



**Novato Fire Protection District
Annual Budget 2021-2022**

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 thirteenth consecutive Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada. This is the highest form of recognition in the area of governmental accounting and financial reporting. In addition, we recently received a similar recognition for our Popular Annual Financial Report.

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

Tips for Reading the Novato Fire District Annual Budget

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

The budget consists of the following components:

Revenues

- Property taxes
- Charges for Services
- Other

Operating Budget

- Salaries and Benefits
- Services and Supplies
- Debt Service

Capital Budget

- Apparatus
- Equipment
- Facilities

Fund Balances

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

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

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

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

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

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

Code	Description	Page Numbers				
		9305	9306	9307	9308	9313
1517	Admin Allowance	2	2	2	2	
2029	Advertising				3	
4820	Ambulances					
6984	Apparatus Replacement				14	
2717	Audit & Accounting Fees	5			10	
2028	Board Expense				3	
2131	Books & Periodicals	4	3		4	2
4048	Building Facilities				13	
2020	Cal-OSHA Requirements			3		
2528	Central Dispatch				9	
2021	Clothing				3	
4834	Communication & Computers & Equipment				13	
6999	Compensated Absences				15	
2164	Computer Hardware Maintenance				6	
2141	Computer Supplies		3		5	
2151	Computer System Software	4			5	
2049	Conferences & Meetings	4	3		4	
2718	Consulting Fees		4		10	
2038	CPR Materials					
1019	CTO Pay	1	1	1	1	1
4880	Data Processing - Computers & Equipment					
3302	Debt Service - Interest Payments				12	
3301	Debt Service - Principal Payments				12	
6995	Debt Sinking Fund					
1706	Deferred Compensation	2	2	2	2	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					
2732	Electricity				11	
2530	Emergency Operations Center				9	
2273	Empl Service & Recog				6	
6981	EMS Capital Equipment Reserve				14	
2050	Equipment Testing				4	
4818	Exercise Equipment				13	
2042	Extinguishing Agents			3		
2396	Facilities Prevent Maintenance				6	
2397	Facilities Projects				7	
2398	Facilities Repairs	4			7	
6985	Facility Capital Improvement				14	
1404	FICA Medicare	1	1	2	1	1

Code	Description	Page Numbers				
		9305	9306	9307	9308	9313
4815	Fire Suppression Equipment				13	
2024	First Aid Supplies	3				
2041	Food				3	
2736	Garbage				11	
2501	Gas, Oil & Grease Vehicles				9	
2262	Hazardous Materials Prog				6	
1513	Health Insurance	2	2	2	2	1
2400	Hydrants		3			
2026	Investigative Tools		3			
2713	Legal Fees				10	
2059	Liability & Property				4	
1502	Life Insurance	2	1	2	2	1
6986	Management Info Sys Reserve				14	
2533	Marin Emergency Radio Authority				9	
2401	Memberships	4	4		8	
2407	Office Supplies	4	4		9	
1021	Out of Class Pay	1		1		
2510	Out of County Logistics				9	
2034	Outside Assistance	4		3	3	
1020	Overtime - Callback	1	1	1	1	1
2025	Oxygen	3				
2087	Parts & Outside Labor				4	
2406	Payroll Service Charge				8	
1703	Physicals				2	
2269	Property Tax Fee				6	
6996	Protective Equipment Reserve				15	
2537	Radio & MDC Maintenance				9	
6810	Rainy Day Fund				14	
1003	Regular Staff Salaries	1	1	1	1	1
1023	Response Pay	1	1	1	1	1
6993	Retiree Health Benefits Reserve				14	
1402	Retirement	1	1	1	1	1
6987	Retirement Unfunded Liability				14	
2074	School and Seminars				4	
2039	Schools and Seminars		3		3	2
2737	Sewage				11	
2088	Shop Supplies				4	
1704	Sick Leave Buyback	2		2		
2268	Special Fire Equipment & Supplies			3	6	
2399	Station Supplies				8	
2539	Tablet Command				10	
2738	Telephone System				11	

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

Code	Description	Page Numbers				
		9305	9306	9307	9308	9313
2027	Tool Replacement				3	
2040	Training Aids and Materials	4	3			2
6983	Unemployment Insurance Reserve				14	
1025	Vacation Pay	1	1	1	1	1
2121	Vegetation Mgmt		3			
1514	Vision Plan	2	2	2	2	2
2731	Water				11	
6979	Wildfire Mitigation Fund				14	
1701	Workers' Comp				2	
6992	Workers Comp Fund Reserve				14	

Code	Description	Page Numbers				
		9305	9306	9307	9308	9313

2021 / 2022 ANNUAL BUDGET SUMMARY

Operating Budget Expenditures (Pages 1 - 6)	\$ 29,664,364
Capital Budget Expenditures (Page 7)	2,075,400
Inter Governmental Transfers	<u>1,200,000</u>
Total Expenditures	<u>32,939,764</u>
Revenues (Page 9)	\$ 35,105,057
Decreases to Assigned Fund Balances (Page 8)	
Building Facilities	187,000
Apparatus Replacement	1,846,000
Management Info Sys Reserve	<u>42,400</u>
Total Decreases to Assigned Fund Balances	<u>2,075,400</u>
(Increase) to Unassigned Fund Balance	<u>(4,240,693)</u>
Total Revenues and Changes to Assigned and Unassigned Fund Balances	<u>\$ 32,939,764</u>

Special Tax 9.99 cents per square foot residential and 14.98 cents per square foot commercial

2021 / 2022 ANNUAL BUDGET SUMMARY

	Adopted Budget 2020 / 2021	Proposed Budget 2021 / 2022	Percentage Change
<u>Program Expenditures</u>			
Emergency Medical Services	\$ 7,925,349	\$ 8,195,286	
Fire Prevention	1,187,039	1,223,355	
Operations	11,192,746	11,039,833	
Organizational Resources & Support	8,360,850	8,668,715	
Training	517,275	537,175	
Total Program Expenditures	<u>\$ 29,183,259</u>	<u>\$ 29,664,364</u>	1.65%
<u>Summary by Category</u>			
Personnel	\$ 24,081,967	\$ 24,291,349	0.87%
Services and Supplies	4,523,444	4,795,027	6.00%
Debt Service	577,848	577,988	0.02%
Total Summary by Category	<u>\$ 29,183,259</u>	<u>\$ 29,664,364</u>	1.65%
<u>Personnel (Allocated Positions)</u>			
Full Time	77	77	
<u>Revenues</u>			
General Funds	<u>\$ 33,838,820</u>	<u>\$ 35,105,057</u>	3.74%
<u>Capital Outlay</u>			
Emergency Medical Services	\$ -	\$ -	
Fire Prevention	-	-	
Operations	-	-	
Organizational Resources & Support	3,716,500	2,075,400	
Training	-	-	
Total Capital Outlay	<u>\$ 3,716,500</u>	<u>\$ 2,075,400</u>	-44.16%

**Novato Fire Protection District
Summary of Operating Program Budgets
Fiscal Year 2020 / 2021**

Description	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
	Estimated	Proposed	Estimated	Proposed	Estimated	Proposed	Estimated	Proposed	Estimated	Proposed	Estimated	Proposed
	2020 / 21	2021 / 22	2020 / 21	2021 / 22	2020 / 21	2021 / 22	2020 / 21	2021 / 22	2020 / 21	2021 / 22	2020 / 21	2021 / 22
Salaries and Fringe Benefits	\$ 7,552,839	\$ 7,814,161	\$ 745,762	\$ 945,630	\$ 11,270,106	\$ 10,905,133	\$ 4,189,242	\$ 4,189,050	\$ 475,853	\$ 437,375	\$ 24,233,802	\$ 24,291,349
Services and Supplies	323,393	381,125	38,965	277,725	109,664	134,700	3,008,623	3,901,677	37,478	99,800	3,518,123	4,795,027
Debt Service	-	-	-	-	-	-	577,848	577,988	-	-	577,848	577,988
Total Operating Budgets	\$ 7,876,232	\$ 8,195,286	\$ 784,727	\$ 1,223,355	\$ 11,379,770	\$ 11,039,833	\$ 7,775,713	\$ 8,668,715	\$ 513,331	\$ 537,175	\$ 28,329,773	\$ 29,664,364

**Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2020 / 2021**

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22
SALARIES AND FRINGE BENEFITS													
Salaries													
Regular Staff Salaries	1003	\$ 3,262,535	\$ 3,452,561	\$ 395,459	\$ 521,830	\$ 5,140,964	\$ 4,693,533	\$ 889,782	\$ 961,172	\$ 197,729	\$ 162,075	\$ 9,886,469	\$ 9,791,171
Director Fees	1022	-	-	-	-	-	-	29,236	24,000	-	-	29,236	24,000
Sub-total Salaries		3,262,535	3,452,561	395,459	521,830	5,140,964	4,693,533	919,018	985,172	197,729	162,075	9,915,705	9,815,171
Premium Pay													
CTO Pay	1019	260,621	235,000	27,948	4,000	542,312	550,400	22,924	40,100	-	1,000	853,805	830,500
Overtime - Callback	1020	1,234,386	1,142,000	11,899	8,000	1,598,112	1,447,000	2,711	3,000	130,566	113,000	2,977,674	2,713,000
Out of Class Pay	1021	1,288	12,000	848	-	26,069	21,000	-	-	-	-	28,205	33,000
Response Pay	1023	128	2,000	12,379	4,000	4,183	6,000	-	1,000	1,275	2,000	17,965	15,000
Vacation Pay	1025	140,019	102,000	11,000	12,000	137,000	180,000	24,000	24,000	6,000	6,000	318,019	324,000
Education Incentive	1026	16,636	24,300	2,864	2,400	27,409	31,500	-	-	-	-	46,909	58,200
Sub-total Premium Pay		1,653,078	1,517,300	66,938	30,400	2,335,085	2,235,900	49,635	68,100	137,841	122,000	4,242,577	3,973,700
Bonus Pay													
Executive Bonus	1027	-	-	-	-	-	-	-	-	-	-	-	-
Sub-total Bonus Pay		-	-	-	-	-	-	-	-	-	-	-	-
Fringe Benefits													
Retirement	1402	1,659,398	1,732,000	163,414	235,000	2,492,577	2,518,000	279,875	294,000	95,887	104,000	4,691,151	4,883,000
FICA Medicare	1404	66,879	71,400	6,633	8,500	93,314	97,100	16,208	15,000	4,744	4,700	187,778	196,700
Life Insurance	1502	(1,448)	9,500	496	1,500	(2,193)	13,000	19,425	3,000	(97)	500	16,183	27,500
Dental Insurance	1510	82,333	80,000	9,090	10,000	111,119	110,000	23,246	23,000	4,024	4,000	229,812	227,000
Flexible Savings Account	1512	-	-	-	-	-	-	(325)	-	-	-	(325)	-
Health Insurance	1513	706,700	802,600	81,857	105,000	918,340	1,036,900	1,602,625	1,417,070	32,722	36,400	3,342,244	3,397,970
Vision Plan	1514	6,727	6,500	748	1,000	9,078	8,500	1,621	2,000	329	500	18,503	18,500
Admin Allowance	1517	1,800	1,800	1,800	1,800	1,800	1,800	11,168	12,600	-	-	16,568	18,000
Workers' Comp	1701	-	-	-	-	-	-	1,162,708	1,248,429	-	-	1,162,708	1,248,429
Physicals	1703	-	-	-	-	-	-	47,591	60,521	-	-	47,591	60,521
Sick Leave Buyback	1704	-	4,000	1,832	-	3,565	10,000	-	-	-	-	5,397	14,000
Admin Leave	1705	-	-	-	-	-	-	-	-	-	-	-	-
Deferred Compensation	1706	114,837	136,500	17,495	30,600	166,457	180,400	56,447	60,158	2,674	3,200	357,910	410,858
Sub-total Fringe Benefits		2,637,226	2,844,300	283,365	393,400	3,794,057	3,975,700	3,220,589	3,135,778	140,283	153,300	10,075,520	10,502,478
Total Salaries and Fringe Benefits		\$ 7,552,839	\$ 7,814,161	\$ 745,762	\$ 945,630	\$ 11,270,106	\$ 10,905,133	\$ 4,189,242	\$ 4,189,050	\$ 475,853	\$ 437,375	\$ 24,233,802	\$ 24,291,349

**Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2020 / 2021**

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22
SERVICES AND SUPPLIES													
Clothing & Personal Supplies													
Services & Supplies	2000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,757	\$ -	\$ -	\$ -	\$ 21,757	\$ -
Cal-OSHA Requirements	2020	\$ -	\$ -	\$ -	\$ -	\$ 49,698	\$ 27,500	\$ 663	\$ -	\$ -	\$ -	\$ 50,361	\$ 27,500
Clothing	2021	-	-	-	-	-	-	5,423	6,500	-	-	5,423	6,500
Sub-total Clothing & Personal Supplies		-	-	-	-	49,698	27,500	27,843	6,500	-	-	77,541	34,000
Medical													
COVID-19 Expenses	2023	327	-	-	-	2,224	-	7,194	-	-	-	9,745	-
First Aid Supplies	2024	130,114	166,300	-	-	-	-	2,099	-	-	-	132,213	166,300
Oxygen	2025	4,819	5,700	-	-	-	-	110	-	-	-	4,929	5,700
Sub-total Medical		135,260	172,000	-	-	2,224	-	9,403	-	-	-	146,887	172,000
Small Tools & Instruments													
Investigative Tools	2026	-	-	1,915	2,000	-	-	110	-	-	-	2,025	2,000
Tool Replacement	2027	-	-	-	-	-	-	4,730	3,500	-	-	4,730	3,500
Sub-total Small Tools & Instruments		-	-	1,915	2,000	-	-	4,840	3,500	-	-	6,755	5,500
District Special Expense													
Board Expense	2028	-	-	-	-	-	-	(1,110)	15,000	-	-	(1,110)	15,000
Advertising	2029	-	-	-	50,000	-	-	17,096	11,000	-	-	17,096	61,000
Outside Assistance	2034	98,330	100,640	-	-	3,929	11,000	63,248	156,288	-	-	165,507	267,928
EMS Certification	2036	-	-	-	-	-	-	-	-	-	-	-	-
CPR Materials	2038	-	-	-	-	-	-	-	-	-	-	-	-
Schools and Seminars	2039	-	-	3,539	8,900	-	-	288	1,450	31,869	83,700	35,696	94,050
Training Aids and Materials	2040	9,548	23,000	1,072	17,000	-	-	2,595	-	4,840	15,000	18,055	55,000
Food	2041	-	-	-	-	141	-	6,686	20,000	-	-	6,827	20,000
Extinguishing Agents	2042	-	-	-	-	12,244	10,500	-	-	-	-	12,244	10,500
Conferences & Meetings	2049	1,069	5,000	33	4,600	-	-	5,297	25,400	-	-	6,399	35,000
Equipment Testing	2050	-	-	-	-	-	-	4,847	48,250	-	-	4,847	48,250
Election Expense	2129	-	-	-	-	-	-	273	-	-	-	273	-
Books & Periodicals	2131	163	1,035	2,538	3,250	-	-	768	300	769	1,100	4,238	5,685
Document Reproduction	2137	-	-	-	-	-	-	2,181	4,000	-	-	2,181	4,000
Computer Supplies	2141	-	-	1,136	6,000	-	-	23,002	80,000	-	-	24,138	86,000
Computer System Software	2151	21,416	26,200	2,550	2,300	-	-	174,501	266,500	-	-	198,467	295,000
Computer Hardware Maintenance	2164	-	-	-	-	-	-	127,264	152,300	-	-	127,264	152,300
Hazardous Materials Prog	2262	-	-	-	-	593	-	10,803	10,000	-	-	11,396	10,000
Property Tax Fee	2269	-	-	-	-	-	-	328,000	336,125	-	-	328,000	336,125
Empl Service & Recog	2273	-	-	-	-	-	-	5,946	5,000	-	-	5,946	5,000
Central Dispatch	2528	-	-	-	-	-	-	407,986	540,000	-	-	407,986	540,000
Emergency Operations Center	2530	-	-	-	-	-	-	7,187	37,500	-	-	7,187	37,500
Marin Emergency Radio Authority	2533	-	-	-	-	-	-	227,915	140,000	-	-	227,915	140,000
Radio & MDC Maintenance	2537	-	-	-	-	-	-	54,104	73,720	-	-	54,104	73,720
Tablet Command	2539	-	-	-	-	-	-	-	58,900	-	-	-	58,900
Sub-total District Special Expense		130,526	155,875	10,868	92,050	16,907	21,500	1,468,877	1,981,733	37,478	99,800	1,664,656	2,350,958

Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2020 / 2021

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22
SERVICES AND SUPPLIES													
Insurance													
Liability & Property	2059	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,700	\$ 182,505	\$ -	\$ -	\$ 158,700	\$ 182,505
Sub-total Insurance		-	-	-	-	-	-	158,700	182,505	-	-	158,700	182,505
Maintenance Repair													
School and Seminars	2074	-	-	-	-	-	-	1,260	5,500	-	-	1,260	5,500
Sub-total Maintenance Repair		-	-	-	-	-	-	1,260	5,500	-	-	1,260	5,500
Apparatus Maintenance & Repair													
Parts & Outside Labor	2087	-	-	-	-	-	-	96,984	200,000	-	-	96,984	200,000
Shop Supplies	2088	-	-	-	-	-	-	6,251	6,000	-	-	6,251	6,000
Special Fire Equipment & Supplies	2268	-	-	-	-	40,163	85,700	10,914	2,500	-	-	51,077	88,200
Sub-total Apparatus Maintenance & Repair		-	-	-	-	40,163	85,700	114,149	208,500	-	-	154,312	294,200
Fuel & Oil													
Gas, Oil & Grease Vehicles	2501	-	-	-	-	588	-	133,550	150,450	-	-	134,138	150,450
Out of County Logistics	2510	-	-	-	-	-	-	9,854	10,000	-	-	9,854	10,000
Sub-total Fuel & Oil		-	-	-	-	588	-	143,404	160,450	-	-	143,992	160,450
Professional Services													
Litigation Settlement	2710	-	-	-	-	-	-	-	-	-	-	-	-
Legal Fees	2713	-	-	-	-	-	-	156,541	156,250	-	-	156,541	156,250
Audit & Accounting Fees	2717	22,866	13,000	-	-	-	-	32,777	38,700	-	-	55,643	51,700
Consulting Fees	2718	-	-	18,381	103,100	-	-	146,302	162,070	-	-	164,683	265,170
Sub-total Professional Services		22,866	13,000	18,381	103,100	-	-	335,620	357,020	-	-	376,867	473,120
Utilities													
Water	2731	-	-	-	-	-	-	21,346	33,000	-	-	21,346	33,000
Electricity	2732	-	-	-	-	-	-	125,762	132,000	-	-	125,762	132,000
Garbage	2736	591	-	-	-	-	-	23,882	30,800	-	-	24,473	30,800
Sewage	2737	-	-	-	-	-	-	19,380	27,500	-	-	19,380	27,500
Telephone System	2738	-	-	-	-	-	-	159,531	140,100	-	-	159,531	140,100
Sub-total Utilities		591	-	-	-	-	-	349,901	363,400	-	-	350,492	363,400
Structure & Grounds Maintenance													
Facilities Prevent Maintenance	2396	-	-	-	-	-	-	134,440	150,199	-	-	134,440	150,199
Facilities Projects	2397	-	-	-	-	-	-	22,547	191,000	-	-	22,547	191,000
Facilities Repairs	2398	33,904	32,500	-	-	84	-	86,317	136,500	-	-	120,305	169,000
Station Supplies	2399	-	-	-	-	-	-	16,438	25,000	-	-	16,438	25,000
Hydrants	2400	-	-	5,164	18,000	-	-	-	-	-	-	5,164	18,000
Sub-total Structure & Grounds Maintenance		33,904	32,500	5,164	18,000	84	-	259,742	502,699	-	-	298,894	553,199

Novato Fire Protection District
Operating Program Budgets
Fiscal Year 2020 / 2021

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22
SERVICES AND SUPPLIES													
Memberships													
Memberships	2401	\$ -	\$ 250	\$ 431	\$ 11,475	\$ -	\$ -	\$ 41,495	\$ 32,770	\$ -	\$ -	\$ 41,926	\$ 44,495
Sub-total Memberships		-	250	431	11,475	-	-	41,495	32,770	-	-	41,926	44,495
Office Expense													
Payroll Service Charge	2406	-	-	-	-	-	-	42,264	46,700	-	-	42,264	46,700
Office Supplies	2407	246	7,500	315	1,100	-	-	51,125	50,400	-	-	51,686	59,000
Sub-total Office Expense		246	7,500	315	1,100	-	-	93,389	97,100	-	-	93,950	105,700
Miscellaneous Expense													
Vegetation Mgmt	2121	-	-	1,891	50,000	-	-	-	-	-	-	1,891	50,000
Sub-total Miscellaneous Expense		-	-	1,891	50,000	-	-	-	-	-	-	1,891	50,000
Total Services and Supplies		\$ 323,393	\$ 381,125	\$ 38,965	\$ 277,725	\$ 109,664	\$ 134,700	\$ 3,008,623	\$ 3,901,677	\$ 37,478	\$ 99,800	\$ 3,518,123	\$ 4,795,027

Novato Fire Protection District
 Operating Program Budgets
 Fiscal Year 2020 / 2021

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total		
		Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	
Debt Service														
Debt Service - Principal Payments	3301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 535,866	\$ 548,361	\$ -	\$ -	\$ 535,866	\$ 548,361
Debt Service - Interest Payments	3302	-	-	-	-	-	-	-	41,982	29,627	-	-	41,982	29,627
Total Debt Service		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 577,848	\$ 577,988	\$ -	\$ -	\$ 577,848	\$ 577,988
Summary														
Total Salaries and Fringe Benefits		\$ 7,552,839	\$ 7,814,161	\$ 745,762	\$ 945,630	\$ 11,270,106	\$ 10,905,133	\$ 4,189,242	\$ 4,189,050	\$ 475,853	\$ 437,375	\$ 24,233,802	\$ 24,291,349	
Total Services and Supplies		323,393	381,125	38,965	277,725	109,664	134,700	3,008,623	3,901,677	37,478	99,800	3,518,123	4,795,027	
Total Debt Service		-	-	-	-	-	-	577,848	577,988	-	-	577,848	577,988	
Grand Total		\$ 7,876,232	\$ 8,195,286	\$ 784,727	\$ 1,223,355	\$ 11,379,770	\$ 11,039,833	\$ 7,775,713	\$ 8,668,715	\$ 513,331	\$ 537,175	\$ 28,329,773	\$ 29,664,364	

**Novato Fire Protection District
Capital Outlay Budget
Fiscal Year 2020 / 2021**

Description	Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total	
		Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22
Building Facilities	4048	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,678,377	\$ 180,000	\$ -	\$ -	\$ 1,678,377	\$ 180,000
EMS Equipment	4810	-	-	-	-	-	-	\$ 20,243	-	-	-	20,243	-
Fire Suppression Equipment	4815	-	-	-	-	-	-	666	1,846,000	-	-	666	1,846,000
Exercise Equipment	4818	-	-	-	-	-	-	\$ 7,264	7,000	-	-	7,264	7,000
Ambulances	4820	-	-	-	-	-	-	\$ 254,125	-	-	-	254,125	-
Communication & Computers & Equipment	4834	-	-	-	-	-	-	\$ 24,781	42,400	-	-	24,781	42,400
Data Processing - Computers & Equipment	4880	-	-	-	-	-	-	\$ 50,498	-	-	-	50,498	-
Total Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,035,954	\$ 2,075,400	\$ -	\$ -	\$ 2,035,954	\$ 2,075,400

**Novato Fire Protection District
Committed and Assigned Fund Balances
Fiscal Year 2020 / 2021**

Account Code	Emergency Medical Services 9305		Fire Prevention 9306		Operations 9307		Organizational Resources & Support 9308		Training 9313		Grand Total		
	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	Estimated 2020 / 21	Proposed 2021 / 22	
COMMITTED FUND BALANCES													
Rainy Day Fund	6810	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,199,942	\$ 4,585,870	\$ -	\$ -	\$ 4,199,942	\$ 4,585,870
ASSIGNED FUND BALANCES													
EMS Capital Equipment Reserve	6981	-	-	-	-	-	-	200,000	838,000	-	-	200,000	838,000
Unemployment Insurance Reserve	6983	-	-	-	-	-	-	35,100	35,100	-	-	35,100	35,100
Apparatus Replacement	6984	-	-	-	-	-	-	3,990,000	2,665,000	-	-	3,990,000	2,665,000
Facility Capital Improvement	6985	-	-	-	-	-	-	500,000	500,000	-	-	500,000	500,000
Management Info Sys Reserve	6986	-	-	-	-	-	-	167,000	456,400	-	-	167,000	456,400
Retirement Unfunded Liability	6987	-	-	-	-	-	-	2,470,000	3,500,000	-	-	2,470,000	3,500,000
Workers Comp Fund Reserve	6992	-	-	-	-	-	-	951,000	998,410	-	-	951,000	998,410
Retiree Health Benefits Reserve	6993	-	-	-	-	-	-	2,309,120	2,389,940	-	-	2,309,120	2,389,940
Debt Sinking Fund	6995	-	-	-	-	-	-	-	-	-	-	-	-
Protective Equipment Reserve	6996	-	-	-	-	-	-	180,000	250,000	-	-	180,000	250,000
Compensated Absences	6999	-	-	-	-	-	-	1,106,166	1,114,047	-	-	1,106,166	1,114,047
Wildland Fire Mitigation	6979	-	-	-	-	-	-	738,000	-	-	-	738,000	-
Total Assigned Fund Balances		-	-	-	-	-	-	12,646,386	12,746,897	-	-	12,646,386	12,746,897
Total Committed and Assigned Fund Balances		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,846,328	\$ 17,332,767	\$ -	\$ -	\$ 16,846,328	\$ 17,332,767

2020 / 2021 ANNUAL BUDGET REVENUE

Description	Account Code	2012 / 13 Revenue	2013 / 14 Revenue	2014 / 15 Revenue	2015 / 16 Revenue	2016 / 17 Revenue	2017 / 18 Revenue	2018 / 19 Revenue	2019 / 20 Revenue	2020 / 21 Estimated Revenue	2021 / 22 Proposed Revenue	% of Change Incr (Decr) Last Year
Property Taxes												
Current Secured	9001	\$ 15,237,168	\$ 15,848,731	\$ 16,628,755	\$ 17,716,148	\$ 18,639,118	\$ 19,609,283	\$ 20,883,172	\$ 21,460,944	\$ 22,206,240	\$ 23,071,391	3.81%
Current Unsecured	9002	288,903	292,302	304,961	306,487	315,561	319,805	331,347	352,069	396,734	396,734	
Prior Secured Redemptions	9004	-	-	-	-	-	-	-	-	-	-	
Prior Unsecured	9006	13,146	11,119	22,714	11,331	12,440	17,750	12,932	13,868	10,910	10,910	
Special Assessment	9007	4,658,238	4,840,640	4,953,140	5,104,626	5,234,421	5,397,796	5,579,586	5,806,499	6,025,364	6,129,000	
Supplemental Assessment Current	9041	205,181	333,598	428,087	467,117	417,350	434,629	434,258	434,388	443,488	443,488	
Supplemental Assessment Unsec	9042	1,196	7,729	5,623	5,328	5,525	6,234	3,755	16,970	8,052	8,052	
Supplemental Assessment Redemp.	9043	11,904	7,933	12,260	7,480	17,117	7,198	12,765	15,705	12,790	12,790	
Novato Hamilton RDA	9045	190,762	243,638	337,543	496,087	586,997	614,901	621,347	718,007	851,979	851,979	
Education Revenue Augm Fund - Redistribution	9046	1,247,394	1,619,584	1,338,491	1,296,419	1,586,286	1,610,724	1,673,825	1,882,786	2,013,274	2,013,274	
Novato Downtown Redevelopment	9047	163,064	441,894	249,058	629,888	637,662	214,591	180,496	262,083	105,759	105,759	
Property Tax Reduction Shift to State	9001	(2,017,949)	(2,086,156)	(2,186,500)	(2,326,655)	(2,442,988)	(2,568,558)	(2,708,561)	(2,931,237)	(2,931,237)	(3,043,034)	
Total Property Taxes		19,999,007	21,561,012	22,094,132	23,714,256	25,009,489	25,664,353	27,024,922	28,032,083	29,143,353	30,000,343	2.94%
Revenue From Use of Money												
Interest	9201	15,960	29,114	28,330	29,950	55,464	133,664	267,947	383,197	170,299	140,000	
Loan Interest	9798	13,642	-	-	-	-	-	-	-	-	-	
Total Revenue From Use of Money		29,602	29,114	28,330	29,950	55,464	133,664	267,947	383,197	170,299	140,000	
Intergovernmental Revenue												
State:												
Home Owners Property Tax Reduction	9280	91,247	90,076	88,388	86,993	84,983	84,756	84,043	82,915	80,804	80,804	
Other State Aid	9367	3,261	6,730	1,000	129,311	269,012	488,984	833,440	2,245,913	2,995,598	2,000,000	
Federal:												
Grant Received	9419	993,091	26,476	152	-	57,773	-	-	-	-	-	
In Lieu Housing	9483	-	-	-	3,300	3,300	3,302	3,303	3,310	3,315	3,310	
Total Intergovernmental Revenue		1,087,599	123,282	89,540	219,604	415,068	577,042	920,786	2,332,138	3,079,717	2,084,114	
Charges for Services												
CPR Fees	9576	2,220	2,550	2,220	2,430	2,265	1,290	-	-	-	-	
GEMT Service Fees	9920	-	1,241	-	-	-	-	-	-	-	-	
GEMT Revenue	9925	-	214,621	52,322	65,228	52,554	184,334	54,236	(7,437)	(2,961)	-	
Outside Agency Ambulance Billing Service	9931	67,301	84,317	110,972	242,652	290,662	344,424	40,529	-	-	-	
Novato Ambulance Service Fees	9932	2,305,412	2,330,815	2,192,358	2,093,469	2,556,424	2,380,446	2,995,568	3,033,420	2,600,000	2,300,000	
Plan Checks & Inspection Fees	9935	53,377	56,437	45,118	52,586	37,813	30,946	33,688	44,304	24,011	50,000	
MERA & HazMat Administrative Services	9945	77,839	78,648	75,637	74,429	58,307	66,081	50,766	-	-	-	
Total Charges for Services		2,506,149	2,768,629	2,478,627	2,530,794	2,998,025	3,007,521	3,174,787	3,070,287	2,621,050	2,350,000	
Other Revenue												
Parking Lot Rent	9250	30,000	30,000	30,000	30,000	30,000	30,000	27,500	30,000	30,000	30,000	
Donations	9761	-	-	-	-	-	-	-	-	-	-	
COVID-19 Relief Funds	9930	-	-	-	-	-	-	-	42,617	-	-	
Fire Reports / Ambulance Reports	9933	10	21	-	-	-	-	-	-	-	-	
Impact Fees	9934	57,479	10,324	32,262	27,862	12,949	-	-	-	-	-	
Sale of Assets	9936	84,848	45,300	6,808	8,720	13,864	115,316	4,075	7,900	27,800	-	
Elections	9938	450	525	300	900	600	1,000	500	600	-	600	
Other Refunds / Reimbursements	9940	4,521	3,380	1,671	7,253	923	5,058	75,880	113,924	209,419	-	
OES Reimbursements	9942	266,420	290,304	414,107	1,277,761	835,655	1,642,352	583,339	532,053	520,744	500,000	
Total Other Revenue		443,728	379,854	485,148	1,352,496	893,991	1,793,726	691,294	727,094	787,963	530,600	
Total Revenue		\$ 24,066,085	\$ 24,861,891	\$ 25,175,777	\$ 27,847,100	\$ 29,372,037	\$ 31,176,306	\$ 32,079,736	\$ 34,544,799	\$ 35,802,382	\$ 35,105,057	
Percentage Change From Prior Year (Total Property Taxes)		0.26%	7.81%	2.47%	7.33%	5.46%	2.62%	5.30%	3.73%	3.96%	2.94%	
Percentage Change From Prior Year (Net Tax Revenue)		-0.74%	4.01%	4.88%	6.39%	5.16%	5.11%	6.56%	2.02%	4.15%	3.81%	
Percentage Change From Prior Year (Total Revenue)		3.75%	3.31%	1.26%	10.61%	5.48%	6.14%	2.90%	7.68%	3.64%	-1.95%	

Emergency Medical Services

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

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

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

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

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

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

The 2021/2022 budget secures fiscally responsible funding that allows for continued achievement of our goals while keeping up with relevant changes in the world of Pre-Hospital Emergency Medical Care.



Division	Account Code	Description	Amount
9305	1003	Regular Staff Salaries	\$ 3,452,561
		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, 28 Medics and 1 Billing Analyst)	3,452,561
9305	1019	CTO Pay	\$ 235,000
		A. As per District policy, CTO is reconciled at 96 hours per year.	235,000
9305	1020	Overtime - Callback	\$ 1,142,000
		A. Overtime pay is paid to uniformed personnel called back to shift duty when authorized by the Fire Chief or his designated representative, in order to maintain minimum staffing or due to unusual emergencies at time and one-half of the base rate.	1,137,000
		B. Wildland duty coverage	5,000
9305	1021	Out of Class Pay	\$ 12,000
		A. Out of class pay for working outside of regular classification on regular shift	12,000
9305	1023	Response Pay	\$ 2,000
		Emergency Response Pay	2,000
9305	1025	Vacation Pay	\$ 102,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	72,000
		B. Vacation leave paid at retirement	30,000
9305	1026	Education Incentive	\$ 24,300
		MOU Education Incentives	24,300
9305	1402	Retirement	\$ 1,732,000
		A. Funds for employee retirement contributions including safety employer contribution of Tier I 53.81%, Tier II 56.80%, Tier III 44.53%, Tier IIIA 41.63% and non-safety employer contribution of 20.72% and education incentives to maximum 3%.	1,695,000
		B. Retirement on vacation cash out	37,000
9305	1404	FICA Medicare	\$ 71,400

Emergency Medical Services

Division	Account Code	Description	Amount
		A. The District pays 1.45% to the Federal Government for its portion of FICA Medicare for all new employees hired after 6/1/86.	51,000
		B. Medicare on overtime, CTO & sick and vacation on retirement	19,300
		C. Medicare on vacation cash out	1,100
9305	1502	<u>Life Insurance</u>	\$ 9,500
		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.	9,500
9305	1510	<u>Dental Insurance</u>	\$ 80,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	80,000
9305	1513	<u>Health Insurance</u>	\$ 802,600
		A. Effective 1/1/2022 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	370,000
		B. Effective 1/1/2022 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	350,000
		C. Retiree health savings plan	82,600
9305	1514	<u>Vision Plan</u>	\$ 6,500
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	6,500
9305	1517	<u>Admin Allowance</u>	\$ 1,800
		Disability insurance allowance for non safety employees	1,800
9305	1704	<u>Sick Leave Buyback</u>	\$ 4,000
		Sick leave paid at retirement	4,000
9305	1706	<u>Deferred Compensation</u>	\$ 136,500

Division	Account Code	Description	Amount
		A. Per Memorandum of Understanding with Novato Professional Firefighters Association and Memorandum of Understanding with Battalion Chief Officers Association, the District will contribute up to \$100 per month dollar for dollar match toward an employee's deferred compensation plan. Per Compensation and Benefits Agreement with Professional Management and Administrative Support Staff, the District will contribute up to \$150 per month dollar for dollar match toward an employee's deferred compensation plan.	35,400
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	42,700
		C. Allowance for employees not participating in group medical	50,400
		D. Education incentive deferred compensation.	8,000
9305	2024	First Aid Supplies	\$ 166,300
		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	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
		P. KNOX Med Vault (Trial)	4,000
		Q. Zoll AED Plus. AED's for staff & command vehicles	47,000
9305	2025	Oxygen	\$ 5,700
		A. Delivery & refill oxygen	5,000
		B. Gauges/fittings	100

Emergency Medical Services

Division	Account Code	Description	Amount
		C. Demand Valves/Regulators	350
		D. Hydrostatic testing	250
9305	2034	<u>Outside Assistance</u>	\$ 100,640
		A. Sacramento Metro GEMT fee	1,500
		B. Billing temp.	26,040
		C. ECS Images (scanning EOB)	2,500
		D. Flu vac	1,900
		E. Copying - protocol books	1,700
		F. EMS Educator	38,500
		G. Maintenance and repair of exercise equipment	3,500
		H. CQI Coordinator	25,000
9305	2040	<u>Training Aids and Materials</u>	\$ 23,000
		A. CPR, ACLS, PALS	8,000
		B. EMS Skills Mannequin	15,000
9305	2049	<u>Conferences & Meetings</u>	\$ 5,000
		PWW/ABC Billing Conference	5,000
9305	2131	<u>Books & Periodicals</u>	\$ 1,035
		A. Ambulance billing required books	500
		B. JEMS (1)	165
		C. EMS Insider	185
		D. Infection Control Network	185
9305	2151	<u>Computer System Software</u>	\$ 26,200
		A. Billing software - Tri-tech	16,000
		B. CPF Exposure Reporting annual subscription	700
		C. Billing software - Trizetto	3,000
		D. Billing software	6,500
9305	2398	<u>Facilities Repairs</u>	\$ 32,500
		A. Gurney/Power loader PM	11,500
		B. Zoll/ Autopulse PM Contract	14,000
		C. Funds for Misc. Repairs of durable medical equipment	7,000
9305	2401	<u>Memberships</u>	\$ 250
		Cal. Fire Chiefs Assoc. annual dues Active & Assoc. member	250
9305	2407	<u>Office Supplies</u>	\$ 7,500

Division	Account Code	Description	Amount
		A. Postage for billing department	5,000
		B. Billing clerk supplies	2,500
9305	2717	<u>Audit & Accounting Fees</u>	\$ 13,000
		A. Lockbox NFD	2,500
		B. EMS billing agreed upon procedures	10,500
9305		Total Emergency Medical Services Operating Budget	<u>\$ 8,195,286</u>

Fire Prevention Division

The Novato Fire District maintains effective and efficient fire prevention activities through its *Fire Prevention 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 2021-2022 budget reflects resources necessary to accomplish the organizational mission.



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

Wildfire preparedness efforts remain critical to building safer communities and we will continue to do home assessments and

provide Vegetation Management and Home Hardening Matching Grants for the residents of the Fire District. Funded by the passage of Marin's local Measure C, the Marin Wildfire Prevention Authority (MWPA) will allow for Fire District participation to help coordinate and target areas of defined risk, with a reliable funding source making it possible to provide effective wildland fire mitigation. The MWPA program budgets and workplans will provide for ten years of enhanced wildfire prevention activities.

Division	Account Code	Description	Amount
9306	1003	Regular Staff Salaries	\$ 521,830
		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 Deputy Fire Marshal, 1 Fire Inspector, and 1 RPM Assistant)	521,830
9306	1019	CTO Pay	\$ 4,000
		A. As per District policy, CTO is reconciled at 96 hours per year.	4,000
9306	1020	Overtime - Callback	\$ 8,000
		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.	8,000
9306	1023	Response Pay	\$ 4,000
		Emergency Response Pay	4,000
9306	1025	Vacation Pay	\$ 12,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	12,000
9306	1026	Education Incentive	\$ 2,400
		MOU Education Incentives	2,400
9306	1402	Retirement	\$ 235,000
		A. Funds for employee retirement contributions including safety employer contribution of Tier I 53.81%, Tier II 56.80%, Tier III 44.53%, Tier IIIA 41.63% and non-safety employer contribution of 20.72% and education incentives to maximum 3%.	230,000
		B. Retirement on vacation cash out	5,000
9306	1404	FICA Medicare	\$ 8,500
		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.	8,000
		B. Medicare on overtime and CTO on retirement	300
		C. Medicare on vacation cash out	200
9306	1502	Life Insurance	\$ 1,500

Fire Prevention

Division	Account Code	Description	Amount
		The District contributes a maximum of \$12 per month per employee for members of the Firefighters Bargaining Group. The District contributes \$12 or 50% whichever is greater of the life insurance premium for Fire Marshal.	1,500
9306	1510	<u>Dental Insurance</u>	\$ 10,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	10,000
9306	1513	<u>Health Insurance</u>	\$ 105,000
		A. Effective 1/1/2022 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	50,000
		B. Effective 1/1/2022 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	45,000
		C. Retiree health savings plan	10,000
9306	1514	<u>Vision Plan</u>	\$ 1,000
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	1,000
9306	1517	<u>Admin Allowance</u>	\$ 1,800
		Disability insurance allowance for non safety employees	1,800
9306	1706	<u>Deferred Compensation</u>	\$ 30,600
		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.	5,400
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	6,400
		C. Allowance for employees not participating in group medical	16,800
		D. Education incentive deferred compensation.	2,000

Fire Prevention

Division	Account Code	Description	Amount
9306	2026	<u>Investigative Tools</u>	\$ 2,000
		Investigative tools	2,000
9306	2029	<u>Advertising</u>	\$ 50,000
		C. Marketing/Advertising	50,000
9306	2039	<u>Schools and Seminars</u>	\$ 8,900
		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
9306	2040	<u>Training Aids and Materials</u>	\$ 17,000
		A. Props, tools, equipment, stickers, hats, program support & , (3) logo pop-ups	10,000
		B. PSA's, Media Support, PIO	3,000
		C. Pamphlets and brochures	1,000
		D. MCFPO Safety House & Fire Investigation Team Fees	500
		E. CERT supplies	1,000
		F. Open House Supplies	1,000
		G. Smoke Alarms	500
9306	2049	<u>Conferences & Meetings</u>	\$ 4,600
		Nor-Cal Fire Prevention Officers (4)	4,600
9306	2121	<u>Vegetation Mgmt</u>	\$ 50,000
		Vegetation management - fuels crew / Fire Wise	50,000
9306	2131	<u>Books & Periodicals</u>	\$ 3,250
		A. NFPA Amendment Service	1,500
		B. Barclay's CCR Title 19-subscription	250
		C. Reference materials - Fire prevention and Investigation	1,500
9306	2141	<u>Computer Supplies</u>	\$ 6,000
		(4) ipads with data plans	6,000
9306	2151	<u>Computer System Software</u>	\$ 2,300
		A. Renewal of Bluebean Software	2,300
9306	2400	<u>Hydrants</u>	\$ 18,000
		A. Labor	16,000
		B. Materials	1,000

Fire Prevention

Division	Account Code	Description	Amount
		C. Blue markers	1,000
9306	2401	Memberships	\$ 11,475
		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
		F. NFPA Community Risk Reduction dashboard - 2 year membership	10,000
9306	2407	Office Supplies	\$ 1,100
		A. Smoke Detector Cards	500
		B. Paper for plotter	600
9306	2718	Consulting Fees	\$ 103,100
		A. Contract fire protection engineer as needed	20,000
		B. Consultant occupancy / inspection database updates	5,000
		C. Weed abatement-Code enforcement	10,000
		D. ARC GIS Editor License	1,600
		E. Hazmat Program Update	10,000
		F. Pre-plans (NPD partnership)	10,000
		G. Fire Life & Safety Consultant	5,000
		H. Inspect ER annual license	1,500
		I. Plan Review contract services	30,000
		J. Fire Investigation contract services	10,000
9306		Total Fire Prevention Operating Budget	\$ 1,223,355

Fire Prevention

Operations

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

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

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

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

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



Division	Account Code	Description	Amount
9307	1003	Regular Staff Salaries	\$ 4,693,533
		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)	4,693,533
9307	1019	CTO Pay	\$ 550,400
		A. As per District policy, CTO is reconciled at 96 hours per year.	539,000
		B. Deputy Fire Chief 120 hours CTO	11,400
9307	1020	Overtime - Callback	\$ 1,447,000
		A. Overtime pay is paid to uniformed personnel called back to shift duty when authorized by the Fire Chief or his designated representative, in order to maintain minimum staffing or due to unusual emergencies at time and one-half of the base rate.	1,424,000
		B. Wildland duty coverage	23,000
9307	1021	Out of Class Pay	\$ 21,000
		A. Out of class pay for working outside of regular classification on regular shift	21,000
9307	1023	Response Pay	\$ 6,000
		Emergency Response Pay	6,000
9307	1025	Vacation Pay	\$ 180,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	134,000
		B. Vacation leave paid at retirement	46,000
9307	1026	Education Incentive	\$ 31,500
		MOU Education Incentives	31,500
9307	1402	Retirement	\$ 2,518,000
		A. Funds for employee retirement contributions including safety employer contribution of Tier I 53.81%, Tier II 56.80%, Tier III 44.53%, Tier IIIA 41.63% and non-safety employer contribution of 20.72% and education incentives to maximum 3%.	2,445,000
		B. Retirement on vacation cash out	73,000

Operations

Division	Account Code	Description	Amount
9307	1404	<u>FICA Medicare</u>	\$ 97,100
		A. The District pays 1.45% to the Federal Government for its portion of FICA Medicare for all new employees hired after 6/1/86.	67,000
		B. Medicare on overtime, CTO & sick and vacation on retirement	28,100
		C. Medicare on vacation cash out	2,000
9307	1502	<u>Life Insurance</u>	\$ 13,000
		The District contributes a maximum of \$12 per month per employee for members of the Firefighters Bargaining Group. The District pays \$12 or 50% whichever is greater of the life insurance premium for B/C's.	13,000
9307	1510	<u>Dental Insurance</u>	\$ 110,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	110,000
9307	1513	<u>Health Insurance</u>	\$ 1,036,900
		A. Effective 1/1/2022 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	500,000
		B. Effective 1/1/2022 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	470,000
		C. Retiree health savings plan	66,900
9307	1514	<u>Vision Plan</u>	\$ 8,500
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	8,500
9307	1517	<u>Admin Allowance</u>	\$ 1,800
		Disability insurance allowance for non safety employees	1,800
9307	1704	<u>Sick Leave Buyback</u>	\$ 10,000
		Sick leave paid at retirement	10,000
9307	1706	<u>Deferred Compensation</u>	\$ 180,400

Division	Account Code	Description	Amount
		A. Per Memorandum of Understanding with Novato Professional Firefighters Association and Memorandum of Understanding with Battalion Chief Officers Association, the District will contribute up to \$100 per month dollar for dollar match toward an employee's deferred compensation plan. Per Compensation and Benefits Agreement with Professional Management and Administrative Support Staff, the District will contribute up to \$150 per month dollar for dollar match toward an employee's deferred compensation plan.	43,200
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	58,000
		C. Allowance for employees not participating in group medical	67,200
		D. Education incentive deferred compensation.	12,000
9307	2020	<u>Cal-OSHA Requirements</u>	\$ 27,500
		A. Wildland PPE	2,500
		B. Bi-Annual inspection/cleaning of structure gear (per NFPA)	21,000
		C. PPE - Leather Boots	4,000
9307	2034	<u>Outside Assistance</u>	\$ 11,000
		A. Explorer Post	6,000
		B. 21 / 22 recruit academy	5,000
9307	2042	<u>Extinguishing Agents</u>	\$ 10,500
		A. Fire Extinguisher Powder	500
		B. Class A and B Foam	10,000
9307	2268	<u>Special Fire Equipment & Supplies</u>	\$ 85,700
		A. Misc. parts	500
		B. USAR uniforms and boots	2,000
		C. Small Batteries	1,000
		D. Thermal Imager Camera Repairs, misc parts.	8,000
		E. Flashlight Lenses, Bulbs (converting to LED)	1,000
		F. Repair & replacement of small tools (need to replace old handtools)	500
		G. Oasis Valve (7) and adapters	20,000
		H. Thermal Imager Camera Repairs, misc parts.	500
		I. Fire hose	30,000
		J. Nozzle & Fittings Repair	5,000

Division	Account Code	Description	Amount
	K.	Door Emblems & Graphics	3,000
	L.	Cobra Chainsaw Chains	2,500
	M.	Replace 2 Chainsaws	1,700
	N.	Confined space equipment	10,000
9307		Total Operations Operating Budget	\$ 11,039,833

Operations

Organizational Resources and Support Services

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

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

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

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



Division	Account Code	Description	Amount
9308	1003	Regular Staff Salaries	\$ 961,172
		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 2 Administrative Assistants	961,172
9308	1019	CTO Pay	\$ 40,100
		A. As per District policy, CTO is reconciled at 96 hours per year.	23,000
		B. Fire Chief 100 hours CTO	10,800
		B. Finance Director 40 hours CTO	3,100
		B. Human Resources Manager 40 hours CTO	3,200
9308	1020	Overtime - Callback	\$ 3,000
		A. Overtime pay is paid to administration support staff at time and one-half of the base rate.	3,000
9308	1022	Director Fees	\$ 24,000
		\$200 fee is paid for each meeting attended, 12 regular meetings, 6 special meetings plus workshops, study sessions and committee meetings for five directors.	24,000
9308	1023	Response Pay	\$ 1,000
		Emergency Response Pay	1,000
9308	1025	Vacation Pay	\$ 24,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	24,000
9308	1402	Retirement	\$ 294,000
		A. Funds proposed for employee retirement contributions of 75% of Fire Chief's employee contribution, including additional safety employer contribution of Tier I 53.81% and non-safety employer contribution of Tier I 20.72% and Tier IIA 18.12%.	285,000
		B. Retirement on vacation cash out	9,000
9308	1404	FICA Medicare	\$ 15,000
		A. The District pays 1.45% to the Federal Government for its portion of FICA Medicare for all new employees hired after 6/1/86.	14,000
		B. Medicare on overtime and CTO on retirement	600
		C. Medicare on vacation cash out	400

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	1502	<u>Life Insurance</u>	\$ 3,000
		The District contributes \$12 or 50% whichever is greater of the life insurance premium per month. The District pays 100% of the life insurance premium per month for the Fire Chief.	3,000
9308	1510	<u>Dental Insurance</u>	\$ 23,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	23,000
9308	1513	<u>Health Insurance</u>	\$ 1,417,070
		A. Effective 1/1/2022 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	105,000
		B. Effective 1/1/2022 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	100,000
		C. Retiree health savings plan	17,100
		D. Retiree health OPEB pre-funding contribution	1,194,970
9308	1514	<u>Vision Plan</u>	\$ 2,000
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	2,000
9308	1517	<u>Admin Allowance</u>	\$ 12,600
		Disability insurance allowance for non safety employees	12,600
9308	1701	<u>Workers' Comp</u>	\$ 1,248,429
		A. FASIS Workers Compensation premiums net of estimated 4850 temporary disability reimbursements	1,176,229
		B. Athens Administration	30,000
		C. Self insured open claims	34,000
		D. Workers Comp actuarial study	3,200
		E. EDD Unemployment Insurance	3,000
		F. Self insurance fees miscellaneous	2,000
9308	1703	<u>Physicals</u>	\$ 60,521
		Annual employee physicals and fitness testing	60,521
9308	1706	<u>Deferred Compensation</u>	\$ 60,158

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		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.	14,058
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	11,800
		C. Allowance for employees not participating in group medical	16,800
		D. Education incentive deferred compensation.	17,500
9308	2021	<u>Clothing</u>	\$ 6,500
		A. Badges & Insignia	1,000
		B. Class A uniforms	5,500
9308	2027	<u>Tool Replacement</u>	\$ 3,500
		Replacement of Broken/Worn-out tools & New Special Tools - Mechanics Shop	3,500
9308	2028	<u>Board Expense</u>	\$ 15,000
		A. Annual Board of Directors training & conferences	12,000
		B. Board events and miscellaneous	3,000
9308	2029	<u>Advertising</u>	\$ 11,000
		A. Legal Notices	1,000
		B. Website	10,000
9308	2034	<u>Outside Assistance</u>	\$ 156,288
		A. MHN Employee Assistance Program est \$1,088 per month	13,748
		B. Behavioral Health Training - Tim Dietz	6,140
		C. BHAP Miscellaneous	5,000
		D. Part-time Accounting Specialist temp, consulting for GEMT cost report and CAFR	124,400
		E. Maintenance and repair of exercise equipment	2,000
		F. West Coast Post Trauma	5,000
9308	2039	<u>Schools and Seminars</u>	\$ 1,450
		A. Leadership Novato Tuition	1,200
		B. Computer classes and conferences for Admin Assistant staff	250
9308	2041	<u>Food</u>	\$ 20,000
		Food for incidents, events, classes, meetings	20,000

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	2049	Conferences & Meetings	\$ 25,400
		A. Cal Chiefs Conference	7,500
		B. FDAC Conference	4,000
		C. Accountants Continuing Professional Education	3,000
		D. CAC training	2,400
		E. AFSS Annual Education Forum / CSDA Conf	3,500
		F. Telestaff Annual Conference	5,000
9308	2050	Equipment Testing	\$ 48,250
		A. Service SCBA Air Compressor	4,000
		B. Annual SCBA flow testing and repairs	13,500
		C. Annual Hose and ground ladder testing	20,000
		D. Annual Test of Shop Trolley Crane	500
		E. Annual Test and Service for rescue tool	3,500
		F. Annual Test and Repair of Shop Lifts	3,000
		G. Annual Test of Aerial Ladder	1,500
		H. Opacity Testing	1,750
		I. Smog Testing	500
9308	2059	Liability & Property	\$ 182,505
		Buildings, property and liability insurance	182,505
9308	2074	School and Seminars	\$ 5,500
		California Fire Mechanics Academy	5,500
9308	2087	Parts & Outside Labor	\$ 200,000
		Parts & accessories required to maintain & repair vehicles by District personnel, Outside labor that cannot be performed in the District Shop & tire replacement	200,000
9308	2088	Shop Supplies	\$ 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	Election Expense	\$ -
9308	2131	Books & Periodicals	\$ 300

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		A. Periodicals/reference books (National Fire/EMS Directory, Fire Engineering, MarinScope)	300
9308	2137	Document Reproduction	\$ 4,000
		Annual Service Contract for Copiers Admin	4,000
9308	2141	Computer Supplies	\$ 80,000
		A. Toner (laser printers)	13,000
		B. Cisco Switch Support/Warranty	8,000
		C. Computer Replacement (40)	40,000
		D. 6 surface pros with MIFI / laptops Or Ipads	8,000
		E. Laptop with Extended Keyboard	4,000
		F. Dual Monitors replacement	2,000
		G. Laser printers	5,000
9308	2151	Computer System Software	\$ 266,500
		A. Target Solutions	7,000
		AA. Cisco Video Conference Subscription	9,000
		AB. Blue Beam software	2,300
		AC. KnowBe4 software	2,500
		AD. Peloton	1,000
		AE. PER	1,000
		AF. Voip End point licenses (3 years)	3,000
		AG. Fire Station Alerting MERA	100,000
		B. Avenza software	4,500
		C. PS Trax	2,500
		D. Software Updates and New Software Tab Command	4,000
		E. TeleStaff license renewal & software upgrades Gateway Mgr	20,000
		F. Exchange server host Rackspace	22,000
		G. Emergency Reporting Annual Service Fee	12,000
		H. Cisco ASA 5515 Firewalls support / warranties	12,000
		I. Proof Point	3,600
		J. Zendesk Trouble Ticket system	4,000
		K. Veritas (Symantec) Backup Exec renewal	1,500
		L. Trend Micro Renewal	2,000
		M. Overland Storage Warranty	1,500

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		N. Dell Physical server warranties	5,000
		O. VMWare licensing	5,500
		P. Wireless Access Point licensing/warranties	4,200
		Q. Filemaker Pro Licenses	10,000
		R. Airwatch licenses, annually	4,000
		S. Mobile Tech Committee software purchases	2,000
		T. Cisco Vsphere software	1,500
		U. Cisco Verizon Private Ntwrk router license/support	2,500
		V. New Shared Calendar system	1,200
		W. Nixle Alerting Software	5,000
		X. Informacast VOIP Paging	1,000
		Y. Cisco VPN AnyConnect	1,000
		Z. Jabber Cisco Software	8,200
9308	2164	<u>Computer Hardware Maintenance</u>	\$ 152,300
		A. Laser Printer Maintenance and Repair	4,000
		B. Hardware upgrades and repair	6,000
		C. Marin IT support services	130,000
		D. Compellent Servers and San support/warranties	8,300
		E. UPS Server room annual maintenance (Power Maintenance/S and J)	2,000
		F. UPS Upgrade all stations	2,000
9308	2262	<u>Hazardous Materials Prog</u>	\$ 10,000
		Annual expense for participation in the Marin County Hazardous Materials JPA	10,000
9308	2268	<u>Special Fire Equipment & Supplies</u>	\$ 2,500
		Fire scene respirator protection	2,500
9308	2269	<u>Property Tax Fee</u>	\$ 336,125
		A. County of Marin property tax collection fee	275,000
		B. County of Marin special assessment collection fee	40,000
		C. LAFCO charge	21,000
		D. County of Marin special assessment data fee	125
9308	2273	<u>Empl Service & Recog</u>	\$ 5,000
		Employee recognition	5,000
9308	2396	<u>Facilities Prevent Maintenance</u>	\$ 150,199

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		A. HVAC	20,000
		B. Landscaping	45,000
		C. Generators	11,000
		D. Carpet / tile cleaning	15,000
		E. Elevator	3,500
		F. Garage Doors	4,000
		G. Fire Spinkler systems	3,500
		H. Septic system	999
		I. Fire Extinguishers	3,000
		J. Janitorial Service	10,000
		K. Pest Control	9,000
		L. CUPA	3,200
		M. Vortex Victaulic Fire Suppression (Admin & Station 64): Bi-annual Inspections	5,000
		N. Water Dispensers (all sites)	4,000
		O. Sta 64 grease trap	2,000
		P. BAQQ Annual Permit Fee	5,000
		Q. Station 61 boiler prevent main	2,000
		R. annual monitoring fee (generators)	4,000
9308	2397	Facilities Projects	\$ 191,000
		A. Ergonomic Work Station Adjustments (all sites): As needed	2,000
		B. Convert Landscape Irrigation Drip	24,000
		C. Station 62 retaining wall	15,000
		D. Contract with firm to provide a bundle energy program	25,000
		E. replace all interior lighting with LED	50,000
		F. Video Surveillance , St 1, 2, 3, 5	6,000
		G. Replace boundary fence at Station 62	18,000
		H. Shelves / Racks St.63	2,000
		I. Chairs for Station 65	2,000
		J. Sta 62 retaining wall repair	20,000
		K. HVAC deep clean / mold	12,000
		L. External monitoring for all district generators	15,000
9308	2398	Facilities Repairs	\$ 136,500

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		A. Appliances	6,000
		B. Carpet Cleaning	1,500
		C. Electrical	3,000
		D. Garage Doors	25,000
		E. Generators (all sites): Repairs	10,000
		F. Heating Ventilation Air Conditioning	35,000
		G. Landscaping	2,000
		H. Minor repairs to all facilities	10,000
		I. Plumbing	10,000
		J. Roofing repairs	10,000
		K. Security Services (Admin & S65): 24/7/365	13,000
		L. Plymovent repairs	6,000
		M. S62: Septic Tank Repairs	2,000
		N. Fire Sprinkler repairs	3,000
9308	2399	Station Supplies	\$ 25,000
		Supplies used in the everyday maintenance of the fire Stations	25,000
9308	2401	Memberships	\$ 32,770
		A. Government Finance Officers Association	160
		B. IAFC	260
		C. FDAC	750
		D. MCFCA Installation Event	1,500
		E. MC Fire Chiefs	8,000
		F. Novato Chamber of Commerce Dues, Honors Dinner, Paint the Town Red	1,800
		G. Firestrong Annual membership	1,500
		H. Marin Map Phase II	5,000
		I. Nor Cal Fire Mechanics (4 members)	1,000
		J. CA Fire Chiefs Membership	1,800
		K. Fire District Assoc FDAC	500
		L. CSDA	7,800
		M. Chamber of Commerce Novato	2,700
9308	2406	Payroll Service Charge	\$ 46,700

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		A. Payroll processing, quarterly reports, W-2 reports, direct deposit activity, ADP training classes and miscellaneous bank charges	44,000
		B. WageWorks POP and FSA Annual and Monthly Fees	2,700
9308	2407	<u>Office Supplies</u>	\$ 50,400
		A. CA Labor Law Posters for all Stations and Admin	400
		B. Supplies for office use	25,000
		C. Customer survey forms - printing	1,000
		D. Records and archiving and shredding	4,000
		E. Lease/service contract for postage machine	6,000
		F. NFD Neopost Postage	7,000
		G. Printing envelopes, business cards, certificate covers	7,000
9308	2501	<u>Gas, Oil & Grease Vehicles</u>	\$ 150,450
		A. Auto mileage and tolls (Fast Trac fees)	2,600
		B. #2 Diesel fuel	55,000
		C. Gasoline	55,000
		D. Haz/Mat Disposal, motor oil, filters	1,500
		E. Service and Haz/Mat disposal of solvent tank	1,500
		F. BAAQMD - tank permits	2,500
		G. Fuel Tanks (S61, S62, S65): Quarterly Inspections, Maintenance and Repairs	30,000
		H. Small Engine Lubricants	250
		I. Paint Fuel Tanks at S61, S62, S64,S65	100
		J. Small Engine Fuel (non-ethanol)	2,000
9308	2510	<u>Out of County Logistics</u>	\$ 10,000
		Food, lodging, fuel and miscellaneous for deployed resources	10,000
9308	2528	<u>Central Dispatch</u>	\$ 540,000
		Marin County Communications Center dispatch fee	540,000
9308	2530	<u>Emergency Operations Center</u>	\$ 37,500
		Emergency Services Consultant Contract	37,500
9308	2533	<u>Marin Emergency Radio Authority</u>	\$ 140,000
		A. MERA operational cost	128,000
		B. MERA new debt	12,000
9308	2537	<u>Radio & MDC Maintenance</u>	\$ 73,720

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		A. Communication equipment repairs, replacement, parts, labor, and maintenance	15,000
		B. MDC Service Agreement with MCSO	33,000
		C. BK GPH/KNG portable radio support	1,000
		D. Big Rock Raws Maintenance	350
		E. Robin Hood Raws Maintenance	200
		F. VHF Radio annual programing & FCC Maint	14,500
		G. RACES (radio amatuer civil emergency service) EOC update	1,450
		H. 24 BK portable radio batteries (3500 mHa)	3,600
		I. 12 BK Mobile Battery Chargers (U40, U41, OOC Type 1) includes installation	4,620
9308	2539	<u>Tablet Command</u>	\$ 58,900
		A. MDT / Tablet Command - Reserve iPads and Mounting Equipment	6,900
		B. MDT / Tablet Command - Annual Licenses and Subscription (25 licenses)	22,000
		C. MDT / Tablet Command / Telestaff staffing integration annual cost	1,000
		D. MDT / Tablet Command - Verizon Unlimited Data Plans	17,000
		E. MDT / Tablet Command - AT&T Unlimited Data Plans	12,000
9308	2713	<u>Legal Fees</u>	\$ 156,250
		District Counsel, Personnel, and Litigation fees.	156,250
9308	2717	<u>Audit & Accounting Fees</u>	\$ 38,700
		A. Annual audit	22,000
		B. Audit services - agreed upon procedures	5,000
		C. Government Finance Officers Association CAFR & PAFR fees	800
		D. CAFR statistics	900
		E. OPEB Actuarial Valuation Fees	10,000
9308	2718	<u>Consulting Fees</u>	\$ 162,070
		A. Community communications and outreach	75,000
		B. Strategic Plan Consultant Support	15,000
		C. Statistics Vendor Support	10,000
		D. Pre-employment background and testing	23,000
		E. Lexipol	7,320
		F. Lynx GIS Map Support	5,500

Organizational Resources and Support Services

Division	Account Code	Description	Amount
		G. Redistricting study	26,250
9308	2731	<u>Water</u>	\$ 33,000
		Costs charged by North Marin Water District for water usage	33,000
9308	2732	<u>Electricity</u>	\$ 132,000
		Costs charged by Pacific Gas & Electric for electricity & Gas usage.	132,000
9308	2736	<u>Garbage</u>	\$ 30,800
		Cost of Garbage and Trash Pickup (Special Pickups)	30,800
9308	2737	<u>Sewage</u>	\$ 27,500
		Costs charged by Novato Sanitary District for sewer service	27,500
9308	2738	<u>Telephone System</u>	\$ 140,100
		A. Vcom Lease lines	43,000
		B. Alpha Pagers	2,400
		C. Satellite Phone Service Contract	2,400
		D. Conference Call Services	1,000
		E. Marin.org fees (Fiber optic to County)	25,000
		F. Comcast/ATT DSL services	3,000
		G. Dish Satellite TV Services Admin	1,300
		H. Verizon Cardiac Monitor Lines	1,200
		I. Verizon Business Lines	2,000
		J. Voxeo Aspect phones for Telestaff	1,200
		K. Verizon Private Network	3,000
		L. Video Conferencing services - Web Ex	4,000
		M. ATT Wireless	8,000
		N. Verizon Wireless	42,000
		O. Verizon EOC Wireless phones	600
9308		Total Organization Resources & Support Operating Budget	\$ 8,090,727

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	3301	Debt Service - Principal Payments	\$ 548,361
		A. Bank of Marin - 12 monthly mortgage principal payments	235,361
		B. Station 64 - Principal Payments	313,000
9308	3302	Debt Service - Interest Payments	\$ 29,627
		A. Bank of Marin - 12 monthly mortgage interest payments	9,800
		B. Station 64 - Interest Payments	19,827
9308		Total Organizational Resources & Support Debt Service Budget	\$ 577,988

Division	Account Code	Description	Amount
9308	4048	Building Facilities	\$ 180,000
		A. Station 62 re-roof (felt)	100,000
		B. Tower - Utilities connection to bathroom and classroom	80,000
9308	4815	Fire Suppression Equipment	\$ 1,846,000
		A. Aerial Ladder Truck	1,200,000
		B. 1 Type 3 Engine	430,000
		C. 3 Utility vehicles	216,000
9308	4818	Exercise Equipment	\$ 7,000
		A. Replacement of exercise equipment	4,000
		B. Treadmills	3,000
9308	4834	Communication & Computers & Equipment	\$ 42,400
		A. 4 New Cal Fire BK Mobile Radios (type I engines) and installation	22,400
		B. Next Gen MERA Station Alerting Enhancements - All stations	15,000
		C. Run Map updates (Blue)	5,000
9308		Total Organizational Resources and Support Capital Budget	\$ 2,075,400

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	6810	<u>Rainy Day Fund</u> Rainy Day Fund minimum two months of expenditures	\$ 4,585,870
9308	6981	<u>EMS Capital Equipment Reserve</u> Funds for Emergency Medical Services equipment replacement	838,000
9308	6983	<u>Unemployment Insurance Reserve</u> The District is self-insured for unemployment insurance	35,100
9308	6984	<u>Apparatus Replacement</u> This reserve is maintained to insure that all apparatus and vehicles are replaced as per the District's Replacement Schedule	2,665,000
9308	6985	<u>Facility Capital Improvement</u> These funds are maintained to provide necessary funding for future construction of fire facilities	500,000
9308	6986	<u>Management Info Sys Reserve</u> Funds for management information systems due to technological enhancements	456,400
9308	6987	<u>Retirement Unfunded Liability</u> Funds are to provide for retirement unfunded liability	3,500,000
9308	6992	<u>Workers Comp Fund Reserve</u> Reserve for open self insured Workers Compensation claims	998,410
9308	6993	<u>Retiree Health Benefits Reserve</u> Funds are to provide future payment of retiree health benefits	2,389,940
9308	6995	<u>Debt Sinking Fund</u> Funds are to provide future principal payments on the unpaid apparatus lease purchase payments	-

Organizational Resources and Support Services

Division	Account Code	Description	Amount
9308	6996	Protective Equipment Reserve Funds are to provide for future replacement of personal protective equipment	250,000
9308	6999	Compensated Absences Funds are for unused sick leave, vacation and other leave	1,114,047
9308		Total Committed and Assigned Fund Balances	<u>\$ 17,332,767</u>

Training and Education

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

The Division provides extensive training to its own members, 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
- Conducting live fire training for both structural and wildland firefighting
- Coordination and delivery of training to our Explorer Post 61
- Development and testing of acting engineers, captains, and battalion chiefs, and coordinating access to career development courses.
- Joint training with our local law enforcement agencies and with the MCFCA Training Officers countywide
- Management of the Vocational Education Program and the California Joint Apprenticeship Committee (CalJAC) participation
- Maintaining current and best practices in professional operations and training associations through memberships on the local and state level.
- Ensuring best practice compliance with contemporary risk management guidelines and applicable safety standards and regulations.
- Managing the training facility located behind Station 62 which is utilized daily by the Novato Fire Protection District, local Marin County Fire and law enforcement agencies and local neighborhood groups throughout the Novato Fire Protection District.
- Leadership of both the Research and Development Committee and the Safety Committee
- Assisting in all levels of hiring new employees from the application process to the new recruit academy and throughout their 12 month probationary period
- Management of the Vector Solutions training system and the CICCIS Red Card qualification database
- Involvement in all in-servicing of new tools and equipment
- Management of all taskbooks for all personnel
- Providing operational Battalion Chief coverage and assistance to the District whenever needed



Division	Account Code	Description	Amount
9313	1003	<u>Regular Staff Salaries</u>	\$ 162,075
		Base salaries as designated by 2017/19 Memorandum of Understanding with Battalion Chief Officers Association for 1 Battalion Chief.	162,075
9313	1019	<u>CTO Pay</u>	\$ 1,000
		A. As per District policy, CTO is reconciled at 96 hours per year.	1,000
9313	1020	<u>Overtime - Callback</u>	\$ 113,000
		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.	103,000
		B. Wildland duty coverage	10,000
9313	1023	<u>Response Pay</u>	\$ 2,000
		Emergency Response Pay	2,000
9313	1025	<u>Vacation Pay</u>	\$ 6,000
		A. Employees may cash out up to 50% of accrued vacation payable on June 30	6,000
9313	1402	<u>Retirement</u>	\$ 104,000
		A. Funds proposed for employee retirement contributions for Training Director-Battalion Chief and safety employer contribution of Tier I 53.81% and education incentives to maximum 5%.	100,000
		B. Retirement on vacation cash out	4,000
9313	1404	<u>FICA Medicare</u>	\$ 4,700
		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.	3,000
		B. Medicare on overtime and CTO on retirement	1,600
		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	<u>Dental Insurance</u>	\$ 4,000
		The District pays 100% of the dental insurance premium for all employees. Estimated 5% increase in premiums	4,000
9313	1513	<u>Health Insurance</u>	\$ 36,400

Training and Education

Division	Account Code	Description	Amount
		A. Effective 1/1/2022 estimated 7% increase. The District pays supplemental benefit allowance caps of 80% of Kaiser.	18,000
		B. Effective 1/1/2022 estimated 7% increase. The District pays 83.29% of medical insurance premiums for retirees with dependent coverage; 100% for retirees with no dependent coverage; maximum paid coverage for retired B/C 100% of Family Kaiser Plan.	17,000
		C. Retiree health savings plan	1,400
9313	1514	<u>Vision Plan</u>	\$ 500
		The District pays 100% of the vision insurance premium for all employees. Estimated 5% increase in premiums	500
9313	1706	<u>Deferred Compensation</u>	\$ 3,200
		A. Per Memorandum of Understanding with Battalion Chief Officers Association, the District will contribute up to \$100 per month dollar for dollar match toward an employee's deferred compensation plan.	1,200
		B. Sick leave incentive paid quarterly into deferred compensation plan when sick leave is not used during a calendar quarter.	2,000
9313	2039	<u>Schools and Seminars</u>	\$ 83,700
		A. Career Development Guide-Based Courses	20,000
		B. Instructor, Contemporary Topic	20,000
		C. Conferences (Fresno TO, FDIC)	15,000
		D. Special Operations - Burn Permits e.t.c. BAAQMD	200
		E. Shift BC Continuing Education (Chief Officer Certification)	16,000
		F. Fire Control 3 Fixed Facilities Course. 6 members	12,000
		G. ISFSI, Sims U Share, additional memberships(no longer use evals.net)	500
9313	2040	<u>Training Aids and Materials</u>	\$ 15,000
		A. Vent training prop, Burn Room Construction / Maintenance / Creams	15,000
9313	2131	<u>Books & Periodicals</u>	\$ 1,100
		A. NWCG Supplies	500
		B. Station Libraries - Fire Engineering Texts	600
9313		Total Training Operating Budget	\$ 537,175

Training and Education