



Novato Fire District Annual Budget

Fiscal Year 2023-2024

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 fourteenth 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.

2023 / 2024 ANNUAL BUDGET SUMMARY

| | |
|---|----------------------|
| Revenues (Page 1) | \$ 39,934,016 |
| Operating Budget Expenditures (Pages 2 - 7) | \$ 35,153,427 |
| Inter Governmental Transfers | 1,500,000 |
| Capital Budget Expenditures (Page 8) | <u>4,188,700</u> |
| Total Expenditures | <u>40,842,127</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>(4,011,254)</u> |
| Total Revenues and Changes to Assigned and Unassigned Fund Balances | <u>\$ 40,842,127</u> |

Special Tax 10.89 cents per square foot residential and 16.33 cents per square foot commercial

2023 / 2024 ANNUAL BUDGET SUMMARY

| | Adopted Budget 2022 / 2023 | Proposed Budget 2023 / 2024 | Percentage Change |
|---|---|--|------------------------------|
| <u>Program Expenditures</u> | | | |
| Emergency Medical Services | \$ 8,762,598 | \$ 8,886,112 | |
| Fire Prevention | 1,452,149 | 1,576,368 | |
| Operations | 12,411,563 | 12,643,877 | |
| Organizational Resources & Support | 8,953,481 | 11,008,506 | |
| Training | 778,801 | 1,038,564 | |
| Total Program Expenditures | <u>\$ 32,358,592</u> | <u>\$ 35,153,427</u> | 8.64% |
| <u>Summary by Category</u> | | | |
| Personnel | \$ 26,166,284 | \$ 27,690,601 | 5.83% |
| Services and Supplies | 5,634,725 | 7,130,064 | 26.54% |
| Debt Service | 557,583 | 332,762 | -40.32% |
| Total Summary by Category | <u>\$ 32,358,592</u> | <u>\$ 35,153,427</u> | 8.64% |
| <u>Personnel (Allocated Positions)</u> | | | |
| Full Time | 80 | 82 | |
| <u>Revenues</u> | | | |
| General Funds | <u>\$ 35,105,057</u> | <u>\$ 39,934,016</u> | 13.76% |
| <u>Capital Outlay</u> | | | |
| Emergency Medical Services | \$ - | \$ - | |
| Fire Prevention | - | - | |
| Operations | - | - | |
| Organizational Resources & Support | 4,668,500 | 4,188,700 | |
| Training | - | - | |
| Total Capital Outlay | <u>\$ 4,668,500</u> | <u>\$ 4,188,700</u> | -10.28% |

2023 / 2024 ANNUAL BUDGET REVENUE

| Description | Account Code | 2014 / 15 Revenue | 2015 / 16 Revenue | 2016 / 17 Revenue | 2017 / 18 Revenue | 2018 / 19 Revenue | 2019 / 20 Revenue | 2020 / 21 Revenue | 2021 / 22 Revenue | 2022 / 23 Estimated Revenue | 2023 / 24 Budgeted Revenue | % of Change Incr (Decr) Last Year |
|--|--------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------------|----------------------------|---|
| Property Taxes | | | | | | | | | | | | |
| Current Secured | 9001 | \$ 16,628,755 | \$ 17,716,148 | \$ 18,639,118 | \$ 19,609,283 | \$ 20,883,172 | \$ 21,460,944 | \$ 19,407,579 | \$ 20,496,486 | \$ 21,465,647 | \$ 22,678,456 | 5.6% |
| Current Unsecured | 9002 | 304,961 | 306,487 | 315,561 | 319,805 | 331,347 | 352,069 | 364,552 | 366,415 | 381,966 | 402,069 | |
| Prior Secured Redemptions | 9004 | - | - | - | - | - | - | - | - | - | - | |
| Prior Unsecured | 9006 | 22,714 | 11,331 | 12,440 | 17,750 | 12,932 | 13,868 | 10,910 | 21,385 | 21,187 | 21,187 | |
| Special Assessment | 9007 | 4,953,140 | 5,104,626 | 5,234,421 | 5,397,796 | 5,579,586 | 5,806,499 | 6,019,417 | 5,981,664 | 6,524,531 | 6,889,905 | 5.6% |
| Supplemental Assessment Current | 9041 | 428,087 | 467,117 | 417,350 | 434,629 | 434,258 | 434,388 | 419,387 | 724,072 | 745,192 | 745,192 | |
| Supplemental Assessment Unsec | 9042 | 5,623 | 5,328 | 5,525 | 6,234 | 3,755 | 16,970 | 8,052 | 15,869 | 26,609 | 26,609 | |
| Supplemental Assessment Redemp. | 9043 | 12,260 | 7,480 | 17,117 | 7,198 | 12,765 | 15,705 | 13,859 | 11,498 | 16,230 | 16,230 | |
| Novato Hamilton RDA | 9045 | 337,543 | 496,087 | 586,997 | 614,901 | 621,347 | 718,007 | 1,004,575 | 412,623 | 1,482,644 | 1,482,644 | |
| Education Revenue Augm Fund - Redistribution | 9046 | 1,338,491 | 1,296,419 | 1,586,286 | 1,610,724 | 1,673,825 | 1,882,786 | 1,912,610 | 3,059,327 | 2,057,007 | 2,165,271 | |
| Novato Downtown Redevelopment | 9047 | 249,058 | 629,888 | 637,662 | 214,591 | 180,496 | 262,083 | 167,629 | 184,027 | 212,290 | 212,290 | |
| Property Tax Reduction Shift to State | 9001 | (2,186,500) | (2,326,655) | (2,442,988) | (2,568,558) | (2,708,561) | (2,931,237) | - | - | - | - | |
| Total Property Taxes | | 22,094,132 | 23,714,256 | 25,009,489 | 25,664,353 | 27,024,922 | 28,032,083 | 29,328,570 | 31,273,366 | 32,933,303 | 34,639,853 | 5.2% |
| Revenue From Use of Money | | | | | | | | | | | | |
| Interest | 9201 | 28,330 | 29,950 | 55,464 | 133,664 | 267,947 | 383,197 | 139,051 | 19,702 | 156,920 | 156,920 | |
| Loan Interest | 9798 | - | - | - | - | - | - | - | - | - | - | |
| Total Revenue From Use of Money | | 28,330 | 29,950 | 55,464 | 133,664 | 267,947 | 383,197 | 139,051 | 19,702 | 156,920 | 156,920 | |
| Intergovernmental Revenue | | | | | | | | | | | | |
| State: | | | | | | | | | | | | |
| Home Owners Property Tax Reduction | 9280 | 88,388 | 86,993 | 84,983 | 84,756 | 84,043 | 82,915 | 81,618 | 80,740 | 78,954 | 78,954 | |
| Other State Aid | 9367 | 1,000 | 129,311 | 269,012 | 488,984 | 833,440 | 2,245,913 | 2,995,598 | 1,534,610 | 2,641,846 | 1,800,000 | |
| Federal: | | | | | | | | | | | | |
| Grant Received | 9419 | 152 | - | 57,773 | - | - | - | - | - | - | - | |
| Intergovernmental Transfer to DHCS | | | | | | (364,540) | (979,989) | (1,227,932) | (701,793) | - | - | |
| OES Reimbursements | 9942 | 414,107 | 1,277,761 | 835,655 | 1,642,352 | 583,339 | 532,053 | 1,147,131 | 878,758 | 292,326 | 292,326 | |
| Total Intergovernmental Revenue | | 503,647 | 1,494,065 | 1,247,423 | 2,216,092 | 1,136,282 | 1,880,892 | 2,996,415 | 1,792,315 | 3,013,126 | 2,171,280 | |
| Charges for Services | | | | | | | | | | | | |
| CPR Fees | 9576 | 2,220 | 2,430 | 2,265 | 1,290 | - | - | - | - | - | - | |
| GEMT Service Fees | 9920 | - | - | - | - | - | - | - | - | - | - | |
| GEMT Revenue | 9925 | 52,322 | 65,228 | 52,554 | 184,334 | 54,236 | (7,437) | 60,322 | (79,714) | 253,637 | - | |
| Outside Agency Ambulance Billing Service | 9931 | 110,972 | 242,652 | 290,662 | 344,424 | 40,529 | - | - | - | - | - | |
| Novato Ambulance Service Fees | 9932 | 2,192,358 | 2,093,469 | 2,556,424 | 2,380,446 | 2,995,568 | 3,033,420 | 3,041,030 | 3,238,278 | 3,138,888 | 2,900,000 | |
| Plan Checks & Inspection Fees | 9935 | 45,118 | 52,586 | 37,813 | 30,946 | 33,688 | 44,304 | 30,906 | 50,914 | 57,660 | 57,660 | |
| MERA & HazMat Administrative Services | 9945 | 75,637 | 74,429 | 58,307 | 66,081 | 50,766 | - | - | - | - | - | |
| Total Charges for Services | | 2,478,627 | 2,530,794 | 2,998,025 | 3,007,521 | 3,174,787 | 3,070,287 | 3,132,258 | 3,209,478 | 3,450,185 | 2,957,660 | |
| Other Revenue | | | | | | | | | | | | |
| Parking Lot Rent | 9250 | 30,000 | 30,000 | 30,000 | 30,000 | 27,500 | 30,000 | 30,000 | 27,100 | 5,000 | 5,000 | |
| Donations | 9761 | - | - | - | - | - | - | - | - | - | - | |
| COVID-19 Relief Funds | 9930 | - | - | - | - | - | 42,617 | (42,617) | - | - | - | |
| Fire Reports / Ambulance Reports | 9933 | - | - | - | - | - | - | - | - | - | - | |
| Impact Fees | 9934 | 32,262 | 27,862 | 12,949 | - | - | - | - | - | - | - | |
| Sale of Assets | 9936 | 6,808 | 8,720 | 13,864 | 115,316 | - | - | - | - | - | - | |
| Elections | 9938 | 300 | 900 | 600 | 1,000 | 500 | 600 | - | - | - | - | |
| Measure C - Core fund reimbursement | | | | | | | | | (624,046) | - | - | |
| In Lieu Housing | 9483 | - | 3,300 | 3,300 | 3,302 | 3,303 | 3,310 | 3,315 | 3,330 | 3,303 | 3,303 | |
| Other Refunds / Reimbursements | 9940 | 1,671 | 7,253 | 923 | 5,058 | 75,880 | 113,924 | 232,928 | 1,056,344 | 77,418 | - | |
| Total Other Revenue | | 71,041 | 78,035 | 61,636 | 154,676 | 107,183 | 190,451 | 223,626 | 462,728 | 85,721 | 8,303 | |
| Total Revenue | | \$ 25,175,777 | \$ 27,847,100 | \$ 29,372,037 | \$ 31,176,306 | \$ 31,711,121 | \$ 33,556,910 | \$ 35,819,920 | \$ 36,757,589 | \$ 39,639,255 | \$ 39,934,016 | |
| Percentage Change From Prior Year (Total Property Taxes) | | 2.47% | 7.33% | 5.46% | 2.62% | 5.30% | 3.73% | 4.63% | 6.63% | 5.31% | 5.18% | |
| Percentage Change From Prior Year (Net Tax Revenue) | | 4.88% | 6.39% | 5.16% | 5.11% | 6.56% | 2.02% | 4.69% | 5.49% | 4.69% | 5.62% | |
| Percentage Change From Prior Year (Total Revenue) | | 1.26% | 10.61% | 5.48% | 6.14% | 1.72% | 5.82% | 6.74% | 2.62% | 7.84% | 0.74% | |

**Novato Fire Protection District
Summary of Operating Program Budgets
Fiscal Year 2023 / 2024**

| 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 |
| | 2022 / 23 | 2023 / 24 | 2022 / 23 | 2023 / 24 | 2022 / 23 | 2023 / 24 | 2022 / 23 | 2023 / 24 | 2022 / 23 | 2023 / 24 | 2022 / 23 | 2023 / 24 |
| Salaries and Fringe Benefits | \$ 7,653,443 | \$ 8,411,002 | \$ 968,894 | \$ 1,294,093 | \$ 11,773,179 | \$ 12,094,577 | \$ 3,931,917 | \$ 4,952,165 | \$ 549,391 | \$ 938,764 | \$ 24,876,824 | \$ 27,690,601 |
| Services and Supplies | 387,738 | 475,110 | 133,047 | 282,275 | 218,485 | 549,300 | 4,042,888 | 5,723,579 | 48,876 | 99,800 | 4,831,034 | 7,130,064 |
| Debt Service | - | - | - | - | - | - | 557,622 | 332,762 | - | - | 557,622 | 332,762 |
| Total Operating Budgets | \$ 8,041,181 | \$ 8,886,112 | \$ 1,101,941 | \$ 1,576,368 | \$ 11,991,664 | \$ 12,643,877 | \$ 8,532,427 | \$ 11,008,506 | \$ 598,267 | \$ 1,038,564 | \$ 30,265,480 | \$ 35,153,427 |

**Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2023 / 2024**

| Description | Account Code | Emergency Medical Services 9305 | | Fire Prevention 9306 | | Operations 9307 | | Organizational Resources & Support 9308 | | Training 9313 | | Grand Total | |
|---|--------------|------------------------------------|-----------------------|-------------------------|-----------------------|------------------------|-----------------------|---|-----------------------|------------------------|-----------------------|------------------------|-----------------------|
| | | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 |
| SALARIES AND FRINGE BENEFITS | | | | | | | | | | | | | |
| Salaries | | | | | | | | | | | | | |
| Regular Staff Salaries | 1003 | \$ 3,471,748 | \$ 3,792,702 | \$ 526,703 | \$ 677,233 | \$ 4,979,086 | \$ 5,230,277 | \$ 1,132,565 | \$ 1,447,121 | \$ 282,515 | \$ 537,564 | \$ 10,392,617 | \$ 11,684,897 |
| Director Fees | 1022 | - | - | - | - | - | - | 25,371 | 24,000 | - | - | 25,371 | 24,000 |
| Sub-total Salaries | | 3,471,748 | 3,792,702 | 526,703 | 677,233 | 4,979,086 | 5,230,277 | 1,157,936 | 1,471,121 | 282,515 | 537,564 | 10,417,988 | 11,708,897 |
| Premium Pay | | | | | | | | | | | | | |
| CTO Pay | 1019 | 177,812 | 240,000 | 4,692 | 3,000 | 472,194 | 428,800 | 32,455 | 43,900 | 19,037 | 10,000 | 706,190 | 725,700 |
| Overtime - Callback | 1020 | 1,280,283 | 1,385,000 | 41,867 | 34,000 | 1,980,334 | 2,041,000 | 11,267 | 12,000 | 53,147 | 72,000 | 3,366,898 | 3,544,000 |
| Out of Class Pay | 1021 | 317 | 5,000 | 808 | - | 7,129 | 7,000 | - | - | - | - | 8,254 | 12,000 |
| Response Pay | 1023 | 406 | 1,000 | 2,005 | 2,000 | 2,808 | 3,000 | - | - | 1,751 | 1,000 | 6,970 | 7,000 |
| Vacation Pay | 1025 | 61,656 | 74,000 | 45,450 | 16,000 | 300,744 | 198,000 | 74,550 | 30,000 | 10,000 | 12,000 | 492,400 | 330,000 |
| Education Incentive | 1026 | 11,340 | 24,300 | 2,171 | 3,600 | 25,829 | 31,500 | - | - | 771 | 1,200 | 40,111 | 60,600 |
| Sub-total Premium Pay | | 1,531,814 | 1,729,300 | 96,993 | 58,600 | 2,789,038 | 2,709,300 | 118,272 | 85,900 | 84,706 | 96,200 | 4,620,823 | 4,679,300 |
| Fringe Benefits | | | | | | | | | | | | | |
| Retirement | 1402 | 1,530,013 | 1,749,000 | 188,053 | 342,000 | 2,400,603 | 2,555,000 | 337,971 | 420,000 | 108,107 | 202,000 | 4,564,747 | 5,268,000 |
| FICA Medicare | 1404 | 74,894 | 83,700 | 8,991 | 11,900 | 103,859 | 112,800 | 38,203 | 24,400 | 5,317 | 7,400 | 231,264 | 240,200 |
| Life Insurance | 1502 | - | 6,500 | - | 1,500 | - | 8,500 | 21,857 | 2,500 | 27 | 1,000 | 21,884 | 20,000 |
| Dental Insurance | 1510 | 87,338 | 70,000 | 9,796 | 13,000 | 117,984 | 100,000 | 24,674 | 27,000 | 4,284 | 7,000 | 244,076 | 217,000 |
| Flexible Savings Account | 1512 | - | - | - | - | - | - | 2,794 | - | - | - | 2,794 | - |
| Health Insurance | 1513 | 848,174 | 827,300 | 98,601 | 145,200 | 1,133,530 | 1,093,600 | 1,033,412 | 1,299,900 | 57,399 | 71,400 | 3,171,116 | 3,437,400 |
| Vision Plan | 1514 | 6,213 | 6,000 | 666 | 1,000 | 7,993 | 8,000 | 1,672 | 2,500 | 290 | 1,000 | 16,834 | 18,500 |
| Admin Allowance | 1517 | 1,710 | 1,800 | 1,457 | 1,800 | 2,486 | 1,800 | 13,038 | 12,600 | - | - | 18,691 | 18,000 |
| Workers' Comp | 1701 | - | - | - | - | 788 | - | 1,103,106 | 1,510,944 | - | - | 1,103,894 | 1,510,944 |
| Unemployment Insurance | 1702 | - | - | - | - | - | - | 967 | - | - | - | 967 | - |
| Physicals | 1703 | - | - | - | - | - | - | 10,126 | 25,000 | - | - | 10,126 | 25,000 |
| Sick Leave Buyback | 1704 | 6,472 | - | - | - | 44,450 | 71,000 | - | - | - | - | 50,922 | 71,000 |
| Admin Leave | 1705 | - | - | - | - | - | - | - | - | - | - | - | - |
| Deferred Compensation | 1706 | 95,067 | 144,700 | 37,634 | 41,860 | 193,362 | 204,300 | 66,746 | 70,300 | 6,746 | 15,200 | 399,555 | 476,360 |
| Sub-total Fringe Benefits | | 2,649,881 | 2,889,000 | 345,198 | 558,260 | 4,005,055 | 4,155,000 | 2,654,566 | 3,395,144 | 182,170 | 305,000 | 9,836,870 | 11,302,404 |
| Total Salaries and Fringe Benefits | | \$ 7,653,443 | \$ 8,411,002 | \$ 968,894 | \$ 1,294,093 | \$ 11,773,179 | \$ 12,094,577 | \$ 3,931,917 | \$ 4,952,165 | \$ 549,391 | \$ 938,764 | \$ 24,876,824 | \$ 27,690,601 |

**Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2023 / 2024**

| Description | Account Code | Emergency Medical Services 9305 | | Fire Prevention 9306 | | Operations 9307 | | Organizational Resources & Support 9308 | | Training 9313 | | Grand Total | |
|---|--------------|------------------------------------|-----------------------|-------------------------|-----------------------|------------------------|-----------------------|--|-----------------------|------------------------|-----------------------|------------------------|-----------------------|
| | | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 |
| SERVICES AND SUPPLIES | | | | | | | | | | | | | |
| Clothing & Personal Supplies | | | | | | | | | | | | | |
| Services & Supplies | 2000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 11,818 | \$ - | \$ - | \$ - | \$ 11,818 | \$ - |
| Cal-OSHA Requirements | 2020 | \$ - | \$ - | \$ - | \$ - | \$ 120,643 | \$ 457,800 | \$ - | \$ - | \$ - | \$ - | \$ 120,643 | \$ 457,800 |
| Clothing | 2021 | - | 1,140 | - | - | - | - | 1,402 | 3,000 | - | - | 1,402 | 4,140 |
| Sub-total Clothing & Personal Supplies | | - | 1,140 | - | - | 120,643 | 457,800 | 13,220 | 3,000 | - | - | 133,863 | 461,940 |
| Medical | | | | | | | | | | | | | |
| COVID-19 Expenses | 2023 | - | - | - | - | - | - | 2,143 | - | - | - | 2,143 | - |
| First Aid Supplies | 2024 | 159,107 | 194,000 | - | - | - | - | 1,581 | - | - | - | 160,688 | 194,000 |
| Oxygen | 2025 | 7,260 | 6,840 | - | - | - | - | - | - | - | - | 7,260 | 6,840 |
| Sub-total Medical | | 166,367 | 200,840 | - | - | - | - | 3,724 | - | - | - | 170,091 | 200,840 |
| Small Tools & Instruments | | | | | | | | | | | | | |
| Investigative Tools | 2026 | - | - | 1,509 | 2,000 | - | - | - | - | - | - | 1,509 | 2,000 |
| Tool Replacement | 2027 | - | - | - | - | 82 | - | 1,701 | 10,000 | - | - | 1,783 | 10,000 |
| Sub-total Small Tools & Instruments | | - | - | 1,509 | 2,000 | 82 | - | 1,701 | 10,000 | - | - | 3,292 | 12,000 |
| District Special Expense | | | | | | | | | | | | | |
| Board Expense | 2028 | - | - | - | - | - | - | 4,967 | 17,000 | - | - | 4,967 | 17,000 |
| Advertising | 2029 | - | - | - | 50,000 | - | - | 22,635 | 20,200 | - | - | 22,635 | 70,200 |
| Outside Assistance | 2034 | 134,003 | 167,350 | - | - | 15,378 | 11,000 | 98,483 | 150,000 | - | - | 247,864 | 328,350 |
| EMS Certification | 2036 | - | - | - | - | - | - | - | - | - | - | - | - |
| CPR Materials | 2038 | - | - | - | - | - | - | - | - | - | - | - | - |
| Schools and Seminars | 2039 | - | - | 15,957 | 8,900 | - | - | 1,516 | 5,700 | 37,181 | 83,700 | 54,654 | 98,300 |
| Training Aids and Materials | 2040 | 19,369 | 10,600 | 25,786 | 17,000 | 379 | - | (1,014) | - | 11,125 | 15,000 | 55,645 | 42,600 |
| Food | 2041 | - | - | - | - | 51 | - | 22,214 | 50,000 | - | - | 22,265 | 50,000 |
| Extinguishing Agents | 2042 | - | - | - | - | - | 7,500 | 115 | - | - | - | 115 | 7,500 |
| Conferences & Meetings | 2049 | 7,719 | 16,500 | 3,879 | 4,600 | - | - | 13,737 | 28,500 | - | - | 25,335 | 49,600 |
| Equipment Testing | 2050 | - | - | - | - | - | - | 126,762 | 52,500 | - | - | 126,762 | 52,500 |
| Election Expense | 2129 | - | - | - | - | - | - | 286 | - | - | - | 286 | - |
| Books & Periodicals | 2131 | 317 | 1,535 | 580 | 3,250 | - | - | 107 | 500 | 44 | 1,100 | 1,048 | 6,385 |
| Document Reproduction | 2137 | - | - | - | - | - | - | 4,162 | 4,000 | - | - | 4,162 | 4,000 |
| Computer Supplies | 2141 | - | 7,200 | 7,155 | 6,000 | - | - | 38,459 | 144,200 | - | - | 45,614 | 157,400 |
| Computer System Software | 2151 | 27,257 | 26,400 | 871 | 2,300 | - | - | 106,300 | 205,100 | - | - | 134,428 | 233,800 |
| Computer System Maintenance | 2164 | - | - | - | - | - | - | 117,034 | 383,800 | - | - | 117,034 | 383,800 |
| Hazardous Materials Prog | 2262 | - | - | - | - | - | - | 11,883 | 10,000 | - | - | 11,883 | 10,000 |
| Property Tax Fee | 2269 | - | - | - | - | - | - | 367,248 | 338,125 | - | - | 367,248 | 338,125 |
| Empl Service & Recog | 2273 | - | 1,200 | - | - | - | - | 16,997 | 365,000 | - | - | 16,997 | 366,200 |
| Central Dispatch | 2528 | - | - | - | - | - | - | 576,429 | 578,000 | - | - | 576,429 | 578,000 |
| Emergency Operations Center | 2530 | - | - | - | - | - | - | 4,416 | 37,500 | - | - | 4,416 | 37,500 |
| Marin Emergency Radio Authority | 2533 | - | - | - | - | - | - | 144,588 | 181,000 | - | - | 144,588 | 181,000 |
| Radio & MDC Maintenance | 2537 | - | - | - | - | 74 | - | 6,133 | 265,250 | - | - | 6,207 | 265,250 |
| Tablet Command | 2539 | - | - | - | - | - | - | 45,020 | 32,000 | - | - | 45,020 | 32,000 |
| Sub-total District Special Expense | | 188,665 | 230,785 | 54,228 | 92,050 | 15,882 | 18,500 | 1,728,477 | 2,868,375 | 48,350 | 99,800 | 2,035,602 | 3,309,510 |

**Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2023 / 2024**

| Description | Account Code | Emergency Medical Services 9305 | | Fire Prevention 9306 | | Operations 9307 | | Organizational Resources & Support 9308 | | Training 9313 | | Grand Total | |
|--|--------------|------------------------------------|-----------------------|-------------------------|-----------------------|------------------------|-----------------------|--|-----------------------|------------------------|-----------------------|------------------------|-----------------------|
| | | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 |
| SERVICES AND SUPPLIES | | | | | | | | | | | | | |
| Insurance | | | | | | | | | | | | | |
| Liability & Property | 2059 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 205,553 | \$ 230,000 | \$ - | \$ - | \$ 205,553 | \$ 230,000 |
| Sub-total Insurance | | - | - | - | - | - | - | 205,553 | 230,000 | - | - | 205,553 | 230,000 |
| Maintenance Repair | | | | | | | | | | | | | |
| School and Seminars | 2074 | - | - | - | - | - | - | 2,628 | 5,000 | - | - | 2,628 | 5,000 |
| Sub-total Maintenance Repair | | - | - | - | - | - | - | 2,628 | 5,000 | - | - | 2,628 | 5,000 |
| Apparatus Maintenance & Repair | | | | | | | | | | | | | |
| Parts & Outside Labor | 2087 | - | - | - | - | 169 | - | 250,920 | 300,000 | - | - | 251,089 | 300,000 |
| Shop Supplies | 2088 | 75 | - | - | - | - | - | 15,716 | 5,000 | - | - | 15,791 | 5,000 |
| Special Fire Equipment & Supplies | 2268 | - | - | - | 3,000 | 79,160 | 73,000 | 1,351 | - | - | - | 80,511 | 76,000 |
| Sub-total Apparatus Maintenance & Repair | | 75 | - | - | 3,000 | 79,329 | 73,000 | 267,987 | 305,000 | - | - | 347,391 | 381,000 |
| Fuel & Oil | | | | | | | | | | | | | |
| Gas, Oil & Grease Vehicles | 2501 | - | - | - | - | 2,320 | - | 217,686 | 223,800 | - | - | 220,006 | 223,800 |
| Out of County Logistics | 2510 | - | - | - | - | - | - | 7,335 | 10,000 | - | - | 7,335 | 10,000 |
| Sub-total Fuel & Oil | | - | - | - | - | 2,320 | - | 225,021 | 233,800 | - | - | 227,341 | 233,800 |
| Professional Services | | | | | | | | | | | | | |
| Litigation Settlement | 2710 | - | - | - | - | - | - | 325,714 | - | - | - | 325,714 | - |
| Legal Fees | 2713 | - | - | - | - | - | - | 210,136 | 300,000 | - | - | 210,136 | 300,000 |
| Audit & Accounting Fees | 2717 | - | 11,400 | - | - | - | - | 31,747 | 33,525 | - | - | 31,747 | 44,925 |
| Consulting Fees | 2718 | - | - | 20,804 | 103,100 | - | - | 92,161 | 137,320 | - | - | 112,965 | 240,420 |
| Sub-total Professional Services | | - | 11,400 | 20,804 | 103,100 | - | - | 659,758 | 470,845 | - | - | 680,562 | 585,345 |
| Utilities | | | | | | | | | | | | | |
| Water | 2731 | - | - | - | - | - | - | 30,499 | 39,848 | - | - | 30,499 | 39,848 |
| Electricity | 2732 | - | - | - | - | - | - | 159,822 | 166,980 | - | - | 159,822 | 166,980 |
| Garbage | 2736 | - | - | - | - | - | - | 23,442 | 37,191 | - | - | 23,442 | 37,191 |
| Sewage | 2737 | - | - | - | - | - | - | 34,893 | 33,206 | - | - | 34,893 | 33,206 |
| Telephone System | 2738 | - | - | - | - | - | - | 108,019 | 166,900 | - | - | 108,019 | 166,900 |
| Sub-total Utilities | | - | - | - | - | - | - | 356,675 | 444,125 | - | - | 356,675 | 444,125 |
| Structure & Grounds Maintenance | | | | | | | | | | | | | |
| Facilities Prevent Maintenance | 2396 | - | - | - | - | 229 | - | 101,800 | 200,199 | - | - | 102,029 | 200,199 |
| Facilities Projects | 2397 | - | - | - | - | - | - | 162,629 | 644,500 | - | - | 162,629 | 644,500 |
| Facilities Repairs | 2398 | 30,572 | 19,300 | - | - | - | - | 168,682 | 133,500 | 332 | - | 199,586 | 152,800 |
| Station Supplies | 2399 | - | - | - | - | - | - | 27,340 | 30,000 | - | - | 27,340 | 30,000 |
| Hydrants | 2400 | - | - | 16,780 | 18,000 | - | - | - | - | - | - | 16,780 | 18,000 |
| Sub-total Structure & Grounds Maintenance | | 30,572 | 19,300 | 16,780 | 18,000 | 229 | - | 460,451 | 1,008,199 | 332 | - | 508,364 | 1,045,499 |

Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2023 / 2024

| Description | Account Code | Emergency Medical Services 9305 | | Fire Prevention 9306 | | Operations 9307 | | Organizational Resources & Support 9308 | | Training 9313 | | Grand Total | |
|--|--------------|------------------------------------|-----------------------|-------------------------|-----------------------|------------------------|-----------------------|---|-----------------------|------------------------|-----------------------|------------------------|-----------------------|
| | | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 |
| SERVICES AND SUPPLIES | | | | | | | | | | | | | |
| Memberships | | | | | | | | | | | | | |
| Memberships | 2401 | \$ 238 | \$ 2,445 | \$ 2,034 | \$ 13,025 | \$ - | \$ - | \$ 25,887 | \$ 47,835 | \$ - | \$ - | \$ 28,159 | \$ 63,305 |
| Sub-total Memberships | | 238 | 2,445 | 2,034 | 13,025 | - | - | 25,887 | 47,835 | - | - | 28,159 | 63,305 |
| Office Expense | | | | | | | | | | | | | |
| Payroll Service Charge | 2406 | - | - | - | - | - | - | 55,256 | 47,000 | - | - | 55,256 | 47,000 |
| Office Supplies | 2407 | 1,821 | 9,200 | 212 | 1,100 | - | - | 36,550 | 50,400 | 194 | - | 38,777 | 60,700 |
| Sub-total Office Expense | | 1,821 | 9,200 | 212 | 1,100 | - | - | 91,806 | 97,400 | 194 | - | 94,033 | 107,700 |
| Miscellaneous Expense | | | | | | | | | | | | | |
| Vegetation Mgmt | 2121 | - | - | 37,480 | 50,000 | - | - | - | - | - | - | 37,480 | 50,000 |
| Sub-total Miscellaneous Expense | | - | - | 37,480 | 50,000 | - | - | - | - | - | - | 37,480 | 50,000 |
| Total Services and Supplies | | \$ 387,738 | \$ 475,110 | \$ 133,047 | \$ 282,275 | \$ 218,485 | \$ 549,300 | \$ 4,042,888 | \$ 5,723,579 | \$ 48,876 | \$ 99,800 | \$ 4,831,034 | \$ 7,130,064 |

Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2023 / 2024

| Description | Account Code | Emergency Medical Services 9305 | | Fire Prevention 9306 | | Operations 9307 | | Organizational Resources & Support 9308 | | Training 9313 | | Grand Total | | |
|------------------------------------|--------------|------------------------------------|-----------------------|-------------------------|-----------------------|------------------------|-----------------------|---|-----------------------|------------------------|-----------------------|------------------------|-----------------------|-------------------|
| | | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | |
| Debt Service | | | | | | | | | | | | | | |
| Debt Service - Principal Payments | 3301 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 540,650 | \$ 325,000 | \$ - | \$ - | \$ 540,650 | \$ 325,000 |
| Debt Service - Interest Payments | 3302 | - | - | - | - | - | - | - | 16,972 | 7,762 | - | - | 16,972 | 7,762 |
| Total Debt Service | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 557,622 | \$ 332,762 | \$ - | \$ - | \$ 557,622 | \$ 332,762 |
| Summary | | | | | | | | | | | | | | |
| Total Salaries and Fringe Benefits | | \$ 7,653,443 | \$ 8,411,002 | \$ 968,894 | \$ 1,294,093 | \$ 11,773,179 | \$ 12,094,577 | \$ 3,931,917 | \$ 4,952,165 | \$ 549,391 | \$ 938,764 | \$ 24,876,824 | \$ 27,690,601 | |
| Total Services and Supplies | | 387,738 | 475,110 | 133,047 | 282,275 | 218,485 | 549,300 | 4,042,888 | 5,723,579 | 48,876 | 99,800 | 4,831,034 | 7,130,064 | |
| Total Debt Service | | - | - | - | - | - | - | 557,622 | 332,762 | - | - | 557,622 | 332,762 | |
| Grand Total | | \$ 8,041,181 | \$ 8,886,112 | \$ 1,101,941 | \$ 1,576,368 | \$ 11,991,664 | \$ 12,643,877 | \$ 8,532,427 | \$ 11,008,506 | \$ 598,267 | \$ 1,038,564 | \$ 30,265,480 | \$ 35,153,427 | |

Novato Fire Protection District
 Operating Program Budgets
 Fiscal Year 2023 / 2024

| Description | Account Code | Emergency Medical Services 9305 | | Fire Prevention 9306 | | Operations 9307 | | Organizational Resources & Support 9308 | | Training 9313 | | Grand Total | |
|---|--------------|------------------------------------|-----------------------|-------------------------|-----------------------|------------------------|-----------------------|---|-----------------------|------------------------|-----------------------|------------------------|-----------------------|
| | | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 |
| Building Facilities | 4048 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 311,918 | \$ 800,000 | \$ - | \$ - | \$ 311,918 | \$ 800,000 |
| EMS Equipment | 4810 | - | - | - | - | - | - | - | - | - | - | - | - |
| Fire Suppression Equipment | 4815 | - | - | - | - | - | - | \$ 82,850 | 2,325,000 | - | - | 82,850 | 2,325,000 |
| Exercise Equipment | 4818 | - | - | - | - | - | - | \$ 23,570 | 33,700 | - | - | 23,570 | 33,700 |
| Ambulances | 4820 | - | - | - | - | - | - | - | 575,000 | - | - | - | 575,000 |
| Communication & Computers & Equipment | 4834 | - | - | - | - | - | - | - | 8,000 | - | - | - | 8,000 |
| Data Processing - Computers & Equipment | 4880 | - | - | - | - | - | - | \$ 5,403 | 447,000 | - | - | 5,403 | 447,000 |
| Total Capital Outlay | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 423,741 | \$ 4,188,700 | \$ - | \$ - | \$ 423,741 | \$ 4,188,700 |

Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2023 / 2024

| Account Code | Emergency Medical Services 9305 | | Fire Prevention 9306 | | Operations 9307 | | Organizational Resources & Support 9308 | | Training 9313 | | Grand Total | | |
|---|------------------------------------|-----------------------|-------------------------|-----------------------|------------------------|-----------------------|---|-----------------------|------------------------|-----------------------|------------------------|-----------------------|----------------------|
| | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | Estimated 2022 / 23 | Proposed 2023 / 24 | |
| COMMITTED FUND BALANCES | | | | | | | | | | | | | |
| Rainy Day Fund | 6810 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,585,870 | \$ 5,071,552 | \$ - | \$ - | \$ 4,585,870 | \$ 5,071,552 |
| ASSIGNED FUND BALANCES | | | | | | | | | | | | | |
| EMS Capital Equipment Reserve | 6981 | - | - | - | - | - | - | 205,500 | - | - | - | 205,500 | - |
| Unemployment Insurance Reserve | 6983 | - | - | - | - | - | - | 140,400 | 93,600 | - | - | 140,400 | 93,600 |
| Apparatus Replacement | 6984 | - | - | - | - | - | - | 1,835,000 | 4,640,000 | - | - | 1,835,000 | 4,640,000 |
| Facility Capital Improvement | 6985 | - | - | - | - | - | - | 4,366,900 | 4,700,000 | - | - | 4,366,900 | 4,700,000 |
| Management Info Sys Reserve | 6986 | - | - | - | - | - | - | 189,500 | 1,151,500 | - | - | 189,500 | 1,151,500 |
| Workers Comp Fund Reserve | 6992 | - | - | - | - | - | - | 1,024,000 | 1,022,400 | - | - | 1,024,000 | 1,022,400 |
| Protective Equipment Reserve | 6996 | - | - | - | - | - | - | 250,000 | 481,800 | - | - | 250,000 | 481,800 |
| Compensated Absences | 6999 | - | - | - | - | - | - | 1,242,493 | 1,258,038 | - | - | 1,242,493 | 1,258,038 |
| Retirement Unfunded Liability | 6987 | - | - | - | - | - | - | 3,500,000 | 4,440,000 | - | - | 3,500,000 | 4,440,000 |
| Retiree Health Benefits Reserve | 6993 | - | - | - | - | - | - | 2,464,570 | 1,591,352 | - | - | 2,464,570 | 1,591,352 |
| Training Captain Pilot Program | 6990 | - | - | - | - | - | - | 1,187,500 | 1,187,500 | - | - | 1,187,500 | 1,187,500 |
| Infrastructure Improvement Implementation | | - | - | - | - | - | - | - | 1,400,000 | - | - | - | 1,400,000 |
| Fire-based Dispatch | | - | - | - | - | - | - | - | 581,162 | - | - | - | 581,162 |
| PP-GEMT-IGT | | - | - | - | - | - | - | - | 600,000 | - | - | - | 600,000 |
| Total Assigned Fund Balances | | - | - | - | - | - | - | 16,405,863 | 23,147,352 | - | - | 16,405,863 | 23,147,352 |
| Total Committed and Assigned Fund Balances | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 20,991,733 | \$ 28,218,904 | \$ - | \$ - | \$ 20,991,733 | \$ 28,218,904 |

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 very busy with training and recruitment. With many fire agencies in the state hiring entry level Firefighter/Paramedics, the hiring pool has been diminished. The EMS Division has put forth great effort in actively seeking out and hiring new candidates and providing a high-quality EMS component to our new hire academies.

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 support to our staff as they concentrate on training our newest employees to our high standard of care.

The 2023/2024 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 | \$ 3,792,702 |
| | | Base salaries as designated by 2021/25 Memorandum of Understanding with Novato Professional Firefighters Association (NPFA), 2020/25 MOU with Novato Fire Chief Officers' Association (NFCOA) and 2021/25 MOU with Non-Sworn Administrative Staff (NSAS). (1 Battalion Chief, 27 Medics and 1 EMS Billing Analyst) | 3,792,702 |
| 9305 | 1019 | CTO Pay | \$ 240,000 |
| | | A. As per District policy, CTO is reconciled at 96 hours per year. | 240,000 |
| 9305 | 1020 | Overtime - Callback | \$ 1,385,000 |
| | | 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. | 1,385,000 |
| 9305 | 1021 | Out of Class Pay | \$ 5,000 |
| | | A. Out of class pay for working outside of regular classification on regular shift | 3,000 |
| | | B. Acting Fire Chief pay | 2,000 |
| 9305 | 1023 | Response Pay | \$ 1,000 |
| | | Emergency Response Pay | 1,000 |
| 9305 | 1025 | Vacation Pay | \$ 74,000 |
| | | A. Employees may cash out up to 50% of accrued vacation payable on June 30 | 74,000 |
| 9305 | 1026 | Education Incentive | \$ 24,300 |
| | | MOU Education Incentives | 24,300 |
| 9305 | 1402 | Retirement | \$ 1,749,000 |
| | | A. Funds for employee retirement contributions including Safety employer contribution of Tier 1 50.11%, Tier 2 54.83%, Tier 3 41.07%, Tier 3A 37.49% and non-safety employer contribution of 19.91% and education incentives to maximum 5%. | 1,715,000 |
| | | B. Retirement on vacation cash out | 34,000 |
| 9305 | 1404 | FICA Medicare | \$ 83,700 |
| | | 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. | 59,000 |

Emergency Medical Services

| Division | Account Code | Description | Amount |
|-------------|--------------|--|-------------------|
| | | B. Medicare on overtime and CTO on retirement | 23,600 |
| | | C. Medicare on vacation cash out | 1,100 |
| 9305 | 1502 | <u>Life Insurance</u> | \$ 6,500 |
| | | 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. | 6,500 |
| 9305 | 1510 | <u>Dental Insurance</u> | \$ 70,000 |
| | | The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums | 70,000 |
| 9305 | 1513 | <u>Health Insurance</u> | \$ 827,300 |
| | | A. Effective 1/1/2024 estimated 10% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser. | 360,000 |
| | | B. Effective 1/1/2024 estimated 10% 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. | 380,000 |
| | | 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> | \$ 144,700 |
| | | 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 |

| Account | | Description | Amount |
|-------------|-------------|---|-------------------|
| Division | Code | | |
| | | B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter. | 46,900 |
| | | C. Allowance for employees not participating in group medical | 50,400 |
| | | D. Education incentive deferred compensation. | 12,000 |
| 9305 | 2021 | Clothing | \$ 1,140 |
| | | A. Polo shirts and soft shell jackets | 500 |
| | | B. Sonoma Design Embroidery | 500 |
| | | C. NFD patches for new employees - 2 patches (at \$3.50) per new employee (20 employees annually) | 140 |
| 9305 | 2024 | First Aid Supplies | \$ 194,000 |
| | | A. Infection control supplies | 2,800 |
| | | B. ALS/BLS supplies | 26,500 |
| | | C. ALS/BLS electrodes | 4,300 |
| | | D. Gloves | 7,600 |
| | | E. Glucometer Test Strips | 1,200 |
| | | F. New EMS equipment bags | 13,000 |
| | | G. Medications | 26,000 |
| | | H. Fluids | 2,550 |
| | | I. IV tubing | 6,250 |
| | | J. IV start kits/Needleless Equip | 10,000 |
| | | K. Replacement equipment | 1,200 |
| | | L. Disposable Linen | 27,000 |
| | | M. EZ IO Needles | 6,100 |
| | | N. Replace 3 Gurney Batteries | 1,400 |
| | | O. Replace 2 Suction Units | 600 |
| | | P. NarcBox (new equipment + software + install) | 49,500 |
| | | Q. Breezy Blue - Disinfection units x 2 (apparatus + stations) | 7,000 |
| | | R. Pediatric Restraint Sytems | 1,000 |
| 9305 | 2025 | Oxygen | \$ 6,840 |
| | | A. Delivery & refill oxygen | 6,000 |
| | | B. Gauges/fittings | 140 |
| | | C. Demand Valves/Regulators | 400 |
| | | D. Hydrostatic testing | 300 |

| Division | Account Code | Description | Amount |
|----------|--------------|---|------------|
| 9305 | 2034 | Outside Assistance | \$ 167,350 |
| | | A. Sacramento Metro GEMT fee | 1,500 |
| | | B. ECS Images (scanning EOB) | 3,500 |
| | | C. Flu vac | 2,300 |
| | | D. Copying - protocol books | 1,900 |
| | | E. EMS Educator | 51,500 |
| | | F. Maintenance and repair of exercise equipment | 3,850 |
| | | G. CQI Coordinator | 28,800 |
| | | H. Novato Fire FTE biller (\$1,230.76 per week x 52 weeks) inflation adjustment | 64,000 |
| | | I. EMS billing rate study | 10,000 |
| 9305 | 2040 | Training Aids and Materials | \$ 10,600 |
| | | A. CPR, ACLS, PALS, MCEMSA | 8,600 |
| | | B. EMS Skills Mannequin | 2,000 |
| 9305 | 2049 | Conferences & Meetings | \$ 16,500 |
| | | A. CFED West | 5,000 |
| | | B. PWW/ABC Billing Conference | 5,500 |
| | | C. Conference for EMS Purchaser and EMS Battalion Chief | 6,000 |
| 9305 | 2131 | Books & Periodicals | \$ 1,535 |
| | | A. Ambulance billing required books | 1,000 |
| | | B. JEMS (1) | 165 |
| | | C. EMS Insider | 185 |
| | | D. Infection Control Network | 185 |
| 9305 | 2141 | Computer Supplies | \$ 7,200 |
| | | Phillips monitor sim cards (First net) - \$40 a unit a month X 15 units | 7,200 |
| 9305 | 2151 | Computer System Software | \$ 26,400 |
| | | A. Billing software - Tri-tech | 17,000 |
| | | B. CPF Exposure Reporting annual subscription | 700 |
| | | C. Billing software - Trizetto | 2,000 |
| | | D. Billing software - Zoll Data | 6,700 |
| 9305 | 2273 | Empl Service & Recog | \$ 1,200 |
| | | A. EMS Week | 1,200 |
| 9305 | 2398 | Facilities Repairs | \$ 19,300 |

| Division | Account Code | Description | Amount |
|-------------|--------------|---|----------------------------|
| | | A. Gurney/Power loader PM | 11,500 |
| | | B. Funds for Misc. Repairs of durable medical equipment | 7,800 |
| 9305 | 2401 | <u>Memberships</u> | \$ 2,445 |
| | | A. Cal. Fire Chiefs Assoc. annual dues Active & Assoc. member | 250 |
| | | B. IAFC | 195 |
| | | C. American Ambulance Assoc. Membership | 2,000 |
| 9305 | 2407 | <u>Office Supplies</u> | \$ 9,200 |
| | | A. Postage for billing department | 6,500 |
| | | B. Billing clerk supplies | 2,700 |
| 9305 | 2717 | <u>Audit & Accounting Fees</u> | \$ 11,400 |
| | | A. Lockbox NFD | 3,600 |
| | | B. EMS billing agreed upon procedures | 7,800 |
| 9305 | | Total Emergency Medical Services Operating Budget | <u>\$ 8,886,112</u> |

Emergency Medical Services

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 2023-2024 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, succession planning, 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 | \$ 677,233 |
| | | Base salaries as designated by 2021/25 Memorandum of Understanding with Novato Professional Firefighters Association (NPFA), 2020/25 MOU with Novato Fire Chief Officers' Association (NFCOA) and 2021/25 MOU with Non-Sworn Administrative Staff (NSAS). (1 B/C Fire Marshal, 1 Deputy Fire Marshal, 1 Fire Inspector, 1 Administrative Assistant RPM, and 1 P/T Fire Prevention Specialist) | 677,233 |
| 9306 | 1019 | CTO Pay | \$ 3,000 |
| | | A. As per District policy, CTO is reconciled at 96 hours per year. | 3,000 |
| 9306 | 1020 | Overtime - Callback | \$ 34,000 |
| | | 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. | 34,000 |
| 9306 | 1023 | Response Pay | \$ 2,000 |
| | | Emergency Response Pay | 2,000 |
| 9306 | 1025 | Vacation Pay | \$ 16,000 |
| | | A. Employees may cash out up to 50% of accrued vacation payable on June 30 | 16,000 |
| 9306 | 1026 | Education Incentive | \$ 3,600 |
| | | MOU Education Incentives | 3,600 |
| 9306 | 1402 | Retirement | \$ 342,000 |
| | | A. Funds for employee retirement contributions including Safety employer contribution of Tier 1 50.11%, Tier 2 54.83%, Tier 3 41.07%, Tier 3A 37.49% and non-safety employer contribution of 19.91% and education incentives to maximum 5%. | 335,000 |
| | | B. Retirement on vacation cash out | 7,000 |
| 9306 | 1404 | FICA Medicare | \$ 11,900 |
| | | 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. | 11,000 |
| | | B. Medicare on overtime and CTO on retirement | 600 |
| | | C. Medicare on vacation cash out | 300 |

Fire Prevention

| Division | Account Code | Description | Amount |
|----------|--------------|--|------------|
| 9306 | 1502 | <u>Life Insurance</u> 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> 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> A. Effective 1/1/2024 estimated 10% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser. 65,000 B. Effective 1/1/2024 estimated 10% 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. 70,000 C. Retiree health savings plan 10,200 | \$ 145,200 |
| 9306 | 1514 | <u>Vision Plan</u> The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums | \$ 1,000 |
| 9306 | 1517 | <u>Admin Allowance</u> Disability insurance allowance for non safety employees | \$ 1,800 |
| 9306 | 1706 | <u>Deferred Compensation</u> 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. 6,360 B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter. 8,300 C. Allowance for employees not participating in group medical 25,200 | \$ 41,860 |

Fire Prevention

| Division | Account Code | Description | Amount |
|----------|--------------|--|-----------|
| | | D. Education incentive deferred compensation. | 2,000 |
| 9306 | 2026 | <u>Investigative Tools</u> | \$ 2,000 |
| | | Investigative tools | 2,000 |
| 9306 | 2029 | <u>Advertising</u> | \$ 50,000 |
| | | A. Marketing/Advertising | 50,000 |
| 9306 | 2039 | <u>Schools and Seminars</u> | \$ 8,900 |
| | | A. State Fire Training Classes (Regional) | 5,000 |
| | | B. Nor-Cal Code Classes | 2,400 |
| | | C. Fire Marshal Career Development | 1,500 |
| 9306 | 2040 | <u>Training Aids and Materials</u> | \$ 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 | <u>Conferences & Meetings</u> | \$ 4,600 |
| | | Nor-Cal Fire Prevention Officers | 4,600 |
| 9306 | 2121 | <u>Vegetation Mgmt</u> | \$ 50,000 |
| | | NFD Vegetation management / Fire Wise | 50,000 |
| 9306 | 2131 | <u>Books & Periodicals</u> | \$ 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 | <u>Computer Supplies</u> | \$ 6,000 |
| | | iPads/laptops with data plans | 6,000 |
| 9306 | 2151 | <u>Computer System Software</u> | \$ 2,300 |
| | | A. Renewal of Bluebean Software | 2,300 |
| 9306 | 2268 | <u>Special Fire Equipment & Supplies</u> | \$ 3,000 |
| | | Fire Locks | 3,000 |
| 9306 | 2400 | <u>Hydrants</u> | \$ 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 | \$ 13,025 |
| | | A. Nor Cal FPO Renewals | 285 |
| | | B. ICC Government Voting Rights | 265 |
| | | C. NFPA | 1,725 |
| | | 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 | \$ 1,576,368 |

Fire Prevention

Operations

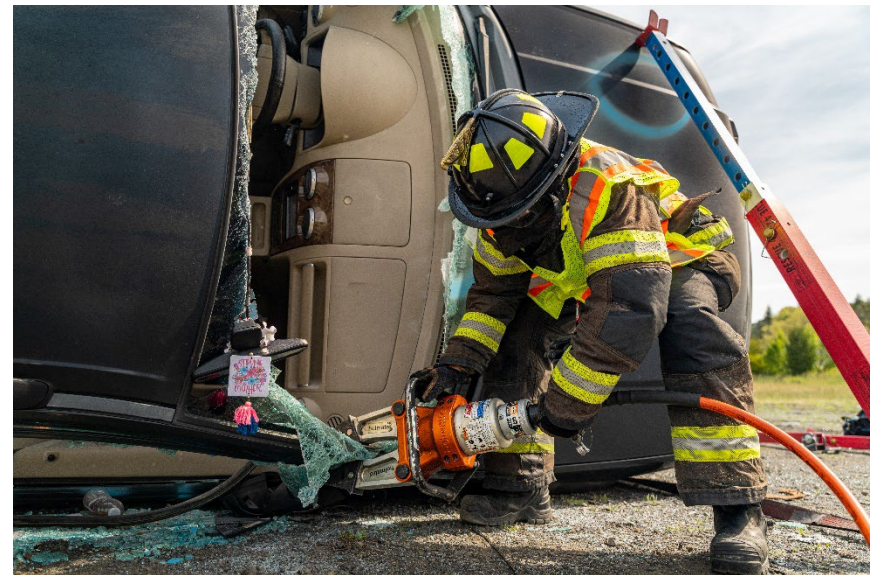
The Operations Division is the largest division within the Novato Fire District and provides all-hazards emergency response services to the community. This includes but is not limited to emergency medical services, fire suppression, mitigation of disasters and advanced rescues.

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.



| Division | Account Code | Description | Amount |
|----------|--------------|---|--------------|
| 9307 | 1003 | Regular Staff Salaries | \$ 5,230,277 |
| | | Base salaries as designated by 2021/25 Memorandum of Understanding with Novato Professional Firefighters Association (NPFA), 2020/25 MOU with Novato Fire Chief Officers' Association (NFEOA) and 2021/25 MOU with Non-Sworn Administrative Staff (NSAS). (1 Deputy Chief, 3 Battalion Chiefs, 15 Captains, 15 Engineers, and 1 Mechanic) | 5,230,277 |
| 9307 | 1019 | CTO Pay | \$ 428,800 |
| | | A. As per District policy, CTO is reconciled at 96 hours per year. | 421,000 |
| | | B. Deputy Fire Chief 80 hours CTO | 7,800 |
| 9307 | 1020 | Overtime - Callback | \$ 2,041,000 |
| | | 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. | 2,041,000 |
| 9307 | 1021 | Out of Class Pay | \$ 7,000 |
| | | A. Out of class pay for working outside of regular classification on regular shift | 7,000 |
| 9307 | 1023 | Response Pay | \$ 3,000 |
| | | Emergency Response Pay | 3,000 |
| 9307 | 1025 | Vacation Pay | \$ 198,000 |
| | | A. Employees may cash out up to 50% of accrued vacation payable on June 30 | 147,000 |
| | | B. Vacation leave paid at retirement | 51,000 |
| 9307 | 1026 | Education Incentive | \$ 31,500 |
| | | MOU Education Incentives | 31,500 |
| 9307 | 1402 | Retirement | \$ 2,555,000 |
| | | A. Funds for employee retirement contributions including Safety employer contribution of Tier 1 50.11%, Tier 2 54.83%, Tier 3 41.07%, Tier 3A 37.49% and non-safety employer contribution of 19.91% and education incentives to maximum 5%. | 2,480,000 |
| | | B. Retirement on vacation cash out | 75,000 |
| 9307 | 1404 | FICA Medicare | \$ 112,800 |

Operations

| 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. | 73,000 |
| | | B. Medicare on overtime, CTO & sick and vacation on retirement | 37,600 |
| | | C. Medicare on vacation cash out | 2,200 |
| 9307 | 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 B/C's. | 8,500 |
| 9307 | 1510 | <u>Dental Insurance</u> | \$ 100,000 |
| | | The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums | 100,000 |
| 9307 | 1513 | <u>Health Insurance</u> | \$ 1,093,600 |
| | | A. Effective 1/1/2024 estimated 10% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser. | 490,000 |
| | | B. Effective 1/1/2024 estimated 10% 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. | 530,000 |
| | | 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> | \$ 71,000 |
| | | Sick leave paid at retirement | 71,000 |
| 9307 | 1706 | <u>Deferred Compensation</u> | \$ 204,300 |

| 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. | 43,200 |
| | | B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter. | 64,600 |
| | | 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> | \$ 457,800 |
| | | A. Wildland PPE | 5,000 |
| | | B. Bi-Annual inspection/cleaning of structure gear (per NFPA) | 26,000 |
| | | C. Structure PPE (new) | 50,000 |
| | | D. Structure PPE Replacements - Purchasing 65 sets of new turnouts in January 2024 due to timeout of old set | 376,800 |
| 9307 | 2034 | <u>Outside Assistance</u> | \$ 11,000 |
| | | A. Explorer Post | 6,000 |
| | | B. 23 / 24 recruit academy | 5,000 |
| 9307 | 2042 | <u>Extinguishing Agents</u> | \$ 7,500 |
| | | A. Fire Extinguisher Powder | 500 |
| | | B. Class A Foam | 7,000 |
| 9307 | 2268 | <u>Special Fire Equipment & Supplies</u> | \$ 73,000 |
| | | A. Misc. parts | 1,000 |
| | | B. USAR uniforms and boots | 2,000 |
| | | C. Small Batteries | 2,000 |
| | | D. Thermal Imager Camera Repairs | 2,500 |
| | | 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 | 15,000 |
| | | H. Fire hose | 12,000 |

| Division | Account Code | Description | Amount |
|-------------|--------------|--|----------------------|
| | I. | Door Emblems & Graphics | 5,000 |
| | J. | Cobra Chainsaw Chains | 2,500 |
| | K. | Replace 2 Chainsaws | 4,000 |
| | L. | Confined space equipment | 10,000 |
| | M. | Tools and Equipment for new Apparatus | 15,000 |
| 9307 | | Total Operations Operating Budget | \$ 12,643,877 |

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.

With the Marin Wildfire Prevention Authority (MWPA) now in its third year our administrative staff supports a wide range of wildfire prevention and mitigation projects including but not limited to processing hundreds of thousands of matching grant awards to help the community better harden their homes and create defensible space to reduce the ignitability of homes and businesses and other unwanted effects of wildfire.

| Division | Account Code | Description | Amount |
|----------|--------------|--|--------------|
| 9308 | 1003 | Regular Staff Salaries | \$ 1,447,121 |
| | | Base salaries as designated by 2021/25 Memorandum of Understanding with Non-Sworn Administrative Staff (NSAS). (Fire Chief, HR Manager, Admin Services Manager, IT Manager, Finance Director, Sr. Accountant, Payroll & AP Technician, Contracts & Purchasing Specialist, and 2 FTE Administrative Assistants) | 1,447,121 |
| 9308 | 1019 | CTO Pay | \$ 43,900 |
| | | A. As per District policy, CTO is reconciled at 96 hours per year. | 14,000 |
| | | B. Fire Chief 100 hours CTO | 11,500 |
| | | C. Finance Director 100 hours CTO | 9,300 |
| | | D. Admin Services Manager 40 hours CTO | 3,400 |
| | | E. Senior Accountant 40 hours CTO | 2,300 |
| | | F. Human Resources Manager 40 hours CTO | 3,400 |
| 9308 | 1020 | Overtime - Callback | \$ 12,000 |
| | | A. Overtime pay is paid to administration support staff at time and one-half of the base rate. | 12,000 |
| 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 | \$ - |
| 9308 | 1025 | Vacation Pay | \$ 30,000 |
| | | A. Employees may cash out up to 50% of accrued vacation payable on June 30 | 30,000 |
| 9308 | 1402 | Retirement | \$ 420,000 |
| | | A. Funds proposed for employee retirement contributions of 75% of Fire Chief's employee contribution, including additional Safety employer contribution of Tier 1 50.11% and non-safety employer contribution of Tier 1 19.91% and Tier 2A 19.75%. | 410,000 |
| | | B. Retirement on vacation cash out | 10,000 |
| 9308 | 1404 | FICA Medicare | \$ 24,400 |
| | | 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. | 23,000 |

Organizational Resources and Support Services

| Division | Account Code | Description | Amount |
|-------------|--------------|--|---------------------|
| | | B. Medicare on overtime and CTO on retirement | 900 |
| | | C. Medicare on vacation cash out | 500 |
| 9308 | 1502 | <u>Life Insurance</u> | \$ 2,500 |
| | | 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. | 2,500 |
| 9308 | 1510 | <u>Dental Insurance</u> | \$ 27,000 |
| | | The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums | 27,000 |
| 9308 | 1513 | <u>Health Insurance</u> | \$ 1,299,900 |
| | | A. Effective 1/1/2024 estimated 10% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser. | 140,000 |
| | | B. Effective 1/1/2024 estimated 10% 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. | 145,000 |
| | | C. Retiree health savings plan | 14,900 |
| | | D. Retiree health OPEB pre-funding contribution | 1,000,000 |
| 9308 | 1514 | <u>Vision Plan</u> | \$ 2,500 |
| | | The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums | 2,500 |
| 9308 | 1517 | <u>Admin Allowance</u> | \$ 12,600 |
| | | Disability insurance allowance for non safety employees | 12,600 |
| 9308 | 1701 | <u>Workers' Comp</u> | \$ 1,510,944 |
| | | A. FASIS Workers Compensation premiums net of estimated 4850 temporary disability reimbursements | 1,434,744 |
| | | B. Athens Administration | 30,000 |
| | | C. Self insured open claims | 34,000 |
| | | D. Workers Comp actuarial study | 3,200 |
| | | E. EDD Unemployment Insurance | 7,000 |
| | | 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 | <u>Deferred Compensation</u> | \$ 70,300 |
| | | 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. | 18,000 |
| | | B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter. | 16,900 |
| | | C. Allowance for employees not participating in group medical | 8,400 |
| | | D. Education incentive deferred compensation. | 27,000 |
| 9308 | 2021 | <u>Clothing</u> | \$ 3,000 |
| | | A. Badges & Insignia | 3,000 |
| 9308 | 2027 | <u>Tool Replacement</u> | \$ 10,000 |
| | | Replacement of Broken/Worn-out tools & New Special Tools - Mechanics Shop | 10,000 |
| 9308 | 2028 | <u>Board Expense</u> | \$ 17,000 |
| | | A. Annual Board of Directors training & conferences | 12,000 |
| | | B. Board events and miscellaneous | 5,000 |
| 9308 | 2029 | <u>Advertising</u> | \$ 20,200 |
| | | A. Legal Notices | 1,200 |
| | | B. Website | 11,000 |
| | | NEOGOV | 8,000 |
| 9308 | 2034 | <u>Outside Assistance</u> | \$ 150,000 |
| | | A. Concern Employee Assistance Program | 9,000 |
| | | B. Behavioral Health Training - In Person Speaker/Training | 8,000 |
| | | C. BHAP Miscellaneous | 5,000 |
| | | D. BHAP VR System - Reulay (all stations and admin) | 8,000 |
| | | E. Finance consulting support (Payroll, audit, ACFR, GEMT, etc.) | 50,000 |
| | | F. Pinnacle Fitness Testing | 40,000 |
| | | G. IT Temp | 30,000 |
| 9308 | 2039 | <u>Schools and Seminars</u> | \$ 5,700 |
| | | A. Leadership Novato Tuition | 1,700 |
| | | B. Computer classes and conferences for Admin Assistant staff | 4,000 |
| 9308 | 2041 | <u>Food</u> | \$ 50,000 |

Organizational Resources and Support Services

| Division | Account Code | Description | Amount |
|----------|--------------|--|------------|
| | | Food for incidents, events, classes, meetings | 50,000 |
| 9308 | 2049 | Conferences & Meetings | \$ 28,500 |
| | | A. Cal Chiefs Conference | 10,000 |
| | | B. FDAC Conference | 5,000 |
| | | C. AFSS Annual Education Forum / CSDA Conf | 6,000 |
| | | D. Telestaff Annual Conference | 7,500 |
| 9308 | 2050 | Equipment Testing | \$ 52,500 |
| | | A. Service SCBA Air Compressor | 4,000 |
| | | B. Annual SCBA flow testing and repairs | 15,000 |
| | | 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. SCBA bottle hydro testing | 7,000 |
| 9308 | 2059 | Liability & Property | \$ 230,000 |
| | | Buildings, property and liability insurance | 230,000 |
| 9308 | 2074 | School and Seminars | \$ 5,000 |
| | | California Fire Mechanics Academy | 5,000 |
| 9308 | 2087 | Parts & Outside Labor | \$ 300,000 |
| | | Parts & accessories required to maintain & repair vehicles by District personnel, Outside labor that cannot be performed in the District Shop & tire replacement | 300,000 |
| 9308 | 2088 | Shop Supplies | \$ 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 | Election Expense | \$ - |
| 9308 | 2131 | Books & Periodicals | \$ 500 |
| | | A. Periodicals/reference books (National Fire/EMS Directory, Fire Engineering, MarinScope) | 500 |
| 9308 | 2137 | Document Reproduction | \$ 4,000 |

Organizational Resources and Support Services

| Division | Account Code | Description | Amount |
|-------------|--------------|---|-------------------|
| | | Annual Service Contract for Copiers Admin | 4,000 |
| 9308 | 2141 | Computer Supplies | \$ 144,200 |
| | | A. I-Pads for EMS use (4 units + cases) | 7,200 |
| | | B. Vanzebo Toner & printer Maintenance | 20,000 |
| | | C. Hardware upgrades and repair | 6,000 |
| | | D. Computer Replacement (40) | 40,000 |
| | | E. Laser printers | 5,000 |
| | | F. iPad Replacements | 10,000 |
| | | G. Laptop Replacements | 10,000 |
| | | H. Monitor Replacement | 10,000 |
| | | I. Zoom neat bar for Tower | 3,000 |
| | | J. UPS for all Station Computers | 5,000 |
| | | K. Switches (4) POE with fiber connection | 15,000 |
| | | L. New computer for Medical Director (Apple laptop + case + service) | 3,000 |
| | | M. Misc. IT Supplies (hard drive, ram, tapes, ipad cover, iphone cover, Amazon, Staples, cables, UPS & battery for each pc @ each station, IT racks & organizer, mouse, keyboard, etc.) | 10,000 |
| 9308 | 2151 | Computer System Software | \$ 205,100 |
| | | A. Vector Solutions | 8,000 |
| | | B. KnowBe4 | 3,000 |
| | | C. Personnel Exposure Report (PER) | 1,500 |
| | | D. Veeam | 6,000 |
| | | E. TeleStaff license renewal, upgrades, Gateway Mgr, training | 26,000 |
| | | F. Exchange Server/O365 | 30,000 |
| | | G. Emergency Reporting Annual Service Fee | 15,000 |
| | | H. Proof Point | 7,000 |
| | | I. Zendesk Trouble Ticket | 6,000 |
| | | J. Wireless Access Point licensing/warranties | 4,500 |
| | | K. Filemaker Pro Licenses | 11,000 |
| | | L. Mobile Tech Committee software purchases | 4,000 |
| | | M. Cisco Vsphere | 1,500 |
| | | N. Team Up | 1,600 |
| | | O. Nixle Alerting Software | 5,000 |

Organizational Resources and Support Services

| Division | Account Code | Description | Amount |
|-------------|--------------|--|-------------------|
| | | P. Zoom | 6,000 |
| | | Q. Avenza Mapping | 2,500 |
| | | R. Misc. IT Software (Dameware SnagIT, DNSTwister, Network Solutions) | 3,000 |
| | | S. New Payroll Software | 50,000 |
| | | T. Blue Beam software | 2,500 |
| | | U. Fresh Service | 11,000 |
| 9308 | 2164 | <u>Computer System Maintenance</u> | \$ 383,800 |
| | | A. Apple Care (maintenance) 4 units | 600 |
| | | B. Printer Maintenance & Repair | 4,000 |
| | | C. Cisco Switch Support/Warranty | 9,000 |
| | | D. Marin IT contract | 130,000 |
| | | E. Firewall Update (7) | 52,000 |
| | | F. Cyber Security | 150,000 |
| | | G. Cisco ASA 5515 Firewalls support / warranties | 12,000 |
| | | H. UPS Server room annual maintenance (Power Maintenance/S and J) | 9,000 |
| | | I. Overland Storage Warranty | 1,500 |
| | | J. Dell Physical server warranties | 14,500 |
| | | K. Airwatch licenses, annually | 1,200 |
| 9308 | 2262 | <u>Hazardous Materials Prog</u> | \$ 10,000 |
| | | Annual expense for participation in the Marin County Hazardous Materials JPA | 10,000 |
| 9308 | 2268 | <u>Special Fire Equipment & Supplies</u> | \$ - |
| 9308 | 2269 | <u>Property Tax Fee</u> | \$ 338,125 |
| | | A. County of Marin property tax collection fee | 274,000 |
| | | B. County of Marin special assessment collection fee | 42,000 |
| | | C. LAFCO charge | 22,000 |
| | | D. County of Marin special assessment data fee | 125 |
| 9308 | 2273 | <u>Empl Service & Recog</u> | \$ 365,000 |
| | | A. Recruitment and Retention (R&R) | 100,000 |
| | | B. Cancer Prevention & Mitigation (CPM) | 250,000 |
| | | C. Employee recognition | 15,000 |
| 9308 | 2396 | <u>Facilities Prevent Maintenance</u> | \$ 200,199 |
| | | A. HVAC | 50,000 |

Organizational Resources and Support Services

| Account | | Description | Amount |
|-------------|-------------|--|-------------------|
| Division | Code | | |
| | | 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 |
| | | M. Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual Inspections | 5,000 |
| | | N. Water Dispensers (all sites) | 4,000 |
| | | O. Sta 64 grease trap | 2,000 |
| | | P. Station 61 boiler prevent main | 2,000 |
| | | Q. annual monitoring fee (generators) | 4,000 |
| | | R. Roof prevent main | 25,000 |
| 9308 | 2397 | Facilities Projects | \$ 644,500 |
| | | A. Ergonomic Work Station Adjustments (all sites): As needed | 3,000 |
| | | B. Station 62 retaining wall | 100,000 |
| | | C. Video Surveillance , St 1, 2, 3, 5 | 50,000 |
| | | D. HVAC deep clean / mold | 12,000 |
| | | E. security cameras | 2,500 |
| | | F. Museum security camera | 2,000 |
| | | G. Facility painting Station 65, and Admin | 100,000 |
| | | H. Installation of culverts classrooms | 45,000 |
| | | I. Admin building remodel patio | 150,000 |
| | | J. Admin Security Gate and fencing | 125,000 |
| | | K. Station 61 Pergola | 35,000 |
| | | L. Station 63 Server Room Move | 20,000 |
| 9308 | 2398 | Facilities Repairs | \$ 133,500 |
| | | A. Appliances | 6,000 |

Organizational Resources and Support Services

| Division | Account Code | Description | Amount |
|-------------|--------------|---|------------------|
| | | 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 |
| 9308 | 2399 | Station Supplies | \$ 30,000 |
| | | Supplies used in the everyday maintenance of the fire stations | 30,000 |
| 9308 | 2401 | Memberships | \$ 47,835 |
| | | A. IAFC | 275 |
| | | B. FDAC | 750 |
| | | C. MCFCA Installation Event | 1,500 |
| | | D. MC Fire Chiefs | 10,000 |
| | | E. Novato Chamber of Commerce Dues, Honors Dinner, Paint the Town Red | 2,000 |
| | | F. Firestrong Annual membership | 1,500 |
| | | G. Marin Map Phase II | 5,000 |
| | | H. Nor Cal Fire Mechanics (2 members) | 500 |
| | | I. CA Fire Chiefs Membership | 2,000 |
| | | J. Fire District Assoc FDAC | 500 |
| | | K. CSDA | 10,000 |
| | | L. Chamber of Commerce Novato | 3,000 |
| | | M. Rowland Plaza Owners Association (Admin): Annual Fees for Operating Expenses | 2,000 |
| | | N. CSDA Annual Membership | 8,810 |
| 9308 | 2406 | Payroll Service Charge | \$ 47,000 |

Organizational Resources and Support Services

| Division | Account Code | Description | Amount |
|-------------|--------------|---|-------------------|
| | | 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 | 3,000 |
| 9308 | 2407 | <u>Office Supplies</u> | \$ 50,400 |
| | | 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 | 10,500 |
| | | G. Printing envelopes, business cards, certificate covers | 5,000 |
| | | H. SLR 4K digital camera | 2,000 |
| 9308 | 2501 | <u>Gas, Oil & Grease Vehicles</u> | \$ 223,800 |
| | | A. Auto mileage and tolls (FastTrak fees) | 2,500 |
| | | B. #2 Diesel fuel | 90,000 |
| | | C. Gasoline | 90,000 |
| | | D. Haz/Mat Disposal, motor oil, filters | 1,500 |
| | | E. Service and Haz/Mat disposal of solvent tank | 1,500 |
| | | F. BAAQMD - tank permits | 3,000 |
| | | G. Fuel Tanks (S61, S62, S65): Quarterly Inspections, Maintenance and Repairs | 30,000 |
| | | H. Small Engine Lubricants | 300 |
| | | I. Small Engine Fuel (non-ethanol) | 5,000 |
| 9308 | 2510 | <u>Out of County Logistics</u> | \$ 10,000 |
| | | Food, lodging, fuel and miscellaneous for deployed resources | 10,000 |
| 9308 | 2528 | <u>Central Dispatch</u> | \$ 578,000 |
| | | Marin County Communications Center dispatch fee | 578,000 |
| 9308 | 2530 | <u>Emergency Operations Center</u> | \$ 37,500 |
| | | Emergency Services Consultant Contract | 37,500 |
| 9308 | 2533 | <u>Marin Emergency Radio Authority</u> | \$ 181,000 |
| | | A. MERA operational cost | 181,000 |
| 9308 | 2537 | <u>Radio & MDC Maintenance</u> | \$ 265,250 |

Organizational Resources and Support Services

| Division | Account Code | Description | Amount |
|----------|--------------|--|-------------------|
| | | A. Communication equipment repairs, replacement, parts, labor, and maintenance | 15,000 |
| | | B. Purchase of 56 new B/K Portable High Band radios, accessories and costs for install of chargers in apparatus. | 200,000 |
| | | C. MDC Service Agreement with MCSO | 33,000 |
| | | D. BK GPH/KNG portable radio support | 1,000 |
| | | E. Big Rock Raws Maintenance | 350 |
| | | F. Robin Hood Raws Maintenance | 200 |
| | | G. VHF Radio annual programing & FCC Maint | 14,500 |
| | | H. RACES (Radio Amateur Civil Emergency Service) EOC update | 1,200 |
| 9308 | 2539 | Tablet Command | \$ 32,000 |
| | | A. MDT / Tablet Command - Reserve iPads and Mounting Equipment | 7,900 |
| | | B. MDT / Tablet Command - Annual Licenses and Subscription (25 licenses) | 23,100 |
| | | C. MDT / Tablet Command / Telestaff staffing integration annual cost | 1,000 |
| 9308 | 2713 | Legal Fees | \$ 300,000 |
| | | District Counsel, Personnel, and Litigation fees. | 300,000 |
| 9308 | 2717 | Audit & Accounting Fees | \$ 33,525 |
| | | A. Annual audit | 22,775 |
| | | B. Audit services - agreed upon procedures | 4,500 |
| | | C. Government Finance Officers Association CAFR & PAFR fees | 800 |
| | | D. ACFR statistics | 1,000 |
| | | E. OPEB Actuarial Valuation Fees | 2,250 |
| | | F. State Controller's Report | 2,200 |
| 9308 | 2718 | Consulting Fees | \$ 137,320 |
| | | A. Strategic Plan Consultant Support | 30,000 |
| | | B. Pre-employment background and testing | 40,000 |
| | | C. Workers Comp liaison | 50,000 |
| | | D. Lexipol | 7,320 |
| | | E. My Sidewalk | 10,000 |
| 9308 | 2731 | Water | \$ 39,848 |
| | | Costs charged by North Marin Water District for water usage | 39,848 |
| 9308 | 2732 | Electricity | \$ 166,980 |

Organizational Resources and Support Services

| Division | Account Code | Description | Amount |
|----------|--------------|--|----------------------|
| | | Costs charged by Pacific Gas & Electric for electricity & Gas usage. | 166,980 |
| 9308 | 2736 | <u>Garbage</u> | \$ 37,191 |
| | | Cost of Garbage and Trash Pickup (Special Pickups) | 37,191 |
| 9308 | 2737 | <u>Sewage</u> | \$ 33,206 |
| | | Costs charged by Novato Sanitary District for sewer service | 33,206 |
| 9308 | 2738 | <u>Telephone System</u> | \$ 166,900 |
| | | A. Vcom Lease lines | 45,000 |
| | | B. Alpha Pagers | 2,400 |
| | | C. Satellite Phone Service | 2,500 |
| | | D. Verizon Wireless & Router SIMS | 60,000 |
| | | E. FirstNet & AT&T | 23,000 |
| | | F. MIDAS from Marin.org (fiber optic to County) | 18,000 |
| | | G. Comcast/ATT DSL services | 3,000 |
| | | H. Dish Satellite TV Services Admin | 1,500 |
| | | I. Verizon Cardiac Monitor Lines | 1,300 |
| | | J. Verizon Business Lines | 1,000 |
| | | K. Voxeo Aspect phones for Telestaff | 1,200 |
| | | L. Verizon Private Network | 3,000 |
| | | M. VOIP Training | 5,000 |
| 9308 | | Total Organization Resources & Support Operating Budget | \$ 10,675,744 |

Organizational Resources and Support Services

| Division | Account Code | Description | Amount |
|----------|--------------|---|--------------------------|
| 9308 | 3301 | <u>Debt Service - Principal Payments</u> | \$ 325,000 |
| | | A. Station 64 - Principal Payments | 325,000 |
| 9308 | 3302 | <u>Debt Service - Interest Payments</u> | \$ 7,762 |
| | | A. Station 64 - Interest Payments | 13,851 |
| 9308 | | Total Organizational Resources & Support Debt Service Budget | <u>\$ 332,762</u> |

| Division | Account Code | Description | Amount |
|----------|--------------|---|---------------------|
| 9308 | 4048 | <u>Building Facilities</u> | \$ 800,000 |
| | | A. Paving of station 62 drill grounds and all parking areas | 150,000 |
| | | B. Installation of 5 new generators | 95,000 |
| | | C. upgrade cubicles to create more work areas | 80,000 |
| | | D. New carpet (cubicle project) | 25,000 |
| | | E. Second Classroom | 300,000 |
| | | F. Sta 65 dorm HVAC replacement | 150,000 |
| 9308 | 4810 | <u>EMS Equipment</u> | \$ - |
| 9308 | 4815 | <u>Fire Suppression Equipment</u> | \$ 2,325,000 |
| | | A. 1 Type 3 Engine | 575,000 |
| | | B. 2 Type 1 Fire Engines | 1,750,000 |
| 9308 | 4818 | <u>Exercise Equipment</u> | \$ 33,700 |
| | | A. Replacement of exercise equipment and upgrades (3 new weight machines and upgraded free weights) | 27,000 |
| | | B. Peloton membership and tread mill replacement | 6,700 |
| 9308 | 4820 | <u>Ambulances</u> | \$ 575,000 |
| | | 2 Ambulance Remounts | 575,000 |
| 9308 | 4834 | <u>Communication & Computers & Equipment</u> | \$ 8,000 |
| | | Run Map updates (Blue) | 8,000 |
| 9308 | 4880 | <u>Data Processing - Computers & Equipment</u> | \$ 447,000 |
| | | A. MERA (fire station alerting) | 100,000 |
| | | B. Internet Redundancy (Admin) | 50,000 |
| | | C. Admin Security Cameras | 7,000 |
| | | D. On Prem Server with software | 280,000 |
| | | E. Admin Conference Room Equipment Upgrade & Install | 10,000 |
| 9308 | | Total Organizational Resources and Support Capital Budget | \$ 4,188,700 |
| 9308 | 6810 | <u>Rainy Day Fund</u> | \$ 5,071,552 |
| | | Rainy Day Fund minimum two months of expenditures | |
| 9308 | 6981 | <u>EMS Capital Equipment Reserve</u> | - |

Organizational Resources and Support Services

| Division | Account Code | Description | Amount |
|----------|--------------|---|-----------|
| | | Funds for Emergency Medical Services equipment replacement | |
| 9308 | 6983 | <u>Unemployment Insurance Reserve</u> The District is self-insured for unemployment insurance | 93,600 |
| 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 | 4,640,000 |
| 9308 | 6985 | <u>Facility Capital Improvement</u> These funds are maintained to provide necessary funding for future construction of fire facilities | 4,700,000 |
| 9308 | 6986 | <u>Management Info Sys Reserve</u> Funds for management information systems due to technological enhancements | 1,151,500 |
| 9308 | 6987 | <u>Retirement Unfunded Liability</u> Funds are to provide for retirement unfunded liability | 4,440,000 |
| 9308 | 6990 | <u>Training Captain Pilot Program</u> Funds Training Captain position for three 2-year rotations | 1,187,500 |
| 9308 | 6992 | <u>Workers Comp Fund Reserve</u> Reserve for open self insured Workers Compensation claims | 1,022,400 |
| 9308 | 6993 | <u>Retiree Health Benefits Reserve</u> Funds are to provide future payment of retiree health benefits | 1,591,352 |
| 9308 | 6995 | <u>Debt Sinking Fund</u> Funds are to provide future principal payments on the unpaid apparatus lease purchase payments | - |

| Division | Account Code | Description | Amount |
|----------|--------------|---|-----------------------------|
| 9308 | 6996 | <u>Protective Equipment Reserve</u> Funds are to provide for future replacement of personal protective equipment | 481,800 |
| 9308 | | <u>Infrastructure Improvement Implementation</u> Soft costs support for infrastructure projects (\$350K per year x 4 years) | 1,400,000 |
| 9308 | | <u>Fire-based Dispatch</u> Cost increase due to need for independently managed dispatch center and surge capacity (annual cost plus one-time operational costs) | 581,162 |
| 9308 | | <u>PP-GEMT-IGT</u> Possible future expense to join the new DHCS reimbursement program | 600,000 |
| 9308 | 6999 | <u>Compensated Absences</u> Funds are for unused sick leave, vacation and other leave | 1,258,038 |
| 9308 | | Total Committed and Assigned Fund Balances | <u>\$ 28,218,904</u> |

Training and Education

The Training Division provides a wide variety of training opportunities to the District. The Division is led by a 40 hour Operations Battalion Chief with support from a 40 hour Operations Training Captain utilizing internal and external instructors for the delivery of training services.

The Division provides extensive training to Novato Fire 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 the Research and Development Committee, the Safety Committee, and the Recruitment & Retention 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 | Regular Staff Salaries | \$ 537,564 |
| | | A. Base salaries as designated by 2021/25 Memorandum of Understanding with Novato Professional Firefighters Association (NPFA) and 2020/25 MOU with Novato Fire Chief Officers' Association (NFCOA). (1 Battalion Chief and 1 Training Captain) | 358,164 |
| | | B. 6 Fire Reserves plus addition of 6 more | 179,400 |
| 9313 | 1019 | CTO Pay | \$ 10,000 |
| | | A. As per District policy, CTO is reconciled at 96 hours per year. | 10,000 |
| 9313 | 1020 | Overtime - Callback | \$ 72,000 |
| | | 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. | 72,000 |
| 9313 | 1023 | Response Pay | \$ 1,000 |
| | | Emergency Response Pay | 1,000 |
| 9313 | 1025 | Vacation Pay | \$ 12,000 |
| | | A. Employees may cash out up to 50% of accrued vacation payable on June 30 | 12,000 |
| 9313 | 1026 | Education Incentive | \$ 1,200 |
| | | MOU Education Incentives | 1,200 |
| 9313 | 1402 | Retirement | \$ 202,000 |
| | | A. Funds proposed for employee retirement contributions for Training Director-Battalion Chief and Training Captain Safety employer contribution of Tier 1 50.11% and education incentives to maximum 5%. | 195,000 |
| | | B. Retirement on vacation cash out | 7,000 |
| 9313 | 1404 | FICA Medicare | \$ 7,400 |
| | | 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. | 6,000 |
| | | B. Medicare on overtime and CTO on retirement | 1,200 |
| | | C. Medicare on vacation cash out | 200 |
| 9313 | 1502 | Life Insurance | \$ 1,000 |
| | | The District contributes \$12 or 50% whichever is greater of the life insurance premium per month. | 1,000 |

Training and Education

| Division | Account Code | Description | Amount |
|----------|--------------|--|-----------|
| 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 |
| 9313 | 1513 | <u>Health Insurance</u> | \$ 71,400 |
| | | A. Effective 1/1/2023 estimated 10% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser. | 34,000 |
| | | B. Effective 1/1/2023 estimated 10% 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. | 36,000 |
| | | C. Retiree health savings plan | 1,400 |
| 9313 | 1514 | <u>Vision Plan</u> | \$ 1,000 |
| | | The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums | 1,000 |
| 9313 | 1706 | <u>Deferred Compensation</u> | \$ 15,200 |
| | | 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. | 4,400 |
| | | C. Allowance for employees not participating in group medical | 8,400 |
| 9313 | 2039 | <u>Schools and Seminars</u> | \$ 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 | <u>Training Aids and Materials</u> | \$ 15,000 |
| | | A. Vent training prop, Burn Room Construction / Maintenance / Creams | 15,000 |
| 9313 | 2131 | <u>Books & Periodicals</u> | \$ 1,100 |
| | | A. NWCG Supplies | 500 |

Training and Education

| Division | Account Code | Description | Amount |
|----------|--------------|---|----------------------------|
| | | B. Station Libraries - Fire Engineering Texts | 600 |
| 9313 | | Total Training Operating Budget | <u>\$ 1,038,564</u> |

Training and Education