



Novato Fire District Annual Budget

Fiscal Year 2022-2023

Novato Fire District Overview

The Novato Fire Protection District provides all-risk emergency response from five fire stations, and provides administrative oversight from our administrative headquarters. We care for, protect, and serve more than 60,000 residents who live, work, and play across approximately 75 square miles encompassing the City of Novato and surrounding unincorporated areas.

Our Vision: To position the Fire District operationally and financially to create a sustainable future.

Our Mission: The Novato Fire Protection District exists to care for, protect, and serve our communities.



Budget Objectives:

- *NFD will prepare financially responsible budgets that are tied to the adopted mission, goals, and strategies; and*
- *We will identify and implement operational and cost efficiencies in order to reduce existing expenditures when possible; and*
- *We will fund reserves in such a way that provides for stability during economic downturns; and*
- *We will provide evidence to justify the community benefit of our adopted budgets, expenditures, and reserves.*

Our guiding principles remain a cornerstone of our relationship with the communities that we serve. Our ongoing commitment to solid, transparent, financial practices is evident by having recently received our thirteenth consecutive Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of

the United States and Canada. This is the highest form of recognition in the area of governmental accounting and financial reporting.

We continuously evaluate our programs, services, supplies and capital improvement projects to analyze their cost effectiveness and efficiency of service.

Tips for Reading the Novato Fire District Annual Budget

The District operates on a fiscal year from July 1 through June 30. Each year, the Board must adopt a preliminary budget before June 30 to allow the District to spend funds effective July 1 the following fiscal year. A final budget is adopted by the Board by August or September.

The budget consists of the following components:

Revenues

- Property taxes
- Charges for Services
- Other

Operating Budget

- Salaries and Benefits
- Services and Supplies
- Debt Service

Capital Budget

- Apparatus
- Equipment
- Facilities

Fund Balances

- Assigned Fund Balances – funds already earmarked for specific purposes
- Unassigned Fund Balance – all other remaining funds

The District is comprised of five distinct cost centers or departments. Descriptions of the functions of each department can be found in the budget document preceding each departmental budget. Each department has their own standalone operating budget.

- Emergency Medical Services
- Fire Prevention
- Operations
- Organizational Resources & Support
- Training

The budget document begins with details in a summary style view.

A more detailed and granular budget is found in each of the departmental budgets.

Novato Fire Protection District
Budget Index
Divisions 9305, 9306, 9307, 9308 & 9313

Code	Description	Page Numbers				
		9305	9306	9307	9308	9313
1517	Admin Allowance	2	2	2	2	
2029	Advertising		3		3	
4820	Ambulances				13	
6984	Apparatus Replacement				14	
2717	Audit & Accounting Fees	5			10	
2028	Board Expense				3	
2131	Books & Periodicals	4	3		5	2
4048	Building Facilities				13	
2020	Cal-OSHA Requirements			3		
2528	Central Dispatch				10	
2021	Clothing				3	
4834	Communication & Computers & Equipment				13	
6999	Compensated Absences				15	
2164	Computer Hardware Maintenance				6	
2141	Computer Supplies		3		5	
2151	Computer System Software	4	3		5	
2049	Conferences & Meetings	4	3		4	
2718	Consulting Fees		4		11	
2038	CPR Materials					
1019	CTO Pay	1	1	1	1	
4880	Data Processing - Computers & Equipment				13	
3302	Debt Service - Interest Payments				12	
3301	Debt Service - Principal Payments				12	
6995	Debt Sinking Fund					
1706	Deferred Compensation	2	2	2	3	2
1510	Dental Insurance	2	2	2	2	1
1022	Director Fees				1	
2137	Document Reproduction				5	
1026	Education Incentive	1	1	1		1
2129	Election Expense				4	
2732	Electricity				11	
2530	Emergency Operations Center				10	
2273	Empl Service & Recog	4			7	
6981	EMS Capital Equipment Reserve				14	
4810	EMS Equipment				13	
2050	Equipment Testing				4	
4818	Exercise Equipment				13	
2042	Extinguishing Agents			3		
2396	Facilities Prevent Mainteneace				7	
2397	Facilities Projects				7	
2398	Facilities Repairs	4			8	
6985	Facility Capital Improvement				14	

Code	Description	Page Numbers				
		9305	9306	9307	9308	9313
1404	FICA Medicare	1	1	2	1	1
4815	Fire Suppression Equipment				13	
2024	First Aid Supplies	3				
2041	Food				3	
2736	Garbage				11	
2501	Gas, Oil & Grease Vehicles				9	
2262	Hazardous Materials Prog				6	
1513	Health Insurance	2	2	2	2	2
2400	Hydrants		3			
2026	Investigative Tools		3			
2713	Legal Fees				10	
2059	Liability & Property				4	
1502	Life Insurance	2	2	2	2	1
6986	Management Info Sys Reserve				14	
2533	Marin Emergency Radio Authority				10	
2401	Memberships	5	4		8	
2407	Office Supplies	5	4		9	
1021	Out of Class Pay	1		1		
2510	Out of County Logistics				9	
2034	Outside Assistance	4		3	3	
1020	Overtime - Callback	1	1	1	1	1
2025	Oxygen	3				
2087	Parts & Outside Labor				4	
2406	Payroll Service Charge				9	
1703	Physicals				2	
2269	Property Tax Fee				6	
6996	Protective Equipment Reserve				15	
2537	Radio & MDC Maintenance				10	
6810	Rainy Day Fund				14	
1003	Regular Staff Salaries	1	1	1	1	1
1023	Response Pay	1	1	1	1	1
6993	Retiree Health Benefits Reserve				14	
1402	Retirement	1	1	1	1	1
6987	Retirement Unfunded Liability				14	
2074	School and Seminars				4	
2039	Schools and Seminars		3		3	2
2737	Sewage				11	
2088	Shop Supplies				4	
1704	Sick Leave Buyback			2		
2268	Special Fire Equipment & Supplies			3		
2399	Station Supplies				8	
2539	Tablet Command				10	

Novato Fire Protection District
 Budget Index
 Divisions 9305, 9306, 9307, 9308 & 9313

Code	Description	Page Numbers				
		9305	9306	9307	9308	9313
2738	Telephone System				11	
2027	Tool Replacement				3	
2040	Training Aids and Materials	4	3			2
6990	Training Captain Pilot Program				14	
6983	Unemployment Insurance Reserve				14	
1025	Vacation Pay	1	1	1	1	1
2121	Vegetation Mgmt		3			
1514	Vision Plan	2	2	2	2	2
2731	Water				11	
1701	Workers' Comp				2	
6992	Workers Comp Fund Reserve				14	

Code	Description	Page Numbers				
		9305	9306	9307	9308	9313

2022 / 2023 ANNUAL BUDGET SUMMARY

Revenues (Page 1)	\$ 37,045,432
Operating Budget Expenditures (Pages 2 - 7)	\$ 32,358,592
Inter Governmental Transfers	1,200,000
Capital Budget Expenditures (Page 8)	<u>4,668,500</u>
Total Expenditures	<u>38,227,092</u>
Decreases to Assigned Fund Balances (Page 9)	
Building Facilities	597,500
Apparatus Replacement	2,900,000
EMS Equipment	675,000
Management Info Sys Reserve	496,000
Training Captain Reserve	<u>250,865</u>
Total Decreases to Assigned Fund Balances	4,919,365
(Increase) to Unassigned Fund Balance	<u>(3,737,705)</u>
Total Revenues and Changes to Assigned and Unassigned Fund Balances	<u>\$ 38,227,092</u>

Special Tax 10.31 cents per square foot residential and 15.46 cents per square foot commercial

2022 / 2023 ANNUAL BUDGET SUMMARY

	Adopted Budget (Revised) 2021 / 2022	Proposed Budget 2022 / 2023	Percentage Change
<u>Program Expenditures</u>			
Emergency Medical Services	\$ 8,518,534	\$ 8,762,598	
Fire Prevention	1,254,219	1,452,149	
Operations	11,454,248	12,411,563	
Organizational Resources & Support	8,703,658	8,953,481	
Training	537,175	778,801	
Total Program Expenditures	<u>\$ 30,467,834</u>	<u>\$ 32,358,592</u>	6.21%
<u>Summary by Category</u>			
Personnel	\$ 25,094,819	\$ 26,166,284	4.27%
Services and Supplies	4,795,027	5,634,725	17.51%
Debt Service	577,988	557,583	-3.53%
Total Summary by Category	<u>\$ 30,467,834</u>	<u>\$ 32,358,592</u>	6.21%
<u>Personnel (Allocated Positions)</u>			
Full Time	77	80	
<u>Revenues</u>			
General Funds	<u>\$ 35,105,057</u>	<u>\$ 37,045,432</u>	5.53%
<u>Capital Outlay</u>			
Emergency Medical Services	\$ -	\$ -	
Fire Prevention	-	-	
Operations	-	-	
Organizational Resources & Support	2,075,400	4,668,500	
Training	-	-	
Total Capital Outlay	<u>\$ 2,075,400</u>	<u>\$ 4,668,500</u>	124.94%

2022 / 2023 ANNUAL BUDGET REVENUE

Description	Account Code	2012 / 13 Revenue	2013 / 14 Revenue	2014 / 15 Revenue	2015 / 16 Revenue	2016 / 17 Revenue	2017 / 18 Revenue	2018 / 19 Revenue	2019 / 20 Revenue	2020 / 21 Revenue	2021 / 22 Projected Revenue	2022 / 23 Budgeted Revenue	% of Change Incr (Decr) Last Year
Property Taxes													
Current Secured	9001	\$ 15,237,168	\$ 15,848,731	\$ 16,628,755	\$ 17,716,148	\$ 18,639,118	\$ 19,609,283	\$ 20,883,172	\$ 21,460,944	\$ 22,442,875	\$ 23,020,881	\$ 24,447,774	6.07%
Current Unsecured	9002	288,903	292,302	304,961	306,487	315,561	319,805	331,347	352,069	364,552	388,975	388,975	
Prior Secured Redemptions	9004	-	-	-	-	-	-	-	-	-	-	-	
Prior Unsecured	9006	13,146	11,119	22,714	11,331	12,440	17,750	12,932	13,868	10,910	21,385	21,385	
Special Assessment	9007	4,658,238	4,840,640	4,953,140	5,104,626	5,234,421	5,397,796	5,579,586	5,806,499	6,019,417	6,296,488	6,498,605	
Supplemental Assessment Current	9041	205,181	333,598	428,087	467,117	417,350	434,629	434,258	434,388	419,387	702,507	702,507	
Supplemental Assessment Unsec	9042	1,196	7,729	5,623	5,328	5,525	6,234	3,755	16,970	8,052	16,704	16,704	
Supplemental Assessment Redemp.	9043	11,904	7,933	12,260	7,480	17,117	7,198	12,765	15,705	13,859	11,334	11,334	
Novato Hamilton RDA	9045	190,762	243,638	337,543	496,087	586,997	614,901	621,347	718,007	1,004,575	826,404	826,404	
Education Revenue Augm Fund - Redistribution	9046	1,247,394	1,619,584	1,338,491	1,296,419	1,586,286	1,610,724	1,673,825	1,882,786	1,912,610	2,329,621	2,329,621	
Novato Downtown Redevelopment	9047	163,064	441,894	249,058	629,888	637,662	214,591	180,496	262,083	167,629	195,044	195,044	
Property Tax Reduction Shift to State	9001	(2,017,949)	(2,086,156)	(2,186,500)	(2,326,655)	(2,442,988)	(2,568,558)	(2,708,561)	(2,931,237)	(3,035,296)	(3,035,296)	(3,219,676)	
Total Property Taxes		19,999,007	21,561,012	22,094,132	23,714,256	25,009,489	25,664,353	27,024,922	28,032,083	29,328,570	30,774,047	32,218,677	4.69%
Revenue From Use of Money													
Interest	9201	15,960	29,114	28,330	29,950	55,464	133,664	267,947	383,197	139,051	17,384	17,384	
Loan Interest	9798	13,642	-	-	-	-	-	-	-	-	-	-	
Total Revenue From Use of Money		29,602	29,114	28,330	29,950	55,464	133,664	267,947	383,197	139,051	17,384	17,384	
Intergovernmental Revenue													
State:													
Home Owners Property Tax Reduction	9280	91,247	90,076	88,388	86,993	84,983	84,756	84,043	82,915	81,618	79,964	79,964	
Other State Aid	9367	3,261	6,730	1,000	129,311	269,012	488,984	833,440	2,245,913	2,995,598	1,534,610	2,250,000	
Federal:													
Grant Received	9419	993,091	26,476	152	-	57,773	-	-	-	-	-	-	
In Lieu Housing	9483	-	-	-	3,300	3,300	3,302	3,303	3,310	3,315	3,330	3,330	
Total Intergovernmental Revenue		1,087,599	123,282	89,540	219,604	415,068	577,042	920,786	2,332,138	3,080,531	1,617,904	2,333,294	
Charges for Services													
CPR Fees	9576	2,220	2,550	2,220	2,430	2,265	1,290	-	-	-	-	-	
GEMT Service Fees	9920	-	1,241	-	-	-	-	-	-	-	-	-	
GEMT Revenue	9925	-	214,621	52,322	65,228	52,554	184,334	54,236	(7,437)	60,322	(79,714)	-	
Outside Agency Ambulance Billing Service	9931	67,301	84,317	110,972	242,652	290,662	344,424	40,529	-	-	-	-	
Novato Ambulance Service Fees	9932	2,305,412	2,330,815	2,192,358	2,093,469	2,556,424	2,380,446	2,995,568	3,033,420	3,041,030	2,709,000	2,400,000	
Plan Checks & Inspection Fees	9935	53,377	56,437	45,118	52,586	37,813	30,946	33,688	44,304	30,906	50,577	50,577	
MERA & HazMat Administrative Services	9945	77,839	78,648	75,637	74,429	58,307	66,081	50,766	-	-	-	-	
Total Charges for Services		2,506,149	2,768,629	2,478,627	2,530,794	2,998,025	3,007,521	3,174,787	3,070,287	3,132,258	2,679,863	2,450,577	
Other Revenue													
Parking Lot Rent	9250	30,000	30,000	30,000	30,000	30,000	30,000	27,500	30,000	30,000	25,500	25,500	
Donations	9761	-	-	-	-	-	-	-	-	-	-	-	
COVID-19 Relief Funds	9930	-	-	-	-	-	-	-	42,617	(42,617)	-	-	
Fire Reports / Ambulance Reports	9933	10	21	-	-	-	-	-	-	-	-	-	
Impact Fees	9934	57,479	10,324	32,262	27,862	12,949	-	-	-	-	-	-	
Sale of Assets	9936	84,848	45,300	6,808	8,720	13,864	115,316	4,075	7,900	27,800	300,080	-	
Elections	9938	450	525	300	900	600	1,000	500	600	-	-	-	
Other Refunds / Reimbursements	9940	4,521	3,380	1,671	7,253	923	5,058	75,880	113,924	232,928	420,275	-	
OES Reimbursements	9942	266,420	290,304	414,107	1,277,761	835,655	1,642,352	583,339	532,053	1,147,131	868,157	-	
Total Other Revenue		443,728	379,854	485,148	1,352,496	893,991	1,793,726	691,294	727,094	1,395,242	1,614,012	25,500	
Total Revenue		\$ 24,066,085	\$ 24,861,891	\$ 25,175,777	\$ 27,847,100	\$ 29,372,037	\$ 31,176,306	\$ 32,079,736	\$ 34,544,799	\$ 37,075,652	\$ 36,703,210	\$ 37,045,432	
Percentage Change From Prior Year (Total Property Taxes)		0.26%	7.81%	2.47%	7.33%	5.46%	2.62%	5.30%	3.73%	4.63%	4.93%	4.69%	
Percentage Change From Prior Year (Net Tax Revenue)		-0.74%	4.01%	4.88%	6.39%	5.16%	5.11%	6.56%	2.02%	4.69%	3.03%	6.07%	
Percentage Change From Prior Year (Total Revenue)		3.75%	3.31%	1.26%	10.61%	5.48%	6.14%	2.90%	7.68%	7.33%	-1.00%	0.93%	

**Novato Fire Protection District
Summary of Operating Program Budgets
Fiscal Year 2022 / 2023**

Description	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
	Estimated	Proposed	Estimated	Proposed	Estimated	Proposed	Estimated	Proposed	Estimated	Proposed	Estimated	Proposed
	2021 / 22	2022 / 23	2021 / 22	2022 / 23	2021 / 22	2022 / 23	2021 / 22	2022 / 23	2021 / 22	2022 / 23	2021 / 22	2022 / 23
Salaries and Fringe Benefits	\$ 8,209,395	\$ 8,347,208	\$ 1,107,559	\$ 1,174,399	\$ 11,286,558	\$ 11,888,663	\$ 4,361,491	\$ 4,077,013	\$ 417,829	\$ 679,001	\$ 25,382,832	\$ 26,166,284
Services and Supplies	405,001	415,390	198,124	277,750	101,088	522,900	3,621,808	4,318,885	47,368	99,800	4,373,389	5,634,725
Debt Service	-	-	-	-	-	-	608,200	557,583	-	-	608,200	557,583
Total Operating Budgets	\$ 8,614,396	\$ 8,762,598	\$ 1,305,683	\$ 1,452,149	\$ 11,387,646	\$ 12,411,563	\$ 8,591,499	\$ 8,953,481	\$ 465,197	\$ 778,801	\$ 30,364,421	\$ 32,358,592

**Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2022 / 2023**

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23
SALARIES AND FRINGE BENEFITS													
Salaries													
Regular Staff Salaries	1003	\$ 3,602,217	\$ 3,700,308	\$ 552,678	\$ 648,799	\$ 4,773,659	\$ 5,161,113	\$ 946,532	\$ 1,222,238	\$ 162,075	\$ 327,601	\$ 10,037,161	\$ 11,060,059
Director Fees	1022	-	-	-	-	-	-	25,600	24,000	-	-	25,600	24,000
Sub-total Salaries		3,602,217	3,700,308	552,678	648,799	4,773,659	5,161,113	972,132	1,246,238	162,075	327,601	10,062,761	11,084,059
Premium Pay													
CTO Pay	1019	220,596	272,000	78,200	17,000	439,071	522,400	47,548	46,200	-	-	785,415	857,600
Overtime - Callback	1020	1,326,428	1,409,300	29,128	41,300	1,792,702	1,922,200	116	1,000	97,115	77,300	3,245,489	3,451,100
Out of Class Pay	1021	4,011	12,000	-	-	9,044	21,000	-	-	-	-	13,055	33,000
Response Pay	1023	701	2,000	3,005	4,000	1,132	6,000	-	1,000	-	2,000	4,838	15,000
Vacation Pay	1025	38,714	64,000	9,798	12,000	104,022	209,000	27,550	26,000	-	6,000	180,084	317,000
Education Incentive	1026	14,257	24,300	2,400	3,300	28,286	31,500	-	-	-	1,200	44,943	60,300
Sub-total Premium Pay		1,604,707	1,783,600	122,531	77,600	2,374,257	2,712,100	75,214	74,200	97,115	86,500	4,273,824	4,734,000
Fringe Benefits													
Retirement	1402	1,847,974	1,748,000	261,389	246,000	2,475,377	2,403,000	302,914	374,000	104,394	179,000	4,992,048	4,950,000
FICA Medicare	1404	73,167	83,200	9,782	10,900	99,785	111,700	11,904	23,100	4,067	6,100	198,705	235,000
Life Insurance	1502	6,427	8,500	525	1,500	10,776	11,500	19,253	3,000	684	1,000	37,665	25,500
Dental Insurance	1510	89,424	75,000	10,311	13,000	123,804	105,000	57,325	24,000	4,494	7,000	285,358	224,000
Flexible Savings Account	1512	276	-	-	-	17	-	(4,637)	-	-	-	(4,344)	-
Health Insurance	1513	878,916	797,300	106,289	140,200	1,259,062	1,063,600	1,484,951	1,045,576	41,214	64,400	3,770,432	3,111,076
Vision Plan	1514	7,661	6,000	859	1,500	10,247	8,000	4,521	2,000	372	1,000	23,660	18,500
Admin Allowance	1517	1,800	1,800	1,800	1,800	1,800	1,800	10,179	12,600	-	-	15,579	18,000
Workers' Comp	1701	-	-	-	-	-	-	1,354,950	1,181,059	-	-	1,354,950	1,181,059
Physicals	1703	-	-	-	-	-	-	20,905	25,000	-	-	20,905	25,000
Sick Leave Buyback	1704	3,102	-	15,515	-	401	106,000	6,446	-	-	-	25,464	106,000
Admin Leave	1705	-	-	-	-	-	-	-	-	-	-	-	-
Deferred Compensation	1706	93,724	143,500	25,880	33,100	157,373	204,850	45,434	66,240	3,414	6,400	325,825	454,090
Sub-total Fringe Benefits		3,002,471	2,863,300	432,350	448,000	4,138,642	4,015,450	3,314,145	2,756,575	158,639	264,900	11,046,247	10,348,225
Total Salaries and Fringe Benefits		\$ 8,209,395	\$ 8,347,208	\$ 1,107,559	\$ 1,174,399	\$ 11,286,558	\$ 11,888,663	\$ 4,361,491	\$ 4,077,013	\$ 417,829	\$ 679,001	\$ 25,382,832	\$ 26,166,284

**Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2022 / 2023**

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23
SERVICES AND SUPPLIES													
Clothing & Personal Supplies													
Services & Supplies	2000	\$ -	\$ -	\$ -	\$ -	\$ (51,656)	\$ -	\$ 69,676	\$ -	\$ -	\$ -	\$ 18,020	\$ -
Cal-OSHA Requirements	2020	\$ -	\$ -	\$ -	\$ -	\$ 42,754	\$ 265,000	\$ 556	\$ -	\$ -	\$ -	\$ 43,310	\$ 265,000
Clothing	2021	125	-	-	-	-	-	2,687	1,000	-	-	2,812	1,000
Sub-total Clothing & Personal Supplies		125	-	-	-	(8,902)	265,000	72,919	1,000	-	-	64,142	266,000
Medical													
COVID-19 Expenses	2023	(164)	-	-	-	-	-	2,612	-	1,613	-	4,061	-
First Aid Supplies	2024	236,958	130,960	-	-	-	-	10,634	-	-	-	247,592	130,960
Oxygen	2025	4,065	6,300	-	-	-	-	(55)	-	-	-	4,010	6,300
Sub-total Medical		240,859	137,260	-	-	-	-	13,191	-	1,613	-	255,663	137,260
Small Tools & Instruments													
Investigative Tools	2026	-	-	1,815	2,000	-	-	-	-	-	-	1,815	2,000
Tool Replacement	2027	-	-	-	-	-	-	834	3,500	-	-	834	3,500
Sub-total Small Tools & Instruments		-	-	1,815	2,000	-	-	834	3,500	-	-	2,649	5,500
District Special Expense													
Board Expense	2028	-	-	-	-	-	-	(13)	17,000	-	-	(13)	17,000
Advertising	2029	-	-	29,235	50,000	-	-	18,449	11,000	-	-	47,684	61,000
Outside Assistance	2034	92,186	153,450	-	-	6,706	155,000	242,323	197,640	-	-	341,215	506,090
EMS Certification	2036	-	-	-	-	-	-	-	-	-	-	-	-
CPR Materials	2038	-	-	-	-	-	-	-	-	-	-	-	-
Schools and Seminars	2039	-	-	4,536	8,900	663	-	103,105	3,700	33,775	83,700	142,079	96,300
Training Aids and Materials	2040	4,071	23,000	13,452	17,000	-	-	3,829	-	10,973	15,000	32,325	55,000
Food	2041	-	-	-	-	460	-	9,787	22,000	-	-	10,247	22,000
Extinguishing Agents	2042	-	-	-	-	8,586	10,500	2,062	-	-	-	10,648	10,500
Conferences & Meetings	2049	1,325	18,000	724	4,600	-	-	5,607	28,900	-	-	7,656	51,500
Equipment Testing	2050	-	-	-	-	-	-	4,368	53,750	-	-	4,368	53,750
Election Expense	2129	-	-	-	-	-	-	-	90,000	-	-	-	90,000
Books & Periodicals	2131	-	1,535	998	3,250	-	-	342	500	-	1,100	1,340	6,385
Document Reproduction	2137	-	-	-	-	-	-	3,009	4,000	-	-	3,009	4,000
Computer Supplies	2141	-	-	511	6,000	-	-	51,867	102,000	-	-	52,378	108,000
Computer System Software	2151	22,356	26,200	1,813	2,300	-	-	144,632	229,400	76	-	168,877	257,900
Computer Hardware Maintenance	2164	-	-	-	-	-	-	117,936	308,700	-	-	117,936	308,700
Hazardous Materials Prog	2262	-	-	-	-	-	-	10,803	10,000	-	-	10,803	10,000
Property Tax Fee	2269	-	-	-	-	-	-	338,857	323,503	-	-	338,857	323,503
Empl Service & Recog	2273	-	1,000	-	-	176	-	3,452	5,000	-	-	3,628	6,000
Central Dispatch	2528	-	-	-	-	-	-	528,203	545,000	-	-	528,203	545,000
Emergency Operations Center	2530	-	-	-	-	-	-	3,969	37,500	-	-	3,969	37,500
Marin Emergency Radio Authority	2533	-	-	-	-	-	-	152,758	144,588	-	-	152,758	144,588
Radio & MDC Maintenance	2537	-	-	-	-	-	-	56,892	73,470	-	-	56,892	73,470
Tablet Command	2539	-	-	-	-	1,150	-	42,504	60,700	-	-	43,654	60,700
Sub-total District Special Expense		119,938	223,185	51,269	92,050	17,741	165,500	1,844,741	2,268,351	44,824	99,800	2,078,513	2,848,886

Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2022 / 2023

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23
SERVICES AND SUPPLIES													
Insurance													
Liability & Property	2059	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 198,026	\$ 209,880	\$ -	\$ -	\$ 198,026	\$ 209,880
Sub-total Insurance		-	-	-	-	-	-	198,026	209,880	-	-	198,026	209,880
Maintenance Repair													
School and Seminars	2074	-	-	-	-	-	-	1,128	2,500	-	-	1,128	2,500
Sub-total Maintenance Repair		-	-	-	-	-	-	1,128	2,500	-	-	1,128	2,500
Apparatus Maintenance & Repair													
Parts & Outside Labor	2087	-	-	-	-	-	-	82,692	200,000	742	-	83,434	200,000
Shop Supplies	2088	-	-	-	-	-	-	4,595	5,000	-	-	4,595	5,000
Special Fire Equipment & Supplies	2268	-	-	-	-	89,903	92,400	4,560	-	-	-	94,463	92,400
Sub-total Apparatus Maintenance & Repair		-	-	-	-	89,903	92,400	91,847	205,000	742	-	182,492	297,400
Fuel & Oil													
Gas, Oil & Grease Vehicles	2501	-	-	-	-	1,780	-	154,141	196,350	-	-	155,921	196,350
Out of County Logistics	2510	-	-	70	-	-	-	14,459	10,000	-	-	14,529	10,000
Sub-total Fuel & Oil		-	-	70	-	1,780	-	168,600	206,350	-	-	170,450	206,350
Professional Services													
Litigation Settlement	2710	-	-	-	-	-	-	-	-	-	-	-	-
Legal Fees	2713	-	-	-	-	-	-	227,901	250,000	-	-	227,901	250,000
Audit & Accounting Fees	2717	14,773	11,100	-	-	-	-	33,017	38,700	-	-	47,790	49,800
Consulting Fees	2718	-	-	11,378	103,100	-	-	158,953	135,820	-	-	170,331	238,920
Sub-total Professional Services		14,773	11,100	11,378	103,100	-	-	419,871	424,520	-	-	446,022	538,720
Utilities													
Water	2731	-	-	-	-	-	-	28,100	37,950	-	-	28,100	37,950
Electricity	2732	-	-	-	-	-	-	133,737	151,800	-	-	133,737	151,800
Garbage	2736	-	-	-	-	-	-	22,358	35,420	-	-	22,358	35,420
Sewage	2737	-	-	-	-	-	-	33,398	31,625	-	-	33,398	31,625
Telephone System	2738	-	-	-	-	-	-	123,344	121,800	-	-	123,344	121,800
Sub-total Utilities		-	-	-	-	-	-	340,937	378,595	-	-	340,937	378,595
Structure & Grounds Maintenance													
Facilities Prevent Maintenance	2396	-	-	-	-	-	-	156,881	150,199	-	-	156,881	150,199
Facilities Projects	2397	-	-	-	-	-	-	72,883	156,500	-	-	72,883	156,500
Facilities Repairs	2398	29,194	34,900	-	-	40	-	92,435	136,500	-	-	121,669	171,400
Station Supplies	2399	112	-	-	-	(662)	-	26,018	30,000	189	-	25,657	30,000
Hydrants	2400	-	-	1,191	18,000	1,188	-	19	-	-	-	2,398	18,000
Sub-total Structure & Grounds Maintenance		29,306	34,900	1,191	18,000	566	-	348,236	473,199	189	-	379,488	526,099

Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2022 / 2023

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23
SERVICES AND SUPPLIES													
Memberships													
Memberships	2401	\$ -	\$ 445	\$ 360	\$ 11,500	\$ -	\$ -	\$ 32,185	\$ 51,390	\$ -	\$ -	\$ 32,545	\$ 63,335
Sub-total Memberships		-	445	360	11,500	-	-	32,185	51,390	-	-	32,545	63,335
Office Expense													
Payroll Service Charge	2406	-	-	-	-	-	-	43,454	46,700	-	-	43,454	46,700
Office Supplies	2407	-	8,500	24	1,100	-	-	45,839	47,900	-	-	45,863	57,500
Sub-total Office Expense		-	8,500	24	1,100	-	-	89,293	94,600	-	-	89,317	104,200
Miscellaneous Expense													
Vegetation Mgmt	2121	-	-	132,017	50,000	-	-	-	-	-	-	132,017	50,000
Sub-total Miscellaneous Expense		-	-	132,017	50,000	-	-	-	-	-	-	132,017	50,000
Total Services and Supplies		\$ 405,001	\$ 415,390	\$ 198,124	\$ 277,750	\$ 101,088	\$ 522,900	\$ 3,621,808	\$ 4,318,885	\$ 47,368	\$ 99,800	\$ 4,373,389	\$ 5,634,725

Novato Fire Protection District
 Operating Program Budgets
 Fiscal Year 2022 / 2023

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total		
		Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	
Debt Service														
Debt Service - Principal Payments	3301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 576,561	\$ 540,610	\$ -	\$ -	\$ 576,561	\$ 540,610
Debt Service - Interest Payments	3302	-	-	-	-	-	-	-	31,639	16,973	-	-	31,639	16,973
Total Debt Service		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 608,200	\$ 557,583	\$ -	\$ -	\$ 608,200	\$ 557,583
Summary														
Total Salaries and Fringe Benefits		\$ 8,209,395	\$ 8,347,208	\$ 1,107,559	\$ 1,174,399	\$ 11,286,558	\$ 11,888,663	\$ 4,361,491	\$ 4,077,013	\$ 417,829	\$ 679,001	\$ 25,382,832	\$ 26,166,284	
Total Services and Supplies		405,001	415,390	198,124	277,750	101,088	522,900	3,621,808	4,318,885	47,368	99,800	4,373,389	5,634,725	
Total Debt Service		-	-	-	-	-	-	608,200	557,583	-	-	608,200	557,583	
Grand Total		\$ 8,614,396	\$ 8,762,598	\$ 1,305,683	\$ 1,452,149	\$ 11,387,646	\$ 12,411,563	\$ 8,591,499	\$ 8,953,481	\$ 465,197	\$ 778,801	\$ 30,364,421	\$ 32,358,592	

Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2022 / 2023

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total		
		Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	
Building Facilities	4048	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 336,804	\$ 570,000	\$ 369	\$ -	\$ 337,173	\$ 570,000
EMS Equipment	4810	-	-	-	-	-	-	-	-	675,000	-	-	-	675,000
Fire Suppression Equipment	4815	-	-	-	-	-	-	-	\$ 1,372,090	2,325,000	-	-	1,372,090	2,325,000
Exercise Equipment	4818	-	-	-	-	-	-	-	7,256	27,500	-	-	7,256	27,500
Ambulances	4820	-	-	-	-	-	-	-	-	575,000	-	-	-	575,000
Communication & Computers & Equipment	4834	-	-	-	-	-	-	-	28,865	20,000	-	-	28,865	20,000
Data Processing - Computers & Equipment	4880	-	-	-	-	-	-	-	23,352	476,000	-	-	23,352	476,000
Total Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,768,367	\$ 4,668,500	\$ 369	\$ -	\$ 1,768,736	\$ 4,668,500

Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2022 / 2023

Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total		
	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	Estimated 2021 / 22	Proposed 2022 / 23	
COMMITTED FUND BALANCES													
Rainy Day Fund	6810	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,585,870	\$ 4,585,870	\$ -	\$ -	\$ 4,585,870	\$ 4,585,870
ASSIGNED FUND BALANCES													
EMS Capital Equipment Reserve	6981	-	-	-	-	-	-	838,000	880,500	-	-	838,000	880,500
Unemployment Insurance Reserve	6983	-	-	-	-	-	-	35,100	140,400	-	-	35,100	140,400
Apparatus Replacement	6984	-	-	-	-	-	-	819,000	4,735,000	-	-	819,000	4,735,000
Facility Capital Improvement	6985	-	-	-	-	-	-	320,000	4,964,400	-	-	320,000	4,964,400
Management Info Sys Reserve	6986	-	-	-	-	-	-	456,400	685,500	-	-	456,400	685,500
Workers Comp Fund Reserve	6992	-	-	-	-	-	-	998,410	1,024,000	-	-	998,410	1,024,000
Protective Equipment Reserve	6996	-	-	-	-	-	-	250,000	250,000	-	-	250,000	250,000
Compensated Absences	6999	-	-	-	-	-	-	1,114,047	1,242,493	-	-	1,114,047	1,242,493
Retiree Health Benefits Reserve	6993	-	-	-	-	-	-	2,389,940	2,464,570	-	-	2,389,940	2,464,570
Training Captain Pilot Program	6990	-	-	-	-	-	-	-	1,425,000	-	-	-	1,425,000
Debt Sinking Fund	6995	-	-	-	-	-	-	-	-	-	-	-	-
Retirement Unfunded Liability	6987	-	-	-	-	-	-	3,500,000	3,500,000	-	-	3,500,000	3,500,000
Total Assigned Fund Balances		-	-	-	-	-	-	10,720,897	21,311,863	-	-	10,720,897	21,311,863
Total Committed and Assigned Fund Balances		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,306,767	\$ 25,897,733	\$ -	\$ -	\$ 15,306,767	\$ 25,897,733

Emergency Medical Services

The Novato Fire District EMS Division exists to provide the delivery of exceptional patient care, transportation and customer service to our citizens and visitors during their times of need.

The EMS Division is overseen by an EMS Battalion Chief and consists of our highly trained Firefighter/Paramedics as well as our Medical Director, EMS Educator and CQI Coordinator. All members of the division work closely with our community partners to foster relationships toward accomplishing our goal of exceptional patient care.

During this last year, the EMS Division was put to the test as they worked through the many challenges related to the COVID-19 pandemic. All members of the EMS Division as well as the District as whole rose to the occasion and continued to provide outstanding care to our citizens and visitors while remaining safe and preventing further spread of the virus.

Through ongoing EMS training and our CQI program, Novato Fire continues to improve and remain on the cutting edge of emergency medical care.

In the coming year, the EMS Division will continue to provide excellent care as we transition through the late stages of the COVID-19 pandemic.

The District is proud to have recently hired and trained five new Firefighter/Paramedics. The hiring of new employees always provides our existing members with a shot of energy and enthusiasm as they train and mentor our newest members. This serves as a great way to start off a new fiscal year and a return to normalcy.

The 2022/2023 budget secures fiscally responsible funding that allows for continued achievement of our goals while keeping up with relevant changes in the world of Pre-Hospital Emergency Medical Care.



Division	Account Code	Description	Amount
9305	1003	Regular Staff Salaries	\$ 3,700,308
		Base salaries as designated by 2021/25 Memorandum of Understanding with Novato Professional Firefighters Association, 2017/19 Memorandum of Understanding with Battalion Chief Officers Association and 2021/25 Memorandum of Understanding with Non Sworn Administrative Staff. (1 Battalion Chief, 27 Medics and 1 EMS Billing Analyst)	3,700,308
9305	1019	CTO Pay	\$ 272,000
		A. As per District policy, CTO is reconciled at 96 hours per year.	272,000
9305	1020	Overtime - Callback	\$ 1,409,300
		A. Overtime pay is paid to uniformed personnel called back to shift duty when authorized by the Fire Chief or his designated representative, in order to maintain minimum staffing or due to unusual emergencies at time and one-half of the base rate.	1,396,000
		B. Wildland duty coverage	13,300
9305	1021	Out of Class Pay	\$ 12,000
		A. Out of class pay for working outside of regular classification on regular shift	12,000
9305	1023	Response Pay	\$ 2,000
		Emergency Response Pay	2,000
9305	1025	Vacation Pay	\$ 64,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	64,000
9305	1026	Education Incentive	\$ 24,300
		MOU Education Incentives	24,300
9305	1402	Retirement	\$ 1,748,000
		A. Funds for employee retirement contributions including Safety employer contribution of Tier I 48.24%, Tier II 53.00%, Tier III 38.73%, Tier IIIA 35.90% and non-safety employer contribution of 20.16% and education incentives to maximum 5%.	1,715,000
		B. Retirement on vacation cash out	33,000
9305	1404	FICA Medicare	\$ 83,200

Emergency Medical Services

Division	Account Code	Description	Amount
		A. The District pays 1.45% to the Federal Government for its portion of FICA Medicare for all new employees hired after 6/1/86.	58,000
		B. Medicare on overtime, CTO & sick and vacation on retirement	24,200
		C. Medicare on vacation cash out	1,000
9305	1502	<u>Life Insurance</u>	\$ 8,500
		The District contributes a maximum of \$12 per month per employee for members of the Firefighters Bargaining Group. The District pays \$12 or 50% whichever is greater of the life insurance premium for Director of EMS-B/C.	8,500
9305	1510	<u>Dental Insurance</u>	\$ 75,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	75,000
9305	1513	<u>Health Insurance</u>	\$ 797,300
		A. Effective 1/1/2023 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	360,000
		B. Effective 1/1/2023 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	350,000
		C. Retiree health savings plan	87,300
9305	1514	<u>Vision Plan</u>	\$ 6,000
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	6,000
9305	1517	<u>Admin Allowance</u>	\$ 1,800
		Disability insurance allowance for non safety employees	1,800
9305	1704	<u>Sick Leave Buyback</u>	\$ -
9305	1706	<u>Deferred Compensation</u>	\$ 143,500

Emergency Medical Services

Division	Account Code	Description	Amount
		A. Per Memorandum of Understanding with Novato Professional Firefighters Association and Memorandum of Understanding with Battalion Chief Officers Association, the District will contribute up to \$100 per month dollar for dollar match toward an employee's deferred compensation plan. Per Compensation and Benefits Agreement with Professional Management and Administrative Support Staff, the District will contribute up to \$150 per month dollar for dollar match toward an employee's deferred compensation plan.	35,400
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	45,700
		C. Allowance for employees not participating in group medical	50,400
		D. Education incentive deferred compensation.	12,000
9305	2024	First Aid Supplies	\$ 130,960
		A. Infection control supplies	2,400
		B. ALS/BLS supplies	25,300
		C. ALS/BLS electrodes	4,180
		D. Gloves	7,400
		E. Glucometer Test Strips	1,200
		F. Replacement equipment bags	2,800
		G. Medications	25,000
		H. Fluids	2,450
		I. IV tubing	6,050
		J. IV start kits/Needleless Equip	9,680
		K. Replacement equipment	1,000
		L. Disposable Linen	26,400
		M. EZ IO Needles	6,050
		N. Replace 6 Gurney Batteries	2,200
		O. Replace 2 Suction Units	1,000
		P. SKED - trail extrication x 2, for 63 and 65	1,850
		Q. Pediatric Restraint Sytems	6,000
9305	2025	Oxygen	\$ 6,300
		A. Delivery & refill oxygen	5,500
		B. Gauges/fittings	120

Emergency Medical Services

Division	Account Code	Description	Amount
		C. Demand Valves/Regulators	400
		D. Hydrostatic testing	280
9305	2034	<u>Outside Assistance</u>	\$ 153,450
		A. Sacramento Metro GEMT fee	1,500
		B. ECS Images (scanning EOB)	3,500
		C. Flu vac	2,100
		D. Copying - protocol books	1,900
		E. EMS Educator	50,000
		F. Maintenance and repair of exercise equipment	3,850
		G. CQI Coordinator	26,000
		H. Novato Fire FTE biller (\$1,050 per week x 52 weeks)	54,600
		I. EMS billing rate study	10,000
9305	2040	<u>Training Aids and Materials</u>	\$ 23,000
		A. CPR, ACLS, PALS	8,000
		B. EMS Skills Mannequin	15,000
9305	2049	<u>Conferences & Meetings</u>	\$ 18,000
		A. CFED West	8,000
		B. PWW/ABC Billing Conference	5,000
		C. Conference for EMS Purchaser and EMS Battalion Chief	5,000
9305	2131	<u>Books & Periodicals</u>	\$ 1,535
		A. Ambulance billing required books	1,000
		B. JEMS (1)	165
		C. EMS Insider	185
		D. Infection Control Network	185
9305	2151	<u>Computer System Software</u>	\$ 26,200
		A. Billing software - Tri-tech	17,000
		B. CPF Exposure Reporting annual subscription	700
		C. Billing software - Trizetto	2,000
		D. Billing software	6,500
9305	2273	<u>Employee Service & Recognition</u>	\$ 1,000
		A. EMS Week	1,000
9305	2398	<u>Facilities Repairs</u>	\$ 34,900
		A. Gurney/Power loader PM	11,500

Division	Account Code	Description	Amount
		B. Zoll/ Autopulse PM Contract	15,700
		C. Funds for Misc. Repairs of durable medical equipment	7,700
9305	2401	<u>Memberships</u>	\$ 445
		A. Cal. Fire Chiefs Assoc. annual dues Active & Assoc. member	250
		B. IAFC	195
9305	2407	<u>Office Supplies</u>	\$ 8,500
		A. Postage for billing department	6,000
		B. Billing clerk supplies	2,500
9305	2717	<u>Audit & Accounting Fees</u>	\$ 11,100
		A. Lockbox NFD	3,600
		B. EMS billing agreed upon procedures	7,500
9305		Total Emergency Medical Services Operating Budget	<u>\$ 8,762,598</u>

Fire Prevention Division

The Novato Fire District maintains effective and efficient fire prevention activities through its *Fire Prevention Division*.

Areas of responsibility include: Development and Construction Plan Reviews, Fire Inspections, Fire Investigations, Public Education, Community Risk Reduction, Wildfire Mitigation Assessments, Vegetation Management--Wildland Urban Interface (WUI) Awareness, Fire Protection Standards & Code Development, and Code Enforcement. The 2022-2023 budget reflects resources necessary to accomplish the organizational mission.

This year the Fire Prevention Division will focus on refining its programs with an emphasis on leadership, supervision, and project management development. Additional focus is directed to the creation of new prevention policies, continue implementing its cloud-based field management information system use, modify and implement a cost recovery fee structure, maintain or increase required State Fire Marshal regulated occupancy inspections, implement business inspections, enhance fire investigations, streamline plan reviews, and tailor public education programs based on our communities' risk.



Wildfire preparedness efforts remain critical to building safer communities and we will continue to do home assessments and provide Vegetation Management and Home Hardening Matching Grants for the residents of the Novato Fire District. Funded by the passage of Marin County Measure C, the Marin Wildfire Prevention Authority (MWPA) will allow for District participation to help coordinate and target areas of defined risk, with a reliable funding source making it possible to provide effective wildland fire mitigation. The MWPA program budgets and workplans will provide for ten years of enhanced wildfire prevention activities.

Division	Account Code	Description	Amount
9306	1003	Regular Staff Salaries	\$ 648,799
		Base salaries as designated by 2021/25 Memorandum of Understanding with Novato Professional Firefighters Association, 2017/19 Memorandum of Understanding with Battalion Chief Officers Association and 2021/25 Memorandum of Understanding with Non Sworn Administrative Staff. (1 B/C Fire Marshal, 1 Deputy Fire Marshal, 1 Fire Inspector, and 1 Administrative Assistant RPM, 1 Public Educator)	648,799
9306	1019	CTO Pay	\$ 17,000
		A. As per District policy, CTO is reconciled at 96 hours per year.	17,000
9306	1020	Overtime - Callback	\$ 41,300
		A. Overtime pay is paid to uniformed personnel called back to shift duty when authorized by the Fire Chief or his designated representative, in order to maintain minimum staffing or due to unusual emergencies at time and one-half of the base rate.	28,000
		B. Wildland duty coverage	13,300
9306	1023	Response Pay	\$ 4,000
		Emergency Response Pay	4,000
9306	1025	Vacation Pay	\$ 12,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	12,000
9306	1026	Education Incentive	\$ 3,300
		MOU Education Incentives	3,300
9306	1402	Retirement	\$ 246,000
		A. Funds for employee retirement contributions including Safety employer contribution of Tier I 48.24%, Tier II 53.00%, Tier III 38.73%, Tier IIIA 35.90% and non-safety employer contribution of 20.16% and education incentives to maximum 5%.	240,000
		B. Retirement on vacation cash out	6,000
9306	1404	FICA Medicare	\$ 10,900
		A. The District pays 1.45% to the Federal Government for its portion of FICA Medicare for all new employees hired after 6/1/86.	10,000
		B. Medicare on overtime and CTO on retirement	700

Fire Prevention

Division	Account Code	Description	Amount
		C. Medicare on vacation cash out	200
9306	1502	<u>Life Insurance</u>	\$ 1,500
		The District contributes a maximum of \$12 per month per employee for members of the Firefighters Bargaining Group. The District contributes \$12 or 50% whichever is greater of the life insurance premium for Fire Marshal.	1,500
9306	1510	<u>Dental Insurance</u>	\$ 13,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	13,000
9306	1513	<u>Health Insurance</u>	\$ 140,200
		A. Effective 1/1/2023 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	65,000
		B. Effective 1/1/2023 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	65,000
		C. Retiree health savings plan	10,200
9306	1514	<u>Vision Plan</u>	\$ 1,500
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	1,500
9306	1517	<u>Admin Allowance</u>	\$ 1,800
		Disability insurance allowance for non safety employees	1,800
9306	1706	<u>Deferred Compensation</u>	\$ 33,100
		A. Per Memorandum of Understanding with Novato Professional Firefighters Association and Memorandum of Understanding with Battalion Chief Officers Association, the District will contribute up to \$100 per month dollar for dollar match toward an employee's deferred compensation plan. Per Compensation and Benefits Agreement with Professional Management and Administrative Support Staff, the District will contribute up to \$150 per month dollar for dollar match toward an employee's deferred compensation plan.	6,300
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	8,000

Fire Prevention

Division	Account Code	Description	Amount
		C. Allowance for employees not participating in group medical	16,800
		D. Education incentive deferred compensation.	2,000
9306	2026	Investigative Tools	\$ 2,000
		Investigative tools	2,000
9306	2029	Advertising	\$ 50,000
		A. Marketing/Advertising	50,000
9306	2039	Schools and Seminars	\$ 8,900
		A. State Fire Training Classes (Regional), 10 classes @ \$500 DFM, Fire Prevention Administrative Asst	5,000
		B. Nor-Cal Code Classes, 12 classes @ \$200	2,400
		C. Fire Marshal Career Development	1,500
9306	2040	Training Aids and Materials	\$ 17,000
		A. Props, tools, equipment, stickers, hats, program support & , (3) logo pop-ups	10,000
		B. PSA's, Media Support, PIO	3,000
		C. Pamphlets and brochures	1,000
		D. MCFPO Safety House & Fire Investigation Team Fees	500
		E. CERT supplies	1,000
		F. Open House Supplies	1,000
		G. Smoke Alarms	500
9306	2049	Conferences & Meetings	\$ 4,600
		Nor-Cal Fire Prevention Officers (4)	4,600
9306	2121	Vegetation Mgmt	\$ 50,000
		NFD Vegetation management / Fire Wise	50,000
9306	2131	Books & Periodicals	\$ 3,250
		A. NFPA Amendment Service	1,500
		B. Barclay's CCR Title 19-subscription	250
		C. Reference materials - Fire prevention and Investigation	1,500
9306	2141	Computer Supplies	\$ 6,000
		iPads/laptops with data plans	6,000
9306	2151	Computer System Software	\$ 2,300
		A. Renewal of Bluebean Software	2,300
9306	2400	Hydrants	\$ 18,000

Fire Prevention

Division	Account Code	Description	Amount
		A. Labor	16,000
		B. Materials	1,000
		C. Blue markers	1,000
9306	2401	Memberships	\$ 11,500
		A. Nor Cal FPO Renewals 4 @ \$55 - 1 @ \$65	285
		B. ICC Government Voting Rights	265
		C. NFPA	200
		D. CCAI	450
		E. IAFC	300
		F. NFPA Community Risk Reduction dashboard - 2 year membership	10,000
9306	2407	Office Supplies	\$ 1,100
		A. Smoke Detector Cards	500
		B. Paper for plotter	600
9306	2718	Consulting Fees	\$ 103,100
		A. Contract fire protection engineer as needed	20,000
		B. Consultant occupancy / inspection database updates	5,000
		C. Weed abatement-Code enforcement	10,000
		D. ARC GIS Editor License	1,600
		E. Hazmat Program Update	10,000
		F. Pre-plans (NPD partnership)	10,000
		G. Fire Life & Safety Consultant	5,000
		H. Inspect ER annual license	1,500
		I. Plan Review contract services	30,000
		J. Fire Investigation contract services	10,000
9306		Total Fire Prevention Operating Budget	\$ 1,452,149

Fire Prevention

Operations

The Operations Division is the largest division within the Novato Fire District and provides all-hazards emergency response services to the community. This includes but is not limited to emergency medical services, fire suppression, mitigation of disasters and advanced rescues.

The Operations Division supports several technical teams such as the Hazardous Materials Response Team (HMRT), the Urban Search and Rescue Team (USAR) and the North Bay Incident Management Team. The Operations Division is also an integral part of Novato's Emergency Operations Center (EOC) in which the Division works with other Novato governmental partners in the handling of large-scale events within the District.

Operations personnel and equipment are the first line responders for the District emergency response system. The Division staffs five fire stations with 20 personnel daily. These highly trained first responders staff four fire engines, one truck company, two dedicated paramedic rescue ambulances and one Shift Battalion Chief. Our goal is to respond to *all* threats to life, property and the environment.

We often find ourselves being the community's first, and sometimes last, resort for help. We are almost always called first in an emergency and often called last when the community simply cannot find a resolution to their problem through any other public service or private company. In these situations, our philosophy is to find safe, effective, timely, and economical solutions.

Our mission is to care for, protect, and serve our communities.



Photo credit: Captain J. Lemelin

Division	Account Code	Description	Amount
9307	1003	Regular Staff Salaries	\$ 5,161,113
		Base salaries as designated by 2021/25 Memorandum of Understanding with Novato Professional Firefighters Association, 2017/19 Memorandum of Understanding with Battalion Chief Officers Association and 2021/25 Memorandum of Understanding with Non Sworn Administrative Staff. (1 Deputy Chief, 3 Battalion Chiefs, 15 Captains, 15 Engineers, and 1.5 FTE Mechanics)	5,161,113
9307	1019	CTO Pay	\$ 522,400
		A. As per District policy, CTO is reconciled at 96 hours per year.	511,000
		B. Deputy Fire Chief 120 hours CTO	11,400
9307	1020	Overtime - Callback	\$ 1,922,200
		A. Overtime pay is paid to uniformed personnel called back to shift duty when authorized by the Fire Chief or his designated representative, in order to maintain minimum staffing or due to unusual emergencies at time and one-half of the base rate.	1,895,000
		B. Wildland duty coverage	27,200
9307	1021	Out of Class Pay	\$ 21,000
		A. Out of class pay for working outside of regular classification on regular shift	21,000
9307	1023	Response Pay	\$ 6,000
		Emergency Response Pay	6,000
9307	1025	Vacation Pay	\$ 209,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	134,000
		B. Vacation leave paid at retirement	75,000
9307	1026	Education Incentive	\$ 31,500
		MOU Education Incentives	31,500
9307	1402	Retirement	\$ 2,403,000
		A. Funds for employee retirement contributions including Safety employer contribution of Tier I 48.24%, Tier II 53.00%, Tier III 38.73%, Tier IIIA 35.90% and non-safety employer contribution of 20.16% and education incentives to maximum 5%.	2,330,000
		B. Retirement on vacation cash out	73,000

Operations

Division	Account Code	Description	Amount
9307	1404	<u>FICA Medicare</u>	\$ 111,700
		A. The District pays 1.45% to the Federal Government for its portion of FICA Medicare for all new employees hired after 6/1/86.	72,000
		B. Medicare on overtime, CTO & sick and vacation on retirement	37,700
		C. Medicare on vacation cash out	2,000
9307	1502	<u>Life Insurance</u>	\$ 11,500
		The District contributes a maximum of \$12 per month per employee for members of the Firefighters Bargaining Group. The District pays \$12 or 50% whichever is greater of the life insurance premium for B/C's.	11,500
9307	1510	<u>Dental Insurance</u>	\$ 105,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	105,000
9307	1513	<u>Health Insurance</u>	\$ 1,063,600
		A. Effective 1/1/2023 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	500,000
		B. Effective 1/1/2023 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	490,000
		C. Retiree health savings plan	73,600
9307	1514	<u>Vision Plan</u>	\$ 8,000
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	8,000
9307	1517	<u>Admin Allowance</u>	\$ 1,800
		Disability insurance allowance for non safety employees	1,800
9307	1704	<u>Sick Leave Buyback</u>	\$ 106,000
		Sick leave paid at retirement	106,000
9307	1706	<u>Deferred Compensation</u>	\$ 204,850

Operations

Division	Account Code	Description	Amount
		A. Per Memorandum of Understanding with Novato Professional Firefighters Association and Memorandum of Understanding with Battalion Chief Officers Association, the District will contribute up to \$100 per month dollar for dollar match toward an employee's deferred compensation plan. Per Compensation and Benefits Agreement with Professional Management and Administrative Support Staff, the District will contribute up to \$150 per month dollar for dollar match toward an employee's deferred compensation plan.	44,550
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	63,800
		C. Allowance for employees not participating in group medical	84,000
		D. Education incentive deferred compensation.	12,500
9307	2020	<u>Cal-OSHA Requirements</u>	\$ 265,000
		A. Wildland PPE	5,000
		B. Bi-Annual inspection/cleaning of structure gear (per NFPA)	10,000
		C. PPE - \$5000 for boot replacement and \$40,000 for outfitting 5 new employees	50,000
		D. Structure PPE Replacement (5 sets of turnouts)	200,000
9307	2034	<u>Outside Assistance</u>	\$ 155,000
		A. Explorer Post	6,000
		B. 22 / 23 recruit academy	5,000
		C. 6 Fire Reserves	144,000
9307	2042	<u>Extinguishing Agents</u>	\$ 10,500
		A. Fire Extinguisher Powder	500
		B. Class A and B Foam	10,000
9307	2268	<u>Special Fire Equipment & Supplies</u>	\$ 92,400
		A. Misc. parts	1,000
		B. USAR uniforms and boots	2,000
		C. Small Batteries	1,000
		D. Thermal Imager Camera Repairs, misc parts.	1,000
		E. Flashlight Lenses, Bulbs (converting to LED)	1,000
		F. Repair & replacement of small tools (need to replace old handtools)	1,000
		G. Thermal Imaging Cameras (7)	32,900

Division	Account Code	Description	Amount
	H.	Fire hose	10,000
	I.	Door Emblems & Graphics	10,000
	J.	Cobra Chainsaw Chains	2,500
	K.	Replace 2 Chainsaws	2,000
	L.	Confined space equipment	10,000
	M.	Fire Locks	3,000
	N.	Tools and Equipment for new Apparatus	15,000
9307	Total Operations Operating Budget		<u>\$ 12,411,563</u>

Operations

Organizational Resources and Support Services

The Organizational Resources and Support Divisions support the Board of Directors, Command and Executive Staff, and all Novato Fire District personnel by providing the following support services:

- Executive Leadership
- Administrative Support Services
- Financial Management
- Human Resources Management
- General Legal Counsel and Labor Law Support Services
- IT, Radio, Telephone, and Wireless Communications Services
- Liability Insurance Coverage
- Services and Supplies
- All Risk Standards of Cover, and Strategic Planning
- Response time Data Analysis
- Vendor Contract Management
- Facilities, Apparatus, and Equipment



Strategic goals budgeted for and contained in this functional area of the organization include but are not limited to: Provide well maintained apparatus, facilities, and equipment that enable personnel to perform their jobs safely and effectively; identify, establish and support programs to enhance personal and professional development as well as health, safety and welfare of our people and our communities; define, maintain and update core documents within established time frames; elevate internal and external communications and enhance our use of current and future technology.

The Organization Resources and Support Division also supports the other Divisions as needed when the Emergency Operations Center is opened, during the recent Covid -19 operations, in recruitment and hiring process, and with logistical support at incidents when needed.

Division	Account Code	Description	Amount
9308	1003	Regular Staff Salaries	\$ 1,222,238
		Base salaries as designated by 2021/25 Memorandum of Understanding with Non Sworn Administrative Staff. Fire Chief, HR Manager, Admin Services Manager, Finance Director, Sr. Accountant, Contracts & Purchasing Specialist, and 1.8 FTE Administrative Assistants	1,222,238
9308	1019	CTO Pay	\$ 46,200
		A. As per District policy, CTO is reconciled at 96 hours per year.	21,000
		B. Fire Chief 100 hours CTO	10,800
		B. Finance Director 100 hours CTO	8,900
		B. Senior Accountant 40 hours CTO	2,200
		B. Human Resources Manager 40 hours CTO	3,300
9308	1020	Overtime - Callback	\$ 1,000
		A. Overtime pay is paid to administration support staff at time and one-half of the base rate.	1,000
9308	1022	Director Fees	\$ 24,000
		\$200 fee is paid for each meeting attended, 12 regular meetings, 6 special meetings plus workshops, study sessions and committee meetings for five directors.	24,000
9308	1023	Response Pay	\$ 1,000
		Emergency Response Pay	1,000
9308	1025	Vacation Pay	\$ 26,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	26,000
9308	1402	Retirement	\$ 374,000
		A. Funds proposed for employee retirement contributions of 75% of Fire Chief's employee contribution, including additional Safety employer contribution of Tier I 48.24% and non-safety employer contribution of Tier I 20.16% and Tier IIA 16.48%.	365,000
		B. Retirement on vacation cash out	9,000
9308	1404	FICA Medicare	\$ 23,100
		A. The District pays 1.45% to the Federal Government for its portion of FICA Medicare for all new employees hired after 6/1/86.	22,000

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		B. Medicare on overtime and CTO on retirement	700
		C. Medicare on vacation cash out	400
9308	1502	<u>Life Insurance</u>	\$ 3,000
		The District contributes \$12 or 50% whichever is greater of the life insurance premium per month. The District pays 100% of the life insurance premium per month for the Fire Chief.	3,000
9308	1510	<u>Dental Insurance</u>	\$ 24,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	24,000
9308	1513	<u>Health Insurance</u>	\$ 1,045,576
		A. Effective 1/1/2023 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	120,000
		B. Effective 1/1/2023 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	115,000
		C. Retiree health savings plan	14,900
		D. Retiree health OPEB pre-funding contribution	795,676
9308	1514	<u>Vision Plan</u>	\$ 2,000
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	2,000
9308	1517	<u>Admin Allowance</u>	\$ 12,600
		Disability insurance allowance for non safety employees	12,600
9308	1701	<u>Workers' Comp</u>	\$ 1,181,059
		A. FASIS Workers Compensation premiums net of estimated 4850 temporary disability reimbursements	1,106,859
		B. Athens Administration	30,000
		C. Self insured open claims	34,000
		D. Workers Comp actuarial study	3,200
		E. EDD Unemployment Insurance	5,000
		F. Self insurance fees miscellaneous	2,000
9308	1703	<u>Physicals</u>	\$ 25,000
		Annual employee physicals and new hire physicals	25,000

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	1706	Deferred Compensation	\$ 66,240
		A. Per Compensation and Benefits Agreement with Professional Management and Administrative Support Staff, the District will contribute up to \$150 per month dollar for dollar match toward an employee's deferred compensation plan.	15,840
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	15,000
		C. Allowance for employees not participating in group medical	8,400
		D. Education incentive deferred compensation.	27,000
9308	2021	Clothing	\$ 1,000
		A. Badges & Insignia	1,000
9308	2027	Tool Replacement	\$ 3,500
		Replacement of Broken/Worn-out tools & New Special Tools - Mechanics Shop	3,500
9308	2028	Board Expense	\$ 17,000
		A. Annual Board of Directors training & conferences	12,000
		B. Board events and miscellaneous	5,000
9308	2029	Advertising	\$ 11,000
		A. Legal Notices	1,000
		B. Website	10,000
9308	2034	Outside Assistance	\$ 197,640
		A. MHN Employee Assistance Program est \$1,088 per month	9,000
		B. Behavioral Health Training - Tim Dietz	6,140
		C. BHAP Miscellaneous	5,000
		D. Finance and accounting consulting (Payroll, audit, ACFR, GEMT, etc.)	125,000
		E. Maintenance and repair of exercise equipment	2,500
		F. West Coast Post Trauma	5,000
		G. Pinnacle Fitness Testing, etc.	45,000
9308	2039	Schools and Seminars	\$ 3,700
		A. Leadership Novato Tuition	1,200
		B. Computer classes and conferences for Admin Assistant staff	2,500
9308	2041	Food	\$ 22,000

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		Food for incidents, events, classes, meetings	22,000
9308	2049	<u>Conferences & Meetings</u>	\$ 28,900
		A. Cal Chiefs Conference	10,000
		B. FDAC Conference	5,000
		C. Accountants Continuing Professional Education	3,000
		D. CAC training	2,400
		E. AFSS Annual Education Forum / CSDA Conf	3,500
		F. Telestaff Annual Conference	5,000
9308	2050	<u>Equipment Testing</u>	\$ 53,750
		A. Service SCBA Air Compressor	4,000
		B. Annual SCBA flow testing and repairs	14,000
		C. Annual Hose and ground ladder testing (DCS)	18,000
		D. Annual Test of Shop Trolley Crane	500
		E. Annual Test and Service for rescue tool	3,500
		F. Annual Test and Repair of Shop Lifts	3,000
		G. Annual Test of Aerial Ladder	1,500
		H. Opacity Testing	1,750
		I. Smog Testing	500
		J. SCBA bottle hydro testing	7,000
9308	2059	<u>Liability & Property</u>	\$ 209,880
		Buildings, property and liability insurance	209,880
9308	2074	<u>School and Seminars</u>	\$ 2,500
		California Fire Mechanics Academy	2,500
9308	2087	<u>Parts & Outside Labor</u>	\$ 200,000
		Parts & accessories required to maintain & repair vehicles by District personnel, Outside labor that cannot be performed in the District Shop & tire replacement	200,000
9308	2088	<u>Shop Supplies</u>	\$ 5,000
		A. Mechanic Uniform Services (S62): Weekly	2,000
		B. Sundry supplies for shop operations: welding rods, nuts, bolts, hose clamps, electrical supplies and inventory items needed for maintenance of equipment	3,000
9308	2129	<u>Election Expense</u>	\$ 90,000

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		Director vacancies - Elections	90,000
9308	2131	Books & Periodicals	\$ 500
		A. Periodicals/reference books (National Fire/EMS Directory, Fire Engineering, MarinScope)	500
9308	2137	Document Reproduction	\$ 4,000
		Annual Service Contract for Copiers Admin	4,000
9308	2141	Computer Supplies	\$ 102,000
		A. Toner (laser printers)	20,000
		B. Cisco Switch Support/Warranty	9,000
		C. Computer Replacement (40)	40,000
		D. Laser printers	5,000
		E. organize and securely store IT resources	5,000
		F. Zoom neat bar for Tower	3,000
		G. New Wifi Controller and license	5,000
		H. Switches (4) POE with fiber connection	15,000
9308	2151	Computer System Software	\$ 229,400
		A. Target Solutions	8,000
		B. PS Trax	2,600
		C. TeleStaff license renewal & software upgrades Gateway Mgr	21,000
		D. Exchange server host Rackspace	27,000
		E. Emergency Reporting Annual Service Fee	15,000
		F. Cisco ASA 5515 Firewalls support / warranties	12,000
		G. Proof Point	7,000
		H. Zendesk Trouble Ticket system	6,000
		I. Veritas (Symantec) Backup Exec renewal	1,500
		J. Trend Micro Renewal	200
		K. Overland Storage Warranty	1,500
		L. Dell Physical server warranties	5,000
		M. VMWare licensing	5,500
		N. Wireless Access Point licensing/warranties	4,200
		O. Filemaker Pro Licenses	11,000
		P. Airwatch licenses, annually	1,200
		Q. Mobile Tech Committee software purchases	4,000

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		R. Cisco Vsphere software	1,500
		S. SSL Cert	500
		T. Cisco Verizon Private Ntwrk router license/support	2,500
		U. New Shared Calendar system (Team Up)	1,200
		V. Nixle Alerting Software	5,000
		W. Informacast VOIP Paging	1,000
		X. Cisco VPN AnyConnect	1,000
		Y. VOIP Cisco Software	12,000
		Z. Cisco Video Conference Subscription (Now Zoom)	6,000
		AA. Blue Beam software	2,500
		AB. KnowBe4 software	2,500
		AC. Peloton	1,000
		AD. PER	1,000
		AE. Voip End point licenses (3 years)	3,000
		AF. Back up internet ADMIN	50,000
		AG. Veeam File Backup	6,000
9308	2164	Computer Hardware Maintenance	\$ 308,700
		A. Laser Printer Maintenance and Repair	4,000
		B. Hardware upgrades and repair	6,000
		C. Marin IT support services	130,000
		D. Cyber security upgrades	150,000
		E. Compellent Servers and San support/warranties	8,500
		F. UPS Server room annual maintenance (Power Maintenance/S and J)	2,000
		G. UPS Batteries	6,200
		H. UPS Upgrade all stations	2,000
9308	2262	Hazardous Materials Prog	\$ 10,000
		Annual expense for participation in the Marin County Hazardous Materials JPA	10,000
9308	2268	Special Fire Equipment & Supplies	\$ -
9308	2269	Property Tax Fee	\$ 323,503
		A. County of Marin property tax collection fee	262,378
		B. County of Marin special assessment collection fee	40,000
		C. LAFCO charge	21,000

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		D. County of Marin special assessment data fee	125
9308	2273	<u>Empl Service & Recog</u>	\$ 5,000
		Employee recognition	5,000
9308	2396	<u>Facilities Prevent Maintenance</u>	\$ 150,199
		A. HVAC	20,000
		B. Landscaping	45,000
		C. Generators	11,000
		D. Carpet / tile cleaning	15,000
		E. Elevator	3,500
		F. Garage Doors	4,000
		G. Fire Spinkler systems	3,500
		H. Septic system	999
		I. Fire Extinguishers	3,000
		J. Janitorial Service	10,000
		K. Pest Control	9,000
		L. CUPA	3,200
		Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual	
		M. Inspections	5,000
		N. Water Dispensers (all sites)	4,000
		O. Sta 64 grease trap	2,000
		P. BAQQ Annual Permit Fee	5,000
		Q. Station 61 boiler prevent main	2,000
		R. annual monitoring fee (generators)	4,000
9308	2397	<u>Facilities Projects</u>	\$ 156,500
		A. Ergonomic Work Station Adjustments (all sites): As needed	2,000
		B. Convert Landscape Irrigation Drip	24,000
		C. Station 62 retaining wall	15,000
		D. replace all interior lighting with LED	50,000
		E. Video Surveillance , St 1, 2, 3, 5	6,000
		F. Shelves / Racks St.63	2,000
		G. Chairs for Station 65	2,000
		H. Sta 62 retaining wall repair	20,000
		I. HVAC deep clean / mold	12,000

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		J. External monitoring for all district generators	15,000
		K. add doors to alcove by men's room for IT storage	2,000
		L. security cameras	2,500
		M. server room ceiling tiles	2,000
		N. Museum security camera	2,000
9308	2398	Facilities Repairs	\$ 136,500
		A. Appliances	6,000
		B. Carpet Cleaning	1,500
		C. Electrical	3,000
		D. Garage Doors	25,000
		E. Generators (all sites): Repairs	10,000
		F. Heating Ventilation Air Conditioning	35,000
		G. Landscaping	2,000
		H. Minor repairs to all facilities	10,000
		I. Plumbing	10,000
		J. Roofing repairs	10,000
		K. Security Services (Admin & S65): 24/7/365	13,000
		L. Plymovent repairs	6,000
		M. S62: Septic Tank Repairs	2,000
		N. Fire Sprinkler repairs	3,000
9308	2399	Station Supplies	\$ 30,000
		Supplies used in the everyday maintenance of the fire stations	30,000
9308	2401	Memberships	\$ 51,390
		A. Government Finance Officers Association	180
		B. IAFC	260
		C. FDAC	750
		D. MCFCA Installation Event	1,500
		E. MC Fire Chiefs	8,000
		F. Novato Chamber of Commerce Dues, Honors Dinner, Paint the Town Red	2,000
		G. Firestrong Annual membership	1,500
		H. Marin Map Phase II	5,000
		I. Nor Cal Fire Mechanics (4 members)	500

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		J. CA Fire Chiefs Membership	2,000
		K. Fire District Assoc FDAC	500
		L. CSDA	8,000
		M. Chamber of Commerce Novato	3,000
		N. Rowland Plaza Owners Association (Admin): Annual Fees for Operating Expenses	10,000
		O. CSDA Annual Membership	8,200
9308	2406	Payroll Service Charge	\$ 46,700
		A. Payroll processing, quarterly reports, W-2 reports, direct deposit activity, ADP training classes and miscellaneous bank charges	44,000
		B. WageWorks POP and FSA Annual and Monthly Fees	2,700
9308	2407	Office Supplies	\$ 47,900
		A. CA Labor Law Posters for all Stations and Admin	400
		B. Supplies for office use	25,000
		C. Customer survey forms - printing	1,000
		D. Records and archiving and shredding	4,000
		E. Lease/service contract for postage machine	2,500
		F. NFD Neopost Postage	10,000
		G. Printing envelopes, business cards, certificate covers	5,000
9308	2501	Gas, Oil & Grease Vehicles	\$ 196,350
		A. Auto mileage and tolls (FastTrak fees)	2,500
		B. #2 Diesel fuel	85,000
		C. Gasoline	70,000
		D. Haz/Mat Disposal, motor oil, filters	1,500
		E. Service and Haz/Mat disposal of solvent tank	1,500
		F. BAAQMD - tank permits	2,500
		G. Fuel Tanks (S61, S62, S65): Quarterly Inspections, Maintenance and Repairs	30,000
		H. Small Engine Lubricants	250
		I. Paint Fuel Tanks at S61, S62, S64, S65	100
		J. Small Engine Fuel (non-ethanol)	3,000
9308	2510	Out of County Logistics	\$ 10,000
		Food, lodging, fuel and miscellaneous for deployed resources	10,000

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	2528	Central Dispatch	\$ 545,000
		Marin County Communications Center dispatch fee	545,000
9308	2530	Emergency Operations Center	\$ 37,500
		Emergency Services Consultant Contract	37,500
9308	2533	Marin Emergency Radio Authority	\$ 144,588
		A. MERA operational cost	144,588
9308	2537	Radio & MDC Maintenance	\$ 73,470
		A. Communication equipment repairs, replacement, parts, labor, and maintenance	15,000
		B. MDC Service Agreement with MCSO	33,000
		C. BK GPH/KNG portable radio support	1,000
		D. Big Rock Raws Maintenance	350
		E. Robin Hood Raws Maintenance	200
		F. VHF Radio annual programing & FCC Maint	14,500
		G. RACES (Radio Amateur Civil Emergency Service) EOC update	1,200
		H. 24 BK portable radio batteries (3500 mHa)	3,600
		I. 12 BK Mobile Battery Chargers (U40, U41, OOC Type 1) includes installation	4,620
9308	2539	Tablet Command	\$ 60,700
		A. MDT / Tablet Command - Reserve iPads and Mounting Equipment	7,900
		B. MDT / Tablet Command - Annual Licenses and Subscription (25 licenses)	22,000
		C. MDT / Tablet Command / Telestaff staffing integration annual cost	1,000
		D. MDT / Tablet Command - Verizon Unlimited Data Plans	17,000
		E. MDT / Tablet Command - AT&T Unlimited Data Plans	12,800
9308	2713	Legal Fees	\$ 250,000
		District Counsel, Personnel, and Litigation fees.	250,000
9308	2717	Audit & Accounting Fees	\$ 38,700
		A. Annual audit	22,000
		B. Audit services - agreed upon procedures	5,000
		C. Government Finance Officers Association CAFR & PAFR fees	800
		D. ACFR statistics	900
		E. OPEB Actuarial Valuation Fees	10,000

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	2718	Consulting Fees	\$ 135,820
		A. Staffing Study Consultant Support	30,000
		B. Pre-employment background and testing	35,000
		C. Workers Comp liaison	50,000
		D. Lexipol	7,320
		E. Map updates / printing	3,500
		F. My Sidewalk	10,000
9308	2731	Water	\$ 37,950
		Costs charged by North Marin Water District for water usage	37,950
9308	2732	Electricity	\$ 151,800
		Costs charged by Pacific Gas & Electric for electricity & Gas usage.	151,800
9308	2736	Garbage	\$ 35,420
		Cost of Garbage and Trash Pickup (Special Pickups)	35,420
9308	2737	Sewage	\$ 31,625
		Costs charged by Novato Sanitary District for sewer service	31,625
9308	2738	Telephone System	\$ 121,800
		A. Vcom Lease lines	40,000
		B. Alpha Pagers	2,400
		C. Satellite Phone Service Contract	2,400
		D. Conference Call Services	1,000
		E. Marin.org fees (Fiber optic to County)	18,000
		F. Comcast/ATT DSL services	3,000
		G. Dish Satellite TV Services Admin	1,500
		H. Verizon Cardiac Monitor Lines	1,300
		I. Voxeo Aspect phones for Telestaff	1,200
		J. Verizon Private Network	3,000
		K. ATT Wireless	6,000
		L. Verizon Wireless	42,000
9308		Total Organization Resources & Support Operating Budget	\$ 8,395,898

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	3301	<u>Debt Service - Principal Payments</u>	\$ 540,610
		A. Bank of Marin - 12 monthly mortgage principal payments	221,610
		B. Station 64 - Principal Payments	319,000
9308	3302	<u>Debt Service - Interest Payments</u>	\$ 16,973
		A. Bank of Marin - 12 monthly mortgage interest payments	3,122
		B. Station 64 - Interest Payments	13,851
9308		Total Organizational Resources & Support Debt Service Budget	<u>\$ 557,583</u>

Division	Account Code	Description	Amount
9308	4048	Building Facilities	\$ 570,000
		A. Paving of station 62 drill grounds and all parking areas	75,000
		B. Emergency generator replacement x3 (installation)	50,000
		C. upgrade cubicles to create more work areas	80,000
		D. New carpet (cubicle project)	25,000
		E. Tower & Classroom completion 2022/23	40,000
		F. Second Classroom	300,000
9308	4810	EMS Equipment	\$ 675,000
		A. Heart Monitors to replace current Zoll line (15)	675,000
9308	4815	Fire Suppression Equipment	\$ 2,325,000
		A. 1 Type 3 Engine	575,000
		B. 2 Type 1 Fire Engines	1,750,000
9308	4818	Exercise Equipment	\$ 27,500
		A. Replacement of exercise equipment and upgrade weight machine	21,000
		B. Treadmills replacement and Pelton membership	6,500
9308	4820	Ambulances	\$ 575,000
		A. 2 Ambulance Remounts	575,000
9308	4834	Communication & Computers & Equipment	\$ 20,000
		A. Next Gen MERA Station Alerting Enhancements - All stations	15,000
		B. Run Map updates (Blue)	5,000
9308	4880	Data Processing - Computers & Equipment	\$ 476,000
		A. Fire Station Alerting MERA	100,000
		B. Admin Security Cameras	7,000
		C. Firewall Update (7)	52,000
		D. Ipads (5)	7,000
		E. SQL server with on prem software	280,000
		F. Voip Routers (6)	30,000
9308		Total Organizational Resources and Support Capital Budget	\$ 4,668,500

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	6810	<u>Rainy Day Fund</u> Rainy Day Fund minimum two months of expenditures	\$ 4,585,870
9308	6981	<u>EMS Capital Equipment Reserve</u> Funds for Emergency Medical Services equipment replacement	880,500
9308	6983	<u>Unemployment Insurance Reserve</u> The District is self-insured for unemployment insurance	140,400
9308	6984	<u>Apparatus Replacement</u> This reserve is maintained to insure that all apparatus and vehicles are replaced as per the District's Replacement Schedule	4,735,000
9308	6985	<u>Facility Capital Improvement</u> These funds are maintained to provide necessary funding for future construction of fire facilities	4,964,400
9308	6986	<u>Management Info Sys Reserve</u> Funds for management information systems due to technological enhancements	685,500
9308	6987	<u>Retirement Unfunded Liability</u> Funds are to provide for retirement unfunded liability	3,500,000
9308	6990	<u>Training Captain Pilot Program</u> Funds Training Captain position for three 2-year rotations	1,425,000
9308	6992	<u>Workers Comp Fund Reserve</u> Reserve for open self insured Workers Compensation claims	1,024,000
9308	6993	<u>Retiree Health Benefits Reserve</u> Funds are to provide future payment of retiree health benefits	2,464,570

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	6995	<u>Debt Sinking Fund</u> Funds are to provide future principal payments on the unpaid apparatus lease purchase payments	-
9308	6996	<u>Protective Equipment Reserve</u> Funds are to provide for future replacement of personal protective equipment	250,000
9308	6999	<u>Compensated Absences</u> Funds are for unused sick leave, vacation and other leave	1,242,493
9308		Total Committed and Assigned Fund Balances	<u>\$ 25,897,733</u>

Training and Education

The Training and Education Division coordinates and provides a wide variety of training opportunities to the District and members of the public. The Division is led by an Operations Battalion Chief and utilizes internal and external instructors for the delivery of training services.

The Division provides extensive training to its own members, our communities, and fire service leadership through:

- Regularly scheduled training in structural and wildland fire suppression tactics, emergency vehicle operations, auto extrication, special operations rescue systems to include confined space rescue, and hazardous material incident mitigation
- Serving as District Safety Officer
- Conducting live fire training for both structural and wildland firefighting
- Coordination and delivery of training to our Explorer Post 61 & Reserve Firefighter programs
- Development, training, and testing of acting engineers, captains, and battalion chiefs, and coordinating access to career development courses.
- Joint training with our local law enforcement agencies and with the MCFCA Training Officers countywide
- Management of the Vocational Education Program and the California Joint Apprenticeship Committee (CalJAC) participation
- Maintaining current and best practices in professional operations and training associations through memberships on the local and state level.
- Ensuring best practice compliance with contemporary risk management guidelines and applicable safety standards and regulations.
- Managing the training facility located behind Station 62 which is utilized daily by the Novato Fire Protection District, local Marin County Fire and law enforcement agencies and local neighborhood groups throughout the Novato Fire Protection District.
- Leadership of both the Research and Development Committee and the Safety Committee
- Assisting in all levels of hiring new employees from recruitment and the application process to the new recruit academy and throughout their 12 month probationary period
- Management of the Vector Solutions training system and the CICCIS Red Card qualification database
- Involvement in all in-servicing of new tools and equipment
- Management of all taskbooks for all personnel
- Creating and updating all Job Performance Requirements (JPR) for all members
- Providing operational Battalion Chief coverage and assistance to the District whenever needed



Division	Account Code	Description	Amount
9313	1003	<u>Regular Staff Salaries</u>	\$ 327,601
		Base salaries as designated by 2017/19 Memorandum of Understanding with Battalion Chief Officers Association for 1 Battalion Chief.	327,601
9313	1019	<u>CTO Pay</u>	\$ -
9313	1020	<u>Overtime - Callback</u>	\$ 77,300
		A. Overtime pay is paid to uniformed personnel called back to shift duty when authorized by the Fire Chief or his designated representative, in order to maintain minimum staffing or due to unusual emergencies at time and one-half of the base rate.	64,000
		B. Wildland duty coverage	13,300
9313	1023	<u>Response Pay</u>	\$ 2,000
		Emergency Response Pay	2,000
9313	1025	<u>Vacation Pay</u>	\$ 6,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	6,000
9313	1026	<u>Education Incentive</u>	\$ 1,200
		MOU Education Incentives	1,200
9313	1402	<u>Retirement</u>	\$ 179,000
		A. Funds proposed for employee retirement contributions for Training Director-Battalion Chief and safety employer contribution of Tier I 48.24% and education incentives to maximum 5%.	175,000
		B. Retirement on vacation cash out	4,000
9313	1404	<u>FICA Medicare</u>	\$ 6,100
		A. The District pays 1.45% to the Federal Government for its portion of FICA Medicare for all new employees hired after 6/1/86.	5,000
		B. Medicare on overtime and CTO on retirement	1,000
		C. Medicare on vacation cash out	100
9313	1502	<u>Life Insurance</u>	\$ 1,000
		The District contributes \$12 or 50% whichever is greater of the life insurance premium per month.	1,000
9313	1510	<u>Dental Insurance</u>	\$ 7,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	7,000

Training and Education

Division	Account Code	Description	Amount
9313	1513	Health Insurance	\$ 64,400
		A. Effective 1/1/2023 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	32,000
		B. Effective 1/1/2023 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	31,000
		C. Retiree health savings plan	1,400
9313	1514	Vision Plan	\$ 1,000
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	1,000
9313	1706	Deferred Compensation	\$ 6,400
		A. Per Memorandum of Understanding with Battalion Chief Officers Association, the District will contribute up to \$100 per month dollar for dollar match toward an employee's deferred compensation plan.	2,400
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	4,000
9313	2039	Schools and Seminars	\$ 83,700
		A. Career Development Guide-Based Courses	20,000
		B. Instructor, Contemporary Topic	20,000
		C. Conferences (Fresno TO, FDIC)	15,000
		D. Special Operations - Burn Permits e.t.c. BAAQMD	200
		E. Shift BC Continuing Education (Chief Officer Certification)	16,000
		F. Fire Control 3 Fixed Facilities Course. 6 members	12,000
		G. ISFSI, Sims U Share, additional memberships(no longer use evals.net)	500
9313	2040	Training Aids and Materials	\$ 15,000
		A. Vent training prop, Burn Room Construction / Maintenance / Creams	15,000
9313	2131	Books & Periodicals	\$ 1,100
		A. NWCG Supplies	500
		B. Station Libraries - Fire Engineering Texts	600
9313		Total Training Operating Budget	\$ 778,801

Training and Education