Preliminary Budget

Fiscal Year 2012/13

July 1, 2012 – June 30, 2013

Presented by:

Kurt P. Henke

FIRE CHIEF

&

Rhonda McFarlane

CHIEF FINANCIAL OFFICER

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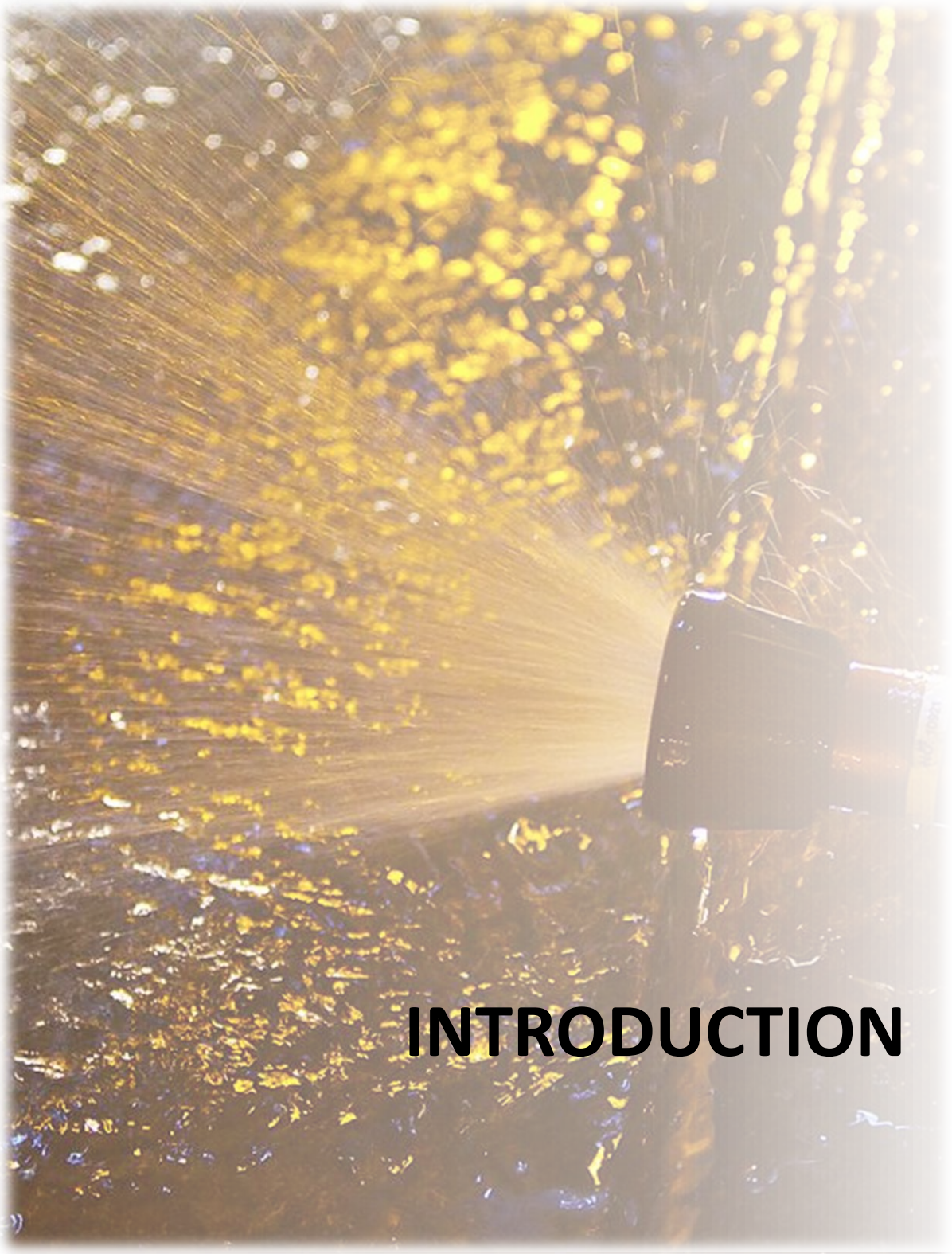


INTRODUCTION

BOARD OF DIRECTORS

Gary Monk

DIVISION 1

Grant B. Goold

DIVISION 2

SECRETARY
Randy Orzalli

DIVISION 3

Jim Newcomer

DIVISION 4

Jack Scheidegger

DIVISION 5

D'Elman Clark

DIVISION 6

VICE PRESIDENT
Matt Kelly

DIVISION 7

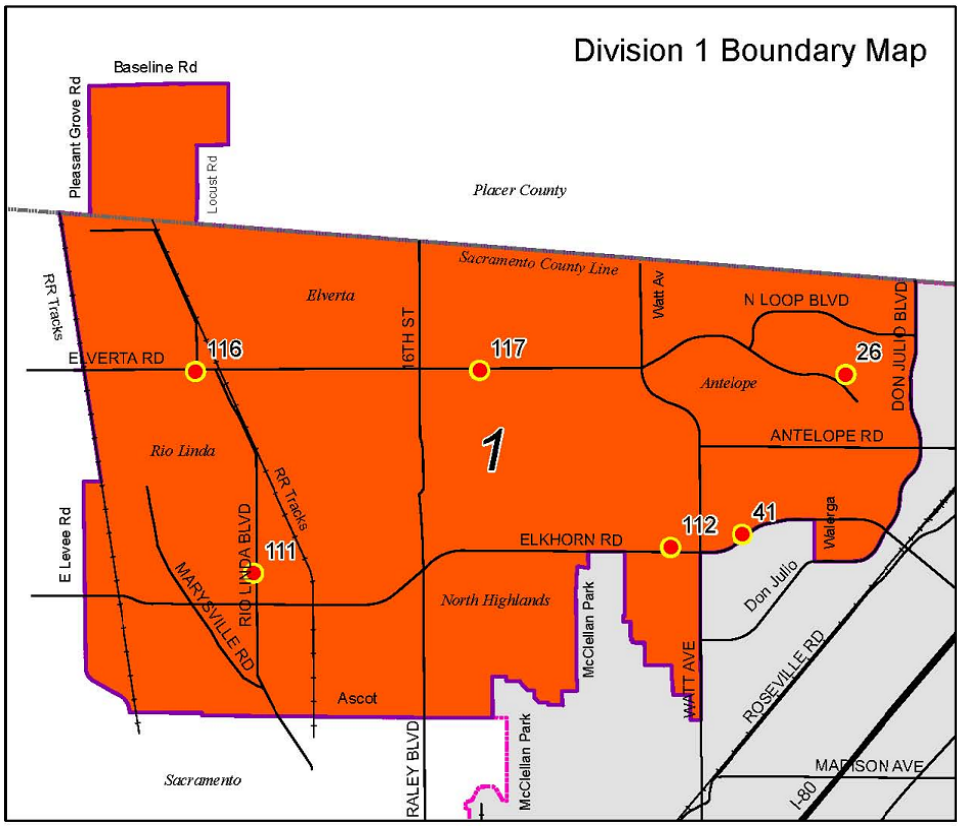
PRESIDENT
Gay Jones

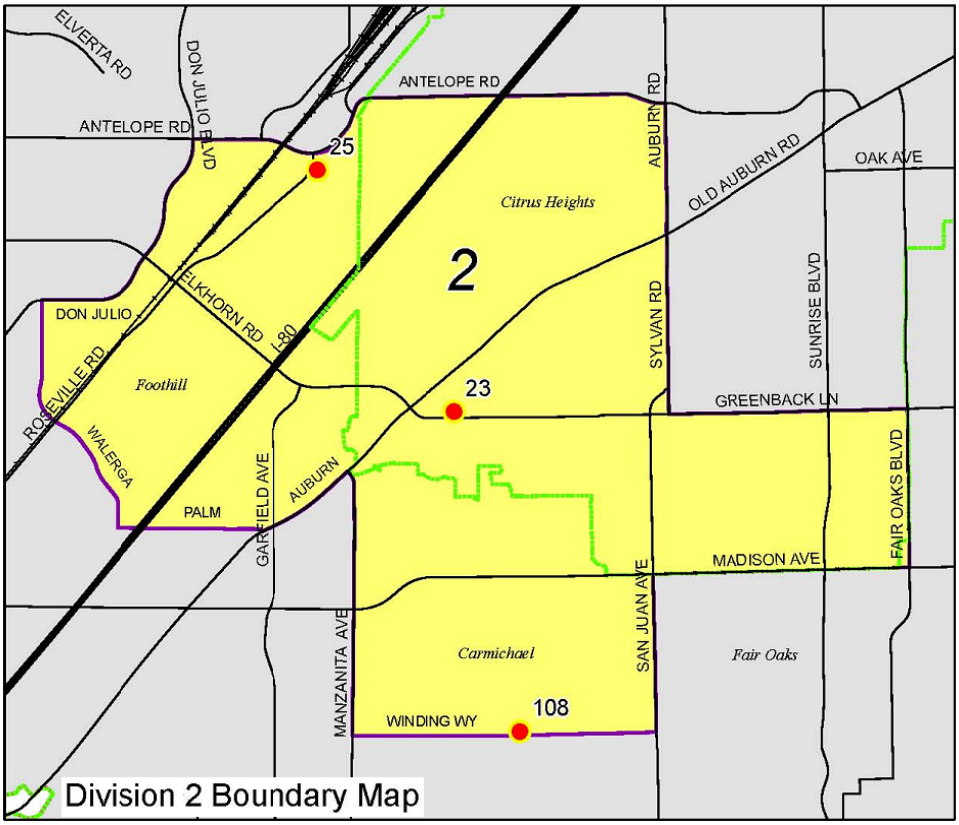
DIVISION 8

Dave Pierson

DIVISION 9

DIVISION BOUNDARY MAPS

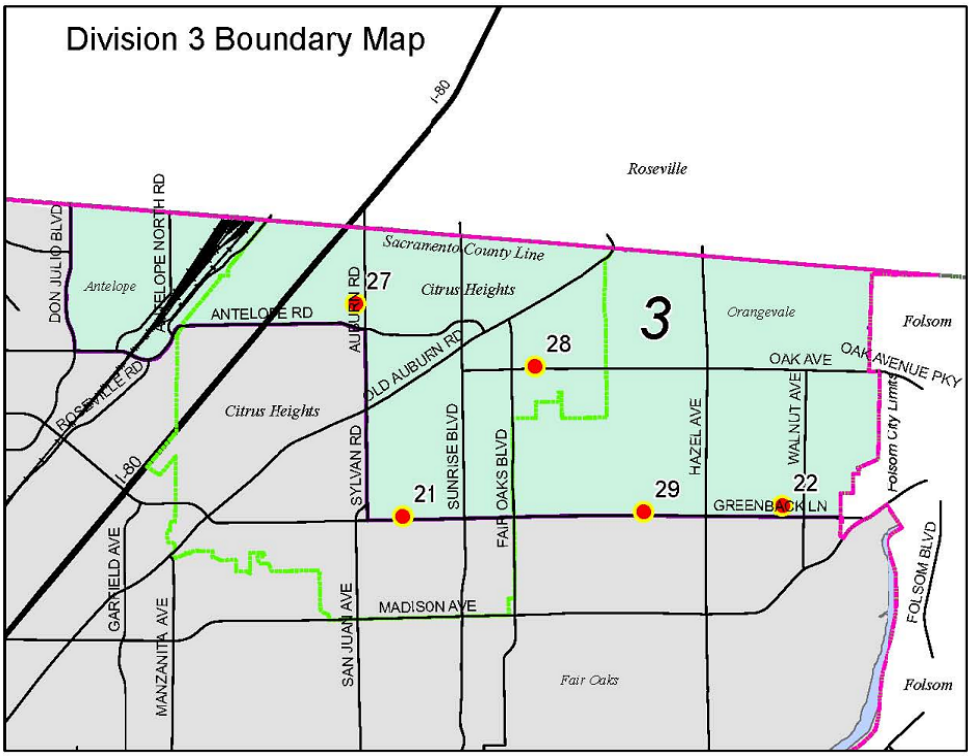


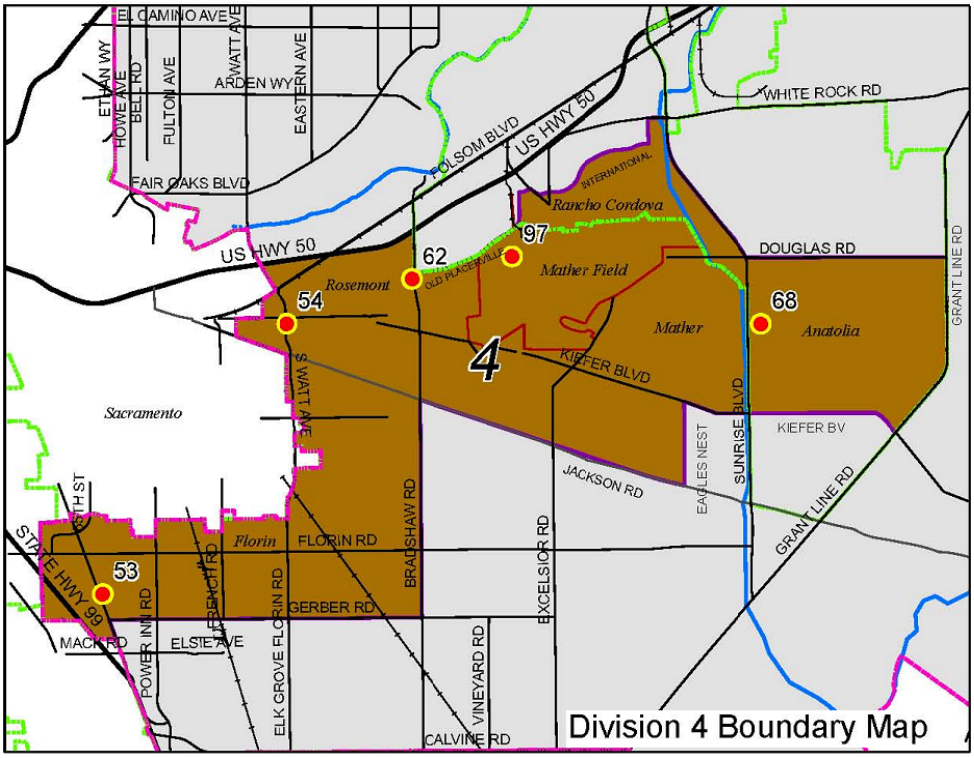


Fire Stations Div 9

Sac Metro Fire District

DIVISION BOUNDARY MAPS

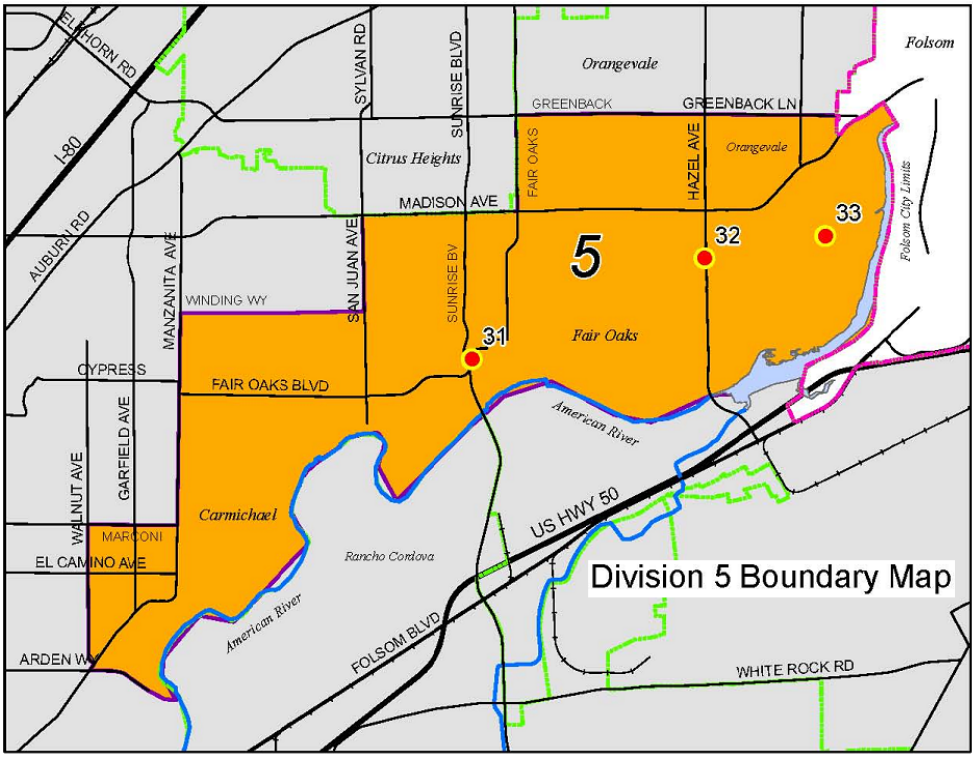


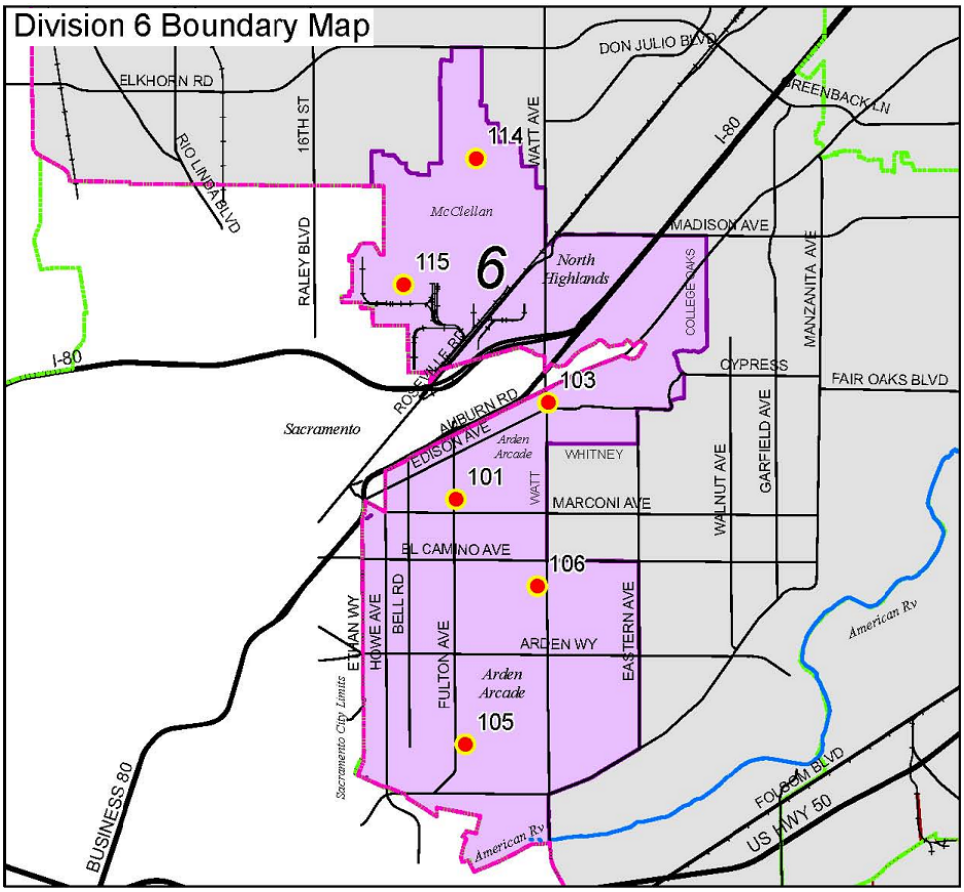


Fire Stations Div 9

Sac Metro Fire District

DIVISION BOUNDARY MAPS

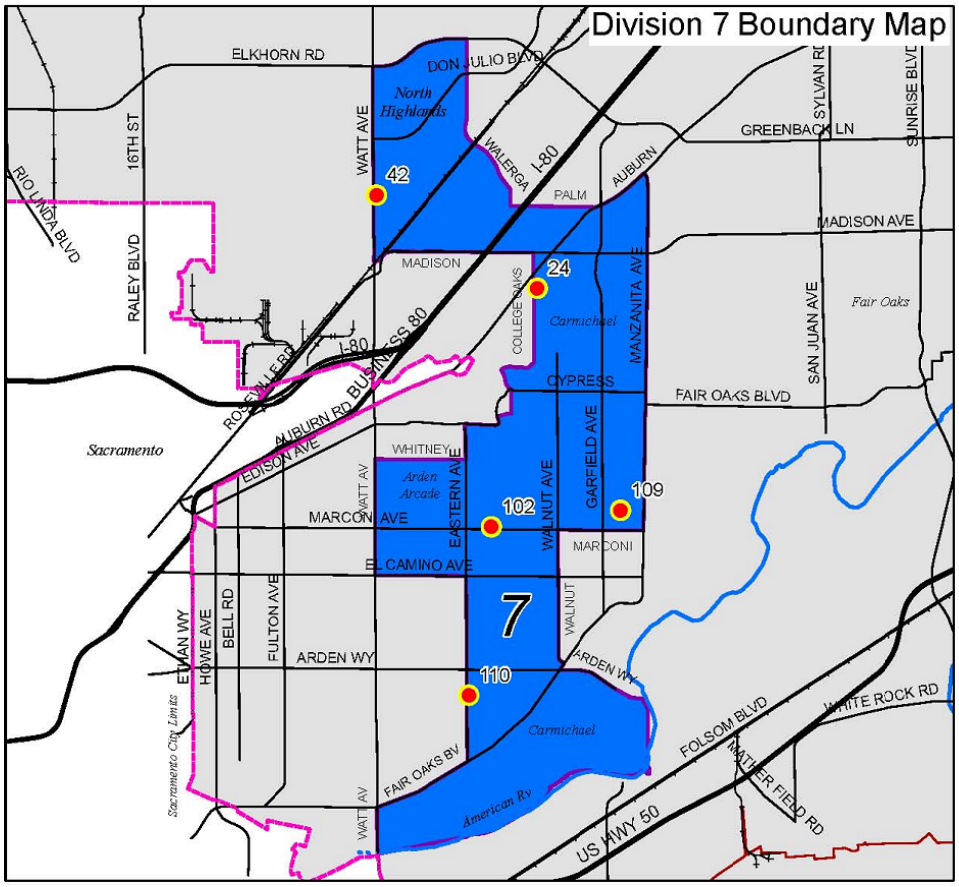


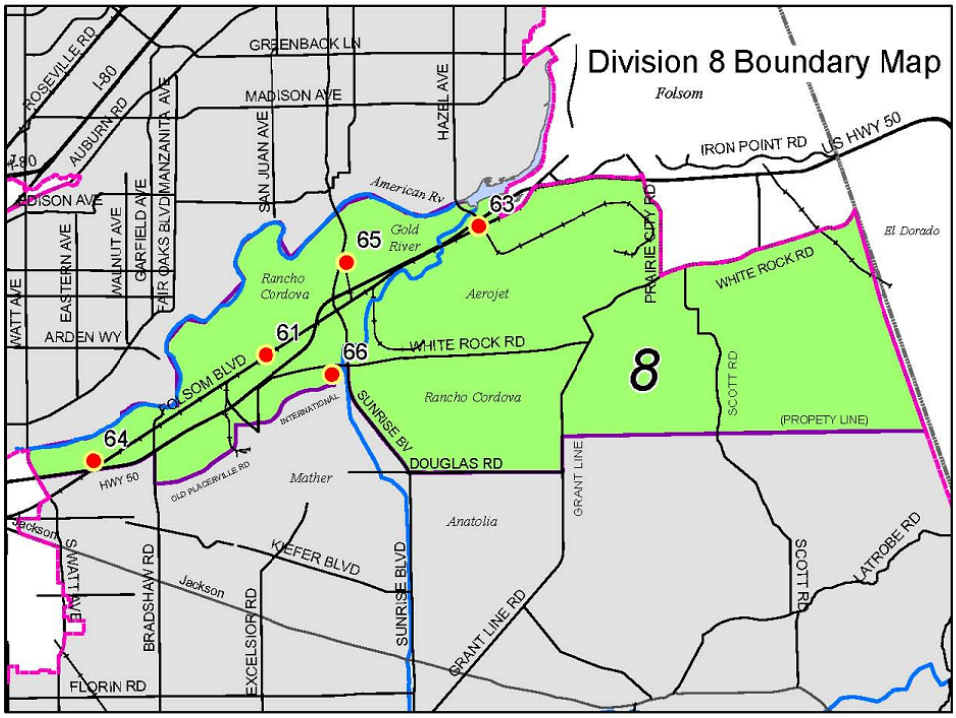


Fire Stations Div 9

Sac Metro Fire District

DIVISION BOUNDARY MAPS

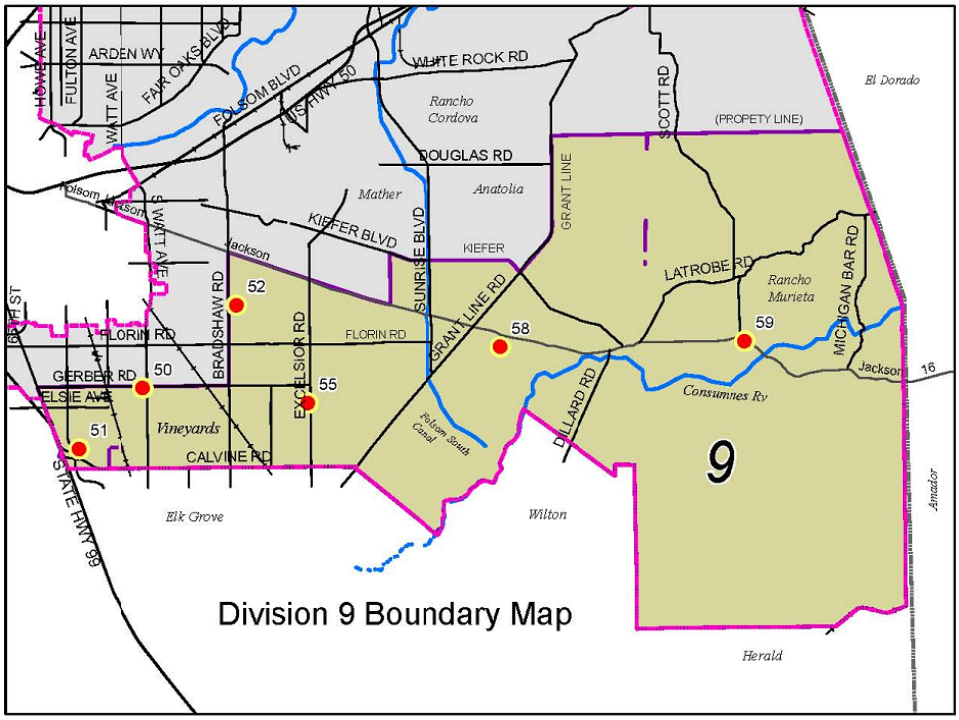




Fire Stations Div 9

Sac Metro Fire District

DIVISION BOUNDARY MAPS



Fire Stations Div 9

Sac Metro Fire District

Kurt P. Henke

Kurt P. Henke began his career in the fire service in 1981 as a volunteer Firefighter/Engineer with Napa County Fire Department, where he stayed until 1986. His professional career began in 1984 as a Firefighter/EMT with the Department of the Navy, Skaggs Island Fire Department. Kurt moved on in 1985 to become a full-time Firefighter with the City of Vallejo Fire Department. From there he was promoted to Captain in 1992, where he was assigned to the Training and Suppression divisions and was appointed as the Director of Training in 1996. Kurt was promoted to Assistant Chief in 1998, in the capacity of Manager to both the Suppression and Fire Prevention divisions; a position he held until he left to become a part of the Metro family as the Deputy Chief of Operations on October 1, 2009. Kurt served on the Executive Board of IAFF Local 1186 from 1992 to 2009, with the last 15 of those years as President. Kurt was appointed as the Sacramento Metropolitan Fire District's fourth Fire Chief on April 14, 2011.

COMMAND STAFF

Fire Chief . . . . . Kurt P. Henke

Deputy Chiefs
- Operations . . . . . Chris Holbrook
- Administration . . . . . Mark Wells
- Support Services . . . . . Duane Arend

Chief Development Officer . . . . . Larry Davis

Chief Financial Officer . . . . . Rhonda McFarlane, CPA

Assistant Chiefs
- A Shift . . . . . Darren Taylor
- B Shift . . . . . Scott Cockrum
- C Shift . . . . . Walt White
- EMS . . . . . Bill Daniels
- Training/Safety . . . . . John Wagner

DISTRICT HISTORY

On September 25, 1999 by unanimous vote, the Board of Directors of the American River Fire District adopted an application for reorganization resolution with the Sacramento County Fire Protection District. On September 23, 1999, the Board of Directors of Sacramento County Fire adopted the application for reorganization with the American River Fire District. The adoptions of these resolutions officially called for the reorganization of both districts, which occurred on December 1, 2000.

The administration and membership of the District recognize the contribution and rich history of its predecessor departments. There are 16 prior fire departments represented in the Metro Fire organization. The predecessor fire districts include:

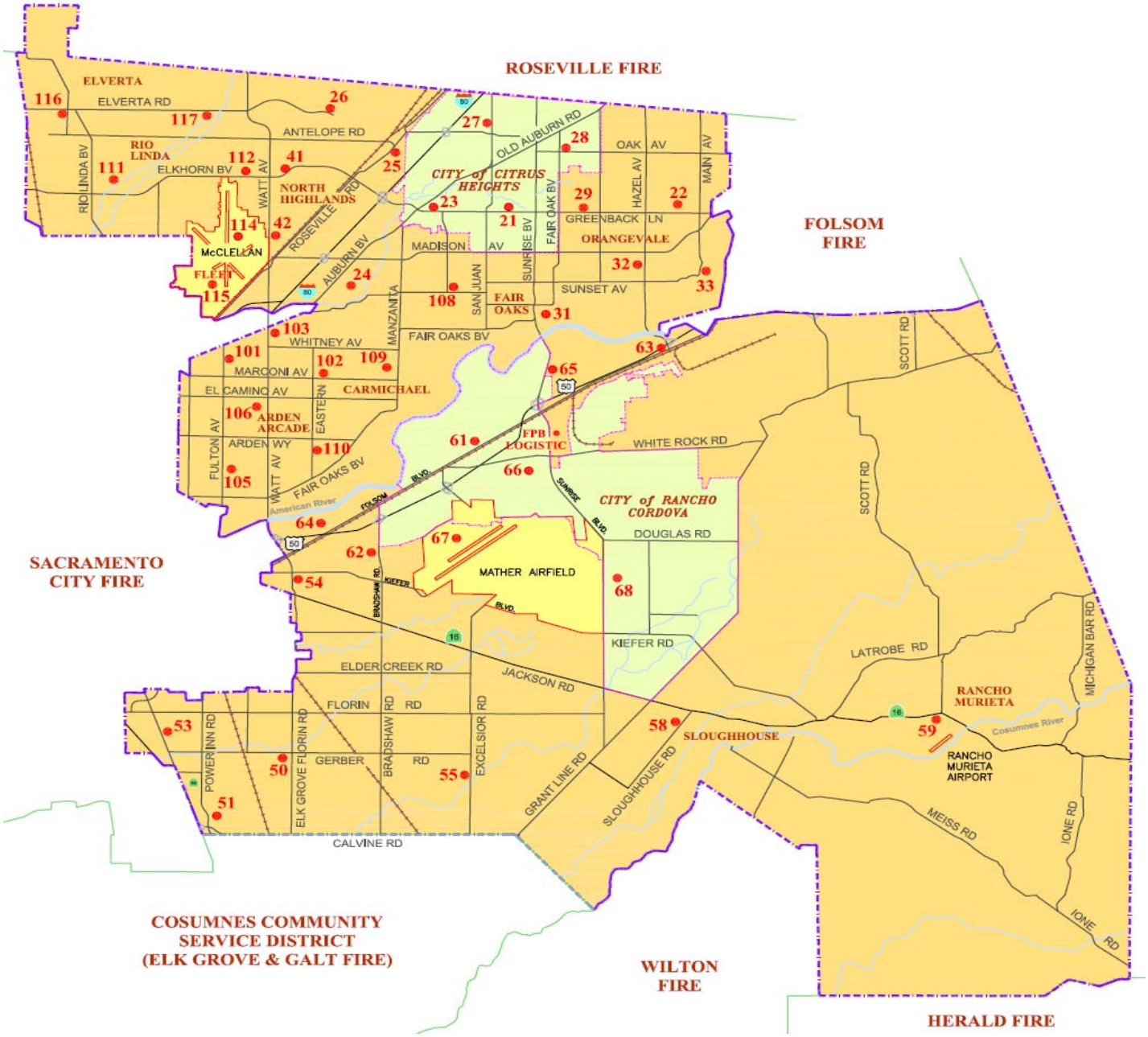
Arcade	**01/26/42 to 06/30/86**
Arden	**01/04/43 to 07/31/83**
Carmichael	**01/30/42 to 07/31/83**
Citrus Heights	**12/31/33 to 06/30/89**
Elverta	**10/22/25 to 12/31/86**
Fair Oaks	**03/27/28 to 11/02/93**
Florin	**01/26/42 to 06/30/97**
Mather Field	**1918 to 09/03/93**
McClellan Field	**1937 to 04/01/01**
Michigan Bar	**01/01/43 to 11/09/47**
Mills	**06/08/22 to 11/01/59**
North Highlands	**09/24/51 to 06/02/84**
Orangevale	**03/02/36 to 12/01/45**
Rancho Cordova	**11/02/59 to 06/30/89**
Rio Linda	**06/23/23 to 12/31/86**
Sloughhouse	**11/10/47 to 06/30/90**

Sacramento Metropolitan Fire District is the largest district in the County of Sacramento and the seventh largest local fire agency in the State of California. The combined District now consists of approximately five hundred eighty-two employees with an area encompassing 417 square miles that include Sacramento and Placer counties.

Mission Statement

"To provide levels of excellence in emergency, prevention, education, and community services to minimize loss of life and property damage due to fire, medical, and other emergencies in an efficient, professional, and fiscally responsible manner."

FIRE STATION LOCATIONS



FIRE STATION ADDRESSES

			BATTALION
Sta. **111**	**859-5611**	6609 Rio Linda Blvd., Rio Linda 95673	**B5**
Sta. **112**	**859-5612**	6801 34th St., North Highlands 95660	**B5**
Sta. **114**	**859-5614**	5824 Kelly Way, McClellan 95652	**B5**
Sta. **115**	**859-5615/4578**	4727 Kilzer Ave., McClellan 95652 (Air Ops)	**B5**
Sta. **116**	**859-5616**	7995 Elwyn Ave., Elverta 95626	**B5**
Sta. **117**	**859-5617**	7961 Cherry Brook Dr., Elverta 95626	**B5**
Sta. **24**	**859-5624**	4942 College Oak Dr., Sacramento 95841	**B5**
Sta. **25**	**859-5625**	7352 Roseville Rd., Sacramento 95842	**B5**
Sta. **26**	**859-5626**	8000 Palmerson Dr., Antelope 95843	**B5**
Sta. **41**	**859-5641**	6900 Thomas Dr., North Highlands 95660	**B5**
Sta. **42**	**859-5642**	5608 North Haven, North Highlands 95660	**B5**
Sta. **101**	**859-5601**	3000 Fulton Ave., Sacramento 95821	**B7**
Sta. **102**	**859-5602**	4501 Marconi Ave., Sacramento 95821 **closed**	**B7**
Sta. **103**	**859-5603**	3824 Watt Ave., Sacramento 95821	**B7**
Sta. **105**	**859-5605**	2691 Northrop Ave., Sacramento 95864	**B7**
Sta. **106**	**859-5606**	2200 Park Towne Cir., Sacramento 95825	**B7**
Sta. **108**	**859-5608**	6701 Winding Way, Fair Oaks 95628	**B7**
Sta. **109**	**859-5609**	5634 Robertson Ave., Carmichael 95608 (HazMat)	**B7**
Sta. **110**	**859-5610**	1432 Eastern Ave., Sacramento 95864	**B7**
Sta. **50**	**859-5650**	8880 Gerber Rd., Sacramento 95828	**B9**
Sta. **51**	**859-5651**	8210 Meadowhaven Dr., Sacramento 95828	**B9**
Sta. **53**	**859-5653**	6722 Fleming Ave., Sacramento 95828	**B9**
Sta. **54**	**859-5654**	8900 Fredric Ave., Sacramento 95826	**B9**
Sta. **55**	**859-5655**	7776 Excelsior Rd., Sacramento 95829	**B9**
Sta. **62**	**859-5662**	3646 Bradshaw Rd., Sacramento 95827	**B9**
Sta. **64**	**859-5664**	9116 Vancouver Dr., Sacramento 95826	**B9**
Sta. **21**	**859-5621**	7641 Greenback Ln., Citrus Heights 95610	**B13**
Sta. **22**	**859-5622**	6248 Chestnut Ave., Orangevale 95662	**B13**
Sta. **23**	**859-5623**	6421 Greenback Ln., Citrus Heights 95621	**B13**
Sta. **27**	**859-5627**	7474 Grand Oaks Bl., Citrus Heights 95621	**B13**
Sta. **28**	**859-5628**	8189 Oak Ave., Citrus Heights 95610	**B13**
Sta. **29**	**859-5629**	8681 Greenback Ln., Orangevale 95662	**B13**
Sta. **31**	**859-5631**	7950 California Ave., Fair Oaks 95628	**B13**
Sta. **32**	**859-5632**	8890 Roediger Lane, Fair Oaks 95628	**B13**
Sta. **33**	**859-5633**	5148 Main Ave., Orangevale 95662 **closed**	**B13**
Sta. **58**	**859-5658**	7250 Sloughhouse Rd., Elk Grove 95624	**B14**
Sta. **59**	**859-5659**	7210 Murieta Drive, Rancho Murieta 95683	**B14**
Sta. **61**	**859-5661**	10595 Folsom Bl., Rancho Cordova 95670	**B14**
Sta. **63**	**859-5663**	12395 Folsom Bl., Rancho Cordova 95670	**B14**
Sta. **65**	**859-5665**	11201 Coloma Rd., Rancho Cordova 95670	**B14**
Sta. **66**	**859-5666**	3180 Kilgore Rd., Rancho Cordova 95670	**B14**
Sta. **68**	**859-5668**	4381 Anatolia Dr., Rancho Cordova 95742 **temp closed**	**B14**

TO THE BOARD OF DIRECTORS

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite #200, Mather, CA 95655 · (916) 859-4300 · Fax (916) 859-3700

KURT P. HENKE
Fire Chief

DATE: June 28, 2012

TO: Board of Directors

FROM: Kurt P. Henke, Fire Chief

RE: Recommended Budget for the Fiscal Year Ending June 30, 2013

THE BUDGET PROCESS

The budget process is a collaborative effort of management and union representatives. Together, we forged this recommended budget that realistically estimates revenue sources and carefully considers every line item to include only essential costs for each division. All the while making sure mission critical expenditures are maintained to provide critical services to the community. Each division manager had significant input during the budget process and is responsible for monitoring their division's budget throughout the year and stay within the overall resources allocated to their division.

SUMMARY

Sacramento Metropolitan Fire District (SMFD or District) management is presenting to you the recommended budget for the upcoming fiscal year (FY). Every effort has been made to be fiscally conservative in determining assumptions incorporated into the proposed budget. In order to arrive at a balanced budget, reserve funds amounting to $1.4 million will be spent to get up and running the new Single Role Paramedic Program which is discussed below. Future revenues in subsequent fiscal years will be used to return this money to District reserves.

The primary funding source for the District is property tax revenue. As property values in the District's service areas have plummeted, so has related property tax revenue used by the District to provide critical services to District residents. The upcoming fiscal year has $26 million less in property tax revenue than the District's budget five years ago. On a cumulative basis, the property tax losses total almost $78 million.

Cost containment has included reductions in the labor force and salary and benefit concession by all staff members. In the budget, labor concessions provide $9.8 million to help fund benefit costs. With the downturn in the economy, a contracted wage increase was also given up by employees and they have seen no cost-of-living increases since 2008.

SUMMARY (continued)

During this time, the District has aimed to preserve service levels as much as possible but was forced to close six engine companies and to consolidate fire battalions with the elimination of a Battalion Chief position. All of these difficult actions allow the District to operate within its financial means.

The establishment of the Single Role Paramedic Program (SRPP) is underway after receiving Board of Director approval in March 2012. This program ends a contract with an outside ambulance service operating five ambulance units and two flex units within the District. In their place will be ambulances staffed with District non-fire suppression EMT/Paramedic personnel (SRPP staff). In addition, two 12-hour District ambulances, presently staffed with fire suppression EMT/Paramedic personnel on overtime, will also transition to the SRPP, thereby reducing overtime. SRPP is leveraging existing resources to recover at least $2.6 million in costs per year over and above the needed SRPP labor and other operational costs. These savings will allow the District to avoid more service level reductions saving two existing engine companies from closure. In addition, the District will gain organizational efficiencies and be able to create a new pathway to bring a diverse group of qualified applicants into the District for placement as future firefighter recruits. The District is progressing toward an SRPP effective date of March 1, 2013.

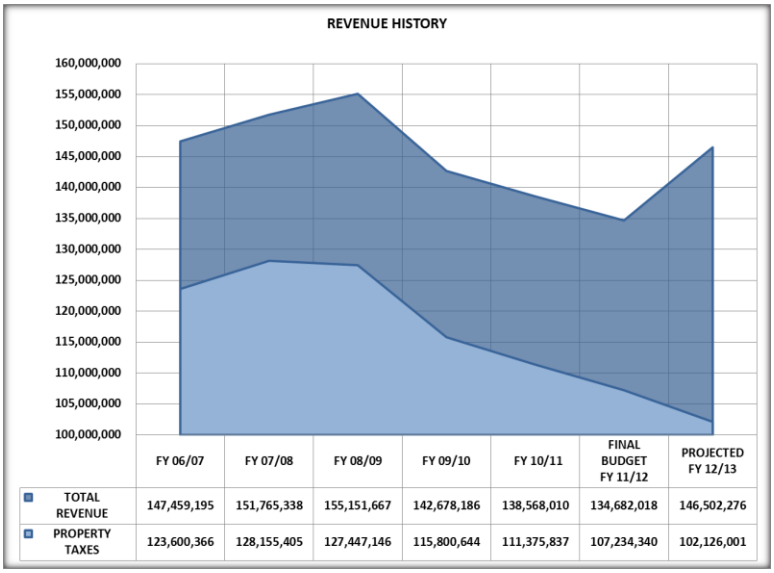
The former Fire Prevention Bureau, now known as the Community Risk Reduction Division, is poised to bring improved service levels to the business community in a cost effective way. Additional staff is being put in place to be able to keep up with required fire inspections, while at the same time allowing businesses to participate in a “self-inspection program” at a lower cost. This will benefit the businesses when they seek fire insurance and also reduce risks to business property. The additional staff in this division will also dedicate themselves to more timely review of building plans, avoiding costly delays to developers in the community. The costs of these services are recoverable from fees to the businesses benefited by the programs. In total, $3.7 million more revenue will be generated by the service fees in fiscal year 2012/13. This division is fully funded by service fees allowing property tax revenue to be used in other divisions that more broadly benefit the District’s citizens.

Other efforts have also been made in better recovering costs in Emergency Medical Services (EMS) provided to individuals resulting in $6.9 million more in medical service fees over and above the one month of anticipated SRPP revenues in the fiscal year. Included in this increase is $2.9 million in federal revenue to supplement existing MediCal patient revenue (GEMT). GEMT is available to all governmental ground medical transporters in California as a result of SMFD identifying this new revenue source, and partnering with the California Professional Firefighters, to sponsor state legislation. SMFD continues to work on an implementation task force with several other fire departments to get this program up and running. The funding is retroactive to January 2010; as such, the budget includes nearly $3.8 million in additional GEMT funding budgeted in the line item “revenues prior years.” This one-time retroactive funding is being used to offset one-time costs, primarily catching up with benefit cost deferrals from fiscal year 2011/12.

DISCUSSION

Revenue

Total revenue for the fiscal year is estimated to be more than $146 million. As always the most significant source of revenue is property taxes totaling $102 million or nearly 70% of total revenue. Reassessments continue to reduce property tax receipts coupled with refunds of previously assessed property taxes. When this will stabilize locally is unknown, and will likely lag the national recovery due to the large presence of government sector employers in the area. In the past year, the District brought in a property tax specialist to assist with property tax revenue forecasting during this unstable financial environment. Extensive analysis has been done by the specialist working with Finance Division staff. The best estimate is the District will lose another $4.2 million in property tax revenue in fiscal year 2012/13, when compared to fiscal year 2011/12.



	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FINAL BUDGET FY 11/12	PROJECTED FY 12/13
TOTAL REVENUE	147,459,195	151,765,338	155,151,667	142,678,186	138,568,010	134,682,018	146,502,276
PROPERTY TAXES	123,600,366	128,155,405	127,447,146	115,800,644	111,375,837	107,234,340	102,126,001

The other significant source of revenue is medic fees totaling more than $27 million. A diligent effort has been made to recover costs when possible from medical service charges. Rates are adjusted regularly to reflect the current costs of the EMS program and a fee was implemented last year to recover treatment costs even when a patient is not transported to a hospital. Furthermore, over the last few years, the District stepped up collection efforts to improve the overall collection rate of medic fees. Included in this revenue is the new GEMT supplemental MediCal ground transportation revenue discussed earlier.

The grant program will be generating nearly $7.9 million in revenue. The most significant grants in place are the Homeland Security and Emergency Management simulator grant for $2.5 million, the Staffing for Adequate Fire and Emergency Response (SAFER) staffing grant (2nd of 2 years) for $2.4 million, and two Assistance to Firefighter Grants (AFG) to purchase new defibrillators and thermal imaging cameras totaling $2.7 million. The AFG grants accepted have net matching fund requirements of $518,000 that are being funded with developer fees. Grant revenue is restricted in use as provided for in each individual grant. The Grants Fund and the Simulator Fund are used to account for the grants.

Operating costs for the closed fire stations, the first floor of the Headquarters' building, and two other vacant office buildings are being offset by rental income when possible. Presently there is about $89,000 more in expenditures than revenue, which is funded by an inter-fund loan to be repaid when more rental revenue is generated in the future. This activity is tracked in the new Leased Property Fund created last year to segregate facilities not currently used in operations or administration.

Revenue in the Capital Facilities Fund is discussed in the succeeding pages.

DISCUSSION (continued)

Expenditures

The challenging economic environment has forced management and staff to make significant structural changes in both spending and fee cost recovery. Total General Fund expenditures for FY2013 are $147 million. This is 7% more than the prior spending. Increases in the expenditure from last year support major operational changes, primarily the SRPP program and the Community Risk Reduction service enhancements. This spending level is still $9.4 million less than the budget in fiscal year 2008/09.

Highlights of the major changes are as follows:

Labor Costs

Labor costs total $129.3 million in fiscal year 2012/13 up $8.3 million from the prior year (see text box).

- Salary and benefit concessions by all employees is increasing by $1.9 million and saves the District $9.8 million in the upcoming fiscal year (estimated cumulative savings of $27 million over three years). This is chiefly from employees contributing 12 percent of pay to their benefit costs, and lowering the pay rate used for overtime compensation.
- Fully funding vacant positions adds $2.6 million to labor costs. The prior years' budget had savings from not filling certain positions or filling them for less than 12 months. A portion of these costs are offset by reductions in overtime totaling $1.9 million.
- Included in the proposed budget are 12 months of benefit costs. The prior fiscal year's budget had only 11 months of pension and medical benefit costs. June 2012 medical and pension costs were deferred to fiscal year 2012/13. Together these two changes add $4.9 to the proposed budget. In addition, medical costs will increase 9.6% beginning January 1, 2013, adding $781,000 to the proposed budget. The remaining $653,000 in cost increase is from pension costs that are more than made up by additional employee concessions noted above.

LABOR COST CHANGES		
Refilling Vacancies	$	2,615,000
No Deferral of Benefit Costs	$	2,785,000
Single Role Paramedic Program (47 FTE)	$	1,806,000
Prior Year Benefit Costs	$	2,119,000
Benefit Cost Increases	$	1,434,000
CRR Service Enhancements (4 FTE)	$	573,000
Formerly Grant Funded Positions	$	404,000
New Positions (2.5 FTE)	$	310,000
Additional Employee Concessions	$	(1,880,000)
Overtime Reductions	$	(1,878,000)
TOTAL	**$**	**8,288,000**

- New SRPP positions add $1.8 million to labor costs and will begin being offset by revenue in June 2013. See discussion above.
- New Community Risk Reduction service enhancement staff adds $573,000 to the budget.
- Another $404,000 in labor costs are from changing the SAFER Grant funded firefighters to the General Fund as of May 18, 2013. Also $310,000 for two and one-half new positions is budgeted in administrative positions to support the Fire Chief, the Grant Program and Human Resources.

DISCUSSION

Expenditures (continued)

Services and Supplies

Service and supplies total $15.7 million up $2.7 million from the prior year.

- The new SRPP adds $563,000 to supplies and services for the expansion of the medic services.
- Additional costs include $167,000 in third-party inspection fee billing and $178,000 of additional patient billing costs. These fees are based on the amount of billing activity and go up as additional cost recovery revenue is generated.
- Other additional costs for fleet maintenance amount to $315,000 which includes both additional outside vehicle maintenance and mandated helicopter maintenance done every 1,200 hours of operation.
- The increase of $287,000 in consulting costs will assist the Fire Chief with standards of coverage issues and service level strategies.
- Another $241,000 in outside medical services is needed for pre-employment screening and legally mandated health screenings and immunizations for active employees. Other recruitment related cost increases of $238,000 relate to more spending on academy fees, employment exams, and credit checks.
- Another increase of $166,000 will be spent on computer services. This category of costs includes software licensing and support contracts. Over the next year, the Information Technology division will be adding more technology to better automate patient billing and financial accounting.
- The increase of $126,000 in fuel costs is due to the higher fuel prices.
- General Election for the Board of Directors is held every other year and is expected to cost the District $122,000.

SERVICES AND SUPPLIES CHANGES		
Single Role Paramedic Program	$	563,000
Third party inspection/patient billing costs	$	345,000
Fleet maintenance on vehicles/helicopter	$	315,000
Consultation on standards of coverage issues	$	287,000
Outside medical services	$	241,000
Recruitment costs	$	238,000
Computer services	$	166,000
Diesel and Unleaded fuel	$	126,000
General Election	$	122,000
Other services and supplies	$	297,000
TOTAL	**$**	**2,700,000**

- Lastly, the remaining increase of $297,000 covers all other services and supplies needed for the District's day-to-day operations.

Management and staff are committed to monitoring all aspects of operations to ensure the maintenance of a structurally balanced budget that is sustainable for the future.

CAPITAL SPENDING

General Fund

Capital spending in the General Fund totals $588,000. Scheduled for purchase are medical and computer equipment and the matching funds for the Assistance to Firefighter Grant for defibrillators.

CAPITAL SPENDING (continued)

Capital Facilities Fund

The Capital Facilities Fund was established to fund the District's capital expenditures including the Vehicle Master Plan, major facility construction, renovation and improvement projects. Each year, Capital Facilities projects are identified, prioritized, and then appropriated in the Capital Facilities Fund. Resources for this fund come from development fees, reimbursements from other agencies, bond proceeds and reserve funds.

Development fees established by ordinance are collected and deposited within this fund and restricted in use to capital spending. The budget for development fee income is $1 million which approximates the prior year fees collected and is substantially less than amounts historically collected over previous years.

Last year the District issued lease revenue bonds and remaining bond proceeds will fund $1.6 million in building improvements, and equipment purchases.

Nearly $4.9 million in capital facilities reserve amounts will be invested in capital needs of the District including software to support the Community Risk Reduction inspection, building improvements including ADA upgrades to Station 109, Zinfandel training site development, medic and firefighting equipment, and cost sharing amounts for grant awards.

This year's Capital Facilities Fund budget includes $7.4 million in spending. Of that amount, $4.9 million is for new capital assets, and $2.3 million for debt service used for capital purchases in the past (and currently). Included in the debt service is the Oshkosh lease that last year was in the General Fund and also the portion of the Lease Revenue bonds that pertains to the District's Headquarters. The ground floor of the District's Headquarters is leased to others and the related debt service from the Lease Revenue bond is budgeted in the Leased Facilities Fund.

A development fee study, authorized by the Board of Directors, is budgeted for $30,000. The project which will identify and plan future capital needs of the District. Also in service supply cost is $80,000 for development fee administration done by Sacramento County.

RESERVE LEVELS

General Fund Reserves

General Fund Reserves include contingency reserves, operating cash reserves, self-insured workers' compensation reserves, and the deferred compensation administrative expenditure reserves.

The Board of Directors' policy is to set aside a minimum of 5% of the General Fund operating expenditures to cover unanticipated or extraordinary expenditures. This budget establishes a June 30, 2013 contingency reserve of $13.8 million, representing 9.3% of operating expenditures. Management believes this level of reserves is prudent especially in this unstable economy.

RESERVE LEVELS

General Fund Reserves (continued)

The workers' compensation reserves are to cover liabilities of the self-insured workers' compensation program. The amount conforms with reserve levels recommended by an biannual actuarial study. Considerations include the District's claim history and excess workers' compensation insurance coverage. Current levels are $4 million.

Capital Facilities Fund

The budget anticipates using most of the Capital Facilities Fund reserves during the year leaving a balance of about $282,000. In the future, any deficiencies in ongoing costs will be funded by the General Fund. In future years, it is expected that the amounts loaned to the Leased Facilities Fund will be repaid and any net rental income will be transferred to the Capital Facilities Fund for building improvements.

Other Reserves

Amounts have also been set aside to repay the pension obligation bonds and to fund the post-retirement medical benefits (OPEB). The budget includes an increase to the pension obligation bond fund of $2.4 million in keeping with Board policy. This is an increase of $579,000 to allow for lower than expected earnings on the balances needed to retire the Pension Obligation Bonds. The additional amount is included in General Fund benefit costs.

FUND TRANSFERS

A General Fund transfer of $40,000 to the Simulator Fund will pay for the General Fund's portion of an Accounting Specialist position devoted primarily to grant administration work.

A Capital Facilities Fund transfer of $89,000 to the Leased Facilities Fund will cover a shortfall in revenue and represents a loan to be repaid to the Capital Facilities Fund.

FISCAL IMPACT

The projected resources are deemed sufficient to meet the operational expenditures and needs of the District while maintaining adequate service levels. General Fund contingency reserve levels are anticipated to be 9.3% of General Fund operating expenditures by June 30, 2013.

RECOMMENDATION

The staff recommends adopting the attached (Preliminary) Budgets for the fiscal year ending June 30, 2013.

BUDGET SUMMARY - ALL FUNDS
Preliminary Budget FY2012/13

	GENERAL FUND	CAPITAL FACILITIES FUND	LEASED PROPERTIES FUND	GRANTS FUND	SIMULATOR GRANT FUND	TOTALS
REVENUE	**$ 146,502,276**	**$ 3,155,343**	**$ 980,000**	**$ 5,372,096**	**$ 2,500,100**	**$ 158,509,815**
EXPENDITURES:						
LABOR COSTS	129,330,403	-	-	2,413,260	79,450	131,823,113
SERVICE & SUPPLIES	15,688,111	158,320	264,237	178,280	2,660,375	18,949,323
TAXES, LICENSES, ASSESSMENTS & CONTRIB	2,303,700	2,324,058	460,024	-	-	5,087,782
CAPITAL ASSETS	588,264	4,943,724	345,000	2,774,889	1,300,000	9,951,877
Total Expenditures & Capital Assets	**147,910,478**	**7,426,102**	**1,069,261**	**5,366,429**	**4,039,825**	**165,812,097**
REVENUE LESS EXPENDITURES	**(1,408,204)**	**(4,270,759)**	**(89,261)**	**5,667**	**(1,539,725)**	**(7,302,282)**
TRANSFERS:						
IN FROM RESERVES	1,447,929	4,360,020	-	-	1,500,000	7,307,949
TRANSFERS IN (OUT)	(39,725)	(89,261)	89,261	-	39,725	-
Total Transfers	**1,408,204**	**4,270,759**	**89,261**	**-**	**1,539,725**	**7,307,949**
REVENUE LESS EXPENDITURES PLUS TRANSFERS	**$ -**	**$ -**	**$ -**	**$ 5,667**	**$ -**	**$ 5,667**

PRIOR YEAR COMPARISON ALL FUNDS	FY2012/13 PROPOSED	FY2011/12 MID-YEAR	FY2012/13 INCREASE (DECREASE)	% OF INCREASE (DECREASE)
REVENUE	**$ 158,509,815**	**$ 144,396,022**	**$ 14,113,793**	**9.77%**
EXPENDITURES:				
LABOR COSTS	131,823,113	123,777,197	8,045,916	6.50%
SERVICE & SUPPLIES	18,949,323	14,167,281	4,782,042	33.75%
TAXES, LICENSES, ASSESSMENTS & CONTRIBUTIONS	5,087,782	6,113,353	(1,025,571)	-16.78%
CAPITAL ASSETS	9,951,877	7,259,789	2,692,088	37.08%
Total Expenditures & Capital Assets	**165,812,097**	**151,317,620**	**14,494,477**	**9.60%**
REVENUE LESS EXPENDITURES	**(7,302,282)**	**(6,921,598)**	**(380,684)**	**5.50%**
TRANSFERS:				
IN FROM RESERVES - CAPITAL	4,360,020	-	4,360,020	
IN FROM RESERVES - SINGLE ROLE PARAMEDIC PROGRAM	1,447,929	-	1,447,929	
IN FROM RESERVES - GRANT FUNDED	1,500,000	-	1,500,000	
Total Transfers	**7,307,949**	**-**	**7,307,949**	
LEASED REVENUE BOND PROCEEDS *	**-**	**13,100,000**	**(13,100,000)**	
REVENUE LESS EXPENDITURES PLUS TRANSFERS **	**$ 5,667**	**$ 6,178,402**	**$ (6,172,735)**	

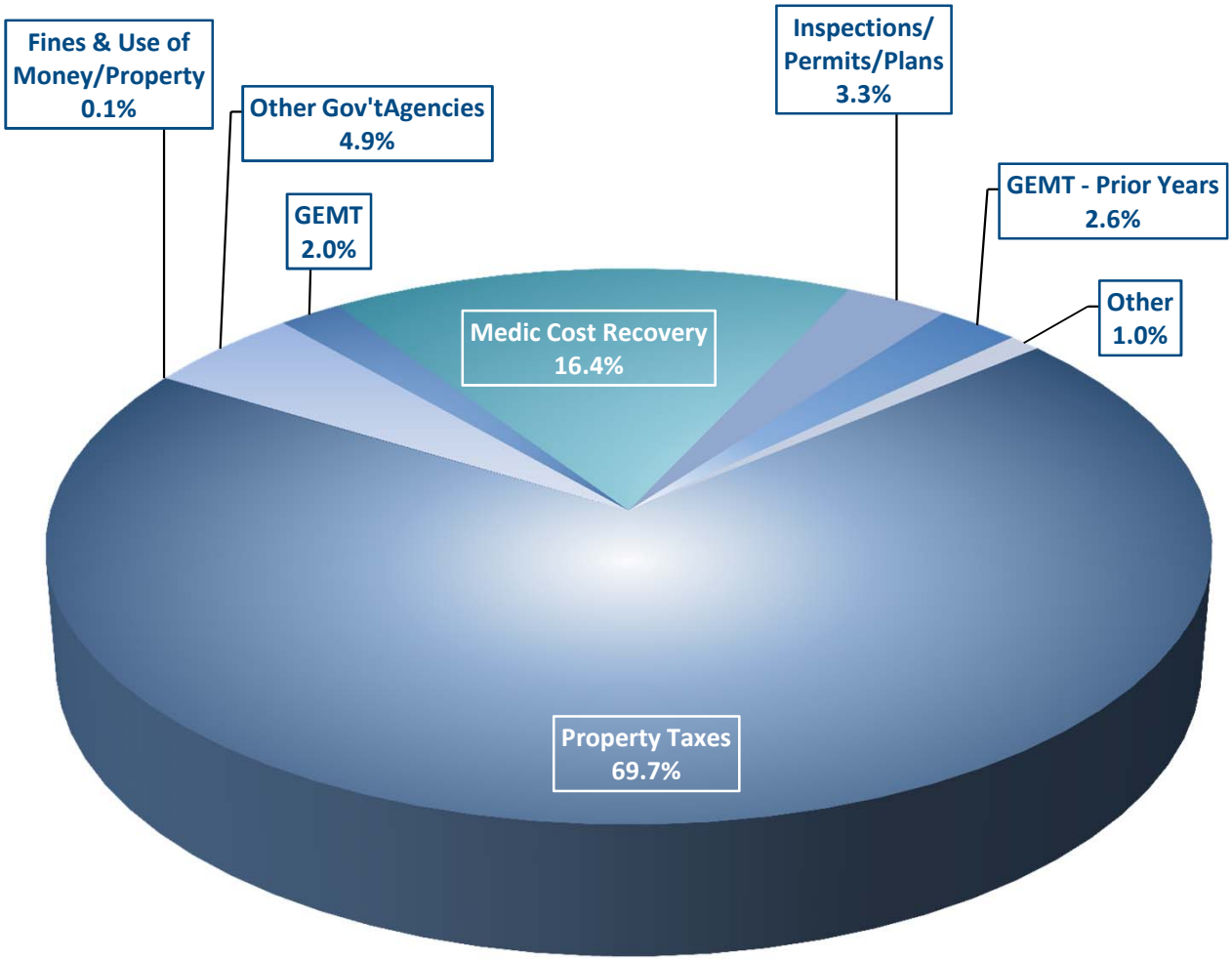
* *Financed capital assets and equipment*
** *Increases reserve balances*

REVENUE & EXPENDITURES
GENERAL FUND

BUDGET SUMMARY - GENERAL OPERATING FUND 212A
Preliminary Budget FY2012/13

	FY2012/13 PROPOSED BUDGET	% OF BUDGET	FY2011/12 MID-YEAR BUDGET	INCREASE (DECREASE)
REVENUE:				
PROPERTY TAXES	**$ 102,126,001**	**69.7%**	$ 106,372,640	$ (4,246,639)
FINES & USE OF MONEY/PROPERTY	**82,398**	**0.1%**	(32,700)	115,098
OTHER GOV'T AGENCIES	**7,223,775**	**4.9%**	7,204,836	18,939
CHARGES FOR SERVICES				
INSPECTIONS/PERMITS/PLAN REVIEWS	**4,800,000**	**3.3%**	1,135,300	3,664,700
GEMT	**2,905,000**	**2.0%**	-	2,905,000
MEDIC COST RECOVERY	**24,095,000**	**16.4%**	19,800,000	4,295,000
OTHER	**767,302**	**0.5%**	1,040,096	(272,794)
REVENUE-PRIOR YEAR - GEMT	**3,789,800**	**2.6%**	-	3,789,800
MISC REVENUE/OTHER	**713,000**	**0.5%**	762,600	(49,600)
Total Revenue:	**146,502,276**	**100.0%**	136,282,772	10,219,504
EXPENDITURES:				
LABOR COSTS:				
LABOR COSTS	**138,942,414**	**93.9%**	113,309,548	25,632,866
EMPLOYEE CONCESSIONS	**(9,612,011)**	**-6.5%**	(7,732,237)	(1,879,774)
	129,330,403	**87.4%**	121,041,785	8,288,618
OTHER EXPENDITURES:				
SERVICE & SUPPLIES	**15,688,111**	**10.6%**	12,968,387	2,719,724
TAXES, LICENSES, ASSESSMENTS & CONTRIB	**2,303,700**	**1.6%**	3,572,959	(1,269,259)
CAPITAL ASSETS	**588,264**	**0.4%**	101,667	486,597
	18,580,075	**12.6%**	16,643,013	1,937,062
Total Expenditures & Capital Assets	**147,910,478**	**100.0%**	137,684,798	10,225,680
REVENUE LESS EXPENDITURES & CAPITAL ASSETS	**(1,408,204)**		(1,402,026)	(6,176)
TRANSFERS:				
IN FROM RESERVES	**1,447,929**		-	
IN FROM 212D - BOND PROCEEDS REPAYMENT	**-**		6,000,000	
OUT TO 212G - GRANT MATCH	**-**		(38,000)	
OUT TO 212S - SIMULATOR GRANT FUND	**(39,725)**		-	
Total Transfers	**1,408,204**		5,962,000	
REVENUE LESS EXPENDITURES PLUS TRANSFERS	**$ -**		**$ 4,559,974**	

REVENUE - GENERAL OPERATING FUND 212A
Preliminary Budget FY2012/13

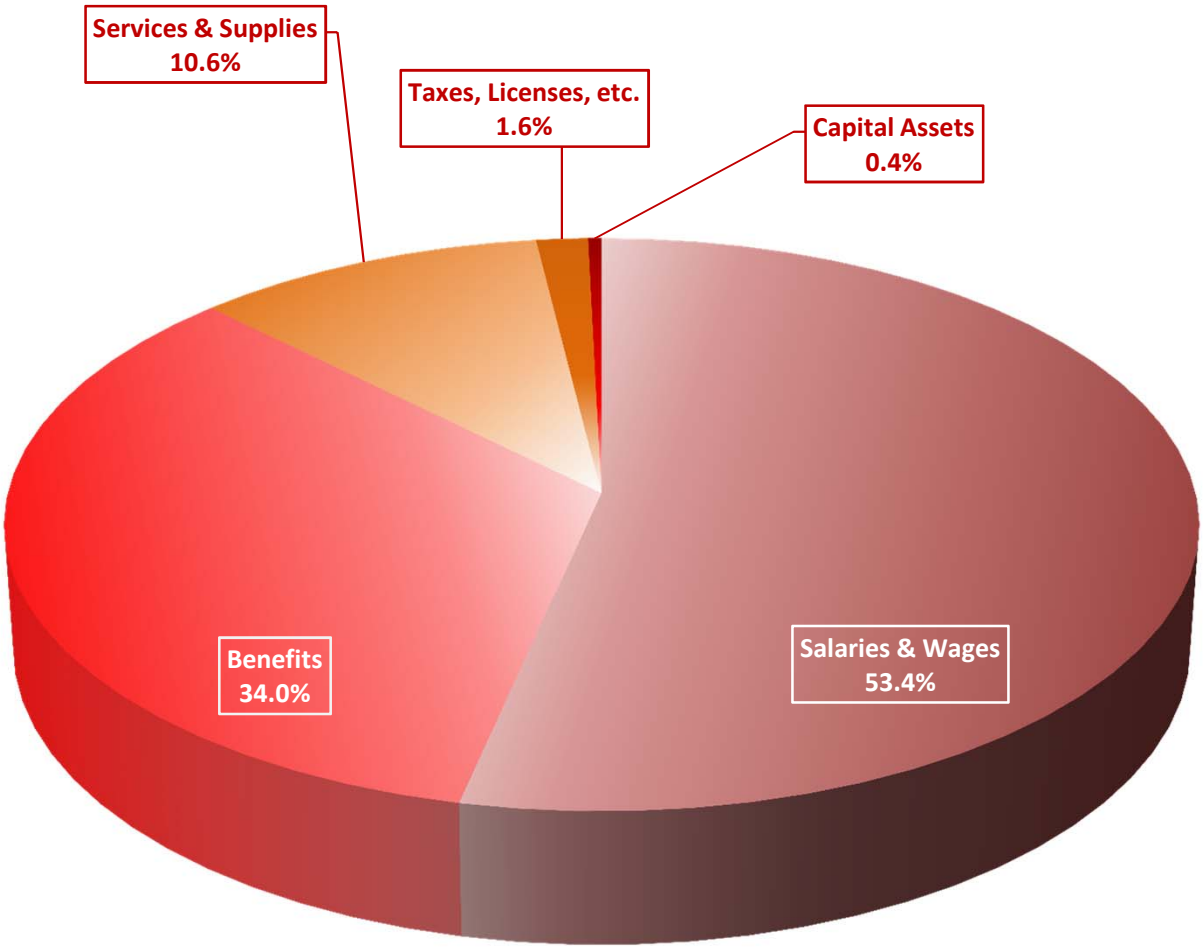


Revenue - $146,502,276

REVENUE DETAIL - GENERAL OPERATING FUND 212A
Preliminary Budget FY2012/13

ACCOUNT		FY2012/13 ESTIMATED	FY2011/12 MID-YEAR	% INCREASE (DECREASE)
9101	CURRENT SECURED PROPERTY TAXES	$ 93,953,000	$ 97,428,034	-3.6%
9102	CURRENT UNSECURED PROPERTY TAXES	4,471,000	5,020,740	-10.9%
9103	SUPPLEMENTAL PROPERTY TAXES	104,000	203,866	-49.0%
9104	SECURED DELINQUENT PROPERTY TAXES	1,895,000	2,021,200	-6.2%
9105	SUPPLEMENTAL DELINQUENT PROPERTY TAXES	20,000	20,200	-1.0%
9106	UNITARY CURRENT SECURED TAXES	1,486,000	1,522,300	-2.4%
9120	SECURED REDEMPTION TAXES	1	200	-99.5%
9130	PRIOR UNSECURED PROPERTY TAXES	168,000	125,100	34.3%
9140	PROPERTY TAX PENALTIES	29,000	31,000	-6.5%
	TOTAL PROPERTY TAXES	**102,126,001**	**106,372,640**	**-4.0%**
9310	VEHICLE CODE FINES	1,774	2,000	-11.3%
9320	OTHER COURT FINES	8,195	4,900	67.2%
	TOTAL FINES	**9,969**	**6,900**	**44.5%**
9410	INTEREST	30,035	(118,000)	-125.5%
9429	BUILDING RENTAL	42,394	78,400	-45.9%
	TOTAL USE OF MONEY/PROPERTY	**72,429**	**(39,600)**	**-282.9%**
9522	HOMEOWNERS PROPERTY TAX REVENUE	1,533,000	1,564,100	-2.0%
9531	AID/OTHER LOCAL GOV'T AGENCY	5,090,324	4,929,993	3.3%
9533	REDEVELOPMENT AGENCY PASSTHRU	600,451	710,743	-15.5%
	TOTAL OTHER GOVERNMENTAL AGENCIES	**7,223,775**	**7,204,836**	**0.3%**
9643	INSPECTIONS/PERMITS/PLAN REVIEW	4,800,000	1,135,300	322.8%
9648	FIRE CONTROL SERVICE	9,000	28,000	-67.9%
9649	COPYING SERVICE	13,765	12,100	13.8%
9669	GEMT MEDICAL SUPPLEMENTAL REIM	2,905,000		
9669	MEDICAL CARE (MEDIC COST RECOVERY)	24,095,000	19,800,000	21.7%
9693	EDUCATION TRAINING SERVICE	396,000	394,000	0.5%
9699	CONTRACT SERVICE REVENUE	348,537	605,996	-42.5%
	TOTAL CHARGES FOR SERVICES	**32,567,302**	**21,975,396**	**48.2%**
9730	DONATIONS	-	20,000	-100.0%
9740	INSURANCE PROCEEDS	-	25,000	-100.0%
9762	SPECIAL TAX	706,000	706,000	0.0%
9790	REVENUES - OTHER	7,000	8,900	-21.3%
9799	REVENUE - PRIOR YEARS	-	1,400	-100.0%
9799	REVENUE - PRIOR YEARS GEMT	3,789,800		
9862	PROCEEDS FROM SALE OF PERSONAL PROPERTY	-	1,300	-100.0%
	TOTAL MISC. REVENUE/OTHER SOURCES	**4,502,800**	**762,600**	**490.5%**
	TOTAL REVENUE	**$ 146,502,276**	**$ 136,282,772**	**7.5%**

EXPENDITURES - GENERAL OPERATING FUND 212A
Preliminary Budget FY2012/13



Expenditures & Capital Assets
$147,910,478

EXPENDITURES SUMMARY BY DIVISION - GENERAL OPERATING FUND 212A
Preliminary Budget FY2012/13

			TOTAL LABOR COSTS	% OF LABOR BUDGET	OTHER EXPENDITURES & CAP ASSETS	TOTAL	% OF TOTAL BUDGET
OFFICE OF THE FIRE CHIEF -							
03.087	FCHF	FIRE CHIEF	$ 1,488,487	1.15%	$ 740,014	$ 2,228,501	1.51%
05.076	BRDD	BOARD OF DIRECTORS	156,521	0.12%	169,454	325,975	0.22%
ADMINISTRATION -							
13.022	WKCO	WORKERS COMP	-	0.00%	640,049	640,049	0.43%
14.100	RETD	RETIRED ANNUITANTS	94,884	0.07%	-	94,884	0.06%
32.091	HRES	HUMAN RESOURCES	436,990	0.34%	736,747	1,173,737	0.79%
44.066	NOND	NON-DIVISIONAL	18,375,442	14.25%	1,307,433	19,682,875	13.31%
45.079	DATA	INFORMATION TECHN	880,029	0.68%	1,091,568	1,971,597	1.33%
47.071	DCMP	DEFERRED COMP	-	0.00%	40,000	40,000	0.03%
47.109	FNCE	FINANCE	1,156,045	0.88%	2,168,059	3,324,104	2.25%
OPERATIONS -							
15.011	APEQ	APPARATUS & EQUIP	-	0.00%	205,364	205,364	0.14%
06.077	CISM	CRITICAL INCI STR MNGT	-	0.00%	200	200	0.00%
09.099	OPER	OPERATIONS ADMIN	1,628,743	1.26%	31,530	1,660,273	1.12%
12.021	FITW	FITNESS & WELLNESS	86,440	0.07%	333,528	419,968	0.28%
18.072	EPSO	EMER PLANNING SPEC	-	0.00%	13,135	13,135	0.01%
19.070	HZMT	HAZMAT	-	0.00%	4,000	4,000	0.00%
21.068	CERT	COMMUNITY EMER RESPONSE TM	-	0.00%	1,463	1,463	0.00%
23.037	TRNG	TRAINING	770,031	0.60%	282,606	1,052,637	0.71%
26.106	SRPP	SINGLE ROLE PARA PRG	1,671,884	1.29%	-	1,671,884	1.13%
28.101	SAFE	SAFETY	79,658	0.06%	627,800	707,458	0.48%
35.080	DISP	DISPATCH	-	0.00%	2,625,500	2,625,500	1.78%
37.083	EMSS	EMER MEDICAL SERVICES	939,387	0.65%	2,104,386	3,043,773	2.06%
42.009	SUPR	SUPPRESSION	94,076,291	72.85%	-	94,076,291	63.60%
45.078	COMM	COMMUNICATION	221,698	0.17%	420,907	642,605	0.43%
50.007	REAC	RECRUIT ACADEMY	1,331,201	1.03%	200,000	1,531,201	1.04%
52.113	CPTR	AIR OPS	220,961	0.11%	551,810	772,771	0.52%
53.114	USAR	URBAN SEARCH & RESCUE	-	0.00%	1,500	1,500	0.00%
34.###	FSTA	FIRE STATIONS UTILITIES	-	0.00%	668,283	668,283	0.45%
SUPPORT SERVICES -							
11.020	CSER	COMMUNITY SERVICES	173,757	0.13%	49,050	222,807	0.15%
31.090	CRRD	COMMUNITY RISK REDUCTION	2,543,278	1.97%	212,513	2,755,791	1.86%
34.094	LOGS	LOGISTICS	952,615	0.74%	2,042,604	2,995,219	2.03%
40.086	FACM	FACILITIES	443,128	0.34%	289,300	732,428	0.50%
41.088	FLTM	FLEET	1,602,930	1.24%	1,021,272	2,624,202	1.77%
TOTALS:			**$ 129,330,403**	**100.00%**	**$ 18,580,075**	**$ 147,910,478**	**100.00%**

GENERAL FUND	FY2012/13	FY11/12 MID-YEAR	FY2012/13 INCREASE	% INCR
PRIOR YEAR COMPARISON				
LABOR COSTS *	**$ 129,330,403**	$ 121,041,785	$ 8,288,618	6.41%
SERVICES AND SUPPLIES	**15,688,111**	12,968,387	2,719,724	17.34%
TAXES, LICENSES, ASSES/CONTR	**2,303,700**	3,572,959	(1,269,259)	-55.10%
CAPITAL ASSETS	**588,264**	101,667	486,597	82.72%
TOTAL	**$ 147,910,478**	$ 137,684,798	$ 10,225,680	6.91%

**** COMPARABLE LABOR COSTS BY DIVISION NOT AVAILABLE FOR FY2011/12***

EXPENDITURES SUMMARY BY ACCOUNT - GENERAL OPERATING FUND 212A
Preliminary Budget FY2012/13

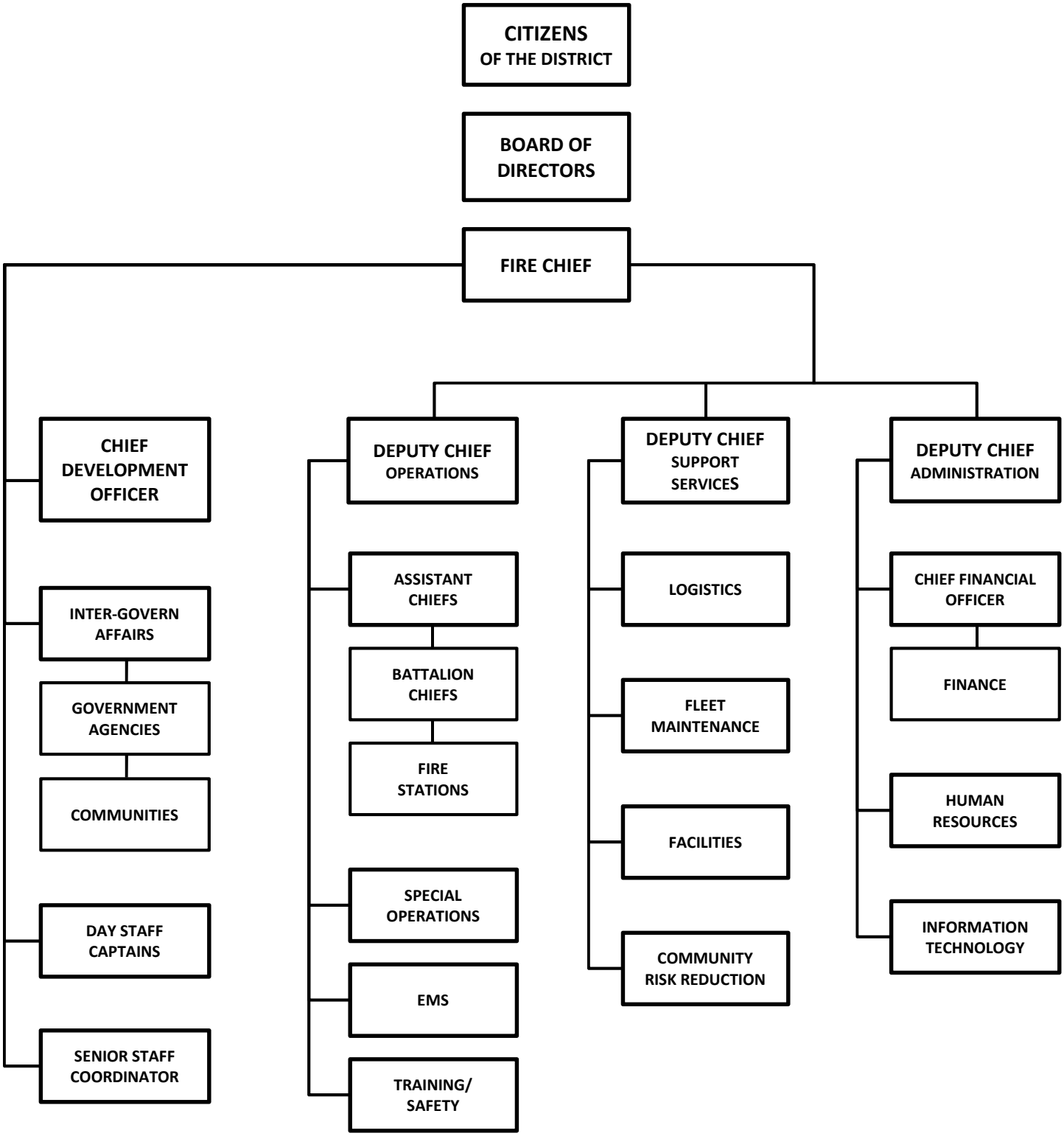
SUMMARY		
1000s - LABOR COSTS	87.44%	129,330,403
2000s - SUPPLIES AND SERVICES	10.61%	15,688,111
3000s - TAXES, LICENSES, ASSESSMENTS & CONTRIB	1.56%	2,303,700
4000s - CAPITAL ASSETS	0.40%	588,264
EXPENDITURES & CAPITAL ASSETS	100.00%	$147,910,478
TRANSFER TO SIMULATOR FUND 212S		39,725
TRANSFER FROM RESERVES TO BALANCE		(1,447,929)
TRANSFERS		($1,408,204)

ACCT	ACCOUNT DESCRIPTION	FY2012/13 TOTAL	FY2011/12 MID-YEAR TOTAL	FY2011/12 INCREASE (DECREASE)
110000	SALARIES AND WAGES	$ 78,975,949	$ 77,577,745	$ 1,398,204
120000	BENEFITS	50,304,455	43,464,040	6,840,415
199900	UNDESIGNATED 1000	50,000	-	50,000
	TOTAL LABOR COSTS	129,330,403	121,041,785	8,288,618
200500	ADS/LEGAL NOTICES	14,196	17,900	(3,704)
201500	PRINT & COPY SERVICES	11,000	-	11,000
201600	PRINT/COPY SUPPLY	1,000	500	500
202100	BOOKS, SUBSCRIPTION SERVICE	3,399	7,215	(3,816)
202200	BOOKS, SUBSCRIPTION (PERM LIB)	18,021	9,935	8,086
202300	AUDIO VIDEO PRODUCTION SERVICES	12,500	7,000	5,500
202700	RECORDS/CASSETTE SUPPLIES	200	200	-
202900	BUSINESS/CONFERENCE	139,357	112,703	26,654
203100	BUSINESS ACTIVITY EXP (NON-EE)	13,400	13,400	-
203500	EDUC/TRAINING SERVICES	192,758	139,452	53,306
203600	EDUCATION/TRAINING SUPPLIES	25,700	15,668	10,032
203800	EMPLOYEE AWARDS	7,800	10,100	(2,300)
203900	EMPLOYEE TRANSPORTATION	4,050	1,800	2,250
204100	OFFICE EQUIP NOT INVENTORIED	3,650	2,014	1,636
204500	FREIGHT/SHIPPING	4,100	4,000	100
205100	INSURANCE LBLTY,PPTY,W/C,ETC.	927,490	854,225	73,265
206100	MEMBERSHIPS	25,338	21,526	3,812
206500	PHOTO SERVICE	-	250	(250)
206600	PHOTO SUPPLY	2,000	600	1,400
207600	OFFICE SUPPLIES	88,500	80,500	8,000
208100	POSTAGE SUPPLIES	4,400	200	4,200
208500	PRINTING/BINDING	31,410	29,904	1,506
210300	LNDSCP SVC/WEED ABTM/PEST CTRL	60,049	75,000	(14,951)
210400	LANDSCAPE SUPPLY	7,500	8,500	(1,000)
211100	BUILDING SERVICE	84,500	94,909	(10,409)
211200	BUILDING SUPPLY	94,050	48,230	45,820
213100	ELECTRICAL SERVICE	34,000	2,500	31,500
213200	ELECTRICAL SUPPLY	9,500	8,500	1,000
215100	MECH SYSTEMS SVC	46,000	17,000	29,000
215200	MECH SYSTEMS SUPPLY	15,000	-	15,000
216100	PAINTING SERVICE	-	56,174	(56,174)
216200	PAINTING SUPPLY	2,900	3,900	(1,000)
216700	PLUMBING SERVICE	20,000	25,000	(5,000)
216800	PLUMBING SUPPLY	3,000	2,500	500
217100	REAL PROPERTY RENTAL	28,528	32,100	(3,572)
219100	ELECTRICITY	601,767	650,000	(48,233)
219200	NATURAL GAS	122,473	109,600	12,873
219300	REFUSE SERVICE	37,519	36,260	1,259
219500	SEWAGE SERVICE	51,249	96,923	(45,674)
219700	PHONE SERVICE	459,625	449,782	9,843
219800	WATER SERVICE	101,655	110,000	(8,345)
220500	VEHICLE MAINT SVC	834,610	487,724	346,886
220600	VEHICLE MAINT SUP	426,940	444,950	(18,010)

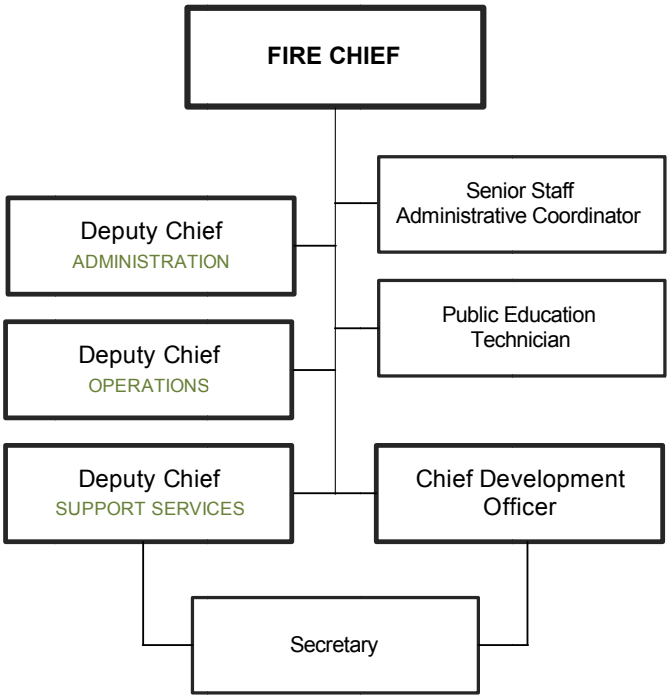
ACCT	ACCOUNT DESCRIPTION	FY2012/13 TOTAL	FY2011/12 MID-YEAR TOTAL	FY2011/12 INCREASE (DECREASE)
222600	EXPENDABLE TOOLS	6,600	16,228	(9,628)
223100	FIRE EQUIP SERVICE	44,330	32,100	12,230
223200	FIRE EQUIP SUPPLY	215,139	145,872	69,267
223600	FUEL AND OILS	1,719,075	1,472,000	247,075
225100	MEDICAL EQUIP SERVICE	7,000	78,390	(71,390)
225200	MEDICAL EQUIP SUPPLIES	18,652	12,675	5,977
226400	OFFICE EQUIPMENT/FURNITURE	3,000	-	3,000
226500	COMPUTER INVENTORIABLE EQUIP	8,200	13,244	(5,044)
226600	STATION FURNISHINGS	24,750	19,650	5,100
227100	COMM EQUIP SERVICE	31,275	66,875	(35,600)
227200	COMM EQUIP SUPPLIES	132,541	83,500	49,041
227500	EQUIPMENT RENTAL	15,925	38,310	(22,385)
228100	SHOP EQUIP SERVICE	9,000	8,276	724
228200	SHOP EQUIP SUPPLIES	2,200	2,300	(100)
229100	OTHER EQUIP SERVICES	27,775	22,300	5,475
229200	OTHER EQUIP SUPPLIES	17,525	17,600	(75)
231300	CLOTHING REPAIRS	85,000	-	85,000
231400	SAFETY CLOTHING AND SUPPLIES	570,560	481,136	89,424
232100	CUSTODIAL SERVICE	36,680	13,826	22,854
232200	CUSTODIAL SUPPLIES	85,000	77,000	8,000
233100	CATERING SERVICE	7,000	-	7,000
233200	FOOD SUPPLIES	44,650	39,850	4,800
234200	KITCHEN SUPPLY(Non-Food Items)	2,000	2,000	-
235100	LAUNDRY SERVICE	18,000	15,000	3,000
244300	OUTSIDE MEDICAL SERVICES	459,207	218,050	241,157
244400	MEDICAL SUPPLIES	785,586	670,700	114,886
250200	ACTUARIAL SERVICE	26,000	32,000	(6,000)
250500	FINANCIAL SERVICE	170,000	178,106	(8,106)
253100	LEGAL SERVICE	165,000	140,000	25,000
254100	PERSONNEL SERVICE	162,864	120,000	42,864
256200	TRANSCRIPTION SERVICES	1,000	2,731	(1,731)
259100	OTHER SERVICE	2,665,196	1,668,085	997,111
281100	COMPUTER SERVICES	399,470	233,270	166,200
281200	COMPUTER SUPPLIES	80,623	88,610	(7,987)
281700	ELECTION SERVICE	122,000	-	122,000
285200	PHYSICAL FITNESS SUPPLIES	5,800	1,700	4,100
289800	OTHER SUPPLIES	38,213	31,550	6,663
293100	DISPATCH SERVICE	2,625,500	2,627,469	(1,969)
293400	PUBLIC WORKS SVC	18,866	6,500	12,366
296200	GENERAL SERVICE PARKING CHARGE	1,000	1,000	-
298400	RADIO SYSTEMS	208,775	206,840	1,935
299900	UNDESIGNATED 2000	50,000	-	50,000
	TOTAL SERVICES AND SUPPLIES	15,688,111	12,968,387	2,714,724
321000	INTEREST EXPENSE	20,000	321,984	(301,984)
322000	PRINCIPAL PAYMENTS	-	1,150,189	(1,150,189)
345000	ASSESSMENTS	2,067,700	1,917,430	150,270
370000	CONTRIBUTIONS TO OTHER AGENCY	216,000	178,357	37,643
	TOTAL TAXES, LICENSES, ASSESSMENTS & CONTRIBUTIONS	2,303,700	3,572,959	(1,264,259)
420100	STRUCTURES	-	6,000	(6,000)
430300	EQUIPMENT	538,264	95,667	442,597
460300	UNDESIGNATED 4000	50,000	-	50,000
	TOTAL CAPITAL ASSSETS	588,264	101,667	486,597
	TOTAL EXPENDITURES & CAPITAL ASSETS:	$ 147,910,478	$ 137,684,798	$ 10,225,680
	TOTAL TRANSFERS & RESERVES	$ -	$ (5,962,000)	

DIVISION INFORMATION

ORGANIZATIONAL CHART



OFFICE OF THE FIRE CHIEF



STAFFING:

Fire Chief	1
Deputy Chiefs	3
Chief Development Officer	1
Sr. Staff Admin Coordinator	1
Public Education Technician	1
Secretary	1
	8

LABOR COSTS (Salaries & Benefits)			Services & Supplies	Taxes, Licenses, etc.	Capital Assets	Division Total
Full-Time	OT	Total				
$ 1,488,487	$ -	$ 1,488,487	$ 690,014	$ -	$ 50,000	$ 2,228,501
					Percent of Total Budget:	**1.51%**

STAFFING CHANGES:

To make the best use of personnel, the Fire Chief is proposing that one Public Education Technician (PET) be moved into his division, in place of a Staff Captain. Under the direction of the Fire Chief, this position will serve to improve intra-district communications. In addition, the PET will deliver internal customer service by coordinating promotion ceremonies, Board of Directors reports, and various other recognition opportunities. Lastly, the PET will also coordinate the District's largest community outreach program – the highly successful Fire Camp.

The Deputy Chief of Support Services and the Chief Development Officer have a tremendous need for full-time clerical support. Now served by a part-time Secretary, the Fire Chief is proposing to convert the current part-time Secretary to a full-time position to support these two positions. Until recently these two Command Staff positions did not have the benefit of a support person at all, and their needs clearly exceed the resources provided by their current part-time Secretary.

OFFICE OF THE FIRE CHIEF

The Fire Chief oversees all services, activities, and District operations in conformance with Board policy and legislative mandates. These services include, but are not limited to, representing the District to the legislature, special interest groups and appropriate officers of the local, state, and federal governments as well as the general public. His office is also responsible for the development and implementation of the District's strategic and long-range planning program based on the goals, objectives, budget funding levels, and priorities that are consistent with the District's Mission.

FY2012/13 BUDGET:

Budget requests for the Office of the Fire Chief can be grouped into the following major areas:

- Memberships. These memberships are deemed essential to the day-to-day operations of the department and support existing programs and customer service-based partnerships with organizations within our jurisdiction.
- Business/Conference. Fire Chief and selected personnel will attend annual conferences, meetings, etc. when deemed necessary. All costs associated with these functions are covered in this account.
- Other Services and Other Supplies. These accounts are used for "Other Professional Services" that are not covered by another division's budget as well as unexpected district obligations, special recognition, and any other items not covered by other divisions.

FY2011/12 ACCOMPLISHMENTS:

- Partnered with our labor group IAFF L522, and through exceptional cooperation, continued implementation of mid-contract concessions of more than $27 million in savings over a three-year period.
- Conducted a successful grant program in which the District was awarded $7.6 million and $6.9 million in FY 2011/12 and FY 2010/11, respectively, compared to just $250 thousand from FY 2008 to 2010.
- Secured Lease Revenue Bonds amounting to $12,960,000 the proceeds of which were primarily used to finance the acquisition and improvement of HQ building, and the purchase of equipment. The Fire Chief also led the financial rating process to maintain the District's AA- credit rating allowing for an extremely competitive interest rate for the bonds.
- Initiated several major programs such as the Single Role Paramedic Program (SRPP) and the Simulator Project as well as the work on the Zinfandel Training Site.

GOALS FOR FY2012/13:

- Expansion of Community Relations
- Seek alternative revenue enhancement opportunities
- Complete the implementation of the Single Role Paramedic Program and Community Risk Reduction service enhancements.
- Complete the constructions of the Headquarters, Zinfandel Training site, and the Simulator Project.

BOARD OF DIRECTORS

BOARD OF DIRECTORS

Board Clerk

STAFFING:

Board of Directors	9
Board Clerk	1
	10

LABOR COSTS (Salaries & Benefits)			Services & Supplies	Taxes, Licenses, etc.	Capital Assets	Division Total
Full-Time	OT	Total				
$ 156,521	$ -	$ 156,521	$ 169,454	$ -	$ -	$ 325,975

Percent of Total Budget: **0.22%**

BOARD OF DIRECTORS

Sacramento Metropolitan Fire District is an independent special district governed by a nine-member Board of Directors. Each Board Member is elected by represented divisions from within Metro Fire's jurisdictional boundaries to serve alternating four-year terms of office. The Board of Directors serves as the policy setting instrument of the organization and is directly accountable to the citizenry.

The Board carries out its fiduciary duty by establishing the vision, mission, and strategic goals that will ensure that the District meets its obligations and commitment to the public. It is responsible for adopting the District's annual budget which is the most significant policy document in a special district. It also exercises its fiscal oversight duties by reviewing monthly financial statements as well the annual independent audits. It is also responsible for appointing the fire chief.

FY2012/13 BUDGET:

The Board members are elected to four-year staggered terms and five seats are up for election this coming fiscal year. It is anticipated that the District will incur $122,000 in election-related expenditures.

FY2011/12 ACCOMPLISHMENTS:

- Redistricting. The Board adjusted the District's nine Election Division boundaries in accordance with the requirements of the Elections Code as a result of the 2010 decennial census so that each division is as equal in population as practicable. This process provides the citizenry with equal representation in each of the election divisions.
- Improved Board Processes. Expedited Board meeting processes to relieve the burden of extended time commitments of both Directors and District staff.
- Enhanced Transparency. Posted online agendas and minutes on the District's website which provides the public with information on the operations of the District.
- Positive Board-Management-Labor Relations. Promoted a productive working relationship with an open line of communication to address District and employee issues which culminated in innovative solutions benefiting the District and the citizens of the community and ensured the best quality fire protection, fire prevention, fire safety education, emergency medical services, and other emergency response services.
- Relationships with the Cities. Advanced joint participation with the established committees of the City of Citrus Heights and the City of Rancho Cordova to share information and achieve mutual goals.

GOALS FOR FY2012/13:

The Board's main goal in the upcoming year is to deliver a balanced budget while maintaining a high level of service to the community. While this appears to be a daunting task, with the cooperation of management, union leadership, and all rank and file employees and support personnel, this goal can be achieved.

Administration Branch

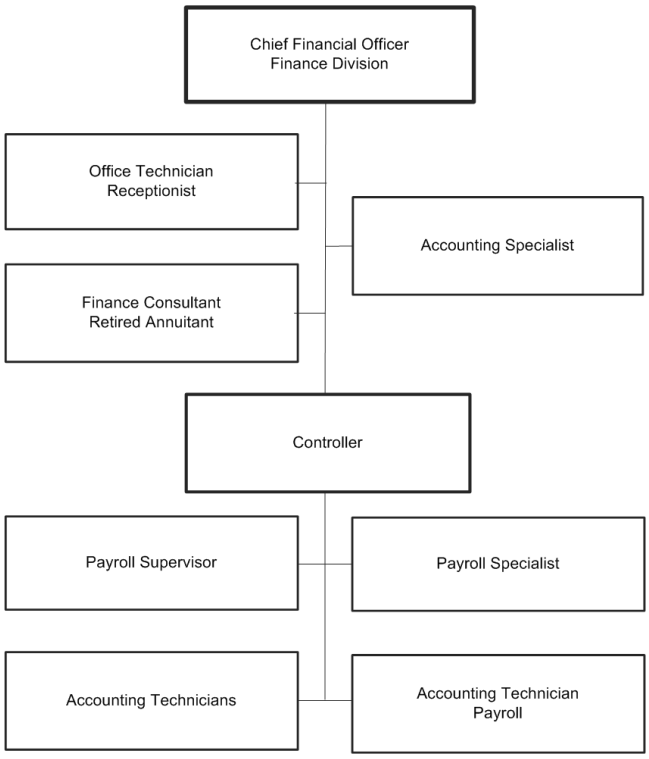
Mark Wells
Deputy Chief

Finance

Human Resources

Information Technology

FINANCE



STAFFING:

Chief Financial Officer	1
Finance Consultant	.5
Controller	1
Payroll Supervisor	1
Payroll Specialist	1
Accounting Specialist	1
Accounting Specialist (Grant)	.5
Accounting Technicians	4
Accounting Technician (Payroll)	1
Office Technician	1
	12

LABOR COSTS (Salaries & Benefits)			Services & Supplies	Taxes, Licenses, etc.	Capital Assets	Division Total
Full-Time	OT	Total				
$ 1,139,278	$ 16,767	$ 1,156,045	$ 253,059	$ 1,915,000	$ -	$ 3,324,104
					Percent of Total Budget:	**2.25%**

STAFFING CHANGES:

Over the last five years grant funding has increased from $90,000 to $7.6 million annually. As such, the related grant compliance and reporting work has also substantially increased. As a result, an additional position of Accounting Specialist is included in the fiscal year 2012/13 budget to address the increased grant-related work.

FINANCE

The professional team in the Finance Divisions oversees the District's multi-million dollar financial operation. Each and every one of them takes the stewardship of your public funds with great seriousness. Processes are in place to safeguard the District's assets, track spending, collect all revenue and cost reimbursements, and produce quality reporting of all transactions. This Division also guides the very important budget process to ensure that resources are properly allocated for optimum public service levels.

Each year, the District's financial statements are audited by Certified Public Accountants (the auditors). The Finance Division supports the auditors in their work by answering questions, preparing various analyses and providing documents to support transactions reflected in the statements. The results of the audit show that the financial statements are fairly presented in accordance with Governmental Accounting Standards.

FY2012/13 BUDGET:

Finance will also be introducing new technologies to run their division more efficiently. These include migrating the financial accounting system to an online hosted version, implementation of electronic deposits of cash receipt, and electronic collection of recurring accounts receivables. In addition, Finance is assisting with implementing the acceptance of credit cards on the District's website for the convenience of the public.

As part of the day to day operations, the Division issues payroll to more than 600 employees, processes vendor invoices, and prepares grant reports grantor agencies and monthly financial statements. During the fiscal year, about 43,000 transactions will be processed through the District's books.

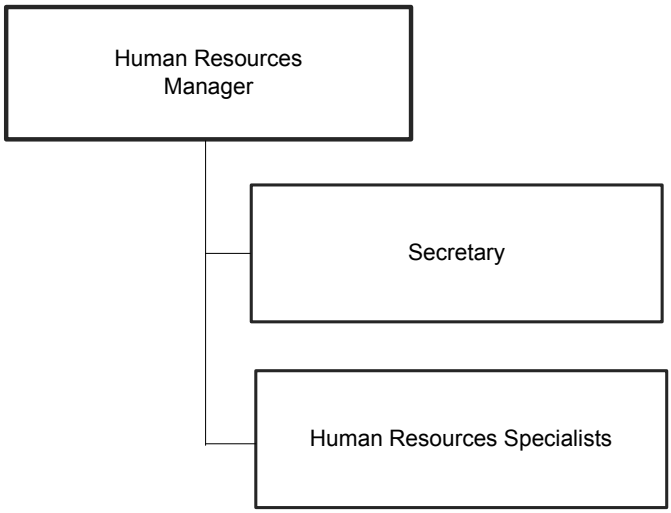
FY2011/12 ACCOMPLISHMENTS:

- Played a key role in the issuance of Lease Revenue Bonds to finance the District's Headquarters' Building ($10.6 million) and also to buy firefighting and medic equipment ($2.4 million)
- Organized a special public workshop for the Board of Directors resulting to the authorization of opening a trust fund to begin to pre-fund post-retirement medical benefit obligations which will be in place by July 1, 2012
- Initiated the development of an overhead cost allocation system which will maximize the recovery of overhead costs via user and regulatory fees, grants, and other reimbursements

GOALS FOR FY2012/13:

- Prepare accounting entries internally to adjust the governmental financial statements to an accrual basis
- Update the existing capital facilities fees to reflect the cost of the District's infrastructure needs
- Identify opportunities for streamlining procedures while maintaining appropriate internal controls

HUMAN RESOURCES



STAFFING:

Secretary	1
Human Resources Manager	1
Human Resources Specialists	2
Human Resources Specialist	1
	5

LABOR COSTS (Salaries & Benefits)			Services & Supplies	Taxes, Licenses, etc.	Capital Assets	Division Total
Full-Time	Other	Total				
$ 436,990	$ -	$ 436,990	$ 736,747	$ -	$ -	$ 1,173,737

Percent of Total Budget: **0.79%**

STAFFING CHANGES:

Due to the significant increases in workload anticipated for development and sustainment of ongoing programs being initiated in FY 12/13, the HR Division will be hiring an additional HR Specialist. Additionally, to reduce personnel costs in FY 11/12, HR absorbed the Workers' Compensation responsibilities following a retirement in 2010 and reassigned the associated workload to existing HR staff. The new HR Specialist will assist with the additional Workers' Comp responsibilities, and support recruitment conducted throughout the year to include continuous support of the new SRPP program.

HUMAN RESOURCES

The Human Resources Division provides a full range of services which include recruitment and selection, employment advertising, background investigations, employee relations, job classifications, compensation, policy & procedure development, employee benefits administration, and workers' compensation administration. The Human Resources Division staff includes the HR Manager and two HR Specialists and is under the direction of the Deputy Chief of Administration.

FY2012/13 BUDGET:

The Human Resources Division budget has increased significantly for the following reasons:

- The majority of the increase is due to projected recruitment of 137 new employees. Recruitment costs include: advertising, testing, background investigations, and medical evaluations to name a few.
- HR is anticipating conducting 3 promotional exams to include Captain, Engineer (if current list is exhausted) and Supervising Inspector.
- The General Counsel budget was dissolved and legal service budgeting and responsibilities were re-assigned to HR.
- To contain costs, the HR Division has been without a training budget for the last 4 fiscal years. Because of ever-changing laws and regulations in the Human Resources field, it is necessary to provide a training budget for HR.

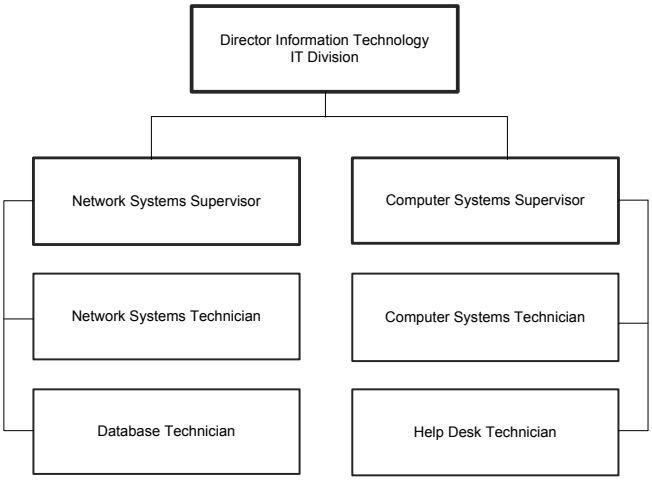
FY2011/12 ACCOMPLISHMENTS:

During the last fiscal year, the HR Division recruited for three firefighter academies which resulted in 74 new recruits. Additionally, HR assisted all Divisions with recruitment and selection to fill various open positions attributed to attrition and reorganization.

GOALS FOR FY2012/13:

To accommodate the growing needs of the District, the HR Division will once again be recruiting for numerous positions in fiscal year 2013 both internally and externally. A priority for next fiscal year is to attract qualified and diverse candidates to fill the projected 110 positions in the Operations Division. In addition to firefighters, single role emergency medical response personnel will be recruited to initiate the Districts medical transportation program with a projected start date of early 2013. Several support positions will also be filled due to retirements in multiple divisions within the District.

INFORMATION TECHNOLOGY



STAFFING:

Director	1
Systems Supervisor	1
Network Systems Technician	1
Database Technician	1
Computer Systems Supervisor	1
Computer Systems Technician	1
Help Desk Technician	1
	7

LABOR COSTS (Salaries & Benefits)			Services & Supplies	Taxes, Licenses, etc.	Capital Assets	Division Total
Full-Time	OT	Total				
$ 880,029	$ -	$ 880,029	$ 1,008,568	$ -	$ 83,000	$ 1,971,597

Percent of Total Budget: **1.33%**

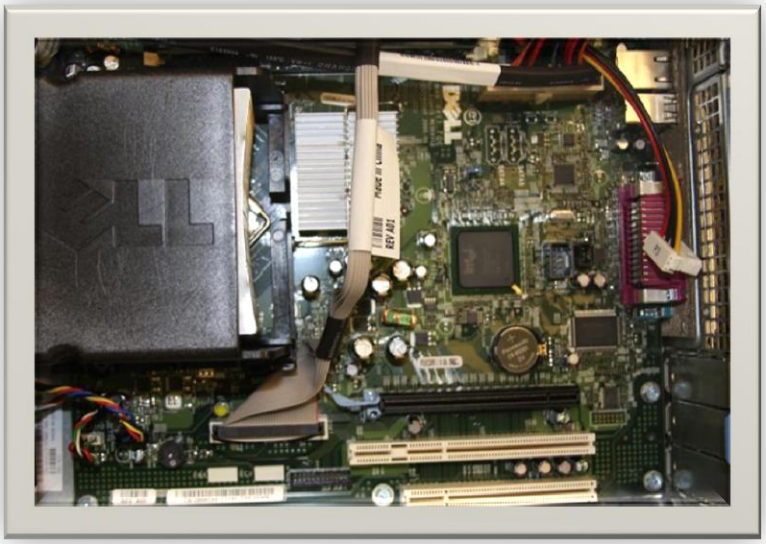
INFORMATION TECHNOLOGY

The information Technology Division (IT) is responsible for providing data, voice, video, and radio communications to 42 fire stations, four administrative buildings and over 340 vehicles. The IT Division includes the Computer Systems Team and the Network Systems Team. Under the leadership of the Director of Information Technology, the IT Division manages the District's Data center, network security, LAN/WAN, VOIP system, video conferencing system, computer systems and building fire/security/access control systems.

FY2012/13 BUDGET:

This fiscal year's budget is higher than last year's budget for a couple of reasons. The phone, cellular, television, Internet, and pager services were moved into the Information Technology budget from the Communications budget. The increase will capture a full year of expenses. In addition, cellular costs have gone up due to the implementation of the e-PCR application running on iPads which will be using the LTE network. Our service calls for access control, security, and fire panels have increased as well.

This fiscal year, we will be replacing our plotter for the mapping division, setting up data replication, converting our financial application to a SaaS application, upgrading our access control panels, implementing a fax server and upgrading our staffing application. We will also be issuing iPads to the Board of Directors to communicate with the Board clerk which will eliminate assembling board packets and sending a runner to deliver the packets to each board member's home. We have also included training for the IT staff which will be attending two user conferences for applications we currently support.



FY2011/12 ACCOMPLISHMENTS:

- Implemented a district-wide video conferencing solution
- Developed a mapping solution for the Mobile Data Computers in the first in apparatus
- Started the migration of several servers to a virtual environment
- Moved the main administration building to a new headquarters located at Mather, CA

GOALS FOR FY2012/13:

- Implement the hardware for an e-PCR system for the EMS Division
- Complete the migration of servers to a virtual environment
- Replace the network firewall
- Move the Fire Prevention Bureau to the new headquarters building

Operations Branch

Chris Holbrook
Deputy Chief

Operations

Emergency Medical Services

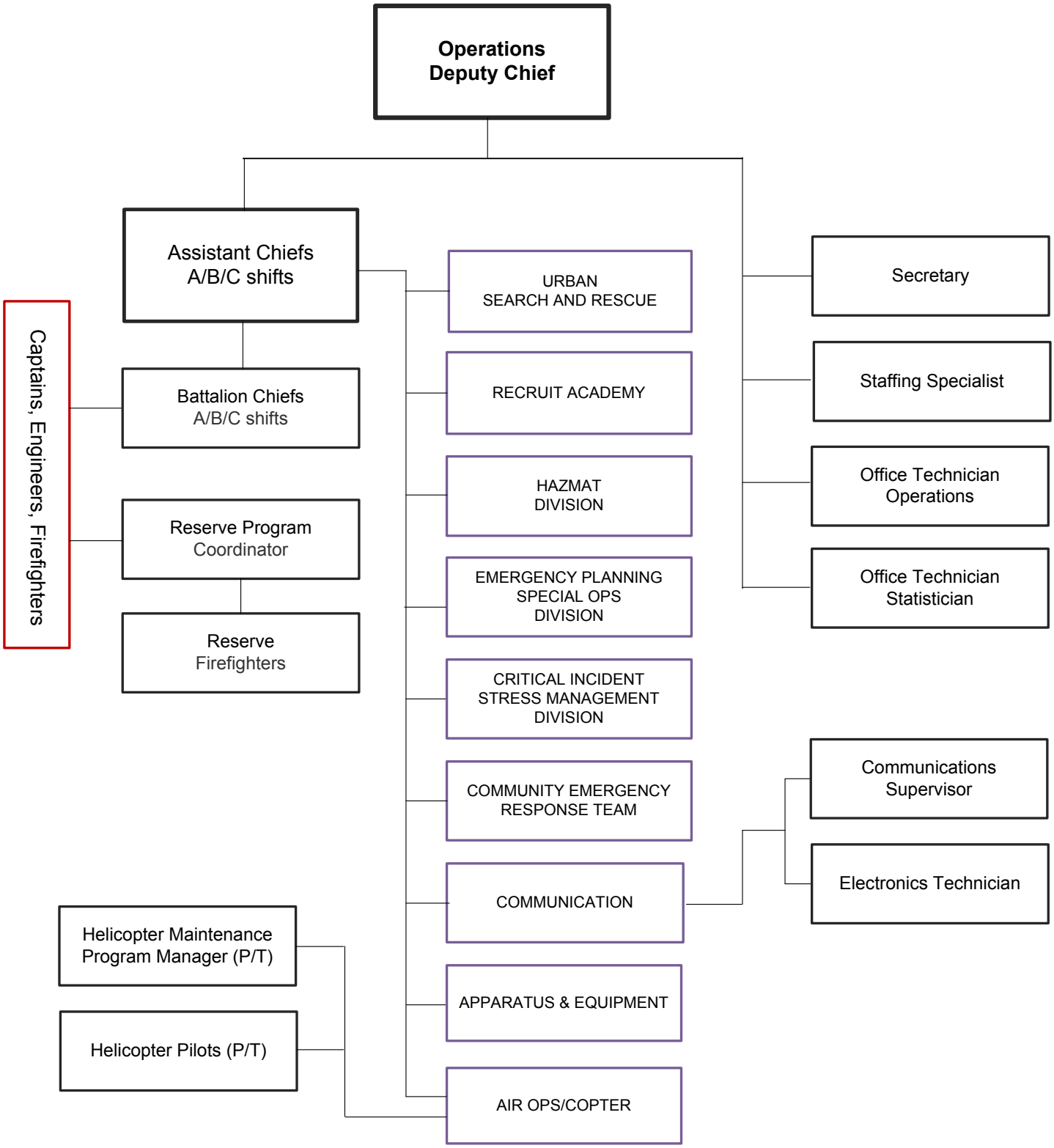
Single Role Paramedic Program

Training

Safety

Fitness & Wellness

OPERATIONS


Operations Deputy Chief
Assistant Chiefs A/B/C shifts
Battalion Chiefs A/B/C shifts
Reserve Program Coordinator
Reserve Firefighters
Captains, Engineers, Firefighters
URBAN SEARCH AND RESCUE
RECRUIT ACADEMY
HAZMAT DIVISION
EMERGENCY PLANNING SPECIAL OPS DIVISION
CRITICAL INCIDENT STRESS MANAGEMENT DIVISION
COMMUNITY EMERGENCY RESPONSE TEAM
COMMUNICATION
APPARATUS & EQUIPMENT
AIR OPS/COPTER
Helicopter Maintenance Program Manager (P/T)
Helicopter Pilots (P/T)
Secretary
Staffing Specialist
Office Technician Operations
Office Technician Statistician
Communications Supervisor
Electronics Technician

OPERATIONS

STAFFING:

Deputy Chief	1
Assistant Chiefs *(2 of 5 in other Divisions)*	3
Secretary	1
Staffing Specialist	1
Office Technician	1
Office Technician	1
Communications Supervisor	1
Electronics Technician	1
Helicopter Maint. Manager P/T	.5
Helicopter Pilots P/T (3)	1

Battalion Chiefs	15
Reserve Program Coordinator	1
Reserve Firefighters	7
Captains	126
Engineers	126
Firefighters	228
SRPP Captains	3
SRPP Paramedics	30
SRPP EMTs	14
	561.5

LABOR COSTS (Salaries & Benefits)			Services & Supplies	Taxes, Licenses, etc.	Capital Assets	Division Total
Full-Time	OT	Total				
$ 97,401,467	$ 77,427	$ 97,478,894	$ 1,428,446	$ -	$ -	$ 98,907,340

Percent of Total Budget: **66.87%**

STAFFING CHANGES:

The addition of one Office Technician (Statistician) has been added to the Operations budget, allowing the maximization of quantifiable information not currently possible given our constrained staff time.

OPERATIONS

The Operations Division oversees all aspects of the District's all-hazard emergency services delivered from forty-two fire stations with daily shift staffing of 160 personnel. These services include:

- Fire Suppression
- Technical Urban Search & Rescue
- Emergency Medical Services (see separate narrative)
    - Advanced Life Support Transport
    - Advanced Life Support on every Engine
- Training & Education (see separate narrative)
- Safety (see separate narrative)
- Special Operations (Aviation, Water Rescue, Hazardous Materials Response Team, Homeland Security)

FY2012/13 BUDGET:

The Operations Division answered nearly 77,000 calls for service in 2011, a number that has steadily increased each year while the regional economic downturn has constrained our resource capability. By maximizing efficiencies in FY2011/12, the FY2012/13 Operations budget maintains the current reduced service delivery levels with three browned out engine companies, even given the forecasted negative economic conditions.

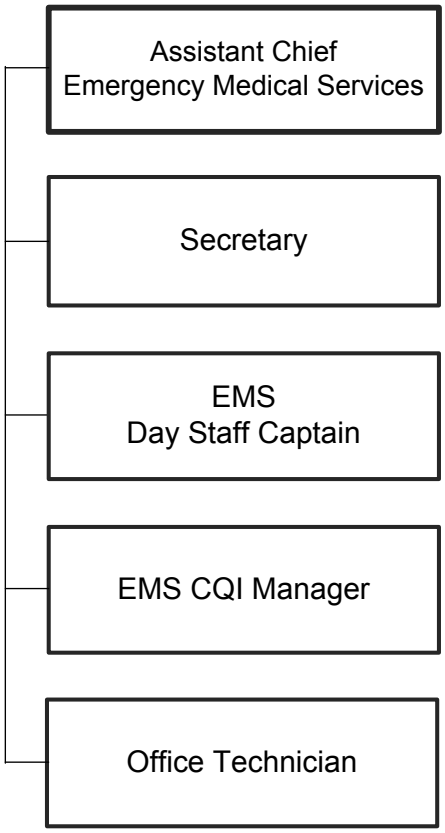
FY2011/12 ACCOMPLISHMENTS:

FY2011/12 was a time of maximizing efficiencies. A suppression service level reduction of two Engine Companies were offset with the use of grant funding supporting the staffing and apparatus purchase of two new Truck Companies. Air Operations maintenance agreement costs were renegotiated and seasonal start dates for the program were delayed to save costs; and EMS programmatic changes enabled a greater recovery of costs than ever before.

GOALS FOR FY2012/13:

Entering FY2012/13, quantitative and qualitative indicators are warning that while we are doing more with less, service levels are significantly below where they need to be. A comprehensive study on first due unit response times found that the District fails to meet national best practice standards of a "4 minute travel time for the first responding unit." The report went on to say that that five to seven additional Engine Companies, two additional Truck Companies and one additional Battalion Chief would be needed to meet the Districts own adopted standard. FY2012/13 is not a year that will allow this right-sizing to occur, rather it is a year that will allow for intelligent and informed planning allowing better decisions to be made in the follow-on years.

EMERGENCY MEDICAL SERVICES



STAFFING:

Assistant Chief	1
Secretary	1
EMS Day Staff Captain	1
EMS CQI Manager	1
Office Technician	2
	6

LABOR COSTS (Salaries & Benefits)			Services & Supplies	Taxes, Licenses, etc.	Capital Assets	Division Total
Full-Time	OT	Total				
$ 845,387	$ 94,000	$ 939,387	$ 2,083,622	$ -	$ 20,764	$ 3,043,773

Percent of Total Budget: **2.06%**

STAFFING CHANGES:

During FY2011/12, the Board approved an Office Technician for the EMS Division. The position was added to maximize organizational efficiency by assisting with the additional workload due to the EMS redesign and assisting with monitoring, billing, and processing first responder reports.

EMERGENCY MEDICAL SERVICES

The EMS Division is responsible for the management of the District's emergency medical system. The division ensures that our EMT and paramedic personnel are trained and equipped to serve the public at a high level. EMS policies and procedures are developed to ensure our personnel promote a positive public image and ensure organizational efficiencies are maximized. A high priority has been placed upon the education of our line personnel and to ensure our medical personnel are properly equipped to meet the high standards our community expects.

FY2012/13 BUDGET:

The EMS Division plans to streamline its operation while increasing organizational efficiency by instituting an electronic- patient care reporting (e-PCR) system. e-PCR is being implemented to streamline our medical documentation and billing process. e-PCR will provide greater accountability on our medical documentation and timely billing. The initial start-up cost is approximately $226,150 and will be allocated from the general fund.

In FY2011/12, the EMS Division secured a grant (AFG) for cardiac monitors. The grant enables our department to replace a portion of its cardiac monitors. The monitors are over 12 years old and have exceeded their life expectancy. The Department was awarded a grant for $1.75 million. The cost to replace 90 cardiac monitors is approximately $2.7 million. The remaining $950,000 will be funded by the General Fund to replace all units.

FY 2011/12 ACCOMPLISHMENTS:

- Secured $1.75 million grant for cardiac monitors
- e-PCR implementation in progress to maximize efficiency
- Developed new EMS education program to enhance medical care and contracted for new Medical Director
- Implemented First Responder Fee & updated Medic Fee Schedule
- Updated medical billing procedures and assisted with legislation on AB678 "Medi-Cal reimbursement"

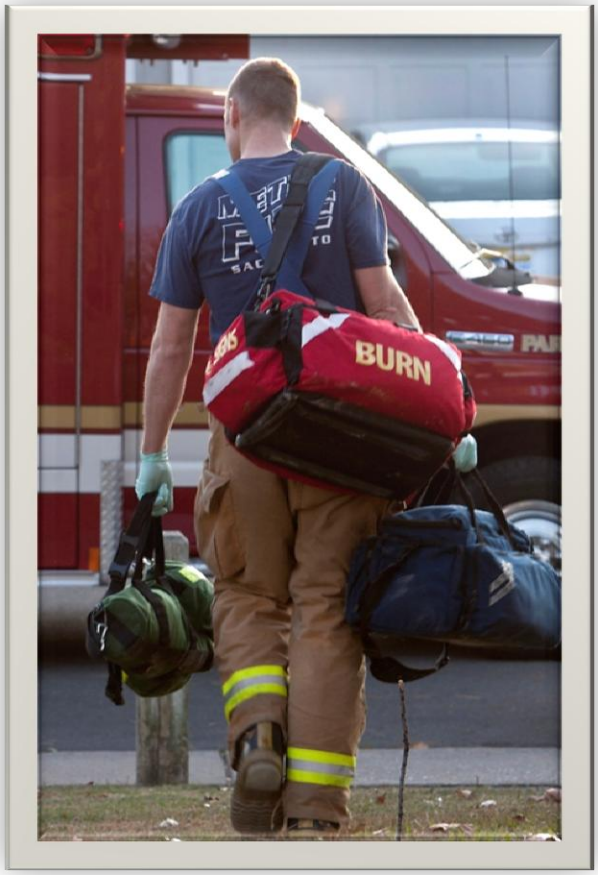
GOALS FOR FY2012/13:

- Increase organizational efficiency by purchasing e-PCR for medical documentation and billing, developing and maintaining EMS education programs, and conducting three (3) EMS academies.
- Exercise sound fiscal management by purchasing cardiac monitors (AFG), continuing to streamline our medical billing practices, and finalizing the implementation of AB678 "Medi-Cal Reimbursement".
- Promote a positive public image and engaged citizenry by maintaining customer service feedback from surveys to ensure excellent EMS delivery and monitoring EMS System to ensure citizens continue to receive quality medical care.

SINGLE ROLE PARAMEDIC PROGRAM

The primary goal of the Single Role Paramedic Program (SRPP) is to enhance emergency medical services to the citizens within the communities we serve by providing additional 24-hour paramedic ambulance units staffed by District personnel. The program is also designed to enhance the District's community outreach efforts toward hiring locally and promoting greater diversity of our workforce by providing a pathway to become a firefighter/paramedic with the department.

The SRPP transitions five (5) contract American Medical Response ambulances and two 12-hour ambulances to district single role medic units. A total of seven (7) single role medic units will be placed into service in early 2013.



FY2012/13 BUDGET:

The SRPP requires just over $2.1 million, of which $1.4 million will be taken from reserve funds, to be expended to pay for start-up costs. Ambulances from our current fleet will be utilized to implement the program. The SRPP is expected to generate in excess of $2.5 million, which amount is sufficient to avoid the closure of two additional engine companies.

GOALS FOR FY2012/13:

Our goal is to enhance emergency medical services to the citizens within the communities we serve. We plan to work with our local community partners such as junior colleges, the Regional Fire JPA, the U.S. Armed Forces, community groups, high schools, Explorer programs, etc. on mentoring programs designed to enhance the pool of local candidates for future firefighter/paramedic positions with the District.

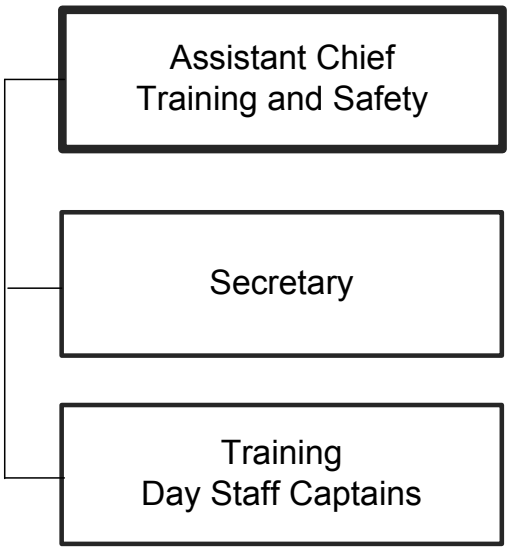
LABOR COSTS (Salaries & Benefits)			Services & Supplies	Taxes, Licenses, etc.	Capital Assets	Division Total
Full-Time	OT	Total				
$ 1,671,884	$ -	$ 1,671,884	$ -	$ -	$ -	$ 1,671,884

Percent of Total Budget: **1.13%**

STAFFING CHANGES:

The new Single Role Paramedic Program (SRPP) will require that the organization hire and train 14 EMTs and 30 paramedics. In addition, 3 EMS Officer positions will be created to supervise the SRPP employees and enhance our EMS delivery system. These positions are included in the line staff positions under Operations.

TRAINING



STAFFING:

Assistant Chief	.5
Secretary	1
Training Day Staff Captains	2
	3.5

LABOR COSTS (Salaries & Benefits)			Services & Supplies	Taxes, Licenses, etc.	Capital Assets	Division Total
Full-Time	OT	Total				
$ 770,031	$ -	$ 770,031	$ 92,606	$ 190,000	$ -	$ 1,052,637

Percent of Total Budget: **0.71%**

TRAINING

The Training Division's mission is to improve service delivery to the community by providing realistic, ongoing, and verifiable training to district personnel and assisting them to develop and strengthen essential job skills. We strive to ensure all-risk operational readiness and enhance the ability of our members to perform quality public service. We promote teamwork, and service in a safe, effective, and efficient manner. There are many federal, state and locally-mandated requirements which must be addressed, and as new information becomes available, it is imperative that we introduce new tools, technology, or equipment to train our fire personnel.

FY2012/13 BUDGET:

The Training Division has implemented programs to support the Districts mission for succession planning. The future development and sustainability of these programs is based on a mix of personnel expertise of instruction and associated materials and deliverables. Additional costs for meaningful and realistic training will be in the following areas:

- Station libraries and education aides
- Officer and Apparatus operator academy tract training
- Quarterly live fire training for all suppression employees (18 month rotation)
- Continued ARFF and tank farm training
- Increased tuition for Los Rios Community College

Decreases in anticipated spending will be associated with an agreement with the California Fire and Rescue Training Authority JPA and the Los Rios Community College program. Instructor costs for the Academy will now be paid at an instructor rate. This rate is one-third less than using shift personnel paid at the on-duty rate. Additionally, the Academy curriculum has been approved by Los Rios Community College and the District receives funding for the student training hours.

FY2011/12 ACCOMPLISHMENTS:

Some of the accomplishments for the Training Division In 2011-2012 are the following:

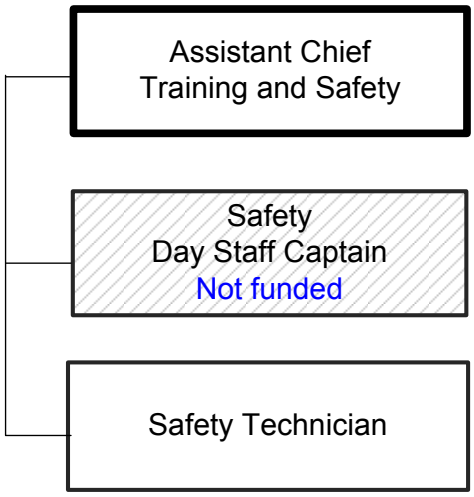
- Fire Academies 11-1, 11-2, and 12-1. Initiated Truck Academy training
- Participated in Sacramento Regional High Rise Drill
- Conducted DMV driver training, Annual Live Fire Training, and Wildland Firefighting Training
- Tested and evaluated fifty-five probationary employees

GOALS FOR FY2012/13:

The goal of the Training Division is the Continuation of Training programs currently in place:

- Recruit Academies 2 per year of 50 students each
- Promotional training, including current library books, educational aides and outside courses
- Officer, Truck, and Apparatus Operator academy tract training, Quarterly Live Fire Training for Suppression Personnel, ARFF Live Fire Training and Tank Farm Training, LRCC Professional Training for Fire Service Personnel
- Partnership with the California Fire and Rescue Training Authority JPA

SAFETY



STAFFING:

Assistant Chief	.5
Safety Day Staff Captain *(unfunded)*	0
Safety Technician	1
	1.5

LABOR COSTS (Salaries & Benefits)			Services & Supplies	Taxes, Licenses, etc.	Capital Assets	Division Total
Full-Time	OT	Total				
$ 79,658	$ -	$ 79,658	$ 627,800	$ -	$ -	$ 707,458

Percent of Total Budget: **0.48%**

SAFETY

The Safety Division oversees Personal Protective Equipment (PPE), Occupational Safety and Health Administration (OSHA) responsibilities, and more. All items requested from the Safety Division are required safety items necessary for personnel to safely do their jobs as well as meet both NFPA and OSHA requirements.

FY2012/13 BUDGET:

The costs of items such as PortaCount calibration and Self-contained breathing apparatus (SCBA) parts have increased in cost over the last few years. The warranty on the SCBAs has expired therefore, purchasing replacement parts has increased. The cost of replacement parts and servicing current Thermal Image Cameras should decrease next year with the grant purchase of new cameras. There is an increase on the costs of Structure Boots since the District has changed from Rubber boots to Leather Boots. However, since Leather Boots do last longer, the cost savings will show in future budgets. The Division has also seen a decrease in cost in purchase of Station/Duty Boots by having personnel purchase their own and submit for reimbursement. It does not appear boots are being replaced as often as in previous years. All PPE/Safety Items have slightly increased to accommodate for two potential recruit academies next year. Cost per set of Structural Turnout and Wildland PPE have increased.

Overtime for Fit Testing will see a decrease next year. The Division is able to function properly with only 3 personnel daily and should not have to utilize on-duty personnel next year, therefore eliminating the need for Callbacks to cover positions. Eliminating a paper mask and a separate HazMat mask will cut supply costs and time spent Fit Testing.

FY2011/12 ACCOMPLISHMENTS:

- Annual fit testing for all safety personnel were concluded with a budget savings by utilizing shift personnel and limiting overtime for essential technicians.
- Completed outfitting all personnel with a new state of the art wildland PPE using a phased in purchase approach
- Completed and outfitted personnel with 100 sets of turnouts utilizing grant funding.
- Maintained safety team quarterly meetings with a focus of ongoing safety issues.
- Approved future spending for leather turnout boots that will see an overall long term savings with a longer lasting, more durable boot.

GOALS FOR FY2012/13:

- Complete a regional thermal imaging testing and evaluation to proceed with bid and purchase to replace and supplant existing equipment using grant funding.
- Initiate discussions for future regional SCBA evaluation and purchase (5-7 year plan)
- Annual fit testing for all safety employees
- Maintain competencies and education for existing SCBA maintenance technicians.

FITNESS AND WELLNESS

Metro Fire's Health and Fitness division is responsible for providing all employees with the opportunity to maintain an appropriate level of health and fitness throughout their career.

FY2012/13 BUDGET:

To comply with National Institute for Occupational Safety and Health (NIOSH) Line of Duty Death report recommendations, as well as National Fire Protection Association (NFPA) 1582 and the International Association of Firefighters/Fire Chiefs (IAFF/IAFC) Wellness Fitness Initiative, the plan is to have all suppression personnel participate in a comprehensive medical evaluation during FY2012/13. This evaluation will also meet the mandates for employee immunizations, DMV medicals for the next four years, annual respiratory clearance, and annual HAZMAT medical evaluations for those on the HAZMAT team. The entire cost of this annual assessment will initially be funded through the awarding of FEMA's Assistance to Firefighters Grant.

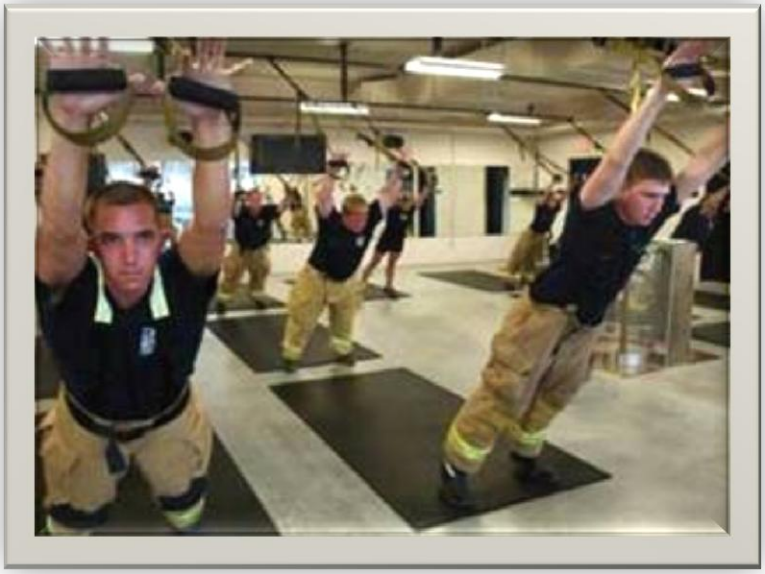
The fitness budget includes an increase of $500 over FY2011/12 for fitness equipment maintenance services due to the aging of our treadmills. For similar reasons, there is an increase of $1,000 for fitness equipment replacement in anticipation of the replacement of aging equipment during the upcoming year.

FY2011/12 ACCOMPLISHMENTS:

Over the last year, the Health and Fitness Division implemented a comprehensive, mandatory Health and Fitness Program Policy for suppression staff. This implementation followed a number of years of negotiation between labor and management.

GOALS FOR FY2012/13:

Goals for FY2012/13 include the scheduling of all suppression employees for a comprehensive medical evaluation and the implementation of a structure fire specific annual performance assessment.



Health and Fitness Program Manager

STAFFING:

Program Manager	1

LABOR COSTS (Salaries & Benefits)			Services & Supplies	Taxes, Licenses, etc.	Capital Assets	Division Total
Full-Time	OT	Total				
$ 86,440	$ -	$ 86,440	$ 333,528	$ -	$ -	$ 419,968

Percent of Total Budget: **0.28%**

Support Services Branch

Duane Arend
Deputy Chief

Community Risk Reduction

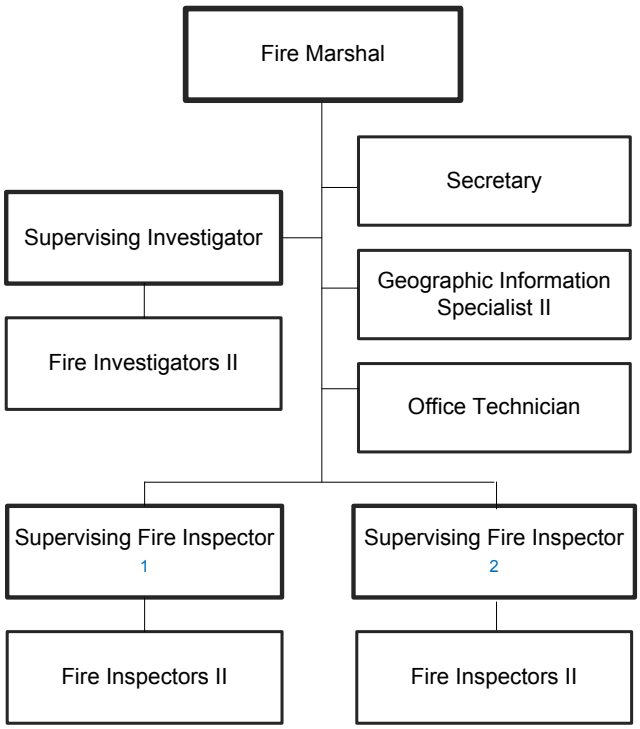
Community Services

Facilities

Fleet

Logistics

COMMUNITY RISK REDUCTION



STAFFING:

Fire Marshal	1
Geographic Information Specialist II	1
Supervising Investigator	1
Supervising Fire Inspector	2
Fire Investigators II	2
Fire Inspectors II	7
Fire Inspectors II	3
Secretary *(converted from Office Tech)*	1
Office Technician	2
	20

LABOR COSTS (Salaries & Benefits)			Services & Supplies	Taxes, Licenses, etc.	Capital Assets	Division Total
Full-Time	OT	Total				
$ 2,543,278	$ -	$ 2,543,278	$ 212,513	$ -	$ -	$ 2,755,791

Percent of Total Budget: **1.86%**

STAFFING CHANGES:

Beginning FY2012/13 the newly established Community Risk Reduction Division (formerly known as Fire Prevention Bureau) will fill one reclassified and four vacant positions. The positions include one secretary, one office technician, one public education technician (addressed in Community Services' narrative), and three fire inspectors. These positions are critical to the success of the new division and the completion of its mission.

COMMUNITY RISK REDUCTION

The Community Risk Reduction Division (formerly known as Fire Prevention Bureau) is responsible for protecting the public through coordinated efforts in fire prevention code enforcement and fire protection engineering. Fire Inspectors responsible for code enforcement inspect existing buildings and properties for fire code violations, assist fire suppression personnel, respond to complaints, and review and approve licensed care facilities. Fire Inspectors responsible for fire protection engineering review plans for all construction projects and fire protection systems, and conduct the testing and inspections for those projects. The Division also manages the weed abatement program, and reviews, approves and inspects special events, carnivals, fairs, and fireworks displays.

FY2012/13 BUDGET:

The Division has undergone significant cuts over the last several years across all budget line items. Cuts ranging in the area of sixty to one hundred percent were made in budget lines items such as books and subscriptions, business conferences, education and training, memberships, and supplies. In addition to operational budget cuts, the Division has undergone staffing reductions which has equated to over sixty percent of its workforce.

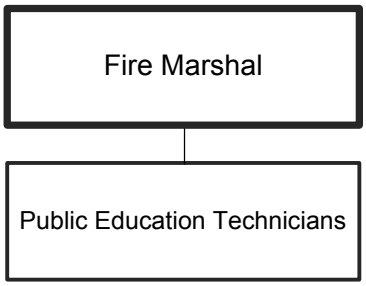
Under the direction of the Fire Chief, the Division is in the process of revamping its operations. The Division will be actively seeking opportunities to increase its effectiveness and efficiency. A major shift in activities and operations will be necessary in order to achieve success in completing our mission. You will find that the FY2012/13 budget proposal as presented will begin to address many of the deficiencies identified above.

FY2011/12 ACCOMPLISHMENTS:

- Converted old plan check data base to Fire House
- Enhanced and streamlined the weed abatement process
- Reestablished expedited plan review service
- Began beta testing iPads using Fire House Software

GOALS FOR FY2012/13:

- Update fee schedule
- Transition to digital plan review
- Increase participation with fire prevention associations
- Obtain ICC certifications for CRRD members
- Apply for ICC accreditation of CRRD
- Fully implement iPad Fire House Inspector application
- Develop Strategic Plan for CRRD
- Develop a career development guide for CRRD



STAFFING:

Fire Marshal *(included in Community Risk Reduction)*	0
Public Education Technician *(one included in Office of the Fire Chief)*	1
Public Education Technician	1
	2

LABOR COSTS (Salaries & Benefits)			Services & Supplies	Taxes, Licenses, etc.	Capital Assets	Division Total
Full-Time	OT	Total				
$ 173,757	$ -	$ 173,757	$ 49,050	$ -	$ -	$ 222,807

Percent of Total Budget: **0.15%**

STAFFING CHANGES:

As one Public Education Technician is being moved to the Office of the Fire Chief, there is a need to fill the position being vacated. The continuation of existing programs and customer service based partnerships with organizations such as Sacramento Safe Kids must continue to be a priority.

COMMUNITY SERVICES

The Division oversees much of the customer service related interactions between Metro Fire and the community we serve. This includes school visits, fire station tours, Fire Camp, and much more. We cover a wide range of topics categorized under Education, Marketing, and Collaboration.

FY2012/13 BUDGET:

With the loss of revenue in property taxes, a bare minimum budget has been submitted for the FY2012/13 budget. In the past, we had as many as five people in our division; however, any issue that now surfaces is handled by two. We are attempting to do as much as possible with a significantly reduced budget and a continually increasing workload.

Our budget request can be grouped into 4 major areas:

- Mass media marketing. We plan to use social media and our website as our conduit to education. We will be developing short life safety videos teaching our residents how to install a smoke alarm, how to properly fit a life jacket, etc.
- Reinforcement materials such as sticker badges, coloring books, activity books, and brochures. These materials not only reinforce messages to keep our community safe but they also serve as marketing tool.
- Internal and external awards. The small cost of the Employee Awards Luncheon will yield a large benefit in terms of job satisfaction. In addition, citizen awards give us the opportunity to reinforce the proper use of 9-1-1 while keeping Metro Fire in the public eye.
- Fire Camp. Fire Camp is the District's largest community outreach program to eighty kids ages 11-13. It serves as is a marketing tool, a recruitment tool, and a way to give back to the community.

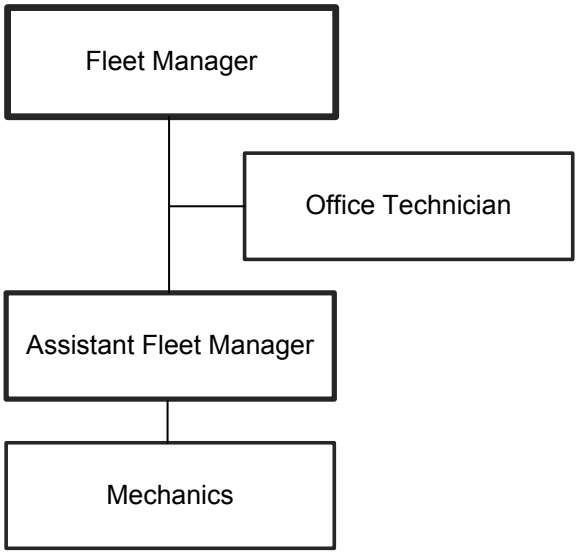
FY2011/12 ACCOMPLISHMENTS:

- Fire Camp 2011, Camp Smokey – California State Fair
- Supported VIVA with 9-11 Celebration at the Capitol, Safetyville USA with Firefighter Chili Cook-off, development of the Sac Metro Public Safety Foundation
- Attended the Great California Shake Out at the Capitol
- Annual Employee Awards Luncheon, Promotion Ceremony
- Social Media – Facebook, Twitter and You Tube, District-wide newsletter

GOALS FOR FY2012/13:

- Video production of 3 minute videos to upload to You Tube for educational purposes on the website, Facebook and Twitter
- Fire Camp 2012
- Continue recognition of citizens, volunteers, CERT, etc.
- CRRD Strategic plan and Career Development guide

FLEET MAINTENANCE



STAFFING:

Fleet Manager	1
Office Technician	1
Assistant Fleet Manager	1
Mechanics	10
	13

LABOR COSTS (Salaries & Benefits)			Services & Supplies	Taxes, Licenses, etc.	Capital Assets	Division Total
Full-Time	OT	Total				
$ 1,602,930	$ -	$ 1,602,930	$ 1,020,772	$ 500	$ -	$ 2,624,202

Percent of Total Budget: **1.77%**

FLEET MAINTENANCE

The Fleet Maintenance Division's primary mission is to support the District's operational readiness by keeping 340+ vehicles and apparatus in safe and reliable working order for our line fire crews and support staff. To accomplish this, we perform a wide variety of work ranging from routine maintenance and repairs to full in frame engine and pump overhauls. Fleet is responsible for maintaining an adequate and effective firefighting fleet of apparatus including the inspection, maintenance, testing, recordkeeping and retirement of our equipment. The Fleet Division monitors and maintains a daily pre-trip inspection program for all of our line vehicles, triaging any defects or needed repairs into immediate need, mobile field repairs, or deferral to full service. Additionally, Fleet staff provides vehicle familiarization and usage training to District personnel, manages the specification development of our apparatus ensuring compliance in all applicable state, local and federal laws and regulations, and serves on several of the District's oversight teams.

FY2012/13 BUDGET:

The Division's budget includes adjustments and changes that are crucial to effectively run the day to day operations of the Division. One of the changes that have been made in this year's budget is an increase in the Fleet Service account. This year, we have included the "Single Role Paramedic Program" which consists of the Division keeping medics that would have been in surplus available to on-line personnel, which will result to an increase in maintenance and service costs. We have also factored in the estimated costs of maintenance and service for two additional trucks that have been added to our fleet. We have also included three major engine repairs that will need to be done on three separate vehicles for this upcoming year.

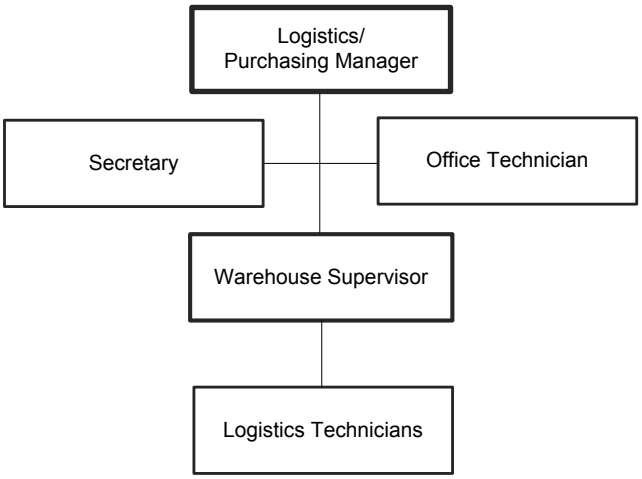
FY2011/12 ACCOMPLISHMENTS:

- Placed twenty new fire engines and two tractor drawn aerials into service. In addition, six new ambulances were outfitted and placed into frontline use with six more to follow shortly. Work is also well underway to place two new battalion chiefs' vehicles into the field.
- Hosted the 42nd annual California Fire Mechanics Academy (CFMA) again this year. The CFMA is one of the oldest and most recognized fire mechanic training venues in the country.
- Made improvements to the longevity and serviceability of the District's ambulances. Working with the EMS Division and the Medic Team members, a new "ambulance pool" system was designed and implemented. This smoothed out the annual mileage discrepancies created when ambulances were assigned to single fire stations.

GOALS FOR FY2012/13:

The Fleet Division continually monitors its internal operations and is always seeking ways to improve the efficiency of the Division. We will be working with Human Resources in creating a Vehicle Parts Technician position for Fleet which will greatly improve productivity on the shop floor. Inventory and asset control, new and innovative automotive products, and incorporating today's electronic systems in the District vehicles will all play a role in the future direction of the Fleet Division.

LOGISTICS



STAFFING:

Logistics/Purchasing Manager	1
Warehouse Supervisor	1
Secretary	1
Logistics Technicians	6
Office Technician	1
	10

LABOR COSTS (Salaries & Benefits)			Services & Supplies	Taxes, Licenses, etc.	Capital Assets	Division Total
Full-Time	OT	Total				
$ 952,615	$ -	$ 952,615	$ 2,005,404	$ 37,200	$ -	$ 2,995,219

Percent of Total Budget: **2.03%**

LOGISTICS

Logistics is responsible for the ordering, receiving and storage of all fire suppression equipment, emergency medical equipment and other essential supplies that all District facilities use on a daily basis. Orders for supplies and equipment are routed through the District e-mail system to be processed by Logistics. Logistics has their hand on each and every project in the District and should always be counted on as a "Go To" division when something needs to get done.

FY2012/13 BUDGET:

The Logistics Division had a very challenging year. Not unlike other divisions with a smaller staff, we were still able to reach some or our goals even with two fewer Logistics Technicians. The most significant increase in the logistics budget is due to fuel costs which will increase by about $250,000. This increase is mainly due to the rollout of the Single Roll Paramedic Program in the upcoming year as well as rising fuel costs.

FY2011/12 ACCOMPLISHMENTS:

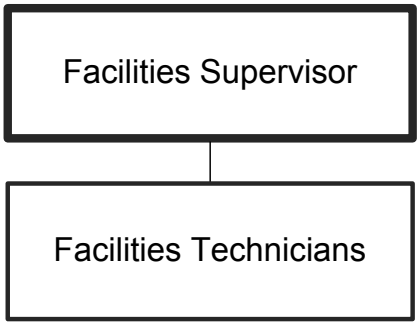
- Brought online the Asset Works inventory program which entailed loading every single item into the inventory database. Every item in the warehouse is now scanned out to a particular station or division which enables us to track usage
- Completed ladder testing of all ladders in the District in an effort to help out our ISO rating
- Despite the layoffs, we were able to increase station deliveries to 4 days a week. In addition, we are going to each medic station every day to pick up PCR's and deliver them to the EMS Division.

- Instrumental in cleaning-up the BSB building and Hurley Way building and other buildings no longer used by the District.
- Instrumental in bringing new apparatus on line as well as implementing new medic inventory updates.

GOALS FOR FY2012/13:

- Cross-training of personnel to ensure seamless job duty rotation
- Certification of technicians for fire extinguisher refilling
- Implement a yearly schedule for testing the inventory of District fire hose

FACILITIES



STAFFING:

Facilities Supervisor	1
Facilities Technicians	3
	4

LABOR COSTS (Salaries & Benefits)			Services & Supplies	Taxes, Licenses, etc.	Capital Assets	Division Total
Full-Time	OT	Total				
$ 443,128	$ -	$ 443,128	$ 289,300	$ -	$ -	$ 732,428

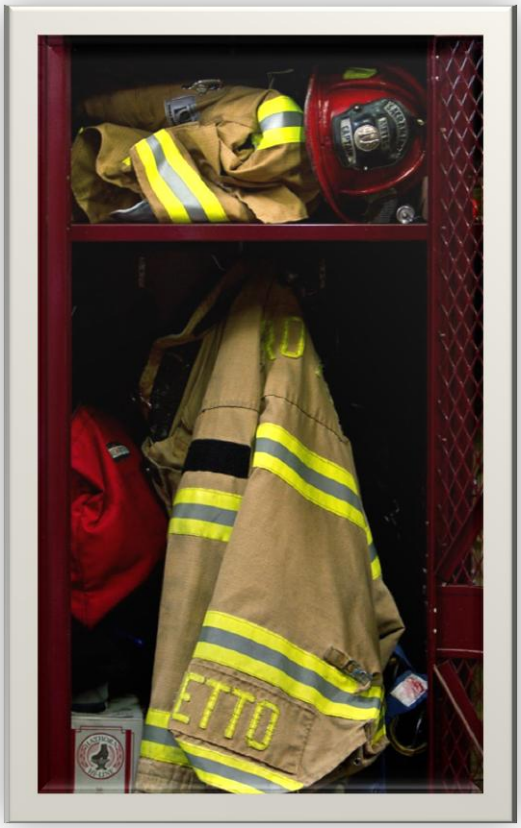
Percent of Total Budget: **0.50%**

FACILITIES

The Facilities Division is tasked with the heavy maintenance and remodel of the District's forty-two fire stations and administrative buildings. These tasks include using personnel to remodel and retrofit existing buildings to meet our current needs and to troubleshoot, repair, and maintain the equipment, physical structures, and grounds belonging to the District. Our mission is to keep all District properties in good condition and to keep the fire houses fully functional and comfortable homes for our firefighters during their forty-eight hour shifts.

FY2012/13 BUDGET:

Due to budget constraints, the Division has had to reduce the remodel and conversion tasking of a few years ago to one of mostly repair and replace functions. Our division continues to coordinate with vendors for the repair of items requiring special licensing, training or tools and projects too large to be done by District personnel.



We anticipate two kitchen remodels and a major bathroom remodel this year in addition to our regular duties. We are hoping that future budgets will allow us to return to a proactive force anticipating problems, circumventing the down time of equipment, and reducing the need for replacement of failing infrastructure.

FY2011/12 ACCOMPLISHMENTS:

The following are a few of the Division's accomplishments:

- We replaced the HVAC system at station 101 this year and can anticipate further replacements as older type 22 Freon systems fail and materials become unavailable.
- We replaced two station roofs in 2010, and are chasing leaks at several other stations as the roofing deteriorates.
- We were able to do small ramp repairs at two stations this year

The Division's personnel was provided with testing equipment and instructions on basic functions to the point that we can now send a technician on a call and using our cell phones troubleshoot equipment with less experienced hands. This has increased our capabilities exponentially, with quicker response times and better district coverage.

GOALS FOR FY2012/13:

The District facilities are in reasonably good shape, with our primary concerns being the aging of our mechanical systems and the deterioration of roofing, ramps, and asphalt. The asphalt in the district is slowly degrading and we can expect major replacement expenses in future. We will also complete the conversion of our exhaust extraction equipment to a more modern type. This will greatly reduce the maintenance requirements and failure rate of this essential system.

We plan to continue our transition to a "hands-on do-it-ourselves work force", learning new skill sets and expanding our individual and combined maintenance and repair capabilities through education and by sharing our individual skills and specialized knowledge with each other.

BUDGET SUMMARY
OTHER FUNDS

BUDGET SUMMARY - CAPITAL FACILITIES FUND 212D
Preliminary Budget FY2012/13

	FY2012/13 PROPOSED	FY2011/12 MID-YEAR	INCREASE (DECREASE)
REVENUE:			
INTEREST INCOME	**$ 30,000**	$ 10,000	$ 20,000
AID FROM LOCAL GOVERNMENT	**469,131**	1,521,794	(1,052,663)
DEVELOPMENT & IMPACT FEES	**1,041,000**	1,000,000	41,000
OTHER FUNDING-BOND PROCEEDS	**1,615,212**	13,045,926	(11,430,714)
Total Revenue	**3,155,343**	15,577,720	(12,422,377)
EXPENDITURES:			
SERVICE & SUPPLIES	**158,320**	70,000	88,320
TAXES, LICENSES, ASSESSMENTS & CONTRIB	**2,324,058**	2,018,394	305,664
CAPITAL ASSETS	**4,943,724**	5,658,122	(714,398)
Total Expenditures & Capital Assets	**7,426,102**	7,746,516	(320,414)
REVENUE LESS EXPENDITURES	**(4,270,759)**	7,831,204	(12,101,963)
TRANSFERS:			
IN FROM RESERVES	**4,360,020**		
IN FROM 212B & 212C - TO CLOSE FUNDS	-	98,428	
OUT TO 212A - BOND PROCEEDS REPAYMENT	-	(6,000,000)	
OUT TO 212L - LOAN TO 212L	**(89,261)**	(497,837)	
Total Transfers	**4,270,759**	(6,399,409)	
REVENUE LESS EXPENDITURES PLUS TRANSFERS	**$ -**	**$ 1,431,795**	

							TOTAL
2000s - SERVICES AND SUPPLIES							
250500	CAPITAL FACILITES FEES PER CONTRACT NBS					$	29,920
281100	FIREHOUSE INSPECTION LICENSES						45,000
281200	NETWORK TIME SERVER						3,400
293400	PUBLIC WORKS SERVICE - LDSIR FEES						80,000
3000s - TAXES, LICENSES, ASSESSMENTS AND CONTRIBUTIONS							
321000	INTEREST EXPENSE	LEASED REVENUE BOND	379,403	OSHKOSH	274,257		653,660
322000	PRINCIPAL EXPENSE	LEASED REVENUE BOND	482,480	OSHKOSH	1,187,918		1,670,398
4000s - CAPITAL ASSETS							
420100	IMPROVEMENTS	STA 109 RESTROOM ADA COMPL ARMSTRONG WEST (BAL)	50,000 609,368	ZINF FENCE	250,000		909,368
420100	IMPROVEMENTS (BOND)	ARMSTRONG WEST	890,632	ZINF PLAN FEES	15,000		905,632
420200	NON-STRUCTURE	ZINFANDEL TRAFFIC LIGHT					400,000
430300	EQUIPMENT	POWER GURNEYS (5) SRPP DEFIB MONITORS (7) SRPP DEFIB MONITORS BAL	75,200 420,000 210,000	NEW ENGINES AFG11 TICS 20%	1,100,000 213,944		2,019,144
430300	EQUIPMENT (BOND)	APPARATUS EQUIP BAL ENGINE EQUIP TRUCK EQUIPMENT ROPE MED VAULT UPGRADE COMMAND VEH BAL	42,200 80,438 36,475 7,956 30,000 30,000	AFG11 TICS 20% APP RADIO/MDT EPCR BAL HOIST TBD	36,000 25,000 200,000 100,000 121,511		709,580
TOTALS:						**$**	**7,426,102**

BUDGET SUMMARY - LEASED PROPERTIES FUND 212L
Preliminary Budget FY2012/13

	FY2012/13 PROPOSED	FY2011/12 MID-YEAR	INCREASE (DECREASE)
REVENUE:			
INTEREST	**10,000**	10,000	-
BUILDING RENTAL	**970,000**	418,868	551,132
Total Revenue	**980,000**	428,868	551,132
EXPENDITURES:			
SERVICE & SUPPLIES	**264,237**	404,705	(140,468)
TAXES, LICENSES, ASSESSMENTS & CONTRIB	**460,024**	522,000	
CAPITAL ASSETS	**345,000**	-	345,000
Total Expenditures & Capital Assets	**1,069,261**	926,705	204,532
REVENUE LESS EXPENDITURES & CAPITAL ASSETS	**(89,261)**	(497,837)	346,600
TRANSFERS:			
IN FROM 212D - LOAN	**89,261**	497,837	
Total Transfers	**89,261**	497,837	
REVENUE LESS EXPENDITURES PLUS TRANSFERS	**$ -**	$ -	

LEASED PROPERTIES	**RENT**	**COSTS**	**REVENUE**
STATION 33	18,558		$ 18,558
STATION 50	-	-	-
STATION 52	-	1,988	(1,988)
STATION 59 [BUILDING NEXT DOOR]	-	616	(616)
STATION 66	-		-
STATION 102	12,000	4,485	7,515
STATION 111 [OLD] RIO LINDA	-	3,738	(3,738)
ARMSTRONG AVENUE - 1ST FLOOR	743,544	139,802	603,742
HURLEY WAY (UP FOR LEASE, EST 6-MONTHS RENT)	144,298	16,865	127,433
GOLD CANAL	21,600	14,743	6,857
ZINFANDEL TRAINING CENTER	30,000	-	30,000
	$ 970,000	**$ 182,237**	$ 787,763

		TOTAL
2000s - OTHER SERVICES AND SUPPLIES		
211100	RENTAL BUILDING REPAIRS	$ 50,000
211100	ARMSTRONG HVAC SERVICE PER CONTRACT	6,000
215100	ARMSTRONG 1ST FLOOR MECH SYSTEMS SUPPLY	10,000
259100	COMMISSIONS	16,000
3000s - TAXES, LICENSES, ASSESSMENTS AND CONTRIBUTIONS		
321000	BOND INTEREST EXPENSE 34.8% (212D 65.2%)	202,504
322000	BOND PRINCIPAL EXPENSE 34.8% (212D 65.2%)	257,520
4000s - CAPITAL ASSETS		
420200	LEASEHOLD IMPROVEMENTS	345,000
TOTALS:		**$ 887,024**

BUDGET SUMMARY - GRANTS FUND 212G
Preliminary Budget FY2012/13

	FY2012/13 PROPOSED	FY2011/12 MID-YEAR	INCREASE (DECREASE)
REVENUE	**$ 5,372,096**	$ 3,671,662	$ 1,700,434
EXPENDITURES:			
LABOR COSTS - SAFER:			
LABOR COSTS	**2,199,756**		
EMPLOYEE CONCESSIONS	**(213,504)**		
	2,413,260	2,735,412	(322,152)
OTHER EXPENDITURES:			
SERVICE & SUPPLIES	**178,280**	689,189	(510,909)
CAPITAL ASSETS	**2,774,889**	-	2,774,889
	2,953,169	689,189	2,263,980
Total Expenditures & Capital Assets	**5,366,429**	3,424,601	1,941,828
REVENUE LESS EXPENDITURES & CAPITAL ASSETS	**5,667**	247,061	(241,394)
TRANSFERS:			
IN FROM 212A - GRANT MATCH	**-**	38,000	
Total Transfers	**-**	38,000	
REVENUE LESS EXPENDITURES PLUS TRANSFERS	**$ 5,667**	**$ 285,061**	

			TOTAL
1000s - LABOR COSTS			
110000	WAGES AND SALARIES	$	1,539,999
120000	BENEFITS		873,261
2000s - SERVICES AND SUPPLIES			
203500	FY10 SHSGP CERT		28,252
203500	FY11 SHSGP CERT		28,181
203600	FY10 SHSGP CERT		4,084
203600	FY11 SHSGP CERT		6,972
223200	FY10 SHSGP MISC HAZMAT DIAGNOSTIC EQUIPMENT		10,791
223200	FY11 SHSGP HAZMAT RESPONSE EQUIPMENT AND MATERIAL		100,000
4000s - CAPITAL ASSETS			
430300	FY10 SHSGP ROBOT		37,114
430300	FY11 AFG THERMAL IMAGING CAMERAS		999,776
430300	FY11 AFG DEFIBRILLATORS		1,737,999
TOTALS:		**$**	**5,366,429**

BUDGET SUMMARY - SIMULATOR GRANT FUND 212S
Preliminary Budget FY2012/13

	FY2012/13 PROPOSED	FY2011/12 MID-YEAR	INCREASE (DECREASE)
REVENUE:			
INTEREST INCOME	**$ 100**	$ -	$ 100
HSGP11 CalEMA SIMULATOR	**2,500,000**	1,535,000	965,000
Total Revenue	**2,500,100**	1,535,000	965,100
EXPENDITURES:			
LABOR COSTS - GRANT SPECIALIST	**79,450**	-	79,450
SERVICE & SUPPLIES	**2,660,375**	35,000	2,625,375
CAPITAL ASSETS	**1,300,000**	1,500,000	(200,000)
Total Expenditures & Capital Assets	**4,039,825**	1,535,000	2,504,825
REVENUE LESS EXPENDITURES & CAPITAL ASSETS	**(1,539,725)**	-	(1,539,725)
TRANSFERS:			
IN FROM 212A - 50% LABOR COSTS	**39,725**		
IN FROM RESERVES	**1,500,000**	-	
Total Transfers	**1,539,725**	-	
REVENUE LESS EXPENDITURES PLUS TRANSFERS	**$ -**	$ -	

			TOTAL
1000s - LABOR COSTS			
110000	WAGES AND SALARIES	$	55,705
120000	BENEFITS		23,745
2000s - SERVICES AND SUPPLIES			
202900	BUSINESS/ADMIN COSTS		456,375
203500	GRANT TRAINING CLASSES (2)		4,000
255100	PLANNING SERVICES		2,200,000
4000s - CAPITAL ASSETS			
420100	INSTALLATION		800,000
430300	EQUIPMENT		500,000
TOTALS:		**$**	**4,039,825**

PERSONNEL

POSITIONS AND AUTHORIZATION DOCUMENT
Summary

	Authorized Positions	Actual Filled Positions	Funded Positions	Proposed Changes
Office of the Fire Chief	9	6	6	0
Operations	545	497	517	+1
Support Services	46	46	46	+4
Administration	23	23	23	+2
Total	623	572	592	+7

POSITIONS AND AUTHORIZATION DOCUMENT
Office of the Fire Chief

Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments
Fire Chief	1	1	1		Kurt Henke
Day Staff Captain, Staff Officer	1	0	0		*vacant*
Day Staff Captain, Local 522 VP-Representative	1	0	0		*vacant*
Chief Development Officer	1	1	1		Larry Davis
Day Staff Captain, Public Information Officer	1	0	0		*vacant* (duties assigned to A/C)
Sr Staff Administrative Coordinator	1	1	1		Jill Guzman
Secretary, Office of the Fire Chief	1	1	1		Currently approved for part-time, recommend to fill with a full-time employee
Public Education Technician	1	1	1		Brenda Briggs
Board Clerk	1	1	1		Charlotte Tilson
Office of the Fire Chief	**9**	**6**	**6**		

POSITIONS AND AUTHORIZATION DOCUMENT
Operations Branch

Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments		
Deputy Chief, Operations	1	1	1		Chris Holbrook		
Secretary, Operations Branch	1	1	1		Mollie Meyer		
Assistant Chief, Operations (A-B-C)	3	3	3		D. Taylor	S. Cockrum	W. White
Staffing Specialist	1	1	1		C. Cockrum		
Office Technician, Operations Branch	1	1	1	+1	Carmen Delgado, *vacant*		
Fire Suppression					**A**	**B**	**C**
Battalion Chiefs	15	15	15		B. Shannon A. Kastros R. Griggs E. Bridge C. Siler	S. Clough M. Daw R. Denny M. Repetto C. Jenkins	K. Johnson S. Turner M. Ernst P. Ellis B. Turner
Fire Captains	135	127	126		Filled positions should be 126 with 3 company closures (135-9). Will attrition down to 126. Numbers do not include Day Staff Captains		
Fire Engineers	135	126	126				
Firefighters	237	209	228		(13 recruits in the academy)		
Emergency Preparedness - Special Operations							
Chief Pilot	1	0	1		1 full time position filled with 3 part-time Pilots		
Emergency Medical Services (EMS)							
Assistant Chief, EMS	1	1	1		Bill Daniels		
Day Staff Captain, EMS	1	1	1		Jason Cahill		
Continuous Quality Improvement Manager	1	1	1		Ric Maloney		
Secretary, EMS	1	1	1		Laurie Henry		
Office Technician	2	1	2		Marcy Mateo, *vacant (currently recruiting)*		
Training/Safety							
Assistant Chief, Training/Safety	1	1	1		John Wagner		
Day Staff Captain, Training	2	2	2		Greg Casentini, Larry Savage		
Health & Fitness Program Manager	1	1	1		Chris Armstrong		
Secretary, Training	1	1	1		Lara Kelley		
Safety							
Day Staff Captain, Safety	1	0	0		*vacant*		
Safety Technician	1	1	1		Linzi Hunter		
Radio Shop							
Communications Supervisor	1	1	1		John Cipollone (Operations Oversight)		
Electronics Technician	1	1	1		Frank Rodriguez (Operations Oversight)		
Operations Branch	**545**	**497**	**517**	**+1**			

POSITIONS AND AUTHORIZATION DOCUMENT
Support Services Branch

Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments
Deputy Chief, Support Services	1	1	1		Duane Arend
Logistics					
Logistics/Purchasing Manager	1	1	1		Mark Jones
Warehouse Supervisor	1	1	1		Mark Siebert
Logistics Technician	6	6	6		Lascelles, Lawrence, Lewis, Olcese, Cronin, Mitchell
Secretary, Purchasing	1	1	1		Flor Olivares
Office Technician	1	1	1		Alex Lawrence
Facilities					
Facilities Supervisor	1	1	1		Steve Borglund
Facilities Technician	2	2	2		George Gravin, John Raeside
Facilities Assistant	1	1	1		Jamie Bedal
Fleet Maintenance					
Fleet Manager	1	1	1		Fred Beno
Assistant Fleet Manager	1	1	1		Shea Pursell
Mechanic	10	10	10		Bowers, Morell, Stewart, Hoeckelberg, Courtney, Bichel, Mull, Swank, Snuffer, Mansel
Office Technician	1	1	1		Joanna Navarro
Fire Prevention Bureau (FPB)					
Fire Marshal	1	1	1		Ray Iverson
Secretary				+1	*vacant*
Office Technician, FPB	3	3	3	-1	Renita Young, Amy Nygren
Supervising Inspector	2	2	2		Russ Blair, Lisa Barsdale
Supervising Investigator	1	1	1		Tom McKinnon (Operations Oversight)
Fire Inspector II	7	7	7	+3	Warr, Brown-Lucas, Hambrick, Angelo, Clay, Sigl, T. Olcese, *vacant (3)*
Fire Investigator II	2	2	2		John Barsdale Jr, Steve Johnson
Geographic Information Specialist II	1	1	1		Denis Murray
Public Education Technician	1	1	1	+1	Michelle Cummings, *vacant*
Support Services Branch	**46**	**46**	**46**	**+4**	

POSITIONS AND AUTHORIZATION DOCUMENT
Administration Branch

Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Proposed Changes	Employee(s) / Comments
Deputy Chief, Administration	1	1	1		Mark Wells
Secretary, Administration Branch	1	1	1		Julie Cole
Human Resources					
Human Resources Manager	1	1	1		Melisa Maddux
Human Resources Specialist	2	2	2	+1	Olesya Melnichuk, Melissa Horat, *vacant*
Finance					
Chief Financial Officer	1	1	1		Rhonda McFarlane
Controller	1	1	1		Ronald Empedrad
Payroll Supervisor	1	1	1		Debbie Kelly
Payroll Specialist	1	1	1		Matt Davies
Accounting Specialist	1	1	1	+1	Tara Maeller, *vacant*
Accounting Technician	5	5	5		Collins, Houston, Jones, Miller, Bernal
Office Technician	1	1	1		Goodwin
Information Technology (IT)					
Director, Information Technology	1	1	1		Mat Roseberry
Network Systems Supervisor	1	1	1		Tom Slobodnik
Network Systems Technician	1	1	1		May Foroudi
Database Technician	1	1	1		Brynn Wren
Computer Systems Supervisor	1	1	1		Ken Lin, Jr.
Computer Systems Technician	1	1	1		Arthur Hong
Help Desk Technician	1	1	1		Dwan Thomas
Administration Branch	**23**	**23**	**23**	**+2**	

POSITIONS AND AUTHORIZATION DOCUMENT

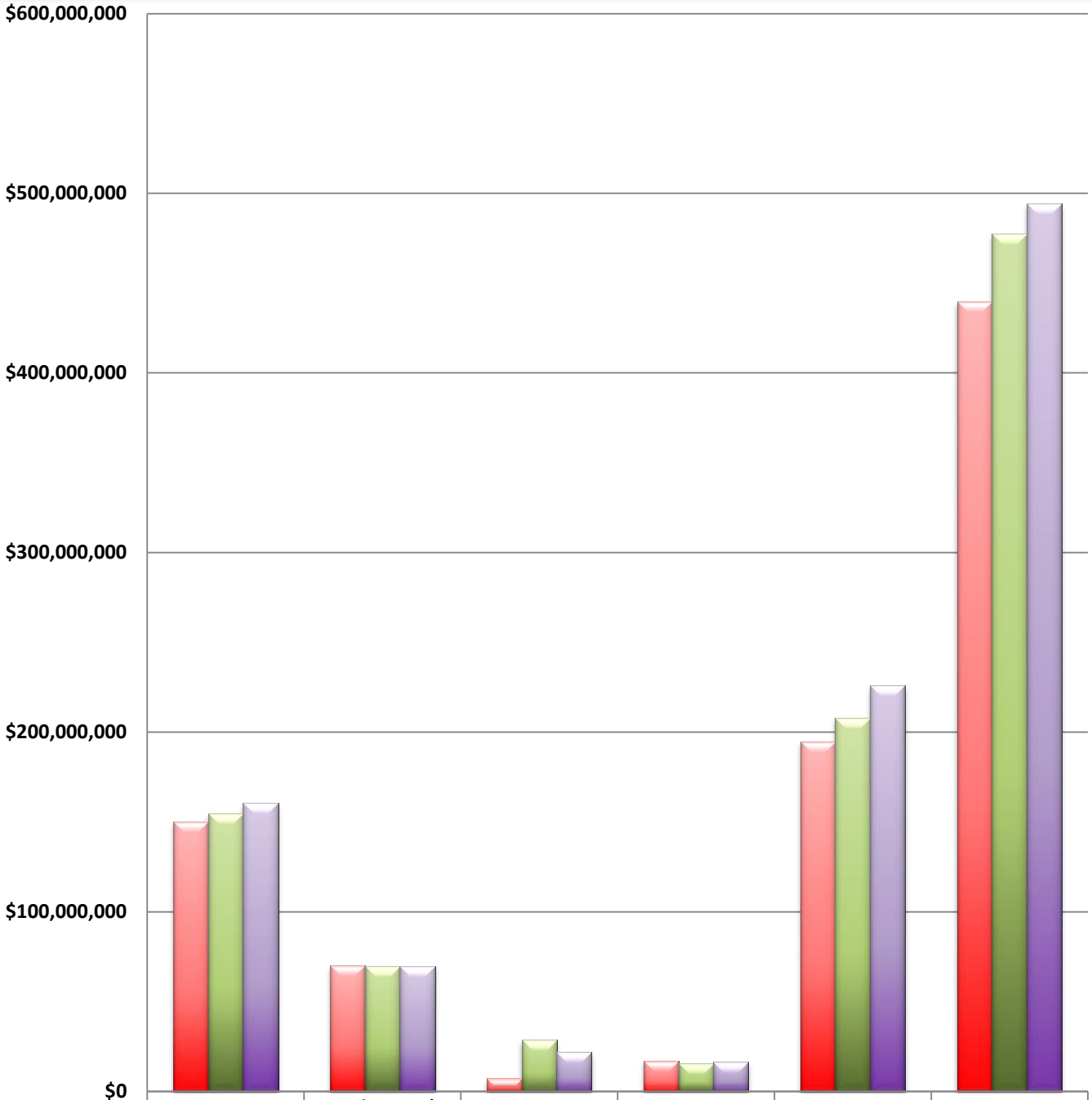
Part-Time, Temporary, Retired Annuitants, Reserve & Reimbursed

Position	Auth'd Positions	Actual Filled Positions	Funded Positions	Employee(s) / Comments
Retired Annuitants	**12**	**12**		Eastman, Dupray, Perkins, Campo
Reserve Firefighters	**7**	**7**		Barnes, Berry, Burwell, Chapman, Driver, Manley, Siebert
Helicopter Pilot (Part Time)	**3**	**3**	**0**	Combs, Smith, Vanlandingham - Part-time positions funded as a full-time pilot position under Operations
Part-Time Helicopter Maintenance Program Manager	**1**	**1**	**1**	Peter Frinchaboy
Air Ops Manager/Special Ops Captain	**1**	**1**	**0**	Not Funded - part-time position filled by a suppression Captain
Part-Time Flight Officers	**5**	**5**	**0**	Not Funded - part-time positions filled by suppression Captains
California Fire and Rescue Training Authority (CFRTA)				
Deputy Executive Director, Planning and Facilities	**1**	**1**	**0**	Larry Davis,* Reimbursed Position
JPA Administrative Analyst	**1**	**1**	**0**	Sherri Martucci, Reimbursed Position
Part-Time/Temporary/Retired Annuitant/Reserve/Reimbursed	**31**	**31**	**1**	

*Shown in two locations on the PAD

OTHER INFORMATION

UNFUNDED LIABILITIES
June 30, 2011



	CalPERS Safety	Pension Bonds (PERS/ SCERS)	SCERS	Vac/Sick Leave	OPEB	TOTAL
June 30, 2009	$150,215,997	$69,995,340	$7,427,201	$17,131,840	$194,809,000	$439,579,378
June 30, 2010	$154,948,114	$69,810,255	$28,717,856	$15,876,431	$208,019,000	$477,371,656
June 30, 2011	$160,517,310	$69,482,600	$21,948,416	$16,412,094	$225,913,883	$494,274,303