2022

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

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

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

FISCAL YEAR 2022

PURPOSE: Design and construction of Station 43

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

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

FISCAL YEAR 2022

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

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

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

FISCAL YEAR 2022

Revenues

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

Expenditures

| DESCRIPTION | GL CODE | AMENDED BUDGET FY2021 | PROJECTED ACTUALS FY2021 | PROPOSED BUDGET FY2022 |
|-------------------------------|----------------|------------------------------|---------------------------------|-------------------------------|
| Bank Fees | 7510 | 200 | 200 | 200 |
| Fire Flow Tax Collection Fees | 7531 | 14,000 | 11,582 | 14,000 |
| Capital Outlay - Equipment | 7701 | | | 145,000 |
| Capital Outlay - Apparatus | 7703 | 73,850 | 73,850 | 273,000 |
| Software | 7704 | 300,000 | 300,000 | |
| Station 42 Improvement | 7705 | | | 20,000 |
| Buildings-Station Improvement | 7708 | 300,000 | 300,000 | 27,000 |
| Equipment | 7709 | | | 5,900 |
| Operating Transfer Out | 7999 | 922,948 | 922,948 | 922,448 |
| TOTAL EXPENDITURES | | \$ 1,610,998 | \$ 1,608,580 | \$ 1,407,548 |

CAPITAL PROJECTS FUND

| ACCOUNT CODE | DESCRIPTION | BUDGET |
|------------------------------------|---|-------------------|
| 7510 | Bank Fees | 200 |
| 7531 | Fire Flow Tax Collection Fees | 14,000 |
| 7705 | Station 42 Landscape Remodel | 20,000 |
| 7708 | Station 41/Administration - deferred \$1,000,000 | |
| 7708 | Station 45 Remodel Project - Architect - deferred \$500,000 | |
| 7708 | Station 44 Landscaping | 20,000 |
| 7708 | Station 44 - Paint Exterior Trim | 7,000 |
| 7709 | Station 44 - Treadmill & Eliptical Machine | 5,900 |
| 7703 | Capital Outlay - Utility Pickup | 55,000 |
| 7703 | Capital Outlay - E-43 Hurst Extrication Tools | 38,000 |
| 7703 | Chipper and Truck | 180,000 |
| 7701 | Capital Outlay - Oxygen Generator and Fill Station | 65,000 |
| 7701 | Capital Outlay - LifePak 15 Monitor 2x | 80,000 |
| TOTAL CAPITAL PROJECTS FUND | | \$ 485,100 |