



Moraga-Orinda Fire District

Board of Directors

SPECIAL MEETING PUBLIC BUDGET WORKSHOP

April 19, 2023 – 6:15 PM

MEETING LOCATION:
Sarge Littlehale Room
22 Orinda Way
Orinda, CA 94563

TO ACCESS THE MEETING REMOTELY:
please click the link below to join the webinar by Zoom:
<https://us02web.zoom.us/j/87377157176>
or By Phone: 1-669-900-6833
Webinar ID: 873 7715 7176
note: *disclaimer below*

NOTICE OF TELECONFERENCED MEETING:

Pursuant to Government Code Section 54953, Subdivision (b), this meeting will include teleconference participation by Board Member Craig Jorgens from:
8525 Ocean View Drive
Emerald Isle, NC 28594

This Notice and Agenda will be posted at the teleconference location. Public comment on the agenda from this address shall be allowed pursuant to Government Code Section 54954.3

Public Participation

This meeting will be conducted in a hybrid format with in-person and remote options for public participation. *Please be advised that those participating in the meeting remotely via Zoom do so at their own risk. The meeting will not be cancelled if any technical problems occur during the meeting. If you are participating via the Zoom meeting link (i.e. web platform), and experience personal technological difficulties, please re-join the meeting by phone via phone number provided above.

For In-person Attendees, face coverings are strongly encouraged and attendees are encouraged to be up-to-date on the COVID-19 vaccine. Social distance should be maintained when practical. If you are feeling sick, please do not attend the meeting in person.

SPEAKER CARDS: If you would like to speak during the public forum or on an item listed on the agenda, you are invited to submit a speaker card to the District Clerk. You will be permitted to speak even if you elect not to submit a speaker card or decline to provide information requested on the card. After the Board of Directors has heard from everyone who submitted speaker cards, anyone electing not to submit a speaker card may form a line at the lectern. Public comment is limited to 3 minutes per speaker per agenda item.

For Remote Attendees, by joining via the ZOOM link or the dial-in information above. You can access the meeting either via a smartphone or computer App (Zoom) or via phone. Live Public Comment can be provided via the Zoom app (during public comment) by the raise hand feature. If participating by phone, dial *9 to *raise your hand*. Staff will call on participants by the name provided or last 4 digits of phone number for dial-in attendees. When your name or number is called, a notification is sent requesting that you unmute your microphone. Participants will be called in the order of hands raised to comment.

Written Public Comment can be provided via email at info@mofd.org.

- Emails received by 3:00 p.m. on the day of the meeting will be forwarded to the Board of Directors. Emails will be made a part of the public record and available to view by 5:00 p.m. on the day of the meeting by following this link mofd.org/agendas
- Comments may also be submitted by e-mail during the meeting up until the closure of the public comment period on the relevant agenda item. These will be read into the record by staff at their normal cadence and will be limited to a

maximum of 3 minutes. Emails received during the meeting will be made a part of the public record and available to view by 5:00 p.m. the following day of the meeting by following this link mofd.org/agendas

The meeting will be live streamed via the [MOFD YouTube Channel](#). A link is accessible via the District's website.

1. **OPENING CEREMONIES**

- Call the Meeting to Order
- Roll Call

2. **PUBLIC COMMENT – ITEMS NOT ON THE AGENDA**

At the beginning of each regular District Board meeting, any member of the public may address the District Board concerning any item not on the Board's agenda but within the subject matter jurisdiction of the Board. Speakers will be limited to three (3) minutes unless otherwise specified by the Presiding Officer. The public will be given an opportunity to speak on each agenda item at the time it is called. The Board may discuss and/or take action regarding any or all of the items listed below. Once the public comment portion of any item on this agenda has been closed by the Board, no further comment from the public will be permitted unless authorized by the Board and if so authorized, said additional public comment shall be limited to the provision of information not previously provided to the Board or as otherwise limited by order of the Presiding Officer or the Board.

3. **SPECIAL AGENDA**

The Moraga-Orinda Fire District Board is in the process of preparing the Annual Operating Budget for Fiscal Year 2024. Staff seeks the Board and public's input in developing discretionary programs and discretionary spending priorities for FY2024. The Proposed Budget will be developed and returned for additional public input and Board review on May 17, 2023. The Draft Budget shall be submitted to the Board at this Budget Workshop for detailed review, public comment and Board direction in a public meeting. Public requests and concerns shall be considered during this time.

3.1 [Public Budget Workshop - Development of Annual Operating Budget FY2024 and Board Direction Regarding the Draft Budget, General Fund Discretionary Expenditure Budget, Staffing Including the Addition of One Office Specialist Position in Fire Prevention, Capital Projects Fund, Tunnel East Bay Hills Fuel Break Fund and Fire Risk Reduction Grant Fund Budgets](#)

Staff Recommendation: Hold a public workshop and provide direction to Staff regarding the draft Budget, General Fund discretionary expenditure budget, staffing including the addition of one Office Specialist position in Fire Prevention, Capital Projects Fund, Tunnel East Bay Hills Fuel Break Fund and Fire Risk Reduction Grant Fund Budgets.

[Attachment A - Draft Budget FY2024 Public Budget Workshop.pdf](#)

4. **ADJOURNMENT**

The Moraga-Orinda Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District Board meetings due to a disability, to please contact the District Chief's office, (925) 258-4501, at least one business day prior to the scheduled District Board meeting to ensure that we may assist you.

Any disclosable public records related to an open session item on a Regular meeting agenda and distributed by the Moraga-Orinda Fire District to a majority of members of the Board of Directors less than 72 hours prior to that meeting are available for public inspections at 1280 Moraga Way, Moraga, during normal business hours, and available on our website at www.mofd.org/agendas.

I hereby certify that this agenda in its entirety was posted on April 13, 2023, at the Moraga and Orinda Fire Administration offices, Stations 41, 42, 43, 44, and 45 and electronically at www.mofd.org/agendas. Agenda provided to the Moraga Town Office (Hacienda) and Orinda City Hall.



Marcia Holbrook
District Secretary/Clerk



Moraga-Orinda Fire District

TO: Board of Directors

FROM: Gloriann Sasser, Administrative Services Director

DATE: April 19, 2023

SUBJECT: **Item 3.1 Public Budget Workshop - Development of Annual Operating Budget FY2024 and Board Direction Regarding the Draft Budget, General Fund Discretionary Expenditure Budget, Staffing Including the Addition of One Office Specialist Position in Fire Prevention, Capital Projects Fund, Tunnel East Bay Hills Fuel Break Fund and Fire Risk Reduction Grant Fund Budgets**

BACKGROUND

Over the past several months the development of the Annual Operating Budget for Fiscal Year 2024 (Budget) has begun. A draft Budget is included as Attachment A. Based on Board direction during this public workshop, the Budget will continue to be developed and returned for additional public input and additional board review and direction. The next steps in the budget process are:

- May 17, 2023 - Additional public input and additional Board direction on the proposed Budget
- June 21, 2023 - The proposed Budget is scheduled for adoption by the Board but is not required
- October 2023 - The latest date the Board could adopt a Budget per State law

General Fund

Total General Fund revenue is projected to be \$34.7M, which is \$618K more than the amount of General Fund revenue projected to be received in FY2023. Notable differences in General Fund revenue for FY2024 are as follows:

- Total District property tax revenue is projected to increase \$1.5M or 5.04% based on HdL estimates. This is primarily due to increased median price of single family residential properties and increased assessed valuation. HdL noted that sales transactions of single family residential properties decreased significantly in 2022 and were at the lowest number since 2011 of residential properties sold due to interest rate increases.
- Ambulance service revenue is projected to increase \$34K or 3% due to a projected fee increase.
- Investment earnings are projected at \$150K due to recent Board direction to invest beyond LAIF in fixed income government securities in order to take advantage of increased interest rates and earn more interest.
- Grant revenue has been removed from the General Fund per Board direction (State of California Fire Risk Reduction Grant.)
- Fire Prevention charges for services are projected at similar amounts/activity levels as the prior year (plan review fees, inspection fees, administrative citation fees.)
- The vehicle charges portion of strike team recovery revenue projected to be \$100K in FY2024 has been removed from the General Fund budget and added to the Capital Projects Fund budget based on Board direction.

Many of the District's expenditures are required based on contractual, operational or legal requirements. These non-discretionary General Fund expenditures have been projected as follows:

Salaries and benefits - Suppression staff	\$21,390,608
Salaries and benefits - Administration staff	\$1,872,930
Worker's compensation insurance	\$1,089,903
Retiree health insurance	\$888,550
Unemployment insurance	\$5,000
Operating Expenses	\$3,197,932
Total non-discretionary	\$28,444,923

Additional expenditures are not mandatory, however represent a continuation of effort in areas such as pension and OPEB trust contributions, home hardening grants, fuels mitigation program, emergency preparedness/CERT, fire chief contingency and discretionary training. These expenditures are:

Pension rate stabilization trust contribution	\$1,569,279
OPEB trust contribution	543,000
Home hardening grants	500,000
Salaries and benefits - Fuels Mitigation staff	435,000
Emergency Preparedness/CERT	287,937
Additional Office Specialist position in Fire Prevention	132,000
Fuels mitigation operating expenses	110,000
Fire chief contingency	100,000
GIS mapping	85,500
Discretionary training	25,000
Exercise equipment	16,500
Drones and supplies	11,400
Total discretionary	\$3,815,616

Based on the Long Range Financial Forecast, the proposed Budget includes a transfer out of the General Fund into the Capital Projects Fund in the amount of \$3.0M in order to continue to pay cash for the Station 41/Administration remodel project.

General Fund revenue is projected less than projected non-discretionary, continuation of effort expenditures, discretionary expenditures and the transfer out to the Capital Projects Fund by \$533K. This budgeted deficit would require use of General Fund reserves in the amount of \$533K.

Staffing Summary, Additional Office Specialist Position and Benefits Changes

The proposed Budget authorizes and accounts for Safety roster strength of 57 positions and four management safety positions (chief officers). The proposed Budget continues the expanded year-round fuels mitigation program with one fuels mitigation manager (1.0 FTE) and three fuels mitigation specialists (3.0 FTE) in the General Fund and two fuels mitigation specialists (2.0 FTE) in the new Fire Risk Reduction Grant Special Revenue fund (funded by a grant from the State of California for three years.)

The proposed Budget continues to freeze one chief officer position (dedicated training chief) and one assistant fire marshal position.

The proposed Budget includes one new position of Office Specialist in Fire Prevention due to increased activities in Fire Prevention that require administrative support. This is an increase from the current staffing level of a .5 FTE assigned to Fire Prevention. The fully burdened annual cost of a full-time Office Specialist is \$132K. Staff requests Board direction regarding the additional position.

The proposed Budget includes one Project Coordinator and one Assistant Project Coordinator position for the Tunnel East Bay Hills Fuel Break project. These two positions are full-time and are funded by the State contract for the project.

No changes to employee benefits are recommended.

Capital Projects Fund

The Capital Projects Fund budget includes the following expenditures:

Station 41/Administration Rebuild - Phase II	\$5,800,000
Fire Engines Type I (quantity 2)	2,200,000
Self Contained Breathing Apparatus (partially grant funded)	620,780
Station Alerting System	500,000
Portable Radios	250,000
Station 44 Exterior Lights	10,000

The Capital Projects Fund Budget includes a transfer in from the General Fund of \$3,000,000 in order to pay cash for the Station 41/Administration rebuild project.

The Capital Projects Fund projects a Budget deficit of \$5.05M and available reserves of \$2.4M at June 30, 2024.

Tunnel East Bay Hills Fuel Break Special Revenue Fund

In December 2021 the Board authorized the execution of the California Department of Forestry and Fire Protection Tunnel East Bay Hills Fuel Break Grant in the amount of \$6,380,563. The Budget includes planned spending of \$5.1M for this project. The grant includes a 12% administrative fee which will result in fund balance projected to be \$683K at June 30, 2024. The grant agreement requires completion of the project by March 15, 2025.

Fire Risk Reduction Grant Special Revenue Fund

In February 2023, the Board authorized acceptance of a Grant Subaward from the California Governor's Office of Emergency Services in the Amount of \$800,000. The purpose of the grant is a three-year pilot program for two Wildland Fire Specialists to work with residents to mitigate fire risk. The Budget includes planned spending of \$173K for this program which will fund two authorized positions of Fuels Mitigation Specialist. The grant includes a 12% administrative fee which will result in fund balance projected to be \$21K at June 30, 2024. The grant requires completion of the pilot program by March 31, 2026.

RECOMMENDATION

Staff Recommendation: Hold a public workshop and provide direction to Staff regarding the draft Budget, General Fund discretionary expenditure budget, staffing including the addition of one Office Specialist position in Fire Prevention, Capital Projects Fund, Tunnel East Bay Hills Fuel Break Fund and Fire Risk Reduction Grant Fund Budgets.

ATTACHMENT

MORAGA-ORINDA FIRE DISTRICT

DRAFT

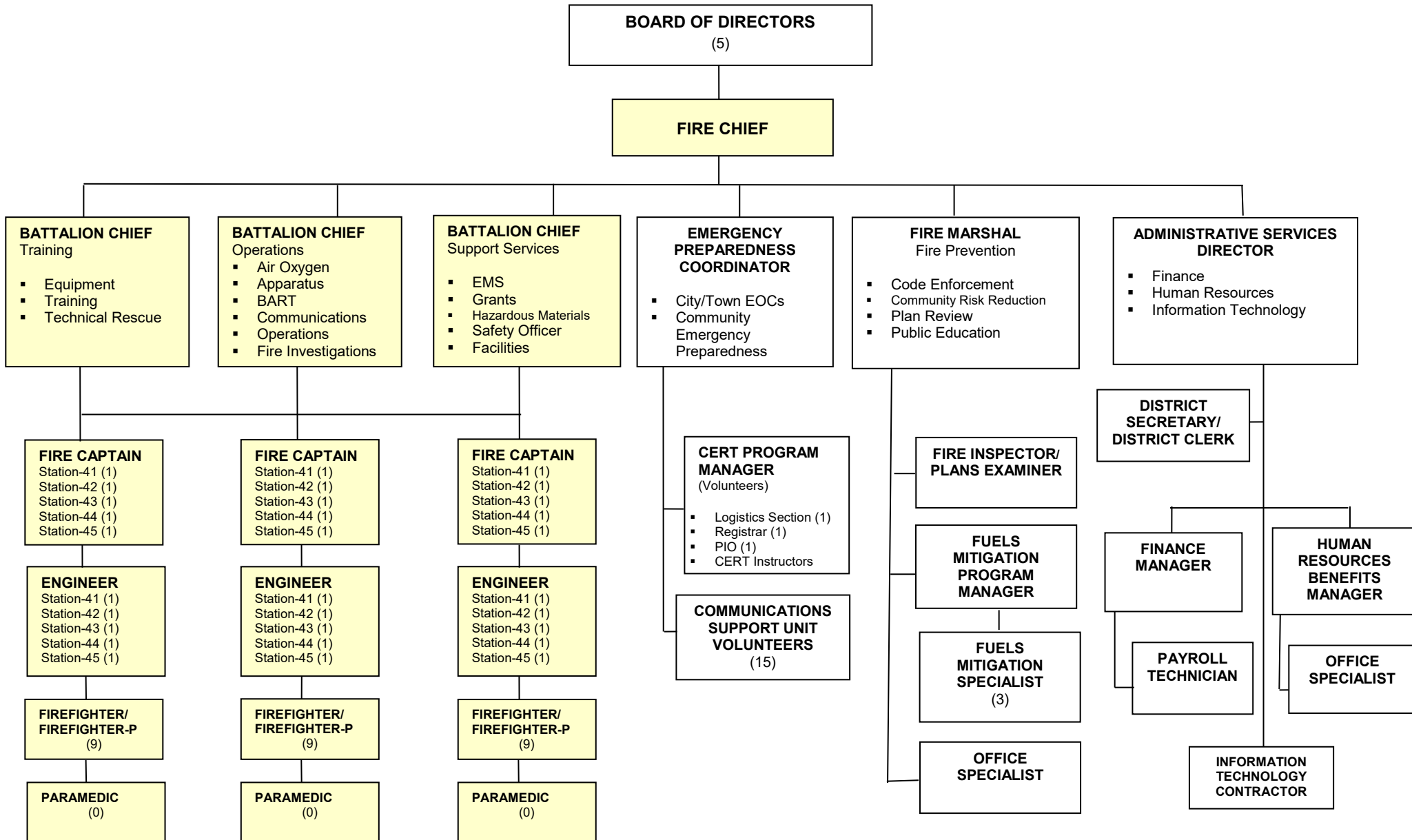
Annual Operating Budget Fiscal Year 2024

PUBLIC BOARD BUDGET WORKSHOP



Moraga-Orinda Fire District ORGANIZATIONAL STRUCTURE

July 2023



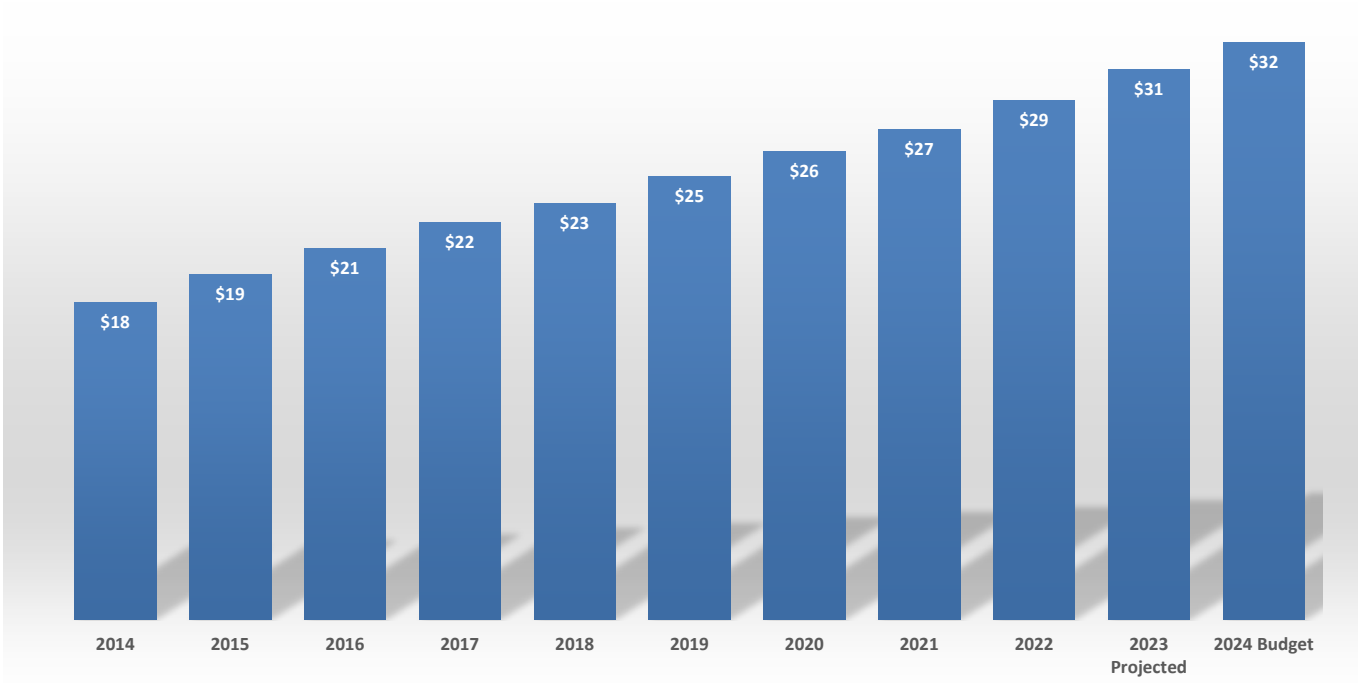
**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES**

FY 2024

	GENERAL FUND	DEBT SERVICE	CAPITAL PROJECTS	TUNNEL EAST BAY HILLS FUEL BREAK	FIRE RISK REDUCTION GRANT	TOTAL
PROJECTED FUND BALANCE JULY 1, 2023	\$15,800,000	\$0	\$7,426,000	\$68,000	\$0	\$23,294,000
PROJECTED REVENUES						
Property taxes	32,201,888					32,201,888
Use of money & prop	150,000		10,000			160,000
Fire flow taxes			1,105,000			1,105,000
Intergovernmental	233,148		447,780	5,743,998	194,191	6,619,117
Charges for services	195,350					195,350
Charges ambulance	1,111,750					1,111,750
Other	835,000		102,000			937,000
TOTAL	34,727,136	0	1,664,780	5,743,998	194,191	42,330,105
PROJECTED EXPENDITURES						
Salaries & benefits	27,962,907			165,000	153,885	28,281,792
Services & supplies	4,297,632		14,200	4,963,570	19,500	9,294,902
Debt service Station 43 construction		320,835				320,835
Capital projects			9,380,780			9,380,780
TOTAL	32,260,539	320,835	9,394,980	5,128,570	173,385	47,278,309
Transfers in (out)	(3,000,000)	320,835	2,679,165			0
NET CHANGE	(533,403)	0	(5,051,035)	615,428	20,806	(4,948,204)
PROJECTED FUND BALANCE JUNE 30, 2024	\$15,266,597	\$0	\$2,374,965	\$683,428	\$20,806	\$18,345,796

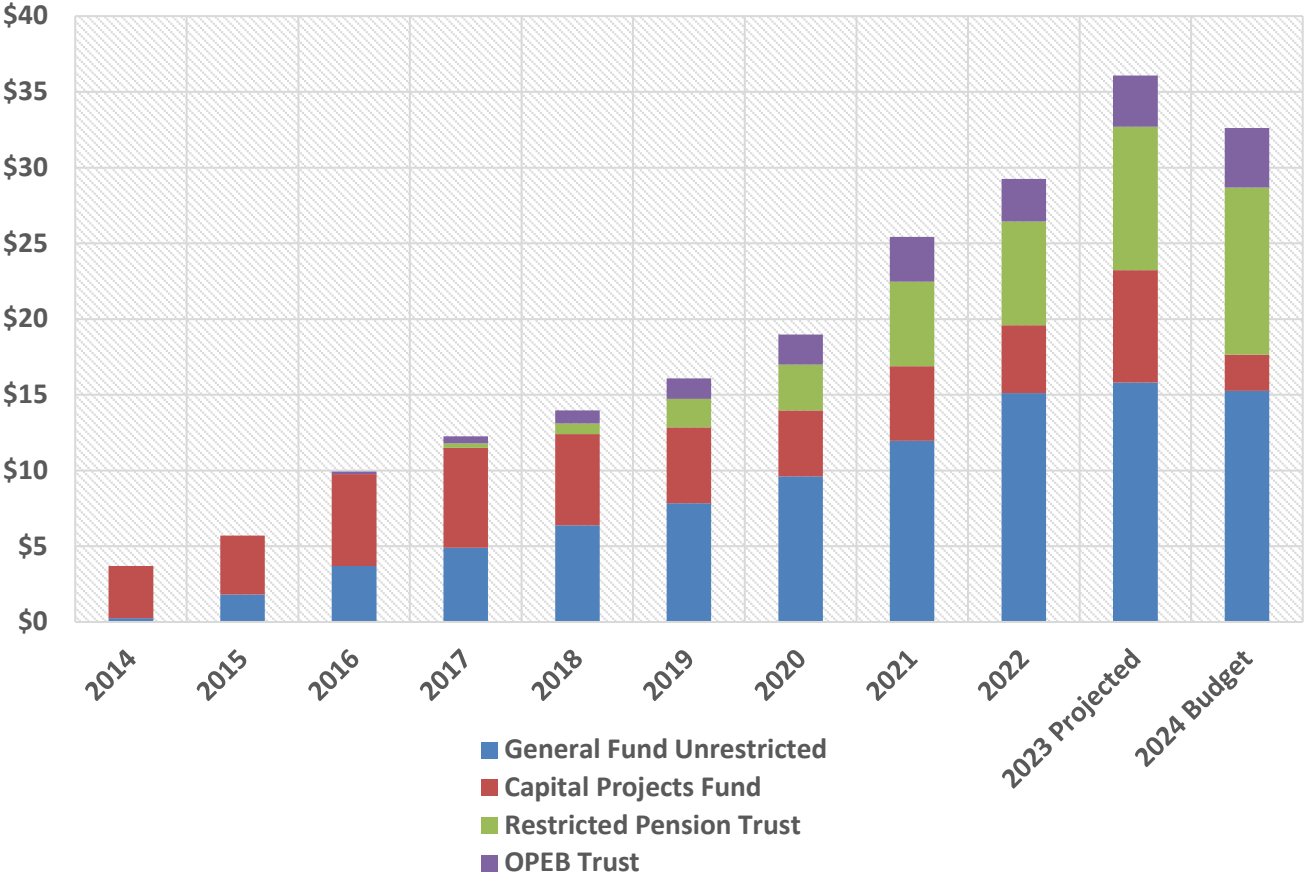
**MORAGA-ORINDA FIRE PROTECTION DISTRICT
TEN YEARS OF PROPERTY TAX REVENUE**

Fiscal Year	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023 Projected	2024 Budget
Actual	\$17,670,263	\$19,235,847	\$20,693,314	\$22,121,300	\$23,220,123	\$24,686,257	\$26,074,303	\$27,314,589	\$28,930,858	\$30,657,096	\$32,201,888
% Increase	7.3%	8.9%	7.6%	6.9%	5.0%	6.3%	5.6%	4.8%	5.9%	6.0%	5.0%



MORAGA-ORINDA FIRE PROTECTION DISTRICT TEN YEARS OF RESERVE BALANCES

(expressed in millions)



REVENUES GENERAL FUND

FISCAL YEAR 2024

DESCRIPTION	GL CODE	ACTUALS FY 2022	PROJECTED ACTUALS FY 2023	PROPOSED BUDGET FY 2024
Prop Taxes Current Secured	4010	25,472,155	29,435,206	30,982,918
Prop Taxes Supplemental	4011	876,943	300,000	300,000
Prop Taxes Unitary	4013	264,479	301,461	250,000
Prop Taxes Current Unsecured	4020	682,642	805,429	853,970
Prop Taxes Prior Secured	4030	(74,453)	(100,000)	(100,000)
Prop Taxes Prior Supp	4031	(30,543)	(75,000)	(75,000)
Prop Taxes Prior Unsecured	4035	8,765	(10,000)	(10,000)
TOTAL PROPERTY TAXES		\$27,199,988	\$30,657,096	\$32,201,888
Investment Earnings	4181	39,560	150,000	150,000
TOTAL USE OF MONEY & PROP		\$39,560	\$150,000	\$150,000
Homeowners Relief Tax	4385	149,898	147,000	147,000
State Grants	4435	84,428	405,572	
Federal Grants	4437	176,066	28,800	
Other/In Lieu Taxes	4580	892	986	900
Measure H	4896	85,248	85,248	85,248
TOTAL INTERGOVERNMENTAL		\$496,532	\$667,606	\$233,148

REVENUES GENERAL FUND

FISCAL YEAR 2024

DESCRIPTION	GL CODE	ACTUALS FY 2022	PROJECTED ACTUALS FY 2023	PROPOSED BUDGET FY 2024
Permits	4740	4,802	5,500	5,000
Plan Review Fees	4741	172,412	135,000	140,000
Inspection Fees	4742	18,538	8,000	10,000
Weed Abatement Charges	4744	57,530	3,000	0
Reports/Photocopies	4746	1,597	400	350
Other Charges For Service	4747	9,639	13,000	5,000
Administrative Citation Fees	4748	331	35,000	35,000
TOTAL CHARGES FOR SERVICES		\$264,849	\$199,900	\$195,350
Ambulance Service Fees	4898	1,909,230	1,525,000	1,570,750
Ambulance Fees Reimburse	4899	(107)	(400,000)	(412,000)
Ambulance Recovery Payments	4900	5,597	3,000	3,000
GEMT/IGT Revenue	4901	(70,981)	(50,000)	(50,000)
TOTAL CHARGES AMBULANCE		\$1,843,739	\$1,078,000	\$1,111,750
Strike Team Recovery	4971	1,699,926	1,337,000	830,000
Other Revenue	4972	34,979	0	0
Other Revenue-Misc.	4974	7,709	10,823	1,000
Misc Rebates & Refunds	4975	3,658	3,500	3,500
Sale of Surplus Property	4980	597	3,031	500
Transfers in	4999	202	1,750	0
TOTAL OTHER REVENUE		\$1,747,071	\$1,356,104	\$835,000
TOTAL REVENUES		\$31,591,739	\$34,108,706	\$34,727,136

GENERAL FUND EXPENDITURES

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024	ACTUALS TO BUDGET % CHANGE
Permanent Salaries	5011	11,033,152	10,933,921	12,039,308	10%
Hourly Salaries	5013	90,000	90,000	97,637	8%
Overtime	5014	2,750,000	2,600,000	1,816,000	-30%
Overtime - Strike Team	5016	900,000	900,000	630,000	-30%
Deferred Comp/RHSA	5015	175,000	115,648	121,904	5%
Contract Services	5018	150,000	145,000	0	-100%
Payroll Taxes	5042	211,296	209,674	222,493	6%
Payroll Processing Fees	5043	25,000	25,000	27,000	8%
Retirement Contributions	5044	5,819,552	5,686,254	7,314,911	29%
Health & Life Insurance	5060	1,656,000	1,629,143	1,854,036	14%
Employee Share Health Ins	5061	(221,000)	(226,011)	(276,618)	22%
Vision Insurance	5066	19,248	19,248	20,504	7%
Retiree Health Insurance	5062	1,200,000	1,185,000	1,220,550	3%
Retiree Share Health	5063	(325,000)	(332,000)	(332,000)	0%
Unemployment Insurance	5064	5,000	5,000	5,000	0%
OPEB Funding Contrib	5065	366,640	366,640	543,000	48%
Pension Rate Stabilization	5067	2,108,577	2,108,577	1,569,279	-26%
Workers' Compensation	5070	1,126,756	1,126,756	1,189,903	6%
Workers' Comp Recovery	5019	(235,000)	(235,000)	(100,000)	-57%
TOTAL SALARIES & BENEFITS		\$ 26,855,221	\$ 26,352,850	\$ 27,962,907	6%
Office Supplies	6100	8,500	8,000	8,500	6%
Postage	6101	3,000	2,000	3,000	50%
Books & Periodicals	6102	2,460	1,800	2,460	37%
Printer Ink Cartridges	6103	3,000	2,500	3,000	20%
Telephone - Landlines	6109	16,000	16,000	26,000	63%
Telephone - Cellular	6110	54,000	54,000	65,500	21%
Dispatch Center	6111	210,000	212,091	230,000	8%
Uilities - Sewer	6120	4,300	4,042	5,000	24%
Uilities - Garbage	6121	18,300	20,100	20,100	0%
Uilities - PG&E	6122	66,000	80,750	84,500	5%
Uilities - Water	6123	26,650	28,400	32,000	13%
Uilities - Medical Waste	6124	2,200	2,700	2,700	0%
Small Tools & Instruments	6130	9,000	9,000	9,000	0%
Minor Equipment/Furniture	6131	2,500	2,500	2,500	0%
Computer Equip/Supplies	6132	20,000	20,000	20,000	0%
Power Saw/Other Equip	6133	5,000	5,000	5,000	0%

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024	ACTUALS TO BUDGET % CHANGE
Fire Trail Grading	6135	25,000	25,000	25,000	0%
Technical Rescue Equip	6137	15,200	15,200	18,000	18%
Fire Fighting Equip/Hoses	6138	10,000	10,000	10,000	0%
Fire Fighting Equip/Foam	6139	8,000	8,000	8,000	0%
Medical & Lab Supplies	6140	130,000	130,000	130,000	0%
Food Supplies	6150	5,500	5,500	5,500	0%
Safety Clothing	6160	105,800	105,800	126,000	19%
Household Expenses	6170	22,200	22,200	22,200	0%
Household Expenses - Lin	6171	8,700	8,700	8,700	0%
Public & Legal Notices	6190	22,000	22,000	22,000	0%
Dues & Memberships	6200	23,020	22,770	23,020	1%
EMT/Paramedic License	6201	4,000	5,500	4,000	-27%
Rents & Leases Equip	6250	30,500	28,300	19,000	-33%
Computer Software/Maint	6251	92,300	99,708	93,750	-6%
Website Development	6252	5,292	5,292	5,292	0%
EPA Verification Fees	6264	150	150	150	0%
County Haz Materials Plan	6265	3,650	3,327	3,650	10%
Air Quality Enviro Fees	6266	900	900	900	0%
Air Monitor Maintenance	6269	800	800	800	0%
Maintenance - Equipment	6270	114,800	131,800	130,800	-1%
Central Garage - Repairs	6271	370,000	370,000	300,000	-19%
Central Garage - Gas/Oil	6272	90,000	90,000	110,000	22%
Central Garage - Tires	6273	15,000	15,000	15,000	0%
Fuel System Service	6274	2,500	2,500	2,500	0%
Aerial Ladder Pump Testin	6275	1,500	1,500	1,500	0%
Smog Inspections	6276	500	500	500	0%
Air Compressor Service	6278	6,000	6,000	9,000	50%
Hydro Test SCBA/Oxygen	6279	30,000	30,000	35,000	17%
Tank Testing	6280	1,120	1,120	1,120	0%
Maintenance - Building	6281	117,000	112,500	118,000	5%
Maintenance - Grounds	6282	12,400	18,800	18,900	1%
Meetings & Travel Exp	6303	1,500	1,500	1,500	0%
Employee Assistance Prog	6309	13,230	13,230	15,000	13%
Medical Exams/Physicals	6311	30,000	30,000	30,000	0%
Ambulance Billing Admin	6312	80,000	80,000	85,000	6%
Outside Attorney Fees	6313	275,000	225,000	275,000	22%
County Tax Admin Fee	6316	215,000	188,031	215,000	14%
Prof Services	6317	56,500	56,500	56,500	0%
Prof Services/Labor Negot	6318	10,000	8,000	75,000	838%
Prof Services/Technology	6319	245,000	240,401	227,040	-6%

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024	ACTUALS TO BUDGET % CHANGE
Prof Services/Investigation	6320	10,000	25,000	30,000	20%
Prof Services/Promo Exam	6321	2,000	1,500	2,000	33%
Prof Services/OPEB Valu	6322	8,000	2,500	8,000	220%
Exterior Hazard Removal	6323	35,000	20,000	35,000	75%
Prof Services/Prop Tax Au	6326	7,350	7,200	7,600	6%
Prof Services	6327	14,000	2,000	77,000	3750%
Home Hardening Grants	6353	50,000	60,000	500,000	733%
Testing Materials & Prop	6354	40,000	40,000	50,000	25%
Career Develop - Classes	6357	25,000	15,000	25,000	67%
District Sponsored	6361	15,000	10,000	15,000	50%
Election Expense	6465	32,000	30,043	0	-100%
Recruiting Costs	6470	60,000	60,000	140,000	133%
Strike Team Supplies	6474	60,000	60,000	65,000	8%
CERT Emer. Response	6475	8,000	8,000	8,000	0%
Exercise Equipment	6476	12,000	12,000	16,500	38%
Recognition Supplies	6478	4,500	5,300	4,500	-15%
Other Special Dept Exp	6479	493,840	493,840	140,650	-72%
Public Education Supplies	6480	6,000	5,000	8,000	60%
LAFCO	6482	13,011	13,011	16,000	23%
Emergency Preparedness	6484	11,000	11,000	21,000	91%
Misc. Services & Supplies	6490	85,500	85,500	85,500	0%
Fire Chief Contingency	6491	100,000	100,000	100,000	0%
Property & Liability Insur	6540	154,187	154,187	170,000	10%
Bank Fees	7510	5,000	3,600	5,000	39%
County Tax Collection	7530	300	252	300	19%
TOTAL OPERATING EXPENSE		3,902,660	3,835,345	4,297,632	12%
TOTAL EXPENDITURES		\$ 30,757,881	\$ 30,188,195	\$ 32,260,539	7%

STAFFING SUMMARY

DIVISION	FY2020	FY2021	FY2022	FY2023	Proposed FY2024
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
Finance Manager		1	1	1	1
Accountant	1				
Payroll Technician Part-Time	0.6	0.6	0.6	0.6	0.6
District Secretary/District Clerk	1	1	1	1	1
Total	3.1	3.1	3.1	3.1	3.1
Human Resources					
Administrative Services Director	0.25	0.25	0.25	0.25	0.25
Human Resources Benefits Mgr	1	1	1	1	1
Office Specialist	1	1	1	1	1
Total	2.25	2.25	2.25	2.25	2.25
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	2	2	2	2	2
Captain/Paramedic II	9	9	9	9	9
Captain	4	4	4	4	4
Engineer/Paramedic I	2	2	2	2	2
Engineer/Paramedic II	3	3	3	3	3
Engineer	10	10	10	10	10
Firefighter/Paramedic	25	25	25	25	25
Firefighter	2	2	2	2	2
Paramedic***					
Total	61	61	61	61	61

STAFFING SUMMARY

Fire Prevention					
Fire Marshal	1	1	1	1	1
Fire Inspector/Plans Examiner	0.6			1	1
Fuels Mitigation Program Mgr	1	1	1	1	1
Office Specialist					1
Fuels Mitigation Specialist	3	3	3	3	3
Fuels Mitigation Specialist*				2	2
Total	5.6	5	5	8	9
Emergency Preparedness					
Emer Preparedness Coord**	1	1	0.5	0.5	0.5
Total	1	1	0.5	0.5	0.5
Tunnel East Bay Hills Fuel Break					
Project Coordinator****	1			1	1
Assistant Coordinator****				1	1
Total	1	0	0	2	2
GRAND TOTAL	79.20	77.60	77.10	82.10	83.10

* Limited term position funded by the State of California

** 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 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 2024

1. Monitor emergency response times, incident frequency and response capacity
2. Approve a new Standards of Cover report completed by an independent third-party based on current District demographics, demand and risks and that includes analysis of emergency services deployment model options.

STAFFING SUMMARY

Directors (5)

BOARD OF DIRECTORS

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Meetings & Travel	6303	500	500	500
Professional Services	6327			75,000
Election Fees	6465	32,000	30,043	0
TOTAL OPERATING EXPENSE		32,500	30,543	75,500
TOTAL EXPENDITURES		\$ 32,500	\$ 30,543	\$ 75,500

BOARD OF DIRECTORS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Meetings	500		
Sub-total	500	6303	Meetings & Travel Exp
Standards of Cover	75,000		
Sub-total	75,000	6327	Professional Services
November 2022 Election			
Sub-total	0	6465	Election Fees
TOTAL	75,500		

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, annual comprehensive financial report, reports to the State Controller and long-range financial forecast
- Coordinate and facilitate the annual audit
- Provide monthly financial statements, ambulance billing, quarterly financial updates and investment reports to the Board of Directors
- Provide debt service management
- 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
- Provide hybrid Board meetings
- Update and maintain the District website
- Order and maintain all office supplies and postage

GOALS & OBJECTIVES FOR FISCAL YEAR 2024

1. Complete the transition to new auditors beginning with the FY2023 audit
2. Diversify the District's investment portfolio in order to increase yield while maintaining safety of principal and liquidity in accordance with the District's Investment Policy.
3. Continue to refine the technology used to efficiently and effectively provide hybrid Board meetings in order to maximize public participation and transparency.
4. Administer the financial elements of all grants including the Tunnel East Bay Hills Fuel Break Grant in accordance with required regulations.

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 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Permanent Salaries	5011	413,356	410,340	427,373
Overtime	5014	5,500	5,500	6,000
Deferred Comp/Retiree Savings	5015	8,400	8,338	8,400
Payroll Taxes	5042	5,994	6,700	7,035
Payroll Processing Fees	5043	25,000	25,000	27,000
Retirement Contributions	5044	102,000	97,663	107,075
Health & Life Insurance	5060	100,716	100,500	105,150
Employee Share Health Insur	5061	(18,264)	(16,258)	(19,140)
Vision Insurance	5066	1,128	1,044	1,128
TOTAL SALARIES & BENEFITS		\$ 643,830	\$ 638,827	\$ 670,021
Office Supplies	6100	7,500	7,000	7,500
Postage	6101	3,000	2,000	3,000
Books & Periodicals	6102	660	500	660
Printer Ink Cartridges	6103	3,000	2,500	3,000
Minor Equipment/Furniture	6131	2,000	2,000	2,000
Public & Legal Notices	6190	2,000	2,000	2,000
Dues, Memberships & Prof Fees	6200	2,250	2,000	2,250
Rents & Leases Equipment	6250	4,500	3,300	4,000
Meetings & Travel Expenses	6303	1,000	1,000	1,000
Ambulance Billing Administration	6312	80,000	80,000	85,000
Outside Attorney Fees	6313	275,000	225,000	275,000
County Tax Administration Fee	6316	215,000	188,031	215,000
Professional Services - Audit	6317	36,500	36,500	36,500
Professional Services - Labor Neg	6318	10,000	8,000	75,000
Professional Services - Tech	6319	15,000	5,172	0
Professional Services - OPEB Val	6322	8,000	2,500	8,000
Professional Services - Prop Tax	6326	7,350	7,200	7,600
Professional Services - GEMT	6327	14,000	2,000	2,000
LAFCO	6482	13,011	13,011	16,000
Fire Chief Contingency	6491	100,000	100,000	100,000
Property & Liability Insurance	6540	154,187	154,187	170,000
Bank Fees	7510	5,000	3,600	5,000

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
County Tax Collection Fees	7530	300	252	300
TOTAL OPERATING EXPENSE		959,258	847,753	1,020,810
TOTAL EXPENDITURES		\$ 1,603,088	\$ 1,486,580	\$ 1,690,831

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	3,000		
Sub-total	3,000	6103	Printer Ink Cartridges
Equipment & Furniture	2,000		
Sub-total	2,000	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	450		
Fire Districts Assoc of California	500		
Notary Fees	500		
Government Finance Officers Assoc	400		
Sub-total	2,250	6200	Dues & Memberships
Copy Machine - Administration	4,000		
Sub-total	4,000	6250	Rent & Leases Equip
Mileage & Parking	1,000		
Sub-total	1,000	6303	Meetings & Travel Exp
Ambulance Collection Fees	85,000		Ambulance Billing
Sub-total	85,000	6312	Administration Fees
Legal Fees - District Counsel	275,000		
Sub-total	275,000	6313	Outside Attorney Fees
County Tax Administration	215,000		
Sub-total	215,000	6316	County Tax Admin Fee
Audit Services - ACFR	35,000		
GASB 68 Report	500		
ACFR Statistical Package	1,000		Professional Services -
Sub-total	36,500	6317	District Audit
Labor Negotiations	75,000		Professional Services -
Sub-total	75,000	6318	Labor Negotiator

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Actuarial Services	8,000		Professional Services -
Sub-total	8,000	6322	OPEB Actuarial
Property Tax Forecasting	7,600		Professional Services -
Sub-total	7,600	6326	Property Tax Audit
GEMT/IGT Claim Filing Services	2,000		
Sub-total	2,000	6327	Professional Services
LAFCO Membership	16,000		
Sub-total	16,000	6482	LAFCO
Fire Chief Contingency	100,000		
Sub-total	100,000	6491	Fire Chief Contingency
Property & Liability Insurance	170,000		
	170,000	6540	Property & Liab Insurance
Bank Fees	4,300		
Credit Card Processing	700		
	5,000	7510	Bank Fees
County Tax Collection Fees	300	7530	County Tax Fees
TOTAL	1,020,810		

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 2024

1. Host a promotional Engineer recruitment and examination to establish an eligibility list
2. Host a Firefighter Paramedic recruitment to establish an eligibility list
3. Complete labor negotiations and implement new Memorandums of Understanding with I.A.F.F. Local 1230 and the Moraga Orinda Fire Chief Officers Association
4. Complete updates to the Unrepresented Employee Handbook
5. Increase recruitment advertising using social media

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 Christine Russell

HUMAN RESOURCES

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Permanent Salaries	5011	272,818	270,000	272,818
Deferred Comp/Retiree Savings	5015	4,200	5,600	6,200
Payroll Taxes	5042	4,000	3,000	4,124
Retirement Contributions	5044	72,000	71,200	78,491
Health & Life Insurance	5060	72,420	70,000	67,875
Employee Share Health Insur	5061	(12,210)	(11,777)	(12,387)
Vision Insurance	5066	624	700	624
Retiree Health Insurance	5062	1,200,000	1,185,000	1,220,550
Retiree Share Health Insurance	5063	(325,000)	(332,000)	(332,000)
Unemployment Insurance	5064	5,000	5,000	5,000
OPEB Funding Contribution	5065	366,640	366,640	543,000
Pension Rate Stabilization	5067	2,108,577	2,108,577	1,569,279
Workers' Compensation Insur	5070	1,126,756	1,126,756	1,189,903
Workers' Compensation Recover	5019	(235,000)	(235,000)	(100,000)
TOTAL SALARIES & BENEFITS		\$ 4,660,825	\$ 4,633,696	\$ 4,513,477
Books & Periodicals	6102	300	300	300
Dues & Memberships	6200	520	520	520
Employee Assistance Program	6309	13,230	13,230	15,000
Medical Exams & Physicals	6311	30,000	30,000	30,000
Professional Svcs - Investigations	6320	10,000	25,000	30,000
Professional Svcs - Recruitments	6321	2,000	1,500	2,000
Recognition Supplies	6478	2,000	2,000	2,000
TOTAL OPERATING EXPENSE		58,050	72,550	79,820
TOTAL EXPENDITURES		\$ 4,718,875	\$ 4,706,246	\$ 4,593,297

HUMAN RESOURCES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Labor law posters	300		
Sub-total	300	6102	Books & Periodicals
LCW access	150		
CalPELRA	370		
Sub-total	520	6200	Dues & Memberships
Employee Assistance Program	15,000		
Sub-total	15,000	6309	Employee Assistance Pro
Pre-Employment Physicals	5,000		
Annual Physical Exams	25,000		
Sub-total	30,000	6311	Medical Exams/Physicals
Investigation Services	30,000		Professional Services -
Sub-total	30,000	6320	Investigations
Promotional - Battalion Chief	1,000		
Recruitment - Firefighter Parame	1,000		
Sub-total	2,000	6321	Professional Services
Employee Recognition and Awar	2,000		
Sub-total	2,000	6478	Recognition Supplies
TOTAL	79,820		

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
- Manage mobile devices

GOALS & OBJECTIVES FOR FISCAL YEAR 2024

1. Complete review and consolidation of mobile devices
2. Complete the implementation of cloud-based systems and Office 365
3. Replace the District's phone system including phones in fire stations and Administration

STAFFING SUMMARY

Administrative Services Director (0.25)

PROGRAM MANAGEMENT

Program Administrator – Administrative Services Director Gloriann Sasser

INFORMATION TECHNOLOGY

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Permanent Salaries	5011	54,174	53,581	56,883
Payroll Taxes	5042	796	774	836
Retirement Contributions	5044	15,390	15,391	16,896
Health & Life Insurance	5060	8,964	8,643	8,799
Employee Share Health Insur	5061	(2,070)	(1,476)	(1,899)
TOTAL SALARIES & BENEFITS		\$ 77,254	\$ 76,913	\$ 81,515
Computer Equipment & Supplies	6132	20,000	20,000	20,000
Rents & Leases Equipment	6250	17,000	16,000	6,000
Computer Software & Mtc	6251	92,300	99,708	93,750
Website Development & Mtc	6252	5,292	5,292	5,292
Professional Services	6319	230,000	235,229	227,040
TOTAL OPERATING EXPENSE		364,592	376,229	352,082
TOTAL EXPENDITURES		\$ 441,846	\$ 453,142	\$ 433,597

INFORMATION TECHNOLOGY

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Computers	20,000		
Sub-total	20,000	6132	Computer Equipment
Internet Service - Station Modems	6,000		
Sub-total	6,000	6250	Rents & Leases Equip
Microsoft Enterprise Agreement	13,600		
Telestaff Software Maintenance	3,500		
RescueNet Software Maintenance	5,400		
GoGov Code Enforcement Softwar	20,000		
Abila Accounting Software Maint	6,000		
Office 365	8,000		
Soniclear Software Renewal	450		
Adobe Acrobat Annual Renewal	1,000		
Parcel Quest Renewal	3,300		
Applicant Tracking Software	9,500		
Agenda Management Software	8,000		
GovInvest Actuarial Software	11,500		
Mapping Software Renewal	1,500		
Zoom	2,000		
Sub-total	93,750	6251	Computer Software/Mtc

DESCRIPTION	TOTAL	CODE	ACCOUNT NAME
Website License Fee	5,292		
Sub-total	5,292	6252	Website Development
Information Technology Services	184,824		
Fiber Connection - District Wide	42,216		
Sub-total	227,040	6319	Professional Services
TOTAL	\$352,082		

FIRE PREVENTION

PURPOSE

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

STANDARD LEVEL OF PERFORMANCE

Education

- Enhance the community education and outreach related to the Wildland Urban Interface Risk Assessments. Expand the District website and the availability of web-based wildland risk information
- Implement Board adopted programs for Fire and Life Safety, including Firewise^{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, Wildland Urban Interface codes and Fire Hazard Severity Zone updates.
- 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 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 2024

1. Update of citation authority and process
2. Continuation of community chipping services
3. Expansion of Firewise USA Neighborhoods
4. Expansion 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
8. Administer and expand home hardening grant program

STAFFING SUMMARY

Fire Marshal (1)
 Fuels Mitigation Program Manager (1)
 Fire Prevention Specialist (5)
 Office Specialist (1)

PROGRAM MANAGEMENT

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

FIRE PREVENTION

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Permanent Salaries	5011	645,483	500,000	719,248
Overtime	5014	1,000	1,000	2,000
Deferred Comp/Retiree Savings	5015	9,000	7,710	10,200
Contract Services	5018	150,000	145,000	0
Payroll Taxes	5042	10,305	7,200	10,577
Retirement Contributions	5044	129,552	102,000	175,160
Health & Life Insurance	5060	135,000	100,000	165,060
Employee Share Health Insur	5061	(19,000)	(12,500)	(24,348)
Vision Insurance	5066	1,440	1,100	1,752
TOTAL SALARIES & BENEFITS		\$ 1,062,780	\$ 851,510	\$ 1,059,649
Fire Trail Grading	6135	25,000	25,000	25,000
Public & Legal Notices	6190	20,000	20,000	20,000
Dues & Memberships	6200	8,000	8,000	8,000
Maintenance - Equipment	6270	1,500	1,500	1,500
Exterior Hazard Removal	6323	35,000	20,000	35,000
Home Hardening Grants	6353	50,000	60,000	500,000
Fuels Mitigation	6479	463,190	463,190	110,000
Public Education Supplies	6480	5,000	4,000	7,000
Misc Service & Supplies	6490	80,500	80,500	80,500
TOTAL OPERATING EXPENSE		688,190	682,190	787,000
TOTAL EXPENDITURES		\$ 1,750,970	\$ 1,533,700	\$ 1,846,649

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	20,000		
Sub-total	20,000	6190	Public & Legal Notices
Wildland Resource Management	5,000		
California Building Officials	1,500		
International Code Council	1,500		
Sub-total	8,000	6200	Dues & Memberships
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Exterior Hazard Removal Contract	35,000		
Sub-total	35,000	6323	Exterior Hazard Removal
Home Hardening Grants	500,000		
Sub-total	500,000	6353	Home Hardening Grants
Parcel Inspection Program	5,000		
Administrative Citation Processing	10,000		
Fuels Mitigation Program	95,000		
Sub-total	110,000	6479	Fuels Mitigation
Public Education Supplies	7,000		
Sub-total	7,000	6480	Public Education Supplies
GIS Services	75,000		
Miscellaneous	5,500		
Sub-total	80,500	6490	Misc Service & Supplies
TOTAL	787,000		

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. 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 exercises for the community, organizing neighborhoods to be more self-sufficient during a disaster, and public education related to emergency preparedness. The emergency preparedness program seeks to identify areas of weakness or redundancy and works to develop strategies that strengthen and improve coordination between all of 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 local agency's emergency operations.

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)
- When requested provide input/review and recommend updates to cooperating agency Emergency Operations Plans and plan annexes
- When requested, work with city/town staff to coordinate training and drills for Orinda and Moraga emergency operations center personnel and residents
- Work with the Lamorinda 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 local agencies and cooperators
- Upgrade the prescribed fire cache equipment to reduce dependency of front line emergency response apparatus.

GOALS & OBJECTIVES FOR FISCAL YEAR 2024

1. Continue to support Lamorinda CERT's training, education and community outreach programs to help Lamorinda residents become more resilient in the aftermath of a disaster
2. Recruit, train, and equip new members for the Communications-Support Unit to attain full staffing of 25
3. Collaborate with the Technical Committee at the Lamorinda Radio Interest Group (LARIG) and Lamorinda CERT to maintain the Lamorinda GMRS radio system and support regional internet access to the LARIG HAM repeater system via Echolink

4. Innovate and support the creation of redundant emergency communications systems throughout Lamorinda
5. Continue to support Lamorinda evacuation planning as the team lead
6. Coordinate MOFD Prescribed Fire Program to reduce hazardous fuel loading and implement low-intensity, controlled fire as tool to manage wildland fuels. Collaborate with MOFD's Fire Prevention staff, Fire Operations staff, cooperating agencies and local landowners. Maintain excellent communications with stakeholders related to prescribed fire

STAFFING SUMMARY

Emergency Preparedness Coordinator (0.5)

PROGRAM MANAGEMENT

Program Administrator – Emergency Preparedness Coordinator Dennis Rein

EMERGENCY PREPAREDNESS

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Hourly Salaries	5013	90,000	90,000	97,637
Overtime	5014	8,000	5,000	8,000
Overtime - Incident Mgmt Team	5016	130,000	130,000	130,000
Payroll Taxes	5042	12,000	12,000	12,000
TOTAL SALARIES & BENEFITS		\$ 240,000	\$ 237,000	\$ 247,637
Office Supplies	6100	1,000	1,000	1,000
Small Tools & Instruments	6130	3,500	3,500	3,500
Maintenance - Equipment	6270	3,300	3,300	3,300
CERT Emergency Response	6475	8,000	8,000	8,000
Recognition	6478	2,500	3,300	2,500
Outreach Materials	6480	1,000	1,000	1,000
Emergency Preparedness	6484	11,000	11,000	21,000
TOTAL OPERATING EXPENSE		30,300	31,100	40,300
TOTAL EXPENDITURES		\$ 270,300	\$ 268,100	\$ 287,937

EMERGENCY PREPAREDNESS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Printer/Plotter Supplies	500		
Presentation Materials & Supplies	500		
Sub-total	1,000	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	1,000		
Volunteer Appreciation Meeting	1,500		
Sub-total	2,500	6478	Recognition
Outreach Materials	1,000		
Sub-total	1,000	6480	Outreach Materials
CS-241 Uniforms	2,500		
Emergency Preparedness Supplies	8,500		
Prescribed Fire Supplies	10,000		
Sub-total	21,000	6484	Emergency Preparedness
TOTAL	40,300		

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 2024

1. Update District Infectious Control Plan
2. Increase in-district Continuing Education training
3. Update EMS station supply cache

PROGRAM MANAGEMENT

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

EMERGENCY MEDICAL SERVICES

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Medical & Lab Supplies	6140	130,000	130,000	130,000
Paramedic/EMT License Fees	6201	4,000	5,500	4,000
Maintenance - Equipment	6270	30,000	28,500	30,000
Professional Services	6317	20,000	20,000	20,000
TOTAL OPERATING EXPENSE		184,000	184,000	184,000
TOTAL EXPENDITURES		\$ 184,000	\$ 184,000	\$ 184,000

EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Medical Supplies	130,000		
Sub-total	130,000	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	20,000		
Sub-total	20,000	6317	Professional Services
TOTAL	184,000		

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 2024

1. Begin the Station 41/Administration Rebuild Project and acquire land, complete architectural drawings and site preparation
2. Seek alternative funding sources for facilities improvement projects
3. Provide administrative support for long-range facilities projects
4. Update and replace station alerting system
5. Improve station security

PROGRAM MANAGEMENT

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

SUPPORT SERVICES

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Food Supplies	6150	4,000	4,000	4,000
Household Expense	6170	15,000	15,000	15,000
EPA ID Verification Fee	6264	150	150	150
CCC HazMat Plan	6265	3,650	3,327	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		28,820	28,497	28,820
TOTAL EXPENDITURES		\$ 28,820	\$ 28,497	\$ 28,820

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	15,000		
Sub-total	15,000	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	28,820		

ADMINISTRATION BUILDING

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Utilities - PG & E	6122	4,500	5,000	5,500
Maintenance - Building	6281	5,000	5,000	5,000
Maintenance - Grounds	6282	800	800	800
Other Special Departmental Exp	6479	2,000	2,000	2,000
TOTAL OPERATING EXPENSE		12,300	12,800	13,300
TOTAL EXPENDITURES		\$ 12,300	\$ 12,800	\$ 13,300

ADMINISTRATION BUILDING

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
PG & E	5,500		
Sub-total	5,500	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	13,300		

STATION 41

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Utilities - Sewer	6120	1,500	1,426	1,800
Utilities - Garbage	6121	6,100	6,100	6,100
Utilities - PG & E	6122	12,000	17,000	18,000
Utilities - Water	6123	3,000	3,000	3,500
Utilities - Medical Waste	6124	1,100	1,600	1,600
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	2,300	2,300	2,300
Maintenance - Equipment	6270	5,000	5,000	5,000
Maintenance - Building	6281	23,500	23,500	27,000
Maintenance - Grounds	6282	2,000	2,000	2,000
TOTAL OPERATING EXPENSE		57,500	62,926	68,300
TOTAL EXPENDITURES		\$ 57,500	\$ 62,926	\$ 68,300

STATION 41

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	1,800		
Sub-total	1,800	6120	Utilities - Sewer
Garbage	6,100		
Sub-total	6,100	6121	Utilities - Garbage
PG & E	18,000		
Sub-total	18,000	6122	Utilities - PG & E
Water	3,500		
Sub-total	3,500	6123	Utilities - Water
Medical Waste Services	1,600		
Sub-total	1,600	6124	Utilities - Medical Waste
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	2,300		
Sub-total	2,300	6171	Household Exp - Linen
Equipment Maintenance	5,000		
Sub-total	5,000	6270	Maintenance - Equipment
Generator	1,500		
Electrical	3,500		
HVAC Maintenance	3,000		
Gutters & Air Compressor	1,500		
Plumbing	5,000		
Overhead Doors	3,000		
Plymovent System & Misc.	9,500		
Sub-total	27,000	6281	Maintenance - Building
Pest Control, Drain Filter, Grounds	2,000		
Sub-total	2,000	6282	Maintenance - Grounds
TOTAL	68,300		

STATION 42

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Utilities - Sewer	6120	700	654	800
Utilities - Garbage	6121	1,200	1,500	1,500
Utilities - PG & E	6122	12,000	12,000	8,000
Utilities - Water	6123	6,100	6,100	7,000
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	1,600	1,600	1,600
Maintenance - Equipment	6270	2,000	3,000	2,000
Maintenance - Building	6281	14,500	16,000	18,000
Maintenance - Grounds	6282	3,300	5,000	5,000
TOTAL OPERATING EXPENSE		42,400	46,854	44,900
TOTAL EXPENDITURES		\$ 42,400	\$ 46,854	\$ 44,900

STATION 42

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	800		
Sub-total	800	6120	Utilities - Sewer
Garbage	1,500		
Sub-total	1,500	6121	Utilities - Garbage
PG & E	8,000		
Sub-total	8,000	6122	Utilities - PG & E
Water	7,000		
Sub-total	7,000	6123	Utilities - Water
Misc.	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,600		
Sub-total	1,600	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	4,000		
Gutters/Solar Panel Cleaning	3,000		
Misc.	2,000		
Sub-total	18,000	6281	Maintenance - Building
Grounds Maintenance	2,800		
Wash Pad Interceptor Service	1,200		
Pest & Storm Drain Filter System	1,000		
Sub-total	5,000	6282	Maintenance - Grounds
TOTAL	44,900		

STATION 43

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Utilities - Sewer	6120	700	654	800
Utilities - Garbage	6121	2,400	2,000	2,000
Utilities - PG & E	6122	6,000	3,000	4,000
Utilities - Water	6123	10,050	10,000	11,000
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	1,600	1,600	1,600
Maintenance - Equipment	6270	1,500	1,500	1,500
Maintenance - Building	6281	16,000	16,000	16,000
Maintenance - Grounds	6282	1,600	5,000	6,000
TOTAL OPERATING EXPENSE		40,850	40,754	43,900
TOTAL EXPENDITURES		\$ 40,850	\$ 40,754	\$ 43,900

STATION 43

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	800		
Sub-total	800	6120	Utilities - Sewer
Garbage	2,000		
Sub-total	2,000	6121	Utilities - Garbage
PG & E	4,000		
Sub-total	4,000	6122	Utilities - PG & E
Water	11,000		
Sub-total	11,000	6123	Utilities - Water
Miscellaneous	1,000		
Sub-total	1,000	6170	Household Expense
Linen Services	1,600		
Sub-total	1,600	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Generator	1,500		
HVAC Maintenance	1,500		
Plymovent System	3,000		
Elevator Service	2,500		
Gutter/Solar Panel Cleaning	2,500		
Air Compressor	1,000		
Miscellaneous	4,000		
Sub-total	16,000	6281	Maintenance - Building
Wash Pad Interceptor	1,300		
Grounds Maintenance	4,100		
Pest Control	600		
Sub-total	6,000	6282	Maintenance - Grounds
TOTAL	43,900		

STATION 44

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Utilities - Sewer	6120	700	654	800
Utilities - Garbage	6121	1,500	1,500	1,500
Utilities - PG & E	6122	5,500	2,750	4,000
Utilities - Water	6123	4,500	6,300	7,000
Household Expense	6170	1,000	1,000	1,000
Household Expense - Linen	6171	1,600	1,600	1,600
Maintenance - Equipment	6270	1,000	3,000	1,000
Maintenance - Building	6281	16,000	16,000	16,000
Maintenance - Grounds	6282	3,100	4,000	3,100
TOTAL OPERATING EXPENSE		34,900	36,804	36,000
TOTAL EXPENDITURES		\$ 34,900	\$ 36,804	\$ 36,000

STATION 44

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	800		
Sub-total	800	6120	Utilities - Sewer
Garbage	1,500		
Sub-total	1,500	6121	Utilities - Garbage
PG & E	4,000		
Sub-total	4,000	6122	Utilities - PG & E
Water	7,000		
Sub-total	7,000	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	1,600		
Sub-total	1,600	6171	Household Exp - Linen
Equipment Maintenance	1,000		
Sub-total	1,000	6270	Maintenance - Equipment
Generator & Plumbing	3,500		
HVAC Maintenance & Gutters	2,500		
Overhead Doors & Plymovent	4,500		
Miscellaneous	5,500		
Sub-total	16,000	6281	Maintenance - Building
Wash Pad Interceptor Service	1,500		
Grounds Maintenance - Creek	1,600		
Sub-total	3,100	6282	Maintenance - Grounds
TOTAL	36,000		

STATION 45

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Utilities - Sewer	6120	700	654	800
Utilities - Garbage	6121	7,100	9,000	9,000
Utilities - PG & E	6122	26,000	41,000	45,000
Utilities - Water	6123	3,000	3,000	3,500
Utilities - Medical Waste	6124	1,100	1,100	1,100
Household Expense	6170	3,200	3,200	3,200
Household Expense - Linen	6171	1,600	1,600	1,600
Maintenance - Equipment	6270	1,500	2,000	1,500
Maintenance - Building	6281	42,000	36,000	36,000
Maintenance - Grounds	6282	1,600	2,000	2,000
TOTAL OPERATING EXPENSE		87,800	99,554	103,700
TOTAL EXPENDITURES		\$ 87,800	\$ 99,554	\$ 103,700

STATION 45

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Sewer	800		
Sub-total	800	6120	Utilities - Sewer
Garbage	9,000		
Sub-total	9,000	6121	Utilities - Garbage
PG & E	45,000		
Sub-total	45,000	6122	Utilities - PG & E
Water	3,500		
Sub-total	3,500	6123	Utilities - Water
Medical Waste	1,100		
Sub-total	1,100	6124	Utilities - Medical Waste
Miscellaneous	3,200		
Sub-total	3,200	6170	Household Expense
Linen Services	1,600		
Sub-total	1,600	6171	Household Exp - Linen
Equipment Maintenance	1,500		
Sub-total	1,500	6270	Maintenance - Equipment
Generator	1,500		
Gutters	1,500		
Electrical	8,000		
Air Compressor	1,500		
Plumbing	6,000		
HVAC Maintenance	2,000		
Overhead Doors	3,000		
Plymovent System	8,000		
Miscellaneous	4,500		
Sub-total	36,000	6281	Maintenance - Building
Miscellaneous	2,000		
Sub-total	2,000	6282	Maintenance - Grounds
TOTAL	103,700		

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

GOALS & OBJECTIVES FOR FISCAL YEAR 2024

1. Continue to update operational policies and procedures
2. Review latest product development for personal protective equipment to provide barriers between Firefighters and cancer causing agents
3. Continue to develop the District's Geographic Information System program to improve mapping and digital record keeping
4. Update auto extrication inventory cache with battery powered extrication tools
5. Complete replacement of SCBA's to maintain compliance

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 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Permanent Salaries	5011	9,647,321	9,700,000	10,562,986
Overtime	5014	2,735,500	2,588,500	1,800,000
Deferred Comp/Retiree Savings	5015	153,400	94,000	97,104
Overtime - Strike Team	5016	770,000	770,000	500,000
Payroll Taxes	5042	178,201	180,000	187,921
Retirement Contributions	5044	5,500,610	5,400,000	6,937,289
Health & Life Insurance	5060	1,338,900	1,350,000	1,507,152
Employee Share Health Insur	5061	(169,456)	(184,000)	(218,844)
Vision Insurance	5066	16,056	16,404	17,000
TOTAL SALARIES & BENEFITS		\$ 20,170,532	\$ 19,914,904	\$ 21,390,608
Small Tools & Instruments	6130	5,500	5,500	5,500
Minor Equipment/Furniture	6131	500	500	500
Power Saw/Other Equipment	6133	5,000	5,000	5,000
Technical Rescue	6137	15,200	15,200	18,000
Firefighting Equipment - Hose	6138	10,000	10,000	10,000
Firefighting Equipment - Foam	6139	8,000	8,000	8,000
Safety Clothing	6160	105,800	105,800	126,000
Dues & Memberships	6200	1,250	1,250	1,250
Rent & Leases Equip	6250	9,000	9,000	9,000
Air Monitor Maintenance	6269	800	800	800
Maintenance - Equipment	6270	5,000	5,000	6,000
Air Compressor Service	6278	6,000	6,000	9,000
Hydro Test SCBA & Oxygen	6279	30,000	30,000	35,000
Strike Team Supplies	6474	60,000	60,000	65,000
Exercise Equipment	6476	12,000	12,000	16,500
Other Special Dept Exp	6479	11,400	11,400	11,400
Mapping - Services and Supplies	6490	5,000	5,000	5,000
TOTAL OPERATING EXPENSE		290,450	290,450	331,950
TOTAL EXPENDITURES		\$ 20,460,982	\$ 20,205,354	\$ 21,722,558

EMERGENCY OPERATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Tool Replacement/Maintenance	5,500		
Sub-total	5,500	6130	Small Tools & Instruments
Investigation supplies	500		
Sub-total	500	6131	Minor Equip/Furniture
Chains, Blades, Maintenance	5,000		
Sub-total	5,000	6133	Power Saw/Other Equip
Rope Rescue	18,000		
Sub-total	18,000	6137	Technical Rescue
Fittings/Nozzles	10,000		
Sub-total	10,000	6138	Firefighting Equip - Hose
Restock Foam Inventory	8,000		
Sub-total	8,000	6139	Firefighting Equip - Foam
Personal Protective Equipment	106,000		
Annual Inspections PPE	20,000		
Sub-total	126,000	6160	Safety Clothing

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
California Fire Chiefs' Association	1,250		
Sub-total	1,250	6250	Dues & Memberships
Medical Oxygen	9,000		
Sub-total	9,000	6250	Rent & Leases Equip
Air Monitor Sensors Replacement	800		
Sub-total	800	6269	Air Monitor Maintenance
Ladder Testing, Fire Extinguisher	6,000		
Sub-total	6,000	6270	Maintenance - Equipment
Air Compressor Service	9,000		
Sub-total	9,000	6278	Air Compressor Service
SCBA Mask Fit Testing	6,000		
SCBA Equipment	23,000		
Test SCBA & Oxygen Cylinders	6,000		
Sub-total	35,000	6279	Hydro Test
Strike Team Equipment/Supplies	65,000		
Sub-total	65,000	6474	Strike Team Supplies
Exercise Supplies	14,500		
Exercise Maintenance	2,000		
Sub-total	16,500	6476	Exercise Equipment
Drone Licenses, Parts and Repair	11,400		
Sub-total	11,400	6479	Other Special Dept Exp
GIS Supplies	5,000		
Sub-total	5,000	6490	Services & Supplies Map
TOTAL	331,950		

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 2024

1. Replace/upgrade iOS devices per district replacement schedule
2. Implement mobile device management software
3. Expand utilization of ArcGIS Field Maps to all tablet devices
4. Provide new iPad mounts and docking stations for all apparatus
5. Purchase replacement Motorola portable radios
6. Purchase BK portable radios for additional mutual aid personnel

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Lucas Lambert
Radio Manager – Captain Jon Ford

COMMUNICATIONS

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Telephone - Landlines	6109	16,000	16,000	26,000
Telephone - Cellular	6110	54,000	54,000	65,500
Communication Center	6111	210,000	212,091	230,000
Maintenance - Equipment	6270	60,000	75,000	75,000
Other Special Departmental Exp	6479	17,250	17,250	17,250
TOTAL OPERATING EXPENSE		357,250	374,341	413,750
TOTAL EXPENDITURES		\$ 357,250	\$ 374,341	\$ 413,750

COMMUNICATIONS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Phone Service - Landlines	16,000		
Replace phones in stations & Admin	10,000		
Sub-total	26,000	6110	Telephone Comm
Upgrade iPhones & iPads	5,000		
Purchase iPads - 15	23,000		
Miscellaneous	10,500		
Cellular Phone/Tablet Data Service	27,000		
Sub-total	65,500	6110	Telephone Comm
Contra Costa County Dispatch	230,000		
Sub-total	230,000	6111	Communication Center
EBRCSA Subscriber Fees	35,000		
EBRSCA Updated Programming	10,000		
Communications Parts & Radios	30,000		
Sub-total	75,000	6270	Maintenance - Equipment
Tablet Command License Fees	16,000		
iPad Application License Fees	1,250		
Sub-total	17,250	6479	Other Special Dept Exp
TOTAL	413,750		

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
- Monitor vehicle maintenance trends
- 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 2024

1. Acquire and upfit 1 new Type VI engine
2. Order 1 new Type I engine
3. Acquire and upfit 2 cab and chassis for frontline ambulance remounts
4. Acquire and upfit 2 new vehicles for fire prevention staff
5. Provide prompt, preventative maintenance to reduce future major repairs/apparatus replacement

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Lucas Lambert
Program Manager –Engineer Anthony Grgurevic

APPARATUS

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Maintenance - Equipment	6270	2,500	2,500	2,500
Central Garage Repairs	6271	370,000	370,000	300,000
Central Garage Gasoline & Oil	6272	90,000	90,000	110,000
Central Garage Tires	6273	15,000	15,000	15,000
Aerial Ladder & Pump Testing	6275	1,500	1,500	1,500
Smog Inspections	6276	500	500	500
TOTAL OPERATING EXPENSE		479,500	479,500	429,500
TOTAL EXPENDITURES		\$ 479,500	\$ 479,500	\$ 429,500

APPARATUS

DESCRIPTION	ACCOUNT		
	TOTAL	CODE	ACCOUNT NAME
Batteries	2,500		
Sub-total	2,500	6270	Maintenance - Equipment
On-going maintenance/repairs	300,000		
Sub-total	300,000	6271	Central Garage Repairs
Fuel	110,000		
Sub-total	110,000	6272	Gasoline & Oil
Tire replacement	15,000		
Sub-total	15,000	6273	Central Garage Tires
Annual Ladder Testing	1,500		
Sub-total	1,500	6275	Aerial Ladder/Pump Test
Annual Smog Testing	500		
Sub-total	500	6276	Smog Inspections
TOTAL	429,500		

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 to support 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 2024

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

PROGRAM MANAGEMENT

Program Administrator – Battalion Chief Steven Gehling

TRAINING

FISCAL YEAR 2024

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Books & Periodicals	6102	1,500	1,000	1,500
Food Supplies	6150	1,500	1,500	1,500
Dues, Memberships & Prof Fees	6200	11,000	11,000	11,000
Testing Materials & Training Prop	6354	40,000	40,000	50,000
Career Development Classes	6357	25,000	15,000	25,000
Training Classes Paramedic/EMT	6360			
Mandated Training	6361	15,000	10,000	15,000
Recruiting Costs	6470	60,000	60,000	140,000
TOTAL OPERATING EXPENSE		154,000	138,500	244,000
TOTAL EXPENDITURES		\$ 154,000	\$ 138,500	\$ 244,000

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	50,000		
Sub-total	50,000	6354	Testing Materials & Props
Career Development	25,000		
Sub-total	25,000	6357	Career Development
Mandated Training	15,000		
Sub-total	15,000	6361	Mandated Training
Firefighter Academy - 5	140,000		
Sub-total	140,000	6470	Recruiting Costs
TOTAL	244,000		

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

FISCAL YEAR 2024

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Investment Earnings	4181		1,073	
Transfers In	4999	321,570	321,546	320,835
TOTAL REVENUES		\$ 321,570	\$ 322,619	\$ 320,835

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Pension Obligation Bond Prin.	7900	1,645,000	1,645,000	
Pension Obligation Bond Interest	7901	42,935	42,935	
Lease Agreement Principal	7906	267,000	267,000	272,000
Lease Agreement Interest	7907	54,570	54,546	48,835
TOTAL EXPENDITURES		\$ 2,009,505	\$ 2,009,481	\$ 320,835

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

FISCAL YEAR 2024

PURPOSE: Design and construction of Station 43

CURRENT YEAR SUMMARY				
Principal Outstanding as of July 1, 2023				\$2,350,000
Reduction in Principal Balance				272,000
Interest Due				48,835
Total Payment Due				320,835
Principal Outstanding as of June 30, 2024				\$2,078,000
FISCAL YEAR	INTEREST RATE	PRINCIPAL	INTEREST	TOTAL PAYMENT
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		\$2,350,000	\$219,421	\$2,569,421

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

FISCAL YEAR 2024

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Fire Flow Tax	4066	1,098,000	1,103,451	1,105,000
Investment Earnings	4181	2,000	10,000	10,000
State Grant	4435	250,000		
Federal Grant	4437			447,780
Impact Mitigation Fees	4743	10,000	8,000	2,000
Strike Team Recovery	4971			100,000
Other Revenue - County	4972	164,250	164,250	
Sale of Surplus Property	4980		15,221	
Transfer In From General Fund		3,100,000	3,100,000	3,000,000
TOTAL REVENUES		\$ 4,624,250	\$ 4,400,922	\$ 4,664,780

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Bank Fees	7510	200	200	200
Fire Flow Tax Collection Fees	7531	14,000	11,652	14,000
Capital Outlay - Equipment	7701			870,780
Capital Outlay - Apparatus	7703	1,258,809	893,809	2,200,000
Software	7704	164,250	164,250	
Station Improvement	7705	35,000	35,000	
Buildings-Station Improvement	7708	35,000	35,000	10,000
Miscellaneous Equipment	7709			500,000
Station 41/Administration Constr	7712	1,000,000	7,000	5,800,000
Operating Transfer Out	7999	321,570	321,570	320,835
TOTAL EXPENDITURES		\$ 2,828,829	\$ 1,468,481	\$ 9,715,815

CAPITAL PROJECTS FUND

ACCOUNT CODE	DESCRIPTION	BUDGET
7510	Bank Fees	200
7531	Fire Flow Tax Collection Fees	14,000
7701	Self Contained Breathing Apparatus (partial grant)	620,780
7708	Station 44 Exterior Lights	10,000
7709	Station Alerting System	500,000
7703	Portable Radios	250,000
7703	Capital Outlay - Fire Engine Type 1 (quantity 2)	2,200,000
7712	Station 41/Administration Rebuild - Phase II	5,800,000
TOTAL CAPITAL PROJECTS FUND		\$ 9,394,980

**TUNNEL EAST BAY HILLS FUEL BREAK
STATEMENT OF REVENUES AND EXPENDITURES**

FISCAL YEAR 2024

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
State Grants	4435	3,360,000	472,563	5,743,998
TOTAL REVENUES		\$ 3,360,000	\$ 472,563	\$ 5,743,998

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Temporary Salaries	5013	100,000	19,000	155,000
Payroll Taxes	5042	6,250	1,000	10,000
Professional Services	6317	500,000	300,000	366,220
Exterior Hazard Removal	6323	2,000,000	100,000	3,967,350
Exterior Hazard Removal Mecha	6324	391,819		630,000
Public Education Supplies	6480	1,931	1,931	
TOTAL EXPENDITURES		\$ 3,000,000	\$ 421,931	\$ 5,128,570

**FIRE RISK REDUCTION GRANT FUND
STATEMENT OF REVENUES AND EXPENDITURES**

FISCAL YEAR 2024

Revenues

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
State Grants	4435	60,000	60,000	194,191
TOTAL REVENUES		\$ 60,000	\$ 60,000	\$ 194,191

Expenditures

DESCRIPTION	GL CODE	AMENDED BUDGET FY2023	PROJECTED ACTUALS FY2023	PROPOSED BUDGET FY2024
Permanent Salaries	5011	35,000	35,000	109,928
Overtime	5014			2,000
Deferred Comp/Retiree Savings	5015	1,000	1,000	2,400
Payroll Taxes	5042	1,000	1,000	1,629
Retirement Contributions	5044	7,592	7,592	26,792
Health & Life Insurance	5060	6,000	6,000	12,396
Employee Share Health Insur	5061	(400)	(400)	(1,452)
Vision Insurance	5066	100	100	192
TOTAL SALARIES &		\$ 50,292	\$ 50,292	\$ 153,885
Office Supplies	6100			1,000
Telephone - Cellular	6110	2,500	2,500	2,500
Other Special Dept Expense	6479	5,000	5,000	10,000
Public Education Supplies	6480			1,000
Misc Service & Supplies	6490	2,208	2,208	5,000
TOTAL OPERATING		\$ 9,708	\$ 9,708	\$ 19,500
TOTAL EXPENDITURES		\$ 60,000	\$ 60,000	\$ 173,385