

#### 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
- Risk Reduction Prevention & Mitigation
- Operations
- Organizational Resources & Support
- Training

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

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

## Novato Fire District Overview

The Novato Fire Protection District provides all-risk emergency response from five fire stations; and provide for 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, of both incorporated and unincorporated Novato.

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 responsible and accountable budgets that are tied to the adopted mission, goals, and strategies; and
- We will identify and implement efficiencies in existing expenditures in order to reduce existing costs when possible; and
- We will fund reserves in such a way that provides for some level of stability during economic downturns; and
- We will provide evidence to justify the community benefit of its 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

tenth consecutive Certificate of Achievement for Excellence in Financial Reporting (CAFR) 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. In addition, we recently received a similar recognition for our Popular Annual Financial Report (PAFR), a version of our CAFR designed for the taxpayer to easily understand the District financial management.

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

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

			Pag	ge Numb	ers					Pag	ge Numb	ers	
Code	Description	9305	9306	9307	9308	9313	Code	Description	9305	9306	9307	9308	9313
1517	Admin Allowance	2	2	3	2		2736	Garbage				10	
2029	Advertising				3		2501	Gas, Oil & Grease Vehicles				9	
6984	Apparatus Replacement				14		2262	Hazardous Materials Prog				7	
2717	Audit & Accounting Fees	5			10		1513	Health Insurance	2	2	2	2	2
2028	Board Expense				3		2400	Hydrants		4			
2131	Books & Periodicals	4	4		5	2	2026	Investigative Tools		3			
2020	Cal-OSHA Requirements			3			2713	Legal Fees				10	
2528	Central Dispatch				9		2059	Liability & Property				4	
2021	Clothing				3		1502	Life Insurance	2	2	2	2	1
4834	Communication & Computers & Equipment				13		6986	Management Info Sys Reserve				14	
6999	Compensated Absences				15		2533	Marin Emergency Radio Authority				9	
2164	Computer Hardware Maintenance				6		2401	Memberships	4	4		8	
2141	Computer Supplies				5		2407	Office Supplies	5	4		9	
2151	Computer System Software	4			6		1021	Out of Class Pay	1	1	1		
2049	Conferences & Meetings	4	3		4		2510	Out of County Logistics				9	
2718	Consulting Fees		4		10		2034	Outside Assistance	4		3	4	
2038	CPR Materials						1020	Overtime - Callback	1	1	1	1	1
1019	CTO Pay	1	1	1	1	1	2025	Oxygen	4				
4880	Data Processing - Computers & Equipment				13		2087	Parts & Outside Labor				5	
3302	Debt Service - Interest Payments				12		2406	Payroll Service Charge				9	
3301	Debt Service - Principal Payments				12		1703	Physicals				3	
6995	Debt Sinking Fund				14		2269	Property Tax Fee				7	
1706	Deferred Compensation	3	3	3	3	2	6996	Protective Equipment Reserve				15	
1510	Dental Insurance	2	2	2	2	1	2537	Radio & MDC Maintenance				10	
1022	Director Fees				1		6810	Rainy Day Fund				14	
2137	Document Reproduction				5		1003	Regular Staff Salaries	1	1	1	1	1
1026	Education Incentive	1	1	1			1023	Response Pay	1	1	1	1	1
2129	Election Expense				5		6993	Retiree Health Benefits Reserve				14	
2732	Electricity				10		1402	Retirement	1	1	2	1	1
2530	Emergency Operations Center				9		6987	Retirement Unfunded Liability				14	
2273	Empl Service & Recog				7		2074	School and Seminars				5	
3981	EMS Capital Equipment Reserve				14		2039	Schools and Seminars		3		4	2
2050	Equipment Testing				4		2737	Sewage				10	
2042	Extinguishing Agents			3			2088	Shop Supplies				5	
2396	Facilities Prevent Maintenace				7		1704	Sick Leave Buyback	2	2	3	3	
2397	Facilities Projects				7		2268	Special Fire Equipment & Supplies			4		
2398	Facilities Repairs	4			8		2399	Station Supplies				8	
6985	Facility Capital Improvement				14		2738	Telephone System	5			11	
1404	FICA Medicare	2	2	2	2	1	2027	Tool Replacement				3	
4815	Fire Suppression Equipment				13		2040	Training Aids and Materials		3			2
2024	First Aid Supplies	3					6983	Unemployment Insurance Reserve				14	
2041	Food				4		1025	Vacation Pay	1	1	1	1	1

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

			Pag	ge Numb	ers	
Code	Description	9305	9306	9307	9308	9313
2121	Vegetation Mgmt		4			
1514	Vision Plan	2	2	3	2	2
2731	Water				10	

			Pag	ge Numb	ers	
Code	Description	9305	9306	9307	9308	9313
1701	Workers' Comp				3	
6992	Workers Comp Fund Reserve				14	

## 2018 / 2019 ANNUAL BUDGET SUMMARY

Operating Budget Expenditures (Pages 1 - 6) Capital Budget Expenditures (Page 7) Inter Governmental Transfers	\$	30,014,299 158,860 150,000
Total Expenditures	_	30,323,159
Revenues (Page 9)	\$	30,488,166
(Increase) to Unassigned Fund Balance	_	(165,007)
Total Revenues and Changes to Assigned and Unassigned Fund Balances	<u>\$</u>	30,323,159

Special Tax 9.16 cents per square foot residential and 13.73 cents per square foot commercial.

## 2018 / 2019 ANNUAL BUDGET SUMMARY

	2	Adopted Budget 2017 / 2018	2	Proposed Budget 2018 / 2019	Percentage Change
Program Expenditures					
Emergency Medical Services Risk Reduction Prevention & Mitigation Operations Organizational Resources & Support	\$	8,259,250 1,426,949 10,881,549 7,676,950	\$	8,534,536 1,007,432 11,498,219 8,520,497	
Training		407,934		453,615	
Total Program Expenditures	\$	28,652,632	\$	30,014,299	4.75%
Summary by Category					
Personnel	\$	23,741,066	\$	25,120,276	5.81%
Services and Supplies		4,154,266		4,146,723	-0.18%
Debt Service		757,300		747,300	-1.32%
Total Summary by Category	\$	28,652,632	\$	30,014,299	4.75%
Personnel (Allocated Positions)					
Full Time		77		75	
Revenues					
General Funds	\$	29,403,350	<u>\$</u>	30,488,166	3.69%
Capital Outlay					
Emergency Medical Services	\$	-	\$	-	
Risk Reduction Prevention & Mitigation		-		-	
Operations		-		-	
Organizational Resources & Support		2,426,645		158,860	
Training			_	-	00.450/
Total Capital Outlay	\$	2,426,645	\$	158,860	-93.45%

		edical Services		n Prevention & ation 06	Oper	ations 307	Organizational Supp 930	oort	Train 931	•	Grand	d Total
Description	Actual 2017 / 18	Proposed 2018 / 19	Actual 2017 / 18	Proposed 2018 / 19	Actual 2017 / 18	Proposed 2018 / 19	Actual 2017 / 18	Proposed 2018 / 19	Actual 2017 / 18	Proposed 2018 / 19	Actual 2017 / 18	Proposed 2018 / 19
Salaries and Fringe Benefits	\$ 7,802,421	\$ 8,157,351	\$ 1,096,489	\$ 791,982	\$ 10,316,508	\$ 11,191,919	\$ 4,172,974	\$ 4,585,209	\$ 338,357	\$ 393,815	\$ 23,726,749	\$ 25,120,276
Services and Supplies	611,359	377,185	97,195	215,450	120,129	306,300	2,740,274	3,187,988	27,640	59,800	3,596,597	4,146,723
Debt Service	<del>-</del>	<del>-</del>	<u> </u>			<del>-</del>	754,483	747,300			754,483	747,300
Total Operating Budgets	\$ 8,413,780	\$ 8,534,536	\$ 1,193,684	\$ 1,007,432	\$ 10,436,637	\$ 11,498,219	\$ 7,667,731	\$ 8,520,497	\$ 365,997	\$ 453,615	\$ 28,077,829	\$ 30,014,299

		Emergency Me	edical Services	Risk Reduction		Opera	ations		l Resources &	Trai	ning	Grand	l Total
		93	05	93	06	93	07	93	08	93	313		
Description	Account Code	Actual 2017 / 18	Proposed 2018 / 19	Actual 2017 / 18	Proposed 2018 / 19	Actual 2017 / 18	Proposed 2018 / 19	Actual 2017 / 18	Proposed 2018 / 19	Actual 2017 / 18	Proposed 2018 / 19	Actual 2017 / 18	Proposed 2018 / 19
2000p.i.o.i			20.07.0		20.07.0		20.07.10	2011710		20,	20.07.0	20,	20.07.10
SALARIES AND FRINGE BENEFITS													
<u>Salaries</u>													
Regular Staff Salaries	1003	\$ 3,218,934	\$ 3,429,701	\$ 560,353	\$ 376,182	\$ 4,304,217	\$ 4,601,969	\$ 770,896	\$ 904,820	\$ 116,322	\$ 159,715	\$ 8,970,722	\$ 9,472,387
Director Fees	1022	-	-	-	-	-	-	11,200	12,000	-	-	11,200	12,000
Sub-total Salaries		3,218,934	3,429,701	560,353	376,182	4,304,217	4,601,969	782,096	916,820	116,322	159,715	8,981,922	9,484,387
Premium Pav													
CTO Pay	1019	558.147	418.000	29,204	26,000	795,195	754.400	59,103	53,500	24.729	25,000	1,466,378	1.276.900
Overtime - Callback	1020	1,340,095	1,199,250	19,036	22,000	1,479,807	1,331,750	7,077	13,250	65,207	61,000	2,911,222	2,627,250
Out of Class Pay	1021	638	10,000	1,529	9,000	6,519	12,000	630	-	-	-	9,316	31,000
Response Pay	1023	609	2,000	3,003	4,000	1,114	4,000	284	1,000	621	2,000	5,631	13,000
Vacation Pay	1025	24,919	106,000	24,235	22,000	56,851	218,000	88,369	37,000	16,983	6,000	211,357	389,000
Education Incentive	1026	23,200	24,300	5,750	1,200	22,100	31,500	-	-	300	-	51,350	57,000
Sub-total Premium Pay		1,947,608	1,759,550	82,757	84,200	2,361,586	2,351,650	155,463	104,750	107,840	94,000	4,655,254	4,394,150
Bonus Pay													
Executive Bonus	1027	-	-	-	-	-	-	39,930	-	-	-	39,930	-
Sub-total Bonus Pay								39,930				39,930	
Fringe Benefits													
Retirement	1402	1,642,299	1,819,000	281,411	171,000	2,354,694	2,682,000	252,451	293,000	72,230	88,000	4,603,085	5,053,000
FICA Medicare	1404	66,605	78,800	9,035	11,700	91,386	105,900	15,919	16,000	3,113	4,500	186,058	216,900
Life Insurance	1502	4,684	10,500	818	1,500	6,254	13,500	15,892	3,000	233	500	27,881	29,000
Dental Insurance	1510	87,462	96,000	15,856	12,000	115,487	130,000	20,997	25,000	4,000	5,000	243,802	268,000
Health Insurance	1513	713,047	824,300	127,823	96,800	926,138	1,089,200	1,672,331	1,765,900	31,503	38,800	3,470,842	3,815,000
Vision Plan	1514	7,095	8,000	1,287	1,500	9,369	10,500	1,704	2,500	324	500	19,779	23,000
Admin Allowance	1517	1,800	1,800	1,800	1,800	1,800	1,800	9,600	10,800	-	-	15,000	16,200
Workers' Comp	1701	-	-	(2,345)	-	-	-	1,024,232	1,315,418	-	-	1,021,887	1,315,418
Physicals	1703	-	-	-	-	-	-	44,209	45,521	-	-	44,209	45,521
Sick Leave Buyback	1704	-	2,000	-	17,000	-	47,000	96,872	51,000	-	-	96,872	117,000
Deferred Compensation	1706	112,887	127,700	17,694	18,300	145,577	158,400	41,278	35,500	2,792	2,800	320,228	342,700
Sub-total Fringe Benefits		2,635,879	2,968,100	453,379	331,600	3,650,705	4,238,300	3,195,485	3,563,639	114,195	140,100	10,049,643	11,241,739
Total Calarias and Frings Danelite		¢ 7,000,404	¢ 0.457.254	£ 4.000.400	£ 704.000	£ 40.246 E00	¢ 44 404 040	¢ 4472.074	¢ 4 505 200	¢ 220.257	¢ 202.045	£ 22 720 740	¢ 25 420 270
Total Salaries and Fringe Benefits		\$ 7,802,421	<u>\$ 8,157,351</u>	\$ 1,096,489	\$ 791,982	<u>\$ 10,316,508</u>	<u>\$ 11,191,919</u>	\$ 4,172,974	\$ 4,585,209	\$ 338,357	\$ 393,815	\$ 23,726,749	\$ 25,120,276

		Emergency Me	edical Services	Mitig	n Prevention & pation	Opera 93		Organizationa Sup 93	port		ning	Grand	Total
Paradiation	Account	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed
Description	Code	2017 / 18	2018 / 19	2017 / 18	2018 / 19	2017 / 18	2018 / 19	2017 / 18	2018 / 19	2017 / 18	2018 / 19	2017 / 18	2018 / 19
SERVICES AND SUPPLIES													
Clothing & Personal Supplies													
Cal-OSHA Requirements	2020	\$ -	\$ -	\$ -	\$ -		\$ 236,000			\$ -	\$ -		\$ 236,000
Clothing	2021					57		4,570	2,500			4,627	2,500
Sub-total Clothing & Personal Supplies						17,796	236,000	4,570	2,500			22,366	238,500
Medical													
First Aid Supplies	2024	127,465	115,300	-	-	_	_	(165)	-	-	_	127,300	115,300
Oxygen	2025	4,570	5,700	-	-	-	_	(119)	-	-	-	4,451	5,700
Sub-total Medical		132,035	121,000					(284)				131,751	121,000
Owell Teels & heatmands													
Small Tools & Instruments													
Investigative Tools	2026	-	-	-	2,000	-	-			-	-	-	2,000
Tool Replacement	2027							2,695	3,500			2,695	3,500
Sub-total Small Tools & Instruments				<u>-</u>	2,000	<u>-</u>	<u>-</u>	2,695	3,500			2,695	5,500
District Special Expense													
Board Expense	2028	-	-	-	-	-	-	5,146	11,000	-	-	5,146	11,000
Advertising	2029	-	-	-	-	-	-	21,149	10,500	-	-	21,149	10,500
Outside Assistance	2034	377,788	163,600	-	-	2,963	9,000	21,164	64,740	-	-	401,915	237,340
CPR Materials	2038	-	-	657	-	-	-	-	-	-	-	657	-
Schools and Seminars	2039	-	-	2,467	5,700	-	-	1,712	2,650	12,215	45,900	16,394	54,250
Training Aids and Materials	2040	-	-	24,445	17,850	-	-	440	-	7,393	13,000	32,278	30,850
Food	2041	-	-	-	-	-	-	21,863	15,000	123	-	21,986	15,000
Extinguishing Agents	2042	-	-	-	-	5,050	5,500	-	-	-	-	5,050	5,500
Conferences & Meetings	2049	2,020	2,000	7,045	12,500	-	-	17,623	14,500	6,230	-	32,918	29,000
Equipment Testing	2050	-	-	-	-	-	-	30,616	33,700	-	-	30,616	33,700
Election Expense	2129	-	-	-	-	-	-	-	85,000	-	-	-	85,000
Books & Periodicals	2131	20	1,135	1,486	3,250	-	-	223	1,340	400	900	2,129	6,625
Document Reproduction	2137	-	-	-	-	-	-	5,742	5,200	-	-	5,742	5,200
Computer Supplies	2141	-	-	-	-	-	-	29,084	15,000	-	-	29,084	15,000
Computer System Software	2151	27,485	34,000	-	-	-	-	95,986	120,900	-	-	123,471	154,900
Computer Hardware Maintenance	2164	-	-	-	-	70	-	121,721	143,300	-	-	121,791	143,300
Hazardous Materials Prog	2262	-	-	-	-	-	-	9,903	10,000	-	-	9,903	10,000
Property Tax Fee	2269	-	-	-	-	-	-	315,508	326,125	-	-	315,508	326,125
Empl Service & Recog	2273	-	-	-	-	-	-	3,972	5,000	-	-	3,972	5,000
Central Dispatch	2528	-	-	-	-	-	-	385,219	410,000	-	-	385,219	410,000
Emergency Operations Center	2530	-	-	-	-	-	-	9,245	37,500	-	-	9,245	37,500
Marin Emergency Radio Authority	2533	-	-	-	-	-	-	218,903	219,700	-	-	218,903	219,700
Radio & MDC Maintenance	2537							33,485	62,000			33,485	62,000
Sub-total District Special Expense		407,313	200,735	36,100	39,300	8,083	14,500	1,348,704	1,593,155	26,361	59,800	1,826,561	1,907,490

Description  SERVICES AND SUPPLIES  Insurance Liability & Property Sub-total Insurance  Maintenance Repair School and Seminars Sub-total Maintenance Repair  Apparatus Maintenance & Repair Parts & Outside Labor	2059 2074 2087 2088 2268	93(Actual 2017 / 18	\$ - -	\$	\$ -	93( Actual 2017 / 18	Proposed 2018 / 19  \$	Actual 2017 / 18  \$ 121,778	Proposed 2018 / 19  \$ 131,000	Actual 2017 / 18	Proposed 2018 / 19  \$	Actual 2017 / 18  \$ 121,778  121,778	Proposed 2018 / 19  \$ 131,000   131,000
Insurance Liability & Property Sub-total Insurance  Maintenance Repair School and Seminars Sub-total Maintenance Repair  Apparatus Maintenance & Repair Parts & Outside Labor	2074 2087 2088	<u>\$</u>	<u>\$</u>	\$ - - -	\$ - -	\$ <u>-</u>	<u>\$</u>			\$ - -	\$ - 		
Liability & Property  Sub-total Insurance  Maintenance Repair School and Seminars Sub-total Maintenance Repair  Apparatus Maintenance & Repair Parts & Outside Labor	2074 2087 2088	<u>-</u>	<u>\$ -</u>	\$ - - -	\$ - -	\$ - -	<u>\$</u>			<u>\$</u>	<u>\$ -</u>		
Sub-total Insurance  Maintenance Repair School and Seminars Sub-total Maintenance Repair  Apparatus Maintenance & Repair Parts & Outside Labor	2074 2087 2088	-			-					<u> </u>	<u>-</u>		
School and Seminars  Sub-total Maintenance Repair  Apparatus Maintenance & Repair  Parts & Outside Labor	2087 2088												
Sub-total Maintenance Repair  Apparatus Maintenance & Repair  Parts & Outside Labor	2087 2088			<u> </u>									
Apparatus Maintenance & Repair Parts & Outside Labor	2088					-	-	1,083	6,000	-	-	1,083	6,000
Parts & Outside Labor	2088	_						1,083	6,000			1,083	6,000
	2088	_											
Shop Supplies			-	-	-	-	-	174,590	132,500	-	-	174,590	132,500
	2268	-	-	-	-	-	-	5,369	12,500	-	-	5,369	12,500
Special Fire Equipment & Supplies						88,543	55,800	3,484				92,027	55,800
Sub-total Apparatus Maintenance & Repair	•					88,543	55,800	183,443	145,000			271,986	200,800
Fuel & Oil													
	2501	-	-	-	-	5,600	-	116,994	120,750	-	-	122,594	120,750
Out of County Logistics	2510								10,000			<u>-</u>	10,000
Sub-total Fuel & Oil									10,000			<u> </u>	10,000
Professional Services													
	2713	-	-	-	-	-	-	36,812	125,000	-	-	36,812	125,000
	2717	32,117	16,500	<del>-</del>		-	-	25,583	29,600	-	-	57,700	46,100
	2718			45,958	64,100			65,868	118,500			111,826	182,600
Sub-total Professional Services		32,117	16,500	45,958	64,100			128,263	273,100		<u>-</u>	206,338	353,700
<u>Utilities</u>													
	2731	-	-	-	-	-	-	17,738	20,000	-	-	17,738	20,000
	2732	-	-	-	-	-	-	108,533	122,000	-	-	108,533	122,000
	2736 2737	-	-	-	-	-	-	21,407 7,456	23,000 20,000	-	-	21,407 7,456	23,000 20,000
	2738	-	1,700	-	-	-	-	7,456 182,182	166,050	-	-	7,456 182,182	20,000 167,750
Sub-total Utilities	2130		1,700					337,316	351,050			337,316	352,750
oub-total ounties			1,700									337,310	332,130
Structure & Grounds Maintenance Facilities Prevent Maintenance	2396	_	_		_	_	_	124,827	112,765	350	_	125,177	112,765
	2397	-	-	-	-	22	-	157,169	201,000	-	-	157,191	201,000
	2398	5,015	17,000	_	_	9	-	70,437	95,500	_	_	75,461	112,500
	2399	-	, 500	-	-	76	-	19,597	20,000	104	_	19,777	20,000
	2400	-	-	1,247	18,000	-	-	2,416		-	-	3,663	18,000
Sub-total Structure & Grounds Maintenance	е	5,015	17,000	1,247	18,000	107	-	374,446	429,265	454	-	381,269	464,265

		Emergency Me	dical Services	Risk Reduction Mitiga 930	ation	Opera 93		Organizational Resources & Support 9308 ed Actual Proposed		Training 9313		Grand	l Total
Description	Account	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed
Description	Code	2017 / 18	2018 / 19	2017 / 18	2018 / 19	2017 / 18	2018 / 19	2017 / 18	2018 / 19	2017 / 18	2018 / 19	2017 / 18	2018 / 19
SERVICES AND SUPPLIES													
Memberships_													
Memberships	2401	\$ 840	\$ 250	\$ 790	\$ 1,550	\$ -	\$ -	\$ 27,041	\$ 19,668	\$ -	\$ -	\$ 28,671	\$ 21,468
Sub-total Memberships		840	250	790	1,550			27,041	19,668			28,671	21,468
Office Expense													
Payroll Service Charge	2406	-	-	-	-	-	-	50,493	46,600	-	-	50,493	46,600
Office Supplies	2407	34,039	20,000	-	500	-	-	43,732	56,400	825	-	78,596	76,900
Sub-total Office Expense		34,039	20,000		500			94,225	103,000	825		129,089	123,500
Miscellaneous Expense													
Vegetation Mgmt	2121	-	-	13,100	90,000	-	-	-	-	-	-	13,100	90,000
Sub-total Miscellaneous Expense				13,100	90,000							13,100	90,000
Total Services and Supplies		\$ 611,359	\$ 377,18 <u>5</u>	\$ 97,19 <u>5</u>	\$ 215,450	\$ 120,129	\$ 306,300	\$ 2,740,274	\$ 3,187,988	\$ 27,640	\$ 59,800	\$ 3,596,597	\$ 4,146,723

				Risk Reduction	on Prevention 8			Organization	nal Resources &				
		Emergency M	ledical Services	Miti	gation	Ope	rations	Su	ipport	Traiı	ning	Grand	l Total
		9:	305	9	306	9	307	9	9308	93	13		
	Account	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed
Description	Code	2017 / 18	2018 / 19	2017 / 18	2018 / 19	2017 / 18	2018 / 19	2017 / 18	2018 / 19	2017 / 18	2018 / 19	2017 / 18	2018 / 19
Debt Service													
Debt Service - Principal Payments	3301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 672,082	\$ 677.600	\$ -	\$ -	\$ 672,082	\$ 677,600
Debt Service - Interest Payments	3302	-	-	-		-	٠.	82,401		-		82,401	69,700
Total Debt Service		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 754,483	\$ 747,300	\$ -	\$ -	\$ 754,483	\$ 747,300
Summary													
Total Salaries and Fringe Benefits		\$ 7,802,421	\$ 8,157,351	\$ 1,096,489	\$ 791,982	\$ 10,316,508	\$ 11,191,919	\$ 4,172,974	\$ 4,585,209	\$ 338,357	\$ 393,815	\$ 23,726,749	\$ 25,120,276
Total Services and Supplies		611,359	377,185	97,195	215,450	120,129	306,300	2,740,274	3,187,988	27,640	59,800	3,596,597	4,146,723
Total Debt Service								754,483	747,300	<del></del>		754,483	747,300
Grand Total		\$ 8,413,780	\$ 8,534,536	\$ 1,193,684	\$ 1,007,432	\$ 10,436,637	\$ 11,498,219	\$ 7,667,731	\$ 8,520,497	\$ 365,997	\$ 453,615	\$ 28,077,829	\$ 30,014,299

#### Novato Fire Protection District Capital Outlay Budget Fiscal Year 2018 / 2019

		Emerg	Risk Reduction Prevention & Organizational Resources &  Emergency Medical Services Mitigation Operations Support Training 9305 9306 9307 9308 9313						•	Grand Total									
Description	Account Code		tual 7 / 18	Propose 2018 / 1		Actual 2017 / 18	Propose 2018 / 1		Actual 2017 / 18	Proposed 2018 / 19	Actual 2017 / 18	Propo 2018 /		Actual 2017 / 18		Proposed 2018 / 19	Actual 2017 / 18		Proposed 2018 / 19
CAPITAL OUTLAY																			
Building Facilities	4048	\$	_	\$	- \$		\$	- \$	-	\$ -	\$ 15,382	\$	-	\$ -	- \$	-	\$ 15,382	\$	_
EMS Equipment	4810		-		-	-		-	-	-	89,110		-	-	-	-	89,110		-
Fire Suppression Equipment	4815		-		-	-		-	-	-	1,772,161		-	-	-	-	1,772,161		-
Exercise Equipment	4818		-		-	-		-	-	-	6,234	10	,500	-	-	-	6,234		10,500
Communication & Computers & Equipment	4834		-		-	-		-	-	-	107,136	117	7,360	-	-	-	107,136		117,360
Data Processing - Computers & Equipment	4880					-			-		 149,374	3	,000				149,374		31,000
Total Capital Outlay		\$	-	\$	- \$	-	\$	- 9	-	\$	\$ 2,139,397	\$ 158	3,860	\$ -	- \$		\$ 2,139,397	\$	158,860

#### Novato Fire Protection District Committed and Assigned Fund Balances Fiscal Year 2018 / 2019

		Emergency	Medical Service		iction Preven Mitigation 9306	tion &	Opera 930		Sup	al Resources & oport 808	Trai 93	ning 13	Grand	Total
	Account Code	Actual 2017 / 18	Proposed 2018 / 19	Actua 2017 / 1			Actual 2017 / 18	Proposed 2018 / 19	Actual 2017 / 18	Proposed 2018 / 19	Actual 2017 / 18	Proposed 2018 / 19	Actual 2017 / 18	Proposed 2018 / 19
COMMITTED FUND BALANCES														
Rainy Day Fund	6810	\$	- \$	- \$	- \$	- \$	-	\$ -	\$ 4,199,942	\$ 4,199,942	\$ -	\$ -	\$ 4,199,942	\$ 4,199,942
ASSIGNED FUND BALANCES														
EMS Capital Equipment Reserve	6981		-	-	_	_	_	-	100,000	100,000	_	-	100,000	100,000
Unemployment Insurance Reserve	6983		-	-	-	-	-	-	35,100	35,100	-	-	35,100	35,100
Apparatus Replacement	6984		-	-	-	-	-	-	3,322,000	3,322,000	-	-	3,322,000	3,322,000
Facility Capital Improvement	6985		-	-	-	-	-	-	500,000	500,000	-	-	500,000	500,000
Management Info Sys Reserve	6986		-	-	-	-	-	-	210,000	210,000	-	-	210,000	210,000
Retirement Unfunded Liability	6987		-	-	-	-	-	-	1,000,000	1,000,000	-	-	1,000,000	1,000,000
Workers Comp Fund Reserve	6992		-	-	-	-	-	-	1,150,400	1,150,400	-	-	1,150,400	1,150,400
Retiree Health Benefits Reserve	6993		-	-	-	-	-	-	3,005,432	3,005,432	-	-	3,005,432	3,005,432
Debt Sinking Fund	6995		-	-	-	-	-	-	164,097	164,097	-	-	164,097	164,097
Protective Equipment Reserve	6996		-	-	-	-	-	-	180,000	180,000	-	-	180,000	180,000
Compensated Absences	6999		<u>-</u>		<u> </u>				830,035	830,035			830,035	830,035
Total Assigned Fund Balances			-				-		10,497,064	10,497,064			10,497,064	10,497,064
Total Committed and Assigned Fund Balance	es	\$	<u>-</u> \$	<u> </u>	<u>-</u> \$	<u>-</u> \$		<u> </u>	<u>\$ 14,697,006</u>	<u>\$ 14,697,006</u>	<u>\$</u> -	<u>\$ -</u>	<u>\$ 14,697,006</u>	\$ 14,697,006

#### 2018 / 2019 ANNUAL BUDGET REVENUE

Description	Account Code	2011 / 12 Revenue	2012 / 13 Revenue	2013 / 14 Revenue	2014 / 15 Revenue	2015 / 16 Revenue	2016 / 17 Revenue	2017 / 18 Actual Revenue	2018 / 19 Proposed Revenue	% of Cha Incr (De Last Ye
Property Taxes										
Current Secured	9001	\$ 15,347,210	\$ 15,237,168	\$ 15,848,731	\$ 16,628,755	\$ 17,716,148	\$ 18,639,118	\$ 19,523,074	\$ 20,616,927	5
Current Unsecured	9002	297,907	288,903	292,302	304,961	306,487	315,561	319,805	336,637	
Prior Secured Redemptions	9004	-	-	-	-	-	-	-	-	
Prior Unsecured	9006	17,433	13,146	11,119	22,714	11,331	12,440	17,750	17,750	
Special Assessment	9007	4,605,006	4,658,238	4,840,640	4,953,140	5,104,626	5,234,421	5,363,369	5,574,646	
Supplemental Assessment Current	9041	153,895	205,181	333,598	428,087	467,117	417,350	406,842	433,791	
Supplemental Assessment Unsec	9042	2,337	1,196	7,729	5,623	5,328	5,525	6,234	6,234	
Supplemental Assessment Redemp.	9043	13,842	11,904	7,933	12,260	7,480	17,117	6,724	5,687	
Novato Hamilton RDA	9045	113,630	190,762	243,638	337,543	496,087	586,997	614,901	487,265	
Education Revenue Augm Fund - Redistribution	9046	1,342,172	1,247,394	1,619,584	1,338,491	1,296,419	1,586,286	1,610,724	1,695,499	
Novato Downtown Redevelopment	9047	93,219	163,064	441,894	249,058	629,888	637,662	209,714	80,295	
Property Tax Reduction Shift to State	9001	(2,038,667)	(2,017,949)	(2,086,156)	(2,186,500)	(2,326,655)	(2,442,988)	(2,568,558)	(2,708,561)	
Total Property Taxes		19,947,984	19,999,007	21,561,012	22,094,132	23,714,256	25,009,489	25,510,579	26,546,170	
Revenue From Use of Money	0004	04.550	45.000	00.444	00.000	00.050	FF 40.4	0.4.600	00.001	
Interest	9201	34,550	15,960	29,114	28,330	29,950	55,464	84,800	68,084	
Loan Interest	9798	18,288	13,642							
Total Revenue From Use of Money		52,838	29,602	29,114	28,330	29,950	55,464	84,800	68,084	
ntergovermental Revenue										
State:										
Home Owners Property Tax Reduction	9280	94,786	91,247	90,076	88,388	86,993	84,983	72,042	84,756	
Other State Aid	9367	10,750	3,261	6,730	1,000	129,311	269,012	288,984	245,000	
Federal:			•	,	•	,	,	,		
Grant Received	9419	213,039	993,091	26,476	152	-	57,773	_	-	
In Lieu Housing	9483	-	-	-	-	3,300	3,300	3,302	-	
Total Intergovermental Revenue		318,575	1,087,599	123,282	89,540	219,604	415,068	364,328	329,756	
charges for Services										
CPR Fees	0570	2.700	2 220	2.550	2 220	0.400	2.205	1 200	4 200	
GEMT Service Fees	9576 9920	3,780	2,220	2,550 1,241	2,220	2,430	2,265	1,290	1,290	
GEMT Service Fees GEMT Revenue	9920 9925	-	-	214.621		- CE 220	- -	400.466	F0 000	
		71 010	67.004	, -	52,322	65,228	52,554	123,466	50,000	
Outside Agency Ambulance Billing Service	9931	71,249	67,301	84,317	110,972	242,652	290,662	299,607	57,000	
Novato Ambulance Service Fees	9932	2,508,837	2,305,412	2,330,815	2,192,358	2,093,469	2,556,424	2,431,364	2,150,000	
Plan Checks	9935	43,803	53,377	56,437	45,118	52,586	37,813	30,544	28,340	
MERA & HazMat Administrative Services	9945	79,376	77,839	78,648	75,637	74,429	58,307	66,023	66,023	
Total Charges for Services		2,707,045	2,506,149	2,768,629	2,478,627	2,530,794	2,998,025	2,952,294	2,352,653	
Other Revenue										
Parking Lot Rent	9250	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	
Fire Reports / Ambulance Reports	9933	15	10	21		,500				
Impact Fees	9934	9,629	57,479	10,324	32,262	27,862	12,949	_	-	
Sale of Assets	9936	33,220	84,848	45,300	6,808	8,720	13,864	70,020	-	
Elections	9938	525	450	525	300	900	600	1,000	-	
Other Refunds / Reimbursements	9940	6,514	4,521	3,380	1,671	7,253	923	4,039	20,000	
OES Reimbursements	9942	89,631	266,420	290,304	414,107	1,277,761	835,655	1,506,308	1,141,503	
Total Other Revenue		169,534	443,728	379,854	485,148	1,352,496	893,991	1,611,367	1,191,503	
Fotal Revenue		\$ 23,195,976	\$ 24,066,085	\$ 24,861,891	\$ 25,175,777	\$ 27,847,100	\$ 29,372,037	\$ 30,523,368	\$ 30,488,166	
Old Revenue		23,133,370	¥ 24,000,000	¥ 24,001,091	¥ 20,110,111	<u>¥ 21,041,100</u>	¥ 23,312,031	₩ 30,323,300	₩ 30,400,100	
Percentage Change From Prior Year		0.76%	3.75%	3.31%	1.26%	10.61%	5.48%	3.92%	-0.12%	

# Emergency Medical Services

The Novato Fire EMS Division exists to support the delivery of exceptional customer service and medical treatment and transportation of our customers on some of their most difficult days.

The EMS Division works closely with our highly trained firefighters and community partners to foster relationships toward accomplishing this common goal.

In this fiscal year, the Novato Fire District will be hiring new recruit firefighter/paramedics. A large focus will be placed on training and evaluating their performance and customer service; and teaching these recruits our system of EMS delivery, which has a long tradition.

The firefighter/paramedics of the Novato Fire District continue to deliver exceptional customer service and take pride in what they do.

The Novato Fire District was recently recognized by the American Heart Association and received the 2018 Mission Lifeline EMS

Bronze Award for applying the most up to date evidencebased treatment guidelines to improve patient care and outcomes in the communities we serve.

Our crews were recognized at the 2018 Marin County EMS Survivor's dinner for multiple "code saves" and impacting the lives of patients in profound ways.

The 2018/2019 budget secures fiscally responsible funding that keeps all vital programs and systems fully functional.



Division	Account Code	Description		Amount
9305	1003	Regular Staff Salaries		3,429,701
		Base salaries as designated by 2017/20 Memorandum of Understanding with Novato Professional Firefighters Association, 2017/19 Memorandum of Understanding with Battalion Chief Officers Association and 2017/20 Memorandum of Understanding with Non Sworn Administrative Staff. (1 Battalion Chief, 27 Medics and 1 Billing Analyst)	3,429,701	
9305	1019	CTO Pay		418,000
		As per District policy, CTO is reconciled at 96 hours per year.	418,000	
9305	1020	Overtime - Callback		1,199,250
		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.	1,188,000	
		B. Wildland duty coverage	11,250	
9305	1021	Out of Class Pay		10,000
		<ul> <li>A. Out of class pay for working outside of regular classification on regular shift</li> </ul>	1,000	
		B. Acting Fire Chief pay	9,000	
9305	1023	Response Pay		2,000
		Emergency Response Pay	2,000	
9305	1025	<u>Vacation Pay</u>		106,000
		<ul> <li>A. Employees may cash out up to 50% of accrued vacation payable on June</li> <li>30</li> </ul>	75,000	
		B. Vacation leave paid at retirement	31,000	
9305	1026	Education Incentive		24,300
		MOU Education Incentives	24,300	
9305	1402	Retirement	4 700 000	1,819,000
		<ul> <li>A. Funds proposed for employee retirement contributions including additional safety employer contribution of Tier I 53.25%, Tier II 54.99%, Tier III 41.42%, Tier IIIA 39.08% and non-safety employer contribution of 20.11% and education incentives to maximum 3%.</li> </ul>	1,780,000	
		B. Retirement on vacation cash out	39,000	

Division	Account Code	Description		Amount
		•		-
9305	1404	FICA Medicare		78,800
		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.	51,000	
		B. Medicare on overtime, CTO & sick and vacation on retirement	26,700	
		C. Medicare on vacation cash out	1,100	
9305	1502	Life Insurance		10,500
		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.	10,500	
9305	1510	<u>Dental Insurance</u>		96,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 2% increase in premiums	96,000	
9305	1513	Health Insurance		824,300
		A. Effective 1/1/2019 estimated 6% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	410,000	
		B. Effective 1/1/2019 estimated 6% 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.	351,000	
		C. Retiree health savings plan	63,300	
9305	1514	Vision Plan		8,000
		The District pays 100% of the vision insurance premium for all employees. Estimated 2% increase in premiums	8,000	
9305	1517	Admin Allowance		1,800
		Disability insurance allowance for non safety employees	1,800	
9305	1704	Sick Leave Buyback		2,000
		Sick leave paid at retirement	2,000	

Division	Account Code	Description		Amount
9305	1706	<u>Deferred Compensation</u>		127,700
		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	
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	33,900	
		C. Allowance for employees not participating in group medical	50,400	
		D. Education incentive deferred compensation.	8,000	
9305	2024	First Aid Supplies		115,300
		A. Infection control supplies	2,200	
		B. ALS/BLS supplies	22,000	
		C. ALS/BLS electrodes	3,800	
		D. Gloves	6,600	
		E. Glucometer Test Strips	1,100	
		F. Replacement equipment bags G. Medications	3,300 22,000	
		H. Fluids	2,200	
		I. IV tubing	5,500	
		J. IV start kits/Needleless Equip	8,800	
		K. Replacement equipment	3,800	
		L. Disposable Linen	24,000	
		M. EZ IO Needles	5,500	
		N. Replace 6 Gurney Batteries	3,000	
		O. Replace 3 Suction Units	1,500	

9305 2025 Oxygen  A. Delivery & refill oxygen B. Gauges/fittings C. Demand Valves/Regulators D. Hydrostatic testing  9305 2034 Outside Assistance  A. Flu vac B. Copying - protocol books C. EMS Educator D. Outside agency billers (6) E. Novato Fire FTE biller F. Sacramento Metro GEMT fee G. CQI Coordinator H. EMS billing rate study  9305 2049 Conferences & Meetings PWW/ABC billing conf  9305 2131 Books & Periodicals A. JEMS (1) B. EMS Insider C. Infection Control Network D. Ambulance billing required books	5,000 100 350 250 1,900 1,200 10,000 55,000 18,000 57,000 20,000	Amount 5,700
A. Delivery & refill oxygen B. Gauges/fittings C. Demand Valves/Regulators D. Hydrostatic testing  9305 2034 Outside Assistance A. Flu vac B. Copying - protocol books C. EMS Educator D. Outside agency billers (6) E. Novato Fire FTE biller F. Sacramento Metro GEMT fee G. CQI Coordinator H. EMS billing rate study  9305 2049 Conferences & Meetings PWW/ABC billing conf  9305 2131 Books & Periodicals A. JEMS (1) B. EMS Insider C. Infection Control Network D. Ambulance billing required books	100 350 250 1,900 1,200 10,000 55,000 18,000 500 57,000	163,600
B. Gauges/fittings C. Demand Valves/Regulators D. Hydrostatic testing  9305 2034  Outside Assistance  A. Flu vac B. Copying - protocol books C. EMS Educator D. Outside agency billers (6) E. Novato Fire FTE biller F. Sacramento Metro GEMT fee G. CQI Coordinator H. EMS billing rate study  9305 2049  Conferences & Meetings PWW/ABC billing conf  9305 2131  Books & Periodicals A. JEMS (1) B. EMS Insider C. Infection Control Network D. Ambulance billing required books	100 350 250 1,900 1,200 10,000 55,000 18,000 500 57,000	
C. Demand Valves/Regulators D. Hydrostatic testing  9305  2034  Outside Assistance  A. Flu vac B. Copying - protocol books C. EMS Educator D. Outside agency billers (6) E. Novato Fire FTE biller F. Sacramento Metro GEMT fee G. CQI Coordinator H. EMS billing rate study  9305  2049  Conferences & Meetings PWW/ABC billing conf  9305  2131  Books & Periodicals A. JEMS (1) B. EMS Insider C. Infection Control Network D. Ambulance billing required books	350 250 1,900 1,200 10,000 55,000 18,000 500 57,000	
9305 2034 Outside Assistance  A. Flu vac B. Copying - protocol books C. EMS Educator D. Outside agency billers (6) E. Novato Fire FTE biller F. Sacramento Metro GEMT fee G. CQI Coordinator H. EMS billing rate study  9305 2049 Conferences & Meetings PWW/ABC billing conf  9305 2131 Books & Periodicals A. JEMS (1) B. EMS Insider C. Infection Control Network D. Ambulance billing required books	1,900 1,200 10,000 55,000 18,000 500 57,000	,
9305  A. Flu vac B. Copying - protocol books C. EMS Educator D. Outside agency billers (6) E. Novato Fire FTE biller F. Sacramento Metro GEMT fee G. CQI Coordinator H. EMS billing rate study  9305  2049  Conferences & Meetings PWW/ABC billing conf  9305  A. JEMS (1) B. EMS Insider C. Infection Control Network D. Ambulance billing required books	1,900 1,200 10,000 55,000 18,000 500 57,000	,
A. Flu vac B. Copying - protocol books C. EMS Educator D. Outside agency billers (6) E. Novato Fire FTE biller F. Sacramento Metro GEMT fee G. CQI Coordinator H. EMS billing rate study  9305 2049 Conferences & Meetings PWW/ABC billing conf  9305 2131 Books & Periodicals A. JEMS (1) B. EMS Insider C. Infection Control Network D. Ambulance billing required books	1,200 10,000 55,000 18,000 500 57,000	ŕ
B. Copying - protocol books C. EMS Educator D. Outside agency billers (6) E. Novato Fire FTE biller F. Sacramento Metro GEMT fee G. CQI Coordinator H. EMS billing rate study  9305 2049 Conferences & Meetings PWW/ABC billing conf  9305 2131 Books & Periodicals A. JEMS (1) B. EMS Insider C. Infection Control Network D. Ambulance billing required books	1,200 10,000 55,000 18,000 500 57,000	2.000
C. EMS Educator D. Outside agency billers (6) E. Novato Fire FTE biller F. Sacramento Metro GEMT fee G. CQI Coordinator H. EMS billing rate study  9305 2049 Conferences & Meetings PWW/ABC billing conf  9305 2131 Books & Periodicals A. JEMS (1) B. EMS Insider C. Infection Control Network D. Ambulance billing required books	10,000 55,000 18,000 500 57,000	2.000
D. Outside agency billers (6) E. Novato Fire FTE biller F. Sacramento Metro GEMT fee G. CQI Coordinator H. EMS billing rate study  9305  2049  Conferences & Meetings  PWW/ABC billing conf  9305  2131  Books & Periodicals  A. JEMS (1) B. EMS Insider C. Infection Control Network D. Ambulance billing required books	55,000 18,000 500 57,000	2.000
E. Novato Fire FTE biller F. Sacramento Metro GEMT fee G. CQI Coordinator H. EMS billing rate study  9305  2049  Conferences & Meetings  PWW/ABC billing conf  9305  2131  Books & Periodicals  A. JEMS (1) B. EMS Insider C. Infection Control Network D. Ambulance billing required books	18,000 500 57,000	2.000
F. Sacramento Metro GEMT fee G. CQI Coordinator H. EMS billing rate study  9305  2049  Conferences & Meetings  PWW/ABC billing conf  9305  2131  Books & Periodicals  A. JEMS (1) B. EMS Insider C. Infection Control Network D. Ambulance billing required books	500 57,000	2.000
G. CQI Coordinator H. EMS billing rate study  9305  2049  Conferences & Meetings  PWW/ABC billing conf  9305  2131  Books & Periodicals  A. JEMS (1) B. EMS Insider C. Infection Control Network D. Ambulance billing required books	57,000	2.000
H. EMS billing rate study  9305  2049  Conferences & Meetings  PWW/ABC billing conf  9305  2131  Books & Periodicals  A. JEMS (1)  B. EMS Insider  C. Infection Control Network  D. Ambulance billing required books	· · · · · · · · · · · · · · · · · · ·	2.000
9305  PWW/ABC billing conf  9305  2131  Books & Periodicals  A. JEMS (1)  B. EMS Insider  C. Infection Control Network  D. Ambulance billing required books	20,000	2.000
9305  PWW/ABC billing conf  9305  2131  Books & Periodicals  A. JEMS (1)  B. EMS Insider  C. Infection Control Network  D. Ambulance billing required books		2.000
9305 2131 Books & Periodicals  A. JEMS (1) B. EMS Insider C. Infection Control Network D. Ambulance billing required books		_,,
A. JEMS (1) B. EMS Insider C. Infection Control Network D. Ambulance billing required books	2,000	
<ul><li>B. EMS Insider</li><li>C. Infection Control Network</li><li>D. Ambulance billing required books</li></ul>		1,13
C. Infection Control Network D. Ambulance billing required books	165	
D. Ambulance billing required books	185	
· · · · · · · · · · · · · · · · · · ·	185	
9305 2151 Computer System Software	600	
		34,000
A. Billing- Microbilt	5,000	
B. Billing software - Tri-tech	17,000	
C. Billing software - Trizetto	12,000	
9305 2398 <u>Facilities Repairs</u>		17,000
A. Maintenance contract / warranty for gur	neys / power loaders 11,500	
B. AutoPulse PM Contract	1,800	
C. Zoll Monitor PM Contract	3,700	
9305 2401 <u>Memberships</u>		250
Cal. Fire Chiefs Assoc. annual dues Ac		

	Account			
Division	Code	Description		Amount
9305	2407	Office Supplies		20,000
		A. Postage for billing department	10,000	
		B. Billing clerk supplies	10,000	
9305	2717	Audit & Accounting Fees		16,500
		A. Lockbox NFD	2,500	
		B. EMS billing agreed upon procedures	14,000	
9305	2738	Telephone System		1,700
		800 telephone line	1,700	
9305		Total Emergency Medical Services Operating Budget		¢ 9.524.526
9303		Total Emergency medical Services Operating Budget		\$ 8,534,536

# Risk Reduction, Prevention, Mitigation (RPM)

The Novato Fire District maintains effective and efficient fire prevention activities through its *Risk Reduction, Prevention, & Mitigation* (RPM) division.

Areas of responsibility include: Public Education, Community Risk Reduction, Inspections, Fire Investigation, Vegetation Management-Wildland Urban Interface (WUI) Awareness, Fire Protection Standards & Code Development, Development and Construction Reviews, and Code Enforcement. The 2018-19 budget reflects resources necessary to accomplish the organizational mission.

RPM has set strategic goals this year of implementing several performance objectives of the National Fire Protection Associations (NFPA) standard 1730; Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation and Public Education Operations. This means specific goals and objectives have been identified to address and demonstrate many of the performance standards identified in each functional area of NFPA Standard 1730. This includes but is not limited to: The creation of new prevention policies, continue implementing its management information system, modify and implementing a new fee structure, publish an annual report



of activities, prepare and update information to support the creation of an approved Community Risk Assessment, and enhance fire inspections & fire investigations, streamline plan reviews, and tailor public education programs based on our communities' risk.

WUI awareness efforts remain important; this year's messaging focuses on the creation of additional "Firewise" neighborhoods in each of our WUI designated areas to help make one's home and neighborhood more fire safe. Grant funding for individual homeowners and neighborhoods is available for projects that reduce fire prone plants in targeted neighborhoods which creates more defensible space, thus also better protecting neighborhoods and homes from the threat of wildfire.

RPM staff continues to expand their participation in disaster preparedness

activities by holding leadership positions in the Novato Emergency Operations Center. All staff participates to their respective levels in local, regional, and state fire prevention, fire investigation task force, and code development organizations.

Division	Account Code	Description		,	Amount
9306	1003	Regular Staff Salaries		\$	376,182
		Base salaries as designated by 2017/20 Memorandum of Understanding with Novato Professional Firefighters Association, 2017/19 Memorandum of Understanding with Battalion Chief Officers Association and 2017/20 Memorandum of Understanding with Non Sworn Administrative Staff. (1 B/C Fire Marshal, 1 Fire Inspector, 1 Fire Inspector / Administrative Assistant)	376,182		
9306	1019	CTO Pay			26,000
		As per District policy, CTO is reconciled at 96 hours per year.	26,000		
9306	1020	Overtime - Callback			22,000
		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.	22,000		
9306	1021	Out of Class Pay			9,000
		Acting Fire Chief pay	9,000		
9306	1023	Response Pay			4,000
		Emergency Response Pay	4,000		
9306	1025	<u>Vacation Pay</u>			22,000
		<ul> <li>Employees may cash out up to 50% of accrued vacation payable on June</li> <li>30</li> </ul>	12,000		
		B. Vacation leave paid at retirement	10,000		
9306	1026	Education Incentive			1,200
		MOU Education Incentives	1,200		.=
9306	1402	Retirement	405.000		171,000
		A. Funds proposed for employee retirement contributions including additional safety employer contribution of Tier I 53.25%, Tier III 41.42%, and non- safety employer contribution of 20.11% and education incentives to maximum 3%.	165,000		
		B. Retirement on vacation cash out	6,000		

Division	Account Code	Description		Amount
		··p·····		
9306	1404	FICA Medicare		11,700
		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.	10,000	
		B. Medicare on overtime, CTO & sick and vacation on retirement	1,500	
		C. Medicare on vacation cash out	200	
9306	1502	<u>Life Insurance</u>		1,500
		The District contributes a maximum of \$12 per month per employee for members of the Firefighters Bargaining Group. The District contributes \$12 or 50% whichever is greater of the life insurance premium for Fire Marshal.	1,500	
9306	1510	Dental Insurance		12,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 2% increase in premiums	12,000	
9306	1513	Health Insurance		96,800
		A. Effective 1/1/2019 estimated 6% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	45,000	
		B. Effective 1/1/2019 estimated 6% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage.	40,000	
		C. Retiree health savings plan	11,800	
9306	1514	<u>Vision Plan</u>		1,500
		The District pays 100% of the vision insurance premium for all employees.  Estimated 2% increase in premiums	1,500	
9306	1517	Admin Allowance		1,800
		Disability insurance allowance for non safety employees	1,800	
9306	1704	Sick Leave Buyback		17,000
		Sick leave paid at retirement	17,000	

Division	Account Code	Description		Amount
9306	1706	Deferred Compensation		18,300
		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.	4,200	
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	3,700	
		<ul> <li>C. Education incentive deferred compensation.</li> </ul>	2,000	
		D. Allowance for employees not participating in group medical	8,400	
9306	2026	<u>Investigative Tools</u>		2,000
		Investigative tools	2,000	
9306	2039	Schools and Seminars	2 222	5,700
		<ul> <li>A. State Fire Training Classes (Regional), 8 classes @ \$500 DFM, FI, FPS, RPM Assistant</li> </ul>	2,000	
		B. Nor-Cal Code Classes, 6 classes @ \$200	1,200	
		C. Fire Marshal Career Development	1,500	
		D. MCFIT Specialty classes (5 @ 200 each)shift investigators	1,000	
9306	2040	<u>Training Aids and Materials</u>		17,850
		<ul> <li>Props, tools, equipment, stickers, hats, program support &amp; , (2) logo pop- ups</li> </ul>	10,000	
		B. PSA's, Media Support, PIO	3,000	
		C. Phamplets and brochures	1,000	
		D. MCFPO Safety House & Fire Investigation Team Fees	350	
		E. CERT supplies	1,000	
		F. Open House Supplies	1,000	
		G. Smoke Alarms	1,500	
9306	2049	Conferences & Meetings		12,500
		A. Nor-Cal Fire Prevention Officers (3)	3,500	
		B. CCAI Conference (6)	9,000	

<b>.</b>	Account			
Division	Code	Description		Amount
9306	2121	<u>Vegetation Mgmt</u>		90,000
		A. WUI Brochure-post cards	7,500	
		B. To provide for matching grant funds to neighborhood associations to chip	72,500	
		brush associated with vegetation management for geographical areas of		
		the Novato Wildland Fire Plan (2005).		
		C. Vegetation management - fuels crew / Fire Wise	10,000	
9306	2131	Books & Periodicals		3,250
		A. NFPA Amendment Service	1,500	
		B. Barclay's CCR Title 19-subscription	250	
		C. Reference materials - Fire prevention and Investigation	1,500	
9306	2400	<u>Hydrants</u>		18,000
		A. Labor	16,000	
		B. Materials	1,000	
		C. Blue markers	1,000	
9306	2401	<u>Memberships</u>		1,550
		A. Nor Cal FPO Renewals 4 @ \$55 - 1 @ \$65	285	
		B. ICC Government Voting Rights	240	
		C. NFPA	200	
		D. CCAI	525	
		E. IAFC	300	
9306	2407	Office Supplies		500
		Smoke Detector Cards	500	
9306	2718	Consulting Fees		64,100
		A. Contract fire protection engineer as needed	15,000	
		B. Consultant occupancy / inspection database updates	2,500	
		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. Fire Investigation contract services	10,000	
9306		Total Risk Reduction Prevention Mitigation Operating Budget	_	\$ 1,007,432

## **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		\$ 4,601,969
		Base salaries as designated by 2017/20 Memorandum of Understanding with Novato Professional Firefighters Association, 2017/19 Memorandum of Understanding with Battalion Chief Officers Association and 2017/20 Memorandum of Understanding with Non Sworn Administrative Staff. (1 Deputy Chief, 3 Battalion Chiefs, 15 Captains, 15 Engineers, and 1 Mechanic)	4,601,969	
9307	1019	CTO Pay		754,400
		A. As per District policy, CTO is reconciled at 96 hours per year.	747,000	
		B. Deputy Fire Chief 80 hours CTO	7,400	
9307	1020	Overtime - Callback		1,331,750
		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.	1,296,000	
		B. Wildland duty coverage	35,750	
9307	1021	Out of Class Pay		12,000
		Out of class pay for working outside of regular classification on regular shift	12,000	
9307	1023	Response Pay		4,000
		Emergency Response Pay	4,000	
9307	1025	<u>Vacation Pay</u>		218,000
		A. Vacation leave paid at retirement	84,000	
		<ul><li>B. Employees may cash out up to 50% of accrued vacation payable on June</li><li>30</li></ul>	134,000	
9307	1026	Education Incentive		31,500
		MOU Education Incentives	31,500	

	Account			
Division	Code	Description		Amount
9307	1402	Retirement		2,682,000
		A. Funds proposed for employee retirement contributions of 75% of Battalion Chiefs employee's contribution; including additional safety employer contribution of Tier I 53.25%, Tier II 54.99%, Tier III 41.42%, Tier IIIA 39.08% and non-safety employer contribution of 20.11% and education incentives to maximum 3%.	2,600,000	_,,,
		B. Retirement on vacation cash out	74,000	
		C. 5% longevity pay for employees with 25 to 30 years of service.	8,000	
9307	1404	FICA Medicare		105,900
		<ul> <li>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.</li> </ul>	69,000	
		B. Medicare on overtime, CTO & sick and vacation on retirement	34,900	
		C. Medicare on vacation cash out	2,000	
9307	1502	<u>Life Insurance</u>		13,500
		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.	13,500	
9307	1510	Dental Insurance		130,000
		The District pays 100% of the dental insurance premium for all employees.  Estimated 2% increase in premiums	130,000	
9307	1513	Health Insurance		1,089,200
		A. Effective 1/1/2019 estimated 6% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	550,000	
		B. Effective 1/1/2019 estimated 6% 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.	472,000	
		C. Retiree health savings plan	67,200	

Division	Account Code	Description		Amount
		·		
9307	1514	<u>Vision Plan</u>		10,500
		The District pays 100% of the vision insurance premium for all employees.  Estimated 2% increase in premiums	10,500	
9307	1517	Admin Allowance		1,800
		Disability insurance allowance for non safety employees	1,800	
9307	1704	Sick Leave Buyback		47,000
		Sick leave paid at retirement	47,000	
9307	1706	<u>Deferred Compensation</u>		158,400
		<ul> <li>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.</li> <li>B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.</li> <li>C. Allowance for employees not participating in group medical</li> <li>D. Education incentive deferred compensation.</li> </ul>	43,200 45,500 67,200 2,500	
9307	2020	Cal-OSHA Requirements		236,000
		A. Wildland PPE	20,000	
		B. Bi-Annual inspection/cleaning of structure gear (per NFPA)	13,000	
		C. PPE - Leather Boots	3,000	
		D. Structure PPE Replacement	200,000	
9307	2034	Outside Assistance		9,000
		A. 2018 recruit academy	5,000	
		B. Explorer Post	4,000	
9307	2042	Extinguishing Agents		5,500
		A. Fire Extinguisher Powder	500	
		B. Class A and B Foam	5,000	

Division	Account Code	Description		Amount
9307	2268	Special Fire Equipment & Supplies		55,800
0001	2200	A. Misc. parts	1,000	00,000
		C. Small Batteries	2,200	
		D. Thermal Imager Camera Repairs, misc parts.	2,500	
		E. Flashlight Lenses, Bulbs (converting to LED)	1,500	
		F. Repair & replacement of small tools (need to replace old handtools)	1,500	
		G. Ballistic PPE support / repairs	1,000	
		H. IFAK Kits	500	
		I. Door Emblems & Graphics	3,500	
		J. Fire hose	10,000	
		K. Nozzle & Fittings Repair	2,000	
		M. Traffic Safety Vests	1,500	
		N. Cobra Chainsaw Chains	1,600	
		O. Replace 2 Chainsaws	1,700	
		P. Fire Locks	300	
		Q. Tools and Equipment for new Apparatus	25,000	
9307		Total Operations Operating Budget	-	\$ 11,498,219

# 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.



Division	Account Code	Description		ı	Amount
9308	1003	Regular Staff Salaries		\$	904,820
		Base salaries as designated by 2017/20 Memorandum of Understanding with Non Sworn Administrative Staff. Fire Chief, HR Manager, Admin Services Manager, Finance Director, Chief Financial Officer, Accounting Specialist and Administrative Assistant.	904,820		
9308	1019	CTO Pay			53,500
		A. As per District policy, CTO is reconciled at 96 hours per year.	31,000		
		B. Fire Chief 100 hours CTO	10,200		
		C. Finance Director 120 hours CTO	9,400		
		D. Human Resources Manager 40 hours CTO	2,900		
9308	1020	Overtime - Callback			13,250
		A. Overtime pay is paid to administration support staff at time and one-half of the base rate.	2,000		
		B. Wildland duty coverage	11,250		
9308	1022	<u>Director Fees</u>			12,000
		\$100 fee is paid for each meeting attended, 12 regular meetings, 6 special meetings plus workshops, study sessions and committee meetings for five directors.	12,000		
9308	1023	Response Pay			1,000
		Emergency Response Pay	1,000		,
9308	1025	<u>Vacation Pay</u>			37,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	20,000		
		B. Vacation leave paid at retirement	17,000		
9308	1402	Retirement	,		293,000
		A. Funds proposed for employee retirement contributions of 75% of Fire Chief's employee contribution, including additional safety employer contribution of Tier I 53.25% and non-safety employer contribution of Tier I 20.11% and Tier IIA 18.07%.	285,000		
		B. Retirement on vacation cash out	8,000		

	Account			
Division	Code	Description		Amount
0000	4.40.4	FIGA Madiana		40,000
9308	1404	FICA Medicare	4.4.000	16,000
		<ul> <li>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.</li> </ul>	14,000	
		B. Medicare on overtime, CTO & sick and vacation on retirement	1,700	
		C. Medicare on vacation cash out	300	
9308	1502	<u>Life Insurance</u>		3,000
		The District contributes \$12 or 50% whichever is greater of the life insurance premium per month. The District pays 100% of the life insurance premium per month for the Fire Chief.	3,000	
9308	1510	Dental Insurance		25,000
		The District pays 100% of the dental insurance premium for all employees.  Estimated 2% increase in premiums	25,000	
9308	1513	Health Insurance		1,765,900
		A. Effective 1/1/2019 estimated 6% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	110,000	
		B. Effective 1/1/2019 estimated 6% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; 100% paid coverage for retired C-1; maximum paid coverage for retired Division Chiefs 100% of Family Kaiser Plan.	95,000	
		C. Retiree health pre-funding contribution	1,548,000	
		D. Retiree health savings plan	12,900	
9308	1514	Vision Plan	,,,,,,	2,500
		The District pays 100% of the vision insurance premium for all employees.  Estimated 2% increase in premiums	2,500	
9308	1517	Admin Allowance		10,800
		Disability insurance allowance for non safety employees	10,800	

<b>.</b>	Account			
Division	Code	Description		Amount
9308	1701	Workers' Comp		1,315,418
		A. FASIS Workers Compensation premiums net of estimated 4850	1,160,018	
		temporary disability reimbursements		
		B. Athens Administration	44,000	
		C. Self insured open claims	100,000	
		D. Workers Comp actuarial study	3,400	
		E. EDD Unemployment Insurance	6,000	
		F. Self insurance fees miscellaneous	2,000	
9308	1703	<u>Physicals</u>		45,521
		Annual employee physicals	45,521	
9308	1704	Sick Leave Buyback		51,000
		Sick leave paid at retirement	51,000	
9308	1706	<u>Deferred Compensation</u>		35,500
		A. Per Compensation and Benefits Agreement with Professional	11,700	
		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.		
		B. Sick leave incentive paid quarterly into deferred compensation plan when	8,300	
		sick leave is not used during a calendar quarter.		
		C. Education incentive deferred compensation.	15,500	
9308	2021	Clothing	4 000	2,500
		A. Badges & Insignia	1,000	
2222	222	B. Class A uniforms	1,500	0.500
9308	2027	Tool Replacement	0.500	3,500
		Replacement of Broken/Worn-out tools & New Special Tools - Mechanics	3,500	
0000	0000	Shop		44.000
9308	2028	Board Expense	40.000	11,000
		A. Annual Board of Directors training & conferences	10,000	
0200	2020	B. Board events and miscellaneous	1,000	10 E00
9308	2029	Advertising	1.000	10,500
		A. Legal Notices	1,000	
		B. Website	9,500	

	Account			
Division	Code	Description		Amount
9308	2034	Outside Assistance		64,740
		A. MHN Employee Assistance Program est \$1,088 per month	13,100	
		B. Maintenance and repair of exercise equipment	2,000	
		C. Injury prevention classes	3,500	
		D. Payroll processing consultant	35,000	
		E. Behavioral Health Training - Tim Dietz	6,140	
		F. BHAP Miscellaneous	5,000	
9308	2039	Schools and Seminars		2,650
		A. Computer classes and conferences for Admin Assistant staff	250	
		B. Leadership Novato Tuition	2,400	
9308	2041	<u>Food</u>		15,000
		Food for incidents, events, classes, meetings	15,000	
9308	2049	Conferences & Meetings		14,500
		A. Cal Chiefs Conference	5,000	
		B. AFSS Annual Education Forum / CSDA Conf	4,500	
		C. AFSS meeting	200	
		D. FDAC Conference	4,000	
		E. Accountants Continuing Professional Education	800	
9308	2050	Equipment Testing		33,700
		A. Service SCBA Air Compressor	2,200	
		B. Annual Test of Shop Trolley Crane	500	
		C. Annual Test and Service for rescue tool	3,500	
		D. Annual SCBA flow testing and repairs	6,000	
		E. Annual Test and Repair of Shop Lifts	3,000	
		F. Annual Hose and ground ladder testing	17,000	
		G. Annual Test of Aerial Ladder	1,500	
9308	2059	Liability & Property		131,000
		Buildings, property and liability insurance	131,000	

	Account			
Division	Code	Description		Amount
0000	0074	Oakaalaa 10aasiaaa		0.000
9308	2074	School and Seminars	0.000	6,000
2222	222	California Fire Mechanics Academy	6,000	400 500
9308	2087	Parts & Outside Labor		132,500
		Parts & accessories required to maintain & repair vehicles by District personnel, Outside labor that cannot be performed in the District Shop & tire replacement	132,500	
9308	2088	Shop Supplies		12,500
		A. Mechanic Uniform Services (S62): Weekly	10,000	
		<ul> <li>B. Sundry supplies for shop operations: welding rods, nuts, bolts, hose clamps, electrical supplies and inventory items needed for maintenance of equipment</li> </ul>	2,500	
9308	2129	Election Expense		85,000
		Director vacancies - Elections	85,000	·
9308	2131	Books & Periodicals	,	1,340
		A. Management updates and journals	1,000	
		B. Berkeley Health Newsletter	40	
		C. Periodicals/reference books (National Fire/EMS Directory, Fire	300	
		Engineering, MarinScope)		
9308	2137	Document Reproduction		5,200
		Annual Service Contract for Copiers Admin	5,200	
9308	2141	Computer Supplies		15,000
		Toner (laser printers)	15,000	

	Account			
Division	Code	Description		Amount
9308	2151	Computer System Software		120,900
2300		A. Software Updates and New Software	2,000	
		B. TeleStaff license renewal & software upgrades	18,000	
		C. Exchange server host Rackspace	18,500	
		D. Emergency Reporting Annual Service Fee	11,300	
		E. Cisco ASA 5515 Firewalls support / warranties	10,000	
		F. Target Solutions	8,000	
		G. Proof Point	2,700	
		H. Zendesk Trouble Ticket system	4,000	
		Veritas (Symantec) Backup Exec renewal	1,500	
		J. Trend Micro Renewal	2,000	
		K. Overland Storage Warranty	1,500	
		L. Dell Physical server warranties	5,000	
		M. VMWare licensing	3,000	
		N. Filemaker Pro Licenses	5,000	
		O. Wireless Access Point licensing/warranties	4,200	
		P. Surveymonkey.com subscription	300	
		Q. Cisco Vsphere software	1,400	
		R. Cisco Verizon Private Ntwrk router license/support	2,500	
		S. Avenza software	2,000	
		T. Cisco Video Conference Subscription	9,000	
		U. Nixle Alerting Software	5,000	
		V. Jabber Cisco Software	2,000	
		W. Informacast VOIP Paging	1,000	
		X. Cisco VPN AnyConnect	1,000	
9308	2164	Computer Hardware Maintenance		143,300
		A. Laser Printer Maintenance and Repair	4,000	
		B. Hardware upgrades and repair	6,000	
		C. Marin IT support services	121,000	
		D. Compellent Servers and San support/warranties	8,300	
		E. UPS Server room annual maintenance (Power Maintenance/S and J)	2,000	
		F. UPS Batteries	2,000	

9308   2262   Hazardous Materials Prog		Account			
Marin County JPA Haz Mat	Division		Description		Amount
Marin County JPA Haz Mat	9308	2262	Hazardous Materials Prog		10,000
A. County of Marin property tax collection fee 275,000 B. County of Marin special assessment collection fee 32,000 C. LAFCO charge 19,000 D. County of Marin special assessment data fee 125 9308 2273 Empl Service & Recog 5,000 Employee recognition 5,000  9308 2396 Facilities Prevent Maintenance 112,769 A. HVAC 15,000 B. Landscaping 34,980 C. Generators 13,500 D. Carpet / tile cleaning 9,000 E. Elevator - 2018 3,285 F. Garage Doors 3,000 G. Fire Spinkler systems 5,000 H. Septic sytem 1,000 I. Fire Extinguishers 3,000 J. Janitorial Service 7,000 K. Pest Control 7,500 L. CUPA 2,500 M. Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual Inspections N. Water Dispensers (all sites) 3,500 O. Sta 64 grease trap 1,000  9308 2397 Facilities Projects 5,000 C. Sta 62 retaining wall repair 10,000 E. Sta 62 retaining wall repair 10,000 E. Sta 62 retaining wall repair 10,000 E. Sta 62 retaining wall repair 10,000				10,000	,
B.   County of Marin special assessment collection fee   32,000   C.   LAFCO charge   19,000   D.   County of Marin special assessment data fee   125   1900   19,000   1900	9308	2269	Property Tax Fee		326,125
C. LAFCO charge   19,000   D. County of Marin special assessment data fee   125			A. County of Marin property tax collection fee	275,000	
D.   County of Marin special assessment data fee   125   3,000   308   2373   Empl Service & Recog   5,000			B. County of Marin special assessment collection fee	32,000	
9308   2273   Empl Service & Recoq   Employee recognition   5,000     9308   2396   Facilities Prevent Maintenance   112,765     A. HVAC			C. LAFCO charge	19,000	
Sembloyee recognition   Sembloyee   Semb			D. County of Marin special assessment data fee	125	
9308   Pacilities Prevent Maintenance	9308	2273	Empl Service & Recog		5,000
A. HVAC B. Landscaping C. Generators D. Carpet / tile cleaning B. Elevator - 2018 F. Garage Doors G. Fire Spinkler systems F. Garage Doors G. Fire Spinkler systems F. Septic sytem F. Septic sytem F. Septic sytem F. Septic sytem F. Garage Doors F. Fire Extinguishers F. Garage Doors F. Fire Extinguishers F. Garage Doors F. Pest Control F. Free Extinguishers F. Garage Doors F. Pest Control F. Frest Extinguishers F. Garage Doors F. From Oil Great Station 64) F. Frest Control F. Station 64) F. Front Office F.			Employee recognition	5,000	
B. Landscaping   34,980	9308	2396			112,765
C. Generators   13,500     D. Carpet / tile cleaning   9,000     E. Elevator - 2018   3,285     F. Garage Doors   3,000     G. Fire Spinkler systems   5,000     H. Septic system   1,000     I. Fire Extinguishers   3,000     J. Janitorial Service   7,000     K. Pest Control   7,500     L. CUPA   2,500     M. Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual   3,500     Inspections   3,500     N. Water Dispensers (all sites)   3,500     O. Sta 64 grease trap   1,000     9308   2397   Facilities Projects   201,000     A. Ergonomic Work Station Adjustments (all sites): As needed   1,000     B. Station 61 exterior patio doors   5,000     C. Sta 62 Kitchen remodel   130,000     D. Sta 65 dorm HVAC replacment   40,000     E. Sta 62 retaining wall repair   10,000     F. Front Office   10,000			A. HVAC	15,000	
D. Carpet / tile cleaning 9,000 E. Elevator - 2018 3,285 F. Garage Doors 3,000 G. Fire Spinkler systems 5,000 H. Septic sytem 1,000 I. Fire Extinguishers 3,000 J. Janitorial Service 7,000 K. Pest Control 7,500 L. CUPA 2,500 M. Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual Inspections N. Water Dispensers (all sites) 3,500 O. Sta 64 grease trap 1,000  9308 2397 Facilities Projects 201,000 A. Ergonomic Work Station Adjustments (all sites): As needed 1,000 B. Station 61 exterior patio doors 5,000 C. Sta 62 Kitchen remodel 130,000 D. Sta 65 dorm HVAC replacment 40,000 E. Sta 62 retaining wall repair 10,000 F. Front Office 10,000			B. Landscaping	34,980	
E. Elevator - 2018 3,285 F. Garage Doors 3,000 G. Fire Spinkler systems 5,000 H. Septic sytem 1,000 I. Fire Extinguishers 3,000 J. Janitorial Service 7,000 K. Pest Control 7,500 L. CUPA 2,500 M. Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual 1,500 Inspections N. Water Dispensers (all sites) 3,500 Inspections A. Ergonomic Work Station Adjustments (all sites): As needed 1,000 B. Station 61 exterior patio doors 5,000 C. Sta 62 Kitchen remodel 130,000 D. Sta 65 dorm HVAC replacment 40,000 E. Sta 62 retaining wall repair 10,000 F. Front Office 10,000			C. Generators	13,500	
F. Garage Doors 3,000 G. Fire Spinkler systems 5,000 H. Septic sytem 1,000 I. Fire Extinguishers 3,000 J. Janitorial Service 7,000 K. Pest Control 7,500 L. CUPA 2,500 M. Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual 3,500 Inspections N. Water Dispensers (all sites) 3,500 O. Sta 64 grease trap 1,000  9308 2397 Facilities Projects 201,000 A. Ergonomic Work Station Adjustments (all sites): As needed 1,000 B. Station 61 exterior patio doors 5,000 C. Sta 62 Kitchen remodel 130,000 D. Sta 65 dorm HVAC replacment 40,000 E. Sta 62 retaining wall repair 10,000 F. Front Office 10,000			D. Carpet / tile cleaning	9,000	
G. Fire Spinkler systems   5,000     H. Septic sytem   1,000     I. Fire Extinguishers   3,000     J. Janitorial Service   7,000     K. Pest Control   7,500     L. CUPA   2,500     M. Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual   3,500     Inspections   1,000     N. Water Dispensers (all sites)   3,500     O. Sta 64 grease trap   1,000     9308   2397   Facilities Projects   201,000     B. Station 61 exterior patio doors   5,000     C. Sta 62 Kitchen remodel   130,000     D. Sta 65 dorm HVAC replacment   40,000     E. Sta 62 retaining wall repair   10,000     F. Front Office   10,000			E. Elevator - 2018	3,285	
H. Septic sytem 1,000 I. Fire Extinguishers 3,000 J. Janitorial Service 7,000 K. Pest Control 7,500 L. CUPA 2,500 M. Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual 3,500 Inspections N. Water Dispensers (all sites) 3,500 O. Sta 64 grease trap 1,000  9308 2397 Facilities Projects 201,000 B. Station 61 exterior patio doors 5,000 C. Sta 62 Kitchen remodel 130,000 D. Sta 65 dorm HVAC replacment 40,000 E. Sta 62 retaining wall repair 10,000 F. Front Office 1,000			F. Garage Doors	3,000	
I. Fire Extinguishers   3,000     J. Janitorial Service   7,000     K. Pest Control   7,500     L. CUPA   2,500     M. Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual   3,500     Inspections   3,500     Inspections   3,500     O. Sta 64 grease trap   1,000     9308   2397   Facilities Projects   201,000     A. Ergonomic Work Station Adjustments (all sites): As needed   1,000     B. Station 61 exterior patio doors   5,000     C. Sta 62 Kitchen remodel   130,000     D. Sta 65 dorm HVAC replacment   40,000     E. Sta 62 retaining wall repair   10,000     F. Front Office   10,000			G. Fire Spinkler systems	5,000	
J. Janitorial Service   7,000			H. Septic sytem	1,000	
K.   Pest Control   7,500			I. Fire Extinguishers	3,000	
L. CUPA       2,500         M. Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual Inspections       3,500         N. Water Dispensers (all sites)       3,500         O. Sta 64 grease trap       1,000         9308       2397       Facilities Projects       201,000         B. Station 61 exterior patio doors       5,000         C. Sta 62 Kitchen remodel       130,000         D. Sta 65 dorm HVAC replacment       40,000         E. Sta 62 retaining wall repair       10,000         F. Front Office       10,000			J. Janitorial Service	7,000	
M. Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual Inspections  N. Water Dispensers (all sites) O. Sta 64 grease trap 1,000  9308 2397 Facilities Projects A. Ergonomic Work Station Adjustments (all sites): As needed B. Station 61 exterior patio doors C. Sta 62 Kitchen remodel D. Sta 65 dorm HVAC replacment E. Sta 62 retaining wall repair F. Front Office  M. Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual 3,500  201,000  201,000			K. Pest Control	7,500	
Inspections   N. Water Dispensers (all sites)   3,500   0. Sta 64 grease trap   1,000   201,000   3397   Facilities Projects   201,000			L. CUPA	2,500	
N. Water Dispensers (all sites)       3,500         O. Sta 64 grease trap       1,000         9308       2397       Facilities Projects       201,000         A. Ergonomic Work Station Adjustments (all sites): As needed       1,000         B. Station 61 exterior patio doors       5,000         C. Sta 62 Kitchen remodel       130,000         D. Sta 65 dorm HVAC replacment       40,000         E. Sta 62 retaining wall repair       10,000         F. Front Office       10,000			· · · · · · · · · · · · · · · · · · ·	3,500	
O. Sta 64 grease trap         1,000           9308         2397         Facilities Projects         201,000           A. Ergonomic Work Station Adjustments (all sites): As needed         1,000         5,000         5,000         130,000         130,000         130,000         130,000         10,000 <t< td=""><td></td><td></td><td>·</td><td>3,500</td><td></td></t<>			·	3,500	
9308         2397         Facilities Projects         201,000           A.         Ergonomic Work Station Adjustments (all sites): As needed         1,000           B.         Station 61 exterior patio doors         5,000           C.         Sta 62 Kitchen remodel         130,000           D.         Sta 65 dorm HVAC replacment         40,000           E.         Sta 62 retaining wall repair         10,000           F.         Front Office         10,000			·	· · · · · · · · · · · · · · · · · · ·	
A. Ergonomic Work Station Adjustments (all sites): As needed 1,000 B. Station 61 exterior patio doors 5,000 C. Sta 62 Kitchen remodel 130,000 D. Sta 65 dorm HVAC replacment 40,000 E. Sta 62 retaining wall repair 10,000 F. Front Office 10,000	9308	2397	<u>'</u>	.,500	201,000
B. Station 61 exterior patio doors       5,000         C. Sta 62 Kitchen remodel       130,000         D. Sta 65 dorm HVAC replacment       40,000         E. Sta 62 retaining wall repair       10,000         F. Front Office       10,000				1,000	,,,,,,,,,
C. Sta 62 Kitchen remodel 130,000 D. Sta 65 dorm HVAC replacment 40,000 E. Sta 62 retaining wall repair 10,000 F. Front Office 10,000			·	· · · · · · · · · · · · · · · · · · ·	
D. Sta 65 dorm HVAC replacment 40,000  E. Sta 62 retaining wall repair 10,000  F. Front Office 10,000			•	· · · · · · · · · · · · · · · · · · ·	
<ul><li>E. Sta 62 retaining wall repair</li><li>F. Front Office</li><li>10,000</li></ul>			D. Sta 65 dorm HVAC replacment	· · · · · · · · · · · · · · · · · · ·	
F. Front Office 10,000			·	· · · · · · · · · · · · · · · · · · ·	
-,				· · · · · · · · · · · · · · · · · · ·	
			G. Video cabling/Front Office cabling/Frnt Ofc back wall	5,000	

	Account			
Division	Code	Description		Amount
9308	2398	Facilities Repairs	0.000	95,500
		A. Appliances	2,000	
		B. Carpet Cleaning	1,000	
		C. Electrical	2,000	
		D. Garage Doors	15,000	
		E. Generators (all sites): Bi-annual Maintenance & Routine Repairs	6,000	
		F. Heating Ventilation Air Conditioning	35,000	
		G. Landscaping	1,000	
		H. Minor repairs to all facilities	8,000	
		I. Plumbing	3,000	
		J. Roofing repairs	1,500	
		K. Security Services (Admin & S65): 24/7/365	13,000	
		L. Plymovent repairs	5,000	
		M. S62: Septic Tank / System Annual Maintenance and Repair	1,000	
0000	0000	N. Fire Sprinkler repairs	2,000	00.000
9308	2399	Station Supplies  Supplies used in the everyday maintenance of the fire Stations	20,000	20,000
0200	2404	Supplies used in the everyday maintenance of the fire Stations	20,000	10.600
9308	2401	Memberships A. Cal Society CPA's	450	19,668
		B. Government Finance Officers Association	450 160	
		C. Nor Cal Fire Mechanics (4 members)	1,000	
		D. CA Fire Chiefs Membership	1,000	
		E. IAFC	500	
		F. FDAC	550 550	
		G. Rowland Plaza Owners Association (Admin): Annual Fees for Operating	3,200	
		Expenses	3,200	
		H. MCFCA Installation Event	200	
		I. MC Fire Chiefs	1,000	
		J.	1,500	
		Novato Chamber of Commerce Dues, Honors Dinner, Paint the Town Red	1,500	
		K. Marin Map Phase II	6,990	
			1,500	
			1,118	
			· ·	
		N. Fire District Assoc FDAC	500	

Division	Account Code	Description		Amount
9308	2406	Payroll Service Charge	44.000	46,600
		A. Payroll processing, quarterly reports, W-2 reports, direct deposit activity,	44,000	
		ADP training classes and miscellaneous bank charges		
	2.12	B. WageWorks POP and FSA Annual and Monthly Fees	2,600	
9308	2407	Office Supplies		56,400
		A. Supplies for office use	40,000	
		B. Customer survey forms - printing	1,000	
		C. Records and archiving and shredding	6,000	
		D. CA Labor Law Posters for all Stations and Admin	400	
		E. Lease/service contract for postage machine	3,000	
		F. NFD Neopost Postage	5,000	
		G. Printing envelopes, business cards, certificate covers	1,000	
9308	2501	Gas, Oil & Grease Vehicles		120,750
		A. #2 Diesel fuel	50,000	
		B. Gasoline	50,000	
		C. Haz/Mat Disposal, motor oil, filters	1,500	
		D. Service and Haz/Mat disposal of solvent tank	1,500	
		E. BAAQMD - tank permits	1,500	
		F. Fuel Tanks (S61, S62, S65): Quarterly Inspections, Maintenance and	11,000	
		Repairs G. Auto mileage and tolls (Fast Trac fees)	2.500	
			2,500	
		H. Small Engine Fuel (non-ethanol)	2,500	
0200	2510	I. Small Engine Lubricants	250	40.000
9308	2510	Out of County Logistics  Food, lodging, fuel and miscellaneous for deployed resources	10.000	10,000
0200	2520	Food, lodging, fuel and miscellaneous for deployed resources	10,000	440.000
9308	2528	Central Dispatch  Marin County Communications Center dispatch for	440.000	410,000
0000	0500	Marin County Communications Center dispatch fee	410,000	27.500
9308	2530	Emergency Operations Center	27.500	37,500
0200	2522	Emergency Services Consultant Contract	37,500	240 700
9308	2533	Marin Emergency Radio Authority	400 500	219,700
		A. MERA operational cost	103,500	
		B. MERA Capital Bond Repayment	104,100	
		C. MERA new debt	12,100	

Division	Account Code	Description		Amount
DIVISION	Oouc	Description		Amount
9308	2537	Radio & MDC Maintenance		62,000
		Communication equipment repairs, replacement, parts, labor, and maintenance	23,000	
		B. MDC Service Agreement with MCSO	39,000	
9308	2713	<u>Legal Fees</u>		125,00
		District Counsel, Personnel, and Litigation fees.	125,000	
9308	2717	Audit & Accounting Fees		29,60
		A. Annual audit	22,000	
		B. Audit services - agreed upon procedures	6,000	
		C. Government Finance Officers Association CAFR & PAFR fees	700	
		D. CAFR statistics	900	
9308	2718	Consulting Fees		118,50
		Community communications and outreach	50,000	
		B. SOC Consultant Support	30,000	
		C. Statistics Vendor Support	11,000	
		<ul> <li>D. Pre-employment background and testing</li> </ul>	15,000	
		E. Dun & Bradstreet renewal	500	
		F. Lexipol	7,000	
		G. Map printing	5,000	
9308	2731	<u>Water</u>		20,00
		Costs charged by North Marin Water District for water usage	20,000	
9308	2732	<u>Electricity</u>		122,00
		Costs charged by Pacific Gas & Electric for electricity & Gas usage.	122,000	
9308	2736	<u>Garbage</u>		23,00
		Cost of Garbage and Trash Pickup (Special Pickups)	23,000	
9308	2737	<u>Sewage</u>		20,00
		Costs charged by Novato Sanitary District for sewer service	20,000	

Division	Account Code	Description		Amount
9308	2738	Telephone System		166,050
3000	2.00	A. Vcom Lease lines	45,000	100,000
		B. Alpha Pagers	1,600	
		C. Satellite Phone Service Contract	2,000	
		D. Conference Call Services	250	
		E. Marin.org fees (Fiber optic to County)	31,000	
		F. Comcast/ATT DSL services	10,500	
		G. Cal Net Services	3,000	
		H. Dish Satellite TV Services Admin	1,300	
		Verizon Cardiac Monitor Lines	1,200	
		J. Verizon Business Lines	2,000	
		K. Voxeo Aspect phones for Telestaff	1,200	
		I Verizon Private Network	•	
		<b>2.</b>	3,000	
		<ul><li>M. MDC data plans modem lines</li><li>N. Video Conferencing services - Web Ex</li></ul>	16,000	
			4,000	
		<b>6.</b> *****	16,000	
		P. Verizon Wireless	20,000	
		Q. Phone line monitoring Fire Station Sprinklers	8,000	
9308		Total Organization Resources & Support Operating Budget	_	\$ 7,773,19

	Account				
Division	Code	Description		- 1	Amount
9308	3301	Debt Service - Principal Payments		\$	677,600
		A. Bank of Marin - 12 monthly mortgage principal payments	216,500		
		B. Lease principal payments - Ladder Truck	164,100		
		C. Station 64 - Principal Payments	297,000		
9308	3302	<u>Debt Service - Interest Payments</u>			69,700
		A. Bank of Marin - 12 monthly mortgage interest payments	29,000		
		B. Lease interest payments - Ladder Truck	3,600		
		C. Station 64 - Interest Payments	37,100		
9308		Total Organizational Resources & Support Debt Service Budget		\$	747,300

Division	Account Code	Description		Amount
DIVISION	Code	Description		 Amount
9308	4818	Exercise Equipment		\$ 10,500
		Replacement of exercise equipment	3,500	
		B. Treadmills	7,000	
9308	4834	Communication & Computers & Equipment		117,360
		A. Radio batteries for MERA and BK (25)	8,000	
		B. BK GPH/KNG portable radio support (face plate, spk mic, clamshell,	6,500	
		cloning cables)		
		C. Big Rock Raws Maintenance	1,000	
		D. Robin Hood Raws Maintenance	1,000	
		E. VHF Radio annual programing & FCC Maint	15,000	
		F. 19 new Cal Fire BK portable radios (3 Type III, OES, SUR)	52,000	
		G. 22 BK KNG Mobile Chargers	6,100	
		H. 4 new Cal Fire BK Mobile Radios (U18, U40, Type 1, Utility)	21,760	
		I. CAD hardware and modems new engines	6,000	
9308	4880	Data Processing - Computers & Equipment		31,000
		A. Computer Replacement	12,000	
		B. Laser printers	5,000	
		C. Photocopier/fax/scanner	10,000	
		D. Laptop with Extended Keyboard	2,000	
		E. Dual Monitors replacement	2,000	
9308		Total Organizational Resources and Support Capital Budget		\$ 158,860

Division	Account	Description	A
Division	Code	Description	Amount
9308	6810	Rainy Day Fund	\$ 4,199,942
		Rainy Day Fund minimum two months of expenditures	
9308	6981	EMS Capital Equipment Reserve	100,000
		Funds for Emergency Medical Services equipment replacement	
9308	6983	Unemployment Insurance Reserve	35,100
		The District is self-insured for unemployment insurance	
9308	6984	Apparatus Replacement	3,322,000
		This reserve is maintained to insure that all apparatus and vehicles are replaced as per the District's Replacement Schedule	
9308	6985	Facility Capital Improvement	500,000
		These funds are maintained to provide necessary funding for future construction of fire facilities	
9308	6986	Management Info Sys Reserve	210,000
		Funds for management information systems due to technological enhancements	
9308	6987	Retirement Unfunded Liability	1,000,000
		Funds are to provide for retirement unfunded liability	
9308	6992	Workers Comp Fund Reserve	1,150,400
		Reserve for open self insured Workers Compensation claims	
9308	6993	Retiree Health Benefits Reserve	3,005,432
		Funds are to provide future payment of retiree health benefits	
9308	6995	Debt Sinking Fund	164,097
		Funds are to provide future principal payments on the unpaid apparatus lease purchase payments	

	Account		_
Division	Code	Description	Amount
0200	0000	Particular Facilities Production	400.000
9308	6996	Protective Equipment Reserve	180,000
		Funds are to provide for future replacement of personal protective equipment	
9308	6999	Compensated Absences	830,035
		Funds are for unused sick leave, vacation and other leave	
9308		Total Committed and Assigned Fund Balances	\$ 14,697,006

## Training and Education

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

The Division provides extensive training to its own members, community 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. Conducts live fire training for both structural and wildland firefighting when opportunities exist.
- Coordination and delivery of training to our Explorer post and Community Emergecy Response Team.(CERT)
- Development and testing of acting engineers, captains, and battalion chiefs, and coordinating access to career development courses.
- Coordinates joint training with our local law enforcement agencies.
- Coordinates both the Vocational Education Program and the California Joint Apprenticeship Committee.(CalJAC)
- Maintains a joint USAR (Urban Search and Rescue) team and multi-disciplined training tower facility. The training tower facility/USAR lot is used by many fire agencies across Marin and Sonoma Counties. This is the main training facility for the County based State USAR team and the two FEMA dogs in the county. The facility is also used by local, state and Federal law enforcement agencies.
- Maintains 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.



Division	Account Code	Description		,	Amount
9313	1003	Regular Staff Salaries		\$	159,715
		Base salaries as designated by 2017/19 Memorandum of Understanding with Battalion Chief Officers Association for 1 Battalion Chief.	159,715		
9313	1019	CTO Pay			25,000
		As per District policy, CTO is reconciled at 96 hours per year.	25,000		
9313	1020	Overtime - Callback			61,000
		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.	61,000		
9313	1023	Response Pay			2,000
		Emergency Response Pay	2,000		
9313	1025	<u>Vacation Pay</u>			6,000
		Employees may cash out up to 50% of accrued vacation payable on June 30	6,000		
9313	1402	Retirement			88,000
		A. Funds proposed for employee retirement contributions for Training Director-Battalion Chief and safety employer contribution of Tier I 53.25% and education incentives to maximum 3%.	85,000		
		B. Retirement on vacation cash out	3,000		
9313	1404	FICA Medicare			4,500
		<ul> <li>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.</li> </ul>	3,000		
		B. Medicare on overtime and CTO	1,400		
		C. Medicare on vacation cash out	100		
9313	1502	<u>Life Insurance</u>			500
		The District contributes \$12 or 50% whichever is greater of the life insurance premium per month.	500		
9313	1510	Dental Insurance			5,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 2% increase in premiums	5,000		

Division	Account Code	Description		Amount
DIVISION	Code	Description		Amount
9313	1513	Health Insurance		38,800
		<ul> <li>A. Effective 1/1/2019 estimated 10% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.</li> </ul>	20,000	
		B. Effective 1/1/2019 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.	17,000	
		C. Retiree health savings plan	1,800	
9313	1514	<u>Vision Plan</u>		500
		The District pays 100% of the vision insurance premium for all employees. Estimated 2% increase in premiums	500	
9313	1706	<u>Deferred Compensation</u>		2,800
		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.	1,200	
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	1,600	
9313	2039	Schools and Seminars		45,900
		A. Career Development Guide-Based Courses	20,000	
		B. Instructor, Contemporary Topic	5,000	
		C. Conferences (Fresno TO, FDIC)	5,000	
		D. Special Operations - Burn Permits e.t.c. BAAQMD	200	
		E. Shift BC Continuing Education (Chief Officer Certification)	15,700	
9313	2040	Training Aids and Materials		13,000
		A. Vent training prop, Burn Room Construction / Maintenance / Creams	10,000	
		B. Evals.net Testing Software	3,000	
9313	2131	Books & Periodicals		900
		A. NWCG Supplies	400	
		B. Station Libraries - Fire Engineering Texts	500	
9313		Total Training Operating Budget	_	\$ 453,615