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CENTRAL COUNTY FIRE DEPARTMENT



# ADOPTED BUDGET

*Fiscal Year 2021/2022*



1899 Rollins Road / Burlingame, CA 94010 / [www.ccfcd.org](http://www.ccfcd.org)

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# CENTRAL COUNTY FIRE DEPARTMENT



## FISCAL YEAR 2021-2022

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## ADOPTED BUDGET

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## **Introduction**

Community Profile

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## 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 (88 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</u>
1	Facebook Inc.	Internet Information Provider	15,407	3.47%
2	Genentech	Medical Facilitator	10,023	2.26%
3	Tesla Inc.	Automobile Manufacturing	10,000	2.25%
4	Oracle	Computer Hardware	7,656	1.72%
5	Gilead Sciences Inc.	Biopharmaceutical Company	4,000	0.90%
6	YouTube	Film/Video	2,384	0.54%
7	Alaska Airlines	Airline	2,023	0.46%
8	Sony Interactive Entertainment	Games	1,650	0.37%
9	Robert Half International Inc.	Personnel Services	1,642	0.37%
10	Electronic Arts Inc.	Games	1,478	0.33%
11	SAP	Information Technology	1,278	0.29%
12	DPR Construction	General Contractor	1,204	0.27%
13	Box	Cloud Content Management Platform	1,094	0.25%
14	Seton Medical Center	Health Care System	1,038	0.23%
15	Franklin Resources	Investment Manager	907	0.20%

Source: San Francisco Business Times, Book of Lists, 2021

## COMMUNITY PROFILE

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### **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

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### 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.

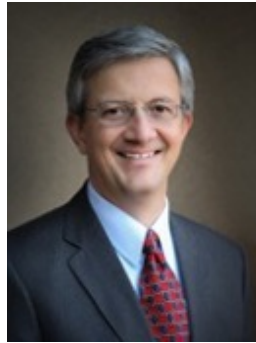
	<b>BURLINGAME</b>		<b>HILLSBOROUGH</b>		<b>MILLBRAE</b>		<b>U.S.</b>
	<b>Number</b>	<b>Percent</b>	<b>Number</b>	<b>Percent</b>	<b>Number</b>	<b>Percent</b>	
<b>General Characteristics</b>							
Total Population (1)	29,806		11,436		21,532		
Male	13,680	47.50%	5,750	50.30%	10,201	47%	49.20%
Female	15,126	52.50%	5,686	49.70%	11,331	53%	50.80%
Median age (years)	41.2	(X)	47.6	(X)	46.1	(X)	(X)
Under 5 years	1,877	6.50%	520	4.50%	1,075	5.00%	6.20%
18 years and over	22,154	76.80%	8,104	73.6%	16,719	77.70%	75.4%
65 years and over	4,046	14.0%	1,997	18.1%	4,236	19.70%	12.6%
One race	27,375	95%	10,921	95.50%	21,532	100.0%	96.90%
White	19,510	67.7%	7,300	63.80%	10,177	47.30%	73.00%
Black or African American	360	1.20%	159	1.40%	179	80.00%	12.70%
American Indian and Alaska Native	74	0.30%	18	0.20%	33	0.20%	0.80%
Asian	5,841	20.30%	3,348	29.30%	9,205	42.80%	5.40%
Native Hawaiian and Other Pacific Islander	139	0.50%	0	0%	214	1.00%	0.20%
Some other race	1,451	5.00%	96	0.80%	776	3.60%	4.8%
Two or more races	1,431	5.00%	515	4.50%	948	4.40%	3.10%
Hispanic or Latino (of any race)	3,966	13.80%	560	4.90%	2,555	11.90%	17.60%
Household population	28,806		11,312		21,532		
Group quarters population	449	1.60%	0	(X)	315	1.50%	(X)
Average household size	2.29	(X)	3.11	(X)	2.65	(X)	(X)
Average family size	3.02	(X)	3.31	(X)	3.15	(X)	(X)
<b>Social Characteristics</b>							
Population 25 years and over	21,878		7,825		16,962		
High school graduate or higher	2,513	11.50%	(X)	97.10%	2,780	16.40%	87.30%
Bachelor's degree or higher	7,520	34.40%	(X)	75.70%	5,256	31.00%	30.90%
Civilian veterans (18 years and over)	23,288	(X)	374	4.40%	18,456	(X)	7.70%
With a Disability	(X)	(X)	(X)	(X)	(X)	(X)	(X)
Foreign born	8,905	29.30%	2,722	23.80%	8,684	38.20%	13.40%
<b>Economic Characteristics</b>							
In labor force (16 years and over)	24,124	(X)	4,121	(X)	19,024	(X)	(X)
Mean travel time to work in minutes (16 years and over)	29.6	(X)	29.2	(X)	29.2	(X)	26.4%
Median household income (in 2013 inflation-adjusted dollars)	118,410	(X)	238,750	(X)	109,984	(X)	57,652
Median family income (in 2013 inflation-adjusted dollars)	157,500	(X)	373,128	(X)	130,234	(X)	81,283
Per capita income (in 2013 inflation-adjusted dollars)	69,402	(X)	121,584	(X)	51,960	(X)	31,177
Families below poverty level	(X)	4.0%	(X)	(X)	(X)	3.60%	10.50%
Individuals below poverty level	(X)	5.90%	(X)	(X)	(X)	4.70%	14.60%
<b>Housing Characteristics</b>							
Total housing units	12,691		4,156		8,771		
Occupied housing units	11,987	94.50%	3,676	88.50%	8,223	93.80%	87.80%
Owner-occupied housing units	5,743	47.90%	3,406	92.70%	5,251	63.90%	63.80%
Renter-occupied housing units	6,244	52.10%	270	7.30%	2,972	36.10%	36.20%
Vacant housing units	704	5.50%	480	11.50%	548	6.2%	12.20%
Owner-occupied homes	5,743	(X)	3,406	92.70%	5,251	(X)	63.80%
Median value (dollars)	1,591,600	(X)	2,000,000	(X)	1,131,500	(X)	193,500
With a mortgage	4,100	71.40%	2,254	(X)	3,481	66.30%	(X)
No mortgage	1,643	28.60%	1,096	(X)	1,770	33.70%	(X)

(X) NOT APPLICABLE



## BOARD OF DIRECTORS

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Ricardo Ortiz, Vice Mayor, City of Burlingame  
**CHAIR**



Marie Chuang, Council Member, Town of Hillsborough  
**VICE CHAIR**



Michael Brownrigg, Council Member, City of Burlingame



Sophie Cole, Council Member, Town of Hillsborough

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## EXECUTIVE AND COMMAND STAFF

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Chief Administrative Officer  
City Manager, Town of Hillsborough

Ann Ritzma

Fire Chief

Bruce Barron

Deputy Fire Chief

Ken Giacotto

Fire Marshal

Christine Reed

Battalion Chiefs:

A Shift

Jakob Pelk

B Shift

Jeff Baker

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

## MISSION STATEMENT AND CORE VALUES

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### MISSION STATEMENT

We, the members of the Central Country Fire Department,  
are dedicated to providing the highest level of service for our communities.

### OUR CORE VALUES

Every day, everywhere, with everyone.

#### Honesty and Integrity

We are committed to honest and ethical behavior.

We know integrity is the key to holding the public's trust, and the trust of each other.

#### Respect

We show respect by valuing all members of our organization.

We earn respect by working hard, listening and displaying humility.

#### Leadership

We lead with consistency, transparency, and open communication.

We value selfless leaders who unify and inspire others.

#### Accountability

We hold ourselves and each other accountable.

We accept responsibility for our actions at all levels of our organization.

#### Teamwork

We work as a team to achieve our common goals.

We trust in each other, depend on each other, and succeed because of each other.

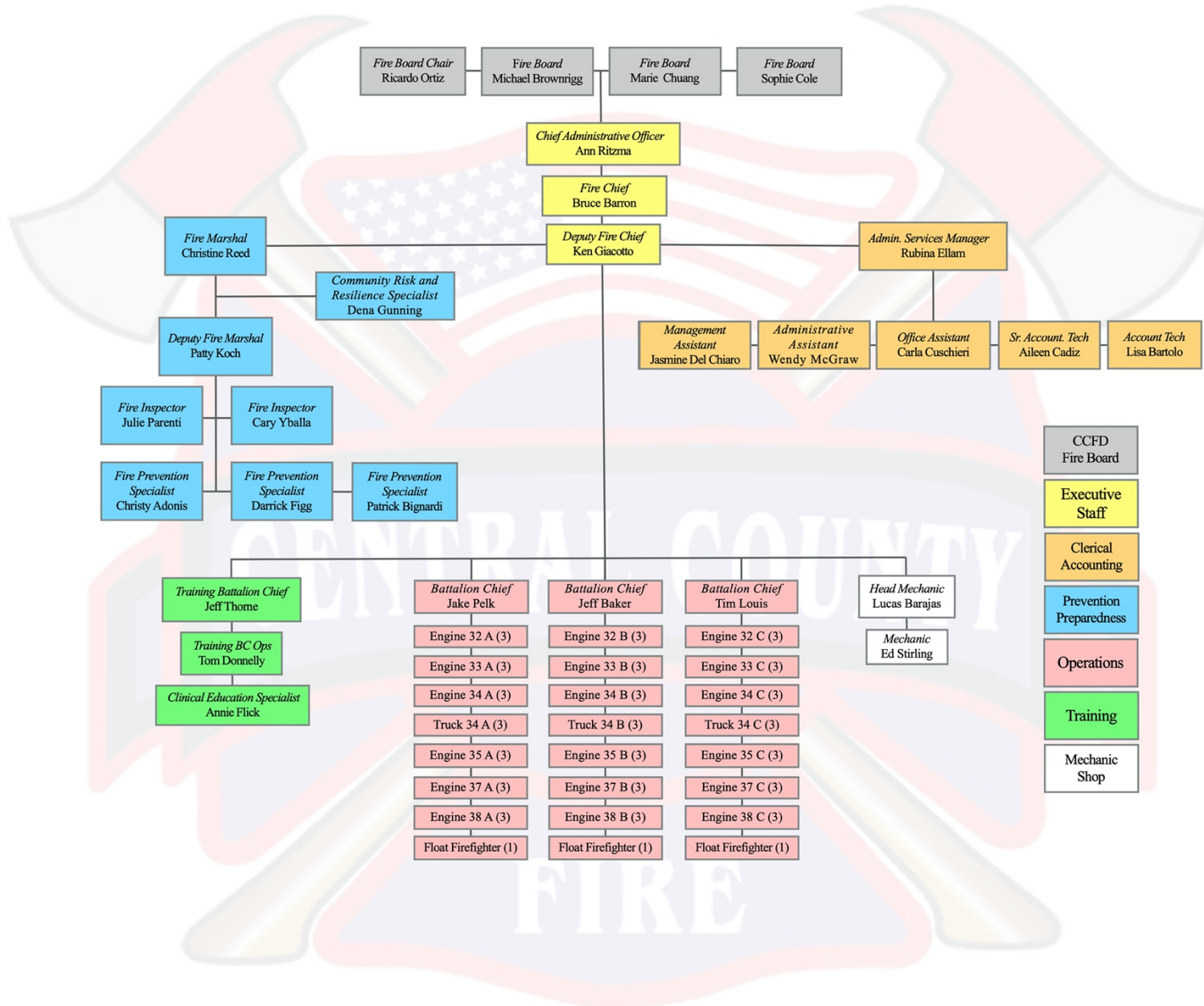
#### Professionalism

We approach every day and every challenge with a positive attitude.

We provide professional service at all times by treating others with compassion, dignity, and respect.

~ I am not here for me. I am here for we, and we are here for them.~

## ORGANIZATIONAL CHART





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## ABOUT CENTRAL COUNTY FIRE DEPARTMENT

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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 – 30,118 City of Millbrae – 22,625 Town of Hillsborough – 10,922 Total – 63,665
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

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**ABOUT CENTRAL COUNTY FIRE DEPARTMENT**

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Personnel Strength	1	Fire Chief
	1	Deputy Chief
	1	Fire Marshal
	1	Deputy Fire Marshal
	2	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
	1	Administrative Assistant
	2	Office Assistants
	1	Community Risk & Resiliency Specialist
	<b>88</b>	<b>FTE's</b>

## FIRE STATIONS

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Fire Station 32  
330 Ascot Road  
Hillsborough, CA 94010



Fire Station 33  
835 Chateau Drive  
Hillsborough, CA 94010

## FIRE STATIONS

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Fire Station 34  
799 California Drive  
Burlingame, CA 94010



Fire Station 35  
2832 Hillside Drive  
Burlingame, CA 94010



## FIRE STATIONS

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Fire Station 37  
511 Magnolia Avenue  
Millbrae, CA 94030



Fire Station 38  
785 Crestview Drive  
Millbrae, CA 94030

## FIRE STATIONS

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Fire Administration  
1399 Rollins Road  
Burlingame, CA 94010



## APPARATUS



Engine 32 Pierce Dash model year 2016  
Carries 680 gallons of water and 20 gallons  
of universal biodegradable foam



Engine 33 Pierce Dash model year 2003  
Carries 500 gallons of water and 20 gallons each  
of Class A and Class B foam



Engine 34 Pierce Dash model year 2019  
Carries 680 gallons of water and 20 gallons  
of universal biodegradable foam



Engine 35 Pierce Dash model year 2016  
Carries 680 gallons of water and 20 gallons  
of universal biodegradable foam

## APPARATUS



Engine 37 Pierce Dash model year 2016  
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  
of universal biodegradable foam



Truck 34 2007 Pierce Dash Cab 105' Aerial Ladder



Type I Heavy Rescue model year 2008



# **Budget Message**

Fire Chief's Budget Message

## FIRE CHIEF'S BUDGET MESSAGE

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**Date:** April 14, 2021  
**To:** Board of Directors, Central County Fire Department  
**From:** Bruce Barron, Fire Chief  
**Subject:** Budget Message for Fiscal Year 2021-2022



The 2020/21 fiscal year brought another year of challenges to CCFD across all divisions. As California and the nation face the COVID-19 pandemic at a rate and intensity not previously experienced, CCFD worked to ensure that personnel safety, preparation and resilience efforts were top priorities. 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.

CCFD continues to evaluate 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 2021/22 will require CCFD to meet the continued fiscal challenges that all local governments are experiencing. Revenues for all agencies are anticipated to decrease as a result of the COVID-19 pandemic. Increasing CalPERS costs, 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 Ann Ritzma, and City of Burlingame Manager, Lisa Goldman, CCFD has been on a path of fiscal and operational excellence over the last several years. I am honored and humbled to have been chosen to serve as the Fire Chief of the Central County Fire Department. I am not here for me but for “we” and we, the members of Central County Fire Department are here for the communities of Burlingame, Hillsborough, and Millbrae.

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, appearing to read 'BA3', written over a white background.

Bruce Barron  
Fire Chief

# **Budget Process**

Budget Policies

Budget Preparation and Adoption

Fund Structure and Basis of Budgeting

## **BUDGET POLICIES**

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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:

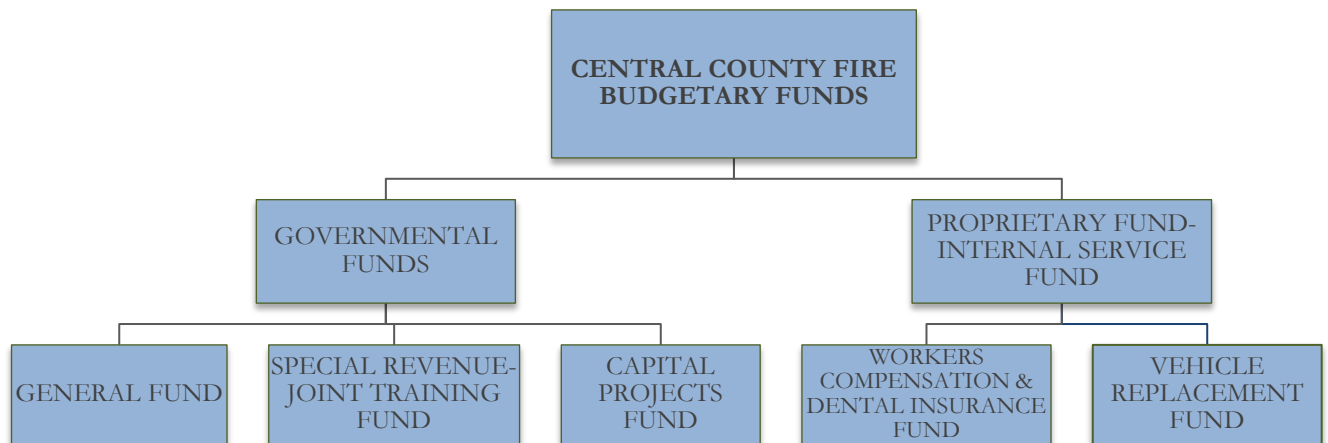
<b>January</b>	<p>Department begins planning for the coming fiscal year by preparing budget requests</p> <p>Department submits capital improvement requests for the next fiscal year</p>
<b>February</b>	<p>Department submits estimates of current year expenditures and budget requests covering current and 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>
<b>March</b>	<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>
<b>April</b>	<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>
<b>May or June</b>	<p>The Adopted Budget is presented to the respective Council of the member agencies for ratification.</p>
<b>July</b>	<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

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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 2018/19	Adopted Budget 2019/20	Adopted Budget 2020/21	Adopted Budget 2021/22	Preliminary Budget 2022/23	Preliminary Budget 2023/24
<b>Sworn:</b>						
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					
Fire Inspector	1.00	2.00	2.00	2.00	2.00	2.00
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	1.00
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
<b>Total Sworn</b>	<b>75.00</b>	<b>76.00</b>	<b>76.00</b>	<b>76.00</b>	<b>76.00</b>	<b>76.00</b>
<b>Non-Sworn:</b>						
Administrative Services Manager	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant			1.00	1.00	1.00	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	1.00
Office Assistant	2.75	3.00	2.00	2.00	2.00	2.00
Emergency Vehicle Technician	2.00	2.00	2.00	2.00	2.00	2.00
Fire Prevention Specialist	2.00	3.00	3.00	3.00	3.00	3.00
Emergency Preparedness Coordinator	.75					
Community Risk & Resiliency Specialist		1.00	1.00	1.00	1.00	1.00
<b>Total Non-Sworn</b>	<b>10.50</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>
<b>TOTAL</b>	<b>85.50</b>	<b>88.00</b>	<b>88.00</b>	<b>88.00</b>	<b>88.00</b>	<b>88.00</b>

**STAFFING SUMMARY BY FUNCTION**

	Adopted Budget 2018/19	Adopted Budget 2019/20	Adopted Budget 2020/21	Adopted Budget 2021/22	Preliminary Budget 2022/23	Preliminary Budget 2022/23
<b>ADMINISTRATION:</b>						
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	1.00
Administrative Assistant			1.00	1.00	1.00	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	1.00
Office Assistant	2.75	3.00	2.00	2.00	2.00	2.00
	<b>7.75</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<b>PREVENTION &amp; PREPAREDNESS</b>						
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	2.00	2.00	2.00	2.00
Fire Prevention Specialist	2.00	3.00	3.00	3.00	3.00	3.00
Emergency Preparedness Coordinator	.75					
Community Risk & Resiliency Specialist		1.00	1.00	1.00	1.00	1.00
	<b>5.75</b>	<b>7.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<b>TRAINING</b>						
Division Chief	1.00					
Training Battalion Chief		1.00	1.00	1.00	1.00	1.00
	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>SUPPRESSION</b>						
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
<b>MECHANIC SHOP</b>						
Emergency Vehicle Technician	2.00	2.00	2.00	2.00	2.00	2.00
	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>TOTAL</b>	<b>85.50</b>	<b>88.00</b>	<b>88.00</b>	<b>88.00</b>	<b>88.00</b>	<b>88.00</b>

## BUDGET GRAPHS AND SUMMARIES

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

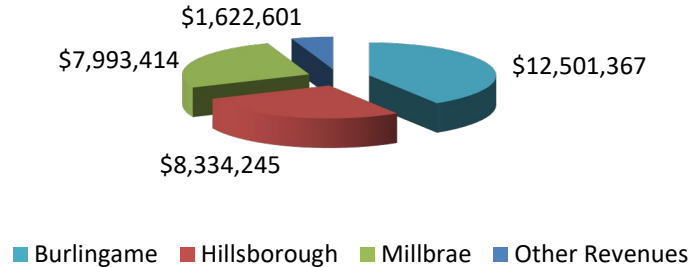
	<u>General Fund</u>	<u>Special Revenues- Joint Training Fund</u>	<u>Capital Projects Fund</u>	<u>TOTAL Governmental Funds</u>	<u>Risk Mgmt. Internal Service Fund</u>	<u>Vehicle Replacement Fund</u>
<b>REVENUES:</b>						
Permits & Licenses	\$305,000			\$305,000		
Intergovernmental:						
City of Burlingame	12,501,367			12,501,367		
Town of Hillsborough	8,334,245			8,334,245		
City of Millbrae	7,993,414			7,993,414		
Other Agencies	389,588			389,588		
Service Charges:						
Program Revenues	432,252	\$133,200		565,452		\$1,075,000
Workers Compensation Premiums	400,000			400,000	\$1,900,000	
All Others	95,761			95,761	12,000	
<b>Total Revenues</b>	<b>30,451,627</b>	<b>133,200</b>		<b>30,584,827</b>	<b>1,912,000</b>	<b>1,075,000</b>
<b>EXPENDITURES:</b>						
Operating	29,376,627	161,000		29,537,627	2,112,736	
Capital Outlay/Reserve						1,034,858
<b>Total Expenditures</b>	<b>29,376,627</b>	<b>161,000</b>		<b>29,537,627</b>	<b>2,112,736</b>	<b>1,034,858</b>
Excess of Revenues over (under)						
Expenditures	1,075,000	(27,800)		1,047,200	(200,736)	40,142
OTHER FINANCING SOURCES (USES):						
Operating Transfers In						
Operating Transfers Out	(1,075,000)			(1,075,000)		
<b>Total Other Financing Sources (Uses)</b>	<b>(1,075,000)</b>			<b>(1,075,000)</b>		
Excess of Revenues and Other Sources						
Over (Under) Expenditures and Other Uses	(0)	(27,800)		(27,800)	(200,736)	40,142
CONVERSION TO GAAP:						
Capitalize Equipment						1,034,858
Depreciation						(512,471)
<b>Total Conversion to GAAP</b>						<b>522,387</b>
<b>Beg. Fund Balance/Net Position</b>	<b>535,531</b>	<b>96,613</b>	<b>368,791</b>	<b>1,000,935</b>	<b>(2,449,139)</b>	<b>4,930,154</b>
<b>End. Fund Balance/Net Position</b>	<b>\$535,531</b>	<b>\$68,813</b>	<b>\$368,791</b>	<b>\$973,135</b>	<b>\$(2,649,875)</b>	<b>\$5,492,683</b>



## BUDGET GRAPHS AND SUMMARIES

### WHERE THE MONEY COMES FROM – GENERAL FUND

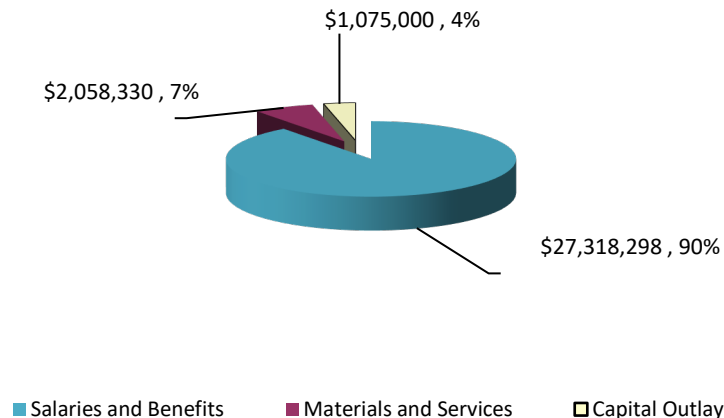
#### WHERE THE MONEY COMES FROM



	Actual 2019/2020	Adopted 2020/2021	Adopted 2021/2022
Burlingame	\$11,482,359	\$11,892,419	\$12,501,367
Hillsborough	7,654,908	7,928,279	8,334,245
Millbrae	7,337,244	7,604,468	7,993,414
Other Revenues	1,993,875	1,686,037	1,622,601
Use of Reserves	-	180,000	-
Total	\$28,468,386	\$29,291,203	\$30,451,627
% of Change	4.3%	2.9%%	3.9%

### WHERE THE MONEY GOES BY CLASSIFICATION – GENERAL FUND

#### EXPENDITURES BY CLASSIFICATION



	Actual 2019/2020	Adopted 2020/2021	Adopted 2021/2022
Salaries and Benefits	\$25,833,252	\$26,240,254	\$27,318,298
Materials & Services	1,955,695	2,100,949	2,058,330
Capital Outlay	1,150,000	950,000	1,075,000
Total	\$28,938,947	\$29,291,203	\$30,451,628
% of Change	8.1%	1.2%	3.9%

## **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 apparatus and equipment expenditures at \$1,075,000
- ❖ Other Post-Employment Benefits (OPEB) funding at \$1,364,000
- ❖ Budgeted COLA increases; Firefighters 3%; Fire Administrators, 3%; Clerical and Mechanics, 3%; Management, 3%
- ❖ Workers' Compensation Funding of \$1,900,000 based on actuarial valuation

#### ❖ CalPERS rates:

- 63.11760% (Safety Plan),
- 17.588% (Miscellaneous Plan)
- 14.413% (Safety PEPRA Plan),
- 8.818% (Miscellaneous PEPRA Plan)

less 4% being shared by employees for Safety plan

#### ❖ Health insurance premium – 5% increase starting January 1, 2022

#### ❖ Vehicle and Capital purchase

- \$770,000 for new engine
- \$65,500 for new command staff vehicle
- \$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 workers' compensation are shown in the Internal Service Fund. The dental claims are budgeted in the General Fund.

#### Funding from Member Agencies

	Adopted FY 21/22 Funding to CCFD	% Share of FY 21/22 Budget	% increase FY 21/22 over FY20/21
Burlingame	\$12,501,367	43%	5.1%
Hillsborough	\$8,334,245	29%	5.1%
Millbrae	\$7,993,414	28%	5.1%
Total	\$28,829,026	100%	5.1%

The adopted FY21/22 funding for the CCFD operations reflects an increase in required PERS contribution, cost of living increases based on Memorandum of Understanding (MOU), and transfers to the Replacement Fund, resulting in a 5.1% increase from FY20/21 adopted 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 2019-2020</u>	<u>Adopted 2020-2021</u>	<u>Mid-Year Projection 2020-2021</u>	<u>Adopted 2021-2022</u>
1	<b>REVENUES:</b>				
2	PERMITS & LICENSES				
3	Construction Permits	\$334,953	\$265,000	\$265,000	\$280,000
4	Fire Code Permit	15,656	35,000	15,000	25,000
5	Penalty Fees	183	-	-	-
6	<b>Total Permits &amp; Licenses</b>	<b>350,792</b>	<b>300,000</b>	<b>280,000</b>	<b>305,000</b>
7	INTERGOVERNMENTAL REVENUES:				
8	Burlingame	11,482,359	11,892,419	11,892,419	12,501,367
9	Hillsborough	7,654,908	7,928,279	7,928,279	8,334,245
10	Millbrae	7,337,244	7,604,468	7,604,468	7,993,414
11	<b>Sub-total from Partner Cities</b>	<b>26,474,511</b>	<b>27,425,166</b>	<b>27,425,166</b>	<b>28,829,026</b>
12	ALS JPA	266,780	271,236	271,236	271,236
13	Joint Training Program	118,352	118,352	118,352	118,352
14	State Grants	9,442	-	20,239	-
15	Sub-total from Other Agencies	394,574	389,588	409,827	389,588
16	<b>Total Intergovernmental Revenues</b>	<b>26,869,085</b>	<b>27,814,754</b>	<b>27,834,993</b>	<b>29,218,614</b>
17	CHARGES FOR SERVICES				
18	Fire Plan Review	106,537	150,000	120,000	150,000
19	Inspections/Re-Inspections	108,200	100,000	100,000	100,000
20	After Business Hours/Unscheduled	369	-	-	-
21	Fire Flow Inspection	2,406	1,182	1,182	1,182
22	Alternate Means of Protection	3,012	2,070	2,070	2,070
23	WUI Fees	-	140,000	100,000	140,000
24	Station 34 Mechanic Shop	29,344	75,000	45,000	39,000
25	<b>Total Charges for Services</b>	<b>249,868</b>	<b>468,252</b>	<b>368,252</b>	<b>432,252</b>
26	OTHERS				
27	Workers' Compensation Reimbursement	881,619	402,000	402,000	400,000
28	Other Reimbursement Revenue	82,220	90,462	90,462	90,462
29	Investment Earnings	514	299	299	299
30	Strike Team Reimbursement	27,499	-	572,965	-
31	COVID Reimbursement	-	-	-	-
33	Miscellaneous	6,609	35,436	5,000	5,000
34	Imaging/Microfiche Services	180	-	-	-
35	<b>Total Others</b>	<b>998,641</b>	<b>528,197</b>	<b>1,070,726</b>	<b>495,761</b>
36	<b>TOTAL REVENUES</b>	<b>28,468,386</b>	<b>29,111,203</b>	<b>29,553,971</b>	<b>30,451,627</b>
37					
38	<b>EXPENDITURES:</b>				
39	<b>SALARIES &amp; BENEFITS</b>				
40	Regular Salaries – Safety	\$10,658,304	\$11,219,551	\$11,219,551	\$11,703,780
41	Regular Salaries - Non-Safety	951,431	1,159,606	1,159,606	1,257,168
42	Part-time Salaries	2,994	26,000	26,000	52,000
43	COVID (Payroll)	222,875	-	35,104	-
44	Overtime:	2,784,755	1,859,000	2,611,961	1,834,000
45	Disability Leave	505,922	350,000	350,000	350,000
46	Vacation Leave	785,293	700,000	700,000	700,000
47	Sick Leave	187,867	240,000	185,000	200,000
48	Family Sick Leave/Bereavement	81,517	125,000	80,000	100,000
49	Special Assignment	154,496	125,000	337,204	125,000
50	Shop Mechanic	1,562	5,000	5,000	5,000
51	Reimbursable	6,523	14,000	14,000	14,000
52	Strike Team - Reimbursable	78,815	-	572,965	-
53	COVID	37,020	-	67,792	40,000
54	Miscellaneous	945,740	300,000	300,000	300,000
55	Holiday Pay	498,797	549,060	549,060	569,564
56	FLSA	244,742	274,515	274,515	284,794

**BUDGET DETAILS – GENERAL FUND**

	<u>Account Description</u>	<u>Actual 2019-2020</u>	<u>Adopted 2020-2021</u>	<u>Mid-Year Projection 2020-2021</u>	<u>Adopted 2021-2022</u>
57	Uniform Allowance	71,234	70,715	70,715	69,865
58	Medicare/FICA	218,721	192,806	192,806	202,064
59	PERS Retirement	4,685,201	5,418,249	5,418,249	5,981,286
60	Health Insurance	1,396,882	1,567,305	1,416,334	1,488,791
61	Dental Insurance	130,897	170,532	135,000	136,339
62	Vision	24,617	35,981	25,000	25,639
63	Life Insurance	17,200	24,674	24,674	17,978
64	Long-term Disability Insurance	12,404	6,314	6,314	6,565
65	Retirement Health Savings	165,969	179,058	179,058	188,336
66	Technology and Wellness	14,300	9,000	9,000	9,000
67	Health Insurance - Retirees	1,527,000	1,343,000	1,344,000	1,364,000
68	Workers' Compensation	1,800,000	1,939,000	1,939,000	1,900,000
69	Leave payouts – vacation	18,999	13,940	26,260	22,630
70	Leave payouts – sick		19,500	19,500	19,500
71	Leave payouts at retirement	333,333	150,000	50,000	150,000
72	Other payroll charges	20,669	-	2,996	3,000
73	Admin Leave Payout	31,928	12,448	23,000	32,000
74	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>25,833,252</b>	<b>26,240,254</b>	<b>26,757,703</b>	<b>27,318,298</b>
75					
76	<b>MATERIALS &amp; SERVICES:</b>				
77	Office Expense	26,098	19,540	19,540	20,126
78	Expendable Supplies	41,550	31,827	31,827	35,000
79	Postage	3,035	3,713	3,713	3,824
80	EMS Supplies	13,874	15,450	15,450	15,450
81	Small Tools	78,113	87,000	87,000	87,000
82	Respiratory Equipment Expense	17,914	29,700	29,700	29,700
83	Public Education	4,395	10,000	10,000	10,000
84	Safety Equipment	122,903	116,000	116,000	116,000
85	Uniform Supplies	15,763	6,180	6,180	10,972
86	Communications	54,051	64,890	64,890	64,890
87	Utilities	104,791	97,850	97,850	103,134
88	Building/Grounds/Facilities Maintenance	188,008	150,000	150,000	150,000
89	Gas, Diesel, Oil	82,129	80,628	80,628	82,129
90	Apparatus Maintenance (CCFD)	167,586	160,000	160,000	160,000
91	Mechanic Shop Service Agreement	61,134	69,525	39,525	39,525
92	Mechanic Shop (Inventory/Stock)	6,660	12,000	12,000	12,000
93	WUI Program	55,336	75,000	75,000	75,000
94	USAR Program	-	10,000	10,000	10,000
95	Hose and Nozzles	15,148	20,000	20,000	25,000
96	Radio Maintenance	2,781	15,500	15,500	15,500
97	Contractual Services	413,238	490,837	490,837	498,591
98	Auditing	12,560	12,360	12,360	12,937
99	Legal Services	29,212	41,906	41,906	29,000
100	Dues & Subscriptions	11,955	9,389	9,389	9,389
101	Travel, Conferences & Meetings	17,735	15,000	15,000	15,000
102	Human Resources (Hiring etc.)	49,152	26,780	26,780	26,571
103	Training & Safety	80,199	148,000	110,000	100,000
104	CERBT Program (Reimbursable)	-	-	15,903	-
105	Emergency Preparedness	8,489	35,000	35,000	35,000
106	Wellness & Safety	31,278	50,000	31,000	50,000
107	Weed Abatement	9,150	9,425	9,425	9,425
108	Liability, property and other insurances	100,583	97,909	112,026	117,627
109	Computer, Telephone & Other IT Costs	66,065	50,000	50,000	50,000
110	Mobile Technology	-	5,000	5,000	5,000
111	COVID Expenses	43,386	20,000	20,000	20,000
112	Miscellaneous	21,424	14,540	14,540	14,540
113	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,955,695</b>	<b>2,100,949</b>	<b>2,043,969</b>	<b>2,058,330</b>



**BUDGET DETAILS – GENERAL FUND**

	<u>Account Description</u>	<u>Actual 2019-2020</u>	<u>Adopted 2020-2021</u>	<u>Mid-Year Projection 2020-2021</u>	<u>Adopted 2021-2022</u>
114	<b>TOTAL OPERATIONS COST</b>	27,788,947	28,341,203	28,801,672	29,376,627
115	<b>CAPITAL PROJECTS:</b>				
116	Transfer to Capital Project Fund	200,000	-	-	-
117	Transfer to Replacement Fund	950,000	950,000	950,000	1,075,000
118	<b>Total Capital Reserve</b>	<b>1,150,000</b>	<b>950,000</b>	<b>950,000</b>	<b>1,075,000</b>
119	<b>TOTAL EXPENDITURES</b>	<b>\$28,938,947</b>	<b>\$29,291,203</b>	<b>\$29,751,672</b>	<b>\$30,451,627</b>
120	<b>NET EXCESS (DEFICIT) REVENUE OVER EXPENDITURES</b>	(470,561)	(180,000)	(197,701)	-
121	<b>BEGINNING FUND BALANCE</b>	1,203,793	733,232	733,232	535,531
122	<b>ENDING FUND BALANCE</b>	<b>\$733,232</b>	<b>\$553,232</b>	<b>\$535,531</b>	<b>\$535,531</b>

## 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 three fire agencies, including Central County Fire Department, San Mateo Consolidated Fire Department and San Bruno Fire Department. 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 2019-2020</u>	<u>Adopted 2020-2021</u>	<u>Mid-Year Projection 2020-21</u>	<u>Adopted 2021-22</u>
<b>REVENUES:</b>				
JPA	\$6,600	\$6,600	\$6,600	\$6,600
Classes		2,000	2,000	2,000
Academy		5,000	5,000	5,000
Education	53,595	20,000	20,000	20,000
Participating Agencies	99,600	99,600	99,600	99,600
Sub-total	159,795	133,200	133,200	133,200
Miscellaneous	411			
<b>TOTAL REVENUES</b>	<b>160,206</b>	<b>133,200</b>	<b>133,200</b>	<b>133,200</b>
<b>EXPENDITURES:</b>				
Contractual Services	23,520	22,000	22,000	22,000
Administrative	13,931	15,000	15,000	15,000
Operations	53,456	30,000	30,000	30,000
Special Ops	7,368	10,000	10,000	10,000
EMS	41,670	45,000	45,000	45,000
IT	13,137	12,000	12,000	12,000
Academy	7,919	5,000	5,000	5,000
Classes	5,503	10,000	10,000	10,000
Communications	3,393	5,000	5,000	5,000
Travel, Conferences & Meetings		2,000	2,000	2,000
Miscellaneous	1,420	5,000	5,000	5,000
COVID Expense	5,182			
<b>TOTAL EXPENDITURES</b>	<b>176,499</b>	<b>161,000</b>	<b>161,000</b>	<b>161,000</b>
<b>CAPITAL</b>				
Transfer to Vehicle Replacement Fund	-	-	-	-
Transfer to Capital Fund	-	-	-	-
<b>TOTAL CAPITAL OUTLAY/RESERVE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXCESS</b>	<b>(16,293)</b>	<b>(27,800)</b>	<b>(27,800)</b>	<b>(27,800)</b>
<b>BEGINNING FUND BALANCE</b>	<b>168,506</b>	<b>152,213</b>	<b>124,413</b>	<b>96,613</b>
<b>ENDING FUND BALANCE</b>	<b>\$152,213</b>	<b>\$124,413</b>	<b>\$96,613</b>	<b>\$68,813</b>

## BUDGET DETAILS

### INTERNAL SERVICE FUND – WORKERS' COMPENSATION INSURANCE

Central County Fire Department is self-insured workers' compensation for claims up to \$250,000 per occurrence. This fund accounts for the accumulation of monies through departmental charges to pay for workers' compensation costs. 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 2021-2022 budget reflects a \$4.7 million reserve using the latest actuarial valuation completed in June 2020.

<u>Account Description</u>	<u>Actual 2019-2020</u>	<u>Adopted 2020-2021</u>	<u>Mid-Year Projection 2020-2021</u>	<u>Adopted 2021-2022</u>
<b>REVENUES:</b>				
Workers Comp Premiums	\$1,800,000	\$1,939,000	\$1,939,000	\$1,900,000
Workers Comp Reimbursements				
Investment Earnings		20,000	20,000	12,000
Dental and Vision Premiums	155,514	208,782	-	-
<b>TOTAL REVENUES</b>	<b>1,955,514</b>	<b>2,167,782</b>	<b>1,959,000</b>	<b>1,912,000</b>
<b>EXPENDITURES:</b>				
Contractual Services – Athens	89,958	108,150	111,395	114,736
Excess Workers Comp Insurance	243,778	275,000	239,000	266,000
Workers Compensation Claims:				
Payments for Third Party Services	877,297	750,000	750,000	750,000
Industrial Disability Payments	735,657	402,000	402,000	400,000
Claims Accrual	1,628,068	584,000	584,000	582,000
Dental Claims	130,897	172,406	-	-
Vision Claims	24,617	36,376	-	-
<b>TOTAL EXPENDITURES</b>	<b>3,730,272</b>	<b>2,327,932</b>	<b>2,086,395</b>	<b>2,112,736</b>
<b>EXCESS/(SHORTFALL)</b>	<b>(1,774,758)</b>	<b>(160,150)</b>	<b>(127,395)</b>	<b>(200,736)</b>
<b>BEGINNING FUND BALANCE</b>	<b>(546,986)</b>	<b>(2,321,744)</b>	<b>(2,321,744)</b>	<b>(2,449,139)</b>
<b>PRIOR PERIOD ADJUSTMENT</b>				
<b>ENDING FUND BALANCE</b>	<b>(2,321,744)</b>	<b>(2,481,894)</b>	<b>(2,449,139)</b>	<b>(2,649,875)</b>
<b>ENDING CASH BALANCE</b>	<b>3,860,706</b>	<b>4,284,556</b>	<b>4,317,311</b>	<b>4,698,575</b>
<b>ACTUARIAL-EXPECTED ASSET BALANCE</b>	<b>4,239,000</b>	<b>4,507,000</b>	<b>4,507,000</b>	<b>4,700,000</b>
<b>ACTUARIAL-ESTIMATED OUTSTANDING LOSSES</b>	<b>6,176,000</b>	<b>6,760,000</b>	<b>6,760,000</b>	<b>7,342,000</b>
<b>Funded Status (%)</b>	<b>63%</b>	<b>63%</b>	<b>64%</b>	<b>64%</b>

Note: In FY 2021-2022, this fund will account solely for workers' compensation self-insurance. The dental and vision premiums are accounted for in the General Fund. This change streamlines the process and does not change the budget impact.

## BUDGET DETAILS

### INTERNAL SERVICE FUND – VEHICLE AND EQUIPMENT REPLACEMENT

The Internal Service Fund – Vehicle and Equipment 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 2019-2020</u>	<u>Adopted 2020-2021</u>	<u>Mid-Year Projection 2020-2021</u>	<u>Adopted 2021-2022</u>
<b>REVENUES:</b>				
Donations & Other Contributions <sup>1</sup>	\$950,000	\$950,000	\$950,000	\$1,075,000
Miscellaneous	15,122			
<b>TOTAL REVENUES</b>	<b>965,122</b>	<b>950,000</b>	<b>950,000</b>	<b>1,075,000</b>
<b>EXPENDITURES:</b>				
Capital Equipment	183,870	1,513,358	1,513,358	1,034,858
<b>TOTAL EXPENDITURES</b>	<b>183,870</b>	<b>1,513,358</b>	<b>1,513,358</b>	<b>1,034,858</b>
Excess (Deficit) – Budgetary Basis	781,252	(563,358)	(563,358)	40,142
<b>CONVERSION TO GAAP</b>				
Capitalization of Equipment	125,024	1,513,358	1,513,358	1,034,858
Depreciation	(366,459)	(432,471)	(432,471)	(512,471)
Increase(decrease) in Accounts Payable				
<b>BEGINNING NET POSITION</b>	<b>3,872,808</b>	<b>4,412,625</b>	<b>4,412,625</b>	<b>4,930,154</b>
<b>ENDING NET POSITION</b>	<b>4,412,625</b>	<b>4,930,154</b>	<b>4,930,154</b>	<b>5,492,683</b>
<b>ENDING CASH POSITION</b>	<b>\$1,513,040</b>	<b>\$949,682</b>	<b>\$949,682</b>	<b>\$989,824</b>

<sup>1</sup> Contributions in FY21/22 are from the General Fund for purchase of one engine, new safety gear, new radios, new mobile devices and IT equipment

## 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 2019-2020</u>	<u>Adopted 2020-2021</u>	<u>Mid-Year Projection 2020-2021</u>	<u>Adopted 2021-2022</u>
<b>REVENUES:</b>				
Transfers In	200,000	-		
Federal and State Grants				
Contribution from others (Millbrae)				
Investment Earnings				
<b>TOTAL REVENUES</b>	<b>200,000</b>	<b>-</b>		
<b>EXPENDITURES:</b>				
Capital Outlay				
Communications & Others				
COVID Expense	4,013			
Capital Equipment	92,960			
Temporary Fire Station				
<b>TOTAL EXPENDITURES</b>	<b>96,973</b>			
<b>EXCESS</b>	<b>103,028</b>	<b>-</b>		
<b>BEGINNING FUND BALANCE</b>	<b>265,764</b>	<b>368,791</b>	<b>368,791</b>	<b>368,791</b>
<b>ENDING FUND BALANCE</b>	<b>\$368,791</b>	<b>\$368,791</b>	<b>\$368,791</b>	<b>\$368,791</b>



# **Program Descriptions** **and Organizational Performance**

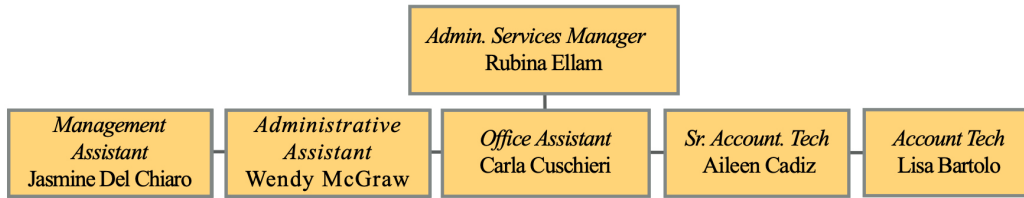
Administration

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 2021/22**

- Continue to provide education and training opportunities to encourage and promote staff development and succession planning.
- Complete an administrative workload study.
- Evaluate software systems for electronic document management.
- Evaluate Fire Administration facility for future needs assessment.
- Complete a Standards of Cover study.

## **ADMINISTRATION**

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### **SIGNIFICANT BUDGET CHANGES**

The 2020/21 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.

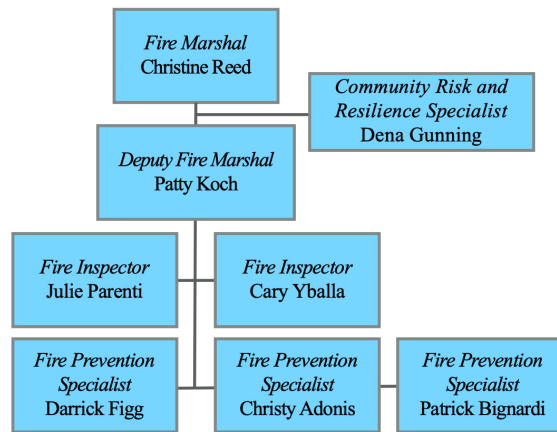
Fiscal year 2021/22 will require CCFD to meet the continued fiscal challenges that all local governments are experiencing. Revenues for all agencies are anticipated to decrease as a result of the COVID-19 pandemic. Increasing CalPERS costs, workers compensation, and workforce housing costs continue to be at the forefront of CCFD financial concerns.

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.

### **PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS**

- Developed HR and Operations policy and procedures to ensure personnel safety during COVID-19.
- Hired one full-time Office Assistant.
- Hired one full-time Senior Account Technician.
- Successfully amended FY 20/21 budget as recommended by the Board.
- Provided on-going education and training opportunities for all staff.

## 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) areas 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 inspection program for commercial and multi-residential occupancies.

### KEY PROGRAM GOALS/STRATEGIES FOR FISCAL YEAR 2021-2022

- Continue implementation and evaluation of proactive Wildland Urban Interface (WUI) educational and inspection program to 2,800 parcels within the Hillsborough WUI area.
- Provide training for residents enrolled in the CERT program and city/town staff assigned to the Emergency Operations Center.
- Respond to workload demand for review and inspections of new development and construction projects in all cities.
- Perform field inspections of all state-mandated occupancies, evaluate progress and make any necessary adjustments to maintain program efficiency.
- Evaluate potential cost recovery strategies related to new development projects.

## PREVENTION AND EMERGENCY PREPAREDNESS

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### **SIGNIFICANT BUDGET CHANGES**

Continuing development of new commercial and multi-residential buildings has increased the demand for plan review and new construction inspections. Periodic evaluation of the required workload for the various development projects will help to ensure CCFD meets this service demand while maintaining current service levels for other cost-recovery programs.

With the development of the Wildland Urban Interface (WUI) program in the high and very high fire severity zones of Hillsborough, a budget line-item accounts for both expenditures and revenue associated with the educational and inspection components of this program.

### **PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS**

- Promotion of Deputy Fire Marshal to Fire Marshal.
- Hired to fill vacant Fire Prevention Specialist position.
- Developed proactive inspection program for properties located with the Hillsborough Wildland-Urban Interface area; provided property evaluations in preparation for inspections starting February 2021.
- Purchased materials for CERT program enhancements including equipment, training and supplies covered under the awarded CERT grant provided by OPR/California Volunteers.
- Performed multitude of concurrent construction & development inspections at Facebook campus, Anson Apts. & Millbrae Station projects.
- Established the first fully virtual Burlingame/Hillsborough EOC activation in San Mateo County in response to the COVID-19 pandemic.
- Collaborated in the development and implementation of the Zonhaven Evacuation Platform for San Mateo County.
- Completed 802 state-mandated annual occupancy inspections.

## PREVENTION AND EMERGENCY PREPAREDNESS

### PERFORMANCE/WORKLOAD MEASURES

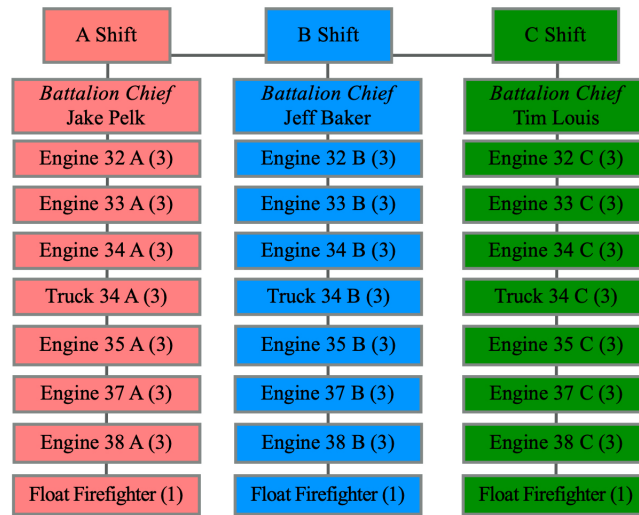
	<u>2018/19</u>	<u>2019/20</u>	<u>YTD</u> <u>2020/21</u>
Plan Checks (completed by CSG)	282	242	164
Plan Reviews (completed by Prevention personnel)	387	392	448
Planning/Landscape plan review (completed by Prevention personnel)	-	162	220
% of citizen inquiries responded to within 1 working day	100%	100%	100%
Fire education activities and events (number of children)	1,500	0	0
Public Education activities	51	31	3
Station Tours	2	7	0
Fire origin and cause investigations	7	15	9
Fire Code Permits (special events, underground storage tank removal/modifications)	61	16	2
Engine Company/Annual inspections	1,366	1,097	535
New Occupancy (business license) inspections		91	65
Construction inspections (fire protection systems)	540	467	367
Fire and life safety inspections (building permit final)	77	29	21
Wildland Urban Interface (WUI) property evaluations	24	154	122
Wildland Urban Interface (WUI) property inspections	-	-	434
Junior Fire Marshal Picnic (one Spring event in each city)	2	0	0
Car seat inspections	78	50	0
General public trained for disaster response (CERT)	70	76	47
General public trained for disaster response (GET READY)	57	68	413
City employees trained in city-wide disaster drills or other classes	-	12	55
CPR training (Number of adults)	92	18	0
<b>SB1205 Inspections (Calendar Year 2020):</b>	<b>Required</b>	<b>Completed</b>	
Schools	23	23	
High Rise Buildings	9	9	
Hotels/Motels (-1 listed as hotel but actually an apartment building)	19	19	
Apartment Buildings (+1 correction from mislabeled as hotel)	752	752	

Source: Department Records Management Systems

Note: In fiscal year 2020-21 the annual inspections previously conducted by suppression personnel (engine companies) were conducted by Prevention personnel.



## 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 2021-2022

- Develop and implement a training plan that supports the OES wildland Type VI apparatus.
- Establish an active promotional list for Captain.
- Prioritize and support training opportunities as they pertain to personnel development, technical rescue operations, and wildland firefighting operations.
- Collaborate with First Due (EMS SAAS) to develop preplans for CCFD jurisdictions.
- Complete a Standards of Cover Study.
- Formalize and expand the Urban Search and Rescue (US&R) and Truck training programs.

## SUPPRESSION



### PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

- Developed and implemented a robust COVID 19 policy program.
- Developed and implemented position task books for Acting Battalion Chief and Acting Captain.
- Collaborated with Zonehaven in the development of emergency notification and evacuation preplans.
- Designed, specked, and ordered a new ladder truck.

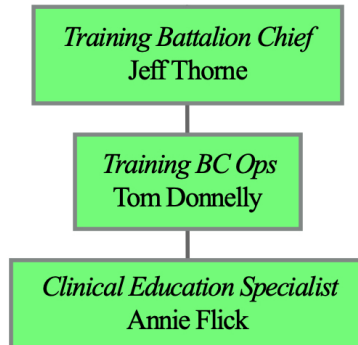
### PERFORMANCE/WORKLOAD MEASURES

	<u>2018/19</u>	<u>2019/20</u>	<u>YTD</u> <u>2020-2</u>
Percent of time a first in fire engine arrives on a structure fire scene within six minutes of dispatch	81.25%	80%	86%
Priority 1 (emergency response calls)	4:59	5:07	5:30
Priority 3 (non-emergency response calls)	6:16	6:28	6:37
All calls for service	5:13	5:23	5:43
Total calls for service	7,493	7,410	5,675
Medical responses	4,236	4,486	2,800
Fire suppression responses	144	116	113
Hazardous conditions responses	214	225	114
Other responses	2,899	2,583	2,648
<b>SPECIAL EVENTS:</b>			
Fund raising events conducted by off-duty firefighters	3	1	0

Source: Department Records Management Systems

## **TRAINING AND EMERGENCY MEDICAL SERVICES (EMS)**

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### **MISSION**

The Central San Mateo County Training Division will focus on timely, effective and relevant training to all members to ensure professionalism, safety and competence in support of their own agency's organizational Mission Statement.

### **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 2021-2022**

- Coordinate the 2021 Spring SMCO Academy.
- Provide ACLS Training.
- Provide State required training.
- Provide ATD and Bloodborne Pathogen Training.
- Provide S-Level Classes.

## TRAINING AND EMERGENCY MEDICAL SERVICES (EMS)



### SIGNIFICANT BUDGET CHANGE

The Joint Training program continues to provide savings in training costs for the participating agencies.

### PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

- Provided PHTLS Training and 4-year certificate.
- Provided Wildland Training.
- Provided PALS Training.
- Developed Infectious Disease Control Plan.
- Provided in-house Covid-19 testing.
- Continued Long-Term Succession Plan for Training Division.
- Coordinated off-road training for Type VI vehicles.

### PERFORMANCE/WORKLOAD MEASURES

	<u>2018/19</u>	<u>2019/20</u>	<u>YTD</u> <u>2020/21</u>
Ops training hours	6,032	13,778	9,029
Driver training hours	1,998	1,660	1,028
EMS training hours	2,681	2,684	1,528
Total training hours	10,711	18,122	11,585

Source: Department Records Management Systems

## **Miscellaneous Programs**

Shared Services

## **MERGED SERVICES WITH OTHER JURISDICTIONS**

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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 and the College of San Mateo.

### **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

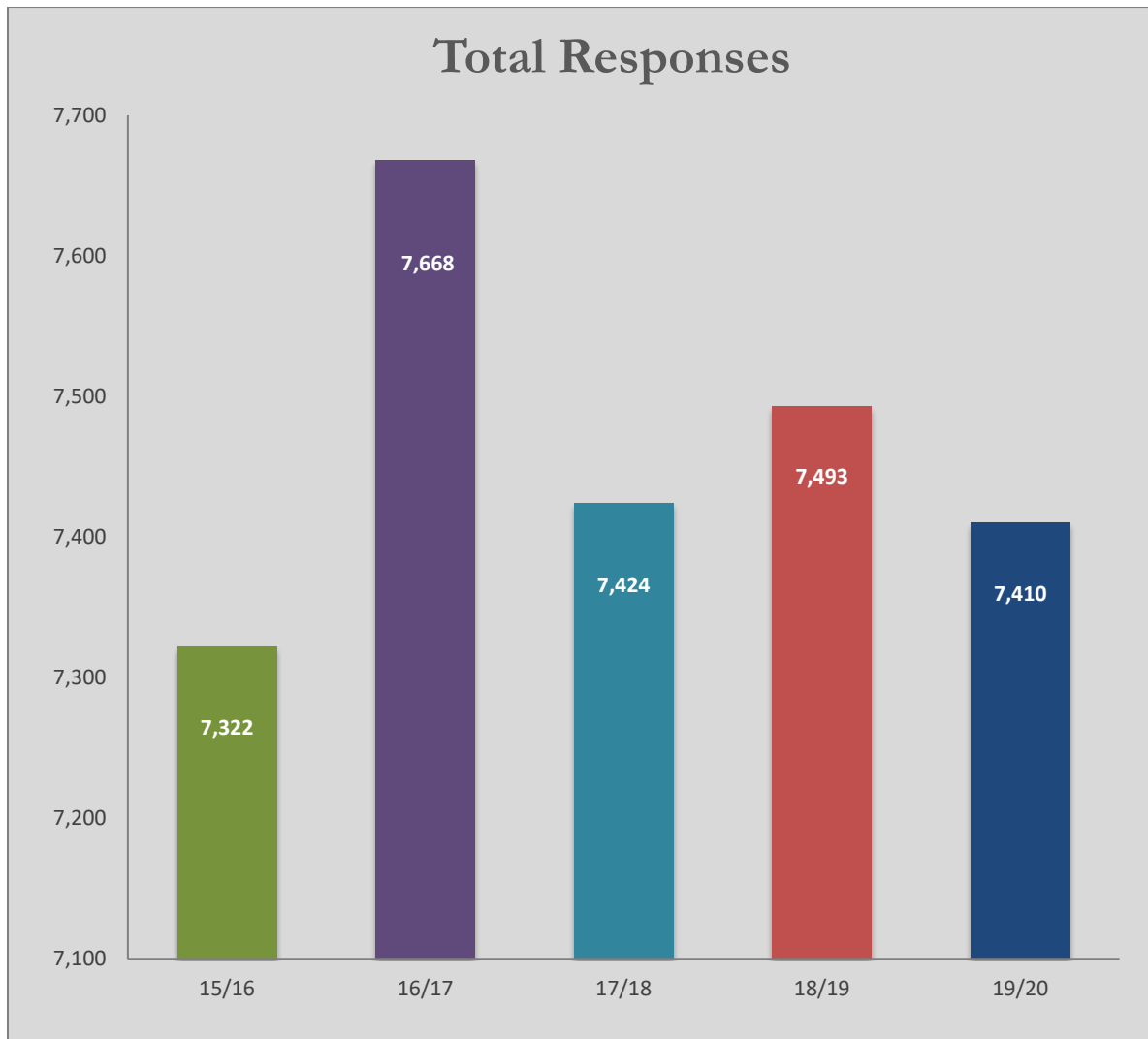
Injury Report by Type

## 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

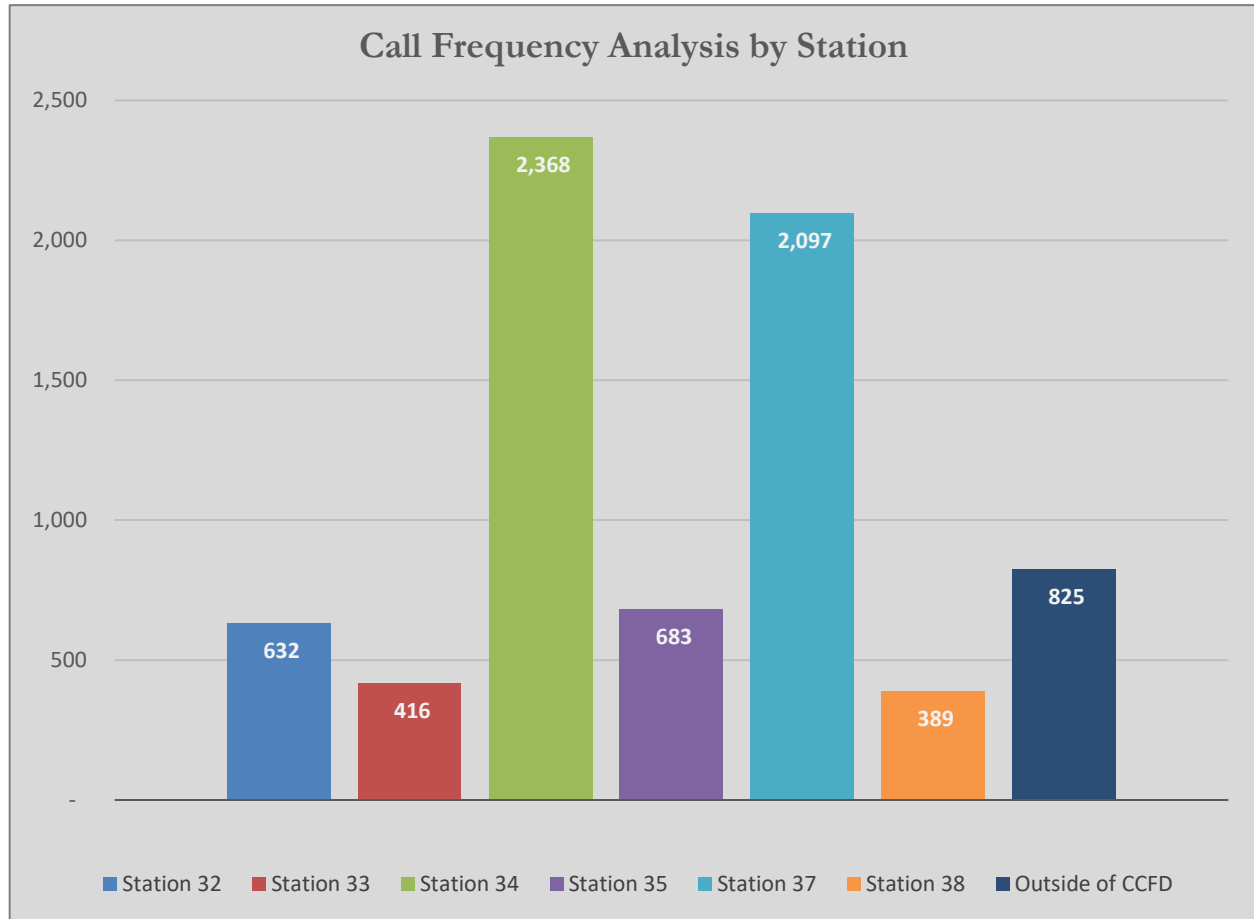
## STATISTICAL INFORMATION



<u>Fiscal Year</u>	<u>Total Calls</u>
15/16	7,322
16/17	7,668
17/18	7,424
18/19	7,493
19/20	7,410

Source: Department Records Management Systems, Fiscal Year 2019-20

## STATISTICAL INFORMATION

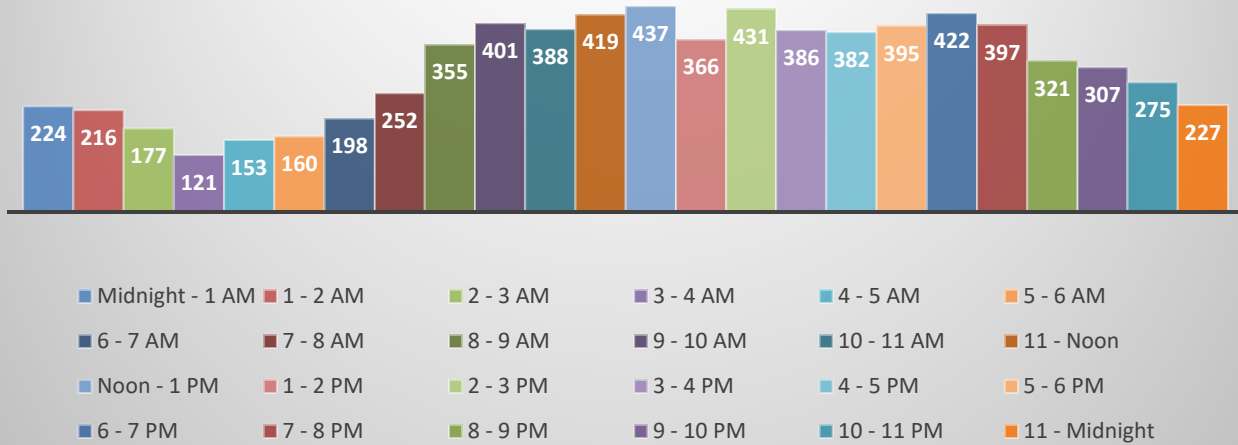


<u>Station</u> <u>Location</u>	<u>Total Calls</u>	<u>% to</u> <u>Totals</u>
Station 32	632	8.53%
Station 33	416	5.61%
Station 34	2,368	31.96%
Station 35	683	9.22%
Station 37	2,097	28.30%
Station 38	389	5.25%
Outside of CCFD	825	11.13%
<b>Total</b>	<b>7,410</b>	<b>100.00%</b>

Source: Department Records Management Systems, Fiscal Year 2019-2020

## STATISTICAL INFORMATION

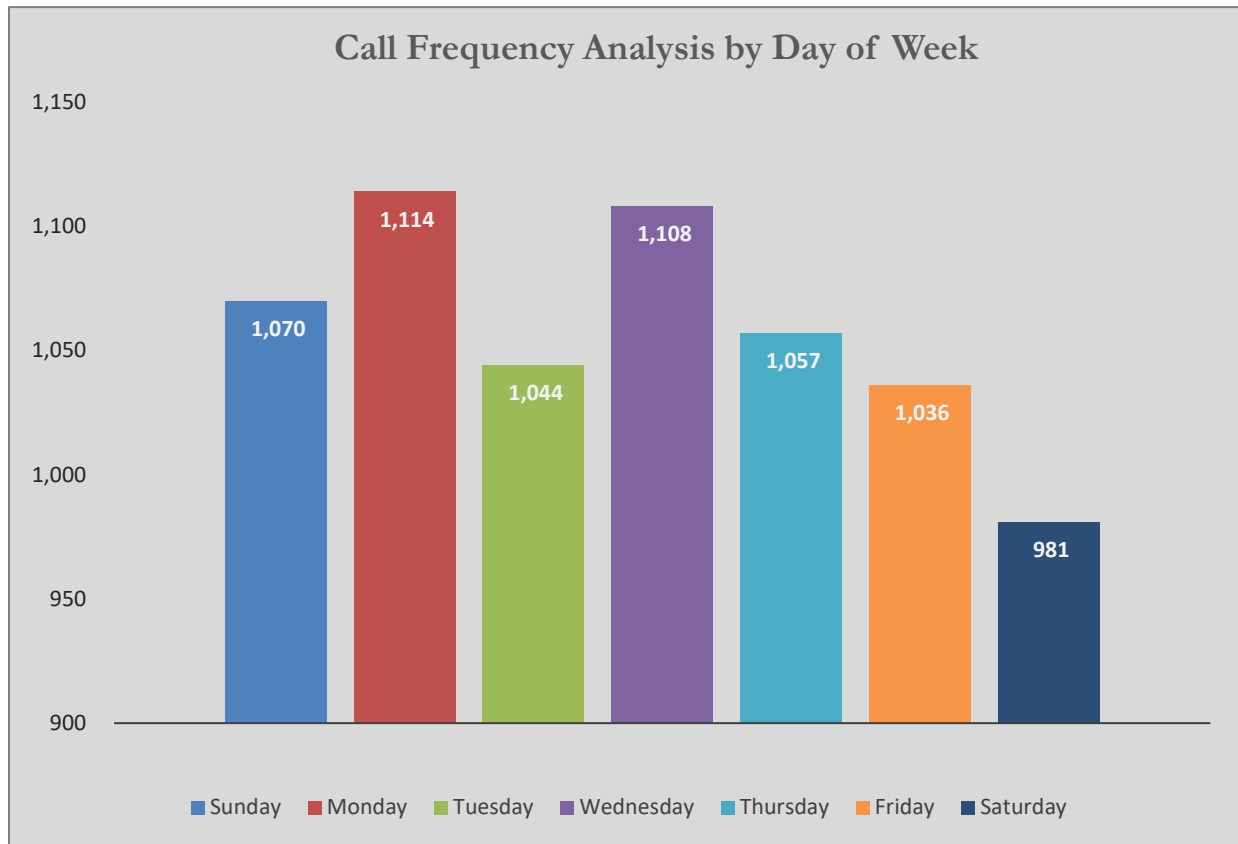
### Call Frequency Analysis by Hour



Hour	Total Calls	% to Totals
Midnight - 1 AM	224	3.02%
1 - 2 AM	216	2.91%
2 - 3 AM	177	2.39%
3 - 4 AM	121	1.63%
4 - 5 AM	153	2.06%
5 - 6 AM	160	2.16%
6 - 7 AM	198	2.67%
7 - 8 AM	252	3.40%
8 - 9 AM	355	4.79%
9 - 10 AM	401	5.41%
10 - 11 AM	388	5.24%
11 - Noon	419	5.65%
Noon - 1 PM	437	5.90%
1 - 2 PM	366	4.94%
2 - 3 PM	431	5.82%
3 - 4 PM	386	5.21%
4 - 5 PM	382	5.16%
5 - 6 PM	395	5.33%
6 - 7 PM	422	5.70%
7 - 8 PM	397	5.36%
8 - 9 PM	321	4.33%
9 - 10 PM	307	4.14%
10 - 11 PM	275	3.71%
11 - Midnight	227	3.06%
Total	7,410	100.00%

Source: Department Records Management Systems, Fiscal Year 2019-2020

## STATISTICAL INFORMATION

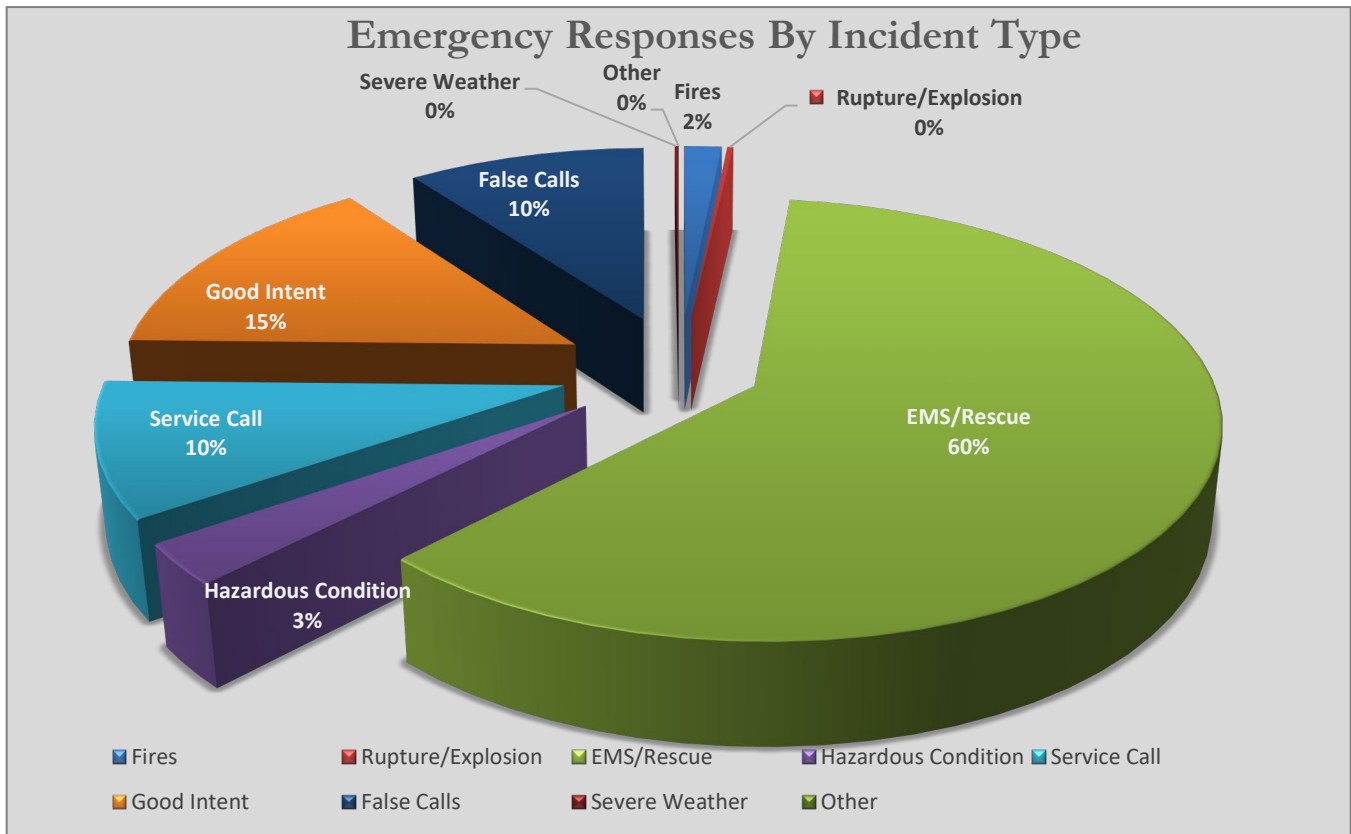


<u>Day of Week</u>	<u>Total Calls</u>	<u>% to Totals</u>
Sunday	1,070	14.44%
Monday	1,114	15.03%
Tuesday	1,044	14.09%
Wednesday	1,108	14.95%
Thursday	1,057	14.26%
Friday	1,036	13.98%
Saturday	981	13.24%
<b>Total</b>	<b>7,410</b>	<b>100.00%</b>

Source: Department Records Management Systems, Fiscal Year 2019-2020



## STATISTICAL INFORMATION

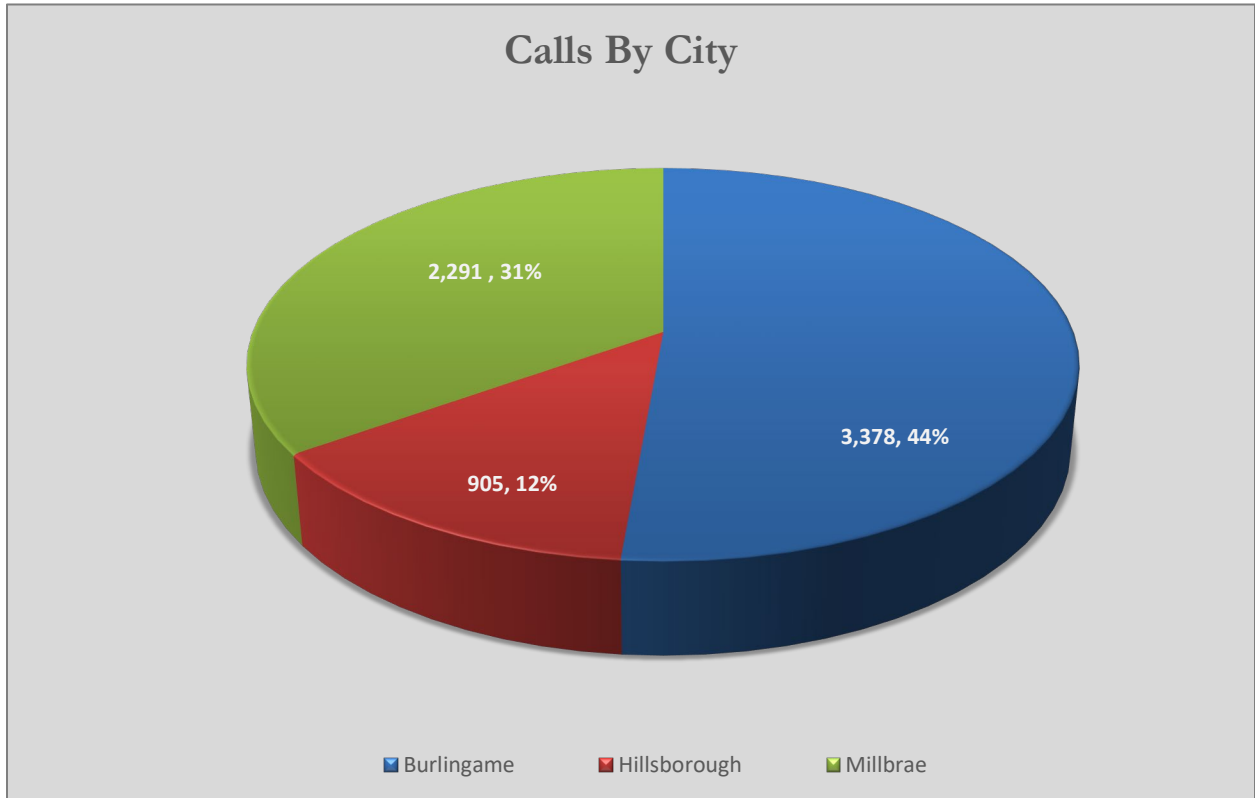


<b>Incident Type</b>	<b>Total Responses</b>
Fires	116
Rupture/Explosion	18
EMS/Rescue	4,486
Hazardous Condition	225
Service Call	738
Good Intent	1,080
False Calls	735
Severe Weather	12
Other	0
<b>Total</b>	<b>7,410</b>

\* Rupture/Explosion, Severe Weather and Other account for less than 1% of total calls

Source: Department Records Management Systems, Fiscal Year 2019-2020

## STATISTICAL INFORMATION

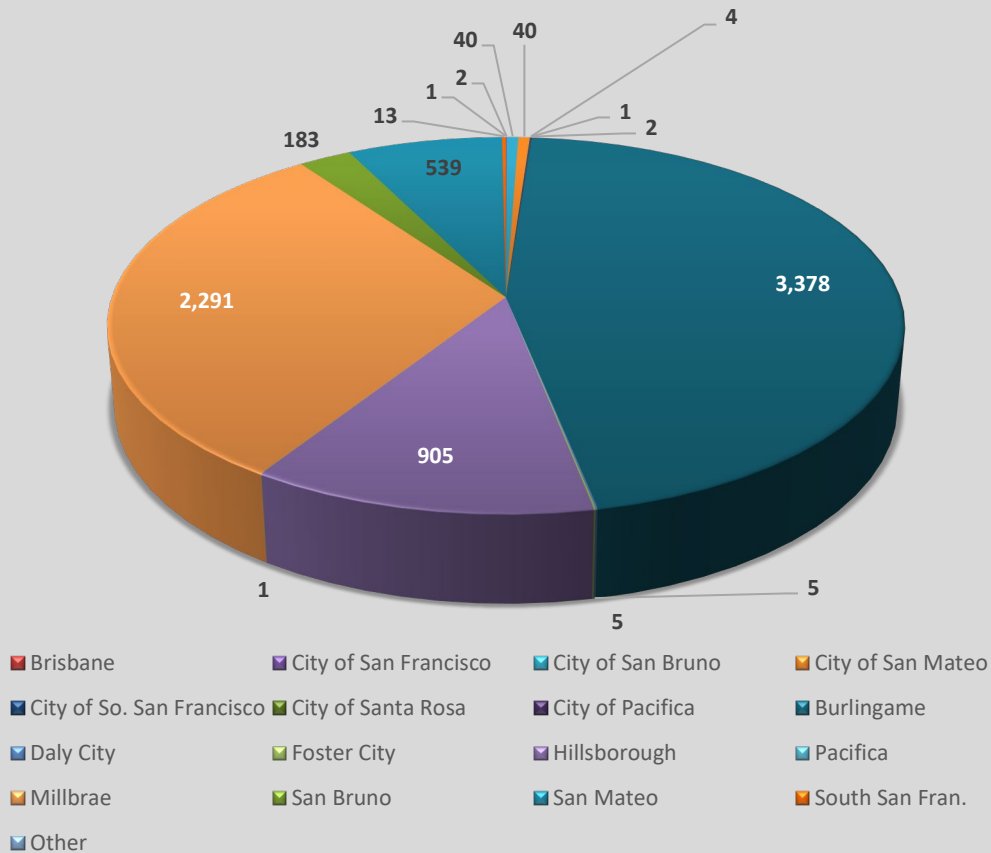


<u>City</u>	<u>Calls</u>	<u>% of Total</u>
Burlingame	3,378	45.72%
Hillsborough	905	12.25%
Millbrae	2,291	31.01%
<b>Total</b>	<b>7,389</b>	<b>100%</b>

Source: Department Records Management Systems, Fiscal Year 2019-2020

## STATISTICAL INFORMATION

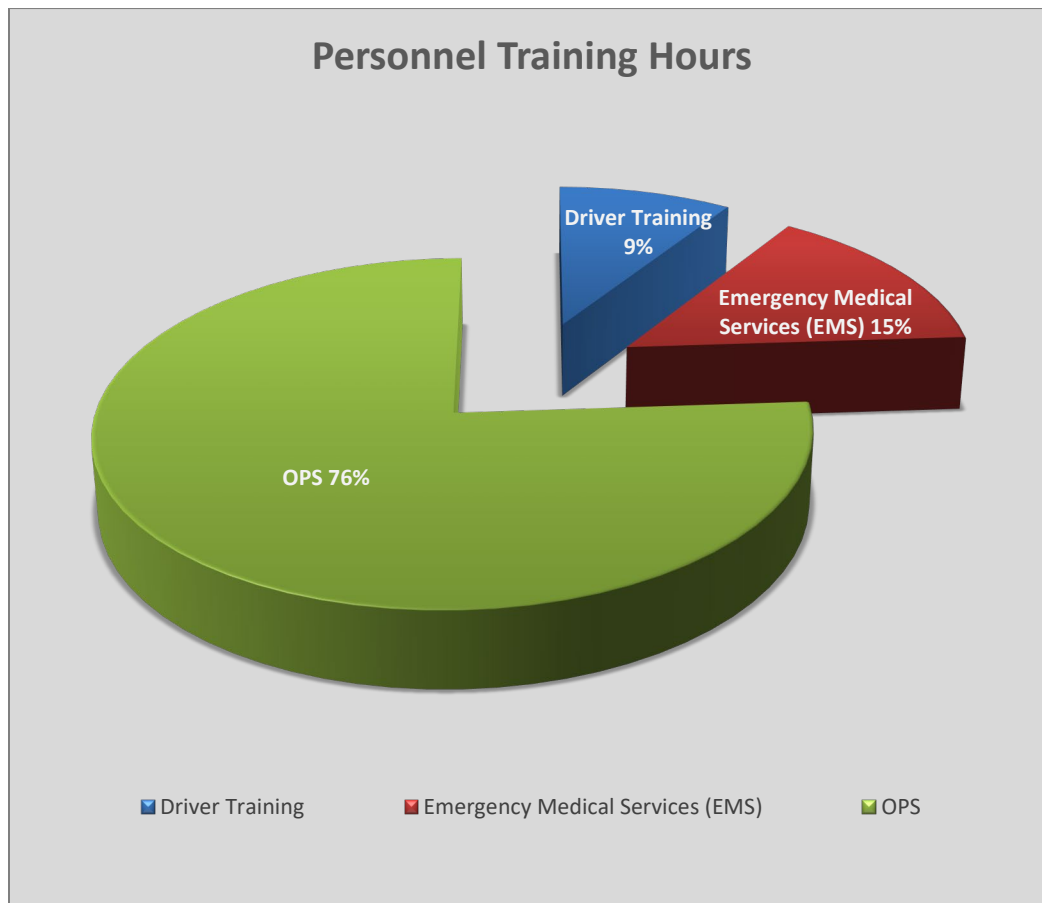
### Calls By City - All Cities



<u>City</u>	<u>Calls</u>	<u>% of Total</u>
Brisbane	1	0.01%
City of San Francisco	2	0.03%
City of San Bruno	40	0.54%
City of San Mateo	40	0.54%
City of So. San Francisco	4	0.05%
City of Santa Rosa	1	0.01%
City of Pacifica	2	0.03%
Burlingame	3,378	45.59%
Daly City	5	0.07%
Foster City	5	0.07%
Hillsborough	905	12.21%
Pacifica	1	0.01%
Millbrae	2,291	30.92%
San Bruno	183	2.47%
San Mateo	539	7.27%
South San Fran.	13	0.18%
Other		0.00%
<b>Total</b>	<b>7,410</b>	<b>100%</b>

Source: Department Records Management Systems, Fiscal Year 2019-2020

## STATISTICAL INFORMATION



<u>Description</u>	<u>Training</u>
Driver Training	1,660
Emergency Medical Services (EMS)	2,684
OPS	13,778
Total Training Hours	18,122

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

## **Reference Materials**

Budget Resolution

Master Fee Schedule

Glossary of Terms and Acronyms

## BUDGET RESOLUTION

### RESOLUTION NO. 21-02

#### RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022

**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 Central County Fire Department became effective April 20, 2004; and

**WHEREAS**, Section 16.1 of the Joint Powers Agreement requires that the Department adopt a budget for maintenance and operations costs and costs of special services in time to allow approval by Member Agencies prior to June 30<sup>th</sup> of each year; and

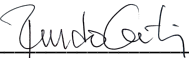
**WHEREAS**, the budget for fiscal year 2021-2022 has been prepared and reviewed by staff; and

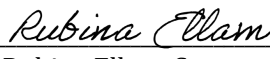
**WHEREAS**, the budget from Central County Fire Department has been submitted to and reviewed by the Board of Directors.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Board of Directors of the Central County Fire Department adopt the budget for Central County Fire Department for fiscal year 2021-2022.

	<b>Fiscal Year 2021-2022</b>
General Fund	\$30,451,627
Joint Training Program Fund	161,000
Capital Project Fund	--
Sub-total	\$30,612,627
Internal Service Fund -Insurance	2,112,736
Internal Service Fund-Vehicles/Equipment	1,034,858
GRAND TOTAL	\$33,760,221

Approved at a regular meeting of the Board of Directors held by teleconference this 14th day of April, 2021.

Signed:   
Ricardo Ortiz, Chair

Attest:   
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 21-02 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held by teleconference on the 14th day of April, 2021, by the following vote of the members thereof:

AYES:	Board Members:	<u>Ortiz, Brownrigg, Chuang, Cole</u>
NOES:	Board Members:	<u></u>
ABSENT:	Board Members:	<u></u>
ABSTAIN:	Board Members:	<u></u>

## MASTER FEE SCHEDULE

<b>CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule</b>			
<u>SERVICE</u>	<u>REFERENCE</u>	<u>ADOPTED FY2020/21</u>	<u>ADOPTED FY2021/22</u>
<b>Care Facilities Inspections</b>			
Pre-inspection of licensed community care (per hour)	H&S Code §13235	\$146	\$173
Residential Care Facility for Elderly serving 6 or fewer persons – fire inspection enforcement	H&S Code §1569.84	No Charge	
Residential Care Facility		\$301	\$358
Large Family Day Care		\$163	\$111
Skilled Nursing Facilities		\$577	\$686
Hospital/Institution		\$2,230	\$2,658
<b>Re-Inspections</b>			
Second re-inspection (fee per inspection)		\$114	\$133
Third and subsequent re-inspection (fee per inspection)		\$207	\$161
<b>Construction Fees</b>			
General Fire & Life Safety Services <ul style="list-style-type: none"> <li>• Consultation &amp; Research</li> <li>• Pre-application meetings &amp; Design Review</li> <li>• Property Survey</li> <li>• General Construction Inspections</li> <li>• Processing, Scheduling, and Record Keeping</li> </ul>		12% of Building Permit fees for Commercial, Non- Residential and Multi-Family Residential	12% of Building Permit fees for Commercial, Non- Residential and Multi-Family Residential
Building or Planning Plan Check Fees (per hour)	Per hour	\$157	\$181
Expedite Building or Planning Check Fees (2 hour minimum)		\$314	\$362
Consultation and Planning (per hour)		\$229	\$263
Alternate Means of Protection Review (per hour)		\$229	\$263
<b>Fire Alarm/Fire Protection Systems:</b>			
Permit for Sprinkler Monitoring System		\$176	\$207
Permit for Manual System		\$176	\$207
Permit for Automatic System		\$313	\$371
Permit for Combination System		\$452	\$535
Fixed Fire Extinguishing System Permit		\$245	\$289
Standpipe System Permit		\$313	\$371
Storage Tank (above or below ground) Permit		\$176	\$207
<b><u>Multi-Residential or Commercial Fire Alarm system remodel or extension</u></b>			<b><u>\$207</u></b>
Multi-residential or commercial <b>minor</b> fire alarm remodel or repair (device relocation/adjustment)		\$107	\$125
Emergency Responder Radio Coverage System Permit	§510, CFC Title 24 Part 9	\$335	\$342
<b>Fire Sprinkler Systems:</b>			
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 perform each inspection)		\$452	\$452
Fire Pump Permit		\$176	\$207
New Multi-Residential or Commercial Fire sprinkler System (NFPA 13 or 13R) Permit – flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who perform each inspection)		\$727	\$864
Multi-Residential or Commercial Fire Sprinkler system remodel or extension		\$176	\$207
Fire Sprinkler minor remodel or repair (sprinkler head relocation/adjustment)		\$107	\$125



## MASTER FEE SCHEDULE

<b>CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule</b>			
<b><u>SERVICE</u></b>	<b><u>REFERENCE</u></b>	<b><u>ADOPTED FY 2020/21</u></b>	<b><u>ADOPTED FY2021/22</u></b>
Fire Service Line Permit		\$176	\$371
Fire Flow Information Processing		\$39 plus individual city fees	\$39 plus individual city fees
<b>Miscellaneous Fees and Permits:</b>			
Community CPR / AED Class		\$40 Resident \$50 Non-Resident	\$40 Resident \$50 Non-Resident
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 \$140 as set by State
False Alarms		\$441 for 3 to 5 and \$630 for 6 or more	\$540 for 3 to 5 and \$1,080 for 6 or more
Vegetation Management/Wildland-Urban Interface Inspection		\$200	\$200
Change of Use inspection (usually triggered by new business license)		\$108	\$158
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 \$140 as set by State
<b>Standby Service</b>			
Firefighter (per hour – minimum of 3 hours)		\$88	\$116
Fire Captain (per hour – minimum of 3 hours)		\$103	\$134
Battalion Chief (per hour – minimum of 3 hours)		\$117	\$157
Engine Company (per hour – minimum of 3 hours plus apparatus costs – per day as set by the State)		\$366 per hour + \$91 per hour for apparatus	\$480 per hour + \$140 per hour for apparatus
<b>Personnel Costs (per hour)</b>			
Administration		\$61	\$67
Firefighter		\$88	\$116
Fire Captain		\$103	\$134
Fire Prevention Specialist		\$82	\$82
Fire Inspector		\$138	\$164
Deputy Fire Marshal		\$144	\$173
Battalion Chief		\$117	\$157
Fire Marshal		\$177	\$198
Deputy Fire Chief		\$188	\$238
Fire Chief		\$205	\$272
<b>General Permits</b>			
Aerosol Products		\$163	\$193
Amusement Buildings		\$267	\$316
Apartments, Hotels and Motels – 10 or less units		\$140	\$163

## MASTER FEE SCHEDULE

<b>CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule</b>			
<b><u>SERVICE</u></b>	<b><u>REFERENCE</u></b>	<b><u>ADOPTED FY 2020/21</u></b>	<b><u>PROPOSED FY2021/22</u></b>
Apartments, Hotels and Motels – 11 to 25 units		\$166	\$184
Apartments, Hotels and Motels – 26 or more units		\$192	\$205
Apartments (Specialized Inspection)		\$219	\$219
Aviation Facilities		\$473	\$563
Battery System		\$473	\$563
Carnivals and Fairs		\$267	\$316
Christmas Tree Lot		\$267	\$316
Combustible Fiber Storage		\$267	\$316
Combustible Material Storage		\$267	\$316
Commercial Occupancy Assigned to Prevention		\$200	\$200
Commercial Rubbish-Handling Operation		\$267	\$316
Compressed Gases		\$267	\$316
Cryogenics		\$267	\$316
Dry Cleaning Plants		\$267	\$316
Dust-Producing Operations		\$267	\$316
Exhibits & Trade Shows – Display Booth		\$267	\$316
Exhibits & Trade Shows – With Open Flame		\$267	\$316
Exhibits & Trade Shows – Display Fuel Powered Equipment		\$267	\$316
Explosives or Blasting Agents		\$473	\$563
Fire Hydrants and Water Control Valves		\$265	\$313
Fireworks		\$473	\$563
Flammable or Combustible Liquids		\$473	\$563
Hazardous Materials		\$473	\$563
High-Piled Combustible Storage – 20,000 square feet or less		\$481	\$572
High-Piled Combustible Storage – more than 20,000 square feet		\$549	\$654
Highrise	H&S§13214(b)	\$316	\$449
Hot-Work Operations		\$267	\$316
Liquefied Petroleum Gasses		\$473	\$563
Liquid-or gas-fueled Vehicles or Equipment in Assembly Buildings		\$473	\$563
Live Audiences		\$473	\$563
Lumber Yards storing in excess of 100,000 board feet		\$370	\$440
Magnesium Working		\$267	\$316
Motor Vehicle Fuel-Dispensing Stations		\$267	\$316
Open Burning		\$267	\$316
Organic Coating		\$267	\$316
Ovens, Industrial Baking and Drying		\$267	\$316
Parade Floats		\$267	\$316
Places of Assembly		\$439	\$522
Production Facilities		\$439	\$522
Pyrotechnical and Special Effects Material		\$473	\$563
Radioactive Materials		\$267	\$316
Refrigeration Equipment		\$370	\$440
Repair Garage		\$267	\$316
Spraying and Dipping		\$267	\$316
Tents, Canopies, and Temporary Membrane Structures		\$402	\$478
Tire Storage		\$267	\$316
Wood Products		\$267	\$316

## BUDGET GLOSSARY AND ACRONYMS

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### **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

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**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

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**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**

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### **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