

CENTRAL COUNTY FIRE DEPARTMENT

ADOPTED

Fiscal Year

BUDGET

2019-2020



1399 Rollins Road
Burlingame, CA 94010

650 558 7600
www.ccfdonline.org

CENTRAL COUNTY FIRE DEPARTMENT



FISCAL YEAR 2019-2020

ADOPTED BUDGET

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Introduction

Community Profile

Board of Directors

Executive and Command Staff

Organizational Chart

About Central County Fire

Fire Stations

Fire Apparatus

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, Hillsborough and Millbrae 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 (87 FTEs) serve the communities with six engine companies and one truck company, strategically located in six fire stations, and administrative offices that include fire prevention, public education, training and emergency preparedness. The total service area is 14.93 square miles with a population of 61,344. The value of property protected is in excess of \$16 billion. Legal counsel, human resources, and accounting services are contracted out to further streamline costs.

The City of Burlingame, Town of Hillsborough and City of Millbrae 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 San Jose.

LARGEST EMPLOYERS - COUNTY OF SAN MATEO AND PENINSULA CITIES

	<u>Employer</u>	<u>Industry</u>	<u>Number of Peninsula Employees</u>	<u>Percentage of Labor Workforce San Mateo County (1)</u>
1	Stanford University	Private research university	14,727	3.16%
2	Facebook, Inc.	Social networking website	14,000	3.00%
3	Genentech, Inc.	Biotechnology	11,000	2.36%
4	Tesla, Inc.	Electric vehicle manufacturer	10,000	2.15%
5	Oracle	Cloud application and platform services	8,161	1.75%
6	Stanford Health Care	Academic health care system	6,250	1.34%
7	Vmware, Inc.	Cloud infrastructure and business mobility software	4,434	0.95%
8	Stanford Children’s Health	Pediatric health care	4,300	0.92%
9	Gilead Sciences, Inc.	Biopharmaceuticals	3,942	0.85%
10	Visa, Inc	Digital payments technology	3,750	0.80%
11	SAP	Business software	3,662	0.79%
12	Space Systems Loral	Satellite and space systems	2,000	0.43%
13	Varian Medical System, Inc.	Manufacturer of medical devices	1,847	0.40%
14	Robert Half International, Inc.	Professional staffing services	1,690	0.36%
15	PlayStation	Consumer entertainment and gaming	1,627	0.35%
16	Electronic Art	Video game developer and publisher	1,478	0.32%
17	Seton Medical Center	Hospitals	1,400	0.30%
18	Walmart Labs	Retail e-commerce	1,400	0.30%
19	See’s Candies	Candy company	1,226	0.26%
20	DPR Construction	Commercial general contractor	1,208	0.26%

(1) The table above reflects the statistical data for the San Mateo County as provided by the Employment Development Department of the State of California as of January 2018

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

City of Millbrae

The City of Millbrae (the "City") was founded in 1856, incorporated in 1948 and operates as a General Law City serving a population of over 20,000. The City is located on the California Peninsula, 15 miles south of San Francisco. The boundaries of the City extend roughly from the Bayshore Freeway on the east to Skyline Boulevard on the west. This distance is approximately 1.7 miles. The distance between the north and south City limit line is approximately 2.05 miles.

Adjacent to the San Francisco International Airport and located in the heart of San Mateo County, Millbrae is gently cradled in the sun-warmed hills that separate the Pacific Ocean from the San Francisco Bay. Major freeways border both its eastern and western boundaries, making Millbrae easily accessible from all parts of the Bay Area. Many hillside homes enjoy beautiful bay views. Well-cared for middle-class neighborhoods, fourteen local parks and the Green Hills Country Club add to the charm of the residential community.

Millbrae's economic community is a vital mix of retail, shopping, restaurants, service businesses, hotels and public services. With the Bay Area Rapid Transit (BART) / San Francisco (SFO) Extension, the City has adopted the Millbrae Station Area Specific Plan in order to attract hotel, office, retail and housing development to the area around the Millbrae BART station. The Millbrae BART Station provides the only Intermodal rail connection west of the Mississippi, the first regional rail system in the Bay Area. This unique station, which is connected to and is adjacent to the San Francisco International Airport, allows BART, CalTrain and SamTrans to connect under one roof, thereby maximizing regional travel options for passengers in the Bay Area.

The City of Millbrae acknowledges the importance of and continually strives towards preserving, enhancing, and managing open spaces, trees, and wetlands. The City continues to implement sustainable programs that will improve the health of the community and environment, and will ensure future generations may live healthy, productive, and comfortable lives.

COMMUNITY PROFILE

The following shows the fact sheets for the City of Burlingame, Town of Hillsborough and City of Millbrae from the 2013 American Community Survey and compared to national data.

	BURLINGAME		HILLSBOROUGH		MILLBRAE		U.S.
	Number	Percent	Number	Percent	Number	Percent	
General Characteristics							
Total Population (1)	29,892		11,273		22,424		
Male	13,680	47.5%	5,618	51%	10,489	48%	49.3%
Female	15,126	52.5%	5,388	49%	11,378	52%	50.7%
Median age (years)	39.8	(X)	46.6	(X)	45.4	(X)	36.5
Under 5 years	1,877	6.5%	427	3.9%	925	4.2%	6.9%
18 years and over	22,550	78.3%	8,104	73.6%	17,523	80.1%	75.4%
65 years and over	4,046	14.0%	1,997	18.1%	4,252	19.4%	12.6%
One race	27,375	95%	10,353	94.1%	20,988	96.0%	97.8%
White	19,510	67.7%	7,121	64.7%	10,773	49.3%	74.5%
Black or African American	360	1.2%	51	0.5%	246	1.1%	12.4%
American Indian and Alaska Native	74	0.3%	7	0.1%	19	0.1%	0.8%
Asian	5,841	20.3%	3,165	28.8%	9,249	42.3%	4.4%
Native Hawaiian and Other Pacific Islander	139	0.5%	23	0.2%	142	0.6%	0.1%
Some other race	1,451	5.0%	109	1%	559	2.6%	5.6%
Two or more races	1,431	5.0%	653	5.9%	879	4.0%	2.2%
Hispanic or Latino (of any race)	3,966	13.8%	464	4.2%	2,991	13.7%	15.1%
Household population	28,806		11,006		21,867		
Group quarters population	449	1.6%	0	(X)	315	1.5%	(X)
Average household size	2.29	(X)	2.92	(X)	2.65	(X)	2.60
Average family size	3.02	(X)	2.93	(X)	3.15	(X)	3.19
Social Characteristics							
Population 25 years and over	21,006		7,496		16,105		
High school graduate or higher	(X)	95.5%	(X)	96.1%	(X)	91.6%	84.6%
Bachelor's degree or higher	(X)	58.3%	(X)	76.0%	(X)	41.1%	27.5%
Civilian veterans (18 years and over)	1,163	(X)	468	(X)	1206	(X)	10.1%
With a Disability	(X)	(X)	(X)	(X)	(X)	(X)	(X)
Foreign born	7,156	(X)	2,491	(X)	8,299	(X)	12.4%
Economic Characteristics							
In labor force (16 years and over)	23,295	(X)	8,551	(X)	18,069	(X)	65.0%
Mean travel time to work in minutes (16 years and over)	27.2	(X)	24.7	(X)	27.5	(X)	25.2
Median household income (in 2013 inflation-adjusted dollars)	84,854	(X)	236,528	(X)	88,451	(X)	51,425
Median family income (in 2013 inflation-adjusted dollars)	126,823	(X)	250,000	(X)	100,059	(X)	62,363
Per capita income (in 2013 inflation-adjusted dollars)	53,196	(X)	101,470	(X)	48,726	(X)	27,041
Families below poverty level	(X)	(X)	(X)	(X)	(X)	3.6%	9.9%
Individuals below poverty level	(X)	(X)	(X)	(X)	(X)	5.7%	13.5%
Housing Characteristics							
Total housing units	13,027		3,925		8,325		
Occupied housing units	12,361	94.9%	3,589	94.4%	8,098	96.6%	88.2%
Owner-occupied housing units	5,821	47.1%	3,342	93.1%	5,089	63.3%	66.9%
Renter-occupied housing units	6,540	52.9%	247	6.9%	2,949	36.7%	33.1%
Vacant housing units	666	5.1%	336	8.6%	287	3.4%	11.8%
Owner-occupied homes	5,821	(X)	3,342	(X)	5089	(X)	
Median value (dollars)	1,000,000+	(X)	1,000,000	(X)	901,700	(X)	\$185,400
With a mortgage	4,516	76.7%	2,473	74%	3,212	63.1%	1,486
No mortgage	1,373	23.3%	869	26%	1,877	36.9%	419

(X) NOT APPLICABLE

BOARD OF DIRECTORS



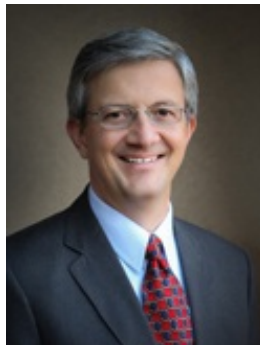
Jess E. Benton, Council Member, Town of Hillsborough
CHAIR



Michael Brownrigg, Council Member, City of Burlingame
Vice Chair



Marie Chuang, Council Member, Town of Hillsborough



Ricardo Ortiz, Council Member, City of Burlingame

EXECUTIVE AND COMMAND STAFF

Chief Administrative Officer
City Manager, City of Burlingame

Lisa K. Goldman

Fire Chief

John Kammeyer

Deputy Fire Chief

Bruce Barron

Fire Marshal

Rocque Yballa

Battalion Chiefs:

A Shift

Jeff Baker

B Shift

Kevin Mernick

C Shift

Tim Louis

Administrative Services Manager/
Secretary to Board of Directors

Rubina Ellam

General Legal Counsel

Jean Savaree

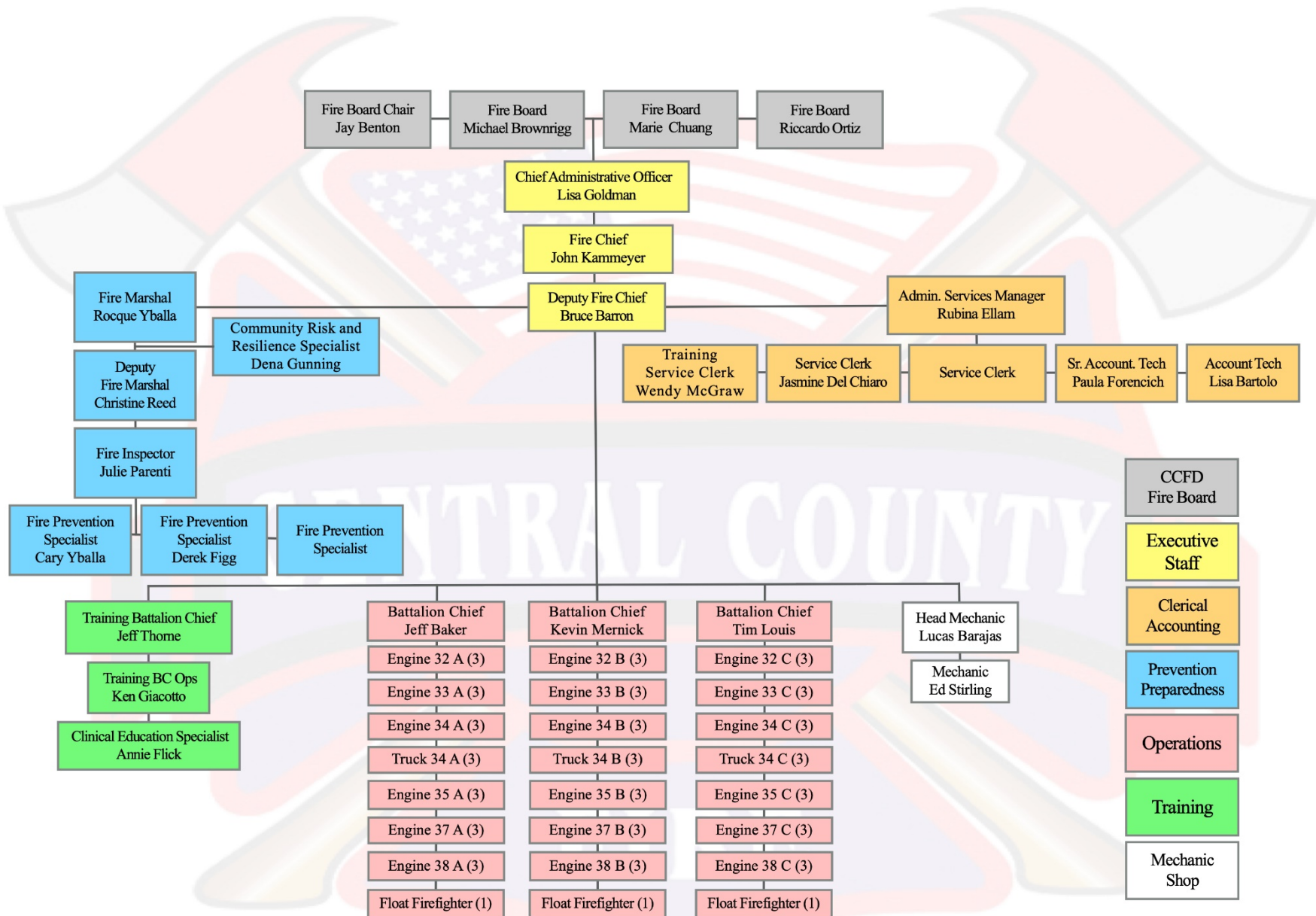
Finance Director/Treasurer
Finance Department, Town of Hillsborough

Jan Cooke

HR Manager
City Manager's Office, Town of Hillsborough

Kristin Armbruster

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. On June 21, 2010 the operations moved onto a full merger transferring all employees to an independent single entity. Central County Fire Department (CCFD) is now a stand-alone entity with the partner cities only responsible for facilities respectively owned by the City or Town and post-employment benefits for those retirees having retired prior to June 21, 2010.

On December 29, 2014 CCFD entered into a contract for fire services with the City of Millbrae that includes suppression, fire prevention, and administrative oversight and support. With this contract came the addition of 19 fire personnel to the CCFD ranks.

Governance	Board of Directors consisting of two Council members each from the City of Burlingame and Town of Hillsborough 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 City of Millbrae – 3.2 square miles Town of Hillsborough – 6.23 square miles Total – 14.93 square miles
Population	City of Burlingame – 29,892 City of Millbrae – 22,424 Town of Hillsborough – 11,273 Total – 63,589
Frontline Apparatus	6 Engines 1 Aerial Ladder Truck 1 SVI Heavy Rescue
Fire Stations	City of Burlingame – 2 City of Millbrae – 2 Town of Hillsborough – 2

ABOUT CENTRAL COUNTY FIRE DEPARTMENT

Personnel Strength	1	Fire Chief
	1	Deputy Chief
	1	Fire Marshal
	1	Deputy Fire Marshal
	1	Fire Inspector
	3	Fire Prevention Specialists
	4	Battalion Chiefs
	21	Captains
	45	Firefighters and Paramedics
	1	Non-Safety Lead Mechanic
	1	Non-Safety Mechanic
	1	Administrative Services Manager
	1	Senior Accounting Technician
	1	Accounting Technician
	3	Service Clerks
	1	Community Risk & Resiliency Specialist
	87	FTE's

FIRE STATIONS



Fire Station 32
330 Ascot Road
Hillsborough, CA 94010



Fire Station 33
835 Chateau Drive
Hillsborough, CA 94010

FIRE STATIONS



Fire Station 34
799 California Drive
Burlingame, CA 94010



Fire Station 35
2832 Hillside Drive
Burlingame, CA 94010

FIRE STATIONS



Fire Station 37
511 Magnolia Avenue
Millbrae, CA 94030



Fire Station 38
785 Crestview Drive
Millbrae, CA 94030

FIRE STATIONS



Fire Administration
1399 Rollins Road
Burlingame, CA 94010

APPARATUS



Engine 32 Pierce Dash model year 2017
Carries 680 gallons of water and 20 gallons
of universal foam



Engine 33 Pierce Dash model year 2002
Carries 500 gallons of water and 20 gallons each
of Class A and Class B foam



Engine 34 Pierce Dash model year 2016
Carries 680 gallons of water and 20 gallons
of universal biodegradable foam



Engine 35 Pierce Dash model year 2002
Carries 500 gallons of water and 20 gallons
of universal foam

APPARATUS



Engine 37 Pierce Dash model year 2017
Carries 680 gallons of water and 20 gallons
of universal biodegradable foam



Engine 38 Pierce Dash model year 2017
Carries 680 gallons of water and 20 gallons each
of Class A and Class B foam



Truck 34 2007 Pierce Dash Cab 105' Aerial Ladder



Type I Heavy Rescue model year 2007

Budget Message

Fire Chief's Budget Message

FIRE CHIEF'S BUDGET MESSAGE

Date: April 10, 2019
To: Board of Directors, Central County Fire Department
From: John Kammeyer, Fire Chief
Subject: Budget Message for Fiscal Year 2019-2020



The 2018/19 fiscal year brought another year of challenges to CCFD across all divisions. With succession, building development, and national and state-wide responses, the fiscal and personnel commitments have been significant. To effectively and responsibly deal with these issues requires a concerted team effort that is practiced day in and day out in incidents routine and rare. As California and the nation face natural disasters at a rate and intensity not previously seen, CCFD needs to ensure that preparation and resilience efforts are top priorities.

The incidence of devastating wildfires state-wide is becoming increasingly common. CCFD is evaluating its communities to assess the level of fire threat in the local wildland urban interface (WUI) and will be recommending and implementing preventative measures necessary to reduce the threat. CCFD has also been focused on hiring and training our new firefighters to the highest level possible and developing newly-promoted Captains and Chief Officers as an unprecedented wave of retirements and hiring occurs.

Fiscal year 2019/20 will require CCFD to meet the continued fiscal challenges that all local governments are experiencing. In addition to the topics above we understand that increasing CalPERS, workers compensation, and workforce housing costs are at the forefront of CCFD financial concerns.

The resolve to tackle these issues in a strategic manner comes from the dedicated men and women of CCFD who are committed to providing citizens and visitors with the highest level of public service. With the guidance of CCFD CAO Lisa Goldman, CCFD has been on a path of fiscal and operational excellence over the last several years. She has demonstrated leadership that motivates and inspires; much of CCFD's success can be attributed to her. Thanks are also due to Ann Ritzma, City Manager for Hillsborough, for her partnership and support. Lastly, thanks are due to the CCFD Board of Directors for instilling trust and faith in our organization. Every day it is an honor to be a part of the CCFD family and to be serving alongside CCFD's men and women. I look forward to another challenging and successful year.

Respectfully,

A handwritten signature in black ink, which appears to read "John J. Kammeyer II". The signature is fluid and cursive, written on a white background.

John J. Kammeyer II
Fire Chief

Budget Process

Budget Policies

Budget Preparation and Adoption

Fund Structure and Basis of Budgeting

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, Town of Hillsborough and City of Millbrae, 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.

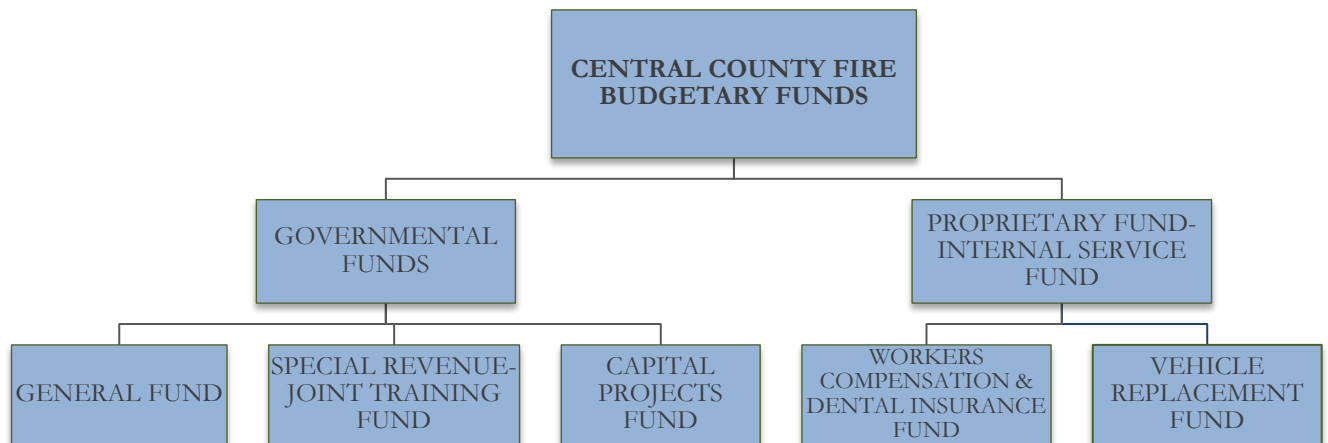
The following discusses the general approach and time schedule of the budget preparation:

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> <p>The Department prepares the Proposed Budget.</p>
April	<p>Public notice for fees and charges is issued.</p> <p>The Proposed Budget and Fee Schedule are presented to the Board of Directors at a public hearing.</p> <p>The Board adopts the budget and fee schedule.</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 Fee Schedule 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 three fire agencies.

The **Capital Project Fund** accounts 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 – Workers Compensation and Dental** accounts 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 uses the services of a third-party claims administrator whose costs are accounted for in this fund. Likewise, the Department also self-insures for the dental program.

The **Internal Service Fund – Vehicle Replacement** accounts for the purchase of vehicles and equipment such as vehicles, fire apparatus, and other fire equipment. The General Fund generally provides funding to this fund.

Budget Graphs and Summaries

Staffing Summary

Combined Revenues, Expenditures and Changes in Fund Balance

Where the Money Comes From and Goes – General Fund

BUDGET GRAPHS AND SUMMARIES – STAFFING SUMMARY

	Adopted Budget 2016/17	Adopted Budget 2017/18	Adopted Budget 2018/19	Adopted Budget 2019/20	Preliminary Budget 2020/21	Preliminary Budget 2021/22
Sworn:						
Fire Chief	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
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00
Division Chief		1.00	1.00			
Fire Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00
Training Battalion Chief	1.00			1.00	1.00	1.00
Captain	21.00	21.00	21.00	21.00	21.00	21.00
Training Captain	1.00	1.00				
Firefighter and Paramedics	45.00	45.00	45.00	45.00	45.00	45.00
Total Sworn	76.00	76.00	75.00	75.00	75.00	75.00
Non-Sworn:						
Administrative Services Manager		1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00					
Senior Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Technician		1.00	1.00	1.00	1.00	1.00
Service Clerk	2.50	2.75	2.75	3.00	3.00	3.00
Fire-Mechanic	2.00	2.00	2.00	2.00	2.00	2.00
Fire Prevention Specialist	1.00	1.45	2.00	3.00	3.00	3.00
Emergency Preparedness Coordinator	.75	.75	.75			
Community Risk & Resiliency Specialist				1.00	1.00	1.00
Total Non-Sworn	8.25	9.95	10.50	12.00	12.00	12.00
TOTAL	84.25	85.95	85.50	87.00	87.00	87.00

STAFFING SUMMARY BY FUNCTION

	Adopted Budget 2016/17	Adopted Budget 2017/18	Adopted Budget 2018/19	Adopted Budget 2019/20	Preliminary Budget 2020/21	Preliminary Budget 2021/22
ADMINISTRATION:						
Fire Chief	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
Administrative Services Manager		1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00					
Sr. Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Technician		1.00	1.00	1.00	1.00	1.00
Service Clerk	2.50	2.75	2.75	3.00	3.00	3.00
	6.50	7.75	7.75	8.00	8.00	8.00
PREVENTION & PREPAREDNESS						
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00
Fire Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Fire Prevention Specialist	1.00	1.45	2.00	3.00	3.00	3.00
Emergency Preparedness Coordinator	.75	.75	.75			
Community Risk & Resiliency Specialist				1.00	1.00	1.00
	4.75	5.20	5.75	7.00	7.00	7.00
TRAINING						
Division Chief		1.00	1.00			
Training Battalion Chief	1.00			1.00	1.00	1.00
Training Captain	1.00	1.00				
	2.00	2.00	1.00	1.00	1.00	1.00
SUPPRESSION						
Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00
Captain	21.00	21.00	21.00	21.00	21.00	21.00
Firefighter and Paramedics	45.00	45.00	45.00	45.00	45.00	45.00
Fire Mechanic	2.00	2.00	2.00	2.00	2.00	2.00
	71.00	71.00	71.00	71.00	71.00	71.00
TOTAL	84.25	85.95	85.50	87.00	87.00	87.00

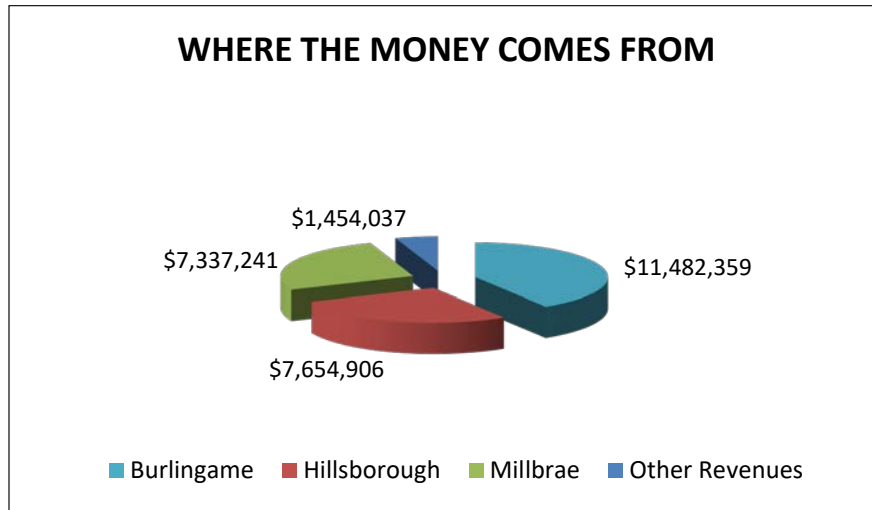
BUDGET GRAPHS AND SUMMARIES

COMBINED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES/NET POSITION

	<u>General Fund</u>	<u>Special Revenues- Joint Training Fund</u>	<u>Capital Projects Fund</u>	<u>TOTAL Governmental Funds</u>	<u>Risk Mgmt. Internal Service Fund</u>	<u>Vehicle Replacement Fund</u>
REVENUES:						
Permits & Licenses	\$260,000			\$260,000		
Intergovernmental:						
City of Burlingame	11,482,359			11,482,359		
Town of Hillsborough	7,654,906			7,654,906		
City of Millbrae	7,337,241			7,337,241		
Other Agencies	389,588	\$99,600		489,188		
Service Charges:						
Program Revenues	328,252	33,600		361,852		\$950,000
Workers Compensation Premiums	350,000			350,000	\$1,800,000	
Dental and Vision Charges					178,624	
All Others	126,197		\$200,000	326,197		
Total Revenues	27,928,543	133,200	200,000	28,261,743	1,978,624	950,000
EXPENDITURES:						
Operating	26,778,543	161,000		26,939,543	2,157,146	
Capital Outlay			-			290,558
Total Expenditures	26,778,543	161,000	-	26,939,543	2,157,146	290,558
Excess of Revenues over (under)						
Expenditures	1,150,000	(27,800)	200,000	1,322,200	(178,522)	659,442
OTHER FINANCING SOURCES (USES):						
Operating Transfers In				-		
Operating Transfers Out	(1,150,000)			(1,150,000)		
Total Other Financing Sources (Uses)	(1,150,000)	-	-	(1,150,000)	-	-
Excess of Revenues and Other Sources						
Over (Under) Expenditures and Other Uses	-	(27,800)	200,000	172,200	(178,522)	659,422
CONVERSION TO GAAP:						
Capitalize Equipment						290,558
Depreciation						(352,471)
Total Conversion to GAAP						(61,913)
Beg. Fund Balance/Net Position	6	224,680	265,764	490,449	(280,268)	3,795,819
End. Fund Balance/Net Position	\$6	\$196,880	\$465,764	\$662,649	\$(458,790)	\$4,393,348

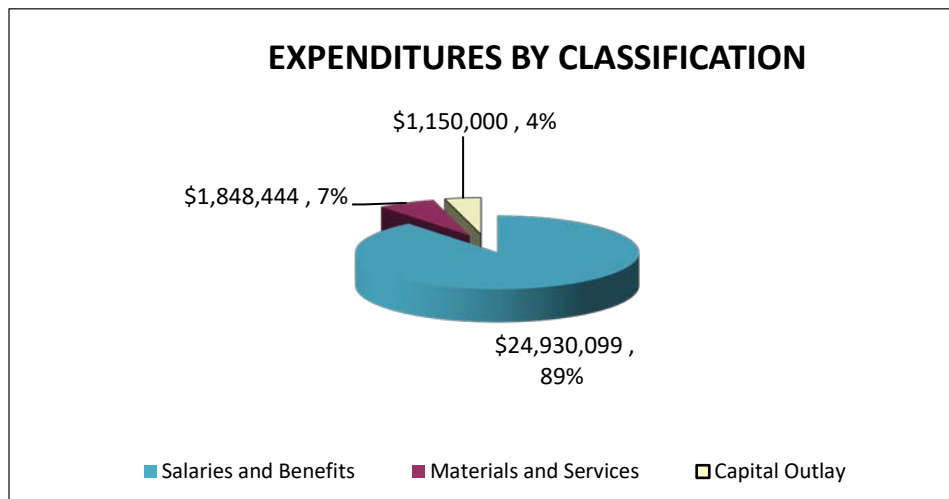
BUDGET GRAPHS AND SUMMARIES

WHERE THE MONEY COMES FROM – GENERAL FUND



	Actual 2016/17	Actual 2017/2018	Adopted 2018/2019	Adopted 2019/2020
Burlingame	\$10,112,833	\$9,973,599	\$10,789,979	\$11,482,359
Hillsborough	6,741,889	6,649,066	7,193,319	7,654,906
Millbrae	6,063,304	6,326,189	6,891,609	7,337,241
Other Revenues	1,997,667	2,923,182	1,501,403	1,454,037
Total	\$24,915,693	\$25,872,036	\$26,376,310	\$27,928,543
% of Change	4.7%	3.8%	1.9%	5.9%

WHERE THE MONEY GOES BY CLASSIFICATION – GENERAL FUND



	Actual 2016/2017	Actual 2017/2018	Adopted 2018/2019	Adopted 2019/2020
Salaries and Benefits	\$22,579,944	\$23,389,694	\$23,825,918	\$24,930,099
Materials & Services	1,660,793	1,607,342	1,675,392	1,848,444
Capital Outlay	674,955	875,000	875,000	1,150,000
Total	\$24,915,692	\$25,872,036	\$26,376,310	\$27,928,543
% of Change	4.7%	3.8%	1.9%	5.9%

Budget Details

General Fund

Special Revenue – Joint Training Fund

Internal Service Fund – Workers Compensation & Dental

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, City of Millbrae and the Town of Hillsborough. In accordance with the contract for fire services with the City Of Millbrae, Millbrae is responsible for 30% of the operational budget. The remaining 70% is split between the City of Burlingame and the Town of Hillsborough based on a 60/40 cost allocation formula (60% Burlingame/40% Hillsborough).

Costs Excluded From Allocation

The following items remain excluded from the allocation and will remain the responsibility of the individual cities; they are therefore not included in the adopted budget:

- ❖ Other Post-Employment Benefits (OPEB) costs attributed to the fire personnel who retired prior to 6/21/2010 and OPEB costs for the new personnel hired from Millbrae on 12/29/2014
- ❖ Facilities (fire stations) including replacement and/or significant repairs
- ❖ Debt service costs for the pay-off of the retirement side funds

Key Assumptions

- ❖ Replacement funding to reserve for known upcoming vehicle and equipment expenditures over the next five years at \$950,000
- ❖ Reserve funding to Capital Projects Fund for future fire station improvements
- ❖ Other Post-Employment Benefits (OPEB) funding at \$1,528,000
- ❖ COLA increases; Firefighters 2.5%; Fire Administrators, 3%; Clerical and Mechanics, 3.5%; Management, 3%

- ❖ Addition of full-time Fire Prevention Specialist
- ❖ Workers Compensation Funding of \$1,800,000 based on actuarial valuation at a 70% confidence level
- ❖ CalPERS rates:
 - 53.0105% (Safety Plan),
 - 16.308% (Miscellaneous Plan)
 - 14.065% (Safety PEPR Plan),
 - 7.745% (Miscellaneous PEPR Plan)
 less 4% being shared by employees for Safety plan
- ❖ Health insurance premium – 5% increase starting January 1, 2020
- ❖ Vehicle and Capital purchase
 - \$91,200 for two new staff vehicles
 - \$75,000 for radios
 - \$108,358 for safety gear
 - \$16,000 for Computers/IT

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 FY19/20 Funding to CCFD	% Share of FY 19/20 Budget	% increase FY19/20 over FY18/19
Burlingame	\$11,482,359	43%	5.7%
Hillsborough	\$7,654,906	29%	5.7%
Millbrae	\$7,337,241	28%	5.6%
Total	\$26,474,506	100%	5.6%

The adopted FY19/20 funding for the CCFD operations reflects an increase in required PERS contributions and workers compensation funding, and transfers to Capital Project Fund, resulting in a 5.6% increase from FY18/19 revised budget. Funding for the fire operations comes from the City of Burlingame, Town of Hillsborough, and City of Millbrae.

BUDGET DETAILS – GENERAL FUND

	<u>Account Description</u>	<u>Actual 2016-2017</u>	<u>Actual 2017-2018</u>	<u>Adopted 2018-2019</u>	<u>Revised 2018-2019</u>	<u>Adopted 2019-2020</u>
1	REVENUES:					
2	PERMITS & LICENSES					
3	Construction Permits	\$87,403	\$207,495	\$225,000	\$225,000	\$225,000
4	Fire Code Permit	257,296	19,168	35,000	35,000	35,000
5	Penalty Fees	1,442	4,347	-	-	-
6	Total Permits & Licenses	346,141	231,010	260,000	260,000	260,000
7	INTERGOVERNMENTAL REVENUES:					
8	Burlingame	10,112,833	9,973,599	10,789,979	10,867,282	11,482,359
9	Hillsborough	6,741,889	6,649,066	7,193,319	7,244,855	7,654,906
10	Millbrae	6,063,304	6,326,189	6,891,609	6,946,826	7,337,241
11	Sub-total from Partner Cities	22,918,026	22,948,854	24,874,907	25,058,962	26,474,506
12	ALS JPA	210,360	277,712	210,000	233,904	271,236
13	Joint Training Program	205,354	158,859	169,803	169,803	118,352
14	Sub-total from Other Agencies	415,714	1,651,684	379,803	403,707	389,588
15	Total Intergovernmental Revenues	23,333,740	24,600,538	25,254,710	25,462,669	26,864,094
16	CHARGES FOR SERVICES					
17	Fire Plan Review	54,045	80,496	95,000	95,000	95,000
18	Inspections/Re-Inspections	178,061	200,633	155,000	155,000	155,000
19	Fire Flow Inspection	994	2,097	-	1,182	1,182
20	Alternate Means of Protection	357	1,512	-	2,070	2,070
21	Station 34 Mechanic Shop	264,972	224,152	150,000	150,000	75,000
22	Total Charges for Services	499,086	509,547	400,000	403,252	328,252
23	OTHERS					
24	Workers Compensation Reimbursement	213,055	500,829	350,000	350,000	350,000
25	Other Reimbursement Revenue	54	260,874	84,000	84,000	90,462
26	Investment Earnings	474	1,300	600	600	299
27	Strike Team Reimbursement	312,157	954,239	-	536,164	-
28	Miscellaneous	209,913	28,797	25,000	35,436	35,436
29	Imaging/Microfiche Services	1,072	15	2,000	2,000	-
30	Total Others	736,726	530,941	461,600	1,008,200	476,197
31	TOTAL REVENUES	\$24,915,693	\$25,872,036	\$26,376,310	\$27,134,121	\$27,928,543
32						
33	EXPENDITURES:					
34	SALARIES & BENEFITS					
35	Regular Salaries - Safety	\$9,981,537	\$10,388,033	\$10,948,072	\$10,948,072	\$10,453,691
36	Regular Salaries - Non-Safety	538,764	745,938	812,966	812,966	1,113,509
37	Part-time Salaries	174,438	124,047	57,876	57,876	30,000
38	Overtime:	2,214,168	3,100,488	1,835,425	2,186,844	1,835,425
39	Disability Leave	211,110	516,617	300,000	300,000	300,000
40	Vacation Leave	1,054,353	1,044,454	754,000	754,000	754,000
41	Sick Leave	216,264	302,568	282,425	282,425	282,425
42	Family Sick Leave/Bereavement	129,956	104,145	155,000	155,000	155,000
43	Special Assignment	146,991	197,511	125,000	125,000	125,000
44	Shop Mechanic	16,996	5,804	5,000	5,000	5,000
45	Reimbursable	21,824	92,903	14,000	14,000	14,000
46	Strike Team	137,251	566,415	-	351,419	-
47	Miscellaneous	279,423	270,072	200,000	200,000	200,000
48	Holiday Pay	469,374	501,692	514,747	514,747	508,098
49	FLSA	231,538	241,813	257,379	257,379	254,050
50	Uniform Allowance	66,298	70,900	70,715	70,715	68,870
51	Medicare/FICA	193,742	205,521	176,968	176,968	179,094
52	Retirement	2,985,303	3,420,041	4,190,129	4,190,129	4,712,403
53	Health Insurance	1,497,565	1,457,891	1,710,151	1,710,151	1,716,536
54	Dental Insurance	153,008	126,546	153,000	153,000	151,301
55	Vision	18,003	36,347	22,500	22,500	27,323
56	Life Insurance	22,286	18,123	24,252	24,252	24,083
57	Long-term Disability Insurance	4,442	(2,667)	5,666	5,666	6,020

BUDGET DETAILS – GENERAL FUND

	<u>Account Description</u>	<u>Actual 2016-2017</u>	<u>Actual 2017-2018</u>	<u>Adopted 2018-2019</u>	<u>Revised 2018-2019</u>	<u>Adopted 2019-2020</u>
57	Long-term Disability Insurance	4,442	(2,667)	5,666	5,666	6,020
58	Retirement Health Savings	78,437	79,387	82,071	82,071	97,321
59	Technology and Wellness	-	-	9,000	9,000	9,000
60	Health Insurance - Retirees	1,397,000	1,425,000	1,475,000	1,475,000	1,528,000
61	Workers' Compensation	2,400,000	1,200,000	1,100,000	1,300,000	1,800,000
62	Leave payouts – vacation	74,418	67,229	85,000	91,000	91,000
63	Leave payouts – sick	39,255	8,566	80,000	80,000	80,000
64	Leave payouts at retirement	40,368	171,517	215,000	292,000	240,000
65	Admin Leave Payout	-	3,281	-	4,374	4,375
66	TOTAL SALARIES & BENEFITS	\$22,579,944	\$23,389,694	\$23,825,918	\$24,464,711	\$24,930,099
67						
68	MATERIALS & SERVICES:					
69	Office Expense	\$26,346	\$26,457	\$21,540	\$21,540	\$21,540
70	Expendable Supplies	30,392	26,762	23,000	30,000	30,900
71	Postage	4,437	3,931	3,500	3,500	3,605
72	EMS Supplies	12,613	13,785	15,000	15,000	15,000
73	Special Departmental Expense	38,010	31,761	-	-	-
74	Small Tools	60,778	37,987	86,000	86,000	86,000
75	Respiratory Equipment Expense	27,854	17,948	29,200	29,200	29,200
76	Public Education	7,456	4,939	10,000	10,000	10,000
77	Safety Equipment	73,364	104,449	115,000	115,000	115,000
78	Uniform Supplies	-	-	-	-	6,000
79	Communications	55,098	54,519	63,000	63,000	63,000
80	Utilities	87,554	100,172	88,600	100,000	95,000
81	Building/Grounds/Facilities Maintenance	159,285	121,513	160,000	160,000	200,000
82	Gas, Diesel, Oil	63,812	82,129	76,000	76,000	78,280
83	Apparatus Maintenance	190,215	131,644	95,000	150,000	130,000
84	Mechanic Shop Service Agreement	255,248	140,522	120,000	120,000	67,500
85	Mechanic Shop (Inventory/Stock)	25	6,041	7,000	7,000	7,000
86	Hose and Nozzles	3,280	1,377	12,000	12,000	20,000
87	Radio Maintenance	14,202	6,872	21,250	21,250	21,900
88	Contractual Services	273,877	422,447	395,040	395,040	442,162
89	Auditing	-	12,435	14,000	14,000	15,000
90	Legal Services	-	-	39,500	39,500	40,685
91	Dues & Subscriptions	11,275	10,531	8,850	8,850	9,116
92	Travel, Conferences & Meetings	18,858	17,454	18,000	18,000	18,000
93	Human Resources (Hiring and Training)	-	-	15,000	16,000	20,000
94	Training & Safety	45,356	93,913	67,500	67,500	83,000
95	Emergency Preparedness	8,100	5,530	10,000	10,000	10,000
96	Wellness & Safety	27,929	9,474	32,000	32,000	32,000
97	Canyon Weed Control - Other Charges	-	-	1,000	1,500	1,500
98	Liability, property and other insurances	39,065	44,202	46,412	90,530	95,057
99	Computer, Telephone & Other IT Costs	120,822	76,516	60,000	60,000	60,000
100	Miscellaneous	5,545	2,033	22,000	22,000	22,000
101	TOTAL MATERIALS & SERVICES	1,660,793	1,607,342	1,675,392	1,794,410	1,848,444
102	TOTAL OPERATIONS COST	24,240,737	24,997,036	25,501,310	26,259,121	26,778,543
103						
104	CAPITAL PROJECTS:					
105	Transfer to Capital Project Fund	-	-	-	-	200,000
106	Vehicle Replacement Reserve	674,955	875,000	875,000	875,000	950,000
107	Total Capital Outlay Reserve	674,955	875,000	875,000	875,000	1,150,000
108	TOTAL INCLUDING CAPITAL	\$24,915,692	\$25,872,036	\$26,376,310	\$27,134,21	\$27,928,543
109						
110	OPERATIONS NET OF REVENUE	\$22,243,070	\$22,948,854	\$23,999,907	\$24,839,962	\$25,324,506
111						
112	OPERATIONS & CAPITAL NET OF REVENUE	\$22,918,025	\$22,073,854	\$24,874,907	\$25,058,962	\$26,474,506

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 2016-2017</u>	<u>Actual 2017-2018</u>	<u>Adopted 2018-2019</u>	<u>Revised 2018-2019</u>	<u>Adopted 2019-2020</u>
REVENUES:					
JPA	\$6,600	\$6,600	\$6,600	\$6,600	\$6,600
Classes	905	-	2,000	2,000	2,000
Academy	100,004	207,573	5,000	5,000	5,000
Education	24,978	29,780	20,000	20,000	20,000
Communication	18,541	(1,120)	-	-	-
Participating Agencies	180,083	125,991	139,911	139,911	99,600
Sub-total	331,110	368,824	173,511	173,511	133,200
Miscellaneous	3,135	1,297	-	-	-
TOTAL REVENUES	334,245	370,121	173,511	173,511	133,200
EXPENDITURES:					
Contractual Services	23,584	21,840	22,000	22,000	22,000
Administrative	14,048	8,130	15,000	15,000	15,000
Operations	22,910	36,178	30,000	30,000	30,000
Special Ops	6,015	11,584	10,000	10,000	10,000
EMS	38,728	29,585	45,000	45,000	45,000
IT	17,558	13,240	12,000	12,000	12,000
Academy	75,444	195,534	5,000	5,000	5,000
Classes	7,780	7,458	10,000	10,000	10,000
Special Department Expense	-	-	-	-	-
Communications	3,976	4,175	5,000	5,000	5,000
Travel, Conferences & Meetings	-	1,028	2,000	2,000	2,000
Miscellaneous	-	1,608	5,000	5,000	5,000
TOTAL EXPENDITURES	210,043	330,360	161,000	161,000	161,000
CAPITAL					
Transfer to Vehicle Replacement Fund	30,000	23,766	-	-	-
Transfer to Capital Fund	100,000	100,000	-	-	-
TOTAL CAPITAL OUTLAY/RESERVE	130,000	123,766	-	-	-
EXCESS	(5,798)	(84,004)	12,511	12,511	(27,800)
BEGINNING FUND BALANCE	301,971	296,173	212,169	212,169	224,680
ENDING FUND BALANCE	\$296,173	\$212,169	\$224,680	\$224,680	\$196,880

BUDGET DETAILS

INTERNAL SERVICE FUND – WORKERS COMPENSATION AND DENTAL INSURANCE

Central County Fire Department is self-insured for dental coverage for safety employees and workers compensation for claims up to \$250,000 per occurrence. This fund accounts for the accumulation of monies 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 targeted level of funding for Workers Compensation reserves is at a 70% confidence level of actuarial estimated outstanding losses. The FY 2019-2020 budget reflects a \$5 million reserve using the latest actuarial valuation completed in January 2017.

<u>Account Description</u>	<u>Actual 2016-2017</u>	<u>Actual 2017-2018</u>	<u>Adopted 2018-2019</u>	<u>Revised 2018-2019</u>	<u>Adopted 2019-2020</u>
REVENUES:					
Workers Comp Premiums	\$2,400,000	\$1,200,000	\$1,100,000	\$1,300,000	\$1,800,000
Workers Comp Reimbursements	-	25,518	-	-	-
Dental and Vision Premiums	153,008	159,893	175,500	175,500	178,624
TOTAL REVENUES	\$2,553,008	\$1,385,411	1,275,500	1,475,500	1,978,624
EXPENDITURES:					
Contractual Services – Athens	47,644	57,115	40,000	90,000	92,700
Excess Workers Comp Insurance	173,199	200,486	190,000	195,000	238,000
Workers Compensation Claims:					
Payments for Third Party Services	498,703	757,716	500,000	750,000	750,000
Industrial Disability Payments	213,055	500,829	350,000	350,000	350,000
Reserves	(1,968,300)	643,099	579,543	579,543	547,822
Dental Claims	153,008	130,908	153,000	153,000	151,301
Vision Claims	-	37,072	22,500	22,500	27,323
TOTAL EXPENDITURES	(882,691)	2,327,225	1,835,043	2,140,043	2,157,146
EXCESS/(SHORTFALL)	3,435,699	(941,814)	(559,543)	(664,543)	(178,522)
BEGINNING FUND BALANCE	(2,109,610)	1,326,089	384,275	384,275	(280,268)
PRIOR PERIOD ADJUSTMENT	-	-	-	-	-
ENDING FUND BALANCE	\$1,326,089	384,275	(175,268)	(280,268)	(458,790)
ENDING CASH BALANCE	4,651,379	4,364,940	4,384,940	4,279,940	4,754,240
ACTUARIAL-ESTIMATED OUTSTANDING LOSSES	3,325,290	3,968,389	4,547,932	4,547,932	5,095,754
Funded Status (%)	140%	110%	96%	94%	93%

BUDGET DETAILS

INTERNAL SERVICE FUND – VEHICLE REPLACEMENT

The Internal Service Fund – Vehicle Replacement accounts for the purchase of vehicles, apparatus, and other fire equipment. The General Fund generally provides funding to this fund.

<u>Account Description</u>	<u>Actual 2016-2017</u>	<u>Actual 2017-2018</u>	<u>Adopted 2018-2019</u>	<u>Revised 2018-2019</u>	<u>Adopted 2019-2020</u>
REVENUES:					
Donations & Other Contributions ¹	\$704,955	\$898,766	\$875,000	\$875,000	\$950,000
TOTAL REVENUES	704,955	898,766	875,000	875,000	950,000
EXPENDITURES:					
Capital Equipment	723,951	44,919	928,358	944,358	290,558
TOTAL EXPENDITURES	723,951	44,919	928,358	944,358	290,558
Excess (Deficit) – Budgetary Basis	(18,996)	853,847	(53,358)	(69,358)	659,442
CONVERSION TO GAAP					
Capitalization of Equipment	723,951		928,358	944,358	290,558
Depreciation	(196,818)	(230,777)	(272,471)	(272,471)	(352,471)
BEGINNING NET POSITION	2,062,083	2,570,220	3,193,290	3,193,290	3,795,819
ENDING NET POSITION	2,570,220	3,193,290	3,795,819	3,795,819	4,393,348
ENDING CASH POSITION	\$165,846	\$1,019,693	966,335	950,335	1,609,777

¹ Contributions in FY19/20 are from the General Fund for purchase of two staff vehicles, new safety gear and new radios.

BUDGET DETAILS

CAPITAL PROJECTS FUND

The Capital Projects Fund is used to account for the acquisition and construction of capital assets other than those that remain with the member agencies.

<u>Account Description</u>	<u>Actual 2016-2017</u>	<u>Actual 2017-2018</u>	<u>Adopted 2018-2019</u>	<u>Revised 2018-2019</u>	<u>Adopted 2019-2020</u>
REVENUES:					
Transfers In	\$100,000	\$100,000	-	-	\$200,000
Federal and State Grants					
Contribution from others (Millbrae)					
Investment Earnings					
TOTAL REVENUES	100,000	100,000	-	-	200,000
EXPENDITURES:					
Capital Outlay					
Communications & Others					
Capital Equipment	246,246	94,104	-	-	-
Temporary Fire Station					
TOTAL EXPENDITURES	246,246	94,104			
EXCESS	(146,246)	5,896	-	-	200,000
BEGINNING FUND BALANCE	406,114	259,868	265,764	265,764	265,764
ENDING FUND BALANCE	\$259,868	\$265,764	\$265,764	\$265,764	\$465,764

Program Descriptions **and Organizational Performance**

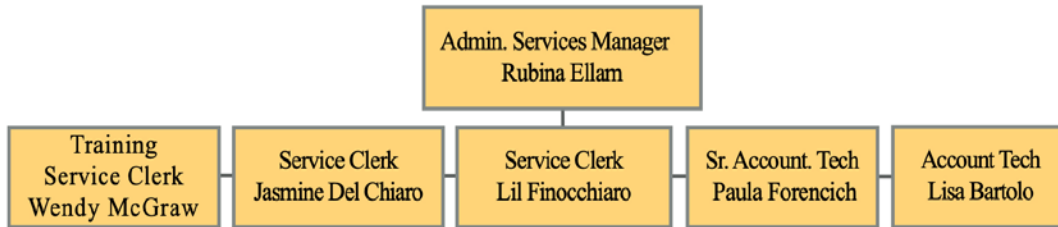
Administration

Prevention and Emergency Preparedness

Suppression

Training and EMS

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, Town of Hillsborough and City of Millbrae.

PROGRAM FUNCTIONS

- Keep Fire Board, City Managers and Councils of the partner cities and participating agencies informed of service level best practices that CCFD is considering.
- 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 cost-effective innovations in equipment purchasing and methodologies.

KEY PROGRAM GOALS/STRATEGIES FOR FISCAL YEAR 2019/20

- Develop and implement financial policies.
- Provide a needs assessment and impact for electronic and credit card payment for customer services.
- Redesign Department website.
- Increase Service Clerk position from .75 FTE to full-time.
- Complete negotiations with Labor and Fire Administrators groups.

ADMINISTRATION

SIGNIFICANT BUDGET CHANGES

The 2018/19 fiscal year brought another year of challenges to CCFD across all divisions. With succession, building development, and national and state-wide responses, the fiscal and personnel commitments have been significant.

Fiscal year 2019/20 will require CCFD to meet the continued fiscal challenges that all local governments are experiencing. Increasing CalPERS costs, workers compensation, and workforce housing costs are at the forefront of CCFD financial concerns.

CCFD will continue to pay down Other Post-Employment Benefits (OPEB), as defined by the 2014 actuarial. A key fiscal challenge will be the PERS increases brought on by the lowering of the discount rate by PERS as discussed last year.

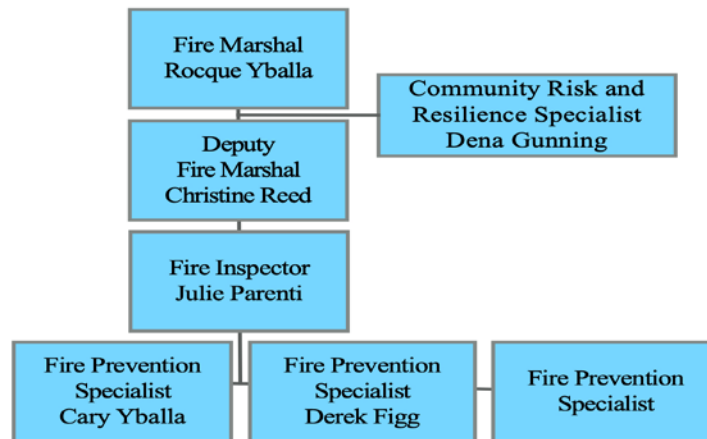
One of the primary impacts for our administration in the coming year will be our administrative staff. In preparation of the workload resulting from the significant development and Wildland Urban Interface projects we will be increasing the .75 FTE service clerk position to a full-time position.

CCFD has also been focused on hiring and training our new firefighters to the highest level possible and developing newly-promoted Captains and Chief Officers as an unprecedented wave of retirements and hiring occurs. Key promotions in FY18/19 included a Deputy Chief, two Battalion Chiefs and three Captains. These promotions will play a key role in our succession planning as the department moves forward.

PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

- Developed and adopted Personnel Rules.
- Completed revision of CCFD Policies.
- Created a social media strategic plan and committee.
- Purchased one new fire engine and one staff vehicle.
- Recruited five new firefighters.
- Promoted Deputy Chief.
- Promoted two Battalion Chiefs and three Captains.

PREVENTION AND EMERGENCY PREPAREDNESS



MISSION

The mission of the Prevention and Emergency Preparedness Division is to ensure the fire and life safety of residents and visitors to our communities. The division is charged with enforcing mandated fire codes and to work towards emergency preparedness of the community.

PROGRAM FUNCTIONS

- Provide community risk reduction programs.
- Review plans and inspect new construction projects for compliance with applicable codes and ordinances.
- Enforce wildland-urban interface (WUI) to current, local and state codes.
- Provide annual training and coordination for staff and community on emergency preparedness and maintain the Emergency Operations Center (EOC) in a state of readiness.
- Administer and support the company inspection program for business and multi-residential occupancies.

KEY PROGRAM GOALS/STRATEGIES FOR FISCAL YEAR 2019/20

- Hire a full-time Fire Prevention Specialist assigned to Wildland Urban Interface program.
- Develop an improved comprehensive Wildland-Urban Interface (WUI) educational and enforcement program for high risk WUI areas as identified by an independent assessment of the three communities.
- Present updated Emergency Operations Plan for adoption by City Councils.
- Update national, state and local codes enforced through Municipal Code adoption and provide training to prevention staff of new code requirements.
- Provide necessary training for town staff assigned to the Emergency Operations Center.
- Conduct electronic field inspections using the Image Trend inspection program starting January 1, 2020.

PREVENTION AND EMERGENCY PREPAREDNESS

SIGNIFICANT BUDGET CHANGES

Driven by the solid economy of the Bay Area, our communities are seeing development at a rate not seen in decades. We expect the number of high-rise buildings to double over the next few years. In addition, the number of low-rise and high-density multi-residential buildings expected in our communities will require CCFD to make adjustments to meet the demand of plan reviews and new construction inspections. This new development is in addition to our already extensive recurrent and new business inspections.

CCFD is also anticipating an enforcement-based Wildland Urban Interface (WUI) program in the high and very high fire severity zones of Hillsborough. CCFD will hire a full-time Fire Prevention Specialist to assist with this program.

PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

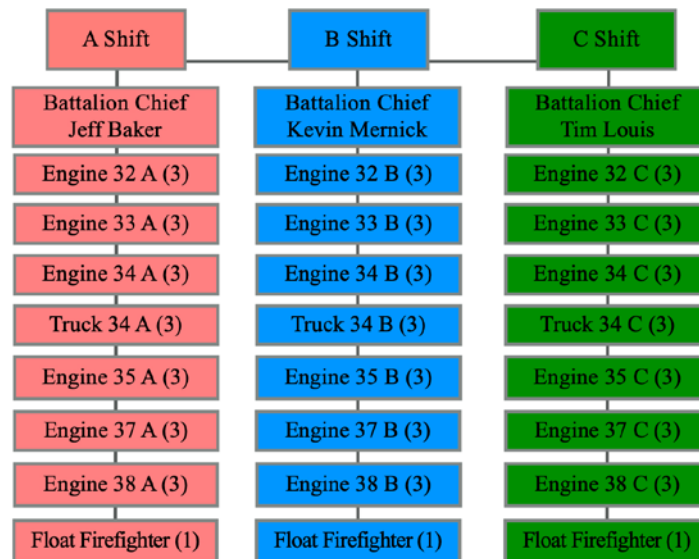
- Hired a full-time fire prevention specialist to assist with engine company, business licenses, and vegetation management inspections, as well as public education.
- Converted the building occupancy inspection database to ImageTrend Elite records management system in preparation for electronic field inspections in 2020.
- Hired a full-time Community Risk and Resiliency Specialist.
- Provided property consultations to homeowners in all three cities for wildland urban interface defensible space.

PERFORMANCE/WORKLOAD MEASURES

	<u>2016/17</u>	<u>2017/18</u>	<u>YTD 2018/19</u>
Plan Checks	240	266	142
Plan Reviews	370	403	240
% of citizen inquiries responded to within 1 working day	100%	100%	100%
Fire education activities and events (number of children)	1,500	1,500	-
Public Education activities	22	13	17
Station Tours	3	3	2
Fire origin and cause investigations	8	5	3
Fire Code Permits (special events, underground storage tank removal/modifications)	57	45	51
Engine Company inspections *reflects implementation of self-inspection program	1,502	563	146
Construction inspections	438	325	133
Fire and life safety inspections	73	55	42
Wildland Urban Interface(WUI) Consultations with property owners	-	-	24
Junior Fire Marshal Picnic (one Spring event in each city)	2	3	-
Car seat inspections	91	84	49
General public trained for disaster response (CERT)	15	71	40
General public trained for disaster response (GET READY)	39	55	35
City employees trained in city-wide disaster drills or other classes	60	-	-
CPR training (Number of adults)	84	121	7
SB1205 Inspections (Calendar Year 2018):			
Schools	23	23	
High Rise Buildings	9	2	
Hotels/Motels	20	9	
Apartment Buildings	769	759	

Source: Department Records Management Systems

SUPPRESSION



MISSION

The members of the Central County Fire Department are dedicated to providing the highest level of service for our communities.

PROGRAM FUNCTIONS

- Respond safely to all emergencies and take appropriate actions to reduce loss of life, property and environmental.
- Effectuate safe operations for personnel and citizens on all incidents.
- Participate in ongoing fire and life safety, public education, community training.
- Provide fire prevention inspections and pre-fire planning to all commercial, business, multi-residential and high-rise locations.
- 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 2019/20

- Collaborate with member agencies to ensure all stations are in good repair and provide an acceptable living condition for fire personnel.
- Establish an active promotional list for Battalion Chief and Captain ranks.
- Prioritize and support training opportunities as it pertains to personnel development and technical rescue operations.
- Facilitate 11 new firefighters through probation and State Firefighter II certification.
- Improve and expand existing Wellness program to include behavioral health.

SUPPRESSION

PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

- Developed and implemented a robust training program for new Firefighters and Captains.
- Developed and implemented training and qualifications for Acting Battalion Chief.
- Provided leadership training to all new and existing supervisors.
- Ensured familiarity with all jurisdictions with all personnel.

PERFORMANCE/WORKLOAD MEASURES

	<u>2016/17</u>	<u>2017/18</u>	<u>YTD 2018/19</u>
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)	<6:59	<6:59	<6:59
Priority 3 (non-emergency response calls)	<6:59	<6:59	<6:59
All calls for service	<6:59	<6:59	<6:59
Total calls for service	6,551	7,424	4,334
Medical responses	4,235	4,380	2,717
Fire suppression responses	107	149	63
Hazardous conditions responses	176	186	133
Other responses	799	2,709	1,421
<u>SPECIAL EVENTS:</u>			
Fund raising events conducted by off-duty firefighters	3	3	3

Source: Department Records Management Systems

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.

PROGRAM FUNCTIONS

- Provide mandated operational and emergency medical training and continuing education to personnel from participating agencies.
- Ensure all training is documented.
- Standardized operations within the central area of San Mateo County fire agencies.
- Provide oversight and representation of the participating emergency medical services within the San Mateo County EMS system.
- Provide career development guidance and support.

KEY PROGRAM GOALS/STRATEGIES FOR FISCAL YEAR 2019/20

- Continue to host and provide classes for Company and Chief Officers.
- Provide ACLS training and certification.
- Provide Live Fire Training.
- Provide Emergency Vehicle Operations Course.
- Provide confined space and HazMat/MCI training.

TRAINING AND EMERGENCY MEDICAL SERVICES (EMS)

SIGNIFICANT BUDGET CHANGE

The Joint Training program continues to provide savings in training costs for the participating agencies. FY2018/19 saw a reorganization of staff within the training division to further reduce costs and create efficiencies.

PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

- Hosted continuing education classes for Company and Chief Officers.
- Coordinated the San Mateo County Fall Fire Recruit Academy.
- Administered Probationary Testing for CCFD and SBFD Personnel.
- Developed BLS and PALS Instructors.
- Participated in Active Shooter Training.
- Continued Long-Term Succession Plan for Training Division.
- Provided Annual State and County Required Training.

PERFORMANCE/WORKLOAD MEASURES

	<u>2016/17</u>	<u>2017/18</u>	<u>YTD</u> <u>2018/19</u>
Ops training hours	1,802	3,194	3,464
Driver training hours	1,717	2,122	1,381
EMS training hours	2,301	1,852	1,502
Total training hours	5,820	7,168	6,347

Source: Department Records Management Systems

Miscellaneous Programs

Shared Services

MERGED SERVICES WITH OTHER JURISDICTIONS

Central County Fire Department (CCFD) is party to various agreements that enable an increased level of service and cost efficiencies.

California Urban Search and Rescue Task Force #3

This program is managed by the Menlo Park Fire Protection District. It is part of the Federal Emergency Management Agency's (FEMA) national response plan. CCFD personnel participate in training provided by this program that has allowed for increased knowledge base and expertise. This program also supports the knowledge and skill level need for CCFD's Special Operations program. CCFD has participated in this program since the early 1990's. CCFD is reimbursed for personnel responses when the team is activated as well as costs associated with certain training exercises.

San Mateo County Pre-Hospital Emergency Medical Services Advanced Life Support (ALS) Joint Powers Agreement (JPA)

Beginning in 1999 CCFD has participated in the county-wide ALS program that provides paramedic first response and emergency transportation services. Partners in the joint powers agreement include San Mateo County EMS, the private ambulance provider, American Medical Response (AMR) and all 13 San Mateo County fire agencies. Each agency receives reimbursement for their services through the County (approximately \$39,300 per engine, annually, after dispatch costs).

San Mateo County Public Safety Communication (PSC)

Located in Redwood City, PSC serves as joint dispatch center for all fire agencies, ambulances and several law agencies in the county. It provides dispatch the closest resources to incidents as directed by the San Mateo County ALS-JPA Automatic Aid Agreement. The result is seamless response, more coordinated efforts to major incidents, and cross-jurisdictional support without the time delays on mutual aid requests. PSC costs for dispatch services are deducted from the ALS program revenues before distribution.

Mechanic Shop Services

In addition to maintaining the CCFD fleet, the mechanic shop currently provides apparatus maintenance to San Bruno Fire Department.

Special Operations

This is a partnership to provide local USAR capabilities independent of Task Force 3 discussed above. Grant funding opportunities have allowed for CCFD to provide for apparatus, equipment and training. To participate in this program personnel are required to become trained in the specialties of trench, confined space, and high and low-angle rescue. The State of California recognizes the training and resources that CCFD has acquired and has declared CCFD's program a Type I Heavy Rescue approved for state-wide deployment. This is a unique distinction and the only one of its kind in San Mateo County.

Tactical Emergency Medical Services Team

CCFD has taken the lead role in this joint San Mateo County Tactical Medic program that is staffed by personnel from San Mateo County Fire agencies and American Medical Response. The Tactical Paramedics support San Mateo County law enforcement Special Weapons And Tactics (SWAT) teams. Tactical Medics' first priority is the safety of all officers as well as citizens who may have fallen in harm's way due to someone's actions. CCFD has 5 participating members that make up the team and commit 144 hours each of training per year.

Statistical Information

Comparison to Other Cities

Total Responses

Call Frequency Analysis by Station

Call Frequency Analysis by Hour

Call Frequency Analysis by Day of Week

Emergency Response by Incident Type

Automatic Aid Given and Received

Personnel Training Hours

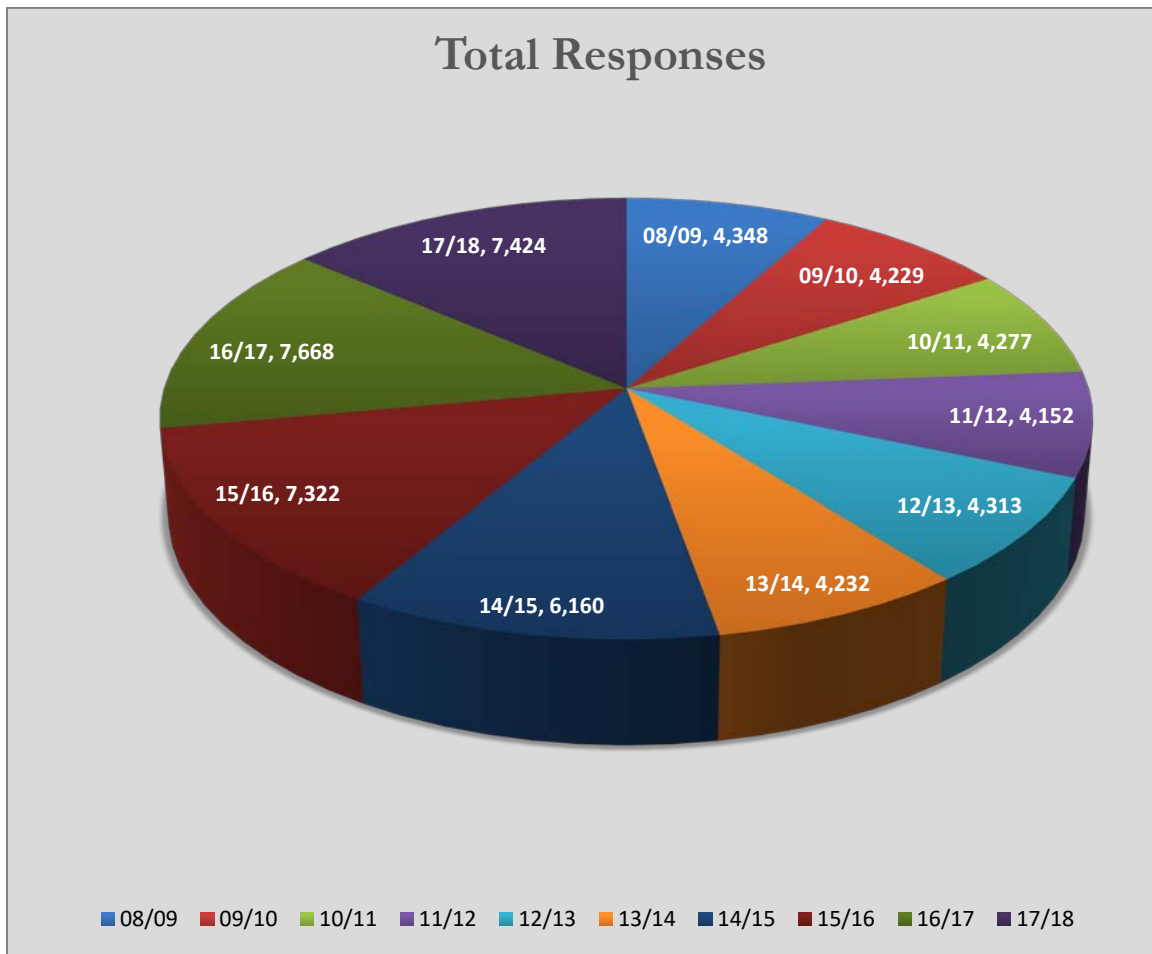
Injury Report by Type

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
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	17.8	4.4	3.9	5.0	3.3	64.2	15.6	0.7
Central County Fire	15.4	6	2.6	7	2.2	61	10	1

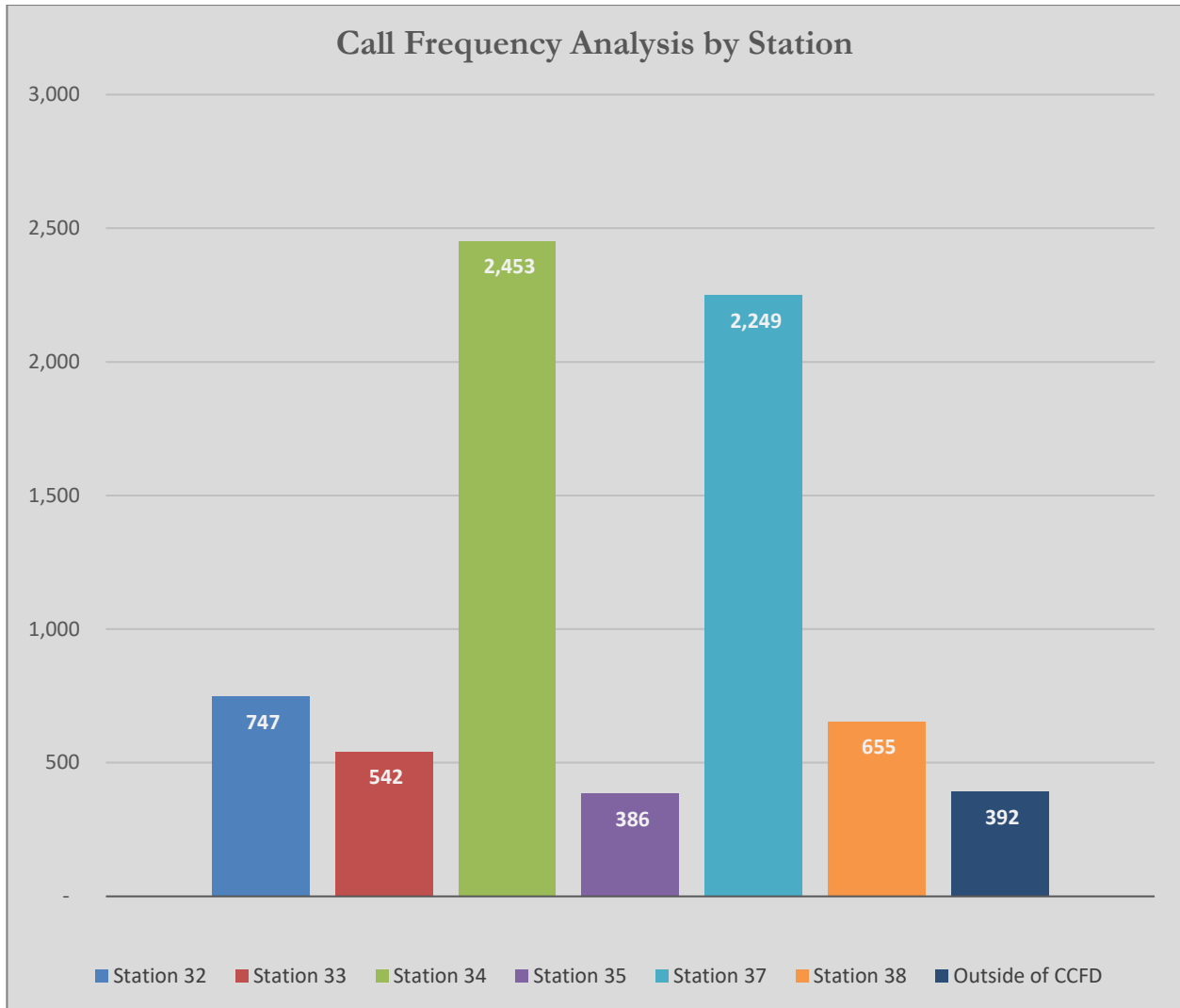
STATISTICAL INFORMATION



<u>Fiscal Year</u>	<u>Total Calls</u>
08/09	4,348
09/10	4,229
10/11	4,277
11/12	4,152
12/13	4,313
13/14	4,232
14/15	6,160
15/16	7,322
16/17	7,668
17/18	7,424

Source: Department Records Management Systems, Fiscal Year 2017-2018

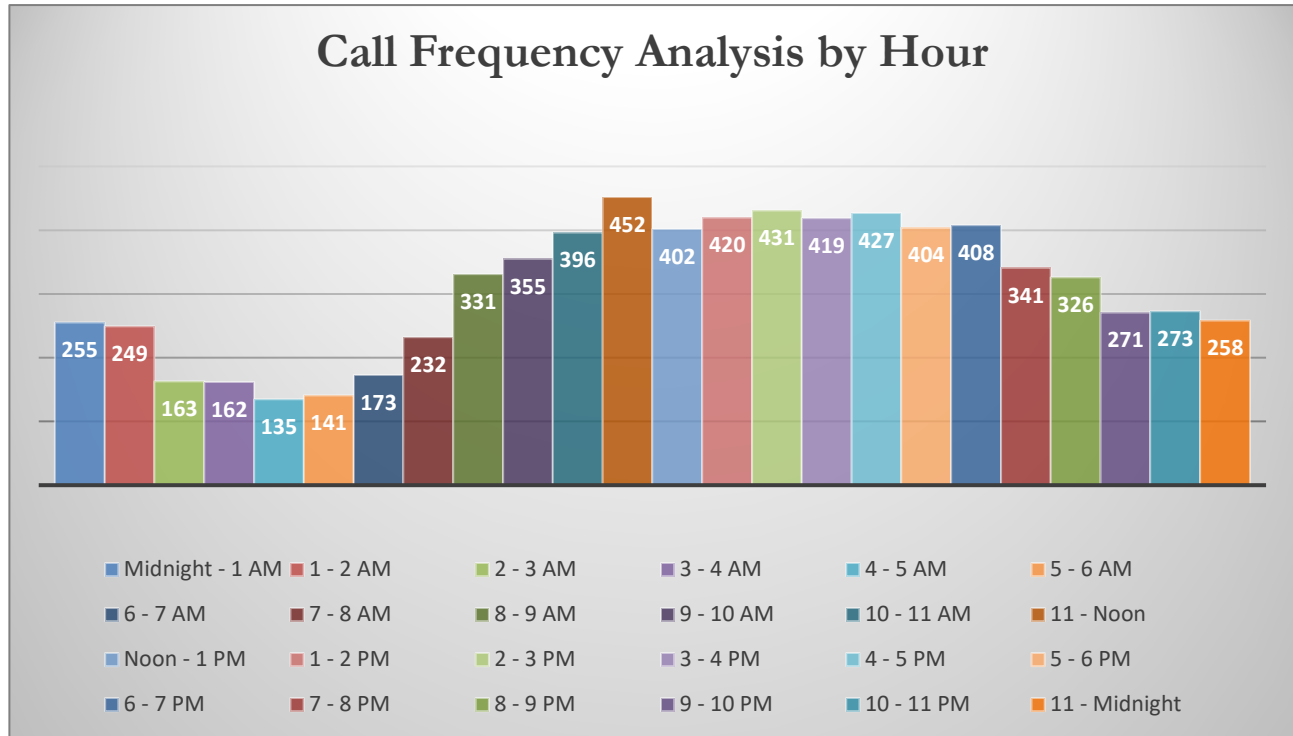
STATISTICAL INFORMATION



Station Location	Total Calls	% to Totals
Station 32	747	10.06%
Station 33	542	7.30%
Station 34	2,453	33.04%
Station 35	386	5.20%
Station 37	2,249	30.29%
Station 38	655	8.82%
Outside of CCFD	392	5.28%
Total	7,424	100.00%

Source: Department Records Management Systems, Fiscal Year 2017-2018

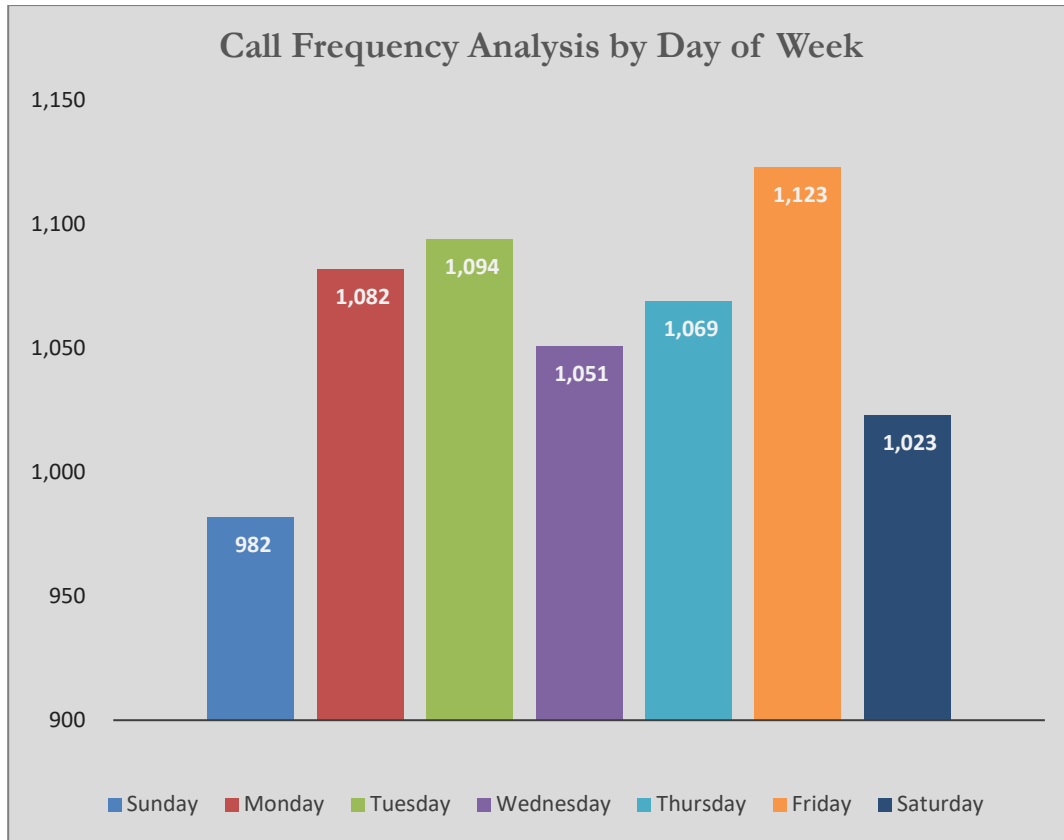
STATISTICAL INFORMATION



Hour	Total Calls	% to Totals
Midnight - 1 AM	255	3.43%
1 - 2 AM	249	3.35%
2 - 3 AM	163	2.20%
3 - 4 AM	162	2.18%
4 - 5 AM	135	1.82%
5 - 6 AM	141	1.90%
6 - 7 AM	173	2.33%
7 - 8 AM	232	3.13%
8 - 9 AM	331	4.46%
9 - 10 AM	355	4.78%
10 - 11 AM	396	5.33%
11 - Noon	452	6.09%
Noon - 1 PM	402	5.41%
1 - 2 PM	420	5.66%
2 - 3 PM	431	5.81%
3 - 4 PM	419	5.64%
4 - 5 PM	427	5.75%
5 - 6 PM	404	5.44%
6 - 7 PM	408	5.50%
7 - 8 PM	341	4.59%
8 - 9 PM	326	4.39%
9 - 10 PM	271	3.65%
10 - 11 PM	273	3.68%
11 - Midnight	258	3.48%
Total	7,424	100.00%

Source: Department Records Management Systems, Fiscal Year 2017-2018

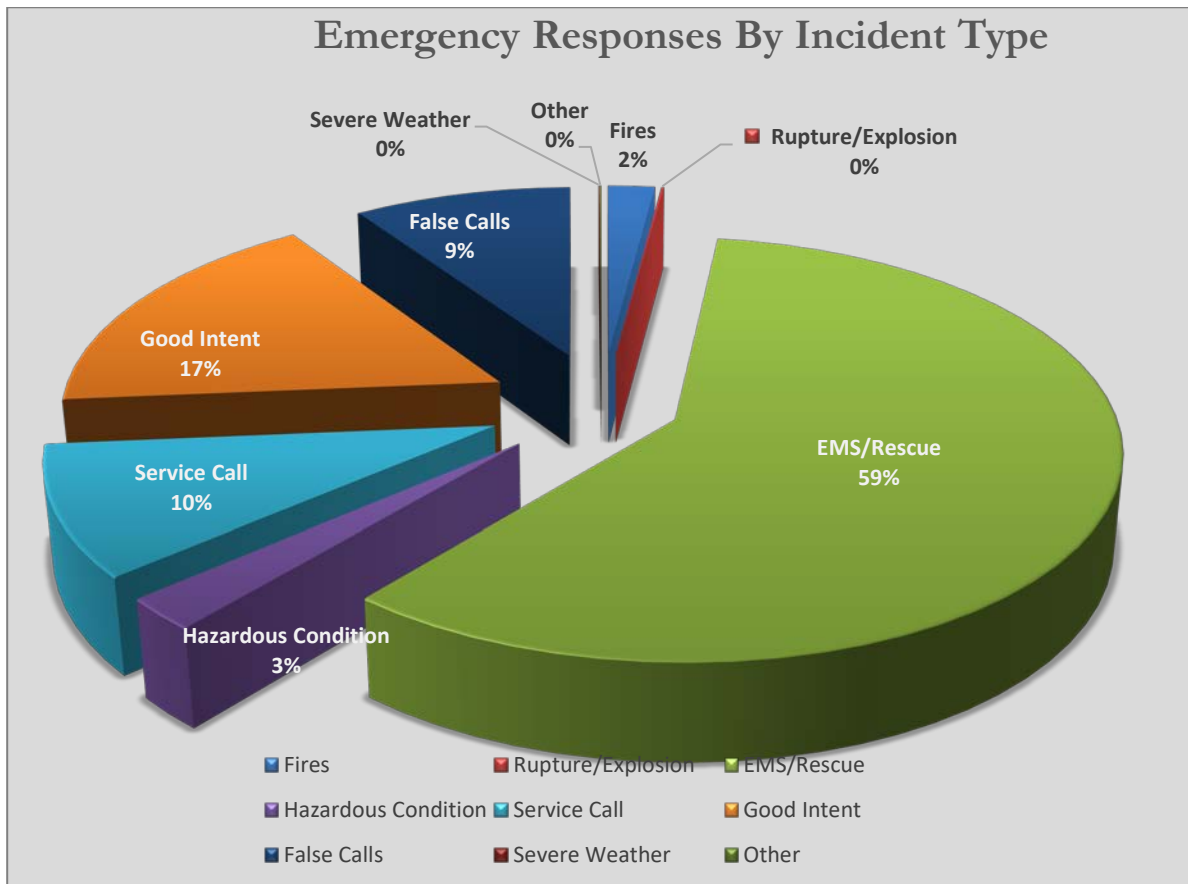
STATISTICAL INFORMATION



<u>Day of Week</u>	<u>Total Calls</u>	<u>% to Totals</u>
Sunday	982	13.23%
Monday	1,082	14.57%
Tuesday	1,094	14.74%
Wednesday	1,051	14.16%
Thursday	1,069	14.40%
Friday	1,123	15.13%
Saturday	1,023	13.78%
Total	7,424	100.00%

Source: Department Records Management Systems, Fiscal Year 2017-2018

STATISTICAL INFORMATION

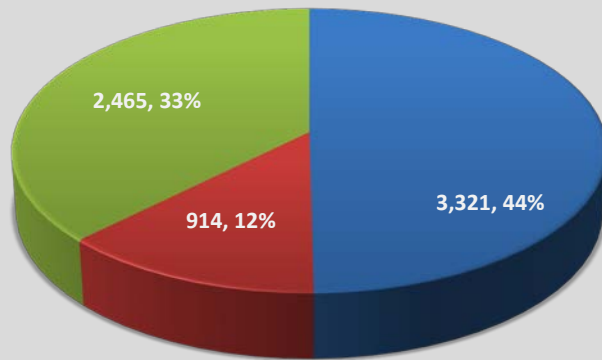


Incident Type	Total Responses
Fires	149
Rupture/Explosion	8
EMS/Rescue	4,380
Hazardous Condition	186
Service Call	744
Good Intent	1,257
False Calls	692
Severe Weather	3
Other	5
Total	7,424

Source: Department Records Management Systems, Fiscal Year 2017-2018

STATISTICAL INFORMATION

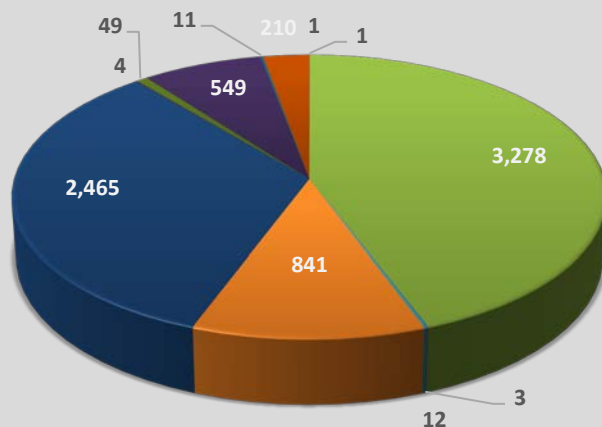
Calls By City



■ Burlingame ■ Hillsborough ■ Millbrae

City	Calls	% of Total
Burlingame	3,278	44.30%
Hillsborough	841	11.37%
Millbrae	2,465	33.32%
Total	7,399	100%

Calls By City - All Cities

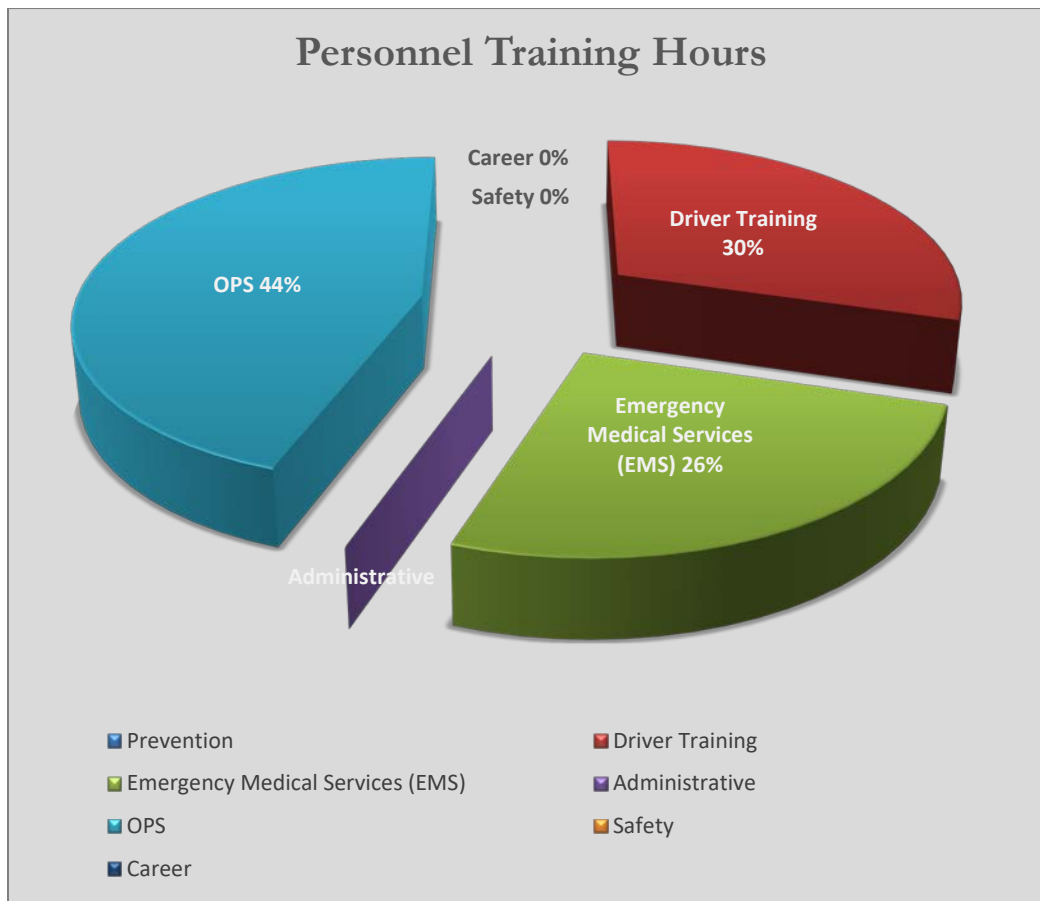


■ Belmont ■ Brisbane ■ Burlingame ■ Daly City
 ■ Foster City ■ Hillsborough ■ Millbrae ■ Pacifica
 ■ San Bruno ■ San Mateo ■ South San Fran. ■ Other

City	Calls	% of Total
Belmont	1	0.01%
Brisbane	1	0.01%
Burlingame	3,278	44.15%
Daly City	3	0.04%
Foster City	12	0.16%
Hillsborough	841	11.33%
Millbrae	2,465	33.20%
Pacifica	4	0.05%
San Bruno	49	0.66%
San Mateo	549	7.39%
South San Fran.	11	0.15%
Other	210	2.83%
Total	7,424	100%

Source: Department Records Management Systems, Fiscal Year 2017-2018

STATISTICAL INFORMATION

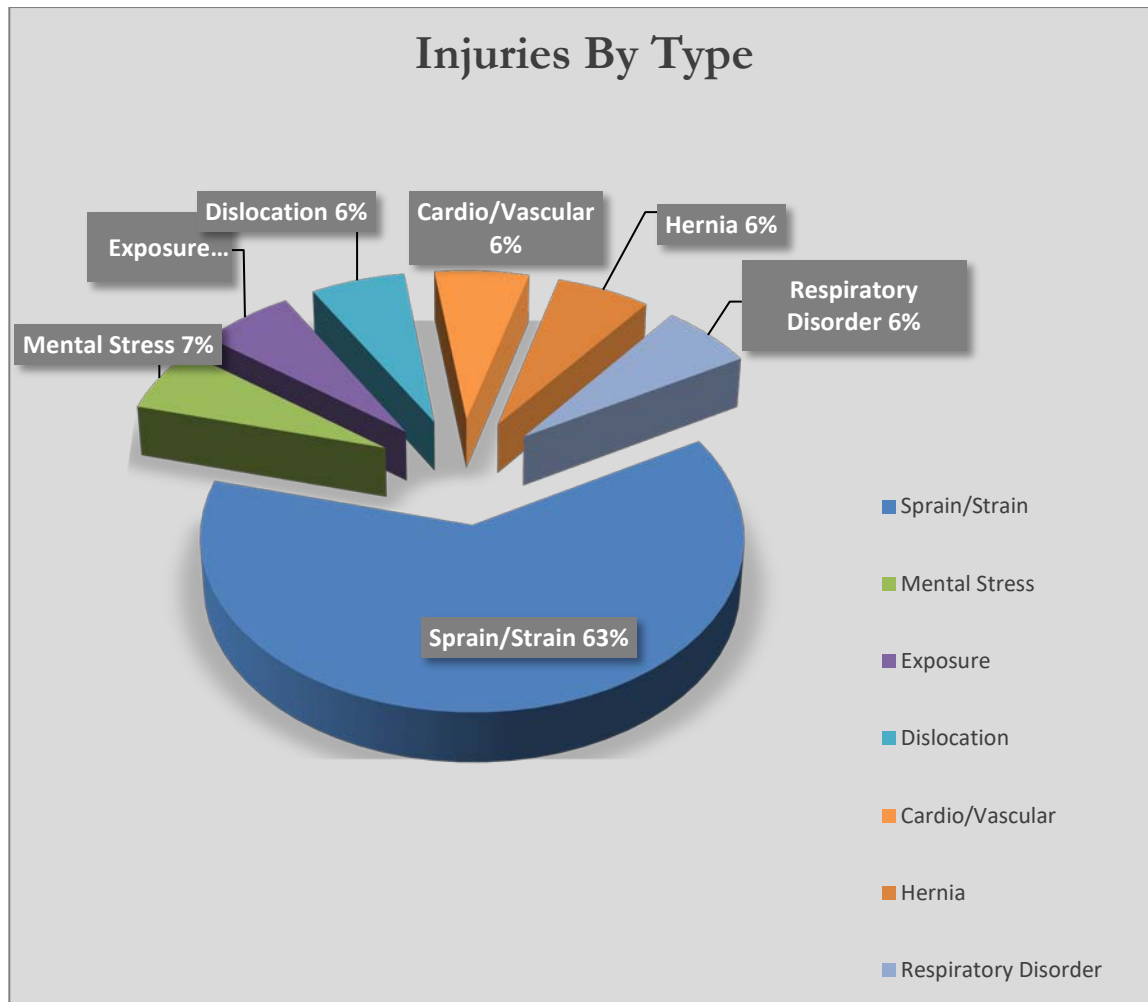


<u>Description</u>	<u>Training</u>
Prevention	-
Driver Training	2,122
Emergency Medical Services (EMS)	1,852
Administrative	-
OPS*	3,194
Safety	-
Career	-
Total Training Hours	7,168

* increase in OPS training hours is due to probationary firefighter training

Source: Department Records Management Systems, Fiscal Year 2017-2018

STATISTICAL INFORMATION



Description	Number	Percentage
Sprain/Strain	10	63%
Mental Stress	1	6%
Exposure	1	6%
Dislocation	1	6%
Cardio/Vascular	1	6%
Hernia	1	6%
Respiratory Disorder	1	6%
	16	100%

Source: Department Records Management Systems, Fiscal Year 2017-2018

Reference Materials

Budget Resolution

Master Fee Schedule

Glossary of Terms and Acronyms

MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule			
<u>SERVICE</u>	<u>REFERENCE</u>	<u>ADOPTED FY 2018/19</u>	<u>ADOPTED FY2019/20</u>
Care Facilities Inspections			
Pre-inspection of licensed community care (per hour)	H&S Code §13235	\$160	\$146
Residential Care Facility for Elderly serving 6 or fewer persons – fire inspection enforcement	H&S Code §1569.84	No Charge	No Charge
Residential Care Facility		\$309	\$301
Large Family Day Care		\$161	\$163
Skilled Nursing Facilities		\$570	\$577
Hospital/Institution		\$2,208	\$2,230
Re-Inspections			
Second re-inspection (fee per inspection)		\$146	\$114
Third and subsequent re-inspection (fee per inspection)		\$350	\$207
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	12% of Building Permit fees for Commercial and Multi-Family Residential
Building or Planning Plan Check Fees (per hour)	Per hour	\$166	\$157
Expedite Building or Planning Check Fees (per hour with 2 hour minimum)	Per hour	\$332	\$314
Consultation and Planning (per hour)		\$189	\$229
Alternate Means of Protection Review (per hour)		\$189	\$229
Fire Alarm Systems:			
Permit for Monitoring System		\$173	\$176
Permit for Manual System		\$173	\$176
Permit for Automatic System		\$310	\$313
Permit for combination System		\$446	\$452
Fixed Fire Extinguishing System Permit		\$241	\$245
Standpipe System Permit		\$310	\$313
Storage Tank (above or below ground) Permit		\$173	\$176
Multi-residential or commercial fire alarm remodel or repair (device relocation/adjustment)		\$105	\$107
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)		\$446	\$452
Fire Pump Permit		\$173	\$176
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)		\$719	\$727
Fire Sprinkler Remodel or Repair (Sprinkler head relocation/adjustment)		\$173	\$107
Fire Service Line Inspection		\$173	\$176
Emergency Responder Radio Coverage System Permit	§510, CFC Title 24 Part 9	\$370	\$335
Miscellaneous Fees and Permits:			
Labor Rate for Mechanic Services		\$110	\$110
Vegetation Management Inspection plus 50% of contractor's fee		\$173	\$108

MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule			
SERVICE	REFERENCE	ADOPTED FY 2018/19	ADOPTED FY2019/20
Change of Use Inspection (usually triggered by new business license)		\$105	\$108
Accounts referred to Collection Agencies		+47% of original invoice	+47% of original invoice
Photographs from investigations		Cost of Reproduction	Cost of Reproduction
Fire Incident Reports (not including photographs)		\$10	\$10
Work without a construction permit (fees to be determined at Fire Marshal's discretion)		Up to 10 times the permit fees	Up to 10 times the permit fees
Emergency Response Costs for Driving under the Influence. (Billing upon conviction)	Govt. Code §53150-58	Costs according to Personnel Schedule below plus Apparatus cost of \$91/hr. as set by State	Costs according to Personnel Schedule below plus Apparatus cost of \$91/hr. as set by State
False Alarms		\$315 for 3 to 5 and \$630 for 6 or more	\$441 for 3 to 5 and \$630 for 6 or more
Hazardous Materials Clean-up/Response		Costs according to Personnel Schedule below plus Apparatus cost of \$91/hr.as set by State	Costs according to Personnel Schedule below plus Apparatus cost of \$91/hr.as set by State
Standby Service			
Firefighter (per hour – minimum of 3 hours)		\$87	\$88
Fire Captain (per hour – minimum of 3 hours)		\$141	\$103
Battalion Chief (per hour – minimum of 3 hours)		\$170	\$117
Engine Company (per hour – minimum of 3 hours plus apparatus costs – per day as set by the State)		\$315 per hour + \$91 per hour for apparatus	\$315 per hour + \$91 per hour for apparatus
Personnel Costs (per hour)			
Administration		\$57	\$61
Firefighter		\$87	\$88
Fire Captain		\$141	\$103
Fire Administrative Captain		\$141	\$103
Fire Prevention Specialist		\$80	\$82
Fire Inspector		\$137	\$138
Deputy Fire Marshal		\$146	\$144
Battalion Chief		\$170	\$117
Division Chief or Fire Marshal		\$186	\$177
Deputy Fire Chief		\$189	\$188
Fire Chief		\$208	\$205
General Permits			
Aerosol Products		\$263	\$163
Amusement Buildings		\$297	\$267
Apartments, Hotels and Motels – 10 or less units		\$177	\$140
Apartments, Hotels and Motels – 11 to 25 units		\$212	\$166
Apartments, Hotels and Motels – 26 or more units		\$247	\$192
Apartments Assigned to Prevention		\$236	\$219
Aviation Facilities		\$468	\$473
Battery System		\$468	\$473

MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule			
<u>SERVICE</u>	<u>REFERENCE</u>	<u>ADOPTED FY 2018/19</u>	<u>ADOPTED FY2019/20</u>
Carnivals and Fairs		\$433	\$267
Christmas Tree Lot		\$161	\$267
Combustible Fiber Storage		\$263	\$267
Combustible Material Storage		\$263	\$267
Commercial Occupancy Assigned to Prevention		\$97	\$200
Commercial Rubbish-Handling Operation		\$263	\$267
Compressed Gasses		\$263	\$267
Cryogens		\$263	\$267
Dry Cleaning Plants		\$263	\$267
Dust-Producing Operations		\$263	\$267
Exhibits & Trade Shows – Display Booth		\$263	\$267
Exhibits & Trade Shows – With Open Flame		\$263	\$267
Exhibits & Trade Shows – Display Fuel Powered Equipment		\$263	\$267
Explosives or Blasting Agents		\$468	\$473
Fire Hydrants and Water Control Valves		\$261	\$265
Fireworks		\$468	\$473
Flammable or Combustible Liquids		\$468	\$473
Hazardous Materials		\$468	\$473
High-Piled Combustible Storage – 20,000 square feet or less		\$475	\$481
High-Piled Combustible Storage – more than 20,000 square feet		\$578	\$549
Highrise	H&S§13214(b)	\$444	\$316
Hot-Work Operations		\$263	\$267
Liquefied Petroleum Gasses		\$468	\$473
Liquid-or gas-fueled Vehicles or Equipment in Assembly Buildings		\$468	\$473
Live Audiences		\$468	\$473
Lumber Yards storing in excess of 100,000 board feet		\$366	\$370
Magnesium Working		\$263	\$267
Motor Vehicle Fuel-Dispensing Stations		\$263	\$267
Open Burning		\$263	\$267
Organic Coating		\$263	\$267
Ovens, Industrial Baking and Drying		\$263	\$267
Parade Floats		\$263	\$267
Places of Assembly		\$434	\$439
Production Facilities		\$434	\$439
Pyrotechnical and Special Effects Material		\$468	\$473
Radioactive Materials		\$281	\$267
Refrigeration Equipment		\$391	\$370
Repair Garage		\$297	\$267
Spraying and Dipping		\$297	\$267
Tents, Canopies, and Temporary Membrane Structures		\$398	\$402
Tire Storage		\$263	\$267
Wood Products		\$263	\$267

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