

Central County Fire Department

Serving the City of Burlingame and the Town of Hillsborough, California



Fiscal Year 2014-2015
Adopted Budget



CENTRAL COUNTY FIRE DEPARTMENT



FISCAL YEAR 2014-2015

ADOPTED BUDGET

TABLE OF CONTENTS

INTRODUCTION

Community Profile-----	1
Board of Directors-----	4
Executive and Command Staff-----	5
Organizational Chart-----	6
About Central County Fire-----	7
Fire Stations-----	8
Fire Apparatus-----	9

BUDGET MESSAGE-----	10
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BUDGET PROCESSES

Budget Policies-----	12
Budget Preparation and Adoption Process-----	13
Fund Structure and Basis of Budgeting-----	14

BUDGET GRAPHS AND SUMMARIES

Staffing Summary-----	16
Combined Revenues, Expenditures and Changes in Fund Balances-----	17
Where the Money Comes From and Goes – General Fund-----	18

BUDGET DETAILS

General Fund-----	19
Special Revenue – Joint Training Program Fund-----	23
Internal Service Fund – Workers Compensation and Dental Insurance-----	24

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

Administration-----	25
Prevention and Disaster Preparedness-----	27
Suppression-----	29
Training and EMS-----	31

MISCELLANEOUS PROGRAMS

Shared Services-----	33
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STATISTICAL SECTION

Comparison to Other Cities-----	35
Total Responses-----	36
Call Frequency Analysis by Station-----	37
Call Frequency Analysis by Hour-----	38
Call Frequency Analysis by Day of Week-----	39
Emergency Response by Incident Type-----	40
Automatic Aid-----	41
Personnel Training Hours -----	42
Injury Report-----	43
Workers Compensation Three Year Average-----	44
Workers Compensation Ten Year Total Cost Comparison to Other Cities-----	45

REFERENCE MATERIALS

Budget Resolution-----	46
Master Fee Schedule-----	47
Glossary of Terms and Acronyms-----	50

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 emergency preparedness and training. CCFD’s personnel (65.95 FTEs) serve the communities with four engine companies and one truck company, strategically located in four fire stations, and 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, and accounting 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	12,126	Higher Education
2	Genentech Inc.	8,800	Biotechnology
3	County of San Mateo	6,079	County Government
4	Oracle Corp.	5,600	Business Software
5	Kaiser Permanente	3,777	Health Care
6	Mills-Peninsula Health Service	2,500	Health Care
7	Salesforce.com, Inc.	2,500	Cloud Computing
8	Visa Inc.	2,482	Payments Technology
9	Safeway Inc.	2,075	Retail Grocer
10	San Mateo County Community College District	1,951	Community College
11	SLAC National Accelerator Laboratory	1,764	Scientific Research
12	Seton Medical Center	1,672	Hospital
13	Gilead Sciences Inc.	1,587	Biopharmaceutical
14	Electronic Arts	1,400	Entertainment Software
15	Facebook	1,400	Social Network
16	City and County of San Francisco	1,294	Municipal Government
17	Wells Fargo Bank	1,232	Financial Institution
18	Catholic Healthcare West	1,129	Health Care
19	City of Palo Alto	1,018	City Government
20	Franklin Templeton Investments	990	Investment Management
21	Wilson Sonsini Goodrich & Rosati PC	860	Law Firm
22	State of California	682	State Government
23	PG&E Corporation	626	Natural Gas & Electric Utility
24	DPR Construction Inc.	519	Commercial Contractor

Source: San Francisco Business Times, 2012 *Book of Lists*

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.

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>U.S.</u>
	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>	
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

BOARD OF DIRECTORS



CHAIR

Michael Brownrigg, Mayor, City of Burlingame



VICE CHAIR

Marie Chuang, Council Member, Town of Hillsborough



Jess E. Benton, Mayor, Town of Hillsborough

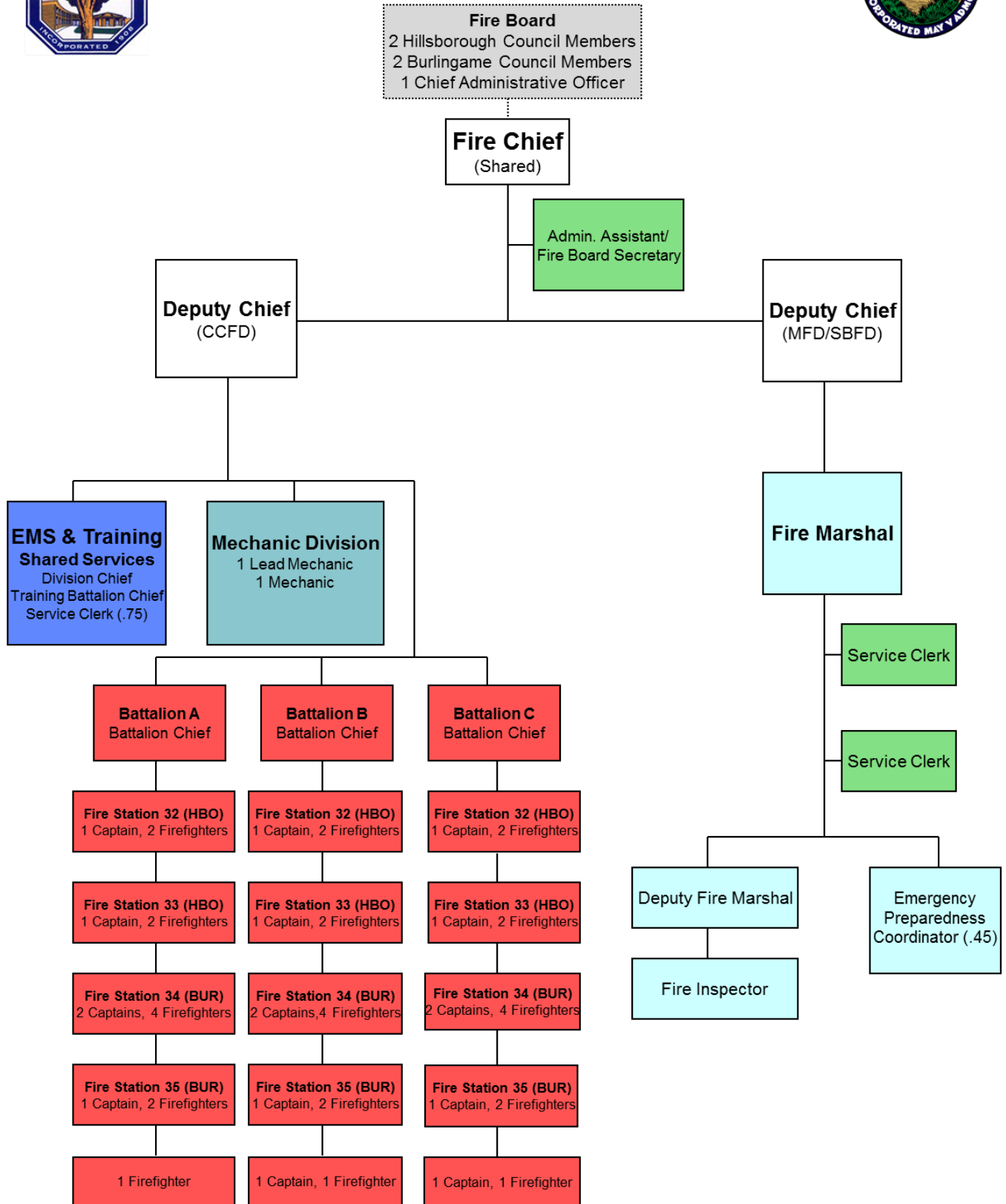


Ann Keighran, Council Member, City of Burlingame

EXECUTIVE AND COMMAND STAFF

Chief Administrative Officer	Randy Schwartz, City Manager, Town of Hillsborough
Fire Chief	Mark Ladas
Deputy Fire Chief	David Downing Kevin McWhirter
Fire Marshal	Rocque Yballa
EMS Division Chief	John Kammeyer
Battalion Chiefs:	
A Shift	Craig Latham
B Shift	Drew Flinders
C Shift	Ed Barton
Training	Bruce Barron
Deputy Fire Marshal	TBA
Fire Inspectors	Christine Reed Julie Parenti
Administrative Assistant/Board Secretary	Rubina Ellam
Service Clerks	Lisa Bartolo Lil Finocchiaro Wendy McGraw
Emergency Preparedness Coordinator	To be announced
Finance Director/Treasurer Finance Department, Town of Hillsborough	Jan Cooke
HR Manager City Manager's Office, Town of Hillsborough	Kristin Armbruster
General Counsel	Jean Savaree

ORGANIZATIONAL CHART



ABOUT CENTRAL COUNTY FIRE DEPARTMENT

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	<table> <tr><td>1</td><td>Fire Chief</td></tr> <tr><td>1</td><td>Deputy Fire Chief</td></tr> <tr><td>1</td><td>Fire Marshal</td></tr> <tr><td>1</td><td>EMS Division Chief</td></tr> <tr><td>1</td><td>Deputy Fire Marshal</td></tr> <tr><td>1</td><td>Fire Inspector</td></tr> <tr><td>3</td><td>Battalion Chiefs</td></tr> <tr><td>1</td><td>Training Battalion Chief</td></tr> <tr><td>17</td><td>Captains</td></tr> <tr><td>33</td><td>Firefighters and Paramedics</td></tr> <tr><td>2</td><td>Non-Safety Fire Mechanics</td></tr> <tr><td>1</td><td>Administrative Assistant</td></tr> <tr><td>2.5</td><td>Service Clerks</td></tr> <tr><td>0.45</td><td>Emergency Preparedness Coordinator</td></tr> <tr><td>65.95</td><td>FTEs</td></tr> </table>	1	Fire Chief	1	Deputy Fire Chief	1	Fire Marshal	1	EMS Division Chief	1	Deputy Fire Marshal	1	Fire Inspector	3	Battalion Chiefs	1	Training Battalion Chief	17	Captains	33	Firefighters and Paramedics	2	Non-Safety Fire Mechanics	1	Administrative Assistant	2.5	Service Clerks	0.45	Emergency Preparedness Coordinator	65.95	FTEs
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0.45	Emergency Preparedness Coordinator																														
65.95	FTEs																														

FIRE STATIONS



Fire Station 32
330 Ascot Road
Hillsborough, CA 94010



Fire Station 33
835 Chateau Drive
Hillsborough, CA 94010



Fire Station 34
799 California Drive
Burlingame, CA 94010



Fire Station 35
2832 Hillside Drive
Burlingame, CA 94010



Administrative Office
1399 Rollins Road
Burlingame, CA 94010

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

FIRE CHIEF'S BUDGET MESSAGE

Date: April 23, 2014

To: Board of Directors, Central County Fire Department

From: Mark Ladas, Fire Chief

Subject: Budget Message for Fiscal Year 2014-2015



As the fiscal year, FY 2013/14 comes to a close Central County Fire Department (CCFD) has been able to meet a few financial challenges and will again be able to end the fiscal year within budget.

Our primary difficulty was managing the overtime budget that was consistently being drawn upon due to workers compensation (disability leave), mutual aid to assist with the RIM Fire and the unexpected promotion of a CCFD Captain to Battalion Chief assigned to training. Reimbursements from the State of California, the joint training program and savings from not filling the Deputy Chief position have allowed us to manage the shortfall and stay within budget.

As part of the continued partnership with the City of Millbrae and the City of San Bruno the Fire Chief's salary and benefits will continue to be offset by 50%. The concept of the shared fire station is still a possibility; however, currently the project has been postponed and therefore no costs will be incurred nor will there be any savings realized in FY 2014/15.

Our mechanic's division continues to expand as CCFD now services the vehicles and apparatus for six agencies; Belmont, Central County, Foster City, Millbrae, San Bruno and San Mateo. Revenues continue to increase with the division now generating over \$175,000 annually; an increase of over \$100,000. In an effort to reduce personnel costs, fiscal year 2014/15 will be the first time CCFD will employ non-safety mechanics.

FY 2014/15 will be the third complete year that Foster City Fire Department and Belmont Fire Department will have participated as 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 the joint training program. Prior to this year, departments were reimbursed for the salary portions only of personnel in the joint training division. The addition of our new partners has allowed further savings in training costs for each agency and in FY 2014/15 will allow us to take the third step of a five-year plan that calls for full reimbursement of salary and benefits. In FY 2014/15 CCFD will receive \$266,000 in revenues from the joint training program.

We will be reinstating the Deputy Fire Marshal position in FY 2014/15 by reclassifying one of our Fire Inspectors. The remaining Fire Inspector position will eventually become a non-safety position as part of the continued efforts to further reduce personnel costs.

In 2012 CCFD received an actuarial report for Other Post-Employment Benefits, OPEB, which covered a two-year period (FY12/13 and FY13/14). As recommended, in FY 2013/14 OPEB was funded for the amount of \$1,169,600. At this time there is an actuarial report pending.

In order to fund OPEB in FY 2013/14 it was determined that the purchase of an engine be postponed to FY 2014/15. In FY2014/15 the Department will be purchasing one engine (\$605,000), two pick-up trucks and three staff vehicles (\$194,000) in accordance with our apparatus and vehicle replacement schedule.

CCFD will be installing new Zetron (station alerting systems) in all the fire stations at a cost of \$30,000 per station. The current system is being phased out county-wide due to the unavailability of replacement parts and the need for one system throughout the County.

When CCFD became a stand-alone entity there was no history due to the newness of the organization. An initial actuarial report recommended that we begin funding Workers Compensation at a 50% confidence level at an undiscounted rate for a total of approximately \$600,000. A second actuarial report was completed in October 2012 determining that the workers compensation reserves were underfunded by \$926,881. The recommended annual funding for FY 2013/14 was \$1,327,061, at the 70% confidence level and included placing the required \$926,881 into reserves over a five year period. In FY 2014/15 the funding for workers compensation reserves will be \$1,401,150.

I would like to take this opportunity and thank Randy Schwartz, Chief Administrative Officer for CCFD and City Manager for the Town of Hillsborough and Lisa Goldman, City Manager for the City of Burlingame, for their continued support and guidance without which CCFD would not be as successful as we are today. To our Board of Directors, I thank you for your endless hours of commitment to set policy that ensures our communities continue receiving the best practices available. Your insight and direction are greatly appreciated.

As always, the men and women of 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.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Ladas", written in a cursive style.

Mark Ladas
Fire Chief

BUDGET POLICIES

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

Balanced Budget

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

- 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 such expenditures.

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

Budget Basis

The budget is adopted on a basis consistent with generally accepted accounting principles (“GAAP”). The modified accrual basis is used for budgeting. Governmental funds, such as the General Fund, utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year.

Proprietary funds, such as enterprise funds and internal service funds, utilize the accrual basis of accounting, which recognizes revenues when earned and expenses when incurred.

Budget Administration and Level of Control

The Board of Directors 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 designee 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.

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

Budget Term

The Central County Fire Department follows the fiscal year of the funding entities – City of Burlingame and Town of Hillsborough, which runs from July to June. Annual budgets are prepared and adopted for each fund except the Capital Projects Fund. The Capital Projects Fund establishes budgetary control on a project-by-project basis.

User Fee Cost Recovery Levels

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

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.

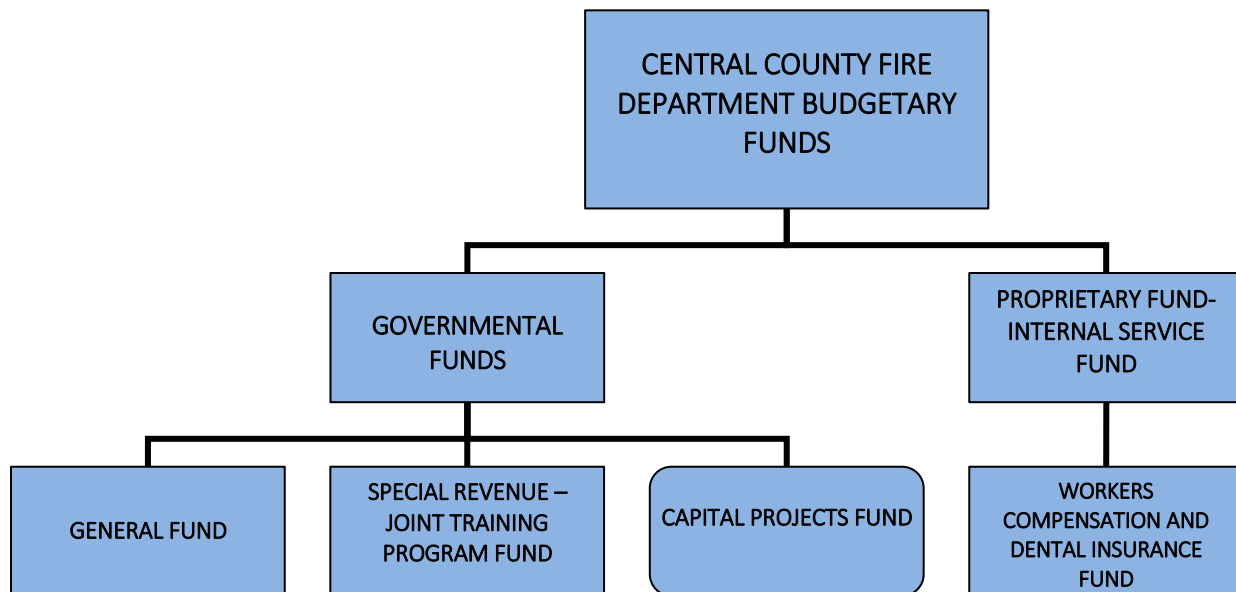
The following discusses the general approach and time schedule of the budget preparation:

January	<p>Department begins planning for the coming fiscal year by preparing budget requests</p> <p>Department submits capital improvement requests for the next fiscal year</p>
February	<p>Department submits 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 for informed 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 Fire Management to discuss budget requests and financing limits.</p> <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>
April	<p>The Department prepares the Proposed Budget.</p> <p>Public notice for fees and charges is issued.</p> <p>The Proposed Budget is presented to the Board of Directors at a public hearing.</p> <p>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>

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 generally accepted accounting principles (GAAP) and is determined based on the type of funds. The basis for each of the funds is 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 for major funds are individually presented while budget is aggregated for non-major funds. Funds whose revenues 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 are not restricted as to which division or purpose they may be expended. The sources of revenue for the General Fund are primarily from service charges, contributions from the two member agencies, program revenues from fees and other reimbursements for shared services.

FUND STRUCTURE AND BASIS OF BUDGETING

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 six 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 whose costs will also be accounted for in this fund. Likewise, the Department also self-insures for the dental program.

BUDGET GRAPHS AND SUMMARIES – STAFFING SUMMARY

	BEFORE April 2004 MERGE	Adopted Budget 2011/12	Adopted Budget 2012/13	Adopted Budget 2013/14	Adopted Budget 2014/15	Preliminary Budget 2015/16	Preliminary Budget 2016/17
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				1.00	1.00	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	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Training Battalion Chief					1.00	1.00	1.00
Captain	21.00	18.00	18.00	17.00	17.00	15.00	15.00
Training Captain		1.00	1.00	1.00			
Firefighter and Paramedics	57.00	36.00	33.00	33.00	33.00	32.00	30.00
Fire Mechanic		.25					
Total Sworn	91.00	64.25	61.00	60.00	60.00	57.00	55.00
Non-Sworn:							
Administrative Assistant			1.00	1.00	1.00	1.00	1.00
Secretary	2.00						
Service Clerk	1.25	2.75	2.50	2.50	2.50	2.50	2.50
Fire-Mechanic					2.00	2.00	2.00
Emergency Preparedness Coordinator					0.45	0.45	0.45
Total Non-Sworn	3.25	2.75	3.50	3.50	5.95	5.95	5.95
TOTAL PUBLIC SAFETY – FIRE	94.25	67.00	64.50	63.50	65.95	62.95	60.95

STAFFING SUMMARY BY FUNCTION

	BEFORE April 2004 MERGE	Proposed Budget 2011/12	Adopted Budget 2012/13	Adopted Budget 2013/14	Adopted Budget 2014/15	Preliminary Budget 2015/16	Preliminary Budget 2016/17
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						
Administrative Assistant			1.00	1.00	1.00	1.00	1.00
Secretary	1.00						
Service Clerk	1.25	2.75	2.50	2.50	2.50	2.50	2.50
	8.25	4.75	5.50	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				1.00	1.00	1.00
Fire Inspector	1.00	2.00	2.00	2.00	1.00	1.00	1.00
Emergency Preparedness Coordinator					0.45	0.45	0.45
	3.00	3.00	3.00	3.00	3.45	3.45	3.45
TRAINING							
Assistant Chief	1.00						
Division Chief (EMS)		1.00	1.00	1.00	1.00	1.00	1.00
Training Battalion Chief					1.00	1.00	1.00
Training Captain		1.00	1.00	1.00			
	1.00	2.00	2.00	2.00	2.00	2.00	2.00
EMERGENCY MEDICAL SERVICES							
Division Chief	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	17.00	17.00	15.00	15.00
Firefighter and Paramedics	57.00	36.00	33.00	33.00	33.00	32.00	30.00
Fire Mechanic		.25			2.00	2.00	2.00
	81.00	57.25	54.00	53.00	55.00	52.00	50.00
TOTAL	94.25	67.00	64.50	63.50	65.95	62.95	60.95

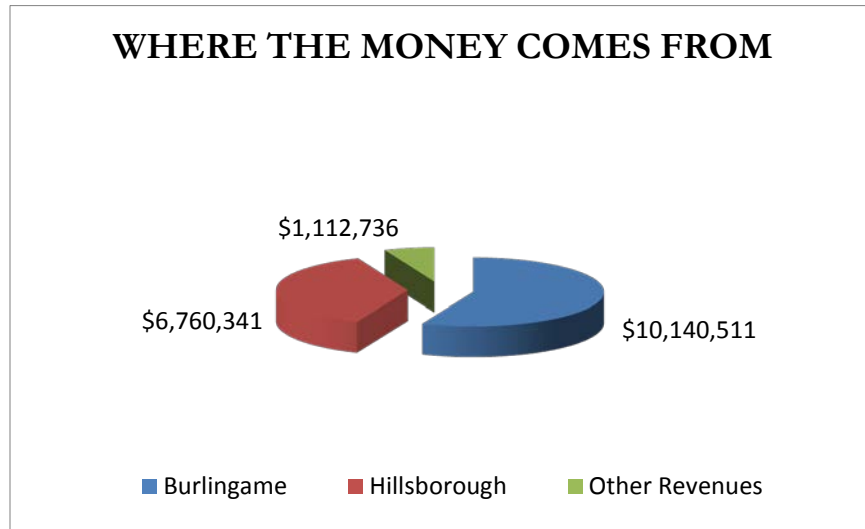
BUDGET GRAPHS AND SUMMARIES

COMBINED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

	<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	\$97,000			\$97,000	
Intergovernmental:					
City of Burlingame	10,140,511			10,140,511	
Town of Hillsborough	6,760,341			6,760,341	
All Other Agencies	624,036	\$121,529		745,565	
Service Charges:					
Program Revenues	335,000	41,600		376,600	
Workers Compensation Premiums					\$1,401,150
Dental and Vision Charges					141,590
All Others	56,700	5,000		61,700	
Total Revenues	18,013,588	168,129	-	18,181,717	\$1,542,740
EXPENDITURES:					
Operating	17,214,588	150,557		17,365,145	1,217,751
Capital Outlay	799,000		140,000	939,000	
Total Expenditures	18,013,588	150,557	140,000	18,304,145	1,217,751
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES		17,572	(140,000)	(122,428)	324,989
OTHER FINANCING SOURCES (USES):					
Transfers In				-	
Transfers Out					
Total Other Financing Sources (Uses)		-	-	-	-
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	-	-	-		-
BEGINNING FUND BALANCE	-	173,164	424,056	597,220	(788,956)
ENDING FUND BALANCE	-	\$190,736	284,056	\$474,792	\$(463,967)

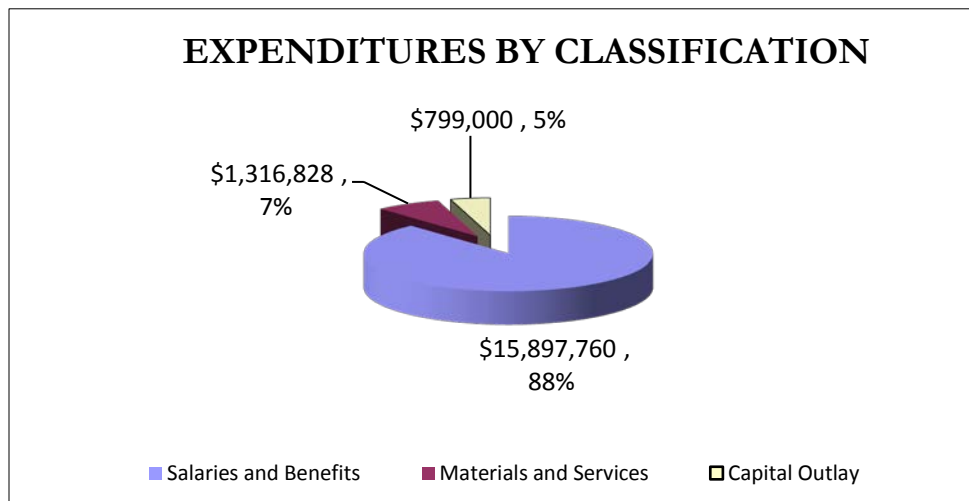
BUDGET GRAPHS AND SUMMARIES

WHERE THE MONEY COMES FROM – GENERAL FUND



	Actual 2011/12	Actual 2012/13	Revised 2013/14	Adopted 2014/15
Burlingame	\$8,460,470	\$8,880,347	\$9,319,560	\$10,140,511
Hillsborough	5,640,313	5,920,231	6,213,040	6,760,341
Other Revenues	1,108,010	1,336,332	1,378,030	1,112,736
Total	\$15,208,793	\$16,136,910	\$16,857,630	\$18,013,588
% of Change	4%	6%	5%	6%

WHERE THE MONEY GOES BY CLASSIFICATION – GENERAL FUND



	Actual 2011/12	Actual 2012/13	Revised 2013/14	Adopted 2014/15
Salaries and Benefits	\$14,071,775	\$14,796,768	\$15,543,102	\$15,897,760
Materials & Services	1,137,018	1,340,142	1,314,528	1,316,828
Capital Outlay	-	-	-	799,000
Total	\$15,208,793	\$16,136,910	\$16,857,630	\$18,013,588
% of Change	4%	6%	4%	7%

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 prior to 6/21/2010
- ❖ Facilities (fire stations) including replacement and/or significant repairs
- ❖ Debt service costs for the pay-off of the retirement side funds

Key Assumptions

- ❖ Addition of non-safety Fire Mechanic
- ❖ Reclassification of Fire Inspector to Deputy Fire Marshal - \$6,000
- ❖ Truck Staffing remains at 3
- ❖ 2% salary increase
- ❖ Active employees will contribute 7.5% towards medical

- ❖ OPEB funding at \$1,184,460
- ❖ Fund Workers' Compensation at 70% confidence level at a cost of \$1,401,150
- ❖ CalPERS rates – 23.948% less 4% being shared by employees
- ❖ Health insurance premium – 5% increase
- ❖ Vehicle and Apparatus purchase
 - \$605,000 for engine
 - \$194,000 for vehicles
- ❖ Replacement of Station monitoring system at \$140,000
- ❖ Utilities and Gas & Oil costs assumed from City of Burlingame - \$40,000
- ❖ Emergency Preparedness (EOC Operations) budget transferred from Burlingame and Hillsborough - \$100,000

Additional Notes

Central County Fire Department is self-insured for workers compensation and dental coverage. Appropriations and expenditures for these line items are shown in the Internal Service Fund.

Funding from Member Agencies

	Adopted FY14/15 Funding to CCFD	% increase FY14/15 over FY13/14
Burlingame	\$10,140,511	9%
Hillsborough	\$6,760,341	9%
Total	\$16,900,852	9%

The adopted FY14/15 funding for the CCFD operations reflects a 9% (\$1,368,252) increase from FY13/14 revised budget. Funding for the fire operations comes from the General Fund budgets of the member cities.

BUDGET DETAILS – GENERAL FUND

	<u>Account Description</u>	<u>Actual 2011-2012</u>	<u>Actual 2012-2013</u>	<u>Adopted 2013-2014</u>	<u>Actual to 12/31/13 2013-2014</u>	<u>% to Budget</u>	<u>Revised 2013-2014</u>	<u>Adopted 2014-2015</u>
1	REVENUES:							
2	PERMITS & LICENSES							
3	Construction Permits	78,729	86,288	75,000	45,648	61%	75,000	75,000
4	Fire Code Permit	102,845	30,300	70,000	8,695	12%	20,000	20,000
5	Penalty Fees	6,539	6,545	5,000	854	17%	2,000	2,000
6	Total Permits & Licenses	188,113	123,133	150,000	55,197	37%	97,000	97,000
7	INTERGOVERNMENTAL REVENUES:							
8	Burlingame	8,460,470	8,880,347	9,337,061	3,893,491	42%	9,319,560	10,140,511
9	Hillsborough	5,640,313	5,920,231	6,224,707	2,593,625	42%	6,213,040	6,760,341
10	Sub-total from Partner Cities	14,100,783	14,800,578	15,561,768	6,487,116	42%	15,532,600	16,900,852
11	ALS JPA	131,630	180,263	157,952	96,353	61%	157,952	157,952
12	Joint Training Program	215,714	181,051	194,810	198,655	102%	397,310	266,084
13	Merged Participating Agencies	40,804	257,809	242,000	117,770	49%	302,000	200,000
14	Sub-total from Other Agencies	388,148	619,123	594,762	412,778	69%	857,262	624,036
15	Total Intergovernmental Revenues	14,488,931	15,419,701	16,156,530	6,899,894	43%	16,389,862	17,524,888
16	CHARGES FOR SERVICES							
17	Fire Plan Review	63,642	47,444	25,000	22,940	92%	35,000	50,000
18	Inspections/Re-Inspections	11,898	132,069	65,000	59,556	92%	70,000	90,000
19	Station 34 Mechanic Shop	155,548	185,320	135,000	100,416	74%	195,000	195,000
20	Total Charges for Services	231,088	364,833	225,000	182,912	81%	300,000	335,000
21	OTHERS							
22	Workers Compensation Reimbursement	221,759	214,394	25,000	-		25,000	25,000
23	Investment Earnings	633		200	101	51%	200	200
24	Miscellaneous	77,394	13,139	30,000	22,034	73%	44,068	30,000
25	Imaging/Microfiche Services	875	1,710	-	1,185		1,500	1,500
26	Total Others	300,661	229,243	55,200	23,320	42%	70,768	56,700
27								
28	TOTAL REVENUES	15,208,793	16,136,910	16,586,730	7,161,323	44%	\$16,857,630	18,013,588
29								
30	EXPENDITURES:							
31	SALARIES & BENEFITS							
32	Regular Salaries - Safety	7,910,024	7,364,827	7,491,290	3,630,542	48%	7,261,083	7,680,250
33	Regular Salaries - Non Safety	179,554	206,419	215,000	105,089	49%	215,000	342,920

BUDGET DETAILS – GENERAL FUND

	<u>Account Description</u>	<u>Actual 2011-2012</u>	<u>Actual 2012-2013</u>	<u>Adopted 2013-2014</u>	<u>Actual to 12/31/13 2013-2014</u>	<u>% to Budget</u>	<u>Revised 2013-2014</u>	<u>Adopted 2014-2015</u>
34	Part-time Salaries	10,181	119,351	45,000	11,061	25%	16,500	109,000
35	Overtime:	1,305,430	1,649,065	1,089,000	1,042,981	96%	1,657,000	1,169,000
a	Disability Leave	138,933	470,937	304,000	361,373	119%	625,000	380,000
b	Vacation Leave	663,637	604,642	405,000	317,593	78%	480,000	364,000
c	Sick Leave	242,261	141,395	145,000	39,467	27%	105,000	145,000
d	Family Sick Leave/Bereavement	133,964	173,316	105,000	63,561	61%	115,000	105,000
e	Special Assignment	10,880	15,521	20,000	38,326	192%	53,000	30,000
f	Shop Mechanic	10,548	19,349	20,000	1,866	9%	5,000	10,000
g	Reimbursable	640	13,389	10,000	9,406	94%	17,000	10,000
h	Shared Staffing	22,729	117,641	25,000	65,037	260%	90,000	25,000
i	Strike Team				31,642		32,000	
j	Miscellaneous	81,838	92,875	55,000	114,710	209%	135,000	100,000
36	Holiday Pay	383,502	340,573	339,800	162,965	48%	325,930	349,050
37	FLSA	178,276	176,508	169,890	81,482	48%	162,964	174,530
38	Uniform Allowance	56,265	52,865	52,870	50,460	95%	50,460	52,160
39	Medicare/FICA	128,259	135,855	142,870	71,611	50%	143,222	157,100
40	Retirement	1,969,856	1,671,931	1,756,760	506,111	29%	1,716,760	1,705,200
41	Health Insurance	1,026,566	1,052,911	1,187,110	457,263	39%	1,165,110	1,163,730
42	Dental Insurance	127,822	120,400	118,970	-	0%	118,970	120,870
43	Vision	14,952	19,743	20,170	-	0%	20,170	20,720
44	Life Insurance	14,622	15,091	13,640	5,532	41%	11,064	14,010
45	Long-term Disability Insurance	2,615	2,739	2,930	1,370	47%	2,739	3,910
46	Retirement Health Savings		2,925	2,700	1,125	42%	2,250	2,700
47	Health Insurance - Retirees	80,017	1,129,428	1,177,060	100,949	9%	1,177,060	1,184,460
48	Workers' Compensation	603,905	602,860	1,335,930		0%	1,335,930	1,401,150
49	Leave payouts	23,693	21,963	25,000	42,530	170%	55,000	40,000
50	Leave payouts at retirement	56,236	111,314	104,000	105,891	102%	105,891	207,000
51	TOTAL	14,071,775	14,796,768	15,289,990	6,376,959	42%	15,543,102	15,897,760
52	% of change	4%	5%	3%			5%	7%
53	MATERIALS & SERVICES:							-
54	Office Expense	17,358	16,385	18,740	5,900	31%	18,740	21,240
55	Postage	-	-	-	-	-	-	1,500
56	Expendable Supplies	18,939	18,567	16,200	10,676	66%	16,200	18,700

BUDGET DETAILS – GENERAL FUND

	<u>Account Description</u>	<u>Actual 2011-2012</u>	<u>Actual 2012-2013</u>	<u>Adopted 2013-2014</u>	<u>Actual to 12/31/13 2013-2014</u>	<u>% to Budget</u>	<u>Revised 2013-2014</u>	<u>Adopted 2014-2015</u>
57	EMS Supplies	13,247	15,908	10,000	1,293	13%	7,000	8,000
58	Special Departmental Expense	12,024	19,673	35,000	16,115	46%	35,000	35,000
59	Small Tools	34,177	24,793	37,500	12,157	32%	37,500	37,500
60	Public Education	2,632	1,462	4,000	1,282	32%	4,000	4,000
61	Safety Equipment	47,516	25,535	50,000	16,863	34%	44,000	50,000
62	Communications	27,004	30,787	28,290	14,797	52%	28,290	42,000
63	Utilities	18,468	19,424	55,000	5,667	10%	55,000	66,000
64	Building/Grounds/Facilities Maintenance	121,902	122,349	130,000	7,895	6%	139,000	140,000
65	Gas, Diesel, Oil	29,919	25,734	65,000	15,381	24%	65,000	81,000
66	Equipment Maintenance	3,373	63				-	-
67	Auto Maintenance	6,376	34				-	-
68	Apparatus Maintenance	55,282	193,775	176,850	89,890	51%	176,850	176,850
69	Hose and Nozzles	20,863	4,645	25,000	702	3%	25,000	25,000
70	Radio Maintenance	2,392	6,624	16,750	4,394	26%	16,750	16,750
71	Contractual Services	265,025	241,794	296,400	145,638	49%	305,000	144,400
72	Mechanic Shop Service Agreement	110,481	655				-	-
73	Emergency Preparedness	-	-	-	-	-	-	100,000
74	Dues & Subscriptions	3,995	5,197	7,000	2,323	33%	7,000	5,100
75	Travel, Conferences & Meetings	2,864	4,601	12,500	1,584	13%	9,500	12,500
76	Training & Safety	50,640	21,991	49,000	32,469	66%	41,000	49,000
77	Wellness & Safety	20,995	11,387	21,800	325	1%	18,000	23,800
78	Canyon Weed Control - Other Charges			1,000			1,000	1,000
79	Liability, property and other insurances	168,142	152,916	171,000	187,488	110%	187,488	187,488
80	Computer, Telephone & Other IT Costs	69,868	56,731	68,710		0%	68,710	65,000
81	Miscellaneous	13,536	319,112	1,000	5,369		8,500	5,000
82	TOTAL MATERIALS & SERVICES	1,137,018	1,340,142	1,296,740	578,208	45%	1,314,528	1,316,828
83	% of change	21%	18%	(3%)			(2%)	.2%
84	CAPITAL PROJECTS:							
85	Capital Outlay							799,000
86	Total Capital Outlay	-	-		-			799,000
87	TOTAL	\$15,208,793	\$16,136,910	\$16,586,730	\$6,955,167		\$16,857,630	\$18,013,588
88	% of change	4%	6%	3%				7%

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 six 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>Actual 2011-2012</u>	<u>Actual 2012-2013</u>	<u>Actual to 12/31/13</u>	<u>% to Budget</u>	<u>Revised 2013-2014</u>	<u>Adopted 2014-2015</u>
REVENUES:						
JPA	\$3,300	\$6,600	\$3,300	50%	\$6,600	\$6,600
Classes	13,805	(300)	\$7,325	147%	\$7,325	5,000
Academy	5,602	2,010	3,264	65%	5,000	5,000
Education	-	59,019	-	0%	20,000	20,000
Communications	9,843	(4,558)	-	0%	5,000	5,000
Participating Agencies	40,381	115,557	59,651	50%	119,303	121,529
Investment Earnings	-	-	-	-	-	-
Miscellaneous	10,277	4,096	2,858	-	5,000	5,000
TOTAL REVENUES	83,208	182,424	76,398	47%	168,228	168,129
EXPENDITURES:						
Contractual Services	-	19,414	-	0%	22,000	22,000
Administrative	3,091	4,467	352	2%	15,000	15,000
Operations	3,626	18,996	4,531	30%	15,000	15,000
Special Ops	-	2,329	3,985	27%	15,000	15,000
EMS	10,846	19,605	17,961	60%	30,000	30,000
IT	9,600	12,508	5,340	45%	12,000	12,000
Academy	1,993	2,659	3,513	70%	5,000	5,000
Classes	4,706	-	28,282	566%	28,282	10,000
Special Department Expense	4,104	14,500	-	0%	13,087	8,087
Communications	5,246	4,496	1,322	26%	5,000	5,000
Education	1,786	-	-	-	-	-
Miscellaneous	75,428	22,083	2,658	20%	13,470	13,470
TOTAL EXPENDITURES	120,426	121,057	67,944	45%	173,839	150,557
Excess (Shortfall)	(37,218)	61,367	8,454	82%	(5,611)	17,572
BEGINNING FUND BALANCE	154,626	117,408	178,775		178,775	173,164
ENDING FUND BALANCE	\$117,408	\$178,775	\$187,229		\$173,164	\$190,736

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.

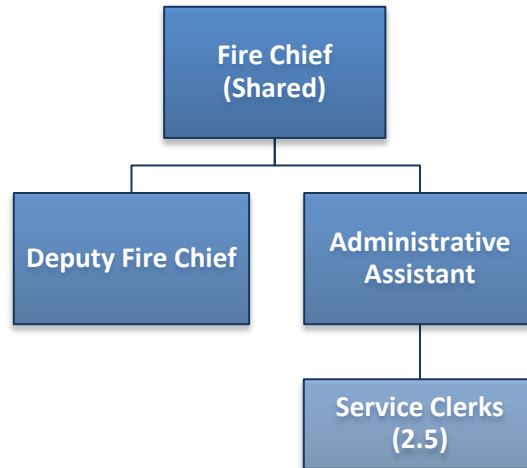
The Workers Compensation actuarial losses are funded at the 70% confidence level. The Ending Fund Balance is improving in FY 2014/15 with 91% of the actuarial losses funded in cash.

<u>Account Description</u>	<u>Actual 2011-2012</u>	<u>Actual 2012-2013</u>	<u>Actual to 12/31/13 2013-2014</u>	<u>% to Budget</u>	<u>Revised 2013-2014</u>	<u>Adopted 2014-2015</u>
REVENUES:						
Workers Compensation Premiums	\$603,802	\$602,860	\$667,965	50%	\$1,335,930	\$1,401,150
Dental and Vision Premiums	127,822	120,400	68,190	50%	136,380	141,590
Investment Earnings						
Miscellaneous	-	-	-		-	
TOTAL REVENUES	731,624	723,260	736,155	50%	1,472,310	1,542,740
EXPENDITURES:						
Contractual Services – Athens	11,626	31,577	8,335	69%	12,000	30,000
Excess Workers Comp Insurance	62,611	85,044	85,832	101%	85,000	96,161
Workers Compensation Claims:						
Payments for Third Party Services	194,657	305,892	127,403	102%	254,806	300,000
Industrial Disability Payments	183,731	214,383		0%	25,000	200,000
Reserves	248,782	1,080,352	376,365	50%	752,730	450,000
Dental and Vision Claims	102,392	77,248	48,415	36%	136,380	141,590
TOTAL EXPENDITURES	803,799	1,794,496	646,350	57%	1,265,916	1,217,751
Excess (Shortfall)	(72,175)	(1,071,236)	89,805	27%	206,394	324,989
BEGINNING FUND BALANCE	354,455	282,280	(788,956)		(788,956)	(788,956)
ENDING FUND BALANCE	\$282,280	\$(788,956)	\$(699,151)		\$(582,562)	\$(463,967)
ENDING CASH BALANCE		689,181	1,777,841		1,648,305	2,423,294
ACTUARIAL-ESTIMATED OUTSTANDING LOSSES		1,757,101	2,246,559		2,246,559	2,670,130

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 2014/15

- Collaborate with City Managers of Millbrae and San Bruno in the development of an implementation plan for consolidation of administrative and operational functions with Millbrae and San Bruno Fire Departments.
- 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).

ADMINISTRATION

SIGNIFICANT BUDGET CHANGES

As part of the continued partnership with the City of Millbrae and the City of San Bruno, the Fire Chief's salary and benefits will continue to be offset by 50%.

When Central County Fire Department (CCFD) became a stand-alone entity there was no history due to the newness of the organization. An initial actuarial report recommended that we begin funding Workers Compensation at a 50% confidence level at an undiscounted rate for a total of approximately \$600,000. A second actuarial report was completed in October 2012 determining that the workers compensation reserves are underfunded by \$926,881. The recommended annual funding for FY 2013/14 was \$1,327,061, at the 70% confidence level and included placing the required \$926,881 into reserves over a five year period. In FY 2014/15 the funding for workers compensation reserves will be \$1,401,150.

CCFD also received an actuarial report for Other Post-Employment Benefits, OPEB, which covered a two-year period (FY 12/13 and FY 13/14). As recommended, in FY 2013/14 OPEB was funded for the amount of \$1,169,600. At this time there is an actuarial report pending.

In order to fund OPEB in FY 2013/14 it was determined that the purchase of an engine be postponed to FY 2014/15. In FY 2014/15 the Department will be purchasing one engine (\$605,000), two pick-up trucks and three staff vehicles (\$194,000) in accordance with the department's apparatus and vehicle replacement schedule.

CCFD will be installing new Zetron (station alerting systems) in all the fire stations at a cost of \$30,000 per station. The current system is being phased out county-wide due to the unavailability of replacement parts and the need for one system throughout the County.

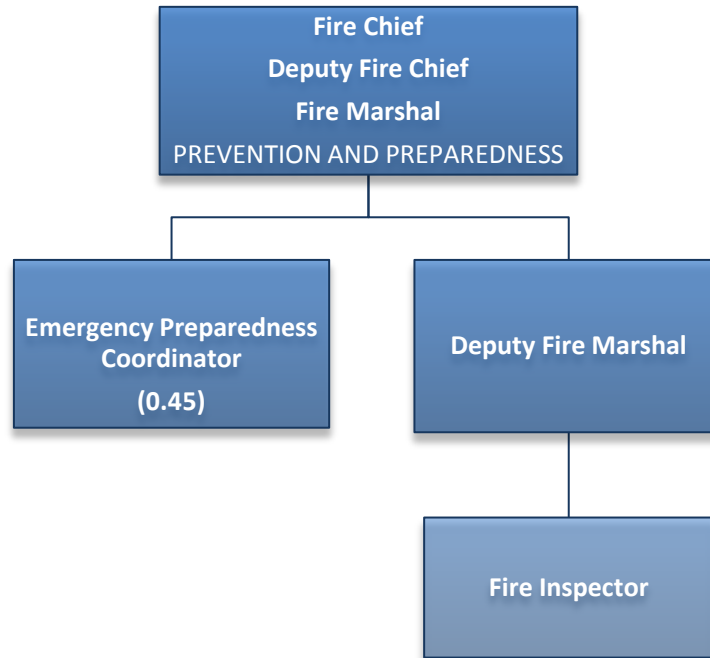
PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

- Appointed new Fire Chief and Deputy Fire Chief.
- Second full year of Administrative Merge under direction of one Fire Chief.
- Completed recruitment of two new Firefighter Paramedics.
- Completed recruitment of one non-safety Fire-Mechanic.
- Implemented committees and meetings to enhance communications at all levels.

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 emergency preparedness and response and recovery, working closely with the Emergency Preparedness Coordinator.
- Maintain the Emergency Operations Center (EOC) in a state of readiness.

KEY PROGRAM GOALS/STRATEGIES FOR FISCAL YEAR 2014/15

- Develop a succession plan for prevention personnel.
- Bridge/coordinate fire investigation training with fire, police, district attorney, coroner, and fire suppression.
- Develop a Target Solutions program for fire scene preservation.
- Develop a four city Public Education/Outreach program target at a diverse and vulnerable population.
- Update the joint Emergency Operations Plan to compliment the Operational Areas Emergency Operations Plan.
- Restructure Community Emergency Response Team (CERT)

PREVENTION AND EMERGENCY PREPAREDNESS

SIGNIFICANT BUDGET CHANGES

CCFD will reinstate the Deputy Fire Marshal position in FY 2014/15, with the reclassification of one of the Fire Inspectors. The remaining Fire Inspector position will eventually become a non-safety position as part of the efforts to further reduce personnel costs.

The Emergency Preparedness (EOC Operations) budget of approximately \$100,000 will be transferred from Burlingame and Hillsborough.

Further personnel reduction will be made by having one part-time Emergency Preparedness Coordinator.

PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

- Aligned and adopted the 2014 Fire code that is standardized between 7 neighboring jurisdictions to match operational needs.
- Reassessed fire prevention mandated inspections, target hazards, and modified/reduced the number of fire inspections for engine companies per year.
- Coordinated the development and approval of the 1st Amendment to the Joint Powers Agreements for the office of the emergency services and development of the county emergency operations plan.
- Working through the Peninsula Preparedness Network and the City of Palo Alto, conducted two exercises to determine best practices for interfacing community neighborhoods with emergency responders.
- Implementation of CERT Central; a comprehensive, web-based system designed to help organize, retain and engage trained CERT members.

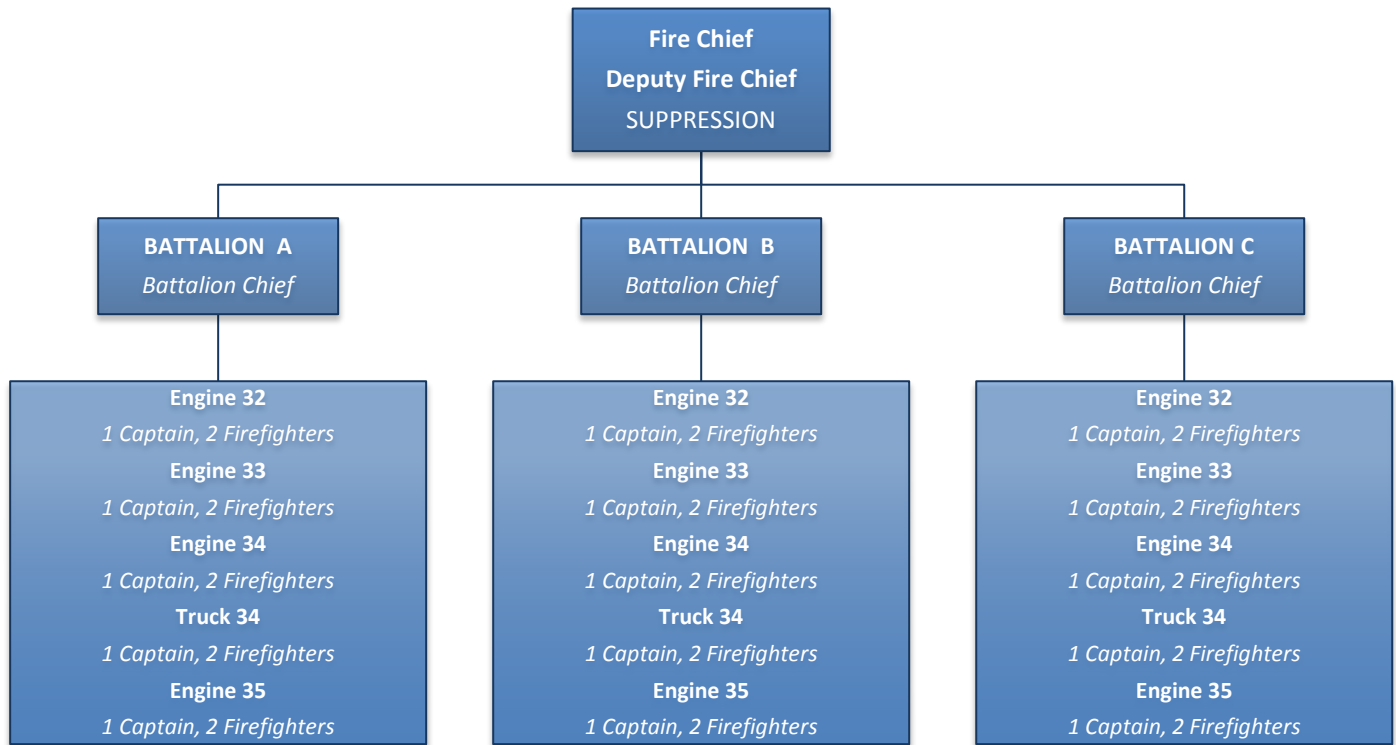
PERFORMANCE/WORKLOAD MEASURES

	FY11/12 <u>Actual</u>	FY12/13 <u>Actual</u>	FY13/14 <u>To 2/28/14</u>
% of plan checks completed within 10 working days	100%	100%	100%
Average days to complete	8	8	8
# of plan checks:	154	199	136
% of plan review completed within target	100%	100%	100%
Average days to complete	10	10	10
# of plan reviews	324	365	285
% of citizen inquiries responded to within 1 working day	100%	100%	100%
Fire education activities and events (number of children)	1,500	1,500	n/a
Public Education activities	31	16	24
Station Tours	21	37	13
Fire origin and cause investigations	5	6	12
Underground storage tank removal/modifications	0	3	2
Special events inspections	53	52	32
Engine Company inspections *reflects implementation of self-inspection program	821	814	556
Construction inspections	388	356	217
Fire and life safety inspections	67	53	24
Junior Fire Marshal Picnic (number of children)	260	255	n/a
Car seat inspections	74	70	31
General public trained for disaster response (CERT)	21	37	4
General public trained for disaster response (GET READY)	34	74	5
City employees trained in city-wide disaster drills or other classes	81	25	52
CPR training (Number of adults)	118	118	34

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 2014/15

- Continue Administrative Merge and determine feasibility of sharing procedures for conducting business as one agency.
- Determine and implement industry best practices through inter-agency committee work.
- Develop succession plan for short and long term anticipated vacancies.

SUPPRESSION

SIGNIFICANT BUDGET CHANGES

FY 2014/15 will be the first time CCFD will employ non-safety mechanics in an effort to reduce personnel costs and the first full year our Mechanic's Division will be providing apparatus maintenance to Foster City and Belmont Fire Departments in addition to Millbrae, San Bruno and San Mateo. The addition of these two member agencies will increase projected revenues for the Mechanic's Division.

PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

- Participated in the Urban Shield exercise to test the readiness and capabilities of our Special Operations program.
- Participated in Countywide Wildland Urban Interface exercise in preparation for incidents within our jurisdiction.
- Standardized apparatus equipment and procedures for thee participating agencies.
- Completed recruitment of two new firefighters.

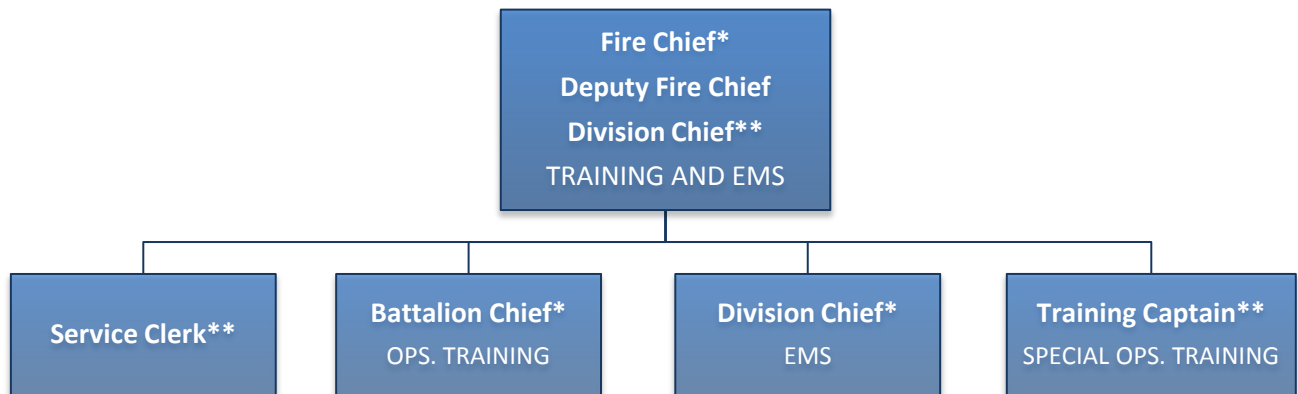
PERFORMANCE/WORKLOAD MEASURES

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 To 2/28/14
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)	4:48	4:20	5:21
Priority 3 (non-emergency response) calls	6:59	5:30	5:01
All calls for service	5:34	5:10	5:07
Fire containment to the room or area of origin (90% target in structural fire incidents)	97%	90%	90%
Percentage of residents rating Emergency Response services as good or excellent based on courtesy and service.	100%	100%	100%
Total calls for service	3,906	4,232	2,900
Medical responses	2,480	2,508	1,680
Fire suppression responses	113	145	121
Hazardous conditions responses	291	410	342
Other responses	1,022	1169	757
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

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 2014/15

- Host four State Certification classes for personnel within the Participating Agencies
- Continue participating with outside Training Groups in our County
- Develop Succession Plan for Training Division
- Continue to improve Information Technology opportunities
- Maintain Emergency Medical Certifications for all personnel
- Seek grant opportunities for training and equipment replacement
- Maintain, expand and improve Central Zone training sites
- Conduct Captains Test Assessment Center for promotional testing

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. FY 2014/15 will reflect a modest increase in our reimbursement funding next fiscal year.

FY 2014/15 will be the third complete year that Foster City Fire Department and Belmont Fire Department will have participated as 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 the joint training program. 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 FY 2014/15 will allow the division to take the third step of a five-year plan that calls for full reimbursement of salary and benefits. The joint training program will be fully funded by FY 2016/17.

PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

- Hosted a joint exercise with South Zone Training for Active Shooter Incidents.
- Participated in Joint Wildland exercise in Woodside.
- Participated in two Joint Fire Academies.
- Administered Probationary Testing for two CCFD Personnel.
- Hosted Fire Command 2A Training for Central Zone Personnel.
- Hosted Safety Officer 404 Training for Central Zone Personnel.
- Hosted Driver Operator 1A Class.
- Hosted Earthquake Structural Collapse scenario in South San Francisco.
- Implemented Vent Enter and Search curriculum.

PERFORMANCE/WORKLOAD MEASURES

	FY 11/12 <u>Actual</u>	FY 12/13 <u>Actual</u>	FY 13/14 <u>To 2/28/14</u>
Complete required annual continuing education training for all paramedics and Emergency Medical Technicians (EMTs)	100%	100%	100%
Training hours completed	39,637	11,313	6,189
Driver training hours	3,898	1,207	779
EMS training hours	2,894	1,625	975
EMT recertification *Central County FIRE EMT's only	27	30	7
Paramedic recertification	16	35	70
CPR classes (number of students)	97	186	34

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

FY 2014/15 will be the first time CCFD will employ non-safety mechanics in an effort to reduce personnel costs and the first full year our Mechanic's Division will be providing apparatus maintenance to Foster City and Belmont Fire Departments in addition to Millbrae, San Bruno and San Mateo. Revenues continue to increase with the division now generating over \$175,000 annually; an increase of over \$100,000.

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

MERGED SERVICES WITH OTHER JURISDICTIONS

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

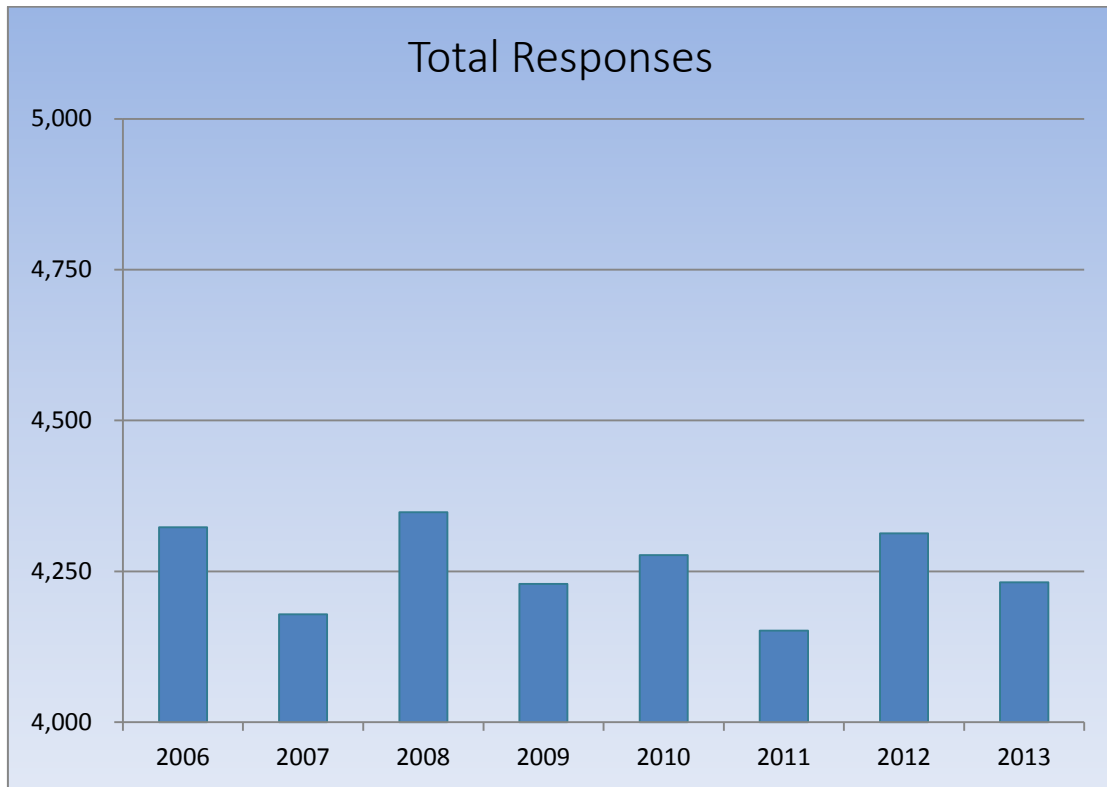
CCFD has taken the lead role in this joint Tactical Medic program that is staffed by personnel from four agencies (CCFD, San Bruno, San Mateo and South San Francisco). The Tactical Paramedics support our local law enforcement Special Weapons And Tactics (SWAT) teams. Tactical Medic's first priority is 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 INFORMATION

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

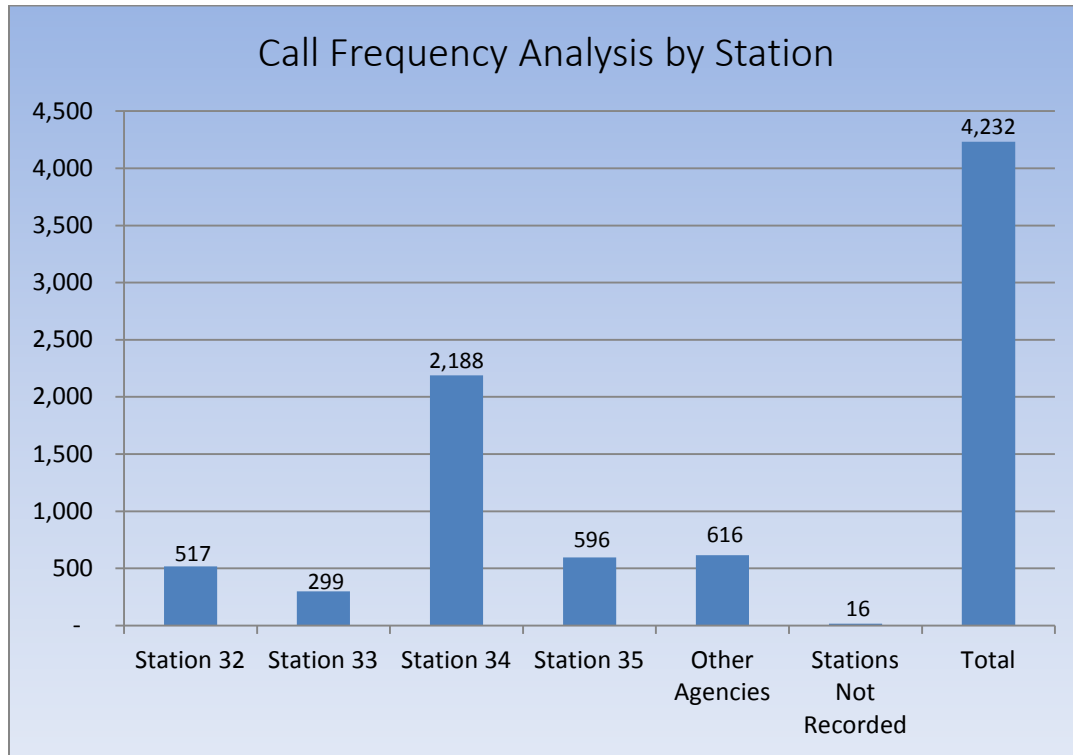
STATISTICAL INFORMATION



<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
2013	4,232

Source: Department Records Management Systems, Fiscal Year 2012-13

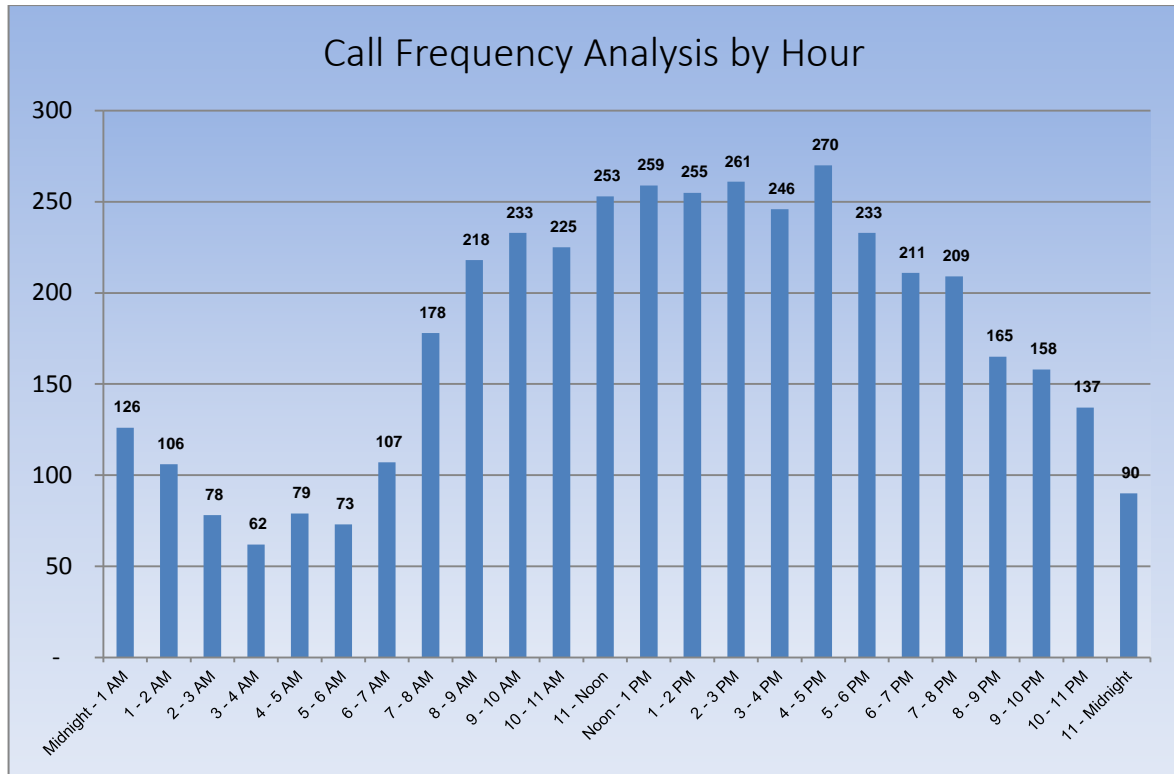
STATISTICAL INFORMATION



<u>Station Location</u>	<u>Total Calls</u>	<u>% to Totals</u>
Station 32	517	12.22%
Station 33	299	7.07%
Station 34	2,188	51.70%
Station 35	596	14.08%
Other Agencies	616	14.56%
Stations Not Recorded	16	0.38%
Total	4,232	100.00%

Source: Department Records Management System, Fiscal Year 2012-13

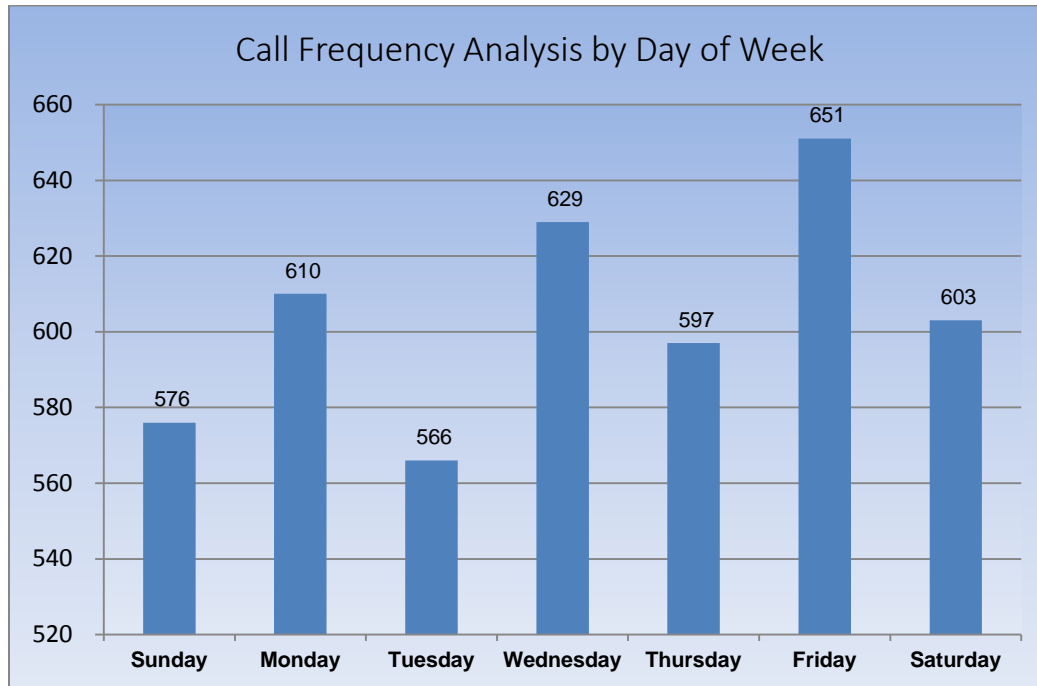
STATISTICAL INFORMATION



Hour	Total Calls	% to Totals
Midnight - 1 AM	126	2.98%
1 - 2 AM	106	2.50%
2 - 3 AM	78	1.84%
3 - 4 AM	62	1.47%
4 - 5 AM	79	1.87%
5 - 6 AM	73	1.72%
6 - 7 AM	107	2.53%
7 - 8 AM	178	4.21%
8 - 9 AM	218	5.15%
9 - 10 AM	233	5.51%
10 - 11 AM	225	5.32%
11 - Noon	253	5.98%
Noon - 1 PM	259	6.12%
1 - 2 PM	255	6.03%
2 - 3 PM	261	6.17%
3 - 4 PM	246	5.81%
4 - 5 PM	270	6.38%
5 - 6 PM	233	5.51%
6 - 7 PM	211	4.99%
7 - 8 PM	209	4.94%
8 - 9 PM	165	3.90%
9 - 10 PM	158	3.73%
10 - 11 PM	137	3.24%
11 - Midnight	90	2.13%
Total	4,232	100.00%

Source: Department Records Management System, Fiscal Year 2012-13

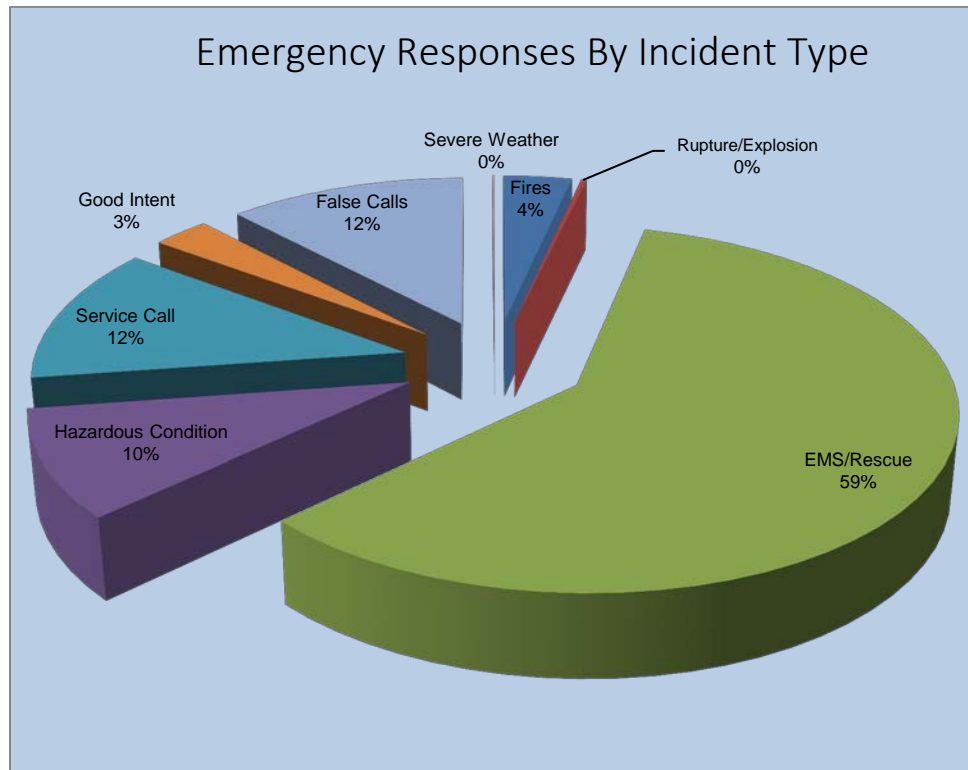
STATISTICAL INFORMATION



<u>Day of Week</u>	<u>Total Calls</u>	<u>% to Totals</u>
Sunday	576	13.61%
Monday	610	14.41%
Tuesday	566	13.37%
Wednesday	629	14.86%
Thursday	597	14.11%
Friday	651	15.38%
Saturday	603	14.25%
Total	4,232	100.00%

Source: Department Records Management System, Fiscal Year 2012-13

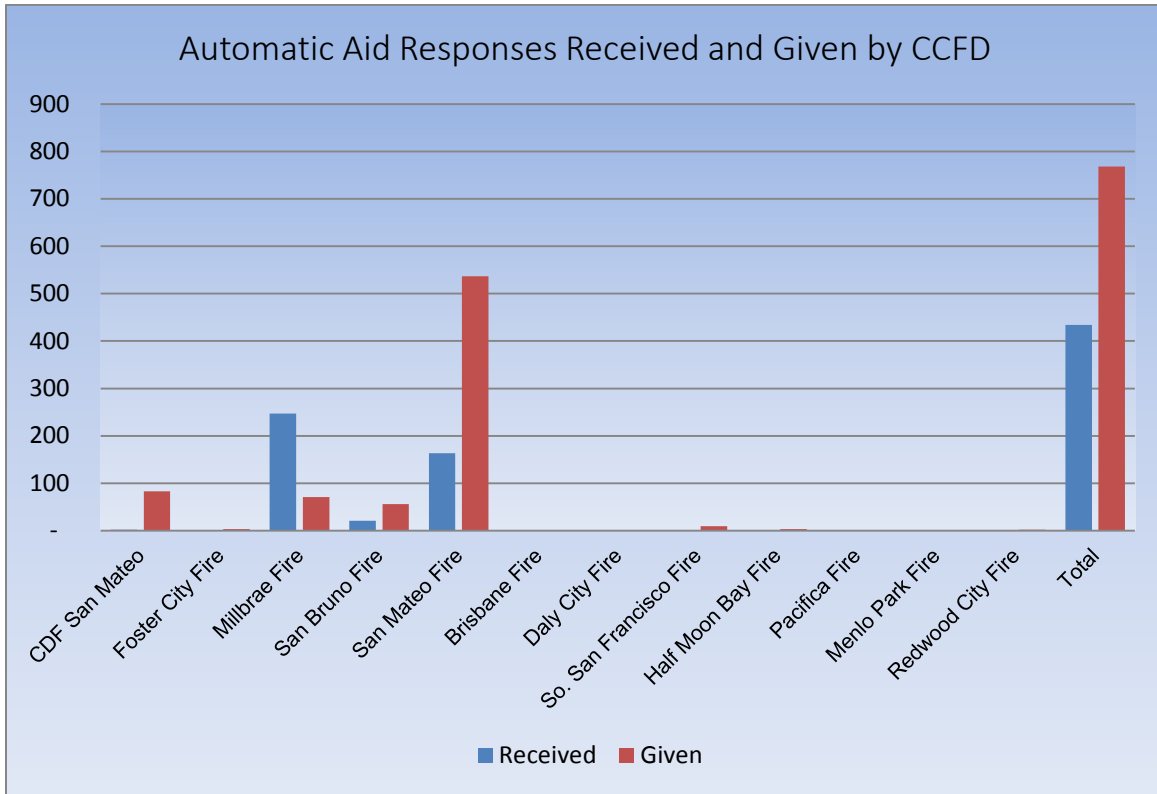
STATISTICAL INFORMATION



<u>Incident Type</u>	<u>Total Responses</u>
Fires	145
Rupture/Explosion	12
EMS/Rescue	2,508
Hazardous Condition	410
Service Call	525
Good Intent	121
False Calls	505
Severe Weather	4
Other	2
Total	4,232

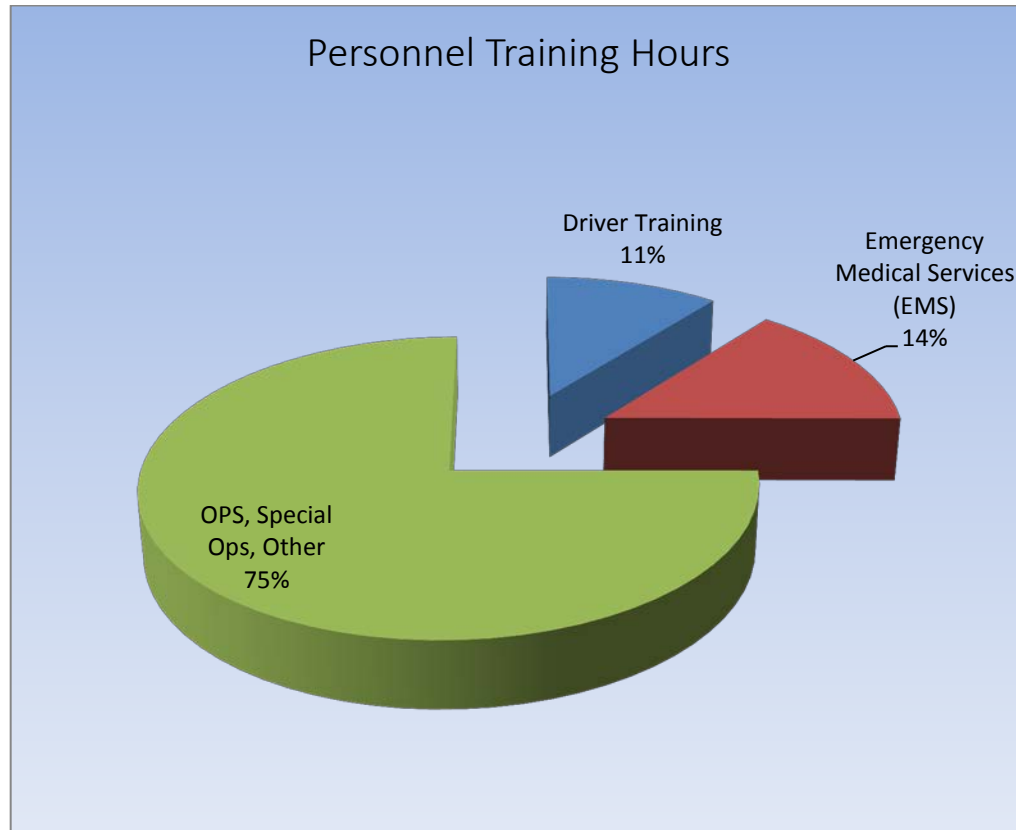
Source: Department Records Management System, Fiscal Year 2012-13

STATISTICAL INFORMATION



<u>Agency</u>	<u>Automatic Aid</u>		<u>Total</u>
	<u>Received</u>	<u>Given</u>	
CDF San Mateo	2	83	85
Foster City Fire	1	3	4
Millbrae Fire	247	71	318
San Bruno Fire	21	56	77
San Mateo Fire	163	537	700
Brisbane Fire		1	1
Daly City Fire		1	1
So. San Francisco Fire		9	9
Half Moon Bay Fire		3	3
Pacifica Fire		1	1
Menlo Park Fire		1	1
Redwood City Fire		2	2
Total	434	768	1,202

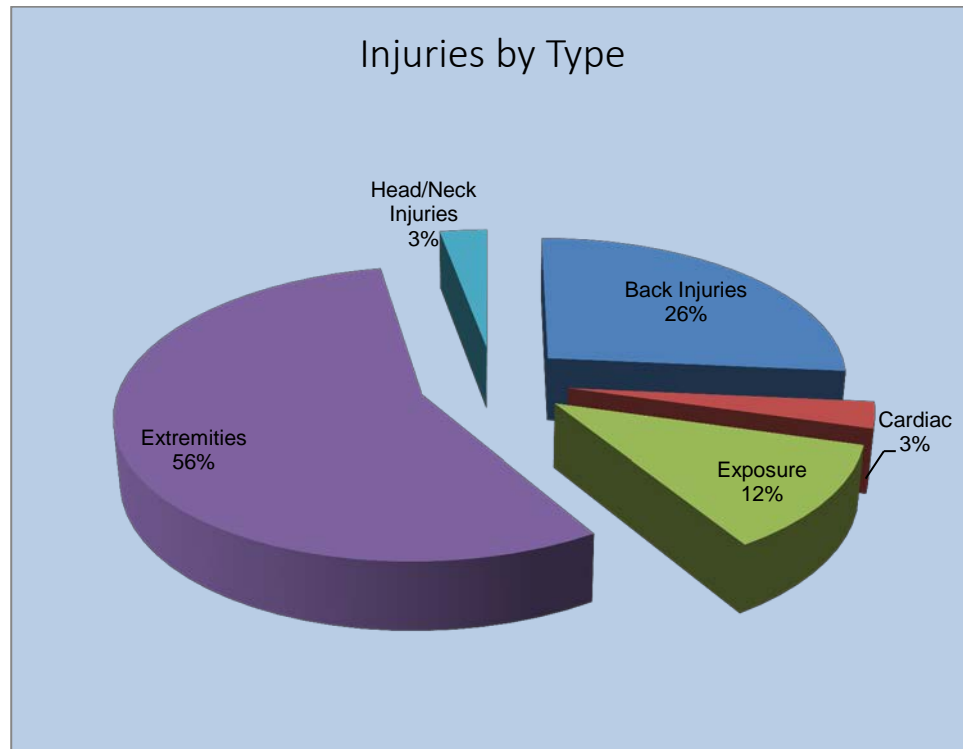
STATISTICAL INFORMATION



<u>Description</u>	<u>Training</u>
Driver Training	1,207
Emergency Medical Services (EMS)	1,625
OPS, Special Ops, Other	8,481
Total Training Hours	<u>11,313</u>
Annual Training Hours per Firefighter	204
Annual Training Costs per Firefighter	\$4,046

Source: Target Solutions - Department Training Portal, Fiscal Year 2012-13

STATISTICAL INFORMATION

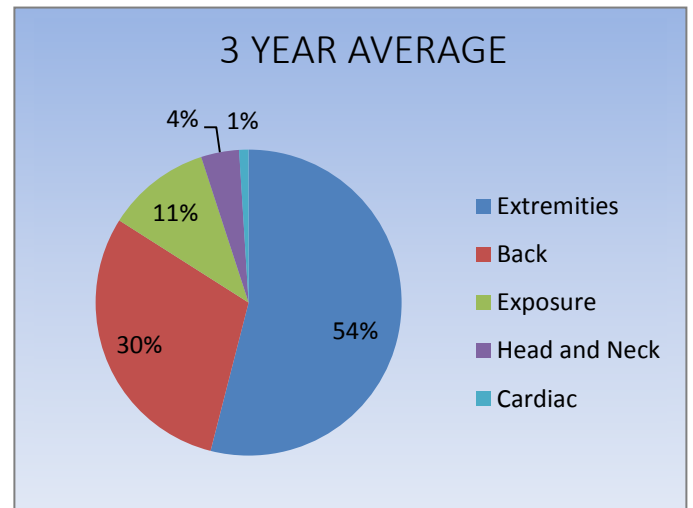
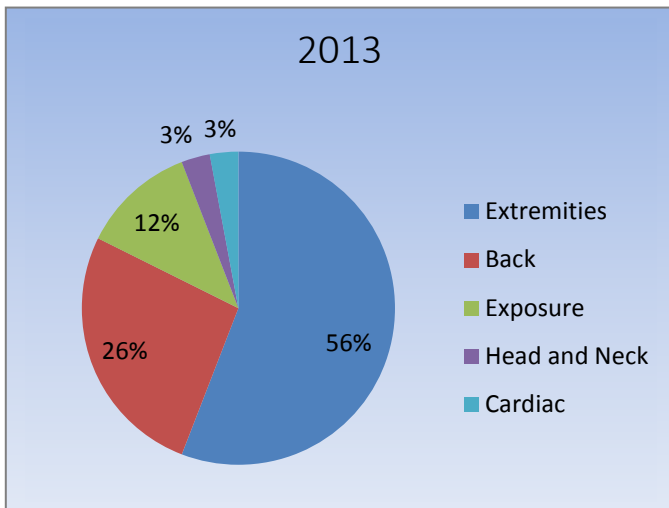
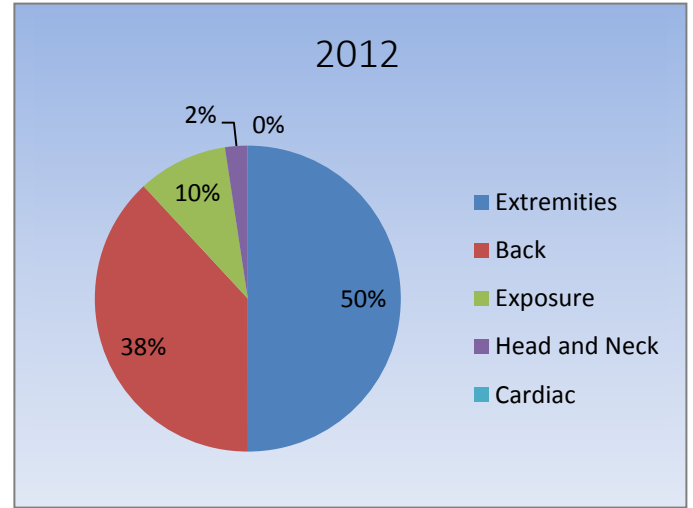
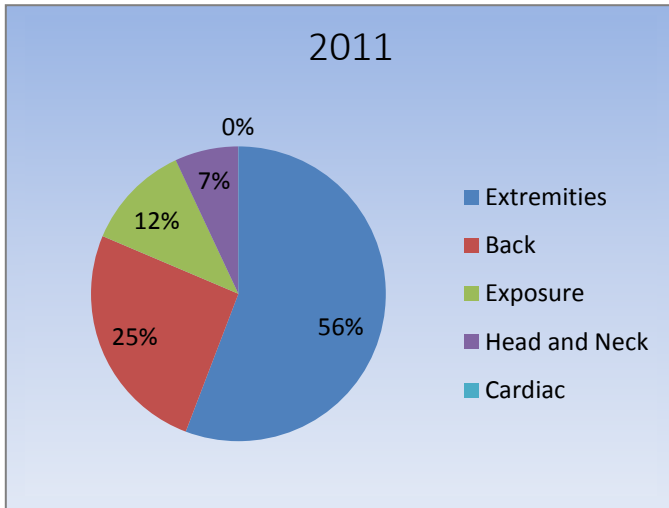


<u>Description</u>	<u>Number</u>	<u>% to Totals</u>
Back Injuries	9	26%
Cardiac	1	3%
Exposure	4	12%
Extremities	19	56%
Head/Neck Injuries	1	3%
Total Injuries	34	100%
First Aid Injuries	31	78%
Disability Injuries	9	23%
	40	100%

Source: Department Records Management System, Fiscal Year 2012-13

STATISTICAL INFORMATION

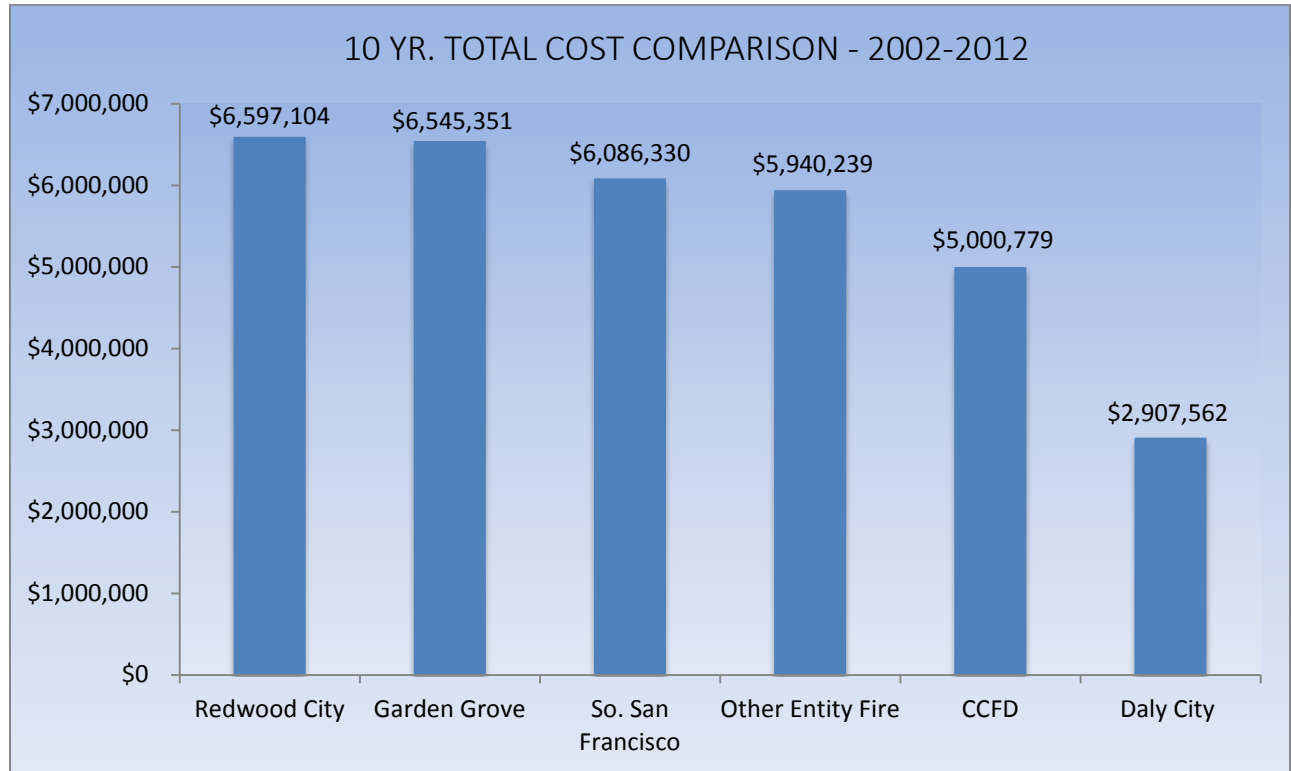
INJURIES BY TYPE – THREE YEAR AVERAGE



Source: Department Records

STATISTICAL INFORMATION

10 YEAR TOTAL COST COMPARISON – WORKERS COMPENSATION



The information in this chart was provided by CSAC Excess Insurance Authority in 2013 as part of the Benchmark Analysis for Central County Fire Department. The agencies shown as comparable to CCFD were chosen based on FTE and Payroll information provided by each agency to CSAC.

Footnote: “Other Entity” is a Fire Agency in San Mateo County

Source: CSAC Excess Insurance Authority

BUDGET RESOLUTION

RESOLUTION NO. 14-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT ADOPTING THE BUDGET FOR FISCAL YEAR 2014-2015

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 2014-2015 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 2014-2015

Approved at a regular meeting of the Board of Directors at Burlingame, CA this 23rd day of April, 2014

General Fund	\$18,013,588
Joint Training Program Fund	150,557
Capital Project Fund	140,000
Sub-total	18,304,145
Internal Service Fund	1,217,751
GRAND TOTAL	<u>\$19,521,896</u>

Signed: _____

Michael Brownrigg, Chair

Attest: _____

Rubina Ellam, Secretary

I hereby certify that the forgoing is a true and correct copy of Resolution 14-03 adopted by the Board of Directors of the Central County Fire Department, San Mateo County California, at a regular meeting held on the 23rd day of April, 2014, by the following vote of the members thereof:

AYES: 3 Board Members: 3 Brownrigg, Benton, Keighran, Chuang

NOES: Board Members: _____

ABSENT: Board Members: _____

ABSTAIN: Board Members: _____

MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule			
SERVICE	REFERENCE	ADOPTED FY 2013/14	ADOPTED FY 2014/15
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 Facilities		\$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 		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)		\$160	No Change
Fire Service Line Inspection		\$160	No Change
Miscellaneous Fees and Permits			
Labor Rate for Mechanic Services		\$90	No Change
Vegetation Management Inspection plus 50% of contractor's fee		\$160	No Change

MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule			
<u>SERVICE</u>	<u>REFERENCE</u>	<u>ADOPTED FY 2013/14</u>	<u>ADOPTED FY 2014/15</u>
Change of Use Inspection (usually triggered by new business license)		\$169	No Change
Accounts referred to Collection Agencies	New Fee	-	+47% of original invoice
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
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
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

MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule			
<u>SERVICE</u>	<u>REFERENCE</u>	<u>ADOPTED FY 2013/14</u>	<u>ADOPTED FY 2014/15</u>
Carnivals and Fairs		\$417	No Change
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
Cryogenics		\$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.

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

BUDGET GLOSSARY AND ACRONYMS

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.

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

BUDGET GLOSSARY AND ACRONYMS

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 Fund. 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
BNN – Burlingame Neighborhood Network
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