CENTRAL COUNTY FIRE DEPARTMENT

Adopted Budget
Fiscal Year 2011-2012

Serving Burlingame and Hillsborough, California

CENTRAL COUNTY FIRE DEPARTMENT, CALIFORNIA

(A Joint Power Agreement public authority between the City of Burlingame and the Town of Hillsborough)

ADOPTED BUDGET
FISCAL YEAR 2011-2012

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INTRODUCTION

COMMUNITY PROFILE

The Central County Fire Department (CCFD) is established through a Joint Powers Agreement (JPA) between the City of Burlingame and the Town of Hillsborough with essential support services provided by the two cities. This partnership and JPA structure promotes more efficient administration and effective delivery of services without the additional overhead of a completely independent JPA agency.

The Department is governed by a Board of Directors ("Board") consisting of two representatives from each city, whereas the members represent the cities in determining the level of fire, emergency medical and disaster preparedness services to be provided by the Department. All major decisions by the Board require ratification by the respective city councils. The model, together with the joint budget provides an effective tool in maximizing the delivery of fire services, controlling costs, and maintaining local control in determining service levels.

The Central County Fire Department is an all risk emergency response and community service organization. The Department's core purpose is to make Burlingame and Hillsborough safe for all citizens to live and work through the protection of life, property, and the environment. It seeks to minimize risk to people, property and the environment by responding to all fire, medical, rescue, and hazardous materials incidents. Administrative and non-emergency safety services include fire prevention and hazardous materials regulations, emergency medical services system management and disaster preparedness and training. CCFD's personnel (67 FTEs) serve the communities with five engine companies, one truck company and an office of fire prevention, education and emergency preparedness strategically located in four fire stations. The total service area is 12.2 square miles with a population of 39,936. The value of property protected is in excess of $13 billion. Legal counsel, human resources and accounting services are contracted out to further streamline costs.

The City of Burlingame and the Town of Hillsborough are located in San Mateo County on the western shore of the San Francisco Bay approximately 10 miles south of the City of San Francisco and 30 miles north of the Silicon Valley.

MAJOR EMPLOYERS ON THE PENINSULA

	Employer	# of Peninsula Employees	Industry
1	Stanford University	11,911	Higher Education
2	Genentech Inc.	8,800	Biotechnology
3	Oracle Corp.	5,642	Business Software
4	County of San Mateo	5,179	County Government
5	Kaiser Permanente	3,790	Health Care
6	University of California, San Francisco	3,746	University, Medical Center
7	Mills-Peninsula Health Service	2,500	Health Care
8	Electronic Arts Inc.	2,000	Entertainment Software
9	U.S. Postal Service	1,964	Mailing & Shipping Services
10	San Mateo County Community College District	1,800	Community College
11	SLAC National Accelerator Laboratory	1,650	Scientific Research
12	City of Palo Alto	1,500	City Government
13	Gilead Sciences Inc.	1,480	Biopharmaceutical
14	Wells Fargo Bank	1,313	Financial Institution
15	City & County of San Francisco	1,233	Municipal Government
16	Catholic Healthcare West	1,103	Health Care
17	Franklin Templeton Investments	1,100	Investment Management
18	Gap Inc.	1,002	Specialty Apparel Retailer
19	Wilson Sonsini Goodrich & Rosati PC	860	Law Firm
20	Deloitte	851	Professional Services
21	PG&E Corporation	626	Natural Gas & Electric Utility
22	Club One Inc.	500	Health and fitness club

Source: San Francisco Business Times, *2011 Book of Lists*, 2011.

INTRODUCTION

COMMUNITY PROFILE

City of Burlingame

The City of Burlingame is an American suburban city in San Mateo County, California. It is located on the San Francisco Peninsula and has a significant shoreline on San Francisco Bay. The city is named after Anson Burlingame who was an attorney and a diplomat. Burlingame was settled by wealthy San Franciscans looking for a better climate.

It is known for its high residential quality of life and is often referred to as the City of Trees. Industrial growth was spurred in the 1960s and 1970s by proximity to the San Francisco International Airport. The City of Burlingame has many beautiful hotels along the San Francisco Bay front and is a significant spot for people wishing to visit the San Francisco Bay Area.

The City of Burlingame is a California general law city incorporated in 1908 that operates under the council-manager form of government. A five-member City Council is elected at large to four-year terms and serves as the Board of Directors. The Council selects a mayor and vice-mayor from its members annually. The City Manager is appointed by the Council and serves as the Chief Executive Officer. The City Manager is responsible for all municipal functions. A City Attorney is appointed by the Council to serve as Chief Legal Counsel for the governing body and the administration. A City Clerk is elected to a four-year term and serves as Elections Officer and Clerk to the Council and City.

Municipal services include: police and fire protection; public works; community development, parks and recreation; library services; water, sewer, parking, solid waste and storm drainage. General government activities include finance, human resources, legal services and city administration.

Town of Hillsborough

The Town of Hillsborough is an entirely residential community located in San Mateo County, California west of Burlingame. In 1824, a 16-year old named William Davis Merry Howard, son of a wealthy Hillsboro, New Hampshire shipping magnate, sailed on one of his father's ships from Boston around Cape Horn to the West Coast. Upon returning home, he convinced his father of the fortunes to be made in the West and returned to California some fifteen years later. And thus, the Town is named after the city Mr. Howard came from.

Hillsborough was incorporated on May 5, 1910. Hillsborough's zoning laws have varied throughout the years, but the policies behind the laws have basically stayed the same. The Town has continually worked to preserve the "nature of Hillsborough". In 1953, the Town changed its minimum lot size to one-half acre which is still in effect today. Hillsborough residents have continually worked to preserve the Town's relaxed county setting. With only a few traffic lights and streetlights, trees, flowers and shrubbery continue to typify the Town's landscape. The Town offers its residents a rural charm. In addition to its quiet atmosphere, it offers excellent, award-winning public schools, outstanding police, fire and emergency services, public work services, as well as a sense of community.

The Town is a general law city operating with a Council/Manager form of government. Policy-making and legislative authority are vested in the governing City Council which consists of a Mayor, a Vice-Mayor and three City Council members. The City Council members are elected to overlapping four-year terms, in even numbered years. The members select the Mayor and Vice-Mayor every year. The City Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committee and board members and hiring the City Manager and the City Attorney. The City Manager is responsible for carrying out the policies and ordinances of the City Council, overseeing the day-to-day operations and appointing the department heads.

INTRODUCTION

COMMUNITY PROFILE

The following shows the fact sheets for the Town of Hillsborough from the 2005-2009 American Community Survey and compared to national data.

	BURLINGAME		HILLSBOROUGH		
	Number	Percent	Number	Percent	U.S.
General Characteristics					
Total Population (1)	27,363		10,651		
Male	13,050	47.7%	5,488	51.5%	49.3%
Female	14,313	52.3%	5,163	48.5%	50.7%
Median age (years)	40.6	(X)	46.7	(X)	36.5
Under 5 years	2,042	7.5%	465	4.4%	6.9%
18 years and over	21,607	79.0%	7,798	73.2%	75.4%
65 years and over	4,102	15.0%	2,055	19.3%	12.6%
One race	26,561	97.1%	10,267	96.4%	97.8%
White	19,485	71.2%	7,183	67.4%	74.5%
Black or African American	626	2.3%	77	0.7%	12.4%
American Indian and Alaska Native	81	0.3%	0	0.0%	0.8%
Asian	5,062	18.5%	2,868	26.9%	4.4%
Native Hawaiian and Other Pacific Islander	381	1.4%	26	0.2%	0.1%
Some other race	926	3.4%	113	1.1	5.6%
Two or more races	802	2.9%	384	3.6%	2.2%
Hispanic or Latino (of any race)	2,468	9.0%	182	1.7%	15.1%
Household population	25,577		10,651		
Group quarters population	(X)	(X)	(X)	(X)	(X)
Average household size	2.36	(X)	2.91	(X)	2.60
Average family size	3.14	(X)	3.12	(X)	3.19
Social Characteristics					
Population 25 years and over	20,195		7,243		
High school graduate or higher	(X)	94.4%	(X)	97.6%	84.6%
Bachelor's degree or higher	(X)	51.8%	(X)	73.1%	27.5%
Civilian veterans (18 years and over)	1,428	6.6%	901	11.6%	10.1%
With a Disability	(X)	(X)	(X)	(X)	(X)
Foreign born	6,995	25.6%	2,302	21.6%	12.4%
Male, Now married, except separated (15 yrs and over)	5,520	52.1%	3,128	71.1%	52.3%
Female, Now married, except separated (15 yrs and over)	5,528	46.6%	3,058	77.1%	48.4%
Speak a language other than English at home (5 years and over)	8,062	31.8%	2,777	27.3%	19.6%
Economic Characteristics					
In labor force (16 years and over)	14,026	63.1%	4,533	55.3%	65.0%
Mean travel time to work in minutes (16 years and over)	25.4	(X)	26.0	(X)	25.2
Median household income (in 2009 inflation-adjusted dollars)	$82,295	(X)	$202,292	(X)	51,425
Median family income (in 2009 inflation-adjusted dollars)	$103,440	(X)	$214,583	(X)	62,363
Per capita income (in 2009 inflation-adjusted dollars)	$46,573	(X)	$108,748	(X)	27,041
Families below poverty level	(X)	3.0%	(X)	2.2%	9.9%
Individuals below poverty level	(X)	6.0%	(X)	2.4%	13.5%
Housing Characteristics					
Total housing units	11,615		3,805		
Occupied housing units	10,837	93.3%	3,659	96.2%	88.2%
Owner-occupied housing units	5,389	49.7%	3,541	96.8%	66.9%
Renter-occupied housing units	5,448	50.3%	118	3.2%	33.1%
Vacant housing units	778	6.7%	146	3.8%	11.8%
Owner-occupied homes	5,389		3,541		
Median value (dollars)	$1,000,000+	(X)	$1,000,000+	(X)	$185,400
Median of selected monthly owner costs	(X)	(X)	(X)	(X)	
With a mortgage (dollars)	3,581	(X)	4,001	(X)	1,486
No mortgage (dollars)	480	(X)	1,000+	(X)	419
(X) NOT APPLICABLE					

INTRODUCTION

MEET THE FIRE BOARD

CHAIR

Jess E. Benton, Town of Hillsborough Vice-Mayor

Cathy Baylock, City of Burlingame Council Member

Marie Chuang, Town of Hillsborough Council Member

Jerry Deal, City of Burlingame Vice-Mayor

CENTRAL COUNTY FIRE DEPARTMENT

FACT SHEET

Central County Fire Department (Department) is established through a Joint Powers Agreement between the City of Burlingame and the Town of Hillsborough on April 2004 under a certain structure where employees remain with the individual cities. On June 21, 2010, the operations are transferred to the Department operating as a stand-alone agency.

Governance

Board of Directors consisting of two representatives from each Member Agency with all major decisions of the Board to be ratified by the respective city councils

Size of Area Protected

12.2 square miles

Resident Population Protected

City of Burlingame	29,009
Town of Hillsborough	10,927
Total	39,936

Facility Location

Administrative Office
1399 Rollins Road
Burlingame, CA 94010

Fire Station 32
330 Ascot Road
Hillsborough, CA 94010

Fire Station 33
835 Chateau Drive
Hillsborough, CA 94010

Fire Station 34
799 California Drive
Hillsborough, CA 94010

Fire Station 35
2832 Hillside Drive
Burlingame, CA 94010

Personnel Strength

1 Fire Chief
1 Deputy Fire Chief
1 Fire Marshal
1 Division Chief
2 Fire Inspectors
3 Battalion Chiefs
19 Captains
36 Firefighter/Paramedics
.25 Fire Mechanic
2.75 Service Clerks
67 FTEs

INTRODUCTION

Apparatus

Engine 32 Pierce Dash Model Year 2002
Carries 500 gallons of water and 20 gallons each of Class A and Class B Foam

Engine 33 Pierce Dash Model Year 2002
Carries 500 gallons of water and 20 gallons each of Class A and Class B Foam

Engine 34 Pierce Dash Model Year 2002
Carries 680 gallons of water and 20 gallons each of Class A and Class B Foam

Engine 35 Pierce Dash Model Year 2000
Carries 680 gallons of water and 20 gallons each of Class A and Class B Foam

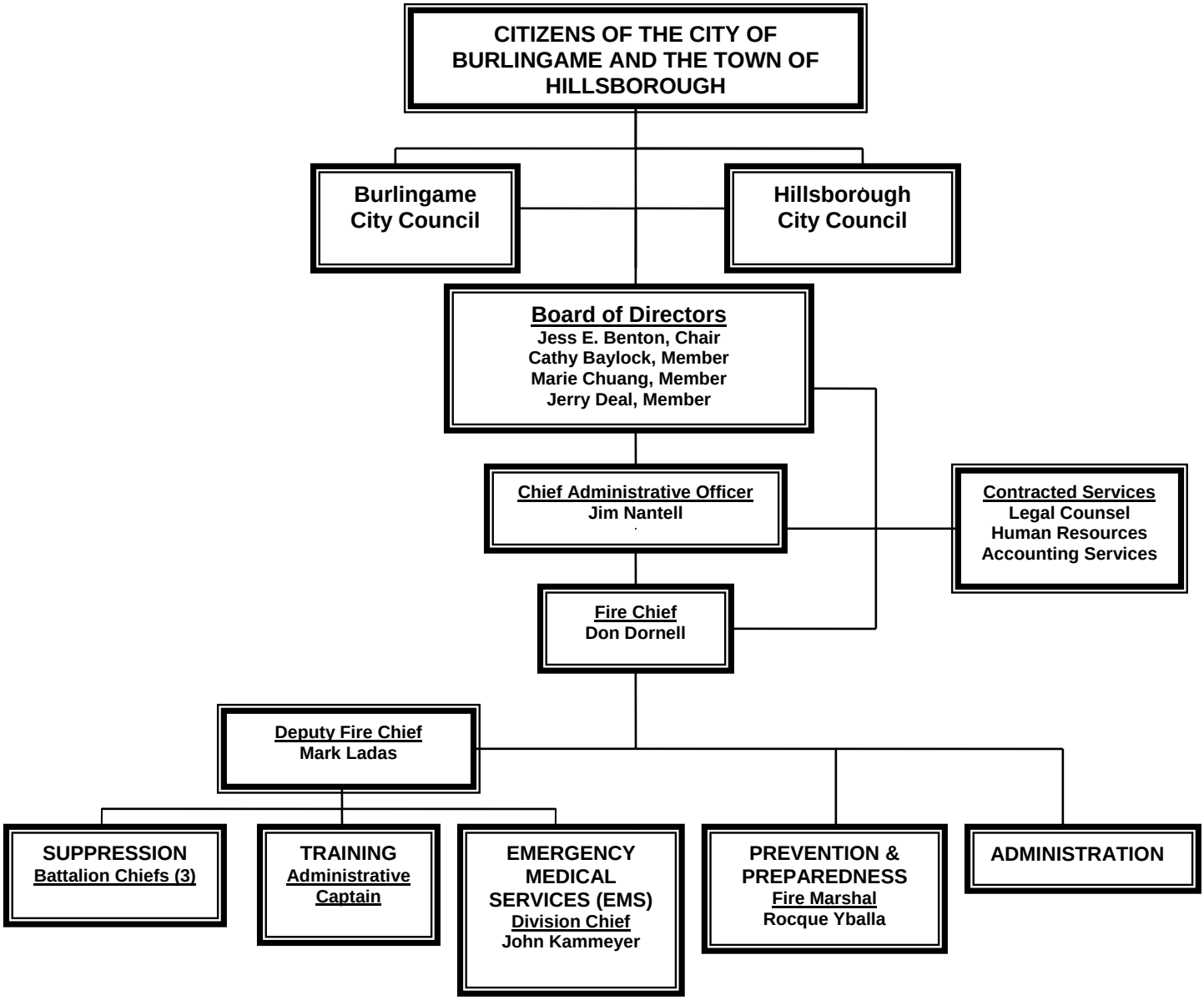
Engine 36 Pierce Quantum Model Year 1998
Carries 680 gallons of water and 20 gallons each of Class A and Class B Foam

SVI Rescue Model Year 2007

Truck 34 2007 Pierce Dash Cab
105’ Aerial Ladder

INTRODUCTION

ORGANIZATIONAL CHART AND PRINCIPAL OFFICIAL



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BUDGET MESSAGE

To: Central County Fire Board

From: Don Dornell, Fire Chief

Date: May 3, 2011

The past year was a challenge for the Central County Fire Department (CCFD). Due to budget demands, the department was tasked with beginning the fiscal year with a budget gap of $441,000. This brought about the closure of Station 36 on Rollins Road starting in August. We also had to reduce staffing on Truck 34 for the majority of the year.

Beginning on June 21, 2010, the CCFD became a stand-along agency and employer of all personnel. We also transitioned to having the Town of Hillsborough take over finance and human resources support services. These were the final steps to complete the merger that began in April 2004.

FY 2010-11 began with a restructured shared Training/EMS Program in which the department provides a full-time EMS Division Chief, a full-time Training Captain and part-time administrative support; the department receives reimbursement for a portion of our employee costs associated with these positions. Each participating agency's costs are based on the number of fire companies they staff. The department will be paying 5/17 of the costs in FY 2011/12.

The coming year brings the potential for further cost savings with the continued discussions and data gathering for a final decision on merging with the Millbrae and San Bruno Fire Departments. We also look to bring the Foster City Fire Department into the shared Training/EMS Program which will reduce our costs from FY 2010/11 (changing our share to 5/20 of the combined total companies in the program).

Since August 2010, we have served our communities with one less Engine Company as a result of the above mentioned closure of Fire Station 36. There have been no adverse impacts on our communities and minimal impact on the Millbrae Fire Department with an average monthly increase in automatic aid provided to the CCFD of ten (10) calls per month. The department recommends continuation of this closure to maintain the reduced overall operational costs. There has been an impact on daily, non-emergency activities such as training, company inspections, and public education functions. Representatives from all levels of our organization were able to sort out the impact issues and make recommendations that have allowed us to continue to carry out our mission and provide a high service level to our communities.

The adopted budget for FY 2011/12 reflects a funding reduction for 4.25 FTEs. Our Training Battalion Chief retired; the position was eliminated and our Administrative Captain has been assigned to our shared Training Captain's position. FY 2010/11 budget had a .5 FTE Float Captain in the budget; retirement of this Captain will allow us to keep the position unfilled. We have two firefighters retire in FY 2010/11; their positions will also remain unfilled. Finally, our Administrative Support Officer (ASO) retired on May 5, 2011. This position will also remain unfilled with our remaining 2.75 FTE administrative support staff being asked to pick up the workload formerly assigned to the now vacant position. This position also served as the secretary to the Central County Fire Department Fire Board. We will be working with the Fire Board to select a replacement. The Fire Mechanic position is funded for four months with the remaining costs for the year budgeted in various line items. We request to be given flexibility to reclassify the budget from those line items to personnel costs should the need to fill the position for the remainder of the year turn more cost effective.

To adjust to the budget gap we were faced with in FY 2010/11, and in anticipation of meeting our labor agreement, the department is recommending the shifting of employee costs related to the vacant positions to another account within our budget to address the department's need to maintain staffing on the remaining five (5) in-service fire companies. Also, we are recommending that we shift $40,000 from the now vacant ASO position to our part-time salaries to address the department's commitment of a half-time administrative support position to the shared training program which will be reimbursed by all but our share of the costs.

There are three significant line-item budget changes to our operating budget in FY 2011/12. We are recommending reduction of our safety equipment account to create a hose replacement account for $25,000. All other accounts remain primarily unchanged from the prior fiscal year. This year we are recommending the replacement of two fire engines (one for each city). Burlingame has its replacement funded in FY 2011/12 while Hillsborough is electing to delay the purchase until early next fiscal year. Pursuant to the joint power agreement, each city is responsible for its own vehicles; hence, budget for vehicle replacement is not included in CCFD's adopted budget.

As we begin our eighth (8th) fiscal year as the CCFD, we continue to change operations and staffing to adapt to the on-going fiscal challenges. The total authorized and filled positions have decreased from 94 at the time our merger in 2004 to the adopted FY 2011/12 staffing of 67 funded FTEs. Despite the increase in retirement and health insurance costs, the staffing reduction has allowed CCFD to keep the same level of contributions required of the two cities for their fire operations.

At the time of writing of this Budget Transmittal Letter, the department is actively involved in discussions and planning for more merger/consolidation opportunities with neighboring fire agencies. The work involves all levels of our department and comes at a time of uncertainty for our personnel. The men and women of the CCFD remain committed to finding solutions to the economic challenges while serving our communities in a professional manner while remaining leaders of the fire service in San Mateo County.

BUDGET PROCESS

BUDGET POLICIES

The Central County Fire Department operates under a set of budget policies which guide the development and administration of this budget. These policies are as follows:

Balanced Budget

The Department will adopt and maintain a balanced budget in the General Fund which means the following:

- Operating revenues must fully cover operating expenditures, including debt service.
- Total expenditures can exceed revenues in a given year to fund capital improvement plan projects, other "one-time" non-recurring expenditures if there are sufficient funds from the prior years' reserves to cover them.

Budgeting for all other governmental funds will be project specific and will be subject to available individual fund balances.

Budget Basis

The modified accrual basis is used for budgeting. This means revenues are recognized when they become measurable or available, while expenditures are accounted for or recognized in the budgeting period when they were incurred.

Budget Administration and Level of Control

The Fire Board may amend or supplement the budget at any time after its adoption by a majority vote of the members. The Chief Administrative Officer or his designate may make administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances. Control of expenditures is at the fund level where all expenditures are tracked against appropriations.

Department may transfer budgeted amounts within the Fund, but interfund transfers can only be made in accordance with adopted budget. All other transfers must be approved by the Board of Directors.

Budget Term

The Central County Fire Department will follow the year of the funding entities – City of Burlingame and Town of Hillsborough. The fiscal year runs from July to June. Annual budgets are prepared for each fund except the capital projects which adopt project-length projects.

User Fee Cost Recovery Levels

Whenever possible, fees, charges and other revenues should cover the full cost of those services and activities.

BUDGET PROCESS

BUDGET PREPARATION AND ADOPTION PROCESS

The budget development is headed by the Department's Management and the Finance Director, together with the City Managers of the member agencies.

The following discusses the general approach and time schedule of the budget preparation:

January	Department begin planning for the coming fiscal year and begin to prepare budget requests Department submit capital improvement requests for the next fiscal year.
February	Department submit estimates of current year expenditures and budget requests covering current and proposed programs to the Chief Administrative Officer and the Finance Director. The Finance Director prepares an analysis of expected revenues. Fire Management meets with the Chief Administrative Officer and the other City Manager to review current year department program results, priorities and budget issues mid-year to inform budget planning. Determination is made of funding available for the current budget.
March	Budget requests are reviewed and analyzed by the Chief Administrative Officer. Preliminary comparison of total requests with total anticipated revenue is made in consultation with the Finance Director. The Chief Administrative Officer makes preliminary expenditure adjustments to bring proposed total expenditures in line with total anticipated revenues. The Chief Administrative Officer meets with the Fire Management to discuss budget requests and financing limits.
April	The Department amends their requests and the Chief Administrative Officer prepares the final recommendation for balanced budget based on the latest available information. The Finance Director prepares the Proposed Budget. Public notice for fees and charges is issued.
April or May	The Proposed Budget is presented to the Fire Board which conducts a public budget hearing. The Board adopts the budget and the Schedule of Fees and Charges.
May or June	The Adopted Budget is presented to the respective Council of the member agencies for ratification.
July	The Adopted Budget and the Adopted Fees and Charges take effect.

BUDGET PROCESS

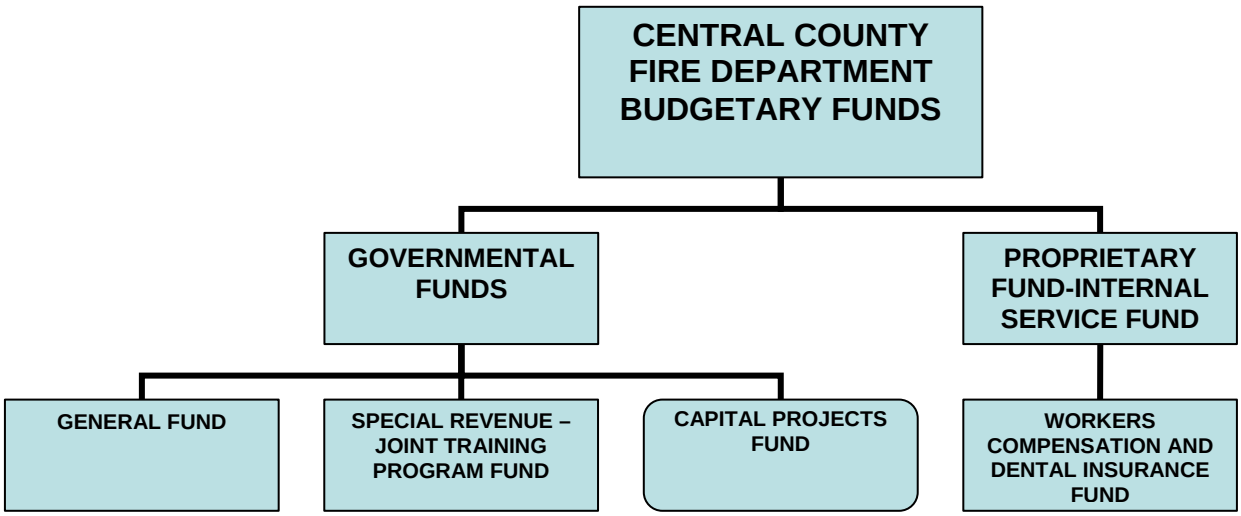
FUND STRUCTURE AND BASIS OF BUDGETING

In accordance with generally accepted accounting principles, the Department's financial reporting system is organized on a fund basis consisting of two major types – governmental and proprietary – and when they become applicable in the future, two self-balancing account groups: general fixed assets and general long-term debt. The Department's funds are structured to segregate and identify those financial transactions and resources associated with providing specific activities or programs in conformance with special regulations, restrictions or limitations.

The basis of accounting used for purposes of financial reporting, is in accordance with general accepted accounting principles (GAAP) and is determined based on the type of funds. The bases for each of the funds are not necessarily the same as the basis used in preparing the budget document. The Central County Fire Department uses the modified accrual basis for budgeting. This basis is the method under which revenues and other financial resources are recognized when they become both "measurable" and "available" to finance expenditures of the current period. However, whenever applicable, reconciling items are presented to convert the respective funds to the accounting basis used for financial reporting.

Budgets are prepared for each fund on an annual basis following the fiscal year of the two member agencies – July to June, except the Capital Projects Fund which adopt project-length projects and is effectively controlled at the project level.

Following is a discussion and a graph presentation of the fund structure for budgeting:



Budget for major funds are individually presented while budget is aggregated for non-major funds. Funds whose revenue or expenditures constitute more than 10 percent of the budget are considered a major fund for budgeting purposes.

FUND DESCRIPTIONS

The **General Fund** is used to account for the financial resources and expenditures associated with most Department operations not accounted for and reported in another fund. Revenues collected in this fund, is not restricted as to which division or purpose they may be expended. The sources of revenue for the

BUDGET PROCESS

FUND STRUCTURE AND BASIS OF BUDGETING

General Fund are primarily from the service charges from the two member agencies and program revenues from fees and other reimbursements for shared services.

The **Special Revenue – Joint Training Program Fund** accounts for the operations of a joint operational and Emergency Medical Services (EMS) training services and administration program among several fire agencies.

The **Capital Project Fund** will account for financial resources to be used for major projects or capital outlay. The General Fund generally provides funding to this fund.

The **Internal Service Fund** will account for the activities associated with administering the workers compensation and dental insurance programs. The Department is self-insured for workers compensation claims up to $250,000 per occurrence. Claims in excess of this amount are covered with excess coverage obtained through a JPA. The Department will use the services of a third party claims administrator which costs will also be accounted for in this fund. Likewise, the Department also self-insures for the dental program for safety employees.

BUDGET GRAPHS AND SUMMARIES - STAFFING SUMMARY

	BEFORE April 2004 MERGE	2008/09	2009/10	Revised Budget 2010/11	Adopted Budget 2011/12	Preliminary Budget 2012/13	Preliminary Budget 2013/14
PUBLIC SAFETY							
FIRE							
Sworn:							
Fire Chief	2.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Fire Marshal	1.00						
Assistant Chief	4.00						
Division Chief		1.00	1.00	1.00	1.00	1.00	1.00
Fire Inspector	1.00	2.00	2.00	2.00	2.00	2.00	2.00
Battalion Chief	3.00	4.00	4.00	4.00	3.00	3.00	3.00
Captain	21.00	18.00	18.00	18.00	18.00	18.00	18.00
Float Captain		1.00	1.00	.50			
Administrative Captain		1.00	1.00		1.00	1.00	1.00
Firefighter/Paramedics	57.00	41.00	39.00	38.00	36.00	36.00	36.00
Fire Mechanic		1.00	1.00	1.00	.25	.25	.25
Total Sworn	**91.00**	**72.00**	**70.00**	**67.50**	**64.25**	**64.25**	**64.25**
Non-Sworn:							
Administrative Support Officer	1.00	1.00	1.00	1.00			
Secretary	1.00						
Service Clerk	1.25	2.50	2.50	2.75	2.75	2.75	2.75
Total Non-Sworn	**3.25**	**3.50**	**3.50**	**3.75**	**2.75**	**2.75**	**2.75**
TOTAL PUBLIC SAFETY – FIRE	**94.25**	**75.50**	**73.50**	**71.25**	**67.00**	**67.00**	**67.00**

STAFFING SUMMARY BY FUNCTION

	BEFORE April 2004 MERGE	2008/09	2009/10	Adopted Budget 2010/11	Proposed Budget 2011/12	Preliminary Budget 2012/13	Preliminary Budget 2013/14
ADMINISTRATION:							
Fire Chief	2.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Chief	2.00						
Administrative Support Officer	1.00	1.00	1.00	1.00			
Secretary	1.00						
Service Clerk	1.25	2.50	2.50	2.75	2.75	2.75	2.75
	8.25	**5.50**	**5.50**	**5.75**	**4.75**	**4.75**	**4.75**
PREVENTION & PREPAREDNESS							
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Fire Marshal	1.00						
Fire Inspector	1.00	2.00	2.00	2.00	2.00	2.00	2.00
	3.00	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**
TRAINING							
Assistant Chief	1.00						
Administrative Captain		1.00	1.00		1.00	1.00	1.00
Battalion Chief		1.00	1.00	1.00			
	1.00	**2.00**	**2.00**	**1.00**	**1.00**	**1.00**	**1.00**
EMERGENCY MEDICAL SERVICES							
Assistant Chief/Division Chief	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**
SUPPRESSION							
Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Captain	21.00	18.00	18.00	18.00	18.00	18.00	18.00
Float Captain		1.00	1.00	.50			
Firefighter/Paramedics	57.00	41.00	39.00	38.00	36.00	36.00	36.00
Fire Mechanic		1.00	1.00	1.00	.25	.25	.25
	81.00	**64.00**	**62.00**	**60.50**	**57.25**	**57.25**	**57.25**
TOTAL	**94.25**	**75.50**	**73.50**	**71.25**	**67.00**	**67.00**	**67.00**

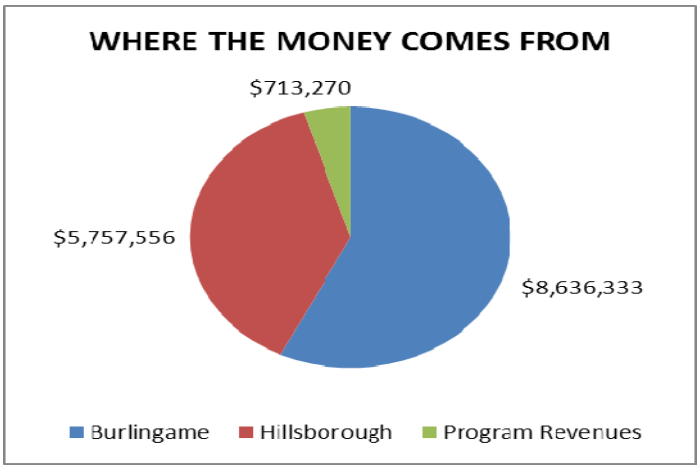
BUDGET GRAPHS AND SUMMARIES

COMBINED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE – ALL FUNDS – ADOPTED FY 2011/12

	General Fund	Special Revenues-Joint Training Program Fund	Capital Projects Fund	Internal Service Fund	TOTAL
REVENUES:					
Intergovernmental		$71,000			$71,000
Service Charges:					
City of Burlingame	$8,636,333				8,636,333
Town of Hillsborough	5,757,556				5,757,556
Program Revenues	713,270	40,000			753,270
Workers Compensation Charges				$559,947	559,947
Dental Charges				127,428	127,428
Use of Money and Property				3,000	3,000
Total Revenues	**15,107,159**	**111,000**		**690,375**	**15,908,534**
EXPENDITURES:					
Public Safety	15,107,159	111,000		690,375	15,908,534
Capital Outlay					
Total Expenditures	**15,107,159**	**111,000**		**690,375**	**15,908,534**
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	--	--	--	--	--
OTHER FINANCING SOURCES (USES):					
Transfers In					
Transfers Out					
Total Other Financing Sources (Uses)	--	--	--	--	--
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER)					
EXPENDITURES AND OTHER USES	--	--	--	--	--
BEGINNING FUND BALANCE	**--**	**121,300**	**--**	**225,000**	**346,300**
ENDING FUND BALANCE	**$ - 0 -**	**$121,300**	**$ - 0 -**	**$225,000**	**$346,300**

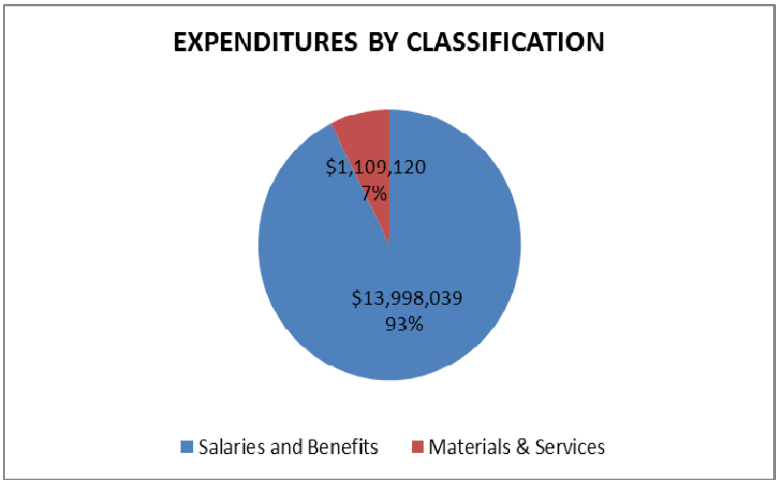
BUDGET GRAPHS AND SUMMARIES

WHERE THE MONEY COMES FROM – GENERAL FUND



	Actual 2008/09	Actual 2009/10	Revised 2010/11	Adopted 2011/12
Program Revenues	$573,821	$601,428	$761,060	$713,270
Burlingame	8,755,970	8,945,932	8,711,711	8,636,333
Hillsborough	5,837,313	5,963,954	5,807,807	5,757,556
Total	$15,167,104	$15,511,314	$15,280,578	$15,107,159

WHERE THE MONEY GOES BY CLASSIFICATION – GENERAL FUND



	Actual 2008/09	Actual 2009/10	Revised 2010/11	Adopted 2011/12
Salaries and Benefits	$14,066,302	$14,621,884	$13,903,728	$13,998,039
Materials & Services	1,062,195	889,430	1,056,850	1,109,120
Capital Outlay	38,607		320,000	
Total	$15,167,104	$15,511,314	$15,280,578	$15,107,159
% of Change	2%	2%	-3%	-1%

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BUDGET DETAILS

GENERAL FUND

The General Fund accounts for all resources not accounted for and reported in another fund. It includes program revenues, the contributions from the City of Burlingame and the Town of Hillsborough and the costs of the fire operations allocated to the member agencies based on a 60%/40% formula respectively.

Initial Year of Stand-Alone Operations

Although the fire merger was initially implemented on April 2004, FY 2010-11 was the first year the operations moved onto a full merger transferring all employees and operations to Central County Fire Department as an independent single entity. Data for Fiscal years 2008/09 and 2009/10 from the two member agencies is presented here for comparison purposes and have been adjusted for comparability to current operations.

Costs Excluded From Allocation

The following remain excluded from the allocation formula and remain the responsibility of the individual cities and hence, not included in the adopted budget:

Other Post-Employment Benefits (OPEB) costs attributed to the fire personnel who retired before 6/21/11;
Major facilities (fire stations) including its replacement or major work;
Vehicle replacement;
Debt service costs for the pay-off of the retirement side funds.

Major Assumptions

CalPERS rates – Safety from 18.175% to 23.006%; Miscellaneous from 11.853% to 14.256% (actual rates);

Health insurance premium – 8% increase;

Station 36 continues to be closed;

No COLA adjustments (subject to labor negotiations);

Staffing reduction of 4.25 FTEs (2 Firefighters, 1 Administrative Support Officer, 1 Training Battalion Chief)

Additional Notes

The Department is self-insured for workers compensation and dental coverage for the safety employees. Budget for these line items is paid to the Internal Service Fund out of which claims are paid.

Funding from Member Agencies

	Proposed 11/12 General Fund Budget	Adopted 11/12 Funding to CCFD	% to total General Fund Budget
Burlingame	$37,969,591	$8,636,333	23%
Hillsborough	$18,457,711	$5,757,556	31%
Total	$56,427,302	$14,393,889	26%

Funding for the fire operations are from the member cities' General Fund budgets. It should be noted that there are other costs for fire operations that are not reflected in the CCFD operations including debt service costs to pay-off the CalPERS side funds, OPEB costs covering health insurance for fire employees who retired before 6/21/11; vehicle replacement and major costs associated with their fire stations.

The adopted 11/12 funding for the CCFD operations reflected a 1% ($125,629) decrease from FY10/11 adopted budget.

BUDGET DETAILS

GENERAL FUND

	Account Description	Account Number	Actual FY 08/09	Actual FY 09/10
1	**REVENUES:**			
2	**PROGRAM REVENUES:**			
3	Service Charges		$230,071	$274,428
4	Construction Permits	110.000.00-00.320.101		
5	Fire Code Permit	110.000.00-00.320.102		
6	Penalty Fees	110.000.00-00.320.150		
7	Fire Plan Review	110.000.00-00.340.200		
8	Inspection/Re-inspection	110.000.00-00.340.203		
9	After Business Hours/Unscheduled	110.000.00-00.340.204		
10	Fire Flow Inspection	110.000.00-00.340.205		
11	Alternate Means Of Protection	110.000.00-00.340.206		
12	Others	110.000.00-00.340.220		
13	ALS JPA	110.000.00-00.341.100	260,430	208,380
14	Paramedic Training/Supervision	110.000.00-00.342.100	83,320	118,620
15	Station 34 Mechanic Shop	110.000.00-00.342.200		
16	Workers Compensation Reimbursement	110.000.00-00.340.219		
17	Investment Earnings	110.000.00-00.361.100		
18	Miscellaneous	110.000.00-00.364.100		
19	Imaging/Microfiche Services	110.000.00-00.364.102		
20	**Total**		**573,821**	**601,428**
21	**MEMBER CONTRIBUTIONS NET OF PROGRAM REVENUES**			
22	Burlingame	110.000.00-00.330.100	8,755,970	8,945,932
23	Hillsborough	110.000.00-00.330.200	5,837,313	5,963,954
24	**Total**		**14,593,283**	**14,909,886**
25	**TOTAL REVENUES**		**$15,167,104**	**$15,511,314**
26	**EXPENDITURES:**			
27	**SALARIES & BENEFITS:**			
28	Regular Salaries	110.100.00-00.410.100	$8,820,211	$8,918,609
29	Part-time Salaries	110.100.00-00.420.100	14,981	14,620
30	Overtime:			
31	Disability Leave	110.100.00-00.430.100		
32	Vacation Leave	110.100.00-00.430.200		
33	Sick Leave	110.100.00-00.430.300		
34	Family Sick Leave/Bereavement	110.100.00-00.430.400		
35	Special Assignment	110.100.00-00.430.500		
36	Shop Mechanic	110.100.00-00.430.600		
37	Strike Team	110.100.00-00.430.700		
38	All Others	110.100.00-00.430.000		
39	**Sub-total**		**1,335,013**	**1,646,866**
40	Staff Reduction from 4 to 3 on Truck 34(1st)			
41	Staff Reduction from 4 to 3 on Truck 34 (2nd)			
42	Suspension of sick leave incentive			
43	Additional cuts needed			
44	**Net Overtime**		**1,335,013**	**1,646,866**
45	Holiday Pay	110.100.00-00.440.100	177,516	175,366
46	FLSA Pay	110.100.00-00.440.200	82,725	81,422
47	Uniform Allowance	110.100.00-00.440.300	64,098	56,835
48	Medicare/FICA	110.100.00-00.440.400	136,554	136,378
49	Retirement Costs	110.100.00-00.440.500	1,521,265	1,596,210
50	Health Insurance	110.100.00-00.440.600	910,402	1,025,876
51	Dental/Vision Insurance	110.100.00-00.440.700	134,069	95,778
52	Vision Insurance	110.100.00-00.440.800		

BUDGET DETAILS

GENERAL FUND

	Account Description	FY 10/11 Adopted	FY 10/11 Actual to 3/31/11	FY 10/11 % to Budget	Adopted FY 11/12	% of Change Over FY 10/11
1	**REVENUES:**					
2	**PROGRAM REVENUES:**					
3	Service Charges	$239,400				
4	Construction Permits		$60,562		$87,000	
5	Fire Code Permit		28,516		41,000	
6	Penalty Fees		4,813		7,000	
7	Fire Plan Review		13,281		19,000	
8	Inspection/Re-inspection		15,392		22,000	
9	After Business Hours/Unscheduled		630		1,000	
10	Fire Flow Inspection		1,912		3,000	
11	Alternate Means Of Protection		519		1,000	
12	Others		10		50	
13	ALS JPA	208,380	137,880	66%	208,000	
14	Paramedic Training/Supervision	158,280	91,364	58%	91,950	
15	Station 34 Mechanic Shop	155,000	64,637	42%	92,000	
16	Workers Compensation Reimbursement		182,926		75,000	
17	Investment Earnings		882		1,000	
18	Miscellaneous (*PGE Reimbursement - $76,229)		116,673*		63,270	
19	Imaging/Microfiche Services		695		1,000	
20	**Total**	**761,060**	**720,692**	**95%**	**713,270**	**-6%**
21	**MEMBER CONTRIBUTIONS NET OF PROGRAM REVENUES**					
22	Burlingame	8,711,711	6,533,784	75%	8,636,333	-1%
23	Hillsborough	5,807,807	4,356,000	75%	5,757,556	-1%
24	**Total**	**14,519,518**	**10,889,784**	**75%**	**14,393,889**	**-1%**
25	**TOTAL REVENUES**	**$15,280,578**	**$11,610,476**	**76%**	**$15,107,159**	**-1%**
26	**EXPENDITURES:**					
27	**SALARIES & BENEFITS:**					
28	Regular Salaries	$8,483,922	$5,795,276	68%	$7,863,915	-7%
29	Part-time Salaries	20,000	11,347	57%	60,000	200%
30	Overtime:					
31	Disability Leave	277,980	133,571	48%	227,968	
32	Vacation Leave	970,620	437,825	45%	762,000	
33	Sick Leave	317,940	81,261	26%	275,000	
34	Family Sick Leave/Bereavement	161,940	45,495	28%	100,000	
35	Special Assignment	80,000	55,379	69%	75,000	
36	Shop Mechanic	5,000	9,389	188%	20,000	
37	Strike Team		33,855			
38	All Others		33,712			
39	**Sub-total**	**1,813,480**	**830,487**		**1,459,968**	
40	Staff Reduction from 4 to 3 on Truck 34(1st)	-245,000				
41	Staff Reduction from 4 to 3 on Truck 34 (2nd)					
42	Suspension of sick leave incentive	-81,000				
43	Additional cuts needed	-441,512				
44	**Net Overtime**	1,045,968	830,487	79%	1,459,968	40%
45	Holiday Pay	398,864	270,475	68%	390,080	-2%
46	FLSA Pay	193,247	125,403	65%	180,871	-6%
47	Uniform Allowance	56,360	54,615	97%	53,115	-6%
48	Medicare/FICA	142,742	88,411	62%	116,776	-18%
49	Retirement Costs	1,645,225	1,063,145	65%	1,939,042	18%
50	Health Insurance	1,006,023	764,329	76%	1,071,240	6%
51	Dental/Vision Insurance	157,614	70,566	52%	127,428	-6%
52	Vision Insurance		11,297		21,347	

BUDGET DETAILS

GENERAL FUND

	Account Description	Account Number	Actual FY 08/09	Actual FY 09/10
53	Life Insurance	110.100.00-00.400.900	6,241	7,141
54	Long-term Disability Insurance	110.000.00-00.441.100	1,606	1,516
55	Deferred Compensation	110.100.00-00.441.200	2,346	2,277
56	Retirees' health insurance	110.100.00-00.441.350		
57	Workers' Compensation	110.100.00-00.441.500	843,092	804,019
58	Leave payouts	110.100.00-00.451.200		58,971
59	Leave payouts at retirement	110.100.00-00.451.300	16,183	
60	**TOTAL SALARIES & BENEFITS**		**14,066,302**	**14,621,884**
61	**% OF CHANGE**		**3%**	**4%**
62	**MATERIALS & SERVICES:**			
63	Office Expense	110.100.00-00.510.100	14,874	10,800
64	Expendable Supplies	110.100.00-00.510.400	15,921	13,719
65	First Aid Supplies	110.100.00-00.510.800	9,055	10,509
66	Special Departmental Expense	110.100.00-00.511.200	2,845	2,550
67	Small Tools	110.100.00-00.511.500	22,578	9,194
68	Public Education	110.100.00-00.511.900	6,247	2,918
69	Safety Equipment	110.100.00-00.512.300	74,893	53,189
70	Communications	110.100.00-00.512.600	32,965	32,010
71	Utilities	110.100.00-00.513.000	41,765	38,747
72	Building/Grounds Maintenance	110.100.00-00.514.100	23,178	38,419
73	Equipment Maintenance	110.100.00-00.514.400	7,409	5,667
74	Gas, Diesel, Oil	110.100.00-00.514.800	72,120	49,775
75	Auto Maintenance	110.100.00-00.515.200	5,025	10,784
76	Apparatus Maintenance	110.100.00-00.515.500	59,438	39,711
77	Hose and Nozzles	110.100.00-00.515.700		
78	Radio Maintenance	110.100.00-00.515.900	49,891	13,850
79	Contractual Services	110.100.00-00.516.300	142,955	160,090
80	Mechanic Shop Service Agreement	110.100.00-00.516.600		
81	Dues & Subscriptions	110.100.00-00.517.000	3,254	3,031
82	Travel, Conferences & Meetings	110.100.00-00.517.400	8,293	1,618
83	Training & Safety	110.100.00-00.517.800	57,197	44,259
84	Wellness & Safety	110.100.00-00.518.200	10,204	15,202
85	Canyon Weed Control-Other Charges	110.100.00-00.518.500	-4,725	
86	Liability, property and other Insurances	110.100.00-00.518.900		
87	Computer, Telephone & Other IT Costs	110.100.00-00.519.300		
88	Miscellaneous	110.100.00-00.520.400		
89	ALLOCATIONS:			
90	Burlingame:			
91	Insurance Cost Allocation		105,233	43,059
92	Computer cost/Admin Services Allocation		121,157	111,261
93	Facilities Cost Allocation		96,484	92,345
94	Hillsborough:			
95	Insurance Cost Allocation		83,939	86,723
96	**TOTAL MATERIALS & SERVICES**		**1,062,195**	**889,430**
97	**% OF CHANGE**		**-14%**	**-16%**
98	% OF CHANGE W/OUT LINE 87			
99	**CAPITAL OUTLAY:**			
100	Non-capital Equipment			
101	Capital Outlay	110.100.00-00.610.200	38,607	
102	**TOTAL CAPITAL OUTLAY**		**38,607**	**--**
103	**GROSS EXPENDITURES**		**15,167,104**	**15,511,314**
104	% OF CHANGE		2%	2%
105	**TOTAL NET OF REVENUES**		**$14,593,283**	**$14,909,886**
106	% OF CHANGE		2%	2%

BUDGET DETAILS

GENERAL FUND

	Account Description	FY 10/11 Adopted	FY 10/11 Actual to 3/31/11	FY 10/11 % to Budget	Adopted FY 11/12	% of Change Over FY 10/11
53	Life Insurance	15,385	14,625	95%	14,170	-8%
54	Long-term Disability Insurance	3,262	1,839	56%	2,647	-19%
55	Deferred Compensation	4,110	585	14%		
56	Retirees' health insurance	1,800	16,854	936%	81,800	
57	Workers' Compensation	600,000	430,789	72%	559,947	-7%
58	Leave payouts	48,853	46,055	94%	26,201	-46%
59	Leave payouts at retirement	80,353	9,433	12%	29,492	-63%
60	**TOTAL SALARIES & BENEFITS**	**13,903,728**	**9,605,531**	**69%**	**13,998,039**	**1%**
61	**% OF CHANGE**	-5%			1%	
62	**MATERIALS & SERVICES:**					
63	Office Expense	14,740	5,714	39%	14,740	0%
64	Expendable Supplies	16,200	15,334	95%	16,200	0%
65	First Aid Supplies	13,800	3,604	26%	13,800	0%
66	Special Departmental Expense	5,000	3,089	62%	5,000	0%
67	Small Tools	10,000	15,429	154%	30,000	200%
68	Public Education	4,000	2,190	55%	4,000	0%
69	Safety Equipment	75,000	54,506	73%	50,000	-33%
70	Communications	28,290	15,964	56%	28,290	0%
71	Utilities	33,850	11,969	35%	33,850	0%
72	Building/Grounds Maintenance	115,500	85,027	74%	100,000	-13%
73	Equipment Maintenance	13,600	3,447	25%	8,500	-38%
74	Gas, Diesel, Oil	54,380	16,011	29%	54,380	0%
75	Auto Maintenance	37,230	3,832	10%	25,000	-33%
76	Apparatus Maintenance	60,000	28,370	47%	85,000	42%
77	Hose and Nozzles				25,000	
78	Radio Maintenance	41,750	4,952	12%	21,750	-48%
79	Contractual Services	173,900	40,949	24%	173,900	0%
80	Mechanic Shop Service Agreement	104,400	39,266	38%	80,000	-23%
81	Dues & Subscriptions	2,500	5,823	233%	7,000	180%
82	Travel, Conferences & Meetings	5,000	1,835	37%	5,000	0%
83	Training & Safety	54,000	15,630	29%	54,000	0%
84	Wellness & Safety	14,000	13,543	97%	14,000	0%
85	Canyon Weed Control-Other Charges	1,000			1,000	0%
86	Liability, property and other Insurances	110,000	152,260	138%	160,000	45%
87	Computer, Telephone & Other IT Costs	68,710	52,184	76%	68,710	0%
88	Miscellaneous		23,670		30,000	
89	ALLOCATIONS:					
90	Burlingame:					
91	Insurance Cost Allocation					
92	Computer Cost/Admin Services Allocation					
93	Facilities Cost Allocation					
94	Hillsborough:					
95	Insurance Cost Allocation					
96	**TOTAL MATERIALS & SERVICES**	**1,056,850**	**614,598**	**58%**	**1,109,120**	**5%**
97	**% OF CHANGE**	19%			5%	
98	% OF CHANGE W/OUT LINE 80	7%				
99	**CAPITAL OUTLAY:**					
100	Non-capital Equipment					
101	Capital Outlay	320,000	200,000	63%		
102	**TOTAL CAPITAL OUTLAY**	**320,000**	**200,000**	**63%**		
103	**GROSS EXPENDITURES**	**15,280,578**	**10,420,129**	**68%**	**15,107,159**	**-1%**
104	% OF CHANGE	-1%			-1%	
105	**TOTAL NET OF REVENUES**	**$14,519,518**	**$9,699,437**	**67%**	**$14,393,889**	**0%**
106	% OF CHANGE	-3%			0%	

BUDGET DETAILS

SPECIAL REVENUE – JOINT TRAINING PROGRAM FUND

This fund accounts for the operations of a joint operational and EMS training services and administration program between the Fire Agencies of Millbrae, San Bruno, San Mateo and Central County Fire Department. The program costs are allocated among the participating agencies based on the number of companies and number of personnel each agency provides to the program, as follows:

- Millbrae – 11%
- San Mateo - 39%
- Central County Fire Department – 33%
- San Bruno – 17%

Central County Fire Department starts accounting for these operations in Fiscal Year 2010/11.

		FY 2010/11			Adopted 2011/12
Account Description	**Account Number**	**Revised**	**Actual to 3/31/11**	**% to Budget**	
REVENUES:					
Contribution from Burlingame	200.000.00-00.330.100	$13,639	$13,639	100%	
Contribution from Millbrae	200.000.00-00.330.300	96,661	96,661	100%	
Member Contributions	200.000.00-00.342.200	71,000	71,000	118%	$71,000
Reimbursement – Industrial Emergency Council	200.000.00-00.342.500	40,000			40,000
TOTAL REVENUES		**221,300**	**181,300**	**82%**	**111,000**
EXPENDITURES:					
Miscellaneous	200.000.00-00.520.400	100,000	51,942	46%	111,000
TOTAL EXPENDITURES		**100,000**	**51,942**	**46%**	**111,000**
Excess (Shortfall)		121,300	129,358		
BEGINNING FUND BALANCE					121,300
ENDING FUND BALANCE		$121,300	$129,358		$121,300

BUDGET DETAILS

INTERNAL SERVICE FUND – WORKERS COMPENSATION AND DENTAL INSURANCE

Central County Fire Department self-insures itself for workers compensation claims up to $250,000 per occurrence and dental coverage for safety employees. This fund accounts for the accumulation of funds through departmental charges to pay for costs related to these two programs. Workers compensation excess coverage is through the California State Association of Counties Excess Insurance Authority (CSAC-EIA) Joint Powers Authority.

Central County Fire Department starts accounting for these operations in Fiscal Year 2010/11.

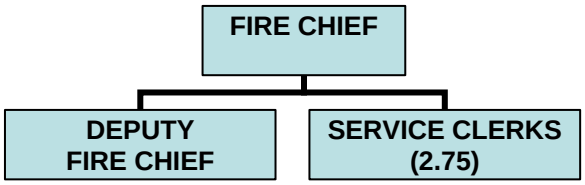
		FY 2010/11			Adopted 2011/12
Account Description	**Account Number**	**Revised**	**Actual to 3/31/11**	**% to Budget**	
REVENUES:					
Workers Compensation Premiums	601.000.00-00.350.100	$600,000	$447,927	75%	$559,947
Dental Premiums	601.000.00-00.391.100	135,614	70,566	52%	127,428
Investment Earnings	601.000.00-00.361.100	2,000			3,000
Miscellaneous					
TOTAL REVENUES		**737,614**	**518,493**	**70%**	**690,375**
EXPENDITURES:					
Contractual Services – Athens Administration	601.000.00-00.516.300	12,500	10,833	87%	10,000
Excess Workers Comp Insurance	601.000.00-00.518.900	72,850	72,820	100%	80,000
Workers Compensation Claims:					
Payments for Third Party Services	601.000.00-00.519.600	50,000	13,422	27%	50,000
Industrial Disability Payments	601.000.00-00.519.650	25,000	7,753	31%	25,000
Reserves	601.000.00-00.519.700	216,650			397,947
Dental Claims	601.000.00-00.519.800	135,614	70,566	52%	127,428
TOTAL EXPENDITURES		**512,614**	**175,394**	**34%**	**690,375**
Excess (Shortfall)		225,000	343,099	152%	
BEGINNING FUND BALANCE					225,000
ENDING FUND BALANCE		$225,000	$343,099		$225,000

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

ADMINISTRATION

MISSION

The primary mission of the Administrative Division is to create an environment that fosters a collaborative, proactive approach to planning for fire operations that serve the needs of the City of Burlingame and the Town of Hillsborough.



PROGRAM FUNCTIONS

- Develop long-range plan process for modifications and changes in department activity based upon changing conditions, most notably at the moment, severe fiscal constraints.
- Keep Management and Councils of the two partner cities apprised of service level alternatives.
- Act as a liaison between the department, other jurisdictions and agencies to maximize the effectiveness of the organization and to share resources when appropriate.
- Analyze and plan for the department's capital and personnel needs based upon budget cycle.
- Keep current on legislation that affects fire-related services.
- Seek out and consider for organizational incorporation, cost-effective innovations in equipment and methodologies.

MAJOR PROGRAM GOALS/STRATEGIES FOR FISCAL YEAR 2011/12

- Strategize to minimize reduction of level of service as the department reduces its budget due to current fiscal constraints.
- Develop an implementation plan for consolidation of administrative functions with Millbrae and San Bruno Fire departments.
- Develop an implementation plan for the temporary consolidation of Fire Stations 35 (Burlingame) and 38 (Millbrae) to demonstrate feasibility of permanent station consolidation.
- Transition job responsibilities of administrative support staff due to not funding the Administrative Support Officer position (vacant due to retirement) as part of the on-going cost cutting.
- Work with labor groups for long-term cost savings.

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

ADMINISTRATION

SIGNIFICANT BUDGET CHANGES

The department continues to downsize the number of personnel. FY 2011/12 position count reflects the continued closure of Fire Station 36 (Rollins road, Burlingame). The result is not funding two (2) firefighter positions, half (1/2) float captain position and one (1) Administrative Support Officer.

Some of the employee costs of these positions were moved to the overtime account to meet the current contract obligation of staffing Truck 34 with four (4) personnel. Additional reallocation of funds reflect possible part-time administrative support for the shared training program (the department receives reimbursement for two-thirds (2/3) of the employee cost).

All fire hoses are required to be tested on an annual basis and damaged hoses removed from service. In the past, the department has used under expended funds to purchase replacement fire houses. In FY 2011/12, we are requesting a reduction of our safety equipment account and create a hose replacement account for $25,000. This account is designed to establish a more functional hose management program.

PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

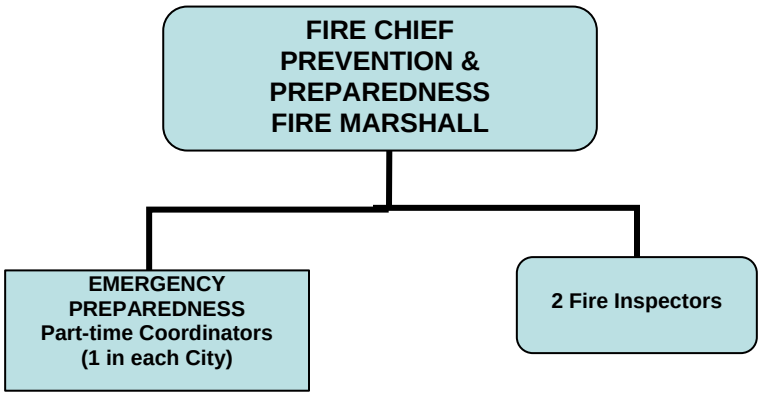
- Restructured shared EMS/Training agreement that includes reimbursement for one (1) EMS Division Chief, one (1) Training Captain and two-thirds (2/3) of a half-time administrative support position.
- Began talks to bring Foster City into the shared training program which will further reduce costs and have all departments from San Bruno to Foster City training together. This will lead to more standardization and emergency scene effectiveness in the central area of San Mateo County.
- Completed migration to a stand-alone employer of all fire department personnel. This involved merging payroll, human resources, workers compensation, etc.
- Completed the Citygate Associates, LLC study and reported findings to a joint Fire Board/Council representatives group. The follow up to this has been an estimated savings and cost sharing formula with recommendations from the city managers to their respective councils on how to approach a merge or consolidation with the departments in Millbrae and San Bruno. Next steps involve the development of an implementation plan for consolidation of administration and a temporary station consolidation to demonstrate the impacts (or lack of) to our communities.

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

PREVENTION AND DISASTER PREPAREDNESS

MISSION

The mission of the Prevention and Disaster Preparedness Division is to manage and provide resources to assist in delivery of the Department's mandated fire code enforcement and to work towards emergency preparedness of the community.



PROGRAM FUNCTIONS

- Maintain an ongoing fire prevention program, hazardous materials and underground storage tank inspection program.
- Review plans and inspect new construction projects for compliance with applicable codes and ordinances.
- Provide annual training and coordination for staff and community on disaster preparedness, response and recovery closely working with the Emergency Preparedness Coordinators from the two member cities.
- Maintain the Emergency Operations Center (EOC) in a state of readiness.

MAJOR PROGRAM GOALS/STRATEGIES FOR FISCAL YEAR 2011/12

- Coordinate efforts within the central San Mateo County area to develop a shared fire investigation process and a common Company Inspection Program.
- Update emergency Operations Plans, including the integration of neighborhood groups, organized and spontaneous volunteers.
- Rewrite city/town ordinances for emergency requirements within their respective municipal codes to align with one another and seek similar ordinances from neighboring agencies.
- Work with neighboring agencies to establish more coordinated communications within our Operational Area for emergency/disaster management.

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

PREVENTION AND DISASTER PREPAREDNESS

PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

- Adopted the new fire Code that is standardized between neighboring cities to match operational needs and similar environments.
- Worked with Hillsborough Neighborhood Network (HNN) to present training and develop a system of r neighborhood outreach and emergency coordination/communication.
- Provided community Emergency Response Team (CERT) training, CPR and "Get Ready" classes.

PERFORMANCE/WORKLOAD MEASURES

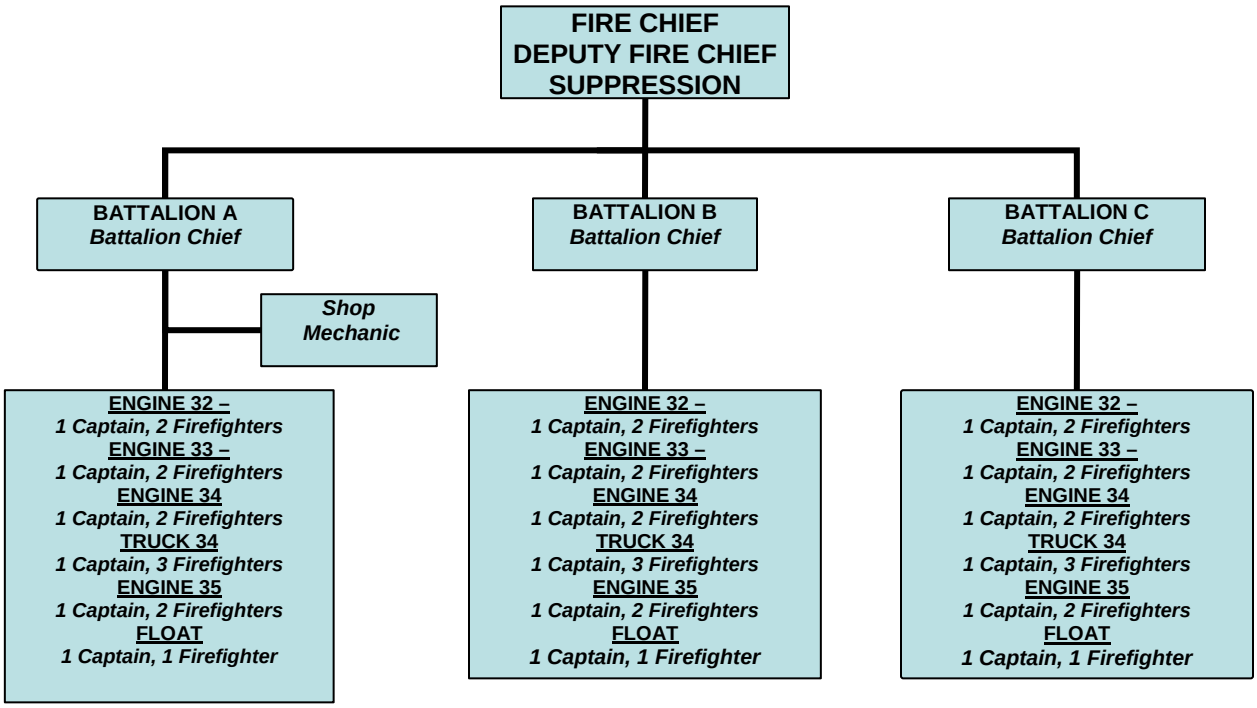
	2009 Actual	2010 Actual	2011 Target
% of plan checks completed within 10 working days	100%	100%	100%
Average days to complete	8	8	8
# of plan checks:			
Burlingame	265	174	
Hillsborough		123	
% of plan review completed within target	100%	100%	100%
Average days to complete	8	10	
# of plan reviews	306	246	
# of consults	35	-	
# of public school plan reviews	5	-	
% of citizen inquiries responded to within 1 working day	100%	100%	100%
Fire education activities and events (number of children)	1,500	1,500	2,000
Adult fire education activities (number of adults)	300	3	600
Fire origin and cause investigations	6	9	
Underground storage tank removal/modifications	6	3	
Special events inspections	45	9	
Tabletops/special events		36	
Open Flame		3	
High Pile Storage		2	
Spray Booth		1	
Engine Company inspections *reflects implementation of self-inspection program	1,216	714*	
Construction inspections		341	
Fire and life safety inspections	430	39	
Building plan checks	332	-	
Development plan review	7		
Junior Fire Marshal Picnic (number of children)	200	240	
Car seat inspections	52	90	
DISASTER PREPAREDNESS			
General public trained for disaster response (CERT)	35	48	200
General public trained for disaster response (GET READY)		30	200
City employees trained in city-wide disaster drills or other classes	100	82	100
Percentage of EOC assigned employees rating SEMS training as "good" or "excellent" (4 of 5 on a 5-point scale)	100%	80%	90%
CPR training (Number of adults)		337	

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

SUPPRESSION

MISSION

The mission of the suppression Division is to effectively handle emergency and non-emergency request from residents, businesses and visitors.



PROGRAM FUNCTIONS

- Participate in ongoing fire and life safety activities through public education, community training, prefire planning and fire prevention inspections.
- Respond quickly to all emergencies and take appropriate actions thereby reducing loss of life, property and environmental damage while ensuring the safety of all Fire Personnel involved.
- Maintain a professional level of operational readiness as Firefighters, Paramedics, Emergency Medical Technicians, Hazardous Materials First-Responders, Hazardous Materials Technicians and Rescuers.

MAJOR PROGRAM GOALS/STRATEGIES FOR FISCAL YEAR 2011/12

- Transition to new county-wide radio program and operational plan.
- Complete equipment acquisition to finalize State of California type 1 USAR plan.
- Assess station response districts as part of station consolidation project.

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

SUPPRESSION

SIGNIFICANT BUDGET CHANGES

The closure of Fire Station 36 (Rollins Road, Burlingame) required changes in daily operations to maintain coverage and continued response time target for EMS response within 6:59. Labor's concession to reduced staffing on Truck 34 contributed to the reduced on-duty work the department was accustomed to in the jurisdiction. In FY 2011/12, two (2) more firefighter positions and one (1) captain position will not be filled. Suppression personnel continue to adjust to the reduced workforce serving the communities and are being asked to pick up the workload of the closed station relative to company inspections and pre-fire planning.

PRIOR PERIOD'S MAJOR ACCOMPLISHMENTS

- Began to purchase new radios to meet the Federal mandate for radio frequency migration to "narrow-banding" capabilities. Replacement program benefitted from some grant funding and a joint purchase with San Bruno and Millbrae Fire Departments.
- The CCFD had a large presence at the tragic San Bruno gas line incident. First responding companies from the department and single unit resources remained on-scene well into the next day when relieved by other CCFD personnel. Assistance was provided with fire suppression, search, investigation, logistics, incident command, EOC operations and planning. Employee costs were reimbursed by PG&E through the State of California Mutual Aid Agreement.

PERFORMANCE/WORKLOAD MEASURES

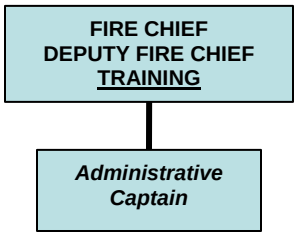
	2009 Actual	2010 Actual	2011 Target
Percent of time a first in fire engine arrives on a structure fire scene within six minutes of dispatch	100%	100%	100%
Priority 1 (emergency response calls)	4:31	4:59	
Priority 3 (non-emergency response) calls	6:08	5:98	
All calls for service	4:36	5:36	
Response units to be "out-the-door" (reflex time) within 1:30 minutes average:			
Fire Station 32	1:12	1:19	
Fire Station 33	1:20	1:26	
Fire Station 34 – Engine 34	1:25	1:32	
Fire Station 34 – Truck 34		1:29	
Fire Station 35	1:20	1:25	
Fire Station 36	1:32	1:34	
Fire containment to the room or area of origin (90% target in structural fire incidents)			
9 structural fire calls	100%	97%	
Percentage of residents rating Emergency Response services as good or excellent based on courtesy and service.	100%	100%	
Total calls for service	4,227	4,161	
Medical responses	2,556	2,507	
Fire suppression responses	131	117	
Hazardous conditions responses	351	308	
Other responses	1,451	1,218	
SPECIAL EVENTS			
Fund raising events conducted by off-duty firefighters	3	3	3
STATIONS			
Area (fire stations) maintained by personnel	32,000	32,000	32,000

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

TRAINING

MISSION

The primary mission of this Division is to provide annual continuing education training for all fire personnel.



PROGRAM FUNCTIONS

- Provide annual mandated and continuing education training to all suppression personnel through a shared Training and EMS program with neighboring agencies.
- Document all training provided and certifications received by personnel.
- Provide career development guidance and support.
- Standardize emergency operations within the central area of San Mateo County through on-going training and evaluation.

SIGNIFICANT BUDGET CHANGE

As part of the budget reduction plan, the Battalion chief position assigned to the shared training program, as eliminated and replaced with the Administrative Captain. In FY 2010/11, CCFD also contributed a half-time support position. Both positions are partially reimbursed through the cost formula shared with the participating agencies.

PRIOR PERIOD'S ACCOMPLISHMENTS

- Revised shared Training/EMS program to include reimbursement for 1.5 FTEs.
- Consolidated shared Training Division offices for time and cost savings.
- Hosted First Alarm RIC Training in July 2010 for seven agencies as part of the shared training program.
- Completed full implementation of Target Safety, a web based system for online training and records and compliance management.

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

TRAINING

PERFORMANCE/WORKLOAD MEASURES

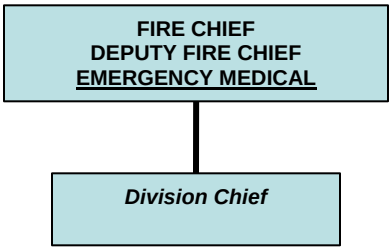
	2009 Actual	2010 Actual	2011 Target
Complete required annual continuing education trailing for all paramedics and Emergency Medical Technicians (EMTs)	100%	100%	100%
Training hours completed	18,629	20,263	
Life/Fire Simulation Fire Training	582	411	
Acquired structure	200	224	
Driver training hours	2,741.5	2,785	
EMS training hours	2,205	2,749	
Wildland	803.25	637	
Certificates for Special Operations personnel through monthly, hands-on training (special operations including confined space, trench rescue, building collapse & rope rescue)	928	756	

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

EMERGENCY MEDICAL SERVICES (EMS)

MISSION

The mission of the EMS Division is to coordinate the licensure and accreditation of designated employees as Paramedics to meet the department's obligations to the San Mateo County Pre-Hospital Emergency Medical Services Group.



This is a shared position with other agencies.

PROGRAM FUNCTIONS

- Ensure that each safety member will receive all mandated County, State and/or Federal emergency medical services training during the fiscal year.
- Maintain contractual requirement for paramedic first-response service provided to ensure a maximum response time (turn out and travel time) of six minutes, 59 seconds with jurisdictions served for 90% of all emergency medical incidents.
- Represent the participating agencies' EMS interests with the San Mateo County EMS Agency.

PRIOR PERIOD ACCOMPLISHMENTS

- Revised shared EMS/Training agreement with participating agencies.
- Began the roll-out of the new Patient Contact Reporting (PCR) system that is now standardized county-wide.
- Represented the participating agencies with the county and private ambulance provider as the new EMS contract began.
- Purchased a new EMS Supervisor vehicle with funds provided by the private ambulance provider as a result of negotiations for the new EMS contract. This represented a $50,000 savings to the City of Burlingame in their vehicle replacement program.
- Coordinated the "LiveScan" background checks of all EMT's as required by the State of California and County of San Mateo.
- Coordinated the "Mass CPR Saturday" in San Mateo County where 337 citizens were trained in basic CPR in one day.

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

EMERGENCY MEDICAL SERVICES (EMS)

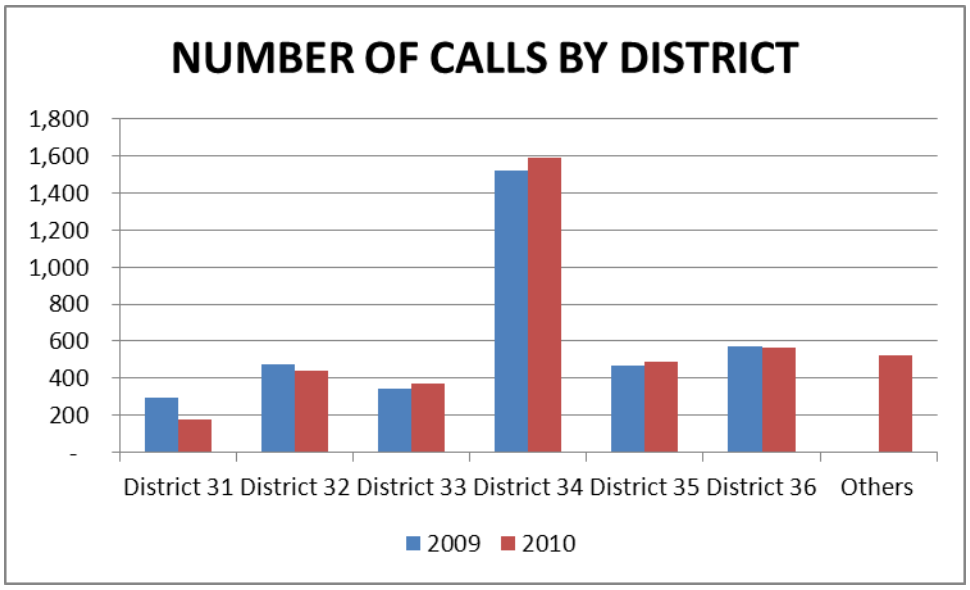
PERFORMANCE/WORKLOAD MEASURES

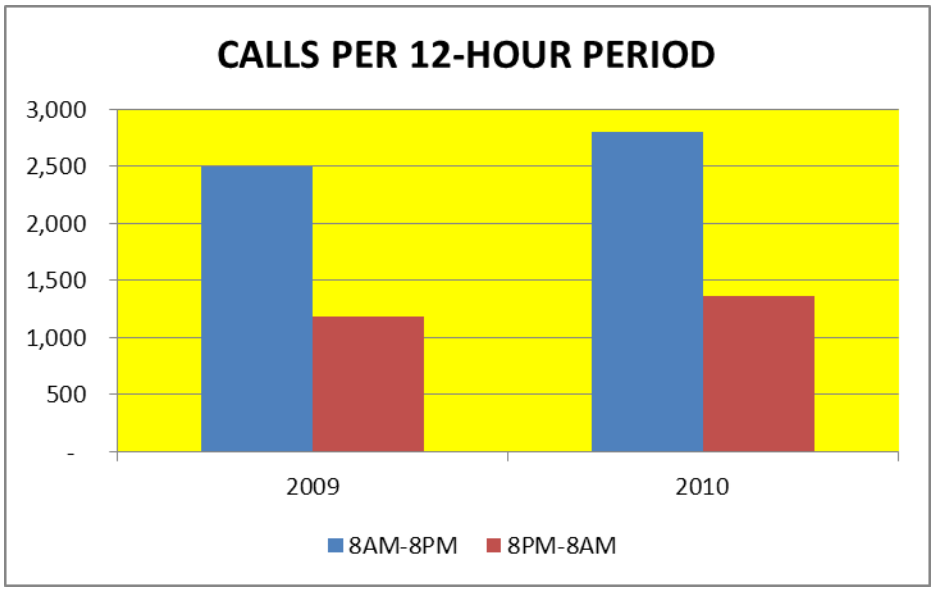
	2009 Actual	2010 Actual	2011 Target
EMERGENCY MEDICAL SERVICES			
EMS training hours		2,749	
EMT recertification *Central County FIRE EMT's only	66	27*	
Paramedic recertification	25	16	
CPR classes (number of students)	85	97	

PROGRAM DESCRIPTION AND ORGANIZATIONAL PERFORMANCE

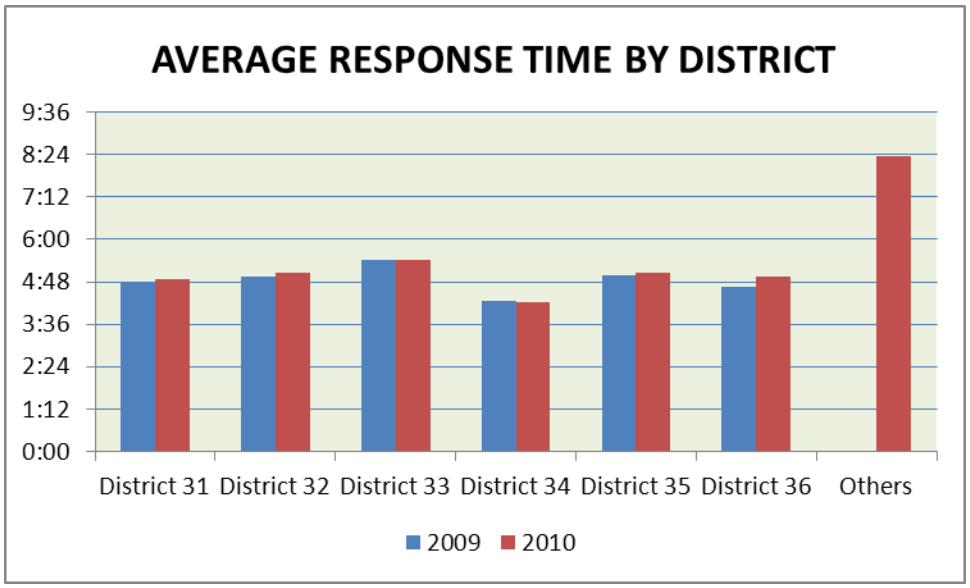
COMPARATIVE INCIDENT TRENDS – CALENDAR YEARS 2009 AND 2010

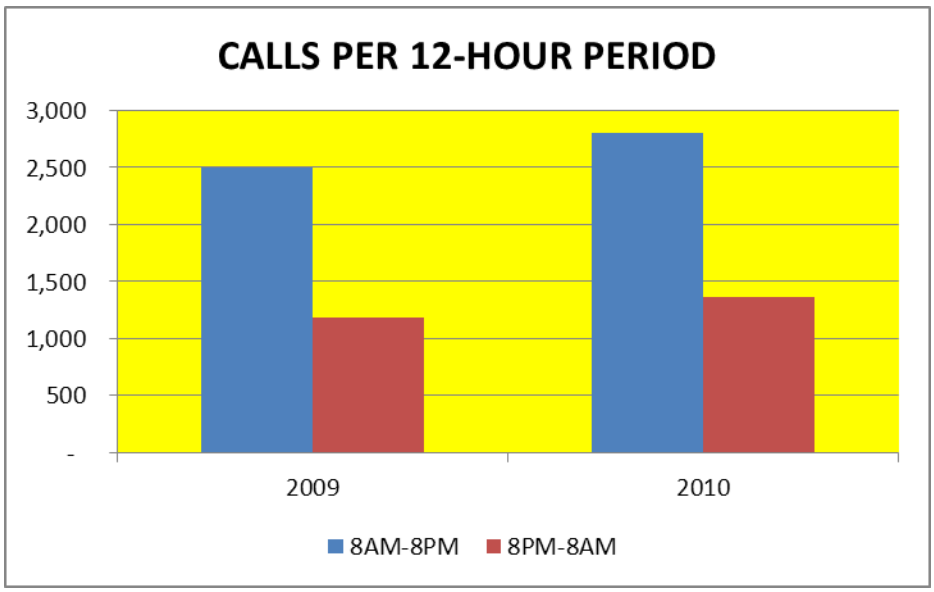
The following charts and tables reflect some of the Department's incident trends and organizational performance for calendar years 2009 and 2010.





COMPARATIVE INCIDENT TRENDS – CALENDAR YEARS 2009 AND 2010





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MISCELLANEOUS PROGRAMS

MERGED SERVICES WITH OTHER JURISDICTIONS

Central County Fire Department (CCFD) is party to various agreements entered into for cost efficiency and effectiveness:

California Urban Search and Rescue Team #3

This function is managed through the Menlo Park Fire Protection District. It is part of the Federal Emergency Management Agency's (FEMA) national response plan. CCFD is reimbursed for personnel responses when the team is activated as well as costs associated with training exercises. CCFD also sends personnel on-duty to participate in the training that has allowed the personnel to a higher level of competence. As an example, CCFD became the first Medium-Duty rated Urban Search and Rescue (USAR) team in San Mateo County having been certified by the State in the spring of 2008. CCFD has participated in this program since the early 1990's.

San Mateo County Pre-Hospital Emergency Medical Services Working Group - Advanced Life Support (ALS)

Above is the county-wide ALS program that provides paramedic first response services and emergency transportation services. This program has been in place for 10 years. Program is under San Mateo County Health Department. The partners to the joint powers agreement include the County, the private ambulance provider (American Medical Response (AMR) and all 12 San Mateo County fire agencies. Each agency receives some reimbursement for their services through the County (approximately $20,000 per engine after dispatch costs). The program was awarded the Helen Putnam Award in early 2000.

San Mateo County Public Safety Communication (PSC)

This operation serves as joint dispatch center currently located in Redwood City. It dispatches for all fire agencies, AMR ambulances and several law agencies in the county. In conjunction with the ALS program discussed above, it allows the center to dispatch the closest resources through the Automatic Aid Agreement. This results to seamless responses, more coordinated efforts to major incidents, and cross-jurisdictional support without the time delays, on mutual aid requests. Agency costs for the dispatch services are deducted from the ALS program revenues before distribution.

Tactical Medic Team Program

This 5-year old program serves as CCFD's support of their local law enforcement Special Weapons and Tactics (SWAT) teams operating from the premise that the presence of trained tactical medics is vital to the safety of police personnel. CCFD has 5 participating trained tactical medics and commits 96 hours of training per person in a year. The program provides personnel for 48 hours and an expectation of some financial support from the law enforcement for the other 48 hours.

Shop Services

CCFD provides mechanical services to Millbrae and San Mateo Fire Departments for their fire apparatus. The 2 agencies are billed for parts and labor. The shop which is located at Fire Station 34 has been doing the service for more than 15 years.

Special Operations

This is a partnership with San Mateo Fire Department to provide local USAR capabilities independent of Task Force 3 discussed above. CCFD, through several grants, have acquired apparatus, equipment and training fund that allowed it to have specially trained and equipped personnel for trench, confined space and high or low-angle rescues. The operations are State Certified USAR team. The function allows the different agencies to work and train together.

STATISTICAL TABLES

RESOURCES COMPARISON TO PENINSULA CITIES & SIMILAR JURISDICTONS

JURISDICTION	AREA (SQ MILES)	NO OF FIRE STATIONS	AREA (SQ MILES) COVERED PER FIRE STATION	NO OF APPARATUS	AREA (SQ MILES) COVERED PER APPARATUS	POPULATION IN THOUSANDS	POPULATION PER FIRE STATION (IN THOUSANDS)	NO OF BATTALION CHIEF ON DUTY PER SHIFT
Redwood City	19.5	5	3.9	6	3.3	79	15.8	1.0
Menlo Park	30.0	7	4.3	8	3.8	93	13.3	1.0
Belmont-San Carlos	8.9	4	2.2	4	2.2	53	13.3	1.0
San Mateo	12.2	6	2.0	7	1.7	92	15.3	1.0
Millbrae	3.2	2	1.6	2	1.6	21	10.5	0.5
San Bruno	5.5	2	2.8	3	1.8	40	20.0	0.5
South San Francisco	9.0	5	1.8	5	1.8	62	12.4	1.0
Daly City	8.0	5	1.6	6	1.3	103	20.6	1.0
Woodside	22.2	3	7.4	3	7.4	25	8.3	1.0
Livermore/Pleasanton	46.0	10	4.6	10	4.6	149	14.9	1.0
Moraga/Orinda	47.0	5	9.4	5	9.4	42	8.4	1.0
AVERAGE	19.2	5	3.8	5	3.5	69	13.9	0.9
Central County Fire	12.2	4	3.1	5	2.4	40	10.0	1.0

BUDGET RESOLUTION

RESOLUTION NO. 11-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT ADOPTING THE BUDGET FOR FISCAL YEAR 2011-2012

RESOLVED, by the Board of Directors of the Central County Fire Department, County of San Mateo, State of California that,

WHEREAS, the Joint Powers Agreement establishing the Central County Fire Department became effective April 20, 2004; and

WHEREAS, Section 14. A of the Joint Powers Agreement requires that the Department adopt a budget for maintenance and operation costs, and costs of special services in time to allow approval by the Member Agencies prior to June 30th of each year; and

WHEREAS, Section 14. B requires the Fire Chief and Chief Administrative Officer to prepare the annual budget for submission to the Board of Directors; and

WHEREAS, the combined budget for fiscal year 2011-2012 has been prepared and reviewed by staff; and

WHEREAS, the combined budget for the Central County Fire Department operations has been submitted and reviewed by the Board of Directors.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Central County Fire Department adopts the submitted budget for the operations of the Central County Fire Department for fiscal year 2011-2012 as detailed in the copy of the Budget on file and summarized as follows:

General Fund	$15,107,159
Joint Training Program Fund	111,000
Sub-total	15,218,159
Internal Service Fund	690,375
GRAND TOTAL	$15,908,534

Approved at a regular meeting of the Board of Directors at Hillsborough, CA this 17th day of May, 2011.

Signed:_____
Jess E. Benton, Chair

Attest:_____
Rubina Mirza, Secretary

BUDGET REFERENCE MATERIALS

BUDGET RESOLUTION

I hereby certify that the forgoing is a true and correct copy of Resolution 11-02 adopted by the Board of Directors of the Central County Fire Department, San Mateo County California, at a regular meeting held on the 17th day of May, 2011, by the following vote of the members thereof:

AYES: Board members: _____

NOES: Board members: _____

ABSENT: Board members: _____

ABSTAIN: Board members: _____

CENTRAL COUNTY FIRE DEPARTMENT

SERVICE	REFERENCE	CURRENT FEE	ADOPTED FY 2011/12
Care Facilities Inspection			
Pre-inspection of licensed community care	H&S Code §13235	$140 per hour	No change
	H&S Code § 13235	$140 per hour	No change
Residential Care Facility for Elderly serving 6 or fewer persons – fire inspection enforcement	H&S Code § 1569.84	No charge	No change
Residential Care Facility		$278	No change
Large Family Day Care		$147	No change
Skilled Nursing Facility		$540	No change
Hospital/Institution		$2,112	No change
Re-Inspections			
Second re-inspection (fee per inspection)		$130	No change
Third and subsequent re-inspection (fee per inspection)		$328	No change
Construction Fees			
Building or Planning Plan Check Fees (per hour)		$152	No change
Expedite Building or Planning Check Fees (per hour with 2 hour minimum)		$152	No change
Consultation and Planning (per hour)		$177	No change
Fire Alarm Systems:			
Permit for Monitoring System		$157	No change
Permit for Manual System		$157	No change
Permit for Automatic System		$288	No change
Permit for combination System		$417	No change
Fixed Fire Extinguishing System Permit		$223	No change
Standpipe System Permit		$288	No change
Storage Tank (above or below ground) Permit		$157	No change
Sprinkler Systems			
One or two Family Dwelling Fire Sprinkler System (NFPA 13D) - flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who actually perform each inspection)		$419	No change
Fire Pump Permit		$157	No change
Residential or Commercial Fire sprinkler System (NPFA 13 or 13R) Permit – Single Story (incl. T.I.) Permit – Multi-story – flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who actually perform each inspection)		$681	No change
Fire Service Line Inspection		$157	No change
Alternate Means of Protection Review (per hour)		$173	No change
Miscellaneous Fees and Permits			
Vegetation Management Inspection plus 50% of contractor's fee		$157	No change
Change of Use Inspection (usually triggered by new business license)		$166	No change

CENTRAL COUNTY FIRE DEPARTMENT

SERVICE	REFERENCE	CURRENT FEE	ADOPTED FY 2011/12
Standby Service			
Firefighter (per hour – minimum of 3 hours)		$121	No change
Fire Captain (per hour – minimum of 3 hours)		$143	No change
Battalion Chief (per hour – minimum of 3 hours)		$160	No change
Engine Company (per hour – minimum of 3 hours plus apparatus costs – per day as set by the State)		$491 per hour + $1,232 per day for apparatus	No change
Photographs from investigations		Cost of reproduction	No change
Fire Incident Reports (not including photographs)		$10	No change
Work without a construction permit (fees to be determined at Fire Marshal's discretion)		Up to 10 times the permit fees	No change
Emergency Response Costs for Driving under the Influence		Costs according to Personnel Schedule below plus Apparatus cost of $1,232 as set by State	No change
False Alarms		$559 for 3 to 5 and $1,050 for 6 or more	No change
Hazardous Materials Clean-up/Response		Costs according to Personnel Schedule below plus Apparatus cost of$1,232 as set by State	No change
Personnel Costs (per hour)			
Administration		$53	No change
Firefighter		$121	No change
Fire Captain		$143	No change
Fire Administrative Captain		$150	No change
Fire Inspector		$131	No change
Battalion Chief		$160	No change
Division Chief or Fire Marshal		$173	No change
Administrative Support Officer		$89	No change
Fire Mechanic		$140	No change
Deputy Fire Chief		$151	No change
Fire Chief		$178	No change
General Permits			
Aerosol Products		$245	No change
Amusement Buildings		$278	No change
Apartments, Hotels and Motels – 10 or less units		$177	No change
Apartments, Hotels and Motels – 11 to 25 units		$214	No change
Apartments, Hotels and Motels – 26 or more units		$302	No change
Aviation Facilities		$441	No change
Battery System		$441	No change

CENTRAL COUNTY FIRE DEPARTMENT

SERVICE	REFERENCE	CURRENT FEE	ADOPTED FY 2011/12
Carnivals and Fairs		$409	No change
Christmas Tree Lot		$147	No change
Combustible Fiber Storage		$245	No change
Combustible material Storage		$245	No change
Compressed Gasses		$245	No change
Commercial Rubbish-Handling Operation		$245	No change
Cryogens		$245	No change
Dry Cleaning Plants		$245	No change
Dust-Producing Operations		$245	No change
Exhibits & Trade Shows – Display Booth		$245	No change
Exhibits & Trade Shows – With Open Flame		$245	No change
Exhibits & Trade Shows – Display Fuel Powered Equipment		$245	No change
Explosives or Blasting Agents		$441	No change
Fire Hydrants and Water Control Valves		$242	No change
Fireworks		$441	No change
Flammable or Combustible Liquids		$441	No change
Hazardous Materials		$441	No change
High-Piled Combustible Storage – 20,000 square feet or less		$441	No change
High-Piled Combustible Storage – more than 20,000 square feet		$572	No change
Hot-Work Operations		$245	No change
Liquefied Petroleum Gasses		$441	No change
Liquid-or gas-fueled Vehicles or Equipment in Assembly Buildings		$441	No change
Live Audiences		$441	No change
Lumber Yards storing in excess of 100,000 board feet		$343	No change
Magnesium Working		$245	No change
Motor Vehicle Fuel-Dispensing Stations		$207	No change
Open Burning		$245	No change
Organic Coating		$245	No change
Ovens, Industrial Baking and Drying		$207	No change
Parade Floats		$245	No change
Places of Assembly		$466	No change
Production Facilities		$409	No change
Pyrotechnical and Special Effects Material		$441	No change
Radioactive Materials		$245	No change
Refrigeration Equipment		$343	No change
Repair Garage		$278	No change
Spraying and Dipping		$278	No change
Tents, Canopies, and Temporary Membrane Structures		$373	No change
Tire Storage		$245	No change
Wood Products		$245	No change

BUDGET GLOSSARY AND ACRONYMS

BUDGET TERMS

Accrual Basis of Accounting. Method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

Appropriation. An authorization made by the Board that permits the Department to incur obligations and to make expenditures of resources.

Assessed Valuation. A value established for real property for use as a basis in levying property taxes. In California, assessed value is established by the County for the secured and unsecured property tax rolls while the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value and property taxes for general purposes cannot exceed 1% of assessed value. This law rolled back values for fiscal 1979 to fiscal 1976 levels and limits increases to a maximum of 2% per year. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is subject to annual reappraisal.

Audit. Prepared by an independent certified public account (CPA). An audit's primary objective is to determine if the Department's financial statements fairly present its financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with performing an audit, independent auditors normally issue a Management Letter stating the adequacy of the Department's internal controls as well as recommending improvements to its financial management practices.

Balanced Budget. A balanced budget in the general fund requires operating revenues to fully cover operating expenditures, including debt service except reserves can be used to fund capital improvement plan projects, or other "one-time" non-recurring expenditures.

A balanced budget for all other governmental funds requires that resources including available individual fund balances, fully cover operating expenditures.

Budget. A financial plan for a specified period of time that matches projected revenues and planned expenditures for fire operations.

Budget Amendment. Pursuant to the Department's budget and fiscal policies, the Board may amend or supplement the budget at any time after it is adopted by majority vote of the members. The Administrative Officer may make administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances.

Budget Message. Included in the Introduction Section of the budget document, it provides the Board and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendations of the Fire Chief.

Budget and Fiscal Policies. General and specific guidelines adopted by the Department that govern budget preparation and administration.

Capital Projects Fund. This fund is used to account for financial resources used in acquiring, building or renovating major capital facilities.

BUDGET GLOSSARY AND ACRONYMS

Cash Basis of Accounting. Basis of accounting that recognizes transactions or events when related cash amounts are received or disbursed.

Department Goals. Provides policy guidance and direction for the objectives to be accomplished during a budget period.

Consumer Price Index (CPI). A measure of inflation in area of consumer products.

Cost-reimbursement Basis. Setting of charges so that costs are systematically recovered on a break-even basis over time.

Department. A major organizational unit of the Department that has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

Expenditure. The outflow of funds paid or to be paid for an asset, goods or services regardless of when the invoice is actually paid. This term applies to all funds.

Expenditure Savings. Under the Department's budgeting procedures, staffing cost projections are based on all positions being filled throughout the year. Cost projections for major supply purchases and service contracts are projected on a similar basis. However, costs may be less, due to vacancies and purchase cost-savings. Past experience indicates that actual expenditures are likely to be less than budgeted amounts, due in large part to this costing methodology.

Fiscal Year. The beginning and ending period for recording financial transactions. The Department's fiscal year covers the period from July 1 to June 30.

Fixed Assets. Assets of long-term nature such as land, buildings, machinery furniture and other equipment. The Department has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of $2,000.

Fund. Fiscal and accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The four general fund types used by the Department are: General Fund, Special Revenue, Capital Project and the Internal Service Funds.

Fund Balance. Fund balance is the excess of a fund's assets over its liabilities in a governmental fund while **Net Assets** is the equity associated with the general government's assets and liabilities.

General Fund. The primary operating fund of the Department, all resources that are not accounted for and reported in another fund. Except for subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose. (See Fund)

Generally Accepted Accounting Principles (GAAP). Conventions, rules, and procedures that serve as the norm for the fair presentation of financial statements.

Goal. A statement of broad direction, purpose or intent.

Governmental Accounting Standards Board (GASB). Ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

BUDGET GLOSSARY AND ACRONYMS

Governmental Funds. Funds generally used to account for tax-supported activities. The Department has three governmental funds: the general fund, special revenue funds and the capital projects fund.

Interfund Transfers. Flows of assets (such as cash or goods) between funds without equivalent flows of assets in return and without a requirement for repayment.

Internal Control. Integrated set of policies and procedures designed to assist management to achieve its goals and objectives. A government's internal control framework must (a) provide a favorable control environment, (b) provide for the continuing assessment of risk, (c) provide for the design, implementation, and maintenance of effective control-related policies and procedures, (d) provide for the effective communication of information, and (e) provide for the ongoing monitoring of the effectiveness of control-related policies and procedures as well as the resolution of potential problems identified by controls.

Internal Service Fund. This fund is used to report any activity that provides goods or services to other funds and departments. The Department uses this fund to account for activities related self-insured programs including workers compensation and dental program for fire safety personnel.

Legal Level of Budgetary Control. Level at which the department's management may not reallocate resources without special approval from the Board.

Line-Item Budget. A budget that lists detailed expenditure categories (Salaries, Postage, Utilities, Travel, etc.) separately, along with the amount budgeted for each specified category. The Department presents a program budget in the main budget document as well as a detail line-item budget in the Appendix for use of the departments. The line-item budget is maintained and recorded for financial reporting and control purposes.

Modified Accrual Basis of Accounting. Basis of accounting used in conjunction with the current financial resources measurement focus that modifies the accrual basis of accounting in two important ways 1) revenues are not recognized until they are measurable and available, and 2) expenditures are recognized in the period in which governments in general normally liquidate the related liability rather than when that liability is first incurred (if earlier).

Objective. A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program.

Operating Budget. The portion of the budget that pertains to daily operations and delivery of basic governmental services.

Other Post Employment Benefits (OPEB). Post employment benefits other than pension benefits. Other post employment benefits include healthcare benefits and all post employment benefits provided separately from a pension plan, excluding benefits defined as termination offers and benefits.

Reserve. An account used to indicate that a portion of the fund balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Special Revenue Funds. This fund type is used to account for the proceeds from specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes. (See fund)

BUDGET GLOSSARY AND ACRONYMS

ACRONYMS

ALS – Advanced Life Support
CERT – Community Emergency Response Team
CPR – Cardiopulmonary Resuscitation
EOC – Emergency Operations Center
EMS – Emergency Medical Service
EMT – Emergency Medical Technicians
HNN – Hillsborough Neighborhood Network
JPA – Joint Powers Agreement
RIC – Rapid Intervention Crew
USAR – Urban Search and Rescue