



Novato Fire District Board of Directors

Special Finance Committee Meeting Agenda
July 24, 2024, at 9:00 am

Location: Administration Building and Via Zoom
95 Rowland Way, Novato, CA 94945
Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Board of Directors due to the expiration of Executive Order N-29-20 on February 28, 2023, however, any interested member of the public may participate virtually and/or telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org

The Finance Committee meeting agenda and all supporting documents are available for public review at 95 Rowland Way, Novato, CA, 24 hours in advance of a special board meeting. A fee will be charged for additional copies of board meeting documents. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Administrative Services Manager as soon as possible, but at least 48 hours prior to the meeting.

ROLL CALL

Director William Davis, Director Bruce Goines

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the Finance Committee on any matter that does not appear on this agenda. Items that appear to warrant a more lengthy presentation or Committee consideration will be placed on the agenda for discussion at a future meeting.

AGENDA ADJUSTMENTS

CONSENT CALENDAR ITEMS

1. Special Finance Committee Meeting Minutes 5/23/24

Zoom Conference Information
Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone
+1 669 900 6833 US (San Jose)

Join by telephone only:
+1 669 900 6833 US (San Jose)

For clarity of discussion, the Public is requested to MUTE except:

1. During Open Time for public expression item
2. Public comment period on agenda items.
3. You may use the "raise hand" zoom feature or press *9 if connecting only by phone.



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2. Review of Fire Chief's credit card expenses: May 2024 - June 2024
3. Review of Deputy Fire Chief's credit card expenses: May 2024 - June 2024

NEW BUSINESS

1. Review Final Draft of the Annual Budget for FY 2024-2025

The Finance Committee will review the final draft of the Annual Budget for fiscal year 2024-2025 and make a recommendation to the full Board of Directors

INFORMATIONAL ITEMS

1. The next Finance Committee meeting is October 15, 2024 at 9:00 am

TENATIVE AGENDA ITEMS FOR FUTURE MEETINGS

Committee members may discuss or request future agenda items for committee consideration.

ADJOURNMENT

Consent Calendar Items Section



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
May 23, 2024

1 The meeting was called to order by Director Davis at 9:00 am.

2

3 **ROLL CALL**

4 Directors Bill Davis and Bruce Goines.

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Finance Director Joe Valenti, ASM/Board Clerk Jennifer Crayne, B/C Jeff
8 Whittet, D/C John Dicochea, and Accountant Erilou Santos.

9

10 **OTHERS PRESENT**

11 None.

12

13 **OPEN TIME FOR PUBLIC EXPRESSION**

14 No public comments were made.

15

16 **AGENDA ADJUSTMENTS**

17 Chief Tyler noted that the MWPA reports will be included in the information section.

18

19 **CONSENT CALENDAR**

- 20 1. Special Finance Committee Meeting Minutes 4/30/24
21 2. Review of Fire Chief's credit card expenses: February 2024-April 2024
22 3. Review of Deputy Fire Chief's credit card expenses: February 2024-April 2024

23

24 No public comment.

25

26 M/s Goines/Davis to approve the consent calendar

27 Motion carried: 2-0-0

28

29 **NEW BUSINESS**

30 1. Review of Draft Preliminary Budget for FY 2024-2025

31 The Finance Committee will review the Draft Preliminary Annual Budget for fiscal year 2024-
32 2025 and make a recommendation to the full Board of Directors.

33 Finance Director Valenti provided a detailed summary of the preliminary budget for the 2024/25
34 fiscal year. He noted that the special tax is 11.29 cents per square foot residential and 16.93 cents
35 per square foot commercial. The preliminary budget must be adopted at the June BOD meeting
36 to begin spending by 7/1/24.

- 37 • **Total Revenues** \$40,768,766
38 • **Operating Expenditures** \$36,808,952
39 **Inter-Governmental Transfers** \$1,200,000
40 **Capital Expenditures** \$5,976,250
41 **Total Expenditures** \$43,985,202



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
May 23, 2024

42 FD Valenti presented a graph of property tax revenue trends over the past 10 years and discussed
43 the relationship between revenues and expenditures. He noted the critical importance of the
44 Special Tax. Without it, the District would not be able to cover the costs of salaries and benefits
45 and existing expenses. FD Valenti noted that a 1.0% increase in tax revenue equates to an
46 additional 230K while a 1.0% increase in salaries and benefits equates to an additional \$290K in
47 expenditures. Following the language in the MOU, the current tax revenue estimates from the
48 county result in a 2.0% increase in salaries, however, the salaries are budgeted at a 3.0% increase
49 in anticipation of final estimates from the county.

50 Director Goines inquired about the potential impacts on home prices/sales/valuation due to the
51 substantial increase in property insurance and policyholders being dropped. Chief Tyler said
52 there is no indication of a large % of policyholders being dropped in Novato. Chief Tyler noted
53 that the District does not have a database available to track and measure non-renewal
54 information, but he will research if there is a way to acquire this data.

55 FD Valenti reported a 5% increase in salaries and benefits over the current year estimate of
56 \$1.3M. He cited the following factors:

- 57 • 3% salary increases, 4 new positions, and 6 additional Reserve Firefighters (\$179K)
- 58 • 4 positions added: Director of Org Resources (funded by reserves), PT Fire Inspector,
59 and 2 PT IT Technicians
- 60 • 6% increase of \$314K in retirement for salary increases and MCERA contribution rate
61 increase from 44.27% to 44.68%.
- 62 • Health insurance premiums are not available yet, assuming a 5% increase
- 63 • OPEB contribution increased by \$391K due to a reduction of the rate of return from 7%
64 to 6%.

65 FD Valenti reported a 37% increase over the current year of \$1.9M. He cited the following
66 factors:

- 67 • Dispatch fees increased by \$429K
- 68 • Facilities improvements over \$300K (Admin security gate and fencing, S62 retaining
69 wall, HVAC, etc.)
- 70 • Pre-plans NPF partnership \$100K
- 71 • New payroll system implementation and annual service costs \$80K
- 72 • Increase in utilities and insurance (property and liability) by \$69K

73
74 FD Valenti provided an overview of the assigned and unassigned funds. He noted that the
75 District is in a healthy position and would be able to cover 12 months of expenditures if there
76 were to be a major financial crisis.

77 There was no public comment.

78 M/s Goines/Davis to make a recommendation to the full board to accept the preliminary draft of
79 the FY 2024/25 annual budget.



Novato Fire District Board of Directors
Special Finance Committee Meeting Minutes
May 23, 2024

80 Motion carried: 2-0-0

81 **MWPA REPORTS**

82 1. MWPA Revenue and Expenditure Report

83 This item was moved to Informational Items.

84

85 **INFORMATIONAL ITEMS**

86 1. MWPA Reports

87 FD Valenti provided MWPA financial reports for July through April. He noted that we will not
88 have a complete financial picture until all core and D-space reimbursements have been received.

89

90 Director Goines asked Chief Tyler when the Board will have the opportunity to review the FY
91 2024/25 MWPA budget. Chief Tyler explained that the Board will not review the MWPA budget
92 as that budget is prepared and adopted by the MWPA Board. FD Valenti commented that we
93 report the financials for the MWPA as a separate Measure C Fund. Chief Tyler added that the
94 work plan for the year is shared with the full Board, which includes costs budgeted for each
95 project.

96

97 The next Finance Committee meeting will be held on July 16, 2024.

98

99 There was no public comment.

100

101 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

102 Committee members may discuss or request future agenda items for Committee consideration.

103

104 **ADJOURNMENT**

105 There being no further business to conduct, Director Davis adjourned the meeting at 10:30 am.

106

107 Respectfully Submitted,

A handwritten signature in cursive script that reads "Jennifer Crayne".

110 Jennifer Crayne

111 Clerk of the Board



WILLIAM TYLER

Account Number: XXXX XXXX XXXX 0387

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
05/17	05/19	2443034GVBMA2L3HS	NOVATO CAR WASH NOVATO CA 9308-2087 BO	\$18.00
05/23	05/24	2443099H0R3DFPVZ3	APPLE.COM/BILL 800-275-2273 CA	\$19.99
06/10	06/10	000000000000COMPC	TOTAL PURCHASES \$37.99	
			TOTAL \$37.99	

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	19.49% (v)	\$0.00	0	\$0.00
Cash Advances	19.49% (v)	\$0.00	0	\$0.00

(v) - variable

To avoid additional interest charges, pay your New Balance in full on or before the Payment Due Date.

Exciting news! Go online today and check out the all-new enhancements to the Card Service Center website. E-statements, additional payment options, links to Preferred Points website, and other helpful sites. Visit us today at www.cardaccount.net to enroll your credit card account(s) on the newly enhanced website.

Thank you for the opportunity to serve your credit card needs. Should your future plans include travel, please contact us at 1-800-367-7576.

**Deputy Fire Chief Dicochea credit card charges
May-June 2024 - NONE**

New Business Section

FINAL BUDGET FISCAL YEAR 2024-2025



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. At the Novato Fire District we prepare financially responsible budgets that are tied to the adopted mission, goals, and strategies.



This year we have drafted a new 3-year strategic plan and identified lines of effort that will focus on our Service Model & Delivery, Staffing & Professional Development, and revisit our Vision, Values, & Expectations. We will address Compensation, Benefits & Work Life Balance in an honest and transparent way. Provide full integration of the Marin Wildfire Prevention Authority with plans identified to mitigate impacts to staff and daily operations are considered. We will update and standardize documents and doctrine across all shifts and the administration office.

Our guiding principles remain a cornerstone of our relationship with the communities that we serve. Our ongoing commitment to solid, transparent, financial practices are evident by having recently received our sixteenth 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.

2024/25 ANNUAL BUDGET SUMMARY

Revenues (Page 1)	\$ 41,704,215
Operating Budget Expenditures (Pages 2 - 7)	\$ 36,746,582
Inter Governmental Transfers	1,500,000
Capital Budget Expenditures (Page 8)	<u>5,985,700</u>
Total Expenditures	<u>44,232,282</u>
Decreases to Assigned Fund Balances (Page 9)	
Building Facilities	2,080,000
Apparatus Replacement	3,500,000
EMS Equipment	146,000
Management Info Sys Reserve	233,700
Training Captain Reserve	250,000
Director of Org Resources Reserve	<u>350,000</u>
Total Decreases to Assigned Fund Balances	6,559,700
(Increase) to Unassigned Fund Balance	<u>(4,031,633)</u>
Total Revenues and Changes to Assigned and Unassigned Fund Balances	<u>\$ 44,232,282</u>

Special Tax 11.29 cents per square foot residential and 16.93 cents per square foot commercial

2024/25 ANNUAL BUDGET SUMMARY

	Adopted Budget 2023/24	Proposed Budget 2024/25	Percentage Change
<u>Program Expenditures</u>			
Emergency Medical Services	\$ 8,886,112	\$ 9,497,704	
Fire Prevention	1,576,368	1,674,894	
Operations	12,643,877	12,492,813	
Organizational Resources & Support	11,008,506	11,861,979	
Training	<u>1,038,564</u>	<u>1,219,192</u>	
Total Program Expenditures	<u><u>\$ 35,153,427</u></u>	<u><u>\$ 36,746,582</u></u>	4.53%
<u>Summary by Category</u>			
Personnel	\$ 27,690,601	\$ 29,529,264	6.64%
Services and Supplies	7,130,064	7,051,760	-1.10%
Debt Service	<u>332,762</u>	<u>165,558</u>	-50.25%
Total Summary by Category	<u><u>\$ 35,153,427</u></u>	<u><u>\$ 36,746,582</u></u>	4.53%
<u>Personnel (Allocated Positions)</u>			
Full Time	82	86	
<u>Revenues</u>			
General Funds	<u><u>\$ 39,934,016</u></u>	<u><u>\$ 41,704,215</u></u>	4.43%
<u>Capital Outlay</u>			
Emergency Medical Services	\$ -	\$ -	
Fire Prevention	-	-	
Operations	-	-	
Organizational Resources & Support	4,188,700	5,985,700	
Training	<u>-</u>	<u>-</u>	
Total Capital Outlay	<u><u>\$ 4,188,700</u></u>	<u><u>\$ 5,985,700</u></u>	42.90%

2024 / 25 ANNUAL BUDGET REVENUE

Description	Account Code	2015 / 16 Revenue	2016 / 17 Revenue	2017 / 18 Revenue	2018 / 19 Revenue	2019 / 20 Revenue	2020 / 21 Revenue	2021 / 22 Revenue	2022 / 23 Revenue	2023 / 24 Estimated Revenue	2024 / 25 Budgeted Revenue	% of Change Incr (Decr) Last Year
Property Taxes												
Current Secured	9001	\$ 15,389,493	\$ 16,196,130	\$ 17,040,725	\$ 18,174,611	\$ 18,529,707	\$ 19,407,579	\$ 20,496,486	\$ 21,453,757	\$ 22,389,744	\$ 23,289,779	3.9%
Current Unsecured	9002	306,487	315,561	319,805	331,347	352,069	364,552	366,415	381,966	442,767	442,767	
Prior Secured Delinquent	9003	-	-	-	-	-	-	-	-	-	-	
Prior Secured Redemptions	9004	-	-	-	-	-	-	-	-	-	-	
Prior Unsecured	9006	11,331	12,440	17,750	12,932	13,868	10,910	21,385	21,187	21,187	21,187	
Special Assessment	9007	5,104,626	5,234,421	5,398,412	5,579,586	5,806,224	6,025,364	6,296,489	6,524,530	6,901,242	7,154,518	3.7%
Special Assessment Delinquent	9008	-	-	-	-	-	-	-	-	-	-	
Supplemental Assessment Current	9041	467,117	417,350	434,629	434,258	434,388	419,387	724,072	811,449	745,192	745,192	
Supplemental Assessment Unsec	9042	5,328	5,525	6,234	3,755	16,970	8,052	15,869	26,609	26,609	26,609	
Supplemental Assessment Redemp.	9043	7,480	17,117	7,198	12,765	15,705	13,859	11,498	19,961	16,230	16,230	
Novato Hamilton RDA	9045	496,087	586,997	614,901	621,347	718,007	1,004,575	827,091	1,489,928	874,662	892,155	
Education Revenue Augm Fund - Redistribution	9046	1,296,419	1,586,286	1,610,724	1,673,825	1,882,786	1,912,610	2,330,034	2,057,007	2,491,242	2,491,242	
Novato Downtown Redevelopment	9047	629,888	637,662	214,591	180,496	262,083	167,629	184,027	212,290	219,136	223,519	
Property Tax Reduction Shift to State	9001	-	-	-	-	-	-	-	-	-	-	
Total Property Taxes		23,714,256	25,009,489	25,664,969	27,024,922	28,031,808	29,334,517	31,273,366	32,998,684	34,128,011	35,303,198	3.4%
Charges for Services												
CPR Fees	9576	2,430	2,265	1,290	-	-	-	-	-	-	-	
GEMT Service Fees	9920	-	-	-	-	-	-	-	-	-	-	
GEMT Revenue	9925	65,228	52,564	184,334	54,236	(7,437)	60,322	(79,714)	253,637	-	-	
Outside Agency Ambulance Billing Service	9931	242,652	290,662	344,424	40,529	-	-	-	-	-	-	
Novato Ambulance Service Fees	9932	2,093,469	2,556,424	2,380,446	2,995,568	3,033,420	3,041,030	3,238,278	3,502,793	4,000,000	3,400,000	
Plan Checks & Inspection Fees	9935	52,586	37,813	30,946	33,688	44,304	30,906	50,914	54,668	57,660	57,660	
NERA & HazMat Administrative Services	9945	74,429	58,307	66,081	50,766	-	-	-	-	-	-	
Renaissance Faire Contract	9946	-	-	-	-	-	-	-	-	-	-	
Total Charges for Services		2,530,794	2,998,025	3,007,521	3,174,787	3,070,287	3,132,258	3,209,478	3,811,098	4,057,660	3,457,660	
Revenue From Use of Money												
Interest	9201	29,950	55,464	133,664	267,947	383,197	139,051	19,705	415,939	156,920	156,920	
Loan Interest	9798	-	-	-	-	-	-	-	-	-	-	
Total Revenue From Use of Money		29,950	55,464	133,664	267,947	383,197	139,051	19,705	415,939	156,920	156,920	
Intergovernmental Revenue												
State:												
Home Owners Property Tax Reduction	9280	86,993	84,983	84,756	84,043	82,915	81,618	80,740	79,902	78,134	78,134	
Other State Aid	9367	129,311	269,012	488,984	833,440	2,245,913	2,995,598	1,534,610	1,162,575	1,800,000	2,500,000	
Federal:												
Grant Received	9419	-	57,773	-	-	-	-	-	-	-	-	
Intergovernmental Transfer to DHCS					(364,540)	(979,989)	(1,227,932)	(701,793)	-	-	-	
Transfer to MWPA for Admin Support									56,510	-	-	
OES Reimbursements	9942	1,277,761	835,655	1,642,352	583,339	532,053	1,147,131	878,758	266,447	200,000	200,000	
Total Intergovernmental Revenue		1,494,065	1,247,423	2,216,092	1,136,282	1,880,892	2,996,415	1,792,315	1,565,434	2,078,134	2,778,134	
Other Revenue												
Parking Lot Rent	9250	30,000	30,000	30,000	27,500	30,000	30,000	27,100	5,000	5,000	5,000	
Donations	9761	-	-	-	-	-	-	-	-	-	-	
COVID-19 Relief Funds	9930	-	-	-	-	42,617	(42,617)	-	-	-	-	
Fire Reports / Ambulance Reports	9933	-	-	-	-	-	-	-	-	-	-	
Impact Fees	9934	27,862	12,949	-	-	-	-	-	-	-	-	
Sale of Assets	9936	8,720	13,864	115,316	-	-	-	-	-	-	-	
Elections	9938	900	600	1,000	500	600	-	-	-	-	-	
In Lieu Housing	9483	3,300	3,300	3,302	3,303	3,310	3,315	3,330	3,303	3,303	3,303	
MWPA Core Reimbursement								(624,047)	-	-	-	
Other Refunds / Reimbursements	9940	7,253	923	5,058	75,880	113,924	232,928	1,056,344	69,490	-	-	
Total Other Revenue		78,035	61,636	154,676	107,183	190,451	223,626	462,727	77,793	8,303	8,303	
Total Revenue (Excluding Measure C)		\$ 27,847,100	\$ 29,372,037	\$ 31,176,922	\$ 31,711,121	\$ 33,556,635	\$ 35,825,867	\$ 36,757,591	\$ 38,868,948	\$ 40,429,028	\$ 41,704,215	
Percentage Change From Prior Year (Total Property Taxes)		7.33%	5.46%	2.62%	5.30%	3.73%	4.65%	6.61%	5.52%	3.42%	3.44%	
Percentage Change From Prior Year (Net Tax Revenue)		6.39%	5.16%	5.11%	6.56%	2.02%	4.69%	5.49%	4.64%	4.54%	3.93%	
Percentage Change From Prior Year (Total Revenue)		10.61%	5.48%	6.14%	1.71%	5.82%	6.76%	2.60%	5.74%	4.01%	3.15%	

**Novato Fire Protection District
Summary of Operating Program Budgets
Fiscal Year 2024 / 25**

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
	2023 / 24	2024 / 25	2023 / 24	2024 / 25	2023 / 24	2024 / 25	2023 / 24	2024 / 25	2023 / 24	2024 / 25	2023 / 24	2024 / 25
Salaries and Fringe Benefits	\$ 8,384,584	\$ 8,787,054	\$ 929,263	\$ 1,284,504	\$ 12,679,777	\$ 12,323,813	\$ 5,354,482	\$ 6,037,351	\$ 835,724	\$ 1,096,542	\$ 28,183,830	\$ 29,529,264
Services and Supplies	392,945	710,650	30,983	390,390	237,876	169,000	4,505,692	5,659,070	81,784	122,650	5,249,280	7,051,760
Debt Service	-	-	-	-	-	-	332,770	165,558	-	-	332,770	165,558
Total Operating Budgets	\$ 8,777,529	\$ 9,497,704	\$ 960,246	\$ 1,674,894	\$ 12,917,653	\$ 12,492,813	\$ 10,192,944	\$ 11,861,979	\$ 917,508	\$ 1,219,192	\$ 33,765,880	\$ 36,746,582

**Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2024 / 25**

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25
SALARIES AND FRINGE BENEFITS													
Salaries													
Regular Staff Salaries	1003	\$ 3,769,803	\$ 3,963,666	\$ 517,752	\$ 764,158	\$ 6,024,459	\$ 5,441,529	\$ 1,308,166	\$ 1,816,762	\$ 357,322	\$ 548,309	\$ 11,977,502	\$ 12,534,424
Director Fees	1022	-	-	-	-	-	-	28,320	27,000	-	-	28,320	27,000
Sub-total Salaries		3,769,803	3,963,666	517,752	764,158	6,024,459	5,441,529	1,336,486	1,843,762	357,322	548,309	12,005,822	12,561,424
Premium Pay													
CTO Pay	1019	210,239	150,000	3,236	4,000	391,095	407,400	84,380	94,600	18,684	19,000	707,634	675,000
Overtime - Callback	1020	1,390,049	1,356,000	5,492	18,000	1,939,892	1,968,000	65,773	66,000	162,142	186,000	3,563,348	3,594,000
Out of Class Pay	1021	3,531	6,000	15,031	-	4,774	5,000	-	-	-	-	23,336	11,000
Response Pay	1023	341	-	256	-	-	-	-	-	-	-	597	-
Vacation Pay	1025	34,893	105,000	25,563	16,000	185,301	169,000	55,688	90,000	16,634	15,000	318,079	395,000
Education Incentive	1026	16,200	24,300	2,400	3,360	35,025	31,500	-	-	3,113	1,200	56,738	60,360
Sub-total Premium Pay		1,655,253	1,641,300	51,978	41,360	2,556,087	2,580,900	205,841	250,600	200,573	221,200	4,669,732	4,735,360
Fringe Benefits													
Retirement	1402	1,833,442	1,970,020	212,182	232,210	2,607,073	2,672,250	431,432	525,300	213,416	212,210	5,297,545	5,611,990
FICA Medicare	1404	80,623	86,200	8,720	9,400	104,181	108,500	26,908	31,200	10,222	9,000	230,654	244,300
Life Insurance	1502	(3,757)	4,500	(1,196)	1,000	(5,948)	6,000	30,587	2,000	(655)	500	19,031	14,000
Dental Insurance	1510	45,522	75,000	3,538	14,000	60,651	100,000	81,478	34,000	990	7,000	192,179	230,000
Flexible Savings Account	1512	-	-	-	-	-	-	6,882	-	-	-	6,882	-
Health Insurance	1513	869,993	906,000	92,344	171,000	1,142,759	1,208,000	1,521,012	1,594,000	37,137	82,000	3,663,245	3,961,000
Vision Plan	1514	3,800	6,000	329	1,500	5,078	8,000	6,246	3,000	107	1,000	15,560	19,500
Admin Allowance	1517	1,890	2,000	4,658	5,000	1,890	2,000	15,525	16,000	-	-	23,963	25,000
Workers' Comp	1701	-	-	-	-	1,183	-	1,591,487	1,642,200	-	-	1,592,670	1,642,200
Unemployment Insurance	1702	-	-	-	-	-	-	3,696	-	-	-	3,696	-
Physicals	1703	-	-	-	-	-	-	37,322	25,000	-	-	37,322	25,000
Sick Leave Buyback	1704	6,756	-	-	-	-	-	2,972	-	-	-	9,728	-
Admin Leave	1705	-	-	-	-	-	-	-	-	-	-	-	-
Deferred Compensation	1706	121,259	132,368	38,958	44,876	182,364	196,634	56,608	70,289	16,612	15,323	415,801	459,490
Sub-total Fringe Benefits		2,959,528	3,182,088	359,533	478,986	4,099,231	4,301,384	3,812,155	3,942,989	277,829	327,033	11,508,276	12,232,480
Total Salaries and Fringe Benefits		\$ 8,384,584	\$ 8,787,054	\$ 929,263	\$ 1,284,504	\$ 12,679,777	\$ 12,323,813	\$ 5,354,482	\$ 6,037,351	\$ 835,724	\$ 1,096,542	\$ 28,183,830	\$ 29,529,264

**Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2024 / 25**

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25
SERVICES AND SUPPLIES													
Clothing & Personal Supplies													
Services & Supplies	2000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,643	\$ -	\$ -	\$ -	\$ 24,643	\$ -
Cal-OSHA Requirements	2020	\$ -	\$ -	\$ -	\$ -	\$ 168,460	\$ 80,500	\$ -	\$ -	\$ -	\$ -	\$ 168,460	\$ 80,500
Clothing	2021	42	1,140	-	-	-	-	7,570	8,000	-	-	7,612	9,140
Sub-total Clothing & Personal Supplies		42	1,140	-	-	168,460	80,500	32,213	8,000	-	-	200,715	89,640
Medical													
COVID-19 Expenses	2023	-	-	-	-	-	-	-	-	-	-	-	-
First Aid Supplies	2024	208,102	151,930	-	-	-	-	1,439	-	-	-	209,541	151,930
Oxygen	2025	4,429	7,000	-	-	-	-	264	-	-	-	4,693	7,000
Sub-total Medical		212,531	158,930	-	-	-	-	1,703	-	-	-	214,234	158,930
Small Tools & Instruments													
Investigative Tools	2026	-	-	320	2,500	-	-	-	-	-	-	320	2,500
Tool Replacement	2027	-	-	-	-	-	-	34,280	20,000	-	-	34,280	20,000
Sub-total Small Tools & Instruments		-	-	320	2,500	-	-	34,280	20,000	-	-	34,600	22,500
District Special Expense													
Board Expense	2028	-	-	-	-	-	-	8,837	15,000	-	-	8,837	15,000
Advertising	2029	-	-	-	50,000	-	-	26,233	20,000	-	-	26,233	70,000
Outside Assistance	2034	133,880	192,500	-	-	10,045	-	81,933	166,900	-	-	225,858	359,400
EMS Certification	2036	-	-	-	-	-	-	-	-	-	-	-	-
CPR Materials	2038	-	-	-	-	-	-	-	-	-	-	-	-
Schools and Seminars	2039	-	-	8,110	9,400	-	-	7,482	7,700	60,443	83,700	76,035	100,800
Training Aids and Materials	2040	840	10,600	(12,551)	19,000	-	-	1,195	-	17,557	37,850	7,041	67,450
Food	2041	-	-	-	-	-	-	39,409	50,000	-	-	39,409	50,000
Extinguishing Agents	2042	-	-	-	-	1,593	6,000	-	-	-	-	1,593	6,000
Conferences & Meetings	2049	11,663	23,000	4,443	4,600	-	-	18,324	28,500	2,680	-	37,110	56,100
Equipment Testing	2050	-	-	-	-	-	-	23,234	64,500	-	-	23,234	64,500
Election Expense	2129	-	-	-	-	-	-	-	35,375	-	-	-	35,375
Books & Periodicals	2131	260	1,535	671	3,250	-	-	-	500	125	1,100	1,056	6,385
Document Reproduction	2137	-	-	-	-	-	-	1,450	54,500	-	-	1,450	54,500
Computer Supplies	2141	1,760	-	39	6,000	(46)	-	15,897	119,200	-	-	17,650	125,200
Computer System Software	2151	27,417	27,100	334	2,400	-	-	145,541	240,900	-	-	173,292	270,400
Computer System Maintenance	2164	-	-	-	-	-	-	113,274	276,350	-	-	113,274	276,350
Hazardous Materials Prog	2262	-	-	-	-	-	-	13,102	10,000	-	-	13,102	10,000
Property Tax Fee	2269	-	-	-	-	-	-	318,889	338,150	-	-	318,889	338,150
Empl Service & Recog	2273	-	251,200	-	-	-	-	170,449	115,000	-	-	170,449	366,200
Central Dispatch	2528	-	-	-	-	-	-	577,868	1,070,420	-	-	577,868	1,070,420
Emergency Operations Center	2530	-	-	-	-	-	-	2,845	40,000	-	-	2,845	40,000
Marin Emergency Radio Authority	2533	-	-	-	-	-	-	217,356	181,000	-	-	217,356	181,000
Radio & MDC Maintenance	2537	-	-	-	-	2,789	-	216,501	80,270	-	-	219,290	80,270
Tablet Command	2539	-	-	-	-	-	-	30,806	34,000	-	-	30,806	34,000
Sub-total District Special Expense		175,820	505,935	1,046	94,650	14,381	6,000	2,030,625	2,948,265	80,805	122,650	2,302,677	3,677,500

Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2024 / 25

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25
SERVICES AND SUPPLIES													
Insurance													
Liability & Property	2059	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 224,588	\$ 247,500	\$ -	\$ -	\$ 224,588	\$ 247,500
Sub-total Insurance		-	-	-	-	-	-	224,588	247,500	-	-	224,588	247,500
Maintenance Repair													
School and Seminars	2074	-	-	-	-	-	-	2,275	5,000	-	-	2,275	5,000
Sub-total Maintenance Repair		-	-	-	-	-	-	2,275	5,000	-	-	2,275	5,000
Apparatus Maintenance & Repair													
Parts & Outside Labor	2087	-	-	-	-	-	-	166,734	250,000	-	-	166,734	250,000
Shop Supplies	2088	-	-	-	-	-	-	7,509	10,000	-	-	7,509	10,000
Special Fire Equipment & Supplies	2268	-	-	740	3,000	51,504	75,500	13,609	1,000	-	-	65,853	79,500
Sub-total Apparatus Maintenance & Repair		-	-	740	3,000	51,504	75,500	187,852	261,000	-	-	240,096	339,500
Fuel & Oil													
Gas, Oil & Grease Vehicles	2501	-	-	-	-	3,318	-	219,167	256,200	-	-	222,485	256,200
Out of County Logistics	2510	-	-	-	-	-	7,000	3,415	12,000	-	-	3,415	19,000
Sub-total Fuel & Oil		-	-	-	-	3,318	7,000	222,582	268,200	-	-	225,900	275,200
Professional Services													
Litigation Settlement	2710	-	-	-	-	-	-	-	-	-	-	-	-
Legal Fees	2713	-	-	-	-	-	-	238,000	300,000	-	-	238,000	300,000
Audit & Accounting Fees	2717	-	11,600	-	-	-	-	44,925	42,750	-	-	44,925	54,350
Consulting Fees	2718	-	-	23,103	208,100	-	-	125,000	149,600	-	-	148,103	357,700
Sub-total Professional Services		-	11,600	23,103	208,100	-	-	407,925	492,350	-	-	431,028	712,050
Utilities													
Water	2731	-	-	-	-	-	-	30,000	44,000	-	-	30,000	44,000
Electricity	2732	-	-	-	-	-	-	181,531	184,000	979	-	182,510	184,000
Garbage	2736	-	-	-	-	-	-	25,000	40,000	-	-	25,000	40,000
Sewage	2737	-	-	-	-	-	-	32,000	34,500	-	-	32,000	34,500
Telephone System	2738	-	-	-	-	-	-	136,768	182,700	-	-	136,768	182,700
Sub-total Utilities		-	-	-	-	-	-	405,299	485,200	979	-	406,278	485,200
Structure & Grounds Maintenance													
Facilities Prevent Maintenance	2396	-	-	-	-	-	-	161,000	227,500	-	-	161,000	227,500
Facilities Projects	2397	-	-	-	-	-	-	178,000	378,000	-	-	178,000	378,000
Facilities Repairs	2398	2,475	19,300	-	-	-	-	449,667	107,500	-	-	452,142	126,800
Station Supplies	2399	-	-	20	-	213	-	33,288	35,000	-	-	33,521	35,000
Hydrants	2400	-	-	-	18,000	-	-	-	-	-	-	-	18,000
Sub-total Structure & Grounds Maintenance		2,475	19,300	20	18,000	213	-	821,955	748,000	-	-	824,663	785,300

Novato Fire Protection District
 Operating Program Budgets
 Fiscal Year 2024 / 25

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25
SERVICES AND SUPPLIES													
Memberships													
Memberships	2401	\$ -	\$ 2,445	\$ 5,754	\$ 13,040	\$ -	\$ -	\$ 36,394	\$ 42,175	\$ -	\$ -	\$ 42,148	\$ 57,660
Sub-total Memberships		-	2,445	5,754	13,040	-	-	36,394	42,175	-	-	42,148	57,660
Office Expense													
Payroll Service Charge	2406	-	-	-	-	-	-	51,261	78,480	-	-	51,261	78,480
Office Supplies	2407	2,077	11,300	-	1,100	-	-	46,740	54,900	-	-	48,817	67,300
Sub-total Office Expense		2,077	11,300	-	1,100	-	-	98,001	133,380	-	-	100,078	145,780
Miscellaneous Expense													
Vegetation Mgmt	2121	-	-	-	50,000	-	-	-	-	-	-	-	50,000
Sub-total Miscellaneous Expense		-	-	-	50,000	-	-	-	-	-	-	-	50,000
Total Services and Supplies		\$ 392,945	\$ 710,650	\$ 30,983	\$ 390,390	\$ 237,876	\$ 169,000	\$ 4,505,692	\$ 5,659,070	\$ 81,784	\$ 122,650	\$ 5,249,280	\$ 7,051,760

Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2024 / 25

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total		
		Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	
Debt Service														
Debt Service - Principal Payments	3301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000	\$ 164,000	\$ -	\$ -	\$ 325,000	\$ 164,000
Debt Service - Interest Payments	3302	-	-	-	-	-	-	-	7,770	1,558	-	-	7,770	1,558
Total Debt Service		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 332,770	\$ 165,558	\$ -	\$ -	\$ 332,770	\$ 165,558
Summary														
Total Salaries and Fringe Benefits		\$ 8,384,584	\$ 8,787,054	\$ 929,263	\$ 1,284,504	\$ 12,679,777	\$ 12,323,813	\$ 5,354,482	\$ 6,037,351	\$ 835,724	\$ 1,096,542	\$ 28,183,830	\$ 29,529,264	
Total Services and Supplies		392,945	710,650	30,983	390,390	237,876	169,000	4,505,692	5,659,070	81,784	122,650	5,249,280	7,051,760	
Total Debt Service		-	-	-	-	-	-	332,770	165,558	-	-	332,770	165,558	
Grand Total		\$ 8,777,529	\$ 9,497,704	\$ 960,246	\$ 1,674,894	\$ 12,917,653	\$ 12,492,813	\$ 10,192,944	\$ 11,861,979	\$ 917,508	\$ 1,219,192	\$ 33,765,880	\$ 36,746,582	

Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2024 / 25

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25
Building Facilities	4048	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,362	\$ 2,080,000	\$ -	\$ -	\$ 188,362	\$ 2,080,000
EMS Equipment	4810	-	-	-	-	-	-	\$ 751,610	146,000	-	-	751,610	146,000
Fire Suppression Equipment	4815	-	-	-	-	-	-	-	2,750,000	-	-	-	2,750,000
Exercise Equipment	4818	-	-	-	-	-	-	\$ 29,043	26,000	-	-	29,043	26,000
Ambulances	4820	-	-	-	-	-	-	\$ 6,896	750,000	-	-	6,896	750,000
Communication & Computers & Equipment	4834	-	-	-	-	-	-	-	-	-	-	-	-
Data Processing - Computers & Equipment	4880	-	-	-	-	-	-	-	233,700	-	-	-	233,700
Total Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 975,911	\$ 5,985,700	\$ -	\$ -	\$ 975,911	\$ 5,985,700

Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2024 / 25

Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total		
	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	Estimated 2023 / 24	Proposed 2024 / 25	
COMMITTED FUND BALANCES													
Rainy Day Fund	6810	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,071,552	\$ 5,071,552	\$ -	\$ -	\$ 5,071,552	\$ 5,071,552
ASSIGNED FUND BALANCES													
EMS Capital Equipment Reserve	6981	-	-	-	-	-	-	-	543,000	-	-	-	543,000
Unemployment Insurance Reserve	6983	-	-	-	-	-	-	93,600	93,600	-	-	93,600	93,600
Apparatus Replacement	6984	-	-	-	-	-	-	1,740,000	4,717,000	-	-	1,740,000	4,717,000
Facility Capital Improvement	6985	-	-	-	-	-	-	3,866,300	4,700,000	-	-	3,866,300	4,700,000
Management Info Sys Reserve	6986	-	-	-	-	-	-	696,500	1,151,500	-	-	696,500	1,151,500
Workers Comp Fund Reserve	6992	-	-	-	-	-	-	1,022,400	989,000	-	-	1,022,400	989,000
Protective Equipment Reserve	6996	-	-	-	-	-	-	481,800	1,586,800	-	-	481,800	1,586,800
Compensated Absences	6999	-	-	-	-	-	-	1,258,038	1,670,386	-	-	1,258,038	1,670,386
Retirement Unfunded Liability	6987	-	-	-	-	-	-	4,440,000	5,040,000	-	-	4,440,000	5,040,000
Retiree Health Benefits Reserve	6993	-	-	-	-	-	-	1,591,352	2,373,508	-	-	1,591,352	2,373,508
Training Captain Pilot Program	6990	-	-	-	-	-	-	936,635	1,187,500	-	-	936,635	1,187,500
Infrastructure Improvement Implementation		-	-	-	-	-	-	1,400,000	1,400,000	-	-	1,400,000	1,400,000
Fire-based Dispatch		-	-	-	-	-	-	581,162	1,218,552	-	-	581,162	1,218,552
PP-GEMT-IGT		-	-	-	-	-	-	-	-	-	-	-	-
Total Assigned Fund Balances		-	-	-	-	-	-	18,107,787	26,670,846	-	-	18,107,787	26,670,846
Total Committed and Assigned Fund Balances		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,179,339	\$ 31,742,398	\$ -	\$ -	\$ 23,179,339	\$ 31,742,398

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.

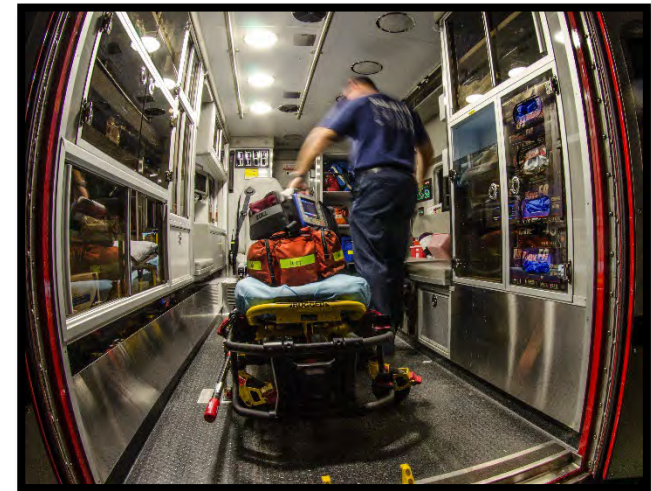
The EMS Division is overseen by an EMS Battalion Chief and consists of our highly trained Firefighter/Paramedics as well as our Medical Director, EMS Educator and CQI Coordinator. All members of the division work closely with our community partners to foster relationships toward accomplishing our goal 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 2024/2025 budget secures fiscally responsible funding that allows for continued achievement of our goals while keeping up with relevant changes in Pre-Hospital Emergency Medical Care.



Division	Account Code	Description	Amount
9305	1003	Regular Staff Salaries	\$ 3,963,666
		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)	3,963,666
9305	1019	CTO Pay	\$ 150,000
		A. As per District policy, CTO is reconciled at 96 hours per year.	150,000
9305	1020	Overtime - Callback	\$ 1,356,000
		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.	1,356,000
9305	1021	Out of Class Pay	\$ 6,000
		A. Out of class pay for working outside of regular classification on regular shift	4,000
		B. Acting Fire Chief pay	2,000
9305	1025	Vacation Pay	\$ 105,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	85,000
		B. Vacation leave paid at retirement	20,000
9305	1026	Education Incentive	\$ 24,300
		MOU Education Incentives	24,300
9305	1402	Retirement	\$ 1,970,020
		A. Funds for employee retirement contributions including Safety employer contribution of Tier 1 51.32%, Tier 2 55.33%, Tier 3 43.09%, Tier 3A 39.68% and non-safety employer contribution of 23.27% and education incentives to maximum 5%.	1,935,000
		B. Retirement on vacation cash out	35,020
9305	1404	FICA Medicare	\$ 86,200
		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.	64,000
		B. Medicare on overtime, CTO and vacation at retirement	22,200

Emergency Medical Services

Division	Account Code	Description	Amount
9305	1502	<u>Life Insurance</u>	\$ 4,500
		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.	4,500
9305	1510	<u>Dental Insurance</u>	\$ 75,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	75,000
9305	1513	<u>Health Insurance</u>	\$ 906,000
		A. Effective 1/1/2025 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	420,000
		B. Effective 1/1/2025 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	400,000
		C. Retiree health savings plan	86,000
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>	\$ 2,000
		Disability insurance allowance for non safety employees	2,000
9305	1706	<u>Deferred Compensation</u>	\$ 132,368
		A. Per Memorandum of Understanding with Novato Professional Firefighters Association and Memorandum of Understanding with Battalion Chief Officers Association, the District will contribute up to \$100 per month dollar for dollar match toward an employee's deferred compensation plan. Per Compensation and Benefits Agreement with Professional Management and Administrative Support Staff, the District will contribute up to \$150 per month dollar for dollar match toward an employee's deferred compensation plan.	35,400
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	48,968
		C. Allowance for employees not participating in group medical	42,000

Division	Account Code	Description	Amount
		D. Education incentive deferred compensation.	6,000
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	\$ 151,930
		A. Infection control supplies	3,100
		B. ALS/BLS supplies	29,700
		C. ALS/BLS electrodes	4,900
		D. Gloves	8,500
		E. Glucometer Test Strips	1,350
		F. Medications	29,000
		G. Fluids	2,900
		H. IV tubing	7,000
		I. IV start kits/Needleless Equip	11,200
		J. Replacement equipment	1,350
		K. Disposable Linen	30,250
		L. EZ IO Needles	6,800
		M. Pediatric Restraint Systems	1,150
		N. Replace 3 Gurney Batteries	1,550
		O. Replace 2 Suction Units	680
		P. NarcBox/Image Trend yearly subscription	5,000
		Q. Breezy Blue - Disinfection units x 2 (apparatus + stations)	7,500
9305	2025	Oxygen	\$ 7,000
		A. Delivery & refill oxygen	6,000
		B. Gauges/fittings	200
		C. Demand Valves/Regulators	400
		D. Hydrostatic testing	400
9305	2034	Outside Assistance	\$ 192,500
		A. Medicare revalidation fee	800
		B. ECS Images (scanning EOB)	4,500
		C. Flu vac	2,500

Emergency Medical Services

Division	Account Code	Description	Amount
		D. Copying - protocol books	2,500
		E. EMS Educator	56,000
		F. Maintenance and repair of exercise equipment	4,200
		G. CQI Coordinator	28,800
		H. Novato Fire FTE biller	83,200
		I. EMS billing rate study	10,000
9305	2040	<u>Training Aids and Materials</u>	\$ 10,600
		A. CPR, ACLS, PALS, MCEMSA	8,600
		B. EMS Skills Mannequin	2,000
9305	2049	<u>Conferences & Meetings</u>	\$ 23,000
		A. CFED West	6,000
		B. PWW/ABC Billing Conference	10,000
		C. Conference for EMS Purchaser and EMS Battalion Chief	7,000
9305	2131	<u>Books & Periodicals</u>	\$ 1,535
		A. Ambulance billing required books	1,000
		B. JEMS (1)	165
		C. EMS Insider	185
		D. Infection Control Network	185
9305	2151	<u>Computer System Software</u>	\$ 27,100
		A. Billing software - Tri-tech	17,000
		B. CPF Exposure Reporting annual subscription	700
		C. Billing software - Trizetto	2,700
		D. Billing software - Zoll Data	6,700
9305	2273	<u>Empl Service & Recog</u>	\$ 251,200
		A. EMS Week	1,200
		B. Cancer Prevention & Mitigation (CPM)	250,000
9305	2398	<u>Facilities Repairs</u>	\$ 19,300
		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

Division	Account Code	Description	Amount
9305	2407	Office Supplies	\$ 11,300
		A. Postage for billing department	7,800
		B. Billing clerk supplies	3,500
9305	2717	Audit & Accounting Fees	\$ 11,600
		A. Lockbox NFD	3,600
		B. EMS billing agreed upon procedures	8,000
9305		Total Emergency Medical Services Operating Budget	\$ 9,497,704

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 2024-2025 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 work plans will provide enhanced wildfire prevention activities through 2030.

Division	Account Code	Description	Amount
9306	1003	Regular Staff Salaries	\$ 764,158
		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 P/T Fire Inspector, 1 Administrative Assistant RPM, and 1 P/T Fire Prevention Specialist)	764,158
9306	1019	CTO Pay	\$ 4,000
		A. As per District policy, CTO is reconciled at 96 hours per year.	4,000
9306	1020	Overtime - Callback	\$ 18,000
		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.	18,000
9306	1023	Response Pay	\$ -
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	\$ 3,360
		MOU Education Incentives	3,360
9306	1402	Retirement	\$ 232,210
		A. Funds for employee retirement contributions including Safety employer contribution of Tier 1 51.32%, Tier 2 55.33%, Tier 3 43.09%, Tier 3A 39.68% and non-safety employer contribution of 23.27% and education incentives to maximum 5%.	225,000
		B. Retirement on vacation cash out	7,210
9306	1404	FICA Medicare	\$ 9,400
		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.	9,000
		B. Medicare on overtime and CTO	400
9306	1502	Life Insurance	\$ 1,000
		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.	1,000

Fire Prevention

Division	Account Code	Description	Amount
9306	1510	<u>Dental Insurance</u>	\$ 14,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	14,000
9306	1513	<u>Health Insurance</u>	\$ 171,000
		A. Effective 1/1/2025 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	80,000
		B. Effective 1/1/2025 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	80,000
		C. Retiree health savings plan	11,000
9306	1514	<u>Vision Plan</u>	\$ 1,500
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	1,500
9306	1517	<u>Admin Allowance</u>	\$ 5,000
		Disability insurance allowance for non safety employees	5,000
9306	1706	<u>Deferred Compensation</u>	\$ 44,876
		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.	6,600
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	8,376
		C. Allowance for employees not participating in group medical	25,200
		D. Education incentive deferred compensation.	4,700
9306	2026	<u>Investigative Tools</u>	\$ 2,500
		Investigative tools	2,500
9306	2029	<u>Advertising</u>	\$ 50,000
		A. Marketing/Advertising	50,000
9306	2039	<u>Schools and Seminars</u>	\$ 9,400

Fire Prevention

Division	Account Code	Description	Amount
		A. State Fire Training Classes (Regional)	5,500
		B. Nor-Cal Code Classes	2,400
		C. Fire Marshal Career Development	1,500
9306	2040	<u>Training Aids and Materials</u>	\$ 19,000
		A. Props, tools, equipment, stickers, hats, program support & , (3) logo pop-ups	10,000
		B. PSA's, Media Support, PIO	5,000
		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>	\$ 2,400
		Renewal of Bluebean Software	2,400
9306	2268	<u>Special Fire Equipment & Supplies</u>	\$ 3,000
		Fire Locks	3,000
9306	2400	<u>Hydrants</u>	\$ 18,000
		A. Labor	16,000
		B. Materials	1,000
		C. Blue markers	1,000
9306	2401	<u>Memberships</u>	\$ 13,040
		A. Nor Cal FPO Renewals	300
		B. ICC Government Voting Rights	265
		C. NFPA	1,725

Fire Prevention

Division	Account Code	Description	Amount
		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	\$ 208,100
		A. Contract fire protection engineer as needed	25,000
		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)	110,000
		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	\$ 1,674,894

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	\$ 5,441,529
		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 Deputy Chief, 3 Battalion Chiefs, 15 Captains, 15 Engineers, and 1 Mechanic)	5,441,529
9307	1019	CTO Pay	\$ 407,400
		A. As per District policy, CTO is reconciled at 96 hours per year.	397,000
		B. Deputy Fire Chief 100 hours CTO	10,400
9307	1020	Overtime - Callback	\$ 1,968,000
		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.	1,968,000
9307	1021	Out of Class Pay	\$ 5,000
		A. Out of class pay for working outside of regular classification on regular shift	5,000
9307	1023	Response Pay	\$ -
9307	1025	Vacation Pay	\$ 169,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	169,000
9307	1026	Education Incentive	\$ 31,500
		MOU Education Incentives	31,500
9307	1402	Retirement	\$ 2,672,250
		A. Funds for employee retirement contributions including Safety employer contribution of Tier 1 51.32%, Tier 2 55.33%, Tier 3 43.09%, Tier 3A 39.68% and non-safety employer contribution of 23.27% and education incentives to maximum 5%.	2,595,000
		B. Retirement on vacation cash out	77,250
9307	1404	FICA Medicare	\$ 108,500
		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.	74,000

Operations

Division	Account Code	Description	Amount
		B. Medicare on overtime and CTO	34,500
9307	1502	<u>Life Insurance</u>	\$ 6,000
		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.	6,000
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>	\$ 1,208,000
		A. Effective 1/1/2025 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	570,000
		B. Effective 1/1/2025 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	550,000
		C. Retiree health savings plan	88,000
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>	\$ 2,000
		Disability insurance allowance for non safety employees	2,000
9307	1704	<u>Sick Leave Buyback</u>	\$ -
9307	1706	<u>Deferred Compensation</u>	\$ 196,634
		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

Operations

Division	Account Code	Description	Amount
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	67,234
		C. Allowance for employees not participating in group medical	67,200
		D. Education incentive deferred compensation.	19,000
9307	2020	<u>Cal-OSHA Requirements</u>	\$ 80,500
		A. Wildland PPE	5,500
		B. Bi-Annual inspection/cleaning of structure gear (per NFPA)	30,000
		C. Structure PPE (new)	45,000
9307	2034	<u>Outside Assistance</u>	\$ -
9307	2042	<u>Extinguishing Agents</u>	\$ 6,000
		A. Fire Extinguisher Powder	500
		B. Class A Foam	5,500
9307	2268	<u>Special Fire Equipment & Supplies</u>	\$ 75,500
		A. Misc. parts	1,000
		B. USAR uniforms and boots	2,000
		C. Small Batteries	2,500
		D. Thermal Imager Camera Repairs	2,500
		E. Flashlight Lenses, Bulbs (converting to LED)	2,000
		F. Repair & replacement of small tools (need to replace old handtools)	1,500
		G. Thermal Imaging Cameras	15,000
		H. Fire hose	12,000
		I. Cobra Chainsaw Chains	4,000
		J. Nozzle & Fittings Repair	2,000
		K. Confined space equipment	10,000
		L. Tools and Equipment for new Apparatus	15,000
		M. CO/Methane Monitors (5)	2,500
		N. RainCoats (Reflective)	3,500
9307	2510	<u>Out of County Logistics</u>	\$ 7,000
		K9 program expenses	7,000
9307		Total Operations Operating Budget	<u>\$ 12,492,813</u>

Operations

Organizational Resources and Support Services

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

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



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

With the Marin Wildfire Prevention Authority (MWPA) now in its fifth 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	\$ 1,816,762
		Base salaries as designated by 2021/25 Memorandum of Understanding with Non-Sworn Administrative Staff (NSAS). (Fire Chief, HR Manager, Admin Services Manager, Director of Org Resources, IT Manager, Finance Director, Sr. Accountant, 2 Accountants, Contracts & Purchasing Administrator, 2 P/T IT Techs, and 2 Administrative Assistants)	1,816,762
9308	1019	CTO Pay	\$ 94,600
		A. As per District policy, CTO is reconciled at 96 hours per year.	60,000
		B. Fire Chief 100 hours CTO	12,200
		C. Finance Director 100 hours CTO	9,500
		D. Admin Services Manager 40 hours CTO	3,500
		E. Human Resources Manager 40 hours CTO	3,500
		F. IT Manager 40 hours CTO	3,500
		G. Senior Accountant 40 hours CTO	2,400
9308	1020	Overtime - Callback	\$ 66,000
		A. Overtime pay is paid to administration support staff at time and one-half of the base rate.	66,000
9308	1022	Director Fees	\$ 27,000
		\$200 fee is paid for each meeting attended, 12 regular meetings, 12 special meetings plus workshops, study sessions and committee meetings for five directors.	27,000
9308	1023	Response Pay	\$ -
9308	1025	Vacation Pay	\$ 90,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	30,000
		B. Vacation leave paid at retirement	60,000
9308	1402	Retirement	\$ 525,300
		A. Funds proposed for employee retirement contributions including Safety employer contribution of Tier 1 51.32% and 75% of Fire Chief's employee contribution, and non-safety employer contribution of Tier 1 23.27% and Tier 2A 19.33%.	515,000
		B. Retirement on vacation cash out	10,300
9308	1404	FICA Medicare	\$ 31,200

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		A. The District pays 1.45% to the Federal Government for its portion of FICA Medicare for all new employees hired after 6/1/86.	24,000
		B. Medicare on overtime, CTO and vacation at retirement	3,200
		D. Social Security for part-time and limited term employees	4,000
9308	1502	<u>Life Insurance</u>	\$ 2,000
		The District contributes \$12 or 50% whichever is greater of the life insurance premium per month. The District pays 100% of the life insurance premium per month for the Fire Chief.	2,000
9308	1510	<u>Dental Insurance</u>	\$ 34,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	34,000
9308	1513	<u>Health Insurance</u>	\$ 1,594,000
		A. Effective 1/1/2025 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	190,000
		B. Effective 1/1/2025 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	185,000
		C. Retiree health savings plan	19,000
		D. Retiree health OPEB pre-funding contribution	1,200,000
9308	1514	<u>Vision Plan</u>	\$ 3,000
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	3,000
9308	1517	<u>Admin Allowance</u>	\$ 16,000
		Disability insurance allowance for non safety employees	16,000
9308	1701	<u>Workers' Comp</u>	\$ 1,642,200
		A. FRMS Workers Compensation premiums net of estimated reimbursements	1,566,000
		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

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		Annual employee physicals and new hire physicals	25,000
9308	1706	<u>Deferred Compensation</u>	\$ 70,289
		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.	20,100
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	20,789
		C. Allowance for employees not participating in group medical	8,400
		D. Education incentive deferred compensation.	21,000
9308	2021	<u>Clothing</u>	\$ 8,000
		A. Badges & Insignia	8,000
9308	2027	<u>Tool Replacement</u>	\$ 20,000
		Replacement of Broken/Worn-out tools & New Special Tools - Mechanics Shop	20,000
9308	2028	<u>Board Expense</u>	\$ 15,000
		A. Annual Board of Directors training & conferences	10,000
		B. Board events and miscellaneous	5,000
9308	2029	<u>Advertising</u>	\$ 20,000
		A. Legal Notices	1,000
		B. Website	11,000
		C. NEOGOV	8,000
9308	2034	<u>Outside Assistance</u>	\$ 166,900
		A. Concern Employee Assistance Program	19,900
		B. Behavioral Health Training - In Person Speaker/Training	8,000
		C. BHAP Miscellaneous	11,000
		D. BHAP VR System - Reulay (all stations and admin)	8,000
		E. Finance consulting (UKG Ready / HCM Unlocked)	50,000
		F. Pinnacle Fitness Testing	40,000
		G. IT Temp	30,000
9308	2039	<u>Schools and Seminars</u>	\$ 7,700
		A. Leadership Novato Tuition	1,700
		B. Computer classes and conferences for Admin Assistant staff	6,000

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	2041	Food	\$ 50,000
		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 Conference	6,000
		D. Telestaff Annual Conference	7,500
9308	2050	Equipment Testing	\$ 64,500
		A. Service SCBA Air Compressor	5,000
		B. Annual SCBA flow testing and repairs	25,000
		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	2,500
		H. SCBA bottle hydro testing	7,000
9308	2059	Liability & Property	\$ 247,500
		Buildings, property and liability insurance	247,500
9308	2074	School and Seminars	\$ 5,000
		California Fire Mechanics Academy	5,000
9308	2087	Parts & Outside Labor	\$ 250,000
		Parts & accessories required to maintain & repair vehicles by District personnel, Outside labor that cannot be performed in the District Shop & tire replacement	250,000
9308	2088	Shop Supplies	\$ 10,000
		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	8,000
9308	2129	Election Expense	\$ 35,375
		Director vacancies - Elections	35,375
9308	2131	Books & Periodicals	\$ 500
		A. Periodicals/reference books (National Fire/EMS Directory, Fire Engineering, MarinScope)	500

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	2137	Document Reproduction	\$ 54,500
		A. Annual Service Contract for Copiers Admin	4,500
		B. Printing of new maps for all apparatus and stations	50,000
9308	2141	Computer Supplies	\$ 119,200
		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	3,000
		G. Laptop Replacements	5,000
		H. Monitor Replacement	5,000
		I. UPS for all Station Computers	5,000
		J. New computer for EMS Batt Chief (Apple laptop + case + service)	3,000
		K. 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
		L. iPhone Replacements	10,000
9308	2151	Computer System Software	\$ 240,900
		A. Vector Solutions	8,800
		B. KnowBe4	3,000
		C. Personnel Exposure Report (PER)	1,500
		D. Veeam	5,000
		E. TeleStaff license renewal, upgrades, Gateway Mgr, training	30,000
		F. Emergency Reporting Annual Service Fee	15,000
		G. Proof Point	7,000
		H. Wi-Fi Controller & Wireless Access Point Upgrade	20,000
		I. Filemaker Pro Licenses	6,500
		J. Cisco Vsphere Host Upgrade	20,000
		K. Team Up	1,600
		L. Nixle Alerting Software	5,000
		M. Zoom	5,000
		N. Avenza Mapping	3,000

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		O. Misc. IT Software (Dameware SnagIT, DNSTwister, Network Solutions)	3,000
		P. New UKG Payroll Software	50,000
		Q. Blue Beam software	2,500
		R. Fresh Service	11,000
		S. New RMS Replacement	35,000
		T. OpenGov Contract Lifecycle Management Software	8,000
9308	2164	<u>Computer System Maintenance</u>	\$ 276,350
		A. Apple Care (maintenance) 5 units	750
		B. Printer Maintenance & Repair	4,000
		C. Marin IT contract	100,000
		D. Cyber Security	150,000
		E. UPS Server room annual maintenance (Power Maintenance/S and J)	9,000
		F. Trend Micro Renewal & Support	3,000
		G. Airwatch licenses, annually	1,200
		H. Qualys Security Intrusion Testing	3,000
		I. 11:11 DraaS for Zerto Disaster Recovery	5,000
		J. Cisco SWSS 5 AP licese for 5508 Controller	400
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>	\$ 1,000
		Fire scene respirator protection	1,000
9308	2269	<u>Property Tax Fee</u>	\$ 338,150
		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	150
9308	2273	<u>Empl Service & Recog</u>	\$ 115,000
		A. Recruitment and Retention (R&R)	100,000
		B. Employee recognition	15,000
9308	2396	<u>Facilities Prevent Maintenance</u>	\$ 227,500
		A. HVAC	65,000
		B. Landscaping	45,000
		C. Generators	11,000

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		D. Carpet / tile cleaning	15,000
		E. Elevator	3,500
		F. Garage Doors	4,500
		G. Fire Spinkler systems	4,000
		H. Sta 62 Classroom Maintenance and Repair	5,000
		I. Septic system	2,000
		J. Fire Extinguishers	3,000
		K. Janitorial Service	11,000
		L. Pest Control	10,000
		M. CUPA	3,500
		N. Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual Inspections	5,000
		O. Water Dispensers (all sites)	4,500
		P. Sta 64 grease trap	4,000
		Q. Station 61 boiler prevent main	2,500
		R. annual monitoring fee (generators)	4,000
		S. Roof prevent main	25,000
9308	2397	Facilities Projects	\$ 378,000
		A. Ergonomic Work Station Adjustments (all sites): As needed	3,000
		B. Station 62 retaining wall	75,000
		C. Facility painting Station 63, 65, and Admin	100,000
		D. Admin Security Gate and fencing	200,000
9308	2398	Facilities Repairs	\$ 107,500
		A. Appliances	6,000
		B. Electrical	6,000
		C. Garage Doors	20,000
		D. Generators (all sites): Repairs	10,000
		E. Heating Ventilation Air Conditioning	30,000
		F. Landscaping	2,500
		G. Plumbing	15,000
		H. Roofing repairs	10,000
		I. Plymovent repairs	6,000
		J. S62: Septic Tank Repairs	2,000
9308	2399	Station Supplies	\$ 35,000

Organizational Resources and Support Services

9308-7

Division	Account Code	Description	Amount
		Supplies used in the everyday maintenance of the fire stations	35,000
9308	2401	<u>Memberships</u>	\$ 42,175
		A. Government Finance Officers Association	150
		B. IAFC	275
		C. FDAC	750
		D. Peloton membership	3,000
		E. MCFCA Installation Event	1,500
		F. MC Fire Chiefs	10,000
		G. Novato Chamber of Commerce Dues, Honors Dinner, Paint the Town Red	2,000
		H. Firestrong Annual membership	1,500
		I. Marin Map Phase II	5,000
		J. Nor Cal Fire Mechanics (2 members)	500
		K. CA Fire Chiefs Membership	2,000
		L. Fire District Assoc FDAC	500
		M. CSDA	10,000
		N. Chamber of Commerce Novato	3,000
		O. Rowland Plaza Owners Association (Admin): Annual Fees for Operating Expenses	2,000
9308	2406	<u>Payroll Service Charge</u>	\$ 78,480
		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	4,000
		C. UKG Ready Annual Service	30,480
9308	2407	<u>Office Supplies</u>	\$ 54,900
		A. CA Labor Law Posters for all Stations and Admin	400
		B. Supplies for office use	27,000
		C. Customer survey forms - printing	1,800
		D. Records and archiving and shredding	4,000
		E. Lease/service contract for postage machine	2,700
		F. NFD Neopost Postage	13,000
		G. Printing envelopes, business cards, certificate covers	6,000
9308	2501	<u>Gas, Oil & Grease Vehicles</u>	\$ 256,200
		A. Auto mileage and tolls (FastTrak fees)	3,000

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		B. #2 Diesel fuel	100,000
		C. Gasoline	100,000
		D. Haz/Mat Disposal, motor oil, filters	1,500
		E. Service and Haz/Mat disposal of solvent tank	1,500
		F. BAAQMD - tank permits	3,500
		G. Fuel Tanks (S61, S62, S65): Quarterly Inspections, Maintenance and Repairs	35,000
		H. Small Engine Lubricants	1,200
		I. Clean and Paint Fuel Tanks at S61, S62, S64,S65	5,000
		J. Small Engine Fuel (non-ethanol)	5,500
9308	2510	<u>Out of County Logistics</u>	\$ 12,000
		Food, lodging, fuel and miscellaneous for deployed resources	12,000
9308	2528	<u>Central Dispatch</u>	\$ 1,070,420
		ECC Fire-based Dispatch (Annual cost + 3.5% Admin fee + Startup cost annual payment + 2% interest on unpaid balance)	1,070,420
9308	2530	<u>Emergency Operations Center</u>	\$ 40,000
		Emergency Services Consultant Contract	40,000
9308	2533	<u>Marin Emergency Radio Authority</u>	\$ 181,000
		A. MERA operational cost	181,000
9308	2537	<u>Radio & MDC Maintenance</u>	\$ 80,270
		A. Communication equipment repairs, replacement, parts, labor, and maintenance	15,000
		B. MDC Service Agreement with MCSO	33,000
		C. Big Rock Raws Maintenance	1,060
		D. Robin Hood Raws Maintenance	1,060
		E. VHF Radio annual programing & FCC Maint	15,000
		F. RACES (Radio Amateur Civil Emergency Service) EOC update	1,200
		G. 5 Year RAWs Maintenance Contract	13,950
9308	2539	<u>Tablet Command</u>	\$ 34,000
		A. MDT / Tablet Command - Reserve iPads and Mounting Equipment	7,500
		B. MDT / Tablet Command - Annual Licenses and Subscription (25 licenses)	25,500
		C. MDT / Tablet Command / Telestaff staffing integration annual cost	1,000
9308	2713	<u>Legal Fees</u>	\$ 300,000
		District Counsel, Personnel, and Litigation fees.	300,000

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	2717	<u>Audit & Accounting Fees</u>	\$ 42,750
		A. Annual audit	23,650
		B. Audit services - agreed upon procedures	5,000
		C. Government Finance Officers Association ACFR & PAFR fees	800
		D. ACFR statistics	1,000
		E. OPEB Actuarial Valuation Fees	10,000
		F. State Controller's Report	2,300
9308	2718	<u>Consulting Fees</u>	\$ 149,600
		A. Strategic Plan Consultant Support	30,000
		B. Pre-employment background and testing	50,000
		C. Workers Comp liaison	50,000
		D. Lexipol	9,600
		E. My Sidewalk	10,000
9308	2731	<u>Water</u>	\$ 44,000
		Costs charged by North Marin Water District for water usage	44,000
9308	2732	<u>Electricity</u>	\$ 184,000
		Costs charged by Pacific Gas & Electric for electricity & Gas usage.	184,000
9308	2736	<u>Garbage</u>	\$ 40,000
		Cost of Garbage and Trash Pickup (Special Pickups)	40,000
9308	2737	<u>Sewage</u>	\$ 34,500
		Costs charged by Novato Sanitary District for sewer service	34,500
9308	2738	<u>Telephone System</u>	\$ 182,700
		A. Vcom Lease lines	45,000
		B. Alpha Pagers	2,400
		C. Satellite Phone Service	2,500
		D. Verizon Wireless & CradlePont 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	4,000
		H. Dish Satellite TV Services Admin	1,500
		I. Verizon Cardiac Monitor Lines	1,300
		J. Verizon Wireless	4,000
		K. Twilio SMS	1,000

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		L. MIDAS Silver Peak Firewall	20,000
9308		Total Organization Resources & Support Operating Budget	<u>\$ 11,696,421</u>

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	3301	<u>Debt Service - Principal Payments</u>	\$ 164,000
		Station 64 - Principal Payments	164,000
9308	3302	<u>Debt Service - Interest Payments</u>	\$ 1,558
		Station 64 - Interest Payments	1,558
9308		Total Organizational Resources & Support Debt Service Budget	\$ 165,558

Division	Account Code	Description	Amount
9308	4048	<u>Building Facilities</u>	\$ 2,080,000
		A. Paving of station 62 drill grounds and all parking areas	150,000
		B. upgrade cubicles to create more work areas	80,000
		C. Replace SCBA Refill Station	300,000
		D. EV Charging 2 per station & Admin	50,000
		E. Sewer extension	1,500,000
9308	4810	<u>EMS Equipment</u>	\$ 146,000
		A. Power Gurney	78,000
		B. New Chair stair Ferno/Stryker	68,000
9308	4815	<u>Fire Suppression Equipment</u>	\$ 2,750,000
		A. 1 Type 3 Engine	600,000
		B. 2 Type 1 Fire Engines	1,750,000
		C. 3 Command vehicles (C60, B66, B63)	250,000
		D. 6 Light Fleet Vehicles	150,000
9308	4818	<u>Exercise Equipment</u>	\$ 26,000
		Replacement of 2 treadmills plus maintenance and Misc gym equipment	26,000
9308	4820	<u>Ambulances</u>	\$ 750,000
		2 Ambulance Remounts	750,000
9308	4880	<u>Data Processing - Computers & Equipment</u>	\$ 233,700
		A. MERA (fire station alerting)	100,000
		B. Internet Redundancy (Admin)	50,000
		C. Admin Conference Room Equipment Upgrade & Install	10,000
		D. Fiber Internet at All Stations	50,000
		E. UKG Ready Software Implementation	14,250
		F. OpenGov Contract Lifecycle Management Software Implementation	9,450
9308		Total Organizational Resources and Support Capital Budget	<u><u>\$ 5,985,700</u></u>

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	6810	<u>Rainy Day Fund</u> Rainy Day Fund minimum two months of expenditures	\$ 5,071,552
9308	6981	<u>EMS Capital Equipment Reserve</u> Funds for Emergency Medical Services equipment replacement	543,000
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	4,717,000
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	5,040,000
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	989,000
9308	6993	<u>Retiree Health Benefits Reserve</u> Funds are to provide future payment of retiree health benefits	2,373,508

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	6995	<u>Debt Sinking Fund</u> Funds are to provide future principal payments on the unpaid apparatus lease purchase payments	-
9308	6996	<u>Protective Equipment Reserve</u> Funds are to provide for future replacement of personal protective equipment	1,586,800
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)	1,218,552
9308	6999	<u>Compensated Absences</u> Funds are for unused sick leave, vacation and other leave	1,670,386
9308		Total Committed and Assigned Fund Balances	<u>\$ 31,742,398</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 CICCS Red Card qualification database
- Involvement in all in-servicing of new tools and equipment
- Management of all task books 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	\$ 548,309
		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)	368,909
		B. 6 Fire Reserves plus addition of 6 more	179,400
9313	1019	CTO Pay	\$ 19,000
		A. As per District policy, CTO is reconciled at 96 hours per year.	19,000
9313	1020	Overtime - Callback	\$ 186,000
		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.	186,000
9313	1025	Vacation Pay	\$ 15,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	15,000
9313	1026	Education Incentive	\$ 1,200
		MOU Education Incentives	1,200
9313	1402	Retirement	\$ 212,210
		A. Funds proposed for employee retirement contributions for Training Director-Battalion Chief and Training Captain Safety employer contribution of Tier 1 51.32% and education incentives to maximum 5%.	205,000
		B. Retirement on vacation cash out	7,210
9313	1404	FICA Medicare	\$ 9,000
		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	3,000
9313	1502	Life Insurance	\$ 500
		The District contributes \$12 or 50% whichever is greater of the life insurance premium per month.	500
9313	1510	Dental Insurance	\$ 7,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	7,000
9313	1513	Health Insurance	\$ 82,000

Training and Education

Division	Account Code	Description	Amount
		A. Effective 1/1/2025 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	39,000
		B. Effective 1/1/2025 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	37,000
		C. Retiree health savings plan	6,000
9313	1514	Vision Plan	\$ 1,000
		The District pays 100% of the vision insurance premium for all employees.	1,000
		Estimated 5% increase in premiums	
9313	1706	Deferred Compensation	\$ 15,323
		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.	4,523
		C. Allowance for employees not participating in group medical	8,400
9313	2039	Schools and Seminars	\$ 83,700
		A. Career Development Guide-Based Courses	20,000
		B. Instructor, Contemporary Topic	20,000
		C. Conferences (Fresno TO, FDIC)	15,000
		D. Special Operations - Burn Permits e.t.c. BAAQMD	200
		E. Shift BC Continuing Education (Chief Officer Certification)	16,000
		F. Fire Control 3 Fixed Facilities Course. 6 members	12,000
		G. ISFSI, Sims U Share, additional memberships(no longer use evals.net)	500
9313	2040	Training Aids and Materials	\$ 37,850
		A. Vent training prop, Burn Room Construction / Maintenance / Creams	15,000
		B. Reserves	6,000
		C. Explorer	6,000
		D. Recruit academy	10,850
9313	2131	Books & Periodicals	\$ 1,100
		A. NWCG Supplies	500
		B. Station Libraries - Fire Engineering Texts	600

Training and Education

Division	Account Code	Description	Amount
9313		Total Training Operating Budget	<u>\$ 1,219,192</u>

Training and Education