

Central County Fire Department

A Joint Powers Agreement between

***City of Burlingame and
Town of Hillsborough, California***



Fire Station 34, 799 California Drive, Burlingame, CA 94010

***Adopted Budget
Fiscal Year 2013-2014***



CENTRAL COUNTY FIRE DEPARTMENT



**ADOPTED BUDGET
FISCAL YEAR 2013-2014**

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GLOSSARY OF TERMS AND ACRONYMS

INTRODUCTION

COMMUNITY PROFILE

The Central County Fire Department (CCFD) was established through a Joint Powers Agreement (JPA) between the City of Burlingame and the Town of Hillsborough with essential support services provided by the two cities. This partnership and JPA structure promotes more efficient administration and effective delivery of services without the additional overhead of a completely independent JPA agency.

The Department is governed by a Board of Directors ("Board") consisting of two representatives from each city, representing the cities in determining the level of fire, emergency medical and disaster preparedness services to be provided by the Department. All major decisions by the Board require ratification by the respective city councils. The model, together with the joint budget provides an effective tool in maximizing the delivery of fire services, controlling costs, and maintaining local control in determining service levels.

The Central County Fire Department is an all risk emergency response and community service organization. The Department's core purpose is to make Burlingame and Hillsborough safe for all citizens to live and work through the protection of life, property, and the environment. It seeks to minimize risk to people, property and the environment by responding to all fire, medical, rescue, and hazardous materials incidents. Administrative and non-emergency safety services include fire prevention and hazardous materials regulations, emergency medical services system management and disaster preparedness and training. CCFD's personnel (63.5 FTEs) serve the communities with four engine companies and one truck company, strategically located in four fire stations, administrative offices including fire prevention, public education, training and emergency preparedness. The total service area is 11.73 square miles with a population of 39,936. The value of property protected is in excess of \$13 billion. Legal counsel, human resources, accounting services and mechanics' services are contracted out to further streamline costs.

The City of Burlingame and the Town of Hillsborough are located in San Mateo County on the western shore of the San Francisco Bay approximately 10 miles south of the City of San Francisco and 30 miles north of the Silicon Valley.

MAJOR EMPLOYERS ON THE PENINSULA

	<u>Employer</u>	<u># of Peninsula Employees</u>	<u>Industry</u>
1	Stanford University	11,911	Higher Education
2	Genentech Inc.	8,800	Biotechnology
3	Oracle Corp.	5,642	Business Software
4	County of San Mateo	5,179	County Government
5	Kaiser Permanente	3,790	Health Care
6	University of California, San Francisco	3,746	University, Medical Center
7	Mills-Peninsula Health Service	2,500	Health Care
8	Electronic Arts Inc.	2,000	Entertainment Software
9	U.S. Postal Service	1,964	Mailing & Shipping Services
10	San Mateo County Community College District	1,800	Community College
11	SLAC National Accelerator Laboratory	1,650	Scientific Research
12	City of Palo Alto	1,500	City Government
13	Gilead Sciences Inc.	1,480	Biopharmaceutical
14	Wells Fargo Bank	1,313	Financial Institution
15	City & County of San Francisco	1,233	Municipal Government
16	Catholic Healthcare West	1,103	Health Care
17	Franklin Templeton Investments	1,100	Investment Management
18	Gap Inc.	1,002	Specialty Apparel Retailer
19	Wilson Sonsini Goodrich & Rosati PC	860	Law Firm
20	Deloitte	851	Professional Services
21	PG&E Corporation	626	Natural Gas & Electric Utility
22	Club One Inc.	500	Health and fitness club

Source: San Francisco Business Times, *2011 Book of Lists*, 2011.

INTRODUCTION

COMMUNITY PROFILE

City of Burlingame

The City of Burlingame is an American suburban city in San Mateo County, California. It is located on the San Francisco Peninsula and has a significant shoreline on San Francisco Bay. The city is named after Anson Burlingame, an attorney, legislator and diplomat. Burlingame was settled by wealthy San Franciscans looking for a better climate.

It is known for its high residential quality of life and is often referred to as the City of Trees. Industrial growth was spurred in the 1960s and 1970s by proximity to the San Francisco International Airport. The City of Burlingame has many beautiful hotels along the San Francisco Bay front and is a significant spot for people wishing to visit the San Francisco Bay Area.

The City of Burlingame is a California general law city incorporated in 1908 that operates under the council-manager form of government. A five-member City Council is elected at large to four-year terms and serves as the Board of Directors. The Council selects a mayor and vice-mayor from its members annually. The City Manager is appointed by the Council and serves as the Chief Executive Officer. The City Manager is responsible for all municipal functions. A City Attorney is appointed by the Council to serve as Chief Legal Counsel for the governing body and the administration. A City Clerk is elected to a four-year term and serves as Elections Officer and Clerk to the Council and City.

Municipal services include: police and fire protection; public works; community development; parks and recreation; library services; water, sewer, parking, solid waste and storm drainage. General government activities include finance, human resources, legal services and city administration.

Town of Hillsborough

The Town of Hillsborough is an entirely residential community located in San Mateo County, California, west of Burlingame. In 1824, a 16-year old named William Davis Merry Howard, son of a wealthy Hillsboro, New Hampshire shipping magnate, sailed on one of his father's ships from Boston around Cape Horn to the West Coast. Upon returning home, he convinced his father of the fortunes to be made in the West and returned to California some fifteen years later. And thus, the Town is named after the city Mr. Howard came from.

Hillsborough was incorporated on May 5, 1910. Hillsborough's zoning laws have varied throughout the years, but the policies behind the laws have basically stayed the same. The Town has continually worked to preserve the "nature of Hillsborough". In 1953, the Town changed its minimum lot size to one-half acre which is still in effect today. Hillsborough residents have continually worked to preserve the Town's relaxed country setting. With only a few traffic lights and streetlights, trees, flowers and shrubbery continue to typify the Town's landscape. The Town offers its residents a rural charm. In addition to its quiet atmosphere, it offers excellent, award-winning public schools, outstanding police, fire and emergency services, public work services, as well as a sense of community.

The Town is a general law city operating with a Council/Manager form of government. Policy-making and legislative authority are vested in the governing City Council which consists of a Mayor, a Vice-Mayor and three City Council members. The City Council members are elected to overlapping four-year terms, in even numbered years. The members select the Mayor and Vice-Mayor every year. The City Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committee and board members and hiring the City Manager and the City Attorney. The City Manager is responsible for carrying out the policies and ordinances of the City Council, overseeing the day-to-day operations and appointing the department heads.

INTRODUCTION

COMMUNITY PROFILE

The following shows the fact sheets for the City of Burlingame and Town of Hillsborough from the 2005-2009 American Community Survey and compared to national data.

	BURLINGAME		HILLSBOROUGH		U.S.
	Number	Percent	Number	Percent	
General Characteristics					
Total Population (1)	27,363		10,651		
Male	13,050	47.7%	5,488	51.5%	49.3%
Female	14,313	52.3%	5,163	48.5%	50.7%
Median age (years)	40.6	(X)	46.7	(X)	36.5
Under 5 years	2,042	7.5%	465	4.4%	6.9%
18 years and over	21,607	79.0%	7,798	73.2%	75.4%
65 years and over	4,102	15.0%	2,055	19.3%	12.6%
One race	26,561	97.1%	10,267	96.4%	97.8%
White	19,485	71.2%	7,183	67.4%	74.5%
Black or African American	626	2.3%	77	0.7%	12.4%
American Indian and Alaska Native	81	0.3%	0	0.0%	0.8%
Asian	5,062	18.5%	2,868	26.9%	4.4%
Native Hawaiian and Other Pacific Islander	381	1.4%	26	0.2%	0.1%
Some other race	926	3.4%	113	1.1	5.6%
Two or more races	802	2.9%	384	3.6%	2.2%
Hispanic or Latino (of any race)	2,468	9.0%	182	1.7%	15.1%
Household population	25,577		10,651		
Group quarters population	(X)	(X)	(X)	(X)	(X)
Average household size	2.36	(X)	2.91	(X)	2.60
Average family size	3.14	(X)	3.12	(X)	3.19
Social Characteristics					
Population 25 years and over	20,195		7,243		
High school graduate or higher	(X)	94.4%	(X)	97.6%	84.6%
Bachelor's degree or higher	(X)	51.8%	(X)	73.1%	27.5%
Civilian veterans (18 years and over)	1,428	6.6%	901	11.6%	10.1%
With a Disability	(X)	(X)	(X)	(X)	(X)
Foreign born	6,995	25.6%	2,302	21.6%	12.4%
Male, Now married, except separated (15 yrs and over)	5,520	52.1%	3,128	71.1%	52.3%
Female, Now married, except separated (15 yrs and over)	5,528	46.6%	3,058	77.1%	48.4%
Speak a language other than English at home (5 years and over)	8,062	31.8%	2,777	27.3%	19.6%
Economic Characteristics					
In labor force (16 years and over)	14,026	63.1%	4,533	55.3%	65.0%
Mean travel time to work in minutes (16 years and over)	25.4	(X)	26.0	(X)	25.2
Median household income (in 2009 inflation-adjusted dollars)	\$82,295	(X)	\$202,292	(X)	51,425
Median family income (in 2009 inflation-adjusted dollars)	\$103,440	(X)	\$214,583	(X)	62,363
Per capita income (in 2009 inflation-adjusted dollars)	\$46,573	(X)	\$108,748	(X)	27,041
Families below poverty level	(X)	3.0%	(X)	2.2%	9.9%
Individuals below poverty level	(X)	6.0%	(X)	2.4%	13.5%
Housing Characteristics					
Total housing units	11,615		3,805		
Occupied housing units	10,837	93.3%	3,659	96.2%	88.2%
Owner-occupied housing units	5,389	49.7%	3,541	96.8%	66.9%
Renter-occupied housing units	5,448	50.3%	118	3.2%	33.1%
Vacant housing units	778	6.7%	146	3.8%	11.8%
Owner-occupied homes	5,389		3,541		
Median value (dollars)	\$1,000,000+	(X)	\$1,000,000+	(X)	\$185,400
Median of selected monthly owner costs	(X)	(X)	(X)	(X)	
With a mortgage (dollars)	3,581	(X)	4,001	(X)	1,486
No mortgage (dollars)	480	(X)	1,000+	(X)	419
(X) NOT APPLICABLE					

CENTRAL COUNTY FIRE DEPARTMENT BOARD OF DIRECTORS



CHAIR

Michael Brownrigg, City of Burlingame Council Member



VICE CHAIR

Marie Chuang, Town of Hillsborough Council Member



Jess E. Benton, Town of Hillsborough Mayor



Ann Keighran, City of Burlingame Council Member

CENTRAL COUNTY FIRE DEPARTMENT

EXECUTIVE AND COMMAND STAFF

Randy Schwartz, City Manager, Town of Hillsborough Chief Administrative Officer

Fire Chief Mark Ladas

Deputy Fire Chief To be announced

Fire Marshal Rocque Yballa

EMS Division Chief John Kammeyer

Battalion Chiefs:

A Shift Craig Latham

B Shift Drew Flinders

C Shift Ed Barton

Training Captain Jeff Baker

Fire Inspectors Christine Reed

Julie Parenti

Administrative Assistant Rubina Ellam

Service Clerks Lisa Bartolo

Lil Finocchiaro

Wendy McGraw

Emergency Preparedness Coordinators:

Burlingame John Parkin

Hillsborough Bill Reilly

Finance Director Maria Edna J. Masbad
Town of Hillsborough Finance Department

HR Manager Kristin Armbruster
Town of Hillsborough City Manager's Office

General Counsel Jean Savaree

CENTRAL COUNTY FIRE DEPARTMENT ORGANIZATIONAL CHART



Fire Board
2 Burlingame Council Members
2 Hillsborough Council Members
1 Chief Administrative Officer

Fire Chief
(Shared)

Admin. Assistant/
Fire Board Secretary

Deputy Chief
(CCFD)

Deputy Chief
(MFD/SBFD)

**EMS & Training
Shared Services**
Division Chief
Training Captain
Service Clerk (.75)

Fire Marshal

Service Clerk

Service Clerk

Fire Inspector

Fire Inspector

Emergency
Preparedness
Coordinator (.5)
(Hillsborough)

Emergency
Preparedness
Coordinator (.5)
(Burlingame)

Battalion A
Battalion Chief

Battalion B
Battalion Chief

Battalion C
Battalion Chief

Fire Station 32 (HBO)
1 Captain, 2 Firefighters

Fire Station 32 (HBO)
1 Captain, 2 Firefighters

Fire Station 32 (HBO)
1 Captain, 2 Firefighters

Fire Station 33 (HBO)
1 Captain, 2 Firefighters

Fire Station 33 (HBO)
1 Captain, 2 Firefighters

Fire Station 33 (HBO)
1 Captain, 2 Firefighters

Fire Station 34 (BUR)
2 Captains, 4 Firefighters

Fire Station 34 (BUR)
2 Captains, 4 Firefighters

Fire Station 34 (BUR)
2 Captains, 4 Firefighters

Fire Station 35 (BUR)
1 Captain, 2 Firefighters

Fire Station 35 (BUR)
1 Captain, 2 Firefighters

Fire Station 35 (BUR)
1 Captain, 2 Firefighters

1 Captain, 1 Firefighter

1 Captain, 1 Firefighter

1 Firefighter

CENTRAL COUNTY FIRE DEPARTMENT AT A GLANCE

The Central County Fire Department was established on April 20, 2004 through a Joint Powers Agreement between the City of Burlingame and the Town of Hillsborough, California, to promote more efficient administration and effective delivery of services to the partner cities. Funding is essentially provided with the partner cities' general fund tax revenues. The initial merger included stipulations whereby personnel remained employees of the individual cities and responsibility for certain major costs such as replacement of vehicles and facilities and costs related to other post-employment benefits remained with the partner cities. Effective fiscal year 2010/11, the operations moved onto a full merger transferring all employees to an independent single entity. All other terms of the initial merger remain the same except the individual cities will continue to be responsible for the post-employment benefits of those retirees before the full merger on June 21, 2010.

Governance

Board of Directors consisting of two representatives from the Council of each member agency with all major decisions to be ratified by the respective city councils

Administration

The Board appoints the City Manager of each city to serve as Chief Administrative Officer for alternating two-year term. The Chief Administrative Officer appoints the Fire Chief who shall conduct the day-to-day operations of the Department.

Size of Area

City of Burlingame – 5.5 square miles
Town of Hillsborough – 6.23 square miles
Total – 11.73 square miles

Population

City of Burlingame – 29,009
Town of Hillsborough – 10,927
Total – 39,936

Apparatus Inventory

See page 9

Personnel Strength

- 1 Fire Chief
- 1 Deputy Fire Chief
- 1 Fire Marshal
- 1 EMS Division Chief
- 2 Fire Inspectors
- 3 Battalion Chiefs
- 1 Training Captain
- 17 Captains
- 33 Firefighters and Paramedics
- 1 Administrative Assistant
- 2.5 Service Clerks
- 63.5 FTEs

CENTRAL COUNTY FIRE DEPARTMENT FIRE STATIONS



Administrative Office
1399 Rollins Road
Burlingame, CA 94010



Fire Station 34
799 California Drive
Burlingame, CA 94010



Fire Station 32
330 Ascot Road
Hillsborough, CA 94010



Fire Station 35
2832 Hillside Drive
Burlingame, CA 94010



Fire Station 33
835 Chateau Drive
Hillsborough, CA 94010

CENTRAL COUNTY FIRE DEPARTMENT APPARATUS



Engine 32 Pierce Dash Model Year 2002
Carries 500 Gallons of water and 20 gallons each of
Class A and Class B Foam



Engine 33 Pierce Dash Model Year 2002
Carries 500 gallons of water and 20 gallons of each
Class A and Class B Foam



Engine 34 Pierce Dash Model Year 2002
Carries 680 gallons of water and 20 gallons of each
Class A and Class B Foam



Engine 35 Pierce Dash Model Year 2000
Carries 680 gallons of water and 10 gallons each of
Class A and Class B Foam



SVI Rescue Model Year 2007



Truck 34 2007 Pierce Dash Cab 105" Aerial Ladder

BUDGET MESSAGE

To: Central County Fire Board

From: Mark Ladas, Fire Chief

Date: May 7, 2013



This past fiscal year began well for Central County Fire Department (CCFD). As labor and management were able to generate creative solutions that all bargaining groups could support while allowing the CCFD Fire Board to accomplish both their short and long term goals.

Reduced Truck staffing from four personnel to three, lowering starting wages by 10%, eliminating fully paid medical after retirement for new hires, active employees to begin paying 7.5% of their medical premiums, decreased leave accruals and employees to increase their contributions to their retirements are all agreements contained within the new contract.

July 1, 2012 CCFD began its first full year in an administrative merge with two other entities; Millbrae and San Bruno Fire Departments. Our primary focus continued on standardizing daily operations supported by common policies and procedures. CCFD also continues to prepare for a shared temporary fire station with our new partners. CCFD's financial liability for the Fire Chief's position decreased by 50% as Millbrae and San Bruno began supplementing 50% of the salary and benefits for that position.

In October 2012 CCFD received the results from the OPEB actuarial. The report stated that in order to obtain the goals set forth within the doctrine, OPEB needed to be fully funded beginning FY2012/13 or at \$1,009,000 or \$559,000 more than was approved in the FY2012/13 budget. On December 5th, 2012 the CCFD Fire Board directed staff to fully fund OPEB by placing funds in a trust and delay the purchase of the new engine until FY2013/14.

Due to multiple delays for as many reasons, the shared temporary fire station is still in the process of being constructed thus no anticipated savings were generated in FY2012/13.

CCFD's overtime is projected to surpass the adopted budgeted. Unfortunately workers compensation has doubled the highest disability leave hours recorded during the past four (4) full years at the half way point of FY2012/13.

CCFD has not hired since 2007 and will again be reducing personnel in the FY2013/14 budget. While the department will be hiring two firefighter/paramedics, staffing will still be decreased by 1 Full Time Equivalent (FTE's). The two new FTE's will increase the firefighter/paramedic count from 18 to 20 and will be the first to be hired under the new contract. The cost of the new firefighter/paramedics versus the cost of paying overtime will be cost neutral.

As always, the men and women of the CCFD are committed to finding solutions to the economic challenges while serving our communities in a professional manner and to remain leaders in the fire service industry both locally and nationally.

BUDGET PROCESS

BUDGET POLICIES

The Central County Fire Department operates under a set of budget policies which guide the development and administration of this budget. These policies are as follows:

Balanced Budget

The Department will adopt and maintain a balanced budget in the General Fund which means the following:

- Operating revenues must fully cover operating expenditures, including debt service.
- Total expenditures can exceed revenues in a given year to fund capital improvement plan projects, other “one-time” non-recurring expenditures if there are sufficient funds from the prior years’ reserves to cover them.

Budgeting for all other governmental funds will be project specific and will be subject to available individual fund balances.

Budget Basis

The modified accrual basis is used for budgeting. This means revenues are recognized when they become measurable or available, while expenditures are accounted for or recognized in the budgeting period when they were incurred.

Budget Administration and Level of Control

The Fire Board may amend or supplement the budget at any time after its adoption by a majority vote of the members. The Chief Administrative Officer or his designate may make administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances. Control of expenditures is at the fund level where all expenditures are tracked against appropriations.

Department may transfer budgeted amounts within the Fund, but interfund transfers can only be made in accordance with adopted budget. All other transfers must be approved by the Board of Directors.

Budget Term

The Central County Fire Department will follow the year of the funding entities – City of Burlingame and Town of Hillsborough. The fiscal year runs from July to June. Annual budgets are prepared for each fund except the capital projects which adopt project-length projects.

User Fee Cost Recovery Levels

Whenever possible, fees, charges and other revenues should cover the full cost of those services and activities.

BUDGET PROCESS

BUDGET PREPARATION AND ADOPTION PROCESS

The budget development is headed by the Department's Management and the Finance Director, together with the City Managers of the member agencies.

The following discusses the general approach and time schedule of the budget preparation:

January	<p>Department begin planning for the coming fiscal year and begin to prepare budget requests</p> <p>Department submit capital improvement requests for the next fiscal year.</p>
February	<p>Department submit estimates of current year expenditures and budget requests covering current and proposed programs to the Chief Administrative Officer and the Finance Director.</p> <p>The Finance Director prepares an analysis of expected revenues.</p> <p>Fire Management meets with the Chief Administrative Officer and the other City Manager to review current year department program results, priorities and budget issues mid-year to inform budget planning.</p> <p>Determination is made of funding available for the current budget.</p>
March	<p>Budget requests are reviewed and analyzed by the Chief Administrative Officer. Preliminary comparison of total requests with total anticipated revenue is made in consultation with the Finance Director.</p> <p>The Chief Administrative Officer makes preliminary expenditure adjustments to bring proposed total expenditures in line with total anticipated revenues.</p> <p>The Chief Administrative Officer meets with the Fire Management to discuss budget requests and financing limits.</p>
April	<p>The Department amends their requests and the Chief Administrative Officer prepares the final recommendation for balanced budget based on the latest available information.</p> <p>The Department prepares the Proposed Budget.</p> <p>Public notice for fees and charges is issued.</p>
May	<p>The Proposed Budget is presented to the Fire Board which conducts a public budget hearing. The Board adopts the budget and the Schedule of Fees and Charges.</p>
May or June	<p>The Adopted Budget is presented to the respective Council of the member agencies for ratification.</p>
July	<p>The Adopted Budget and the Adopted Fees and Charges take effect.</p>

BUDGET PROCESS

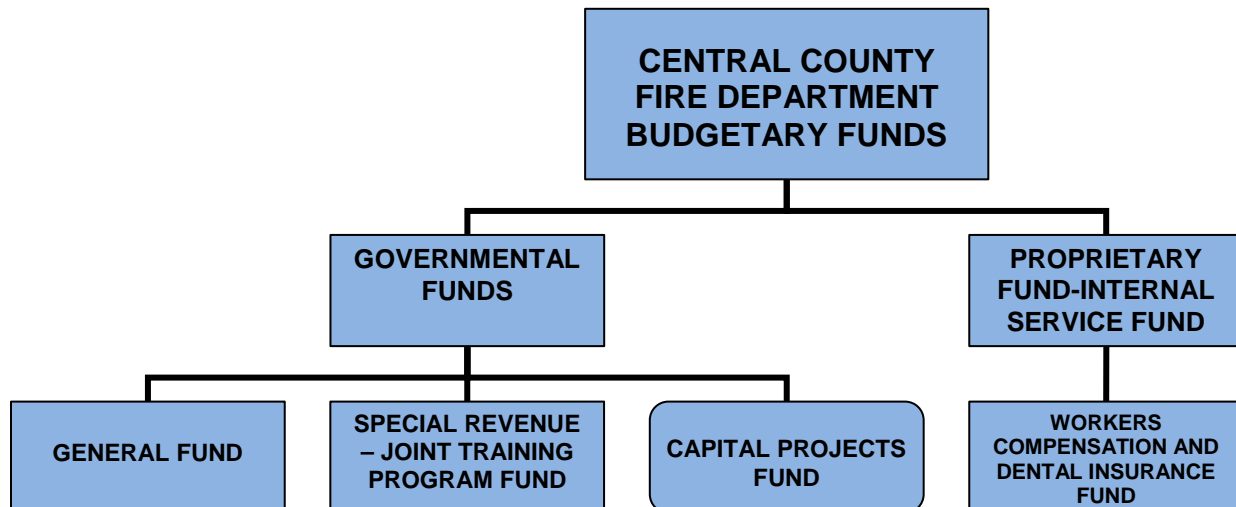
FUND STRUCTURE AND BASIS OF BUDGETING

In accordance with generally accepted accounting principles, the Department's financial reporting system is organized on a fund basis consisting of two major types – governmental and proprietary – and when they become applicable in the future, two self-balancing account groups: general fixed assets and general long-term debt. The Department's funds are structured to segregate and identify those financial transactions and resources associated with providing specific activities or programs in conformance with special regulations, restrictions or limitations.

The basis of accounting used for purposes of financial reporting, is in accordance with general accepted accounting principles (GAAP) and is determined based on the type of funds. The bases for each of the funds are not necessarily the same as the basis used in preparing the budget document. The Central County Fire Department uses the modified accrual basis for budgeting. This basis is the method under which revenues and other financial resources are recognized when they become both "measurable" and "available" to finance expenditures of the current period. However, whenever applicable, reconciling items are presented to convert the respective funds to the accounting basis used for financial reporting.

Budgets are prepared for each fund on an annual basis following the fiscal year of the two member agencies – July to June, except the Capital Projects Fund which adopt project-length projects and is effectively controlled at the project level.

Following is a discussion and a graph presentation of the fund structure for budgeting:



Budget for major funds are individually presented while budget is aggregated for non-major funds. Funds whose revenue or expenditures constitute more than 10 percent of the budget are considered a major fund for budgeting purposes.

FUND DESCRIPTIONS

The **General Fund** is used to account for the financial resources and expenditures associated with most Department operations not accounted for and reported in another fund. Revenues collected in this fund, is not restricted as to which division or purpose they may be expended. The sources of revenue for the

BUDGET PROCESS

FUND STRUCTURE AND BASIS OF BUDGETING

General Fund are primarily from the service charges from the two member agencies and program revenues from fees and other reimbursements for shared services.

The **Special Revenue – Joint Training Program Fund** accounts for the operations of a joint training and Emergency Medical Services (EMS) program that includes administrative support for several fire agencies.

The **Capital Project Fund** will account for financial resources to be used for major projects or capital outlay. The General Fund generally provides funding to this fund.

The **Internal Service Fund** will account for the activities associated with administering the workers compensation and dental insurance programs. The Department is self-insured for workers compensation claims up to \$250,000 per occurrence. Claims in excess of this amount are covered with excess coverage obtained through a JPA. The Department will use the services of a third party claims administrator which costs will also be accounted for in this fund. Likewise, the Department also self-insures for the dental program for safety employees.

BUDGET GRAPHS AND SUMMARIES - STAFFING SUMMARY

	BEFORE April 2004 MERGE	Revised Budget 2010/11	Adopted Budget 2011/12	Adopted Budget 2012/13	Adopted Budget 2013/14	Preliminary Budget 2014/15	Preliminary Budget 2015/16
PUBLIC SAFETY							
FIRE							
Sworn:							
Fire Chief	2.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Fire Marshal	1.00						
Assistant Chief	4.00						
Division Chief		1.00	1.00	1.00	1.00	1.00	1.00
Fire Inspector	1.00	2.00	2.00	2.00	2.00	2.00	2.00
Battalion Chief	3.00	4.00	3.00	3.00	3.00	3.00	3.00
Captain	21.00	18.00	18.00	18.00	17.00	17.00	16.00
Float Captain		.50					
Training Captain			1.00	1.00	1.00	1.00	1.00
Firefighter and Paramedics	57.00	38.00	36.00	33.00	33.00	32.00	31.00
Fire Mechanic		1.00	.25				
Total Sworn	91.00	67.50	64.25	61.00	61.00	59.00	57.00
Non-Sworn:							
Administrative Support Officer	1.00	1.00					
Administrative Assistant				1.00	1.00	1.00	1.00
Secretary	1.00						
Service Clerk	1.25	2.75	2.75	2.50	2.50	2.50	2.50
Total Non-Sworn	3.25	3.75	2.75	3.50	3.50	3.50	3.50
TOTAL PUBLIC SAFETY – FIRE	94.25	71.25	67.00	64.50	63.50	62.50	60.50

STAFFING SUMMARY BY FUNCTION

	BEFORE April 2004 MERGE	Adopted Budget 2010/11	Proposed Budget 2011/12	Adopted Budget 2012/13	Adopted Budget 2013/14	Preliminary Budget 2014/15	Preliminary Budget 2015/16
ADMINISTRATION:							
Fire Chief	2.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Chief	2.00						
Administrative Support Officer	1.00	1.00					
Administrative Assistant				1.00	1.00	1.00	1.00
Secretary	1.00						
Service Clerk	1.25	2.75	2.75	2.50	2.50	2.50	2.50
	8.25	5.75	4.75	5.50	5.50	5.50	5.50
PREVENTION & PREPAREDNESS							
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Fire Marshal	1.00						
Fire Inspector	1.00	2.00	2.00	2.00	2.00	2.00	2.00
	3.00	3.00	3.00	3.00	3.00	3.00	3.00
TRAINING							
Assistant Chief	1.00						
Training Captain			1.00	1.00	1.00	1.00	1.00
Battalion Chief		1.00					
	1.00	1.00	1.00	1.00	1.00	1.00	1.00
EMERGENCY MEDICAL SERVICES							
Division Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	1.00	1.00	1.00	1.00
SUPPRESSION							
Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Captain	21.00	18.00	18.00	18.00	17.00	17.00	16.00
Float Captain		.50					
Firefighter and Paramedics	57.00	38.00	36.00	33.00	33.00	32.00	31.00
Fire Mechanic		1.00	.25				
	81.00	60.50	57.25	54.00	54.00	53.00	50.00
TOTAL	94.25	71.25	67.00	64.50	63.50	62.50	60.50

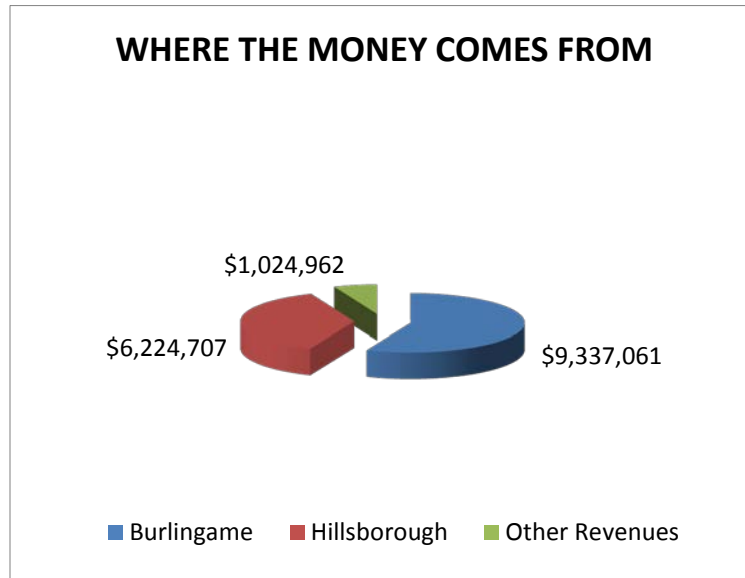
BUDGET GRAPHS AND SUMMARIES

COMBINED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE – ALL FUNDS – ADOPTED FY 2013/14

	<u>General Fund</u>	<u>Special Revenues- Joint Training Program Fund</u>	<u>Capital Projects Fund</u>	<u>TOTAL Governmental Funds</u>	<u>Internal Service Fund</u>
REVENUES:					
Permits & Licenses	\$150,000			\$150,000	
Intergovernmental:					
City of Burlingame	9,337,061			9,337,061	
Town of Hillsborough	6,224,707			6,224,707	
All Other Agencies	594,762	\$119,303		714,065	
Service Charges:					
Program Revenues	225,000	41,600		266,600	
Workers Compensation Premiums					\$1,335,930
Dental and Vision Charges					136,380
All Others	55,200			55,200	
Total Revenues	16,586,730	160,903	-	16,747,633	\$1,472,310
EXPENDITURES:					
Operating	16,586,730	150,557		16,737,287	1,136,380
Capital Outlay				-	
Total Expenditures	16,586,730	150,557	-	16,737,287	1,136,380
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES		10,346		10,346	335,930
OTHER FINANCING SOURCES (USES):					
Transfers In				-	
Transfers Out					
Total Other Financing Sources (Uses)		-	-	-	-
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER)		10,346		10,346	335,930
EXPENDITURES AND OTHER USES	-	-	-		-
				117,408	
BEGINNING FUND BALANCE	-	117,408			(883,151)
ENDING FUND BALANCE	-	\$127,754	-	\$127,754	(\$547,221)

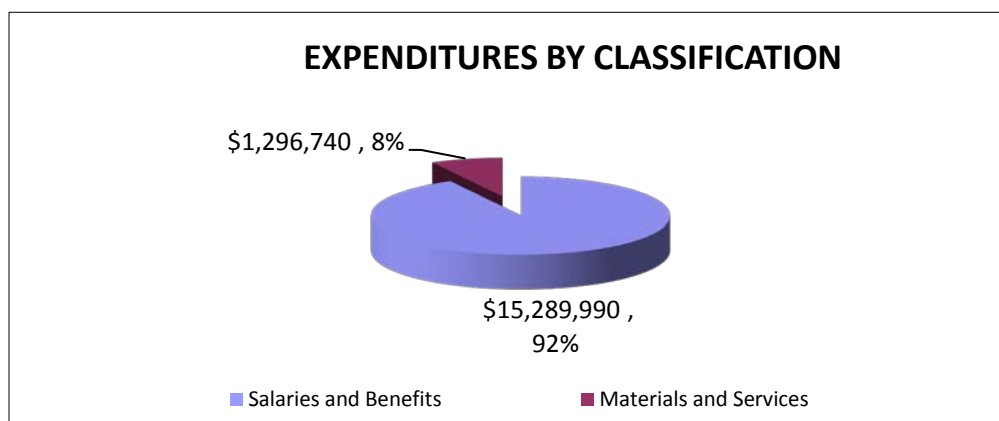
BUDGET GRAPHS AND SUMMARIES

WHERE THE MONEY COMES FROM – GENERAL FUND



	Actual 2010/11	Actual 2011/12	Revised 2012/13	Adopted 2013/14
Burlingame	\$8,220,089	\$8,460,470	\$8,977,494	\$9,337,061
Hillsborough	5,480,060	5,640,313	5,984,996	6,224,707
Other Revenues	992,897	1,108,010	860,130	1,024,962
Total	\$14,693,046	\$15,208,793	\$15,822,620	\$16,586,730
% of Change	-5%	4%	4%	5%

WHERE THE MONEY GOES BY CLASSIFICATION – GENERAL FUND



	Actual 2010/11	Actual 2011/12	Revised 2012/13	Adopted 2013-14
Salaries and Benefits	\$13,505,767	\$14,071,775	\$14,328,500	\$15,289,990
Materials & Services	942,279	1,137,018	1,194,120	1,296,740
Capital Outlay	245,000	-	300,000	-
Total	\$14,693,046	\$15,208,793	\$15,822,620	\$16,586,730
% of Change	-5%	4%	4%	5%

BUDGET DETAILS

GENERAL FUND

The General Fund accounts for all resources not accounted for and reported in another fund. It includes program revenues and the contributions from the City of Burlingame and the Town of Hillsborough based on a 60%/40% cost allocation formula (60% Burlingame/40% Hillsborough). Although the fire merger was initially implemented on April 20, 2004, FY2011/12 was the first year of stand-alone operations for the Central County Fire Department.

Costs Excluded From Allocation

The following remain excluded from the allocation formula and remain the responsibility of the individual cities and hence, not included in the adopted budget:

- Other Post-Employment Benefits (OPEB) costs attributed to the fire personnel who retired before 6/21/10
- Major facilities (fire stations) including replacement or major work
- Debt service costs for the pay-off of the retirement side funds

Key Assumptions

- Staffing reduction of 1 FTE (Fire Captain)
- Truck Staffing remains at 3
- Fully Fund OPEB at \$1,177,060
- Fund Workers' Compensation at 70% confidence level at a cost of \$1,335,930
- CalPERS rates – Safety from 22.744% to 23.397% less 2% being shared by employees
- Health insurance premium – 8% increase

Additional Notes

The Department is self-insured for workers compensation and dental coverage for the safety employees. Budget for these line items is paid to the Internal Service Fund out of which claims are paid.

Funding from Member Agencies

	Adopted 13/14 General Fund Budget	Adopted 13/14 Funding to CCFD (With WC @ 70%)	% to total General Fund Budget
Burlingame	\$41,850,938	\$9,337,061	22%
Hillsborough	\$18,821,693	\$6,224,707	33%
Total	\$60,672,631	\$15,561,768	26%

Funding for the fire operations are from the member cities' General Fund budgets. It should be noted that there are other costs for fire operations that are not reflected in the CCFD operations including debt service costs to pay-off the CalPERS side funds, vehicle replacement and major costs associated with the fire stations.

The adopted 13/14 funding for the CCFD operations reflects a 4% (\$599,278) increase from FY12/13 adopted budget.

BUDGET DETAILS

GENERAL FUND

	Funding Level Change over previous year	\$316,603	\$(1,209,737)	\$400,634	\$861,707
	% of change	2%	-8%	3%	6%
	Burlingame	\$189,962	\$(725,842)	\$240,380	\$517,024
	Hillsborough	\$126,641	\$(483,895)	\$160,254	\$344,683
	Account Description	Actual 2009-2010	Actual 2010-2011	Actual 2011-12	Revised 2012-2013
1	REVENUES:				
2	PERMITS AND LICENSES	\$274,428			
3	Construction Permits		\$72,419	\$78,729	\$75,000
4	Fire Code Permit		69,681	102,845	70,000
5	Penalty Fees		6,907	6,539	5,000
6	Total Permits & Licenses	274,428	149,007	188,113	150,000
7	INTERGOVERNMENTAL REVENUES				
8	Burlingame	8,945,932	8,220,089	8,460,470	8,977,494
9	Hillsborough	5,963,954	5,480,060	5,640,313	5,984,996
10	Sub-Total from Partner Cities	14,909,886	13,700,149	14,100,783	14,962,490
11	ALS JPA	208,380	206,820	131,630	157,952
12	Joint Training	118,620	93,583	215,714	181,095
13	Merged Participating Agencies		1,770	40,804	175,283
14	Sub-Total from Other Agencies	327,000	302,173	388,148	514,330
15	Total Intergovernmental Revenues	15,236,886	14,002,322	14,488,931	15,476,820
16	CHARGES FOR SERVICES				
17	Fire Plan Review		38,536	63,642	19,000
18	Inspection/Re-inspection		45,081	11,898	45,000
19	Station 34 Mechanic Shop		78,450	155,548	75,000
20	Total Charges for Services		162,067	231,088	139,000
21	OTHERS				
22	Workers Compensation Reimbursement		231,556	221,759	25,000
23	Investment Earnings		887	633	800
24	Miscellaneous		146,357	77,394	30,000
25	Imaging/Microfiche Services		850	875	1,000
26	Total Others		379,650	300,661	56,800
27	TOTAL REVENUES	\$15,511,314	\$14,693,046	\$15,208,793	\$15,822,620
28					
29	EXPENDITURES:				
30	SALARIES & BENEFITS:				
31	Regular Salaries - Safety	8,918,609	7,997,154	7,910,024	7,470,880
32	Regular - Non-Safety		228,240	179,554	210,030
33	Part-time Salaries	14,620	14,749	10,181	45,000
34	Overtime:	1,646,866	977,467	1,305,430	1,149,970
35	Disability Leave		137,350	138,933	202,970
36	Vacation Leave		514,482	663,637	527,000
37	Sick Leave		95,761	242,261	225,000
38	Family Sick Leave/Bereavement		66,421	133,964	100,000
39	Special Assignment		73,640	10,880	25,000
40	Shop Mechanic		14,884	10,548	20,000
41	Reimbursable		33,855	640	
42	Shared Staffing			22,729	
43	Miscellaneous		41,074	81,838	50,000
44	Holiday Pay	175,366	385,484	383,502	356,520
45	FLSA Pay	81,422	178,731	178,276	178,250
46	Uniform Allowance	56,835	54,615	56,265	49,920
47	Medicare/FICA	136,378	123,853	128,259	139,410
48	Retirement Costs	1,596,210	1,613,484	1,969,856	1,814,720
49	Health Insurance	1,025,876	1,036,519	1,026,566	1,010,430
50	Dental Insurance	95,778	125,146	127,822	120,400
51	Vision Insurance		27,641	14,952	20,400
52	Life Insurance	7,141	18,047	14,622	13,810
53	Long-term Disability Insurance	1,516	2,374	2,615	2,930
54	Deferred Compensation	2,277	585		
55	Retirement Health Savings		1,800		2,700
56	Health Insurance - Retirees	433,038	18,229	80,017	1,050,270
57	Workers' Compensation	804,019	588,846	603,905	602,860
58	Leave payouts	58,971	47,398	23,693	8,000
59	Leave payouts at retirement		65,405	56,236	82,000
60	TOTAL	15,054,922	13,505,767	14,071,775	14,328,500
61	% Change	4%	-8%	4%	2%

BUDGET DETAILS

GENERAL FUND

	Funding Level Change over previous year			\$599,278
	% of change			4%
	Burlingame			\$359,567
	Hillsborough			\$239,711
		Actual to 12/31/12 2012-2013	% to Budget 12/13	Adopted 13/14
1	REVENUES:			
2	PERMITS AND LICENSES			
3	Construction Permits	\$46,123	61%	75,000
4	Fire Code Permit	7,284	10%	70,000
5	Penalty Fees	3,940	79%	5,000
6	Total Permits & Licenses	57,347	38%	150,000
7	INTERGOVERNMENTAL REVENUES			
8	Burlingame	4,488,747	50%	9,337,061
9	Hillsborough	2,973,546	50%	6,224,707
10	Sub-Total from Partner Cities	7,462,293	50%	15,561,768
11	ALS JPA	82,788	52%	157,952
12	Joint Training	90,526	50%	194,810
13	Merged Participating Agencies	73,025	42%	242,000
14	Sub-Total from Other Agencies	246,339	48%	594,762
15	Total Intergovernmental Revenues	7,708,632	50%	16,156,530
16	CHARGES FOR SERVICES			
17	Fire Plan Review	26,612	140%	25,000
18	Inspection/Re-inspection	81,392	181%	65,000
19	Station 34 Mechanic Shop	79,470	106%	135,000
20	Total Charges for Services	187,474	135%	225,000
21	OTHERS			
22	Workers Compensation Reimbursement	10	0%	25,000
23	Investment Earnings	105	13%	200
24	Miscellaneous	9,809	33%	30,000
25	Imaging/Microfiche Services	700	70%	
26	Total Others	10,624	19%	55,200
27	TOTAL REVENUES	\$7,964,077	50%	\$16,586,730
28				
29	EXPENDITURES:			
30	SALARIES & BENEFITS:			
31	Regular Salaries – Safety	\$3,733,970	50%	7,491,290
32	Regular – Non-Safety	102,590	49%	215,000
33	Part-time Salaries	45,331	101%	45,000
34	Overtime:	732,937	64%	1,089,000
35	Disability Leave	81,203	40%	304,000
36	Vacation Leave	342,969	65%	405,000
37	Sick Leave	82,848	37%	145,000
38	Family Sick Leave/Bereavement	96,591	97%	105,000
39	Special Assignment	7,369	29%	20,000
40	Shop Mechanic	11,938	60%	20,000
41	Reimbursable	10,465		10,000
42	Shared Staffing	65,066		25,000
43	Miscellaneous	34,488	69%	55,000
44	Holiday Pay	171,612	48%	339,800
45	FLSA Pay	85,806	48%	169,890
46	Uniform Allowance	52,865	106%	52,870
47	Medicare/FICA	67,532	48%	142,870
48	Retirement Costs	791,487	44%	1,756,760
49	Health Insurance	508,631	50%	1,187,110
50	Dental Insurance	60,200	50%	118,970
51	Vision Insurance		0%	20,170
52	Life Insurance	7,316	53%	13,640
53	Long-term Disability Insurance	1,406	48%	2,930
54	Deferred Compensation			
55	Retirement Health Savings	1,350	50%	2,700
56	Health Insurance – Retirees	50,588	5%	1,177,060
57	Workers' Compensation	301,430	50%	1,335,930
58	Leave payouts	7,588	95%	25,000
59	Leave payouts at retirement	93,557	114%	104,000
60	TOTAL	6,816,196	48%	15,289,990
61	% Change			7%
	Funding Level Change over previous year			\$599,278

BUDGET DETAILS

GENERAL FUND

	Funding Level Change over previous year	\$316,603	\$(1,209,737)	\$400,634	\$861,707
	% of change	2%	-8%	3%	6%
	Burlingame	\$189,962	\$(725,842)	\$240,380	\$517,024
	Hillsborough	\$126,641	\$(483,895)	\$160,254	\$344,683
	Account Description	Actual 2009-2010	Actual 2010-2011	Actual 2011-12	Revised 2012-2013
62	MATERIALS & SERVICES:				
63	Office Expense	10,800	9,910	17,358	18,740
64	Expendable Supplies	13,719	21,320	18,939	16,200
65	EMS Supplies	10,509	12,856	13,247	13,800
66	Special Departmental Expense	2,550	5,084	12,024	35,000
67	Small Tools	9,194	19,593	34,177	37,500
68	Public Education	2,918	2,734	2,632	4,000
69	Safety Equipment	53,189	74,957	47,516	50,000
70	Communications	32,010	36,531	27,004	28,290
71	Utilities	38,747	54,576	18,468	44,000
72	Building/Grounds/Facilities Maintenance	38,419	137,373	121,902	120,000
73	Vehicle and Apparatus Maintenance	56,162	109,799	175,512	176,850
74	Gas, Diesel, Oil	49,775	57,928	29,919	59,380
75	Hose and Nozzles	-	-	20,863	25,000
76	Radio & Equipment Maintenance	13,850	6,486	2,392	16,750
77	Contractual Services	160,090	88,880	265,025	221,400
78	Dues & Subscriptions	3,031	6,262	3,995	7,000
79	Travel, Conferences & Meetings	1,618	3,461	2,864	12,500
80	Training & Safety	44,259	37,308	50,640	49,000
81	Wellness	15,202	16,592	20,995	18,000
82	Canyon Weed Control-Other Charges		10,372		1,000
83	Liability, property and other Insurances		152,260	168,142	171,000
84	Computer, Telephone & Other IT Costs		69,945	69,868	68,710
85	Miscellaneous		8,052	13,536	
86	ALLOCATIONS:				
87	BURLINGAME:				
88	General Government Allocation				
89	Insurance Cost Allocation	43,059			
90	Computer Cost/Admin Services Allocation	111,261			
91	Facilities Cost Allocation	92,345			
92	HILLSBOROUGH:				
93	General Government Allocation				
94	Insurance Cost Allocation	83,723			
95	TOTAL MATERIALS & SERVICES	889,430	942,279	1,137,018	1,194,120
96	% CHANGE	-16%	6%	21%	5%
97	CAPITAL OUTLAY:				
98	Temporary FS (CCFD Share)				300,000
99	Capital Outlay		245,000	-	
100	TOTAL CAPITAL OUTLAY		245,000		300,000
101	ALLOCATIONS				
102	BURLINGAME:				
103	Vehicle Services Allocation	191,759			
104	HILLSBOROUGH				
105	Vehicle Services Allocation	190,000			
106	SUB-TOTAL	15,893,073	14,693,046	15,208,793	15,822,620
107	LESS:				
108	Vehicle Replacement	381,759			
109	TOTAL EXPENDITURES	\$15,511,314	\$14,693,046	\$15,208,793	\$15,822,620
110	% Change	2%	-5%	4%	4%

BUDGET DETAILS

GENERAL FUND

	% of change			4%
	Burlingame			\$359,567
	Hillsborough			\$239,711
		Actual to 12/31/12 2012-2013	% to Budget 12/13	Adopted 13/14
62	MATERIALS & SERVICES:			
63	Office Expense	6,505	35%	18,740
64	Expendable Supplies	7,351	45%	16,200
65	EMS Supplies	4,648	34%	10,000
66	Special Departmental Expense	3,795	11%	35,000
67	Small Tools	14,975	40%	33,500
68	Public Education	317	8%	4,000
69	Safety Equipment	3,478	7%	50,000
70	Communications	14,095	50%	28290
71	Utilities	7,064	16%	55,000
72	Building/Grounds/Facilities Maintenance	6,769	6%	130,000
73	Vehicle and Apparatus Maintenance	73,610	17%	176,850
74	Gas, Diesel, Oil	9,866	42%	65,000
75	Hose and Nozzles	(21)	0%	25,000
76	Radio & Equipment Maintenance	813	5%	16,750
77	Contractual Services	103,069	47%	296,400
78	Dues & Subscriptions	1,125	16%	7,000
79	Travel, Conferences & Meetings	360	3%	12,500
80	Training & Safety	7,907	16%	49,000
81	Wellness	853	5%	21,800
82	Canyon Weed Control-Other Charges		0%	1,000
83	Liability, property and other insurances		0%	171,000
84	Computer, Telephone & Other IT Costs		0%	68,710
85	Miscellaneous	9,078		5,000
86	ALLOCATIONS:			
87	BURLINGAME:			
88	General Government Allocation			
89	Insurance Cost Allocation			
90	Computer Cost/Admin Services Allocation			
91	Facilities Cost Allocation			
92	HILLSBOROUGH:			
93	General Government Allocation			
94	Insurance Cost Allocation			
95	TOTAL MATERIALS & SERVICES	275,657	23%	1,296,740
96	% Change			9%
97	CAPITAL OUTLAY:			
98	Temporary FS (CCFD Share)			
99	Capital Outlay			
100	TOTAL CAPITAL OUTLAY	-		
101	ALLOCATIONS			
102	BURLINGAME:			
103	Vehicle Services Allocation			
104	HILLSBOROUGH			
105	Vehicle Services Allocation			
106	SUB-TOTAL	7,091,853		16,418,060
107	LESS:			
108	Vehicle Replacement			
109	TOTAL EXPENDITURES	\$7,091,853		\$16,586,730
110	% Change			4.83%

BUDGET DETAILS

SPECIAL REVENUE – JOINT TRAINING PROGRAM FUND

This fund accounts for the operations of a joint Training and Emergency Medical Services (EMS) program that includes administrative support for several fire agencies. The program costs are allocated among the participating agencies based on the number of engine companies and number of personnel each agency provides to the program.

<u>Account Description</u>	<u>Account Number</u>	<u>Actual 2011-2012</u>	<u>Revised 2012-2013</u>	<u>Actual to 1/31/13</u>	<u>% to Budget</u>	<u>Adopted 2013-2014</u>
REVENUES:						
Contribution from Burlingame	200.000.00-00.330.100					
Contribution from Millbrae	200.000.00-00.330.300					
JPA	200.000.00-00.340.051	\$3,300		\$3,300		\$6,600
Classes	200.000.00-00.340.053	13,805	\$5,000	(550)	-11%	5,000
Academy	200.000.00-00.340.054	5,602	5,000	248	5%	5,000
Education	200.000.00-00.340.055		20,000		0%	20,000
Communications	200.000.00-00.340.056	9,843	5,000	(4,558)	-91%	5,000
Participating Agencies	200.000.00-00.342.200	40,381	115,557	57,778	50%	119,303
Investment Earnings	200.000.00-00.361.100	-	-	-	-	-
Miscellaneous	200.000.00-00.364.100	10,277		2,119	-	-
TOTAL REVENUES		83,208	150,557	58,337	39%	160,903
EXPENDITURES:						
Contractual Services	200.000.00-00.516.300		15,000		0%	22,000
Administrative	200.000.00-00.516.400	3,091	15,000	2,549	17%	15,000
Operations	200.000.00-00.516.405	3,626	15,000	11,022	73%	15,000
Special Ops	200.000.00-00.516.410		15,000		0%	15,000
EMS	200.000.00-00.516.415	10,846	30,000	4,961	17%	30,000
IT	200.000.00-00.516.420	9,600	12,000	9,179	76%	12,000
Academy	200.000.00-00.516.425	1,993	5,000	248	5%	5,000
Classes	200.000.00-00.517.500	4,706	5,000		0%	5,000
Special Department Expense	200.000.00-00.516.428	4,104	20,087		0%	13,087
Communications	200.000.00-00.516.431	5,246	5,000	1,273	25%	5,000
Education	200.000.00-00.517.801	1,786	-	-	-	-
Miscellaneous	200.000.00-00.520.400	75,428	13,470	3,289	24%	13,470
TOTAL EXPENDITURES		120,426	150,557	32,521	27%	150,557
Excess (Shortfall)		(37,218)	-	25,816		10,346
BEGINNING FUND BALANCE		154,626	117,408	117,408		117,408
ENDING FUND BALANCE		\$117,408	\$117,408	\$143,224		\$127,754

BUDGET DETAILS

INTERNAL SERVICE FUND – WORKERS COMPENSATION AND DENTAL INSURANCE

Central County Fire Department self-insures itself for workers compensation claims up to \$250,000 per occurrence and dental coverage for safety employees. This fund accounts for the accumulation of funds through departmental charges to pay for costs related to these two programs. Workers compensation excess coverage is through the California State Association of Counties Excess Insurance Authority (CSAC-EIA) Joint Powers Authority.

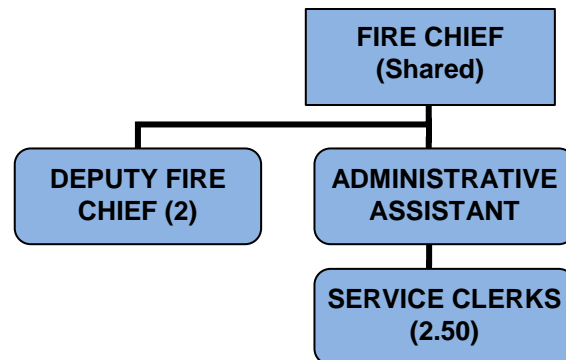
<u>Account Description</u>	<u>Account Number</u>	<u>Actual 2011-2012</u>	<u>Revised 2012-2013</u>	<u>Actual to 12/31/12</u>	<u>% to Budget</u>	<u>Adopted 2013-2014</u>
REVENUES:						
Workers Compensation Premiums	601.000.00-00.350.100	\$603,802	\$602,860	\$301,430	50%	\$1,335,930
Dental and Vision Premiums	601.000.00-00.391.100	127,822	140,800	70,400	55%	136,380
Investment Earnings	601.000.00-00.361.100		800	-	0%	-
Miscellaneous		-	-	-	-	-
TOTAL REVENUES		731,624	744,460	371,830	51%	1,472,310
EXPENDITURES:						
Contractual Services – Athens	601.000.00-00.516.300	11,626	12,000	9,000	77%	12,000
Excess Workers Comp Insurance	601.000.00-00.518.900	62,611	74,000	80,883	129%	85,000
Workers Compensation Claims:						
Payments for Third Party Services	601.000.00-00.519.600	194,657	116,774	(15,445)	-8%	125,270
Industrial Disability Payments	601.000.00-00.519.650	183,731	25,000	0	0%	25,000
Reserves	601.000.00-00.519.700	248,782	1,541,317	0	0%	752,730
Dental and Vision Claims	601.000.00-00.519.800	102,392	140,800	37,426	37%	136,380
TOTAL EXPENDITURES		803,799	1,909,891	111,864	14%	1,136,380
Excess (Shortfall)		(72,175)	(1,165,431)	259,966		335,930
BEGINNING FUND BALANCE		354,455	282,280	282,280		(883,151)
ENDING FUND BALANCE		\$282,280	(\$883,151)	\$542,246		(\$547,221)

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

ADMINISTRATION

MISSION

The primary mission of the Administrative Division is to create an environment that fosters a collaborative, proactive approach to planning for fire operations that serve the needs of the City of Burlingame and the Town of Hillsborough.



PROGRAM FUNCTIONS

- Develop a long-range plan for the department based upon changing conditions, most notably at the moment, severe fiscal constraints.
- Keep Management and Councils of the two partner cities and participating agencies apprised of service level alternatives.
- Act as a liaison between the department, other jurisdictions and agencies to maximize the effectiveness of the organization and to share resources when appropriate.
- Analyze and plan for the department's capital and personnel needs based upon budget cycle.
- Keep current on legislation that affects fire-related services.
- Seek out and consider for organizational incorporation, cost-effective innovations in equipment and methodologies.

KEY PROGRAM GOALS/STRATEGIES FOR FISCAL YEAR 2013/14

- Continue development of implementation plan for consolidation of administrative functions with Millbrae and San Bruno Fire departments.
- Implementation plan for the temporary consolidation of Fire Stations 35 (Burlingame) and 38 (Millbrae) to demonstrate feasibility of permanent station consolidation.
- Standardize and centralize all policies and standards that govern daily operations.
- Assume most functions of Finance.
- Develop a two to five year Succession Plan.
- Combine the three agencies that are administratively merged onto one Record Management System (RMS) and staffing system (Telestaff).

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

ADMINISTRATION

SIGNIFICANT BUDGET CHANGES

As part of the continued downsizing of the department due to the closure of Fire Station #36, the Department will eliminate one FTE position. The Fire Chief's salary and benefits will continue to be offset by 50% with revenues generated from the partnership with the City of Millbrae and the City of San Bruno.

When Central County Fire Department (CCFD) became a stand-alone entity there was no history due to the newness of the organization. Pending an actuarial report it was recommended that we begin funding Workers Compensation at a 50% confidence level and at an undiscounted rate for a total of approximately \$600,000. The actuarial report was completed in October 2012 determining that the workers compensation reserves are underfunded by \$926,881. The new recommended annual funding will be increased to \$1,337,890, the 70% confidence level at an undiscounted rate, and includes placing the required \$926,881 into reserves over a five year period.

Central County Fire Department also received an actuarial report for Other Post-Employment Benefits, OPEB, which covers a two-year period (FY12/13 and FY13/14). It was identified that CCFD should be funding the amount of \$1,178,710 to be placed in a trust account. Another actuarial for OPEB will be required in this budget year, FY2013/14.

FY2013/14 will be the second complete year that Foster City Fire Department and Belmont Fire Department will have participated as new partners in our joint training program. A total of six agencies; Belmont, Central County, Foster City, Millbrae, San Bruno and San Mateo now make up our Training Division. Prior to this year departments were reimbursed for the salary portions only. The addition of our new partners has allowed further savings in training costs for each agency and in FY2013/14 will allow us to take the first step of a five year plan that calls for full reimbursement of salary and benefits.

PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

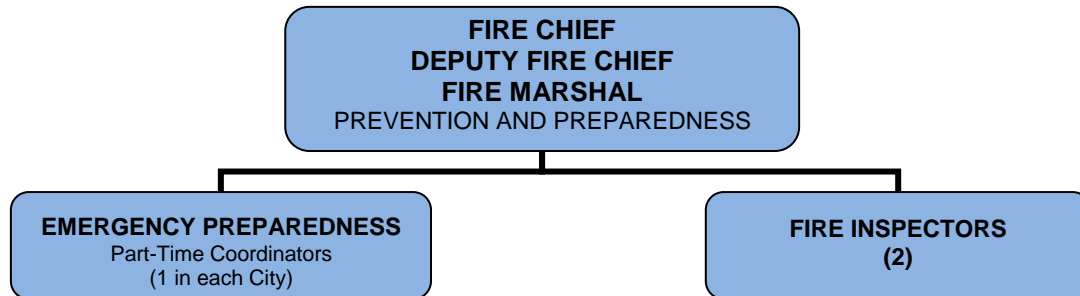
- First full year of Administrative Merge governed by one Fire Chief
- Worked w/ engineers and designers for temporary fire station project plans
- Negotiated new labor agreement with significant concessions for future, on-going savings
- Began sharing of personnel with Millbrae and San Bruno. Done with the support of Unions from each agency

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

PREVENTION AND EMERGENCY PREPAREDNESS

MISSION

The mission of the Prevention and Emergency Preparedness Division is to manage and provide resources to assist in delivery of the Department's mandated fire code enforcement and to work towards emergency preparedness of the community.



PROGRAM FUNCTIONS

- Maintain an ongoing fire prevention program, fire investigation, and hazardous materials program.
- Review plans and inspect new construction projects for compliance with applicable codes and ordinances.
- Provide annual training and coordination for staff and community on disaster preparedness, response and recovery closely working with the Emergency Preparedness Coordinators from the two member cities.
- Maintain the Emergency Operations Center (EOC) in a state of readiness.

KEY PROGRAM GOALS/STRATEGIES FOR FISCAL YEAR 2013/14

- Align and adopt a new fire code that is standardized between neighboring cities to match operational needs.
- Reassess fire prevention needs based upon evaluation of mandated inspections, target hazards, and review of incident reporting period over the last 5 years.
- Update Emergency Operations Plans to reflect changes in Operational Area Joint Powers Agreement, including the integration of neighborhood groups, organized and spontaneous volunteers.
- Work with neighboring agencies to establish more coordinated communications within our Operational Area for emergency/disaster management.

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

PREVENTION AND EMERGENCY PREPAREDNESS

PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

- Adopted the new fire Code that is standardized between neighboring cities to match operational needs and similar environments.
- Worked with Burlingame Neighborhood Network (BNN) and Hillsborough Neighborhood Network (HNN) to present training and develop a system of a neighborhood outreach and emergency coordination/communication.
- Provided community Emergency Response Team (CERT) training, CPR and "Get Ready" classes.

PERFORMANCE/WORKLOAD MEASURES

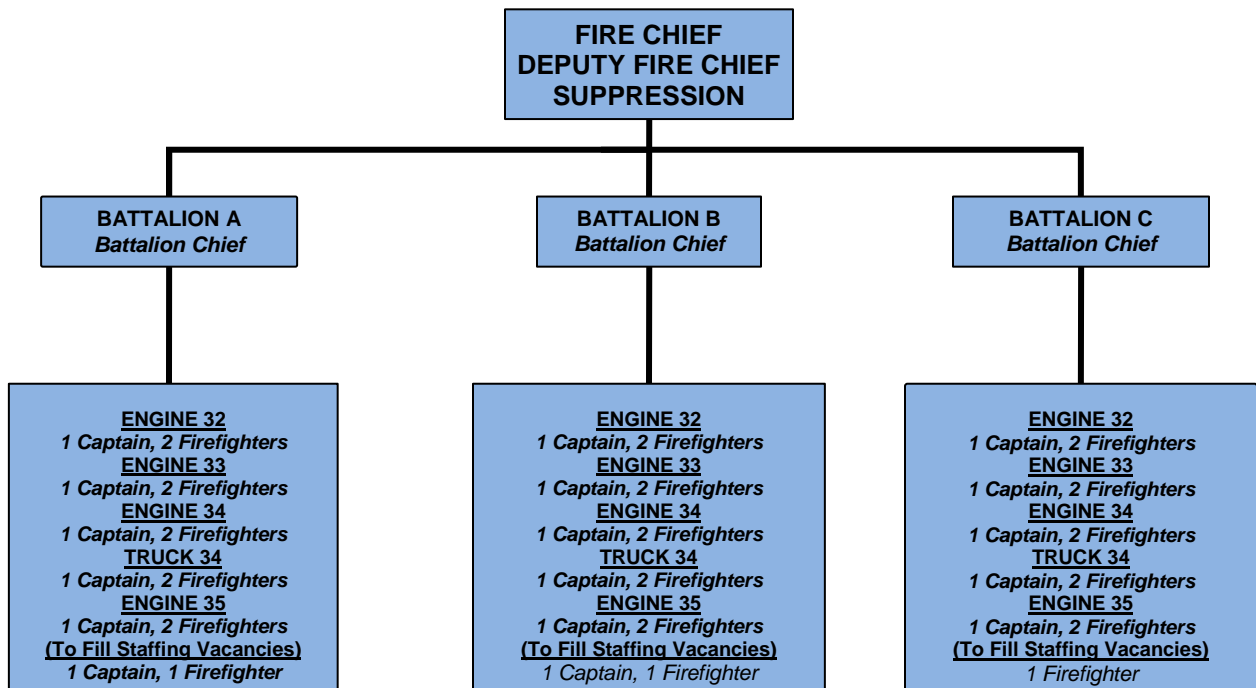
	FY10/11 Actual	FY11/12 Actual	FY12/13 To 3/31/13
% of plan checks completed within 10 working days	100%	100%	100%
Average days to complete	8	8	8
# of plan checks:	174	161	154
% of plan review completed within target	100%	100%	100%
Average days to complete	10	10	10
# of plan reviews	246	343	324
% of citizen inquiries responded to within 1 working day	100%	100%	100%
Fire education activities and events (number of children)	1,500	1,500	1,500
Public Education activities	3	6	6
Fire origin and cause investigations	9	5	5
Underground storage tank removal/modifications	3	0	2
Special events inspections	36	53	55
Engine Company inspections *reflects implementation of self-inspection program	714*	821	563
Construction inspections	341	353	388
Fire and life safety inspections	39	71	67
Building plan checks	-		
Development plan review			
Junior Fire Marshal Picnic (number of children)	240	250	260
Car seat inspections	90	80	74
EMERGENCY PREPAREDNESS			
General public trained for disaster response (CERT)	24	21	37
General public trained for disaster response (GET READY)	32	34	40
City employees trained in city-wide disaster drills or other classes	10	81	25
CPR training (Number of adults)	65	118	62

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

SUPPRESSION

MISSION

The mission of the suppression Division is to effectively handle emergency and non-emergency requests from residents, businesses and visitors.



PROGRAM FUNCTIONS

- Participate in ongoing fire and life safety activities through public education, community training, prefire planning and fire prevention inspections.
- Respond quickly to all emergencies and take appropriate actions thereby reducing loss of life, property and environmental damage while ensuring the safety of all fire personnel involved.
- Maintain a professional level of operational readiness as Firefighters, Paramedics, Emergency Medical Technicians, Hazardous Materials First-Responders, Hazardous Materials Technicians and Rescuers.

KEY PROGRAM GOALS/STRATEGIES FOR FISCAL YEAR 2013/14

- Construct and staff a new temporary fire station
- Combine the three agencies that are administratively merged onto one Record Management System (RMS) and staffing system (Telestaff).
- Assess station response districts as part of station consolidation project.
- Continue participating with outside training groups in our county

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

SUPPRESSION

SIGNIFICANT BUDGET CHANGES

2013/2014 budget will be assisted by eliminating 1 FTE at the Captain level. This is able to be accomplished with the closure of Engine 36. Reduced staffing to three personnel on the truck in 2012/13 will also provide continued significant savings in overtime. Centralizing one temporary fire station between two current fire stations will allow our staff to determine if in fact the new location provides an adequate level of service while reducing costs. The temporary fire station will cost approximately \$600,000 with CCFD responsible for \$300,000 or 50% of the total costs. There will be no savings during FY2013/14 for CCFD from the temporary fire station due to the current stage of construction. The only possibility will be monies realized that will offset the construction costs.

PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

- Participated in the Urban Shield exercise to test the readiness and capabilities of our Special Operations program
- Placed special gas detection monitors on all first response apparatus to provide for the safety of our personnel and the public

PERFORMANCE/WORKLOAD MEASURES

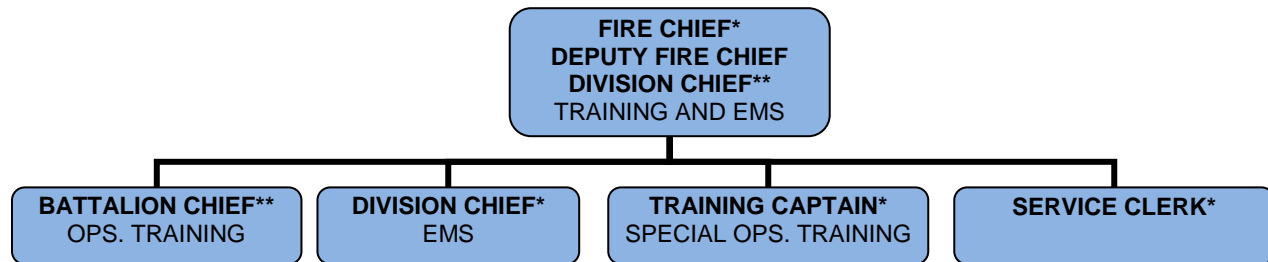
	FY10/11 Actual	FY11/12 Actual	FY12/13 To 3/31/13
Percent of time a first in fire engine arrives on a structure fire scene within six minutes of dispatch	100%	100%	100%
Priority 1 (emergency response calls)	4:59	4:48	4:06
Priority 3 (non-emergency response) calls	5:98	6:59	5:04
All calls for service	5:36	5:34	4:18
Response units to be "out-the-door" (reflex time) within 1:30 minutes average:			
Fire Station 32	1:19	1:15	1:22
Fire Station 33	1:26	1:23	1:45
Fire Station 34 – Engine 34	1:32	1:37	1:55
Fire Station 34 – Truck 34	1:29	1:28	1:32
Fire Station 35	1:25	1:28	1:27
Fire containment to the room or area of origin (90% target in structural fire incidents)	97%	97%	90%
Percentage of residents rating Emergency Response services as good or excellent based on courtesy and service.	100%	100%	100%
Total calls for service	4,161	3,906	3,208
Medical responses	2,507	2,480	1,933
Fire suppression responses	117	113	88
Hazardous conditions responses	308	291	291
Other responses	1,218	1,022	896
SPECIAL EVENTS			
Fund raising events conducted by off-duty firefighters	3	3	3
STATIONS			
Area (fire stations) maintained by personnel	32,000	32,000	32,000

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

TRAINING AND EMERGENCY MEDICAL SERVICES (EMS)

MISSION

The primary mission of the Training and EMS Division is to provide annual training for all fire personnel in all areas of fire suppression and EMS.



* Employed by CCFD (Shared)

** Not Employed by CCFD (Shared)

PROGRAM FUNCTIONS

- Provide annual mandated and continuing education training to all suppression personnel through a shared Training and EMS program with neighboring agencies.
- Document all training provided and certifications received by personnel.
- Provide career development guidance and support.
- Standardize emergency operations within the central area of San Mateo County through on-going training and evaluation.
- Ensure that each safety member will receive all mandated County, State and/or Federal emergency medical services training during the fiscal year.
- Maintain contractual requirement for paramedic first-response service provided to ensure a maximum response time (turn out and travel time) of six minutes, 59 seconds with jurisdictions served for 90% of all emergency medical incidents.
- Represent the participating agencies' EMS interests with the San Mateo County EMS Agency.

KEY PROGRAM GOALS/STRATEGIES FOR FISCAL YEAR 2013/14

- Host four State Certification classes for personnel within the Participating Agencies.
- Continue participating with outside Training Groups in our County
- Develop two and five year Succession Plan for Division
- Continue to improve Information Technology opportunities
- Maintain Emergency Medical Certifications for all personnel
- Seek grant opportunities for training and equipment replacement
- Work with Participating Agencies for a fully funded Division of Training

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

TRAINING AND EMERGENCY MEDICAL SERVICES (EMS)

SIGNIFICANT BUDGET CHANGE

The Training Division has maintained a cost effective approach to provide training to all Participating Agencies. The division did not experience any significant changes to the budget; however, the reduction in student reimbursement hours has been corrected at the college level. We can anticipate a modest increase in our reimbursement funding next fiscal year.

The Division is working with the Participating Agencies in adjusting the cost formula with the goal of developing a fully funding Training Division. With this in mind, there will be a slight adjustment in the per company charges to all agencies with the net result an increase of reimbursed funding to agencies that host a position in the Division.

PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

- Successfully integrated Belmont and Foster City fire departments into the Central San Mateo County Training Division
- Hosted two State Fire Marshal courses.
- Conducted Live Fire Training for all personnel.
- Conducted and participated in Countywide Wildland Exercise that worked in conjunction with Jurisdictional Emergency Operation Centers.
- Developed iPad program to replace use of computers and allow all apparatus to have Computer Aided Dispatch capabilities.
- Conducted 100% of all Emergency Medical Service Training for all personnel.
- Hosted PG&E Emergencies Awareness Training for all personnel.
- Participated in Bay Area Wide Urban Shield Training
- Received Training Grant to host Trench Rescue and Level 2 Command Class
- Enhanced EMS Electronic Reporting System and use of iPads

PERFORMANCE/WORKLOAD MEASURES

	FY10/11 Actual	FY11/12 Actual	FY12/13 To 3/31/13
Complete required annual continuing education training for all paramedics and Emergency Medical Technicians (EMTs)	100%	100%	100%
Training hours completed	20,263	39,637	7,575
Live/Fire Simulation Fire Training	411	1,956	-*
Acquired structure	224	1,025	-*
Driver training hours	2,785	3,898	1,142
EMS training hours	2,749	2,894	1,424
Wildland	637	908	-*
Certificates for Special Operations personnel through monthly, hands-on training (special operations including confined space, trench rescue, building collapse & rope rescue)	756	1,480	720
EMT recertification *Central County FIRE EMT's only	27*	27*	26
Paramedic recertification	16	16	35
CPR classes (number of students)	97	192	186

* Due to a change in the tracking of training categories these training hours are not available

MISCELLANEOUS PROGRAMS

MERGED SERVICES WITH OTHER JURISDICTIONS

Central County Fire Department (CCFD) is party to various agreements entered into for cost efficiency and effectiveness:

California Urban Search and Rescue Task Force #3

This function is managed through the Menlo Park Fire Protection District. It is part of the Federal Emergency Management Agency's (FEMA) national response plan. CCFD is reimbursed for personnel responses when the team is activated as well as costs associated with training exercises. CCFD also sends personnel on-duty to participate in the training that has allowed the personnel to increase their knowledge base and expertise. As an example, CCFD became the first Medium-Duty rated Urban Search and Rescue (USAR) team in San Mateo County having been certified by the State in the spring of 2008 and as reported earlier, now certified as a Heavy Rescue in 2011. CCFD has participated in this program since the early 1990's.

San Mateo County Pre-Hospital Emergency Medical Services Working Group - Advanced Life Support (ALS)

We participate in a county-wide ALS program that provides paramedic first response services and emergency transportation services. This program has been in place for 15 years. Program is under San Mateo County Health Department. The partners to the joint powers agreement include the County, the private ambulance provider (American Medical Response (AMR) and all 13 San Mateo County fire agencies. Each agency receives some reimbursement for their services through the County (approximately \$20,000 per engine after dispatch costs). The program was awarded the Helen Putnam Award in early 2000.

San Mateo County Public Safety Communication (PSC)

This operation serves as joint dispatch center currently located in Redwood City. It dispatches for all fire agencies, AMR ambulances and several law agencies in the county. In conjunction with the ALS program discussed above, it allows the center to dispatch the closest resources through the Automatic Aid Agreement. This results to seamless responses, more coordinated efforts to major incidents, and cross-jurisdictional support without the time delays, on mutual aid requests. Agency costs for the dispatch services are deducted from the ALS program revenues before distribution.

San Mateo County Recruit Academy

All fire agencies in San Mateo County, with the exception of CALFire, participate in a standardized Fire Academy Program for new recruits. CCFD personnel serve as Co-Directors of the Academy and lead instructor while the Joint Training Division facilitates training with the participating agencies.

Shop Services

FY2012/13 was the first full fiscal year in over 15 years that CCFD did not employ its own mechanic. Through a contract for services agreement that emerged from the administrative consolidation with Millbrae and San Bruno, CCFD still provides mechanical services out of our shop at Fire Station 34. In addition to maintaining the department's own fleet, CCFD also provides services for Millbrae, San Bruno and San Mateo. Revenues over the past 18 months have increased 50%.

MISCELLANEOUS PROGRAMS

MERGED SERVICES WITH OTHER JURISDICTIONS

Special Operations

This is a partnership with San Mateo Fire Department to provide local USAR capabilities independent of Task Force 3 discussed above. CCFD, through several grants, have acquired apparatus, equipment and training funds that allowed personnel to become specially trained and equipped for trench, confined space, high and low-angle rescues. The State of California recognizes the training and resources that CCFD has acquired and has declared us as a state wide deployable team that qualifies for reimbursement when called upon.

Tactical Medic Team Program

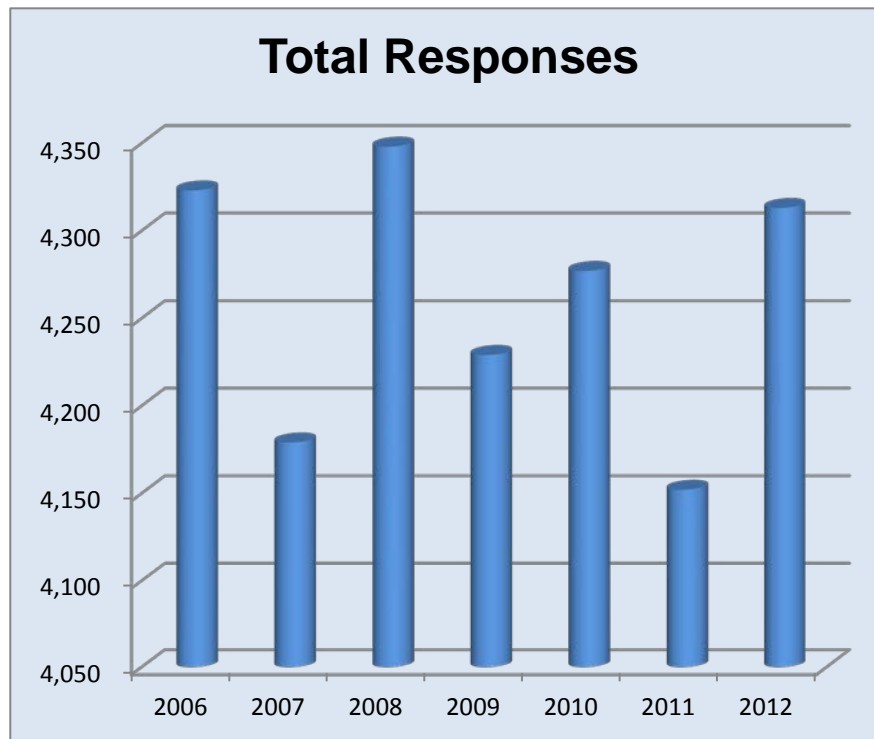
CCFD has taken the lead role in this joint Tactical Medic program that is staffed by personnel from four agencies (CCFD, San Bruno, San Mateo and South San Francisco). The Tactical Paramedics support our local law enforcement Special Weapons And Tactics (SWAT) teams. Tactical Medic's first priority is the safety of all officer's as well as citizens who may have fallen in harm's way due to someone's actions. CCFD has 5 participating team members of the 10 trained tactical medics that make up the team and commit 144 hours each of training per year. .

STATISTICAL TABLES

RESOURCES COMPARISON TO PENINSULA CITIES & SIMILAR JURISDICTIONS

JURISDICTION	AREA (SQ MILES)	NO OF FIRE STATIONS	AREA (SQ MILES) COVERED PER FIRE STATION	NO OF APPARATUS	AREA (SQ MILES) COVERED PER APPARATUS	POPULATION IN THOUSANDS	POPULATION PER FIRE STATION (IN THOUSANDS)	NO OF BATTALION CHIEF ON DUTY PER SHIFT
Redwood City	19.5	5	3.9	6	3.3	79	15.8	1.0
Menlo Park	30.0	7	4.3	8	3.8	93	13.3	1.0
Belmont	4.6	2	2.3	2	1.6	26	13.0	0
San Carlos	5.5	2	2.8	2	1.4	28	14.0	0
Foster City	3.76	1	3.7	3	1.2	31	31	0
San Mateo	12.2	6	2.0	7	1.7	92	15.3	1.0
Millbrae	3.2	2	1.6	2	1.6	21	10.5	0.5
San Bruno	5.5	2	2.8	3	1.8	40	20.0	0.5
South San Francisco	9.0	5	1.8	5	1.8	62	12.4	1.0
Daly City	8.0	5	1.6	6	1.3	103	20.6	1.0
Woodside	22.2	3	7.4	3	7.4	25	8.3	1.0
Livermore/Pleasanton	46.0	10	4.6	10	4.6	149	14.9	1.0
Moraga/Orinda	47.0	5	9.4	5	9.4	42	8.4	1.0
AVERAGE	16.3	4.2	3.7	4.8	3.1	59.4	8.3	0.7
Central County Fire	12.2	4	3.1	5	2.4	40	10.0	1.0

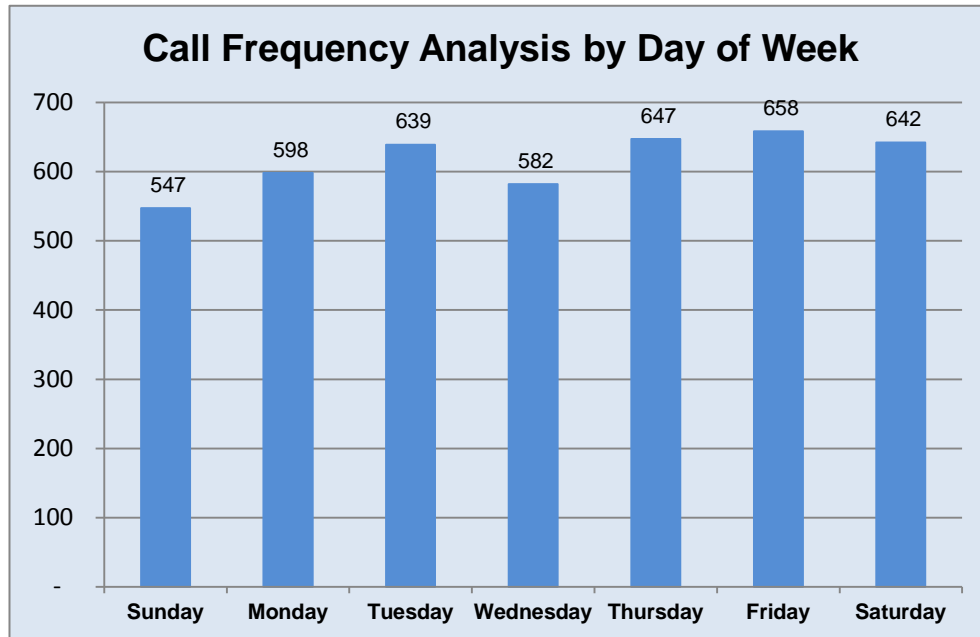
CENTRAL COUNTY FIRE DEPARTMENT
COMPARATIVE ANNUAL GRAPH - TOTAL RESPONSES
LAST SEVEN YEARS (1)



<u>Fiscal Year</u>	<u>Total Calls</u>
2006	4,323
2007	4,179
2008	4,348
2009	4,229
2010	4,277
2011	4,152
2012	4,313

Source: Department's Records Management Systems
(1) Data only available for the last eight years

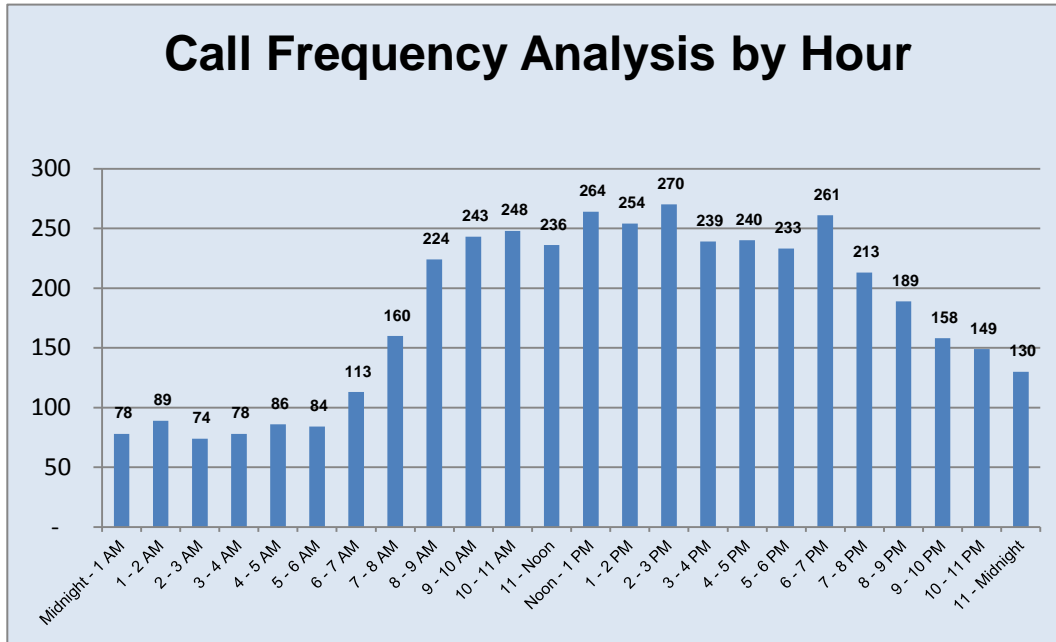
CENTRAL COUNTY FIRE DEPARTMENT
CALL FREQUENCY ANALYSIS BY DAY OF WEEK
FISCAL YEAR 2011-2012



<u>Day of Week</u>	<u>Total Calls</u>	<u>% to Totals</u>
Sunday	547	12.68%
Monday	598	13.87%
Tuesday	639	14.82%
Wednesday	582	13.49%
Thursday	647	15.00%
Friday	658	15.26%
Saturday	642	14.89%
Total	4,313	100.00%

Source: Department's Records Management Systems

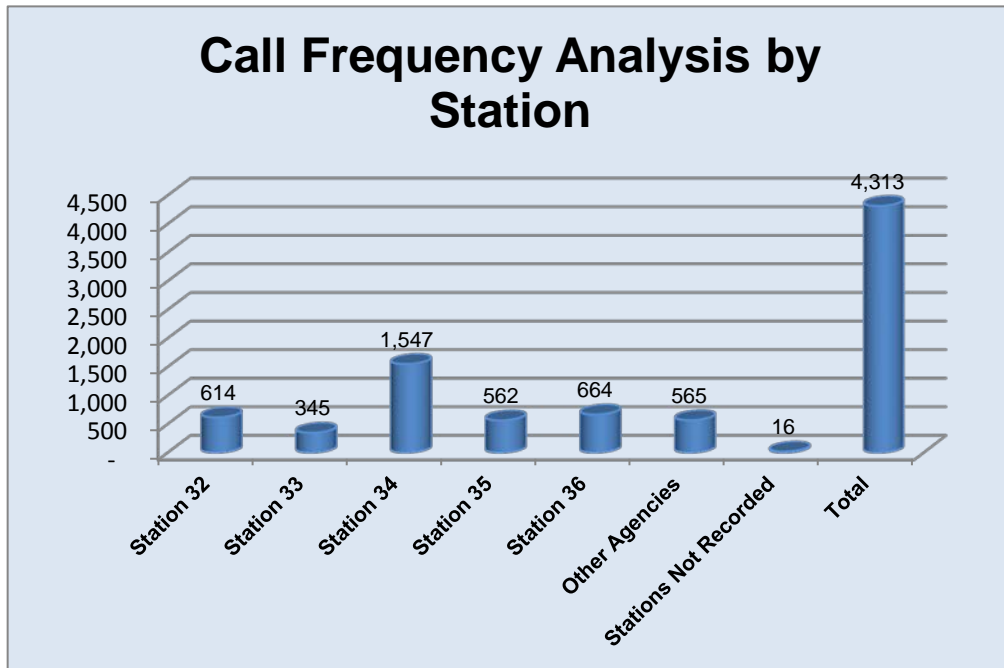
CENTRAL COUNTY FIRE DEPARTMENT
CALL FREQUENCY ANALYSIS BY HOUR
FISCAL YEAR 2011-2012



<u>Hour</u>	<u>Total Calls</u>	<u>% to Totals</u>
Midnight - 1 AM	78	1.81%
1 - 2 AM	89	2.06%
2 - 3 AM	74	1.72%
3 - 4 AM	78	1.81%
4 - 5 AM	86	1.99%
5 - 6 AM	84	1.95%
6 - 7 AM	113	2.62%
7 - 8 AM	160	3.71%
8 - 9 AM	224	5.19%
9 - 10 AM	243	5.63%
10 - 11 AM	248	5.75%
11 - Noon	236	5.47%
Noon - 1 PM	264	6.12%
1 - 2 PM	254	5.89%
2 - 3 PM	270	6.26%
3 - 4 PM	239	5.54%
4 - 5 PM	240	5.56%
5 - 6 PM	233	5.40%
6 - 7 PM	261	6.05%
7 - 8 PM	213	4.94%
8 - 9 PM	189	4.38%
9 - 10 PM	158	3.66%
10 - 11 PM	149	3.45%
11 - Midnight	130	3.01%
Total	4,313	100.00%

Source: Department's Records Management Systems

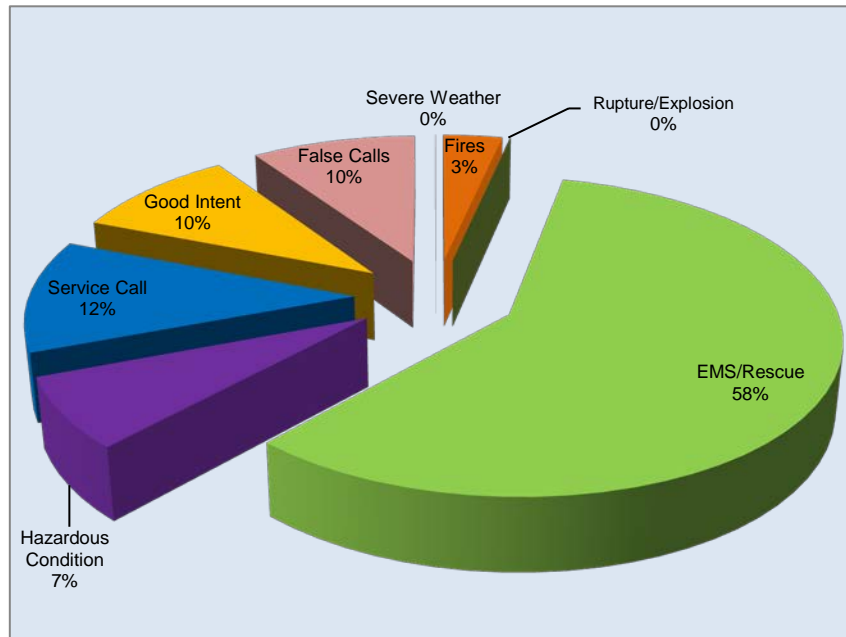
CENTRAL COUNTY FIRE DEPARTMENT
CALL FREQUENCY ANALYSIS BY STATION
FISCAL YEAR 2011-2012



<u>Station Location</u>	<u>Total Calls</u>	<u>% to Totals</u>
Station 32	614	14.24%
Station 33	345	8.00%
Station 34	1,547	35.87%
Station 35	562	13.03%
Station 36	664	15.40%
Other Agencies	565	13.10%
Stations Not Recorded	16	0.37%
Total	4,313	100.00%

Source: Department's Records Management Systems

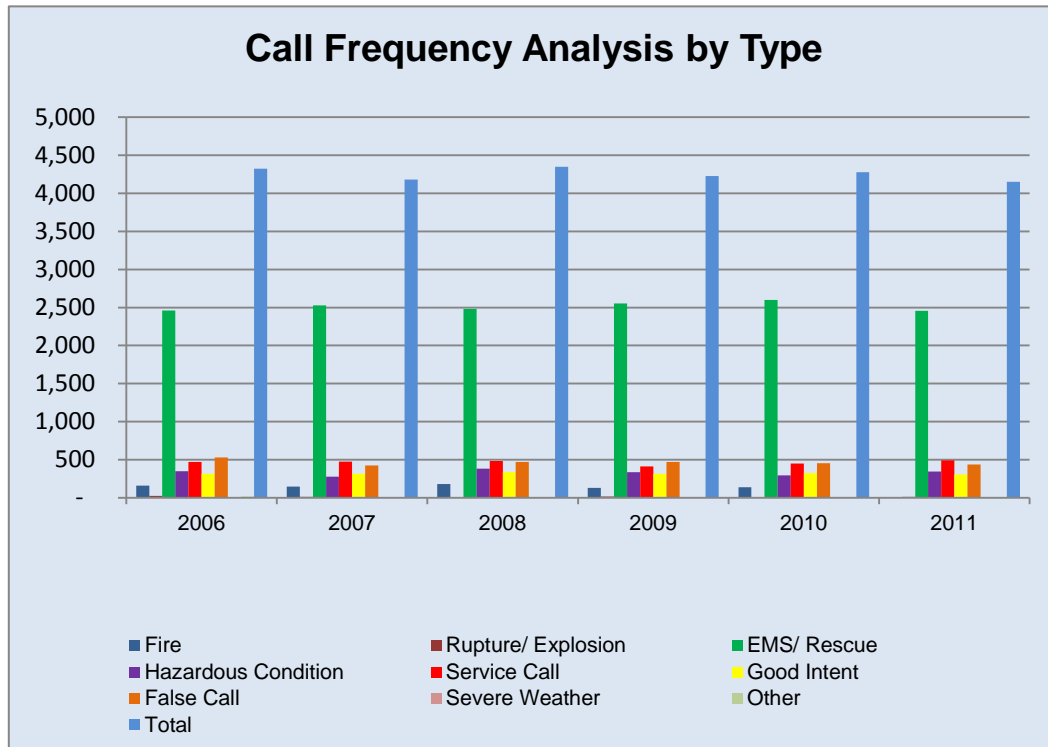
CENTRAL COUNTY FIRE DEPARTMENT
EMERGENCY RESPONSES BY INCIDENT TYPE
FISCAL YEAR 2011-2012



<u>Incident Type</u>	<u>Total Responses</u>
Fires	147
Rupture/Explosion	2
EMS/Rescue	2,517
Hazardous Condition	316
Service Call	505
Good Intent	411
False Calls	408
Severe Weather	1
Other	6
Total	4,313

Source: Department's Records Management Systems

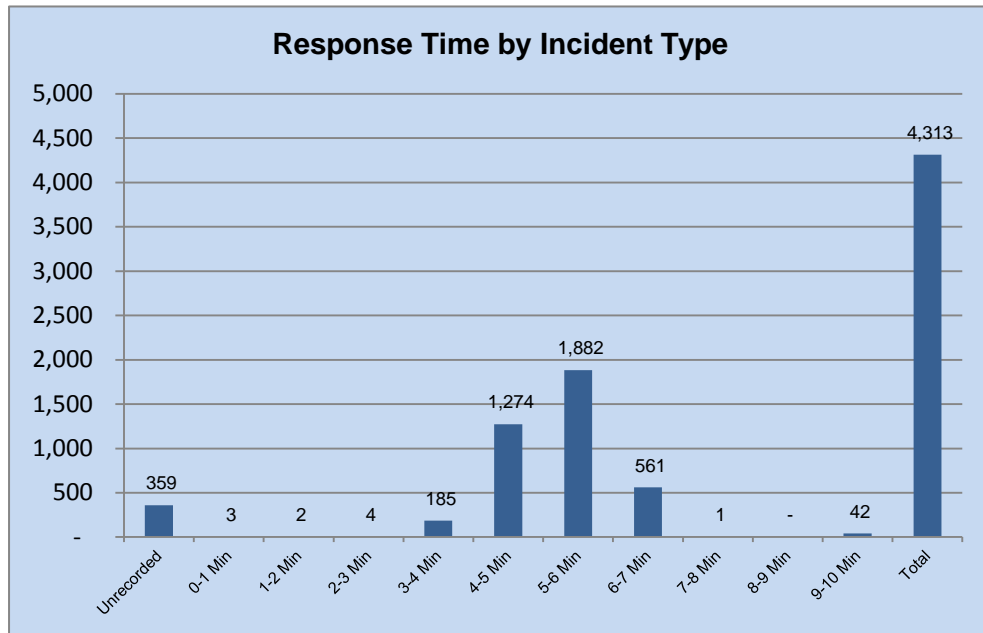
CENTRAL COUNTY FIRE DEPARTMENT
CALL FREQUENCY ANALYSIS BY TYPE
LAST SEVEN YEARS (1)



<u>Fiscal Year</u>	<u>Fire</u>	<u>Rupture/ Explosion</u>	<u>EMS/ Rescue</u>	<u>Hazardous Condition</u>	<u>Service Call</u>	<u>Good Intent</u>	<u>False Call</u>	<u>Severe Weather</u>	<u>Other</u>	<u>Total</u>
2006	157	23	2,461	350	470	313	530	3	16	4,323
2007	148	11	2,526	276	473	314	424	2	5	4,179
2008	179	8	2,483	381	483	336	472	4	2	4,348
2009	131	17	2,553	334	411	313	468	1	1	4,229
2010	139	9	2,599	295	451	324	454	5	1	4,277
2011	104	12	2,454	343	490	305	435	7	2	4,152
2012	147	2	2,517	316	505	411	408	1	6	4,313

Source: Department's Records Management Systems
(1) Data only available for the last eight years

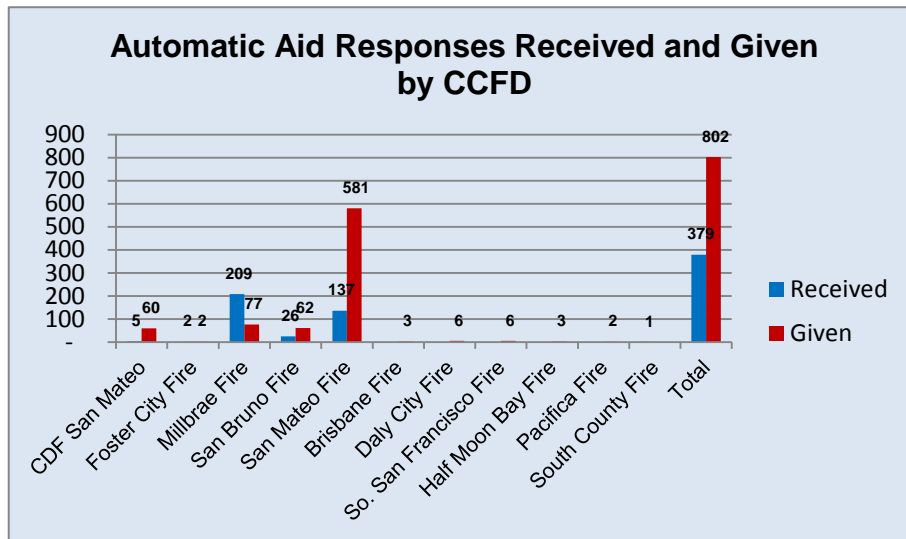
CENTRAL COUNTY FIRE DEPARTMENT
RESPONSE TIME BY INCIDENT TYPE
FISCAL YEAR 2011-2012



Incident Type	Unrecorded											Total
	Time	0-1 Min	1-2 Min	2-3 Min	3-4 Min	4-5 Min	5-6 Min	6-7 Min	7-8 Min	8-9 Min	9-10 Min	
Fire	53				39	9	24	22				147
Rupture/Explosion	2											2
EMS/Rescue	17	1				1,108	1,090	300	1			2,517
Hazardous Condition	37				78	89	58	12			42	316
Service Call	11		2	4			294	194				505
Good Intent	211				68		99	33				411
False Call	24					67	317					408
Severe Weather	1											1
Other	3	2				1						6
Total	359	3	2	4	185	1,274	1,882	561	1	-	42	4,313

Source: Department's Records Management Systems

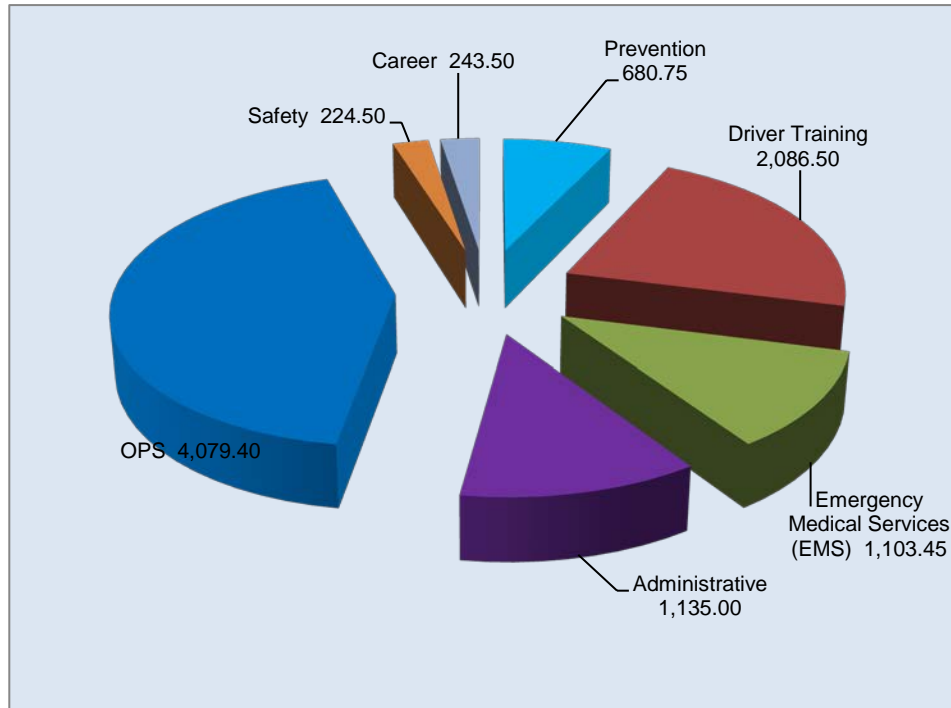
CENTRAL COUNTY FIRE DEPARTMENT
AUTOMATIC AID RESPONSES RECEIVED AND GIVEN
FISCAL YEAR 2011-2012



<u>Agency</u>	<u>Automatic Aid Received</u>	<u>Automatic Aid Given</u>	<u>Total</u>
CDF San Mateo	5	60	65
Foster City Fire	2	2	4
Millbrae Fire	209	77	286
San Bruno Fire	26	62	88
San Mateo Fire	137	581	718
Brisbane Fire		3	3
Daly City Fire		6	6
So. San Francisco Fire		6	6
Half Moon Bay Fire		3	3
Pacifica Fire		2	2
South County Fire	1		
Total	379	802	1,181

Source: Department's Records Management Systems

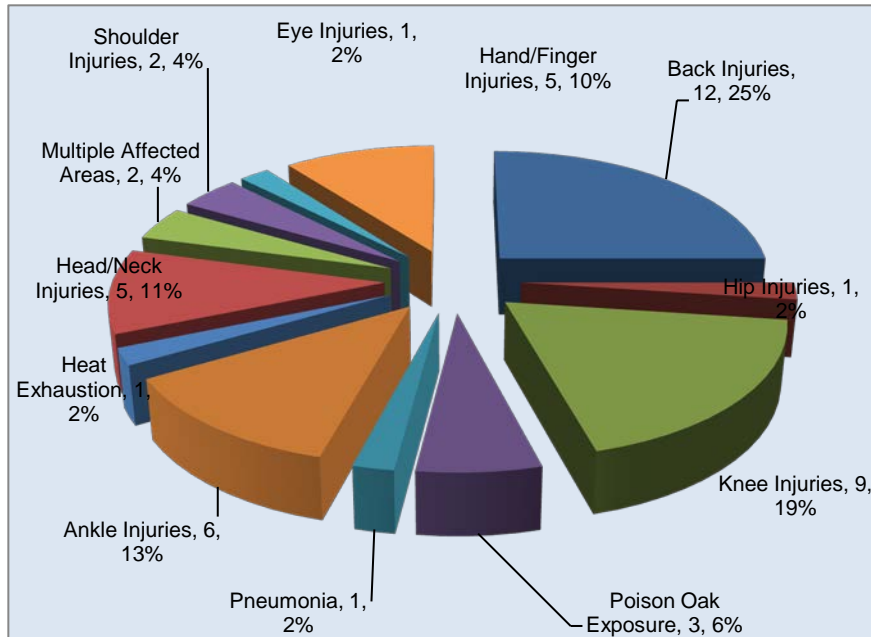
CENTRAL COUNTY FIRE DEPARTMENT
PERSONNEL TRAINING HOURS BY FUNCTION
FISCAL YEAR 2011-2012



<u>Description</u>	<u>Training</u>
Prevention	680.75
Driver Training	2,086.50
Emergency Medical Services (EMS)	1,103.45
Administrative	1,135.00
OPS	4,079.40
Safety	224.50
Career	243.50
Total Training Hours	<u>9,553.10</u>

Source: Department's Records Management Systems and Target Safety

CENTRAL COUNTY FIRE DEPARTMENT
TYPE OF ILLNESS/INJURY REPORT
YEAR 2012



<u>Description</u>	<u>Number</u>	<u>% to Totals</u>
Back Injuries	12	25%
Hip Injuries	1	2%
Knee Injuries	9	19%
Poison Oak Exposure	3	6%
Pneumonia	1	2%
Ankle Injuries	6	13%
Heat Exhaustion	1	2%
Head/Neck Injuries	5	10%
Multiple Affected Areas	2	4%
Shoulder Injuries	2	4%
Eye Injuries	1	2%
Hand/Finger Injuries	5	10%
Total Injuries	48	100%
First Aid Injuries	35	73%
Disability Injuries	13	27%
	48	100%

Source: Department's Records Management Systems and Target Safety

RESOLUTION NO. 13-03

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE
DEPARTMENT ADOPTING THE BUDGET FOR FISCAL YEAR 2013-2014**

RESOLVED, by the Board of Directors of the Central County Fire Department, County of San Mateo, State of California that,

WHEREAS, the Joint Powers Agreement establishing the Central County Fire Department became effective April 20, 2004; and

WHEREAS, Section 14. A of the Joint Powers Agreement requires that the Department adopt a budget for maintenance and operation costs, and costs of special services in time to allow approval by the Member Agencies prior to June 30th of each year; and

WHEREAS, Section 14. B requires the Fire Chief and Chief Administrative Officer to prepare the annual budget for submission to the Board of Directors; and

WHEREAS, the combined budget for fiscal year 2013-2014 has been prepared and reviewed by staff; and

WHEREAS, the combined budget for the Central County Fire Department operations has been submitted and reviewed by the Board of Directors.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Central County Fire Department adopts the submitted budget for the operations of the Central County Fire Department for fiscal year 2013-2014.

Approved at a regular meeting of the Board of Directors at Burlingame, CA this 7th day of May, 2013.

General Fund	\$16,586,730
Joint Training Program Fund	150,557
Sub-total	<u>16,737,287</u>
Internal Service Fund	<u>1,136,380</u>
GRAND TOTAL	<u>\$17,873,667</u>

Signed: 
Michael Brownrigg, Chair

Attest: 
Rubina Ellam, Secretary

I hereby certify that the forgoing is a true and correct copy of Resolution 13-03 adopted by the Board of Directors of the Central County Fire Department, San Mateo County California, at a regular meeting held on the 7th day of May, 2013, by the following vote of the members thereof:

AYES: Board Members: Brownrigg, Benton, Chuang

NOES: Board Members: _____

ABSENT: Board Members: Keighran

ABSTAIN: Board Members: _____

APPENDIX "A" - MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT			
SERVICE	REFERENCE	ADOPTED FY 2012/13	ADOPTED FY 2013/14
Care Facilities Inspection			
Pre-inspection of licensed community care (per hour)	H&S Code §13235	\$160	No Change
Residential Care Facility for Elderly serving 6 or fewer persons – fire inspection enforcement	H&S Code § 1569.84	No change	No Change
Residential Care Facility		\$284	No Change
Large Family Day Care		\$150	No Change
Skilled Nursing Facility		\$551	No Change
Hospital/Institution		\$2,154	No Change
Re-Inspections			
Second re-inspection (fee per inspection)		\$133	No Change
Third and subsequent re-inspection (fee per inspection)		\$335	No Change
Construction Fees			
General Fire & Life Safety Services <ul style="list-style-type: none"> • Consultation & Research • Pre-application meetings & Design Review • Property Survey • General Construction Inspections • Processing, Scheduling, and Record Keeping 	New Fee	12% of Building Permit fees for Commercial and Multi-Family Residential	No Change
Building or Planning Plan Check Fees (per hour)		\$155	No Change
Expedite Building or Planning Check Fees (per hour with 2 hour minimum)		\$310	No Change
Consultation and Planning (per hour)		\$181	No Change
Alternate Means of Protection Review (per hour)		\$176	No Change
Fire Alarm Systems:			No Change
Permit for Monitoring System		\$160	No Change
Permit for Manual System		\$160	No Change
Permit for Automatic System		\$294	No Change
Permit for combination System		\$425	No Change
Fixed Fire Extinguishing System Permit		\$227	No Change
Standpipe System Permit		\$294	No Change
Storage Tank (above or below ground) Permit		\$160	No Change
Sprinkler Systems			
One or two Family Dwelling Fire Sprinkler System (NFPA 13D) - flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who actually perform each inspection)		\$427	No Change
Fire Pump Permit		\$160	No Change
Multi-Residential or Commercial Fire sprinkler System (NFPA 13 or 13R) Permit – Single Story (incl. T.I.) Permit – Multi-story – flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who actually perform each inspection)		\$695	No Change
Multi-Residential or Commercial Fire sprinkler Remodel or Repair (Sprinkler head relocation/adjustment)	New Fee	\$160	No Change
Fire Service Line Inspection		\$160	No Change
Miscellaneous Fees and Permits			
Vegetation Management Inspection plus 50% of contractor's fee		\$160	No Change

APPENDIX "A" - MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT			
SERVICE	REFERENCE	ADOPTED FY 2012/13	ADOPTED FY 2013/14
Change of Use Inspection (usually triggered by new business license)		\$169	No Change
Standby Service			
Firefighter (per hour – minimum of 3 hours)		\$123	No Change
Fire Captain (per hour – minimum of 3 hours)		\$146	No Change
Battalion Chief (per hour – minimum of 3 hours)		\$163	No Change
Engine Company (per hour – minimum of 3 hours plus apparatus costs – per day as set by the State)		\$501 per hour + \$1,360 per day for apparatus	No Change
Photographs from investigations		No change	No Change
Fire Incident Reports (not including photographs)		No change	No Change
Work without a construction permit (fees to be determined at Fire Marshal's discretion)		No change	No Change
Emergency Response Costs for Driving under the Influence		Costs according to Personnel Schedule below plus Apparatus cost of \$1,360 as set by State	No Change
False Alarms		\$570 for 3 to 5 and \$1071 for 6 or more	No Change
Hazardous Materials Clean-up/Response		Costs according to Personnel Schedule below plus Apparatus cost of \$1,360 as set by State	No Change
Personnel Costs (per hour)			
Administration		\$54	No Change
Firefighter		\$123	No Change
Fire Captain		\$146	No Change
Fire Administrative Captain		\$153	No Change
Fire Inspector		\$134	No Change
Battalion Chief		\$163	No Change
Division Chief or Fire Marshal		\$176	No Change
Administrative Support Officer		\$91	No Change
Fire Mechanic		\$143	No Change
Deputy Fire Chief		\$154	No Change
Fire Chief		\$182	No Change
General Permits			
Aerosol Products		\$250	No Change
Amusement Buildings		\$284	No Change
Apartments, Hotels and Motels – 10 or less units		\$181	No Change
Apartments, Hotels and Motels – 11 to 25 units		\$218	No Change
Apartments, Hotels and Motels – 26 or more units		\$308	No Change
Aviation Facilities		\$450	No Change
Battery System		\$450	No Change
Carnivals and Fairs		\$417	No Change

APPENDIX "A" - MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT			
<u>SERVICE</u>	<u>REFERENCE</u>	<u>ADOPTED FY 2012/13</u>	<u>ADOPTED FY 2013/14</u>
Christmas Tree Lot		\$150	No Change
Combustible Fiber Storage		\$250	No Change
Combustible material Storage		\$250	No Change
Compressed Gasses		\$250	No Change
Commercial Rubbish-Handling Operation		\$250	No Change
Cryogenes		\$250	No Change
Dry Cleaning Plants		\$250	No Change
Dust-Producing Operations		\$250	No Change
Exhibits & Trade Shows – Display Booth		\$250	No Change
Exhibits & Trade Shows – With Open Flame		\$250	No Change
Exhibits & Trade Shows – Display Fuel Powered Equipment		\$250	No Change
Explosives or Blasting Agents		\$450	No Change
Fire Hydrants and Water Control Valves		\$247	No Change
Fireworks		\$450	No Change
Flammable or Combustible Liquids		\$450	No Change
Hazardous Materials		\$450	No Change
High-Piled Combustible Storage – 20,000 square feet or less		\$450	No Change
High-Piled Combustible Storage – more than 20,000 square feet		\$583	No Change
Hot-Work Operations		\$250	No Change
Liquefied Petroleum Gasses		\$450	No Change
Liquid-or gas-fueled Vehicles or Equipment in Assembly Buildings		\$450	No Change
Live Audiences		\$450	No Change
Lumber Yards storing in excess of 100,000 board feet		\$350	No Change
Magnesium Working		\$250	No Change
Motor Vehicle Fuel-Dispensing Stations		\$211	No Change
Open Burning		\$250	No Change
Organic Coating		\$250	No Change
Ovens, Industrial Baking and Drying		\$211	No Change
Parade Floats		\$250	No Change
Places of Assembly		\$475	No Change
Production Facilities		\$417	No Change
Pyrotechnical and Special Effects Material		\$450	No Change
Radioactive Materials		\$250	No Change
Refrigeration Equipment		\$350	No Change
Repair Garage		\$284	No Change
Spraying and Dipping		\$284	No Change
Tents, Canopies, and Temporary Membrane Structures		\$380	No Change
Tire Storage		\$250	No Change
Wood Products		\$250	No Change

BUDGET GLOSSARY AND ACRONYMS

BUDGET TERMS

Accrual Basis of Accounting. Method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

Appropriation. An authorization made by the Board that permits the Department to incur obligations and to make expenditures of resources.

Assessed Valuation. A value established for real property for use as a basis in levying property taxes. In California, assessed value is established by the County for the secured and unsecured property tax rolls while the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value and property taxes for general purposes cannot exceed 1% of assessed value. This law rolled back values for fiscal 1979 to fiscal 1976 levels and limits increases to a maximum of 2% per year. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is subject to annual reappraisal.

Audit. Prepared by an independent certified public account (CPA). An audit's primary objective is to determine if the Department's financial statements fairly present its financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with performing an audit, independent auditors normally issue a Management Letter stating the adequacy of the Department's internal controls as well as recommending improvements to its financial management practices.

Balanced Budget. A balanced budget in the general fund requires operating revenues to fully cover operating expenditures, including debt service except reserves can be used to fund capital improvement plan projects, or other "one-time" non-recurring expenditures.

A balanced budget for all other governmental funds requires that resources including available individual fund balances, fully cover operating expenditures.

Budget. A financial plan for a specified period of time that matches projected revenues and planned expenditures for fire operations.

Budget Amendment. Pursuant to the Department's budget and fiscal policies, the Board may amend or supplement the budget at any time after it is adopted by majority vote of the members. The Administrative Officer may make administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances.

Budget Message. Included in the Introduction Section of the budget document, it provides the Board and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendations of the Fire Chief.

Budget and Fiscal Policies. General and specific guidelines adopted by the Department that govern budget preparation and administration.

Capital Projects Fund. This fund is used to account for financial resources used in acquiring, building or renovating major capital facilities.

BUDGET GLOSSARY AND ACRONYMS

Cash Basis of Accounting. Basis of accounting that recognizes transactions or events when related cash amounts are received or disbursed.

Department Goals. Provides policy guidance and direction for the objectives to be accomplished during a budget period.

Consumer Price Index (CPI). A measure of inflation in area of consumer products.

Cost-reimbursement Basis. Setting of charges so that costs are systematically recovered on a break-even basis over time.

Department. A major organizational unit of the Department that has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

Expenditure. The outflow of funds paid or to be paid for an asset, goods or services regardless of when the invoice is actually paid. This term applies to all funds.

Expenditure Savings. Under the Department's budgeting procedures, staffing cost projections are based on all positions being filled throughout the year. Cost projections for major supply purchases and service contracts are projected on a similar basis. However, costs may be less, due to vacancies and purchase cost-savings. Past experience indicates that actual expenditures are likely to be less than budgeted amounts, due in large part to this costing methodology.

Fiscal Year. The beginning and ending period for recording financial transactions. The Department's fiscal year covers the period from July 1 to June 30.

Fixed Assets. Assets of long-term nature such as land, buildings, machinery furniture and other equipment. The Department has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$2,000.

Fund. Fiscal and accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The four general fund types used by the Department are: General Fund, Special Revenue, Capital Project and the Internal Service Funds.

Fund Balance. Fund balance is the excess of a fund's assets over its liabilities in a governmental fund while **Net Assets** is the equity associated with the general government's assets and liabilities.

General Fund. The primary operating fund of the Department, all resources that are not accounted for and reported in another fund. Except for subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose. (See Fund)

Generally Accepted Accounting Principles (GAAP). Conventions, rules, and procedures that serve as the norm for the fair presentation of financial statements.

Goal. A statement of broad direction, purpose or intent.

Governmental Accounting Standards Board (GASB). Ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

BUDGET GLOSSARY AND ACRONYMS

Governmental Funds. Funds generally used to account for tax-supported activities. The Department has three governmental funds: the general fund, special revenue funds and the capital projects fund.

Interfund Transfers. Flows of assets (such as cash or goods) between funds without equivalent flows of assets in return and without a requirement for repayment.

Internal Control. Integrated set of policies and procedures designed to assist management to achieve its goals and objectives. A government's internal control framework must (a) provide a favorable control environment, (b) provide for the continuing assessment of risk, (c) provide for the design, implementation, and maintenance of effective control-related policies and procedures, (d) provide for the effective communication of information, and (e) provide for the ongoing monitoring of the effectiveness of control-related policies and procedures as well as the resolution of potential problems identified by controls.

Internal Service Fund. This fund is used to report any activity that provides goods or services to other funds and departments. The Department uses this fund to account for activities related self-insured programs including workers compensation and dental program for fire safety personnel.

Legal Level of Budgetary Control. Level at which the department's management may not reallocate resources without special approval from the Board.

Line-Item Budget. A budget that lists detailed expenditure categories (Salaries, Postage, Utilities, Travel, etc.) separately, along with the amount budgeted for each specified category. The Department presents a program budget in the main budget document as well as a detail line-item budget in the Appendix for use of the departments. The line-item budget is maintained and recorded for financial reporting and control purposes.

Modified Accrual Basis of Accounting. Basis of accounting used in conjunction with the current financial resources measurement focus that modifies the accrual basis of accounting in two important ways 1) revenues are not recognized until they are measurable and available, and 2) expenditures are recognized in the period in which governments in general normally liquidate the related liability rather than when that liability is first incurred (if earlier).

Objective. A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program.

Operating Budget. The portion of the budget that pertains to daily operations and delivery of basic governmental services.

Other Post Employment Benefits (OPEB). Post employment benefits other than pension benefits. Other post employment benefits include healthcare benefits and all post employment benefits provided separately from a pension plan, excluding benefits defined as termination offers and benefits.

Reserve. An account used to indicate that a portion of the fund balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Special Revenue Funds. This fund type is used to account for the proceeds from specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes. (See fund)

BUDGET GLOSSARY AND ACRONYMS

ACRONYMS

ALS – Advanced Life Support
CERT – Community Emergency Response Team
CPR – Cardiopulmonary Resuscitation
EOC – Emergency Operations Center
EMS – Emergency Medical Service
EMT – Emergency Medical Technicians
HNN – Hillsborough Neighborhood Network
JPA – Joint Powers Agreement
RIC – Rapid Intervention Crew
USAR – Urban Search and Rescue