



ANNUAL BUDGET 2019-2020

# 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 eleventh 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.

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

Code	Description	Page Numbers				
		9305	9306	9307	9308	9313
1517	Admin Allowance	2	2	3	2	
2029	Advertising				3	
4820	Ambulances				14	
6984	Apparatus Replacement				15	
2717	Audit & Accounting Fees	5			11	
2028	Board Expense				3	
2131	Books & Periodicals	4	4		5	2
4048	Building Facilities				14	
2020	Cal-OSHA Requirements			3		
2528	Central Dispatch				10	
2021	Clothing				3	
4834	Communication & Computers & Equipment				14	
6999	Compensated Absences				16	
2164	Computer Hardware Maintenance				7	
2141	Computer Supplies				5	
2151	Computer System Software	4			6	
2049	Conferences & Meetings	4	4		4	
2718	Consulting Fees		5		11	
2038	CPR Materials					
1019	CTO Pay	1	1	1	1	1
4880	Data Processing - Computers & Equipment				14	
3302	Debt Service - Interest Payments				13	
3301	Debt Service - Principal Payments				13	
6995	Debt Sinking Fund				16	
1706	Deferred Compensation	3	3	3	3	2
1510	Dental Insurance	2	2	2	2	1
1022	Director Fees				1	
2137	Document Reproduction				5	
1026	Education Incentive	1	1	1		
2129	Election Expense				5	
2732	Electricity				11	
2530	Emergency Operations Center				10	
2273	Empl Service & Recog				7	
6981	EMS Capital Equipment Reserve				15	
2050	Equipment Testing				4	
4818	Exercise Equipment				14	
2042	Extinguishing Agents			3		
2396	Facilities Prevent Mainteneace				8	
2397	Facilities Projects				8	
2398	Facilities Repairs	4			9	
6985	Facility Capital Improvement				15	
1404	FICA Medicare	2	2	2	2	1

Code	Description	Page Numbers				
		9305	9306	9307	9308	9313
4815	Fire Suppression Equipment				14	
2024	First Aid Supplies	3				
2041	Food				4	
2736	Garbage				11	
2501	Gas, Oil & Grease Vehicles				10	
2262	Hazardous Materials Prog				7	
1513	Health Insurance	2	2	2	2	2
2400	Hydrants		4			
2026	Investigative Tools		3			
2713	Legal Fees				11	
2059	Liability & Property				4	
1502	Life Insurance	2	2	2	2	1
6986	Management Info Sys Reserve				15	
2533	Marin Emergency Radio Authority				10	
2401	Memberships	4	4		9	
2407	Office Supplies	4	4		10	
1021	Out of Class Pay	1	1	1		
2510	Out of County Logistics				10	
2034	Outside Assistance	4		3	4	
1020	Overtime - Callback	1	1	1	1	1
2025	Oxygen	4				
2087	Parts & Outside Labor				5	
2406	Payroll Service Charge				10	
1703	Physicals				3	
2269	Property Tax Fee				7	
6996	Protective Equipment Reserve				16	
2537	Radio & MDC Maintenance				11	
6810	Rainy Day Fund				15	
1003	Regular Staff Salaries	1	1	1	1	1
1023	Response Pay	1	1	1	1	1
6993	Retiree Health Benefits Reserve				15	
1402	Retirement	1	1	2	1	1
6987	Retirement Unfunded Liability				15	
2074	School and Seminars				5	
2039	Schools and Seminars		3		5	2
2737	Sewage				11	
2088	Shop Supplies				5	
1704	Sick Leave Buyback	2	2	3	3	
2268	Special Fire Equipment & Supplies			4	7	
2399	Station Supplies				9	
2738	Telephone System	5			12	
2027	Tool Replacement				3	

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

Code	Description	Page Numbers				
		9305	9306	9307	9308	9313
2040	Training Aids and Materials	4	3			2
6983	Unemployment Insurance Reserve				15	
1025	Vacation Pay	1	1	1	1	1
2121	Vegetation Mgmt		4			
1514	Vision Plan	2	2	2	2	2
2731	Water				11	
6979	Wildfire Mitigation Fund				15	
1701	Workers' Comp				3	
6992	Workers Comp Fund Reserve				15	

Code	Description	Page Numbers				
		9305	9306	9307	9308	9313

## 2019 / 2020 ANNUAL BUDGET SUMMARY

Operating Budget Expenditures (Pages 1 - 6)	\$ 29,944,663
Capital Budget Expenditures (Page 7)	3,380,500
Inter Governmental Transfers	<u>150,000</u>
Total Expenditures	<u><u>33,475,163</u></u>
Revenues (Page 9)	\$ 31,255,949
Decreases to Assigned Fund Balances (Page 8)	
Facility Capital Improvement	220,000
Apparatus Replacement	1,205,000
Management Info Sys Reserve	100,000
Wildland Fire Mitigation	<u>280,000</u>
Total Decreases to Assigned Fund Balances	1,805,000
(Increase) to Unassigned Fund Balance	<u>414,214</u>
Total Revenues and Changes to Assigned and Unassigned Fund Balances	<u><u>\$ 33,475,163</u></u>

Special Tax 9.51 cents per square foot residential and 14.26 cents per square foot commercial.

**2019 / 2020 ANNUAL BUDGET SUMMARY**

	<b>Adopted Budget 2018 / 2019</b>	<b>Proposed Budget 2019 / 2020</b>	<b>Percentage Change</b>
<b><u>Program Expenditures</u></b>			
Emergency Medical Services	\$ 8,534,536	\$ 8,039,723	
Risk Reduction Prevention & Mitigation Operations	1,007,432	1,519,714	
Organizational Resources & Support	11,498,219	11,500,271	
Training	8,520,497	8,377,659	
	453,615	507,296	
Total Program Expenditures	<u>\$ 30,014,299</u>	<u>\$ 29,944,663</u>	-0.23%
<b><u>Summary by Category</u></b>			
Personnel	\$ 25,120,276	\$ 25,156,948	0.15%
Services and Supplies	4,146,723	4,187,412	0.98%
Debt Service	747,300	600,303	-19.67%
Total Summary by Category	<u>\$ 30,014,299</u>	<u>\$ 29,944,663</u>	-0.23%
<b><u>Personnel (Allocated Positions)</u></b>			
Full Time	75	78	
<b><u>Revenues</u></b>			
General Funds	<u>\$ 30,488,166</u>	<u>\$ 31,255,949</u>	2.52%
<b><u>Capital Outlay</u></b>			
Emergency Medical Services	\$ -	\$ -	
Risk Reduction Prevention & Mitigation Operations	-	-	
Organizational Resources & Support	158,860	3,380,500	
Training	-	-	
Total Capital Outlay	<u>\$ 158,860</u>	<u>\$ 3,380,500</u>	2027.97%

**Novato Fire Protection District  
Summary of Operating Program Budgets  
Fiscal Year 2018 / 2019**

Description	Emergency Medical Services 9305		Risk Reduction Prevention & Mitigation 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
	Estimated	Proposed	Estimated	Proposed	Estimated	Proposed	Estimated	Proposed	Estimated	Proposed	Estimated	Proposed
	2018 / 19	2019 / 20	2018 / 19	2019 / 20	2018 / 19	2019 / 20	2018 / 19	2019 / 20	2018 / 19	2019 / 20	2018 / 19	2019 / 20
Salaries and Fringe Benefits	\$ 7,476,588	\$ 7,756,138	\$ 788,878	\$ 1,283,039	\$ 10,680,823	\$ 11,266,013	\$ 4,390,917	\$ 4,424,262	\$ 440,920	\$ 427,496	\$ 23,778,126	\$ 25,156,948
Services and Supplies	338,316	283,585	62,066	236,675	362,758	234,258	2,690,677	3,353,094	18,149	79,800	3,471,966	4,187,412
Debt Service	-	-	-	-	-	-	747,300	600,303	-	-	747,300	600,303
<b>Total Operating Budgets</b>	<b>\$ 7,814,904</b>	<b>\$ 8,039,723</b>	<b>\$ 850,944</b>	<b>\$ 1,519,714</b>	<b>\$ 11,043,581</b>	<b>\$ 11,500,271</b>	<b>\$ 7,828,894</b>	<b>\$ 8,377,659</b>	<b>\$ 459,069</b>	<b>\$ 507,296</b>	<b>\$ 27,997,392</b>	<b>\$ 29,944,663</b>



Novato Fire Protection District  
Operating Program Budgets  
Fiscal Year 2018 / 2019

Description	Account Code	Emergency Medical Services 9305		Risk Reduction Prevention & Mitigation 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20
<b>SALARIES AND FRINGE BENEFITS</b>													
<b>Salaries</b>													
Regular Staff Salaries	1003	\$ 3,357,710	\$ 3,419,963	\$ 376,477	\$ 728,239	\$ 4,555,920	\$ 4,698,163	\$ 859,602	\$ 906,019	\$ 159,500	\$ 163,696	\$ 9,309,209	\$ 9,916,080
Director Fees	1022	-	-	-	-	109	-	13,309	24,000	-	-	13,418	24,000
<b>Sub-total Salaries</b>		<b>3,357,710</b>	<b>3,419,963</b>	<b>376,477</b>	<b>728,239</b>	<b>4,556,029</b>	<b>4,698,163</b>	<b>872,911</b>	<b>930,019</b>	<b>159,500</b>	<b>163,696</b>	<b>9,322,627</b>	<b>9,940,080</b>
<b>Premium Pay</b>													
CTO Pay	1019	343,051	375,000	3,000	3,000	535,879	526,600	23,188	38,700	-	-	905,118	943,300
Overtime - Callback	1020	1,083,411	1,082,500	21,670	19,000	1,465,297	1,461,250	887	2,000	125,784	111,500	2,697,049	2,676,250
Out of Class Pay	1021	2,529	24,000	-	-	15,383	15,000	-	-	-	-	17,912	39,000
Response Pay	1023	2,047	2,000	3,054	4,000	2,570	4,000	-	1,000	255	2,000	7,926	13,000
Vacation Pay	1025	24,408	72,000	34,645	12,000	143,994	287,000	63,015	21,000	17,000	6,000	283,062	398,000
Education Incentive	1026	19,991	24,075	3,382	2,900	23,564	31,500	-	-	-	-	46,937	58,475
<b>Sub-total Premium Pay</b>		<b>1,475,437</b>	<b>1,579,575</b>	<b>65,751</b>	<b>40,900</b>	<b>2,186,687</b>	<b>2,325,350</b>	<b>87,090</b>	<b>62,700</b>	<b>143,039</b>	<b>119,500</b>	<b>3,958,004</b>	<b>4,128,025</b>
<b>Bonus Pay</b>													
Executive Bonus	1027	-	-	-	-	-	-	-	-	-	-	-	-
<b>Sub-total Bonus Pay</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fringe Benefits</b>													
Retirement	1402	1,657,971	1,654,000	154,976	270,000	2,590,339	2,535,000	280,558	283,000	95,812	93,000	4,779,656	4,835,000
FICA Medicare	1404	64,703	75,600	6,164	27,600	89,803	107,000	14,540	17,454	4,056	5,500	179,266	233,154
Life Insurance	1502	2,767	10,000	358	2,500	3,840	13,500	14,394	3,000	117	500	21,476	29,500
Dental Insurance	1510	88,601	95,000	15,992	21,000	116,269	130,000	21,431	26,000	4,029	5,000	246,322	277,000
Flexible Savings Account	1512	-	-	-	-	1,032	-	(6,134)	-	-	-	(5,102)	-
Health Insurance	1513	722,464	802,200	133,371	167,200	921,286	1,067,200	1,865,810	1,755,300	31,498	37,000	3,674,429	3,828,900
Vision Plan	1514	6,890	7,500	1,275	2,000	9,274	10,500	1,688	2,000	321	500	19,448	22,500
Admin Allowance	1517	1,800	1,800	1,800	1,800	1,800	1,800	9,573	10,800	-	-	14,973	16,200
Workers' Comp	1701	-	-	-	-	-	-	1,075,452	1,249,468	-	-	1,075,452	1,249,468
Physicals	1703	-	-	-	-	-	-	55,284	45,521	-	-	55,284	45,521
Sick Leave Buyback	1704	734	-	17,854	-	36,306	189,000	61,335	-	-	-	116,229	189,000
Admin Leave	1705	-	-	-	-	(1,225)	-	-	-	-	-	(1,225)	-
Deferred Compensation	1706	97,511	110,500	14,860	21,800	169,383	188,500	36,985	39,000	2,548	2,800	321,287	362,600
<b>Sub-total Fringe Benefits</b>		<b>2,643,441</b>	<b>2,756,600</b>	<b>346,650</b>	<b>513,900</b>	<b>3,938,107</b>	<b>4,242,500</b>	<b>3,430,916</b>	<b>3,431,543</b>	<b>138,381</b>	<b>144,300</b>	<b>10,497,495</b>	<b>11,088,843</b>
<b>Total Salaries and Fringe Benefits</b>		<b>\$ 7,476,588</b>	<b>\$ 7,756,138</b>	<b>\$ 788,878</b>	<b>\$ 1,283,039</b>	<b>\$ 10,680,823</b>	<b>\$ 11,266,013</b>	<b>\$ 4,390,917</b>	<b>\$ 4,424,262</b>	<b>\$ 440,920</b>	<b>\$ 427,496</b>	<b>\$ 23,778,126</b>	<b>\$ 25,156,948</b>

**Novato Fire Protection District  
Operating Program Budgets  
Fiscal Year 2018 / 2019**

Description	Account Code	Emergency Medical Services 9305		Risk Reduction Prevention & Mitigation 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20
<b>SERVICES AND SUPPLIES</b>													
<b>Clothing &amp; Personal Supplies</b>													
Cal-OSHA Requirements	2020	\$ -	\$ -	\$ -	\$ -	\$ 265,494	\$ 38,158	\$ -	\$ -	\$ -	\$ -	\$ 265,494	\$ 38,158
Clothing	2021	-	-	-	-	-	-	494	4,000	-	-	494	4,000
<b>Sub-total Clothing &amp; Personal Supplies</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>265,494</b>	<b>38,158</b>	<b>494</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>265,988</b>	<b>42,158</b>
<b>Medical</b>													
First Aid Supplies	2024	113,788	115,300	-	-	-	-	-	-	-	-	113,788	115,300
Oxygen	2025	3,640	5,700	-	-	-	-	106	-	-	-	3,746	5,700
<b>Sub-total Medical</b>		<b>117,428</b>	<b>121,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>106</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>117,534</b>	<b>121,000</b>
<b>Small Tools &amp; Instruments</b>													
Investigative Tools	2026	-	-	-	2,000	-	-	-	-	-	-	-	2,000
Tool Replacement	2027	-	-	-	-	-	-	871	3,500	-	-	871	3,500
<b>Sub-total Small Tools &amp; Instruments</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>871</b>	<b>3,500</b>	<b>-</b>	<b>-</b>	<b>871</b>	<b>5,500</b>
<b>District Special Expense</b>													
Board Expense	2028	-	-	-	-	-	-	9,329	13,500	-	-	9,329	13,500
Advertising	2029	-	-	-	-	-	-	13,528	10,500	-	-	13,528	10,500
Outside Assistance	2034	130,859	58,400	-	-	6,704	11,000	87,370	92,740	-	-	224,933	162,140
EMS Certification	2036	82	-	-	-	-	-	-	-	-	-	82	-
CPR Materials	2038	1,556	-	-	-	-	-	-	-	-	-	1,556	-
Schools and Seminars	2039	-	-	1,077	9,900	-	-	2,474	2,650	10,079	63,700	13,630	76,250
Training Aids and Materials	2040	-	15,000	8,024	17,850	-	-	-	-	6,235	15,000	14,259	47,850
Food	2041	-	-	-	-	-	-	13,539	20,000	-	-	13,539	20,000
Extinguishing Agents	2042	-	-	-	-	5,971	5,500	-	-	-	-	5,971	5,500
Conferences & Meetings	2049	1,703	-	645	12,100	-	-	5,266	19,700	-	-	7,614	31,800
Equipment Testing	2050	-	-	-	-	-	-	33,272	35,500	-	-	33,272	35,500
Election Expense	2129	-	-	-	-	-	-	20,623	59,000	-	-	20,623	59,000
Books & Periodicals	2131	148	935	1,792	3,250	-	-	64	300	288	1,100	2,292	5,585
Document Reproduction	2137	-	-	-	-	-	-	2,491	5,500	-	-	2,491	5,500
Computer Supplies	2141	-	-	-	-	-	-	32,461	73,000	-	-	32,461	73,000
Computer System Software	2151	28,419	35,000	-	-	-	-	90,821	153,900	-	-	119,240	188,900
Computer Hardware Maintenance	2164	-	-	-	-	-	-	58,538	153,300	-	-	58,538	153,300
Hazardous Materials Prog	2262	-	-	-	-	-	-	10,803	-	-	-	10,803	-
Property Tax Fee	2269	-	-	-	-	-	-	355,557	328,125	-	-	355,557	328,125
Empl Service & Recog	2273	-	-	-	-	-	-	4,925	5,000	-	-	4,925	5,000
Central Dispatch	2528	-	-	-	-	-	-	476,231	433,000	-	-	476,231	433,000
Emergency Operations Center	2530	-	-	-	-	-	-	5,421	37,500	-	-	5,421	37,500
Marin Emergency Radio Authority	2533	-	-	-	-	-	-	239,424	222,700	-	-	239,424	222,700
Radio & MDC Maintenance	2537	-	-	-	-	-	-	17,284	82,600	-	-	17,284	82,600
<b>Sub-total District Special Expense</b>		<b>162,767</b>	<b>109,335</b>	<b>11,538</b>	<b>43,100</b>	<b>12,675</b>	<b>16,500</b>	<b>1,479,421</b>	<b>1,748,515</b>	<b>16,602</b>	<b>79,800</b>	<b>1,683,003</b>	<b>1,997,250</b>

Novato Fire Protection District  
Operating Program Budgets  
Fiscal Year 2018 / 2019

Description	Account Code	Emergency Medical Services 9305		Risk Reduction Prevention & Mitigation 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20
<b>SERVICES AND SUPPLIES</b>													
<b>Insurance</b>													
Liability & Property	2059	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136,121	\$ 138,000	\$ -	\$ -	\$ 136,121	\$ 138,000
<b>Sub-total Insurance</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>136,121</b>	<b>138,000</b>	<b>-</b>	<b>-</b>	<b>136,121</b>	<b>138,000</b>
<b>Maintenance Repair</b>													
School and Seminars	2074	-	-	-	-	-	-	1,807	5,500	-	-	1,807	5,500
<b>Sub-total Maintenance Repair</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,807</b>	<b>5,500</b>	<b>-</b>	<b>-</b>	<b>1,807</b>	<b>5,500</b>
<b>Apparatus Maintenance &amp; Repair</b>													
Parts & Outside Labor	2087	-	-	-	-	-	-	135,753	132,500	-	-	135,753	132,500
Shop Supplies	2088	-	-	-	-	-	-	3,485	6,000	-	-	3,485	6,000
Special Fire Equipment & Supplies	2268	-	-	-	-	79,982	179,600	447	6,000	-	-	80,429	185,600
<b>Sub-total Apparatus Maintenance &amp; Repair</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>79,982</b>	<b>179,600</b>	<b>139,685</b>	<b>144,500</b>	<b>-</b>	<b>-</b>	<b>219,667</b>	<b>324,100</b>
<b>Fuel &amp; Oil</b>													
Gas, Oil & Grease Vehicles	2501	-	-	-	-	4,430	-	111,766	134,750	-	-	116,196	134,750
Out of County Logistics	2510	-	-	-	-	-	-	2,965	10,000	-	-	2,965	10,000
<b>Sub-total Fuel &amp; Oil</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,965</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>2,965</b>	<b>10,000</b>
<b>Professional Services</b>													
Litigation Settlement	2710	-	-	-	-	-	-	-	-	-	-	-	-
Legal Fees	2713	-	-	-	-	-	-	132,249	125,000	-	-	132,249	125,000
Audit & Accounting Fees	2717	22,189	16,500	-	-	-	-	27,369	28,600	-	-	49,558	45,100
Consulting Fees	2718	-	-	18,071	66,600	-	-	51,406	178,320	-	-	69,477	244,920
<b>Sub-total Professional Services</b>		<b>22,189</b>	<b>16,500</b>	<b>18,071</b>	<b>66,600</b>	<b>-</b>	<b>-</b>	<b>211,024</b>	<b>331,920</b>	<b>-</b>	<b>-</b>	<b>251,284</b>	<b>415,020</b>
<b>Utilities</b>													
Water	2731	-	-	-	-	-	-	24,207	28,000	-	-	24,207	28,000
Electricity	2732	-	-	-	-	-	-	103,015	110,000	-	-	103,015	110,000
Garbage	2736	-	-	-	-	-	-	24,283	25,000	1,089	-	25,372	25,000
Sewage	2737	-	-	-	-	-	-	18,195	20,000	-	-	18,195	20,000
Telephone System	2738	-	-	-	-	-	-	101,458	177,850	-	-	101,458	177,850
<b>Sub-total Utilities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>271,158</b>	<b>360,850</b>	<b>1,089</b>	<b>-</b>	<b>272,247</b>	<b>360,850</b>
<b>Structure &amp; Grounds Maintenance</b>													
Facilities Prevent Maintenance	2396	-	-	-	-	-	-	72,186	130,399	-	-	72,186	130,399
Facilities Projects	2397	-	-	-	-	-	-	25,014	93,000	-	-	25,014	93,000
Facilities Repairs	2398	29,647	25,500	-	-	-	-	98,912	102,500	-	-	128,559	128,000
Station Supplies	2399	-	-	-	-	178	-	17,086	20,000	458	-	17,722	20,000
Hydrants	2400	-	-	(10,812)	18,000	-	-	-	-	-	-	(10,812)	18,000
<b>Sub-total Structure &amp; Grounds Maintenance</b>		<b>29,647</b>	<b>25,500</b>	<b>(10,812)</b>	<b>18,000</b>	<b>178</b>	<b>-</b>	<b>213,198</b>	<b>345,899</b>	<b>458</b>	<b>-</b>	<b>232,669</b>	<b>389,399</b>

Novato Fire Protection District  
Operating Program Budgets  
Fiscal Year 2018 / 2019

Description	Account Code	Emergency Medical Services 9305		Risk Reduction Prevention & Mitigation 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20
<b>SERVICES AND SUPPLIES</b>													
<b>Memberships</b>													
Memberships	2401	\$ -	\$ 250	\$ 851	\$ 1,475	\$ -	\$ -	\$ 25,618	\$ 28,560	\$ -	\$ -	\$ 26,469	\$ 30,285
<b>Sub-total Memberships</b>		<b>-</b>	<b>250</b>	<b>851</b>	<b>1,475</b>	<b>-</b>	<b>-</b>	<b>25,618</b>	<b>28,560</b>	<b>-</b>	<b>-</b>	<b>26,469</b>	<b>30,285</b>
<b>Office Expense</b>													
Payroll Service Charge	2406	-	-	-	-	-	-	51,988	46,700	-	-	51,988	46,700
Office Supplies	2407	6,285	11,000	-	500	(1)	-	45,000	50,400	-	-	51,284	61,900
<b>Sub-total Office Expense</b>		<b>6,285</b>	<b>11,000</b>	<b>-</b>	<b>500</b>	<b>(1)</b>	<b>-</b>	<b>96,988</b>	<b>97,100</b>	<b>-</b>	<b>-</b>	<b>103,272</b>	<b>108,600</b>
<b>Miscellaneous Expense</b>													
Vegetation Mgmt	2121	-	-	42,418	105,000	-	-	(545)	-	-	-	41,873	105,000
<b>Sub-total Miscellaneous Expense</b>		<b>-</b>	<b>-</b>	<b>42,418</b>	<b>105,000</b>	<b>-</b>	<b>-</b>	<b>(545)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>41,873</b>	<b>105,000</b>
<b>Total Services and Supplies</b>		<b>\$ 338,316</b>	<b>\$ 283,585</b>	<b>\$ 62,066</b>	<b>\$ 236,675</b>	<b>\$ 362,758</b>	<b>\$ 234,258</b>	<b>\$ 2,690,677</b>	<b>\$ 3,353,094</b>	<b>\$ 18,149</b>	<b>\$ 79,800</b>	<b>\$ 3,471,966</b>	<b>\$ 4,187,412</b>

Novato Fire Protection District  
 Operating Program Budgets  
 Fiscal Year 2018 / 2019

Description	Account Code	Emergency Medical Services 9305		Risk Reduction Prevention & Mitigation 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total		
		Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	
<b>Debt Service</b>														
Debt Service - Principal Payments	3301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 677,600	\$ 546,200	\$ -	\$ -	\$ 677,600	\$ 546,200
Debt Service - Interest Payments	3302	-	-	-	-	-	-	-	69,700	54,103	-	-	69,700	54,103
<b>Total Debt Service</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 747,300</b>	<b>\$ 600,303</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 747,300</b>	<b>\$ 600,303</b>
<b>Summary</b>														
Total Salaries and Fringe Benefits		\$ 7,476,588	\$ 7,756,138	\$ 788,878	\$ 1,283,039	\$ 10,680,823	\$ 11,266,013	\$ 4,390,917	\$ 4,424,262	\$ 440,920	\$ 427,496	\$ 23,778,126	\$ 25,156,948	
Total Services and Supplies		338,316	283,585	62,066	236,675	362,758	234,258	2,690,677	3,353,094	18,149	79,800	3,471,966	4,187,412	
Total Debt Service		-	-	-	-	-	-	747,300	600,303	-	-	747,300	600,303	
<b>Grand Total</b>		<b>\$ 7,814,904</b>	<b>\$ 8,039,723</b>	<b>\$ 850,944</b>	<b>\$ 1,519,714</b>	<b>\$ 11,043,581</b>	<b>\$ 11,500,271</b>	<b>\$ 7,828,894</b>	<b>\$ 8,377,659</b>	<b>\$ 459,069</b>	<b>\$ 507,296</b>	<b>\$ 27,997,392</b>	<b>\$ 29,944,663</b>	

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

Description	Account Code	Emergency Medical Services 9305		Risk Reduction Prevention & Mitigation 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20
Building Facilities	4048	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,900,000	\$ -	\$ -	\$ -	\$ 1,900,000
EMS Equipment	4810	-	-	-	-	-	-	-	-	-	-	-	-
Fire Suppression Equipment	4815	-	-	-	-	-	-	-	930,000	-	-	-	930,000
Exercise Equipment	4818	-	-	-	-	-	-	10,425	10,500	-	-	10,425	10,500
Ambulances	4820	-	-	-	-	-	-	-	275,000	-	-	-	275,000
Communication & Computers & Equipment	4834	-	-	-	-	-	-	88,303	165,000	-	-	88,303	165,000
Data Processing - Computers & Equipment	4880	-	-	-	-	-	-	39,373	100,000	-	-	39,373	100,000
<b>Total Capital Outlay</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,380,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 138,101</b>	<b>\$ 3,380,500</b>

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

	Account Code	Emergency Medical Services 9305		Risk Reduction Prevention & Mitigation 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20	Estimated 2018 / 19	Proposed 2019 / 20
<b>COMMITTED FUND BALANCES</b>													
Rainy Day Fund	6810	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,199,942	\$ 4,199,942	\$ -	\$ -	\$ 4,199,942	\$ 4,199,942
<b>ASSIGNED FUND BALANCES</b>													
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	2,117,000	-	-	3,322,000	2,117,000
Facility Capital Improvement	6985	-	-	-	-	-	-	500,000	30,000	-	-	500,000	30,000
Management Info Sys Reserve	6986	-	-	-	-	-	-	210,000	110,000	-	-	210,000	110,000
Retirement Unfunded Liability	6987	-	-	-	-	-	-	1,000,000	2,110,000	-	-	1,000,000	2,110,000
Workers Comp Fund Reserve	6992	-	-	-	-	-	-	1,150,400	1,038,000	-	-	1,150,400	1,038,000
Retiree Health Benefits Reserve	6993	-	-	-	-	-	-	3,005,432	3,095,594	-	-	3,005,432	3,095,594
Debt Sinking Fund	6995	-	-	-	-	-	-	164,097	-	-	-	164,097	-
Protective Equipment Reserve	6996	-	-	-	-	-	-	180,000	180,000	-	-	180,000	180,000
Compensated Absences	6999	-	-	-	-	-	-	830,035	830,035	-	-	830,035	830,035
Wildland Fire Mitigation	6999	-	-	-	-	-	-	-	458,000	-	-	-	458,000
<b>Total Assigned Fund Balances</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,497,064</b>	<b>10,103,729</b>	<b>-</b>	<b>-</b>	<b>10,497,064</b>	<b>10,103,729</b>
<b>Total Committed and Assigned Fund Balances</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,697,006</b>	<b>\$ 14,303,671</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,697,006</b>	<b>\$ 14,303,671</b>

2018 / 2019 ANNUAL BUDGET REVENUE

Description	Account Code	2012 / 13 Revenue	2013 / 14 Revenue	2014 / 15 Revenue	2015 / 16 Revenue	2016 / 17 Revenue	2017 / 18 Revenue	2018 / 19 Projected Revenue	2019 / 20 Proposed Revenue	% of Change Incr (Decr) Last Year
<b>Property Taxes</b>										
Current Secured	9001	\$ 15,237,168	\$ 15,848,731	\$ 16,628,755	\$ 17,716,148	\$ 18,639,118	\$ 19,609,283	\$ 20,883,172	\$ 21,356,053	2.26%
Current Unsecured	9002	288,903	292,302	304,961	306,487	315,561	319,805	343,365	343,365	
Prior Secured Redemptions	9004	-	-	-	-	-	-	-	-	
Prior Unsecured	9006	13,146	11,119	22,714	11,331	12,440	17,750	12,932	12,932	
Special Assessment	9007	4,658,238	4,840,640	4,953,140	5,104,626	5,234,421	5,397,796	5,579,586	5,793,492	
Supplemental Assessment Current	9041	205,181	333,598	428,087	467,117	417,350	434,629	409,189	409,189	
Supplemental Assessment Unsec	9042	1,196	7,729	5,623	5,328	5,525	6,234	3,755	3,755	
Supplemental Assessment Redemp.	9043	11,904	7,933	12,260	7,480	17,117	7,198	12,534	12,534	
Novato Hamilton RDA	9045	190,762	243,638	337,543	496,087	586,997	614,901	616,696	616,696	
Education Revenue Augm Fund - Redistribution	9046	1,247,394	1,619,584	1,338,491	1,296,419	1,586,286	1,610,724	1,673,825	1,673,825	
Novato Downtown Redevelopment	9047	163,064	441,894	249,058	629,888	637,662	214,591	185,147	185,147	
Property Tax Reduction Shift to State	9001	(2,017,949)	(2,086,156)	(2,186,500)	(2,326,655)	(2,442,988)	(2,568,558)	(2,708,561)	(2,770,696)	
<b>Total Property Taxes</b>		<b>19,999,007</b>	<b>21,561,012</b>	<b>22,094,132</b>	<b>23,714,256</b>	<b>25,009,489</b>	<b>25,664,353</b>	<b>27,011,640</b>	<b>27,636,292</b>	
<b>Revenue From Use of Money</b>										
Interest	9201	15,960	29,114	28,330	29,950	55,464	133,664	179,286	179,286	
Loan Interest	9798	13,642	-	-	-	-	-	-	-	
<b>Total Revenue From Use of Money</b>		<b>29,602</b>	<b>29,114</b>	<b>28,330</b>	<b>29,950</b>	<b>55,464</b>	<b>133,664</b>	<b>179,286</b>	<b>179,286</b>	
<b>Intergovernmental Revenue</b>										
State:										
Home Owners Property Tax Reduction	9280	91,247	90,076	88,388	86,993	84,983	84,756	84,043	84,043	
Other State Aid	9367	3,261	6,730	1,000	129,311	269,012	488,984	833,440	245,000	
Federal:										
Grant Received	9419	993,091	26,476	152	-	57,773	-	-	-	
In Lieu Housing	9483	-	-	-	3,300	3,300	3,302	3,303	-	
<b>Total Intergovernmental Revenue</b>		<b>1,087,599</b>	<b>123,282</b>	<b>89,540</b>	<b>219,604</b>	<b>415,068</b>	<b>577,042</b>	<b>920,786</b>	<b>329,043</b>	
<b>Charges for Services</b>										
CPR Fees	9576	2,220	2,550	2,220	2,430	2,265	1,290	-	-	
GEMT Service Fees	9920	-	1,241	-	-	-	-	-	-	
GEMT Revenue	9925	-	214,621	52,322	65,228	52,554	184,334	(550)	50,000	
Outside Agency Ambulance Billing Service	9931	67,301	84,317	110,972	242,652	290,662	344,424	85,347	-	
Novato Ambulance Service Fees	9932	2,305,412	2,330,815	2,192,358	2,093,469	2,556,424	2,380,446	2,704,884	2,200,000	
Plan Checks & Inspection Fees	9935	53,377	56,437	45,118	52,586	37,813	30,946	34,090	311,328	
MERA & HazMat Administrative Services	9945	77,839	78,648	75,637	74,429	58,307	66,081	50,751	-	
<b>Total Charges for Services</b>		<b>2,506,149</b>	<b>2,768,629</b>	<b>2,478,627</b>	<b>2,530,794</b>	<b>2,998,025</b>	<b>3,007,521</b>	<b>2,874,522</b>	<b>2,561,328</b>	
<b>Other Revenue</b>										
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	10	21	-	-	-	-	-	-	
Impact Fees	9934	57,479	10,324	32,262	27,862	12,949	-	-	-	
Sale of Assets	9936	84,848	45,300	6,808	8,720	13,864	115,316	49,371	-	
Elections	9938	450	525	300	900	600	1,000	500	-	
Other Refunds / Reimbursements	9940	4,521	3,380	1,671	7,253	923	5,058	69,811	20,000	
OES Reimbursements	9942	266,420	290,304	414,107	1,277,761	835,655	1,642,352	665,990	500,000	
<b>Total Other Revenue</b>		<b>443,728</b>	<b>379,854</b>	<b>485,148</b>	<b>1,352,496</b>	<b>893,991</b>	<b>1,793,726</b>	<b>815,672</b>	<b>550,000</b>	
<b>Total Revenue</b>		<b>\$ 24,066,085</b>	<b>\$ 24,861,891</b>	<b>\$ 25,175,777</b>	<b>\$ 27,847,100</b>	<b>\$ 29,372,037</b>	<b>\$ 31,176,306</b>	<b>\$ 31,801,906</b>	<b>\$ 31,255,949</b>	
<b>Percentage Change From Prior Year</b>		<b>3.75%</b>	<b>3.31%</b>	<b>1.26%</b>	<b>10.61%</b>	<b>5.48%</b>	<b>6.14%</b>	<b>2.01%</b>	<b>-1.72%</b>	



# 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.

Our crews were recognized at the 2019 Marin County EMS Survivor's Celebration for multiple "code saves" and impacting the lives of patients in profound ways.

In the coming fiscal year, the EMS Division is looking forward to working with a new EMS Educator who along with our Medical Director and Paramedics will provide cutting edge training to our crews in many areas of the EMS arena.

The 2019/2020 budget secures fiscally responsible funding that keeps all vital programs and systems fully functional.



Division	Account Code	Description	Amount
9305	1003	<b>Regular Staff Salaries</b>	\$ 3,419,963
		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)	3,419,963
9305	1019	<b>CTO Pay</b>	375,000
		As per District policy, CTO is reconciled at 96 hours per year.	375,000
9305	1020	<b>Overtime - Callback</b>	1,082,500
		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.	1,071,000
		B. Wildland duty coverage	11,500
9305	1021	<b>Out of Class Pay</b>	24,000
		A. Out of class pay for working outside of regular classification on regular shift	15,000
		B. Acting Fire Chief pay	9,000
9305	1023	<b>Response Pay</b>	2,000
		Emergency Response Pay	2,000
9305	1025	<b>Vacation Pay</b>	72,000
		Employees may cash out up to 50% of accrued vacation payable on June 30	72,000
9305	1026	<b>Education Incentive</b>	24,075
		MOU Education Incentives	24,075
9305	1402	<b>Retirement</b>	1,654,000
		A. Funds proposed for employee retirement contributions including additional safety employer contribution of Tier I 49.32%, Tier II 52.06%, Tier III 38.95%, Tier IIIA 36.61% and non-safety employer contribution of 20.05% and education incentives to maximum 3%.	1,620,000
		B. Retirement on vacation cash out	34,000

Division	Account Code	Description	Amount
9305	1404	<b><u>FICA Medicare</u></b>	<b>75,600</b>
		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.	53,000
		B. Medicare on overtime, CTO & sick and vacation on retirement	21,500
		C. Medicare on vacation cash out	1,100
9305	1502	<b><u>Life Insurance</u></b>	<b>10,000</b>
		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.	10,000
9305	1510	<b><u>Dental Insurance</u></b>	<b>95,000</b>
		The District pays 100% of the dental insurance premium for all employees. Estimated 3% increase in premiums	95,000
9305	1513	<b><u>Health Insurance</u></b>	<b>802,200</b>
		A. Effective 1/1/2020 estimated 4% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	380,000
		B. Effective 1/1/2020 estimated 4% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	350,000
		C. Retiree health savings plan	72,200
9305	1514	<b><u>Vision Plan</u></b>	<b>7,500</b>
		The District pays 100% of the vision insurance premium for all employees. Estimated 3% increase in premiums	7,500
9305	1517	<b><u>Admin Allowance</u></b>	<b>1,800</b>
		Disability insurance allowance for non safety employees	1,800

Division	Account Code	Description	Amount
<b>9305</b>	<b>1706</b>	<b>Deferred Compensation</b>	<b>110,500</b>
		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.	35,100
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	33,800
		C. Allowance for employees not participating in group medical	33,600
		D. Education incentive deferred compensation.	8,000
<b>9305</b>	<b>2024</b>	<b>First Aid Supplies</b>	<b>115,300</b>
		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	3,300
		G. Medications	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

Division	Account Code	Description	Amount
9305	2025	<b>Oxygen</b>	<b>5,700</b>
		A. Delivery & refill oxygen	5,000
		B. Gauges/fittings	100
		C. Demand Valves/Regulators	350
		D. Hydrostatic testing	250
9305	2034	<b>Outside Assistance</b>	<b>58,400</b>
		A. Flu vac	1,900
		B. Copying - protocol books	1,000
		C. EMS Educator	30,000
		F. Sacramento Metro GEMT fee	500
		G. CQI Coordinator	25,000
9305	2040	<b>Training Aids and Materials</b>	<b>15,000</b>
		EMS Skills Mannequin	15,000
9305	2131	<b>Books &amp; Periodicals</b>	<b>935</b>
		A. JEMS (1)	165
		B. EMS Insider	185
		C. Infection Control Network	185
		Ambulance billing required books	400
9305	2151	<b>Computer System Software</b>	<b>35,000</b>
		A. Billing- Microbilt	3,500
		Billing software - Tri-tech	15,000
		Billing software - Trizetto	10,000
		Billing software - PayorLogic	6,500
9305	2398	<b>Facilities Repairs</b>	<b>25,500</b>
		A. Maintenance contract / warranty for gurneys / power loaders	11,500
		C. Zoll Monitor/ Auto Pulse PM and Warranty Contract	14,000
9305	2401	<b>Memberships</b>	<b>250</b>
		A. Cal. Fire Chiefs Assoc. annual dues Active & Assoc. member	250
9305	2407	<b>Office Supplies</b>	<b>11,000</b>
		A. Postage for billing department	5,000
		B. Billing clerk supplies	6,000

Division	Account Code	Description	Amount
9305	2717	<b>Audit &amp; Accounting Fees</b>	<b>16,500</b>
		B. Lockbox NFD	2,500
		C. EMS billing agreed upon procedures	14,000
9305		<b>Total Emergency Medical Services Operating Budget</b>	<b>\$ 8,039,723</b>

# 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 2019-20 budget reflects resources necessary to accomplish the organizational mission.

This year the Fire District will fill and fund additional RPM staff positions in order to meet its 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, increase business and other occupancy inspections, publish an annual report of activities, prepare and update information to support the creation of an approved Community Risk Assessment, and 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; Recent extreme fire events in neighboring communities have compelled the District to develop an enhanced Wildfire Mitigation Plan and program to identify, target and reduce wildfire risk in our most vulnerable areas. Using the best available science and information, the program accelerates dissemination of wildfire related public information, engages citizens in our most vulnerable areas, assesses vegetation and structural risks, informs and advises on critical risk reduction activities. The program will provide technical assistance and financial assistance and incentives as circumstances and funds allow Program budget will provide for two years of enhanced activities, and engage the public regarding program sustainability and future funding of these services. All residents will receive assistance as requested as program and resources allow.

Division	Account Code	Description	Amount
9306	1003	<b>Regular Staff Salaries</b>	\$ 728,239
		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 Sr. Fire Inspector, 1 RPM Assistant, 1 Deputy Fire Marshal, 1 Fire Inspector, 1 Part-time Public Educator, and 2 limited term Wildland Fire Mitigation Specialists funded by Wildland Fire Mitigation Fund)	728,239
9306	1019	<b>CTO Pay</b>	3,000
		As per District policy, CTO is reconciled at 96 hours per year.	3,000
9306	1020	<b>Overtime - Callback</b>	19,000
		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.	19,000
9306	1023	<b>Response Pay</b>	4,000
		Emergency Response Pay	4,000
9306	1025	<b>Vacation Pay</b>	12,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	12,000
9306	1026	<b>Education Incentive</b>	2,900
		MOU Education Incentives	2,900
9306	1402	<b>Retirement</b>	270,000
		A. Funds proposed for employee retirement contributions including additional safety employer contribution of Tier I 49.32%, Tier III 38.95%, and non-safety employer contribution of 20.05% and education incentives to maximum 3%.	265,000
		B. Retirement on vacation cash out	5,000



Division	Account Code	Description	Amount
9306	1404	<b><u>FICA Medicare</u></b>	<b>27,600</b>
		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.	13,000
		B. Medicare on overtime, CTO & sick and vacation on retirement	400
		C. Medicare on vacation cash out	200
		D. Social Security for part-time and limited term employees	14,000
9306	1502	<b><u>Life Insurance</u></b>	<b>2,500</b>
		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.	2,500
9306	1510	<b><u>Dental Insurance</u></b>	<b>21,000</b>
		The District pays 100% of the dental insurance premium for all employees. Estimated 3% increase in premiums	21,000
9306	1513	<b><u>Health Insurance</u></b>	<b>167,200</b>
		A. Effective 1/1/2020 estimated 10% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	80,000
		B. Effective 1/1/2020 estimated 4% 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.	75,000
		C. Retiree health savings plan	12,200
9306	1514	<b><u>Vision Plan</u></b>	<b>2,000</b>
		The District pays 100% of the vision insurance premium for all employees. Estimated 3% increase in premiums	2,000
9306	1517	<b><u>Admin Allowance</u></b>	<b>1,800</b>
		Disability insurance allowance for non safety employees	1,800

Division	Account Code	Description	Amount
9306	1706	<b>Deferred Compensation</b>	<b>21,800</b>
		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.	5,900
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	5,500
		C. Allowance for employees not participating in group medical	8,400
		D. Education incentive deferred compensation.	2,000
9306	2026	<b>Investigative Tools</b>	<b>2,000</b>
		Investigative tools	2,000
		CPR program-Books manikins, training	-
9306	2039	<b>Schools and Seminars</b>	<b>9,900</b>
		A. State Fire Training Classes (Regional), 10 classes @ \$500 DFM, FI, FI-I, FI- I, RPM Assistant, WFMS x2	5,000
		B. Nor-Cal Code Classes, 12 classes @ \$200	2,400
		C. Fire Marshal Career Development	1,500
		D. MCFIT Specialty classes (5 @ 200 each)--shift investigators	1,000
9306	2040	<b>Training Aids and Materials</b>	<b>17,850</b>
		A. Props, tools, equipment, stickers, hats, program support & , (3) logo pop-ups	10,000
		B. PSA's, Media Support, PIO	3,000
		C. Pamphlets and brochures	1,000
		D. MCFPO Safety House & Fire Investigation Team Fees	350
		E. CERT supplies	1,000
		F. Open House Supplies	1,000
		G. Smoke Alarms	1,500

Division	Account Code	Description	Amount
9306	2049	<b>Conferences &amp; Meetings</b>	<b>12,100</b>
		A. Nor-Cal Fire Prevention Officers (4)	4,600
		B. CCAI Conference (5)	7,500
9306	2121	<b>Vegetation Mgmt</b>	<b>105,000</b>
		A. WUI Brochure-post cards	7,500
		B. To provide for matching grant funds to neighborhood associations to chip brush associated with vegetation management for geographical areas of the Novato Wildland Fire Plan (2005).	87,500
		C. Vegetation management - fuels crew / Fire Wise	10,000
9306	2131	<b>Books &amp; Periodicals</b>	<b>3,250</b>
		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	<b>Hydrants</b>	<b>18,000</b>
		A. Labor	16,000
		B. Materials	1,000
		C. Blue markers	1,000
9306	2401	<b>Memberships</b>	<b>1,475</b>
		A. Nor Cal FPO Renewals 4 @ \$55 - 1 @ \$65	285
		B. ICC Government Voting Rights	240
		C. NFPA	200
		D. CCAI	450
		E. IAFC	300
9306	2407	<b>Office Supplies</b>	<b>500</b>
		Smoke Detector Cards	500

Division	Account Code	Description	Amount
9306	2718	<b>Consulting Fees</b>	<b>66,600</b>
		A. Contract fire protection engineer as needed	15,000
		B. Consultant occupancy / inspection database updates	5,000
		C. Weed abatement-Code enforcement	10,000
		D. ARC GIS Editor License	1,600
		E. Hazmat Program Update	10,000
		F. Pre-plans (NPD partnership)	10,000
		G. Fire Life & Safety Consultant	5,000
		I. Fire Investigation contract services	10,000
9306		<b>Total Risk Reduction Prevention Mitigation Operating Budget</b>	<b>\$ 1,519,714</b>

Risk Reduction, Prevention & Mitigation

# 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	<b>Regular Staff Salaries</b>	\$ 4,698,163
		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)	4,698,163
9307	1019	<b>CTO Pay</b>	526,600
		A. As per District policy, CTO is reconciled at 96 hours per year.	519,000
		B. Deputy Fire Chief 80 hours CTO	7,600
9307	1020	<b>Overtime - Callback</b>	1,461,250
		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.	1,424,000
		B. Wildland duty coverage	37,250
9307	1021	<b>Out of Class Pay</b>	15,000
		A. Out of class pay for working outside of regular classification on regular shift	15,000
9307	1023	<b>Response Pay</b>	4,000
		Emergency Response Pay	4,000
9307	1025	<b>Vacation Pay</b>	287,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	140,000
		B. Vacation leave paid at retirement	147,000
9307	1026	<b>Education Incentive</b>	31,500
		MOU Education Incentives	31,500

Division	Account Code	Description	Amount
<b>9307</b>	<b>1402</b>	<b><u>Retirement</u></b>	<b>2,535,000</b>
		A. Funds proposed for employee retirement contributions of 75% of Battalion Chiefs employee's contribution; including additional safety employer contribution of Tier I 49.32%, Tier II 52.06%, Tier III 38.95%, Tier IIIA 36.61% and non-safety employer contribution of 20.05% and education incentives to maximum 3%.	2,455,000
		B. Retirement on vacation cash out	72,000
		C. 5% longevity pay for employees with 25 to 30 years of service.	8,000
<b>9307</b>	<b>1404</b>	<b><u>FICA Medicare</u></b>	<b>107,000</b>
		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.	70,000
		B. Medicare on overtime, CTO & sick and vacation on retirement	34,900
		C. Medicare on vacation cash out	2,100
<b>9307</b>	<b>1502</b>	<b><u>Life Insurance</u></b>	<b>13,500</b>
		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
<b>9307</b>	<b>1510</b>	<b><u>Dental Insurance</u></b>	<b>130,000</b>
		The District pays 100% of the dental insurance premium for all employees. Estimated 3% increase in premiums	130,000
<b>9307</b>	<b>1513</b>	<b><u>Health Insurance</u></b>	<b>1,067,200</b>
		A. Effective 1/1/2020 estimated 4% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	520,000
		B. Effective 1/1/2020 estimated 4% 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.	480,000
		C. Retiree health savings plan	67,200
<b>9307</b>	<b>1514</b>	<b><u>Vision Plan</u></b>	<b>10,500</b>
		The District pays 100% of the vision insurance premium for all employees. Estimated 3% increase in premiums	10,500

Division	Account Code	Description	Amount
9307	1517	<b><u>Admin Allowance</u></b>	<b>1,800</b>
		Disability insurance allowance for non safety employees	1,800
9307	1704	<b><u>Sick Leave Buyback</u></b>	<b>189,000</b>
		Sick leave paid at retirement	189,000
9307	1706	<b><u>Deferred Compensation</u></b>	<b>188,500</b>
		A. Per Memorandum of Understanding with Novato Professional Firefighters Association and Memorandum of Understanding with Battalion Chief Officers Association, the District will contribute up to \$100 per month dollar for dollar match toward an employee's deferred compensation plan. Per Compensation and Benefits Agreement with Professional Management and Administrative Support Staff, the District will contribute up to \$150 per month dollar for dollar match toward an employee's deferred compensation plan.	43,200
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	46,400
		C. Allowance for employees not participating in group medical	92,400
		D. Education incentive deferred compensation.	6,500
9307	2020	<b><u>Cal-OSHA Requirements</u></b>	<b>38,158</b>
		A. Wildland PPE	8,000
		B. Bi-Annual inspection/cleaning of structure gear (per NFPA)	7,158
		C. PPE - Leather Boots	3,000
		Structure PPE Replacement	20,000
9307	2034	<b><u>Outside Assistance</u></b>	<b>11,000</b>
		Explorer Post	6,000
		2019 recruit academy	5,000
9307	2042	<b><u>Extinguishing Agents</u></b>	<b>5,500</b>
		A. Fire Extinguisher Powder	500
		B. Class A and B Foam	5,000



Division	Account Code	Description	Amount
9307	2268	<b>Special Fire Equipment &amp; Supplies</b>	<b>179,600</b>
		B. USAR uniforms and boots	2,000
		D. Thermal Imager Camera Repairs, misc parts.	2,500
		N. Fire hose	20,000
		O. Nozzle & Fittings Repair	75,000
		P. Door Emblems & Graphics	3,000
		Q. Cobra Chainsaw Chains	2,000
		R. Replace 2 Chainsaws	1,700
		S. Fire Locks	400
		T. Tools and Equipment for new Apparatus	25,000
		V. Confined space equipment	10,000
		W. Bailout Harness	25,000
		X. Sprinkler kit	3,000
		Y. Mask Mounted Regulator with quick disconnect hose	10,000
9307		<b>Total Operations Operating Budget</b>	<b>\$ 11,500,271</b>

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.

Division	Account Code	Description	Amount
9308	1003	<b>Regular Staff Salaries</b>	\$ 906,019
		Base salaries as designated by 2017/20 Memorandum of Understanding with Non Sworn Administrative Staff. Fire Chief, HR Manager, Admin Services Manager, Finance Director, Sr. Accountant, Accounting Specialist and Administrative Assistant.	906,019
9308	1019	<b>CTO Pay</b>	38,700
		A. As per District policy, CTO is reconciled at 96 hours per year.	22,000
		B. Fire Chief 100 hours CTO	10,500
		C. Finance Director 40 hours CTO	3,100
		D. Human Resources Manager 40 hours CTO	3,100
9308	1020	<b>Overtime - Callback</b>	2,000
		A. Overtime pay is paid to administration support staff at time and one-half of the base rate.	2,000
9308	1022	<b>Director Fees</b>	24,000
		\$100 fee is paid for each meeting attended, 12 regular meetings, 6 special meetings plus workshops, study sessions and committee meetings for five directors.	24,000
9308	1023	<b>Response Pay</b>	1,000
		Emergency Response Pay	1,000
9308	1025	<b>Vacation Pay</b>	21,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	21,000
9308	1402	<b>Retirement</b>	283,000
		A. Funds proposed for employee retirement contributions of 75% of Fire Chief's employee contribution, including additional safety employer contribution of Tier I 49.32% and non-safety employer contribution of Tier I 20.05% and Tier IIA 18.06%.	275,000
		B. Retirement on vacation cash out	8,000

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	1404	<b><u>FICA Medicare</u></b>	<b>17,454</b>
		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.	14,000
		B. Medicare on overtime, CTO & sick and vacation on retirement	400
		C. Medicare on vacation cash out	300
		Social Security & Medicare for part-time employee	2,754
9308	1502	<b><u>Life Insurance</u></b>	<b>3,000</b>
		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	<b><u>Dental Insurance</u></b>	<b>26,000</b>
		The District pays 100% of the dental insurance premium for all employees. Estimated 3% increase in premiums	26,000
9308	1513	<b><u>Health Insurance</u></b>	<b>1,755,300</b>
		A. Effective 1/1/2020 estimated 4% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	100,000
		B. Effective 1/1/2020 estimated 4% 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.	95,000
		C. Retiree health savings plan	12,300
		D. Retiree health pre-funding contribution	1,548,000
9308	1514	<b><u>Vision Plan</u></b>	<b>2,000</b>
		The District pays 100% of the vision insurance premium for all employees. Estimated 3% increase in premiums	2,000
9308	1517	<b><u>Admin Allowance</u></b>	<b>10,800</b>
		Disability insurance allowance for non safety employees	10,800

Division	Account Code	Description	Amount
9308	1701	<b>Workers' Comp</b>	<b>1,249,468</b>
		A. FASIS Workers Compensation premiums net of estimated 4850 temporary disability reimbursements	1,161,268
		B. Athens Administration	30,000
		C. Self insured open claims	50,000
		D. Workers Comp actuarial study	3,200
		E. EDD Unemployment Insurance	3,000
		F. Self insurance fees miscellaneous	2,000
9308	1703	<b>Physicals</b>	<b>45,521</b>
		Annual employee physicals	45,521
9308	1706	<b>Deferred Compensation</b>	<b>39,000</b>
		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.	12,600
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	8,900
		D. Education incentive deferred compensation.	17,500
9308	2021	<b>Clothing</b>	<b>4,000</b>
		A. Badges & Insignia	1,000
		B. Class A uniforms	3,000
9308	2027	<b>Tool Replacement</b>	<b>3,500</b>
		Replacement of Broken/Worn-out tools & New Special Tools - Mechanics Shop	3,500
9308	2028	<b>Board Expense</b>	<b>13,500</b>
		A. Annual Board of Directors training & conferences	12,000
		B. Board events and miscellaneous	1,500
9308	2029	<b>Advertising</b>	<b>10,500</b>
		A. Legal Notices	1,000
		B. Website	9,500

Division	Account Code	Description	Amount
9308	2034	<b>Outside Assistance</b>	<b>92,740</b>
		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
		Behavioral Health Training - Tim Dietz	6,140
		BHAP Miscellaneous	5,000
		Payroll processing consultant	6,000
		Part-time front desk help	36,000
		FD Solutions Consulting Tablet Command Phase 1	9,000
		FD Solutions Consulting Tablet Command Phase 2	12,000
9308	2039	<b>Schools and Seminars</b>	<b>2,650</b>
		A. Computer classes and conferences for Admin Assistant staff	250
		B. Leadership Novato Tuition	2,400
9308	2041	<b>Food</b>	<b>20,000</b>
		Food for incidents, events, classes, meetings	20,000
9308	2049	<b>Conferences &amp; Meetings</b>	<b>19,700</b>
		B. Cal Chiefs Conference	7,200
		F. AFSS Annual Education Forum / CSDA Conf	3,500
		H. FDAC Conference	4,000
		Telestaff Annual Conference	5,000
9308	2050	<b>Equipment Testing</b>	<b>35,500</b>
		A. Service SCBA Air Compressor	2,000
		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
		H. Annual Test of Aerial Ladder	1,500
		I. Opacity Testing	1,500
		J. Smog Testing	500
9308	2059	<b>Liability &amp; Property</b>	<b>138,000</b>
		Buildings, property and liability insurance	138,000

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	2074	<b>School and Seminars</b>	5,500
		California Fire Mechanics Academy	5,500
9308	2087	<b>Parts &amp; Outside Labor</b>	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	<b>Shop Supplies</b>	6,000
		A. Mechanic Uniform Services (S62): Weekly	3,000
		B. Sundry supplies for shop operations: welding rods, nuts, bolts, hose clamps, electrical supplies and inventory items needed for maintenance of equipment	3,000
9308	2129	<b>Election Expense</b>	59,000
		Director vacancies - Elections	59,000
9308	2131	<b>Books &amp; Periodicals</b>	300
		D. Periodicals/reference books (National Fire/EMS Directory, Fire Engineering, MarinScope)	300
9308	2137	<b>Document Reproduction</b>	5,500
		Annual Service Contract for Copiers Admin	5,500
9308	2141	<b>Computer Supplies</b>	73,000
		A. Toner (laser printers)	13,000
		C. Cisco Switch Support/Warranty	8,000
		D. Computer Replacement (40)	40,000
		E. Laser printers	5,000
		F. 2 surface pros with MIFI / laptops	3,000
		G. Laptop with Extended Keyboard	2,000
		H. Dual Monitors replacement	2,000

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	2151	<b>Computer System Software</b>	<b>153,900</b>
		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	12,000
		E. Cisco ASA 5515 Firewalls support / warranties	10,000
		F. Target Solutions	12,000
		G. Proof Point	2,700
		H. Zendesk Trouble Ticket system	4,000
		I. 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. Wireless Access Point licensing/warranties	4,200
		N. Filemaker Pro Licenses	9,500
		P. Cisco Vsphere software	1,500
		R. Cisco Verizon Private Ntwrk router license/support	2,500
		T. Avenza software	2,000
		Software Tablet Command and Air Watch MDM Phase 1	10,500
		Software Tablet Command and Air Watch MDM Phase 2	13,500
		Nixle Alerting Software	5,000
		Informacast VOIP Paging	1,000
		Cisco VPN AnyConnect	1,000
		Jabber Cisco Software	2,000
		Cisco Video Conference Subscription	9,000



Division	Account Code	Description	Amount
9308	2164	<b>Computer Hardware Maintenance</b>	<b>153,300</b>
		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
		H. UPS Batteries	2,000
		UPS Upgrade all stations	10,000
9308	2268	<b>Special Fire Equipment &amp; Supplies</b>	<b>6,000</b>
		Fire scene respirator protection	6,000
9308	2269	<b>Property Tax Fee</b>	<b>328,125</b>
		A. County of Marin property tax collection fee	275,000
		B. County of Marin special assessment collection fee	32,000
		C. LAFCO charge	21,000
		D. County of Marin special assessment data fee	125
9308	2273	<b>Empl Service &amp; Recog</b>	<b>5,000</b>
		Employee recognition	5,000

Division	Account Code	Description	Amount
<b>9308</b>	<b>2396</b>	<b>Facilities Prevent Maintenance</b>	<b>130,399</b>
		A. HVAC	20,000
		B. Landscaping	34,999
		C. Generators	15,000
		D. Carpet / tile cleaning	9,000
		E. Elevator	3,300
		F. Garage Doors	3,500
		G. Fire Spinkler systems	3,500
		H. Septic sytem	2,500
		I. Fire Extinguishers	3,000
		J. Janitorial Service	7,000
		K. Pest Control	6,000
		L. CUPA	2,100
		M. Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual Inspections	3,500
		N. Water Dispensers (all sites)	3,500
		O. Station 61 boiler prevent main	1,500
		P. Roof prevent main	5,000
		Q. Plymovent prevent main	3,000
		R. annual monitoring fee (generators)	3,000
		Sta 64 grease trap	1,000
<b>9308</b>	<b>2397</b>	<b>Facilities Projects</b>	<b>93,000</b>
		A. Ergonomic Work Station Adjustments (all sites): As needed	1,000
		A. Admin exterior painting	20,000
		B. Station 62 exterior painting	20,000
		C. Station 65 extractor replacement	10,000
		D. HVAC deep clean / mold	10,000
		G. External monitoring for all district generators	15,000
		M. Replace exercise room floor (Sta 61)	5,000
		Sta 62 retaining wall repair	10,000
		Video cabling/Front Office cabling/Frnt Ofc back wall	2,000

Division	Account Code	Description	Amount
<b>9308</b>	<b>2398</b>	<b><u>Facilities Repairs</u></b>	<b>102,500</b>
		A. Appliances	2,000
		B. Carpet Cleaning	1,000
		C. Electrical	2,000
		D. Garage Doors	15,000
		E. Generators (all sites): Repairs	10,000
		F. Heating Ventilation Air Conditioning	35,000
		G. Landscaping	1,500
		H. Minor repairs to all facilities	8,000
		I. Plumbing	5,000
		J. Roofing repairs	2,000
		K. Security Services (Admin & S65): 24/7/365	13,000
		M. Plymovent repairs	5,000
		N. S62: Septic Tank Repairs	1,000
		O. Fire Sprinkler repairs	2,000
<b>9308</b>	<b>2399</b>	<b><u>Station Supplies</u></b>	<b>20,000</b>
		Supplies used in the everyday maintenance of the fire Stations	20,000
<b>9308</b>	<b>2401</b>	<b><u>Memberships</u></b>	<b>28,560</b>
		B. Government Finance Officers Association	160
		D. Nor Cal Fire Mechanics (4 members)	1,000
		E. CA Fire Chiefs Membership	1,200
		F. IAFC	500
		G. FDAC	500
		H. Rowland Plaza Owners Association (Admin): Annual Fees for Operating Expenses	3,200
		I. MCFCA Installation Event	200
		J. MC Fire Chiefs	11,000
		L. Novato Chamber of Commerce Dues, Honors Dinner, Paint the Town Red	1,500
		Firestrong Annual membership	1,500
		Fire District Assoc FDAC	500
		CSDA	7,300

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	2406	<b>Payroll Service Charge</b>	<b>46,700</b>
		A. Payroll processing, quarterly reports, W-2 reports, direct deposit activity, ADP training classes and miscellaneous bank charges	44,000
		B. WageWorks POP and FSA Annual and Monthly Fees	2,700
9308	2407	<b>Office Supplies</b>	<b>50,400</b>
		A. Supplies for office use	25,000
		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
		Printing envelopes, business cards, certificate covers	10,000
9308	2501	<b>Gas, Oil &amp; Grease Vehicles</b>	<b>134,750</b>
		A. #2 Diesel fuel	55,000
		B. Gasoline	55,000
		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 Repairs	15,000
		G. Auto mileage and tolls (Fast Trac fees)	2,500
		H. Small Engine Fuel (non-ethanol)	2,500
		I. Small Engine Lubricants	250
9308	2510	<b>Out of County Logistics</b>	<b>10,000</b>
		Food, lodging, fuel and miscellaneous for deployed resources	10,000
9308	2528	<b>Central Dispatch</b>	<b>433,000</b>
		Marin County Communications Center dispatch fee	433,000
9308	2530	<b>Emergency Operations Center</b>	<b>37,500</b>
		A. Emergency Services Consultant Contract	37,500
9308	2533	<b>Marin Emergency Radio Authority</b>	<b>222,700</b>
		A. MERA operational cost	106,600
		B. MERA Capital Bond Repayment	104,000
		C. MERA new debt	12,100

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	2537	<b>Radio &amp; MDC Maintenance</b>	<b>82,600</b>
		A. Communication equipment repairs, replacement, parts, labor, and maintenance	18,000
		B. MDC Service Agreement with MCSO	50,000
		C. Big Rock Raws Maintenance	300
		D. Robin Hood Raws Maintenance	300
		E. VHF Radio annual programming & FCC Maint	14,000
9308	2713	<b>Legal Fees</b>	<b>125,000</b>
		District Counsel, Personnel, and Litigation fees.	125,000
9308	2717	<b>Audit &amp; Accounting Fees</b>	<b>28,600</b>
		A. Annual audit	22,000
		B. Audit services - agreed upon procedures	5,000
		C. Government Finance Officers Association CAFR & PAFR fees	700
		D. CAFR statistics	900
9308	2718	<b>Consulting Fees</b>	<b>178,320</b>
		A. Community communications and outreach	50,000
		B. SOC Consultant Support	80,000
		C. Statistics Vendor Support	11,000
		E. Tenzinga--Evals & Succession	12,000
		E. Pre-employment background and testing	18,000
		Lexipol	7,320
9308	2731	<b>Water</b>	<b>28,000</b>
		Costs charged by North Marin Water District for water usage	28,000
9308	2732	<b>Electricity</b>	<b>110,000</b>
		Costs charged by Pacific Gas & Electric for electricity & Gas usage.	110,000
9308	2736	<b>Garbage</b>	<b>25,000</b>
		Cost of Garbage and Trash Pickup (Special Pickups)	25,000
9308	2737	<b>Sewage</b>	<b>20,000</b>
		Costs charged by Novato Sanitary District for sewer service	20,000

## Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	2738	<b>Telephone System</b>	<b>177,850</b>
		A. Vcom Lease lines	45,000
		B. Alpha Pagers	2,000
		C. Satellite Phone Service Contract	2,400
		D. Conference Call Services	250
		E. Marin.org fees (Fiber optic to County)	31,000
		F. Comcast/ATT DSL services	5,000
		H. Dish Satellite TV Services Admin	1,300
		I. Verizon Cardiac Monitor Lines	1,200
		J. Verizon Business Lines	2,000
		K. Voxeo Aspect phones for Telestaff	1,200
		L. Verizon Private Network	3,000
		M. MDC data plans modem lines	16,000
		N. Video Conferencing services - Web Ex	4,000
		O. ATT Wireless	14,000
		P. Verizon Wireless	26,000
		Verizon Data Plans Cradle Point and iPads Tablet Command Phase 1	8,000
		Verizon Data Plans Tablet Command Phase 2	7,500
		Phone line monitoring Fire Station Sprinklers	8,000
9308		<b>Total Organization Resources &amp; Support Operating Budget</b>	<b>\$ 7,777,356</b>

Division	Account Code	Description	Amount
9308	3301	<b>Debt Service - Principal Payments</b>	<b>546,200</b>
		A. Bank of Marin - 12 monthly mortgage principal payments	245,200
		D. Station 64 - Principal Payments	301,000
9308	3302	<b>Debt Service - Interest Payments</b>	<b>54,103</b>
		A. Bank of Marin - 12 monthly mortgage interest payments	22,667
		D. Station 64 - Interest Payments	31,436
9308		<b>Total Organizational Resources &amp; Support Debt Service Budget</b>	<b>\$ 600,303</b>

Division	Account Code	Description	Amount
9308	4048	<b>Building Facilities</b>	<b>1,900,000</b>
		A. Training tower project	1,550,000
		B. Sta 62 Kitchen remodel	130,000
		C. Sta 65 dorm HVAC replacement	40,000
		D. Emergency generator replacement x3	80,000
		E. Station 62 re-roof (felt)	100,000
9308	4815	<b>Fire Suppression Equipment</b>	<b>930,000</b>
		3 Utility vehicles	180,000
		Rescue Pumper	750,000
9308	4818	<b>Exercise Equipment</b>	<b>10,500</b>
		A. Replacement of exercise equipment	3,500
		B. Treadmills	7,000
9308	4820	<b>Ambulances</b>	<b>275,000</b>
		D. 1 Ambulance	275,000
9308	4834	<b>Communication &amp; Computers &amp; Equipment</b>	<b>165,000</b>
		A. Radio batteries for MERA and BK (25)	5,500
		B. BK GPH/KNG portable radio support (face plate, spk mic, clamshell, cloning cables)	5,000
		F. 4 Cal Fire BK portable radios	20,000
		H. 5 New Cal Fire BK Mobile Radios (E62, T64, E65, E64, WT61)	17,500
		K. CAD hardware and modems new engines	6,000
		Hardware Tablet Command iPads and Cradle Points Phase 1	35,000
		Hardware Tablet Command iPads and Cradle Points and Mounting	76,000
		Hardware Phase 2	
9308	4880	<b>Data Processing - Computers &amp; Equipment</b>	<b>100,000</b>
		Dell Compellant & Server refresh	90,000
		Photocopier/fax/scanner	10,000
9308		<b>Total Organizational Resources and Support Capital Budget</b>	<b>\$ 3,380,500</b>

## Organizational Resources and Support Services



<b>Division</b>	<b>Account Code</b>	<b>Description</b>	<b>Amount</b>
9308	6810	<b><u>Rainy Day Fund</u></b> Rainy Day Fund minimum two months of expenditures	\$ 4,199,942
9308	6979	<b><u>Wildland Fire Mitigation Fund</u></b> Funds to support resources for wildland fire mitigation plan	\$ 458,000
9308	6981	<b><u>EMS Capital Equipment Reserve</u></b> Funds for Emergency Medical Services equipment replacement	100,000
9308	6983	<b><u>Unemployment Insurance Reserve</u></b> The District is self-insured for unemployment insurance	35,100
9308	6984	<b><u>Apparatus Replacement</u></b> This reserve is maintained to insure that all apparatus and vehicles are replaced as per the District's Replacement Schedule	2,117,000
9308	6985	<b><u>Facility Capital Improvement</u></b> These funds are maintained to provide necessary funding for future construction of fire facilities	30,000
9308	6986	<b><u>Management Info Sys Reserve</u></b> Funds for management information systems due to technological enhancements	110,000
9308	6987	<b><u>Retirement Unfunded Liability</u></b> Funds are to provide for retirement unfunded liability	2,110,000
9308	6992	<b><u>Workers Comp Fund Reserve</u></b> Reserve for open self insured Workers Compensation claims	1,038,000
9308	6993	<b><u>Retiree Health Benefits Reserve</u></b> Funds are to provide future payment of retiree health benefits	3,095,594

## 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	180,000
9308	6999	<u>Compensated Absences</u> Funds are for unused sick leave, vacation and other leave	830,035
9308		<b>Total Committed and Assigned Fund Balances</b>	<b><u>\$ 14,303,671</u></b>

# 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 Emergency 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 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.
- The Training and Education Division is in the process of upgrading our current training facility located at Station 62 with a new training tower and classroom. The training facility 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.



Division	Account Code	Description	Amount
9313	1003	<b>Regular Staff Salaries</b>	\$ 163,696
		Base salaries as designated by 2017/19 Memorandum of Understanding with Battalion Chief Officers Association for 1 Battalion Chief.	163,696
9313	1020	<b>Overtime - Callback</b>	111,500
		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.	100,000
		B. Wildland duty coverage	11,500
9313	1023	<b>Response Pay</b>	2,000
		Emergency Response Pay	2,000
9313	1025	<b>Vacation Pay</b>	6,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	6,000
9313	1402	<b>Retirement</b>	93,000
		A. Funds proposed for employee retirement contributions for Training Director-Battalion Chief and safety employer contribution of Tier I 49.32% and education incentives to maximum 3%.	90,000
		B. Retirement on vacation cash out	3,000
9313	1404	<b>FICA Medicare</b>	5,500
		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.	3,000
		B. Medicare on overtime and CTO	2,400
		C. Medicare on vacation cash out	100
9313	1502	<b>Life Insurance</b>	500
		The District contributes \$12 or 50% whichever is greater of the life insurance premium per month.	500
9313	1510	<b>Dental Insurance</b>	5,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 3% increase in premiums	5,000

## Training and Education

Division	Account Code	Description	Amount
9313	1513	<b>Health Insurance</b>	<b>37,000</b>
		A. Effective 1/1/2020 estimated 4% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	18,000
		B. Effective 1/1/2020 estimated 4% 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	2,000
9313	1514	<b>Vision Plan</b>	<b>500</b>
		The District pays 100% of the vision insurance premium for all employees. Estimated 3% increase in premiums	500
9313	1706	<b>Deferred Compensation</b>	<b>2,800</b>
		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	<b>Schools and Seminars</b>	<b>63,700</b>
		A. Career Development Guide-Based Courses	20,000
		B. Instructor, Contemporary Topic	10,000
		B. ISFSI, Sims U Share, additional memberships(no longer use evals.net)	500
		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)	16,000
		F. Fire Control 3 Fixed Facilities Course. 6 members	12,000
9313	2040	<b>Training Aids and Materials</b>	<b>15,000</b>
		A. Vent training prop, Burn Room Construction / Maintenance / Creams	15,000
9313	2131	<b>Books &amp; Periodicals</b>	<b>1,100</b>
		A. NWCG Supplies	500
		B. Station Libraries - Fire Engineering Texts	600
9313		<b>Total Training Operating Budget</b>	<b>\$ 507,296</b>

## Training and Education