

# San Miguel Fire District



## Budget Report 2008/2009

Published: February 12, 2009

October 1, 2008

Dear Board Members and District Employees:

This past 2007/2008 fiscal year has been very successful for the San Miguel Consolidated Fire Protection District (the District). This budget report provides some level of detail for each major service and/or project area and the successes of our various Divisions.

Using our Strategic Plan as a foundation, we have adhered to our business practice of identifying, reviewing, and revising Critical Success Factors for each Division and business line. This is necessary to ensure that we are doing the most we can with our resources and that we are providing the best level of service to the communities we serve. At the same time we strive to provide for the safety and well-being of our employees. Additionally, by projecting a multi-year budget and services forecast, we try to identify what our community service needs will be in the future and how we will fund those services.

I am extremely proud of our District employees and our Board of Directors as they have worked as a true team in moving our shared District vision forward through our Strategic Plan and Relationships by Objective programs. From establishing improved fiscal policies, maintaining a high level of quality training, setting the bar for the region in Public Education and Readiness, providing exemplary service in Fire Prevention, improving our response times, to improved facility and fleet maintenance, and much more, we have achieved successes. Additionally, we have set a standard of excellence, as proven through our various third party audits, where we hold ourselves fiscally accountable to the citizens we serve. We have also invested in our employees through personnel and career development programs designed to develop our leaders of tomorrow. In short, we have excelled as an organization.

The next 5 years will prove challenging as we navigate through a period of reduced property taxes and as yet unknown impacts from the state and federal level. We will continue to work collaboratively as a District with all stakeholders to provide the best service level possible in all our service offerings within our fiscal ability. We will also work hard to identify new revenue sources to insure we can continue to provide those services. Please review this budget report and I hope you are as proud of yourselves and of the District as I am!

Sincerely,

August F. Ghio  
Fire Chief

**San Miguel Consolidated Fire Protection District**  
**2008/2009 Final Budget**  
**Adopted September 25, 2008**

General Fund	\$20,482,744
Capital Reserves Fund	\$0
Uncompensated Leave Fund	\$62,157
Special Projects Fund	\$489,751
Capital Facilities Replacement Fund	\$238,917
Vehicle Depreciation and Replacement Fund	\$40,000
Fire Mitigation Fee Fund	\$181,363
Contingency for Unanticipated Expenditures	\$204,827
Grants	\$1,000,000
<b>Total Budget</b>	<b>\$22,699,759</b>

\* \* \* \* \*

*General Fund Budget Breakdown*

<i>Salaries and Benefits</i>	<i>\$15,951,230</i>	<i>77.88% of General Fund Budget</i>
<i>Services and Supplies</i>	<i>\$4,531,514</i>	<i>22.12% of General Fund Budget</i>

\* \* \* \* \*

Total Budget Subject to the Gann Limit	\$19,803,013
(Line Budget minus Capital Expenditures and Fixed Assets)	
Gann Limit 2008/2009	\$21,734,398
Excess/(Deficit) Gann Limit vs. Budget	\$1,931,385
(Gann Limit minus Total Budget Subject to the Gann Limit)	



*The* Mission of the

San Miguel Fire District

is to serve, educate, and respond  
to our communities for the  
protection of life, property,  
and the environment.

# *San Miguel Fire District*

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## *Value Statements*

Our mission will be accomplished through the application of our values to which each of us commits in the course of our daily work. ***These are the tools we use to accomplish our mission:***

### *Integrity*

We will honor our professional commitments by doing what we say. We will hold ourselves and each other accountable to behave in a consistently ethical and responsible manner.

### *Excellence*

We will strive to attain perfection. We will set high standards and continuously pursue innovation and technology allowing us to meet and exceed the expectations of those who are in need of our services.

### *Tradition*

We will preserve the values and principles that the fire service has been built upon. We believe in the value of family and pledge to care for our organization, each other and our citizens we serve.

### *Respect*

We will commit to a work environment built on respect and recognition for both individual and organizational accomplishments and will carry that respect into our community.

### *Duty*

We will uphold the duties for which we have been sworn or appointed. We will always perform to the best of our abilities to serve, educate and respond to keep our citizens and communities safe.

## *Executive Summary*

During the 2007/2008 budget cycle, the District made significant progress in achieving our principle objectives that included:

- Ensure organizational fiscal health
- Provide efficient and effective employee and community services
- Improve organizational efficiency and effectiveness
- Disaster preparedness
- Community education and involvement
- Safety and risk management
- Professional development
- Organizational growth
- Improve equipment and facility maintenance
- Use one-time and contract funds for non recurring expenses
- Maintain an open and honest budget development process

I am proud to say that the 101 District employees and our Board of Directors have worked together as a team to achieve success toward each of these objectives. This was accomplished through our Relationships by Objectives (RBO) program where labor and management work together to identify and achieve common goals.

Listed below are just a few of the District's key and specific outcomes in FY 2007/2008:

- Reviewed and revised the District's Five-Year Strategic Plan keeping it current with the changing District conditions and priorities.
- Increased District reserves to meet multi-year plan to insure strong fiscal health.
- Averaging 92.7% in performance goal of responding to all calls in 8 minutes or less 90% of the time District wide.
- Established the District Emergency Operations Center with Homeland Security funding and completed the Mt. Helix and Dictionary Hill Wildland Urban Interface guides.
- Continued development and training of the District's Community Emergency Response Team and made over 9,150 community contacts in Public Education and Readiness.
- Reorganized the Administration Division to establish a Human Resources position to provide improved focus on our risk management and liability issues.
- Secured a Full-Time Limited Captain position with the City of San Diego Homeland Security (HLS) Department. This position is fully reimbursed by HLS and is part of our Employee Development and Succession Planning program.

- Conducted research and analysis of the East County Fire Protection District which lead to the July 3, 2008, successful consolidation of our agencies.
- Improved facility maintenance funding from \$1.27 to \$1.80 per square foot.
- Revised Fleet Maintenance Program achieving a 20% increase in productivity with existing workforce.
- Developed a Part-Time Fire Equipment Mechanic Program to meet objectives of our Contract Repair Program and our projected needs of the Consolidation with East County Fire District.
- Secured \$827,229 in various grants.
- Replaced all Mobile Data Computers with new technology paid for with HLS funds.
- Established the Board of Directors Finance Committee.
- Developed modular prototype Tactical Command/Communications Kit for regional application in Battalion Chief and Regional Command Vehicles via HLS funding.

The District's success is maintained through our continued commitment to the Relationships by Objective labor/management program and our strategic planning process. We pride ourselves in our ability to establish effective and flexible short, medium, and long-term objectives. Additionally, we project our budget forecast out 5 years to include revenue and expense projections. By combining the strategic plan with the budget development process we can reasonably identify what the District fiscal outlook is in relation to our long-term plan. In developing our budget forecast we believe it is prudent to conservatively project revenue and, as accurately as possible, project expenses. This is done to ensure we do not initiate programs or projects that cannot be sustained. By maintaining the fiscal course we have adopted for the District we should meet all of our financial objectives within the next 10 year period. This has been extended from the original 5-7 year objective due to the projected decrease in revenue from property taxes to the District.

As we look to the future our vision is to maintain and/or improve core services to our communities in an efficient and cost effective manner. We will continue to monitor our expenses associated with programs, services and employee costs to make certain that our future financial plan is secure.

As we continue to navigate through the upcoming recessionary economic trend it will be important to the District to maintain a flexible and adaptive fiscal plan to insure we can meet our customer service needs and support our employees while insuring the long term fiscal health of the District.

## *Fund Management*

*General Fund* - This fund is used to finance the ongoing, day-to-day operations of the District. Sources of operating funds include property taxes, interest earnings and miscellaneous revenue. The desired minimum beginning cash balance for the General Fund is \$350,000.

*Capital Reserves Fund* - This fund is now used as the District's unallocated contingency reserve to cover unexpected expenditures that may be necessary to fund Board approved expenses. The goal level of this fund is \$2,000,000.

*Uncompensated Leave Fund* - This fund was established to fund the cash value of all employees' accrued annual and sick leave. The goal level on this fund is 50% of the current book value of all employee leave credits.

*Special Projects Fund* - This fund was established to cover the cost of new (not replacement) vehicles and apparatus and certain identified equipment. The goal level of this fund is the anticipated cost of any special projects.

*Capital Facilities Depreciation and Replacement Fund* - This fund was established to replace existing facilities. The depreciated value of all facilities is normally transferred from the General Fund at the end of each fiscal year.

*Vehicle Depreciation and Replacement Fund* - This fund was established to replace existing staff vehicles and emergency apparatus. The depreciated value of all vehicles is transferred from the General Fund annually.

*Fire Mitigation Fee Fund* - This fund was established by the County of San Diego. The District must receive approval from the County's Fire Mitigation Fee Review Committee prior to the expenditure of this fund. All remaining funds at the end of each fiscal year are transferred into the general fund.



# Revenues & Expenses

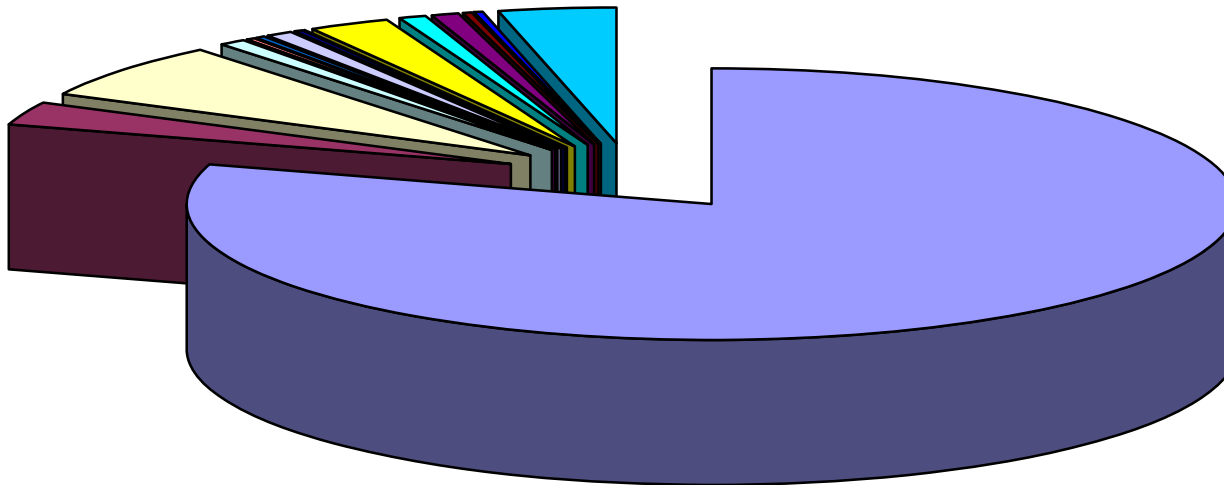
## Revenues & Expenses

***Operating Budget Summary***  
***General Fund***

	<b><u>2009 Budget</u></b>	<b><u>% of General Fund Budget</u></b>	<b><u>% of Total Budget</u></b>
<b>Revenues</b>			
Property Taxes	\$16,439,251	79.59%	72.97%
Benefit Assessments	\$624,005	3.02%	2.77%
Parcel Tax	\$1,374,336	6.65%	6.10%
Miscellaneous	\$150,000	0.73%	0.67%
Interest	\$10,000	0.05%	0.04%
Fleet Maintenance Contracts	\$57,000	0.28%	0.25%
Fire Prevention Fees	\$70,000	0.34%	0.31%
Fire Company Inspection Fees	\$160,000	0.77%	0.71%
Employee - FTEs	\$45,000	0.22%	0.20%
Heartland Reserve Academy	\$21,677	0.10%	0.10%
Contract Services - AMR	\$518,701	2.51%	2.30%
Grant - Homeland Security	\$169,265	0.82%	0.75%
RCCP Program	\$184,256	0.89%	0.82%
Cost Recovery	\$5,000	0.02%	0.02%
Rents and Leases	\$43,758	0.21%	0.19%
Sponsorships PIO Programs	\$17,500	0.08%	0.08%
ECO Carry Over	<u>\$766,186</u>	<u>3.71%</u>	<u>3.40%</u>
<b>Total Revenues</b>	<b>\$20,655,935</b>	<b>100.00%</b>	<b>91.69%</b>
<b>Expenses</b>			
Director Benefits	\$117,675	0.57%	0.54%
Director Fees	\$22,748	0.11%	0.10%
Employee Benefits	\$6,832,078	33.36%	31.48%
Employee Overtime	\$1,497,638	7.31%	6.90%
Employee Salaries	\$7,481,091	36.52%	34.48%
Communication Services and Equipment	\$58,191	0.28%	0.27%
Equipment Maintenance	\$103,760	0.51%	0.48%
Facilities Maintenance	\$140,281	0.68%	0.65%
Fleet Maintenance	\$258,202	1.26%	1.19%
Housekeeping Services and Supplies	\$29,360	0.14%	0.14%
Insurance	\$469,964	2.29%	2.17%
Medical Services and Supplies	\$20,000	0.10%	0.09%
Minor Equipment	\$141,411	0.69%	0.65%
Office Supplies	\$37,850	0.18%	0.17%
Personnel Development	\$60,268	0.29%	0.28%
Professional Services	\$697,903	3.41%	3.22%
Publications and Media	\$7,484	0.04%	0.03%
Rents and Leases	\$0	0.00%	0.00%
Safety Clothing and Supplies	\$79,847	0.39%	0.37%
Special District Expense	\$1,448,283	7.07%	6.67%
Travel and Subsistence	\$2,818	0.01%	0.01%
Utilities	\$234,004	1.14%	1.08%
Capital Expenditures	<u>\$741,888</u>	<u>3.62%</u>	<u>3.42%</u>
<b>Total Expenses</b>	<b>\$20,482,744</b>	<b>100.00%</b>	<b>94.39%</b>
<b>Excess Revenues/(Expenses)</b>	<b>\$173,191</b>		

# *Projected Revenue*

*(please see Operating Budget Summary for actual dollar amounts)*

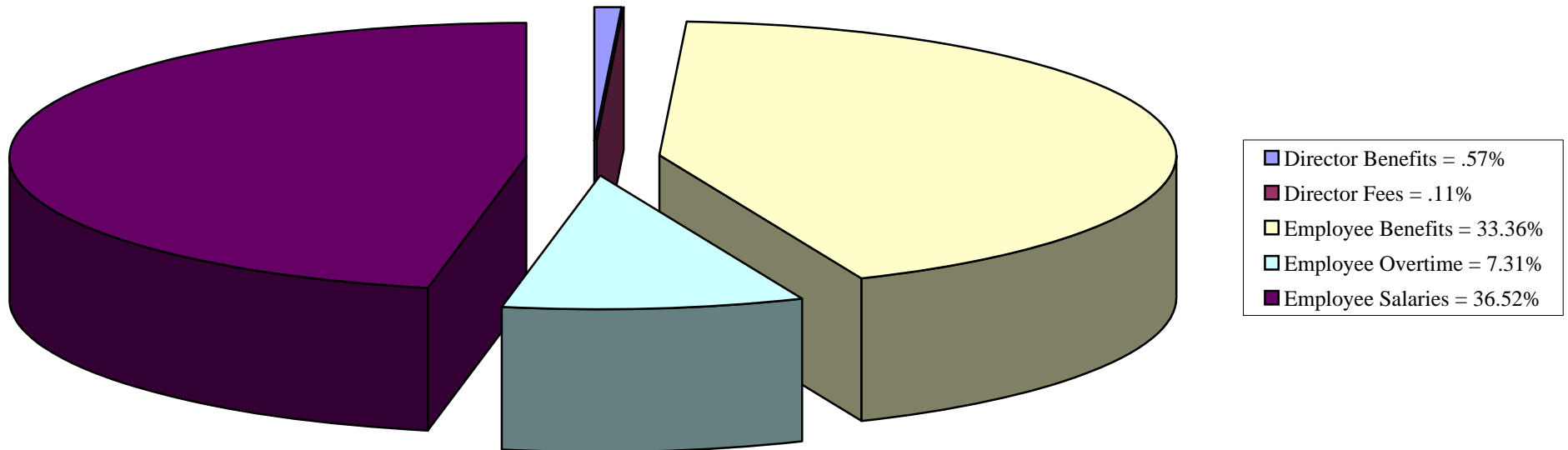


Property Taxes = 79.59%
Benefit Assessments = 3.02%
Parcel Tax = 6.65%
Miscellaneous = .73%
Interest = .05%
Fleet Maintenance Contracts = .28%
Fire Prevention Fees = .34%
Fire Company Inspection Fees = .77%
Employee - FTEs = .22%
Heartland Reserve Academy = .10%
Contract Services - AMR = 2.51%
Grant - Homeland Security = .82%
RCCP Program = .89%
Cost Recovery = .02%
Rents and Leases = .21%
Sponsorships PIO Programs = .08%
ECO Carry Over = 3.71%

## ***Personnel Costs***

Total = 22.12% of General Fund Budget

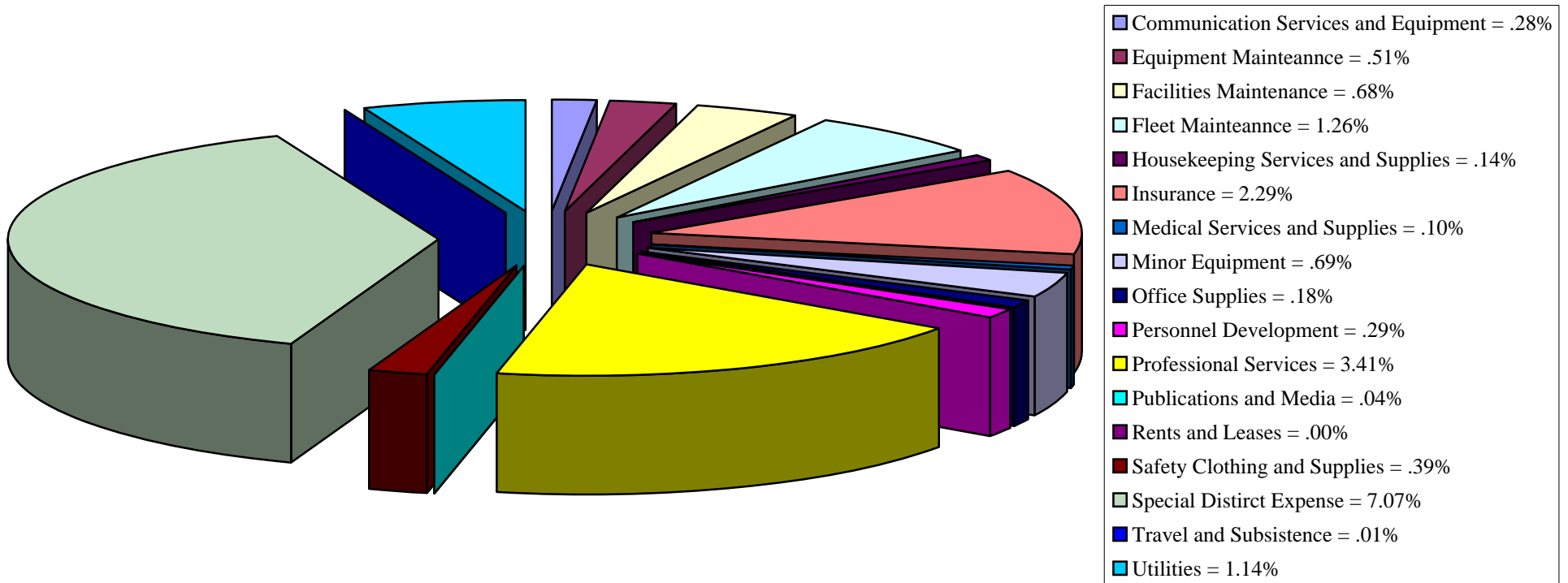
*(please see Operating Budget Summary for actual dollar amounts)*



## *Services and Supplies*

Total = 22.12% of General Fund Budget

*(please see Operating Budget Summary for actual dollar amounts)*



# Financial Summaries

***Prior Year Budget Comparison  
General Fund***

			<b>Increase (Decrease)</b>	
	<b><u>2008 Budget</u></b>	<b><u>2009 Budget</u></b>	<b><u>Dollar</u></b>	<b><u>Percent</u></b>
<b>Revenues</b>				
Property Taxes	\$15,278,703	\$16,439,251	\$1,160,548	7.60%
Benefit Assessments	\$0	\$624,005	\$624,005	100.00%
Parcel Tax	\$0	\$1,374,336	\$1,374,336	100.00%
Interest	\$0	\$10,000	\$10,000	100.00%
Miscellaneous	\$150,000	\$150,000	\$0	0.00%
Fleet Maintenance Contracts	\$3,790	\$57,000	\$53,210	1403.96%
Fire Prevention Fees	\$70,000	\$70,000	\$0	0.00%
Fire Company Inspection Fees	\$160,000	\$160,000	\$0	0.00%
Employee - FTEs	\$45,000	\$45,000	\$0	0.00%
Heartland Reserve Academy	\$108,000	\$21,677	(\$86,323)	(79.93)%
Contract Services - AMR	\$494,001	\$518,701	\$24,700	5.00%
Contract Services - Homeland Security	\$0	\$169,265	\$169,265	100.00%
Contract Services - RCCP Program	\$0	\$184,256	\$184,256	100.00%
Cost Recovery	\$1,500	\$5,000	\$3,500	233.33%
Rents and Leases	\$41,675	\$43,758	\$2,083	5.00%
Sponsorships PIO Programs	\$0	\$17,500	\$17,500	100.00%
General Fund Carry Over	<u>\$715,000</u>	<u>\$766,186</u>	<u>\$51,186</u>	<u>7.16%</u>
<b>Total Revenues</b>	\$17,067,669	\$20,655,935	\$3,588,266	21.02%
<b>Expenses</b>				
Director Benefits	\$105,602	\$117,675	\$12,073	11.43%
Director Fees	\$22,748	\$22,748	\$0	0.00%
Employee Benefits	\$5,418,524	\$6,832,078	\$1,413,554	26.09%
Employee Overtime	\$1,296,736	\$1,497,638	\$200,902	15.49%
Employee Salaries	\$6,682,492	\$7,481,091	\$798,599	11.95%
Communication Services and Equipment	\$40,708	\$58,191	\$17,483	42.95%
Equipment Maintenance	\$69,161	\$103,760	\$34,599	50.03%
Facilities Maintenance	\$84,649	\$140,281	\$55,632	65.72%
Fleet Maintenance	\$170,726	\$258,202	\$87,476	51.24%
Housekeeping Services and Supplies	\$23,768	\$29,360	\$5,592	23.53%
Insurance	\$402,346	\$469,964	\$67,618	16.81%
Medical Services and Supplies	\$15,000	\$20,000	\$5,000	33.33%
Minor Equipment	\$131,128	\$141,411	\$10,283	7.84%
Office Supplies	\$40,655	\$37,850	(\$2,805)	(6.90)%
Personnel Development	\$60,475	\$60,268	(\$207)	(0.34)%
Professional Services	\$502,760	\$697,903	\$195,143	38.81%
Publications and Media	\$10,823	\$7,484	(\$3,339)	(30.85)%
Rents and Leases	\$0	\$0	\$0	0.00%
Safety Clothing and Supplies	\$69,116	\$79,847	\$10,731	15.53%
Special Distinct Expense	\$598,002	\$1,448,283	\$850,281	142.19%
Travel and Subsistence	\$2,288	\$2,818	\$530	23.16%
Utilities	\$202,349	\$234,004	\$31,655	15.64%
Capital Expenditures	<u>\$795,613</u>	<u>\$741,888</u>	<u>(\$53,725)</u>	<u>(6.75)%</u>
<b>Total Expenses</b>	\$16,745,669	\$20,482,744	\$3,737,075	22.32%
<b>Excess Revenues/(Expenses)</b>	\$322,000	\$173,191	(\$148,809)	(46.21)%

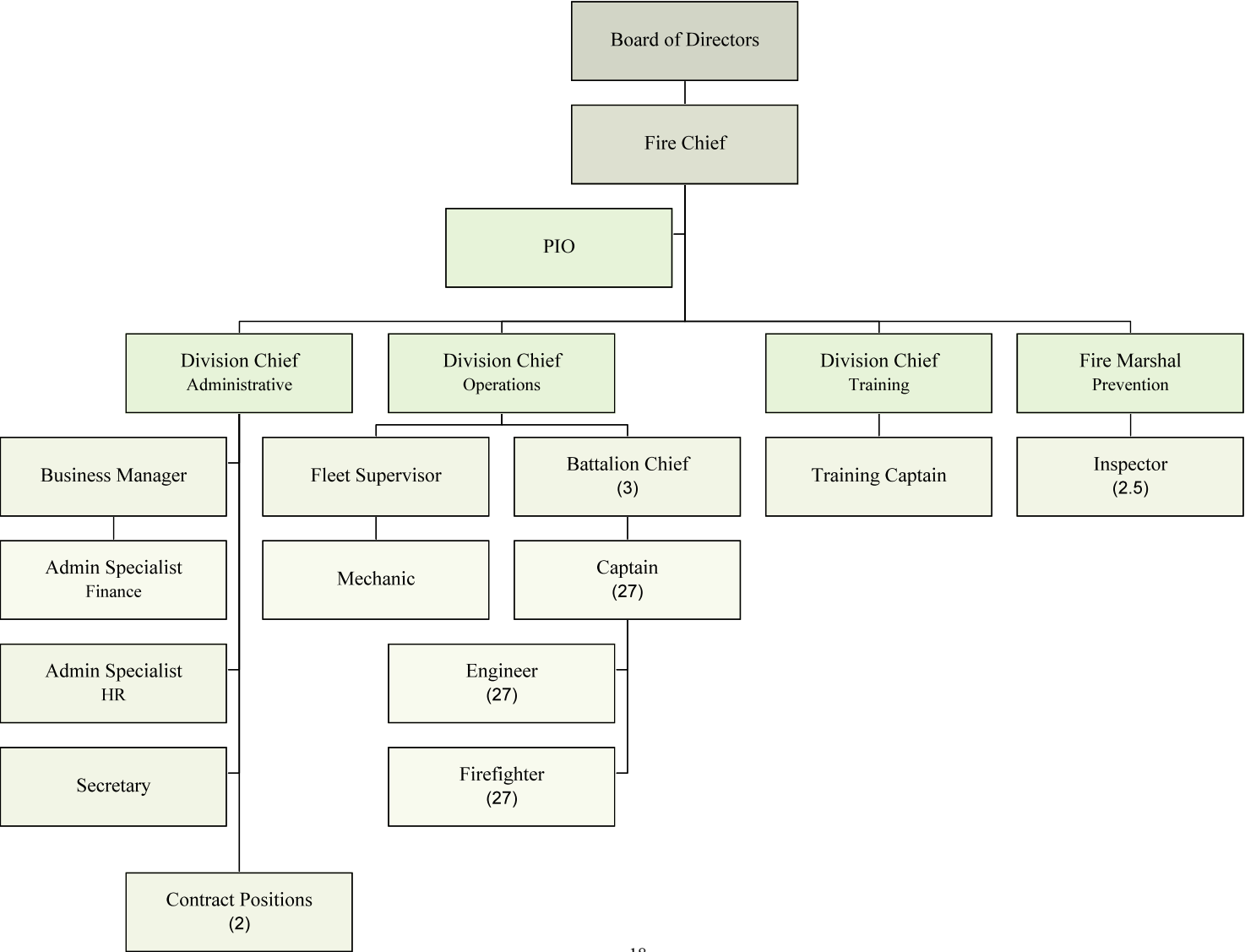
***Budget vs Actual - Prior Year***  
***General Fund***

			<b>Increase (Decrease)</b>	
	<b><u>2008 Budget</u></b>	<b><u>2008 Actual</u></b>	<b><u>Dollar</u></b>	<b><u>Percent</u></b>
<b>Revenues</b>				
Property Taxes	\$15,278,703	\$15,223,439	(\$55,264)	(0.36)%
Miscellaneous	\$150,000	\$303,479	\$153,479	102.32%
Fleet Maintenance Contracts	\$3,790	\$18,169	\$14,379	379.39%
Fire Prevention Fees	\$70,000	\$80,577	\$10,577	15.11%
Fire Company Inspection Fees	\$160,000	\$141,124	(\$18,876)	(11.80)%
Employee - FTEs	\$45,000	\$46,194	\$1,194	2.65%
Heartland Reserve Academy	\$108,000	\$27,177	(\$80,823)	(74.84)%
Contract Services - AMR	\$494,001	\$505,351	\$11,350	2.30%
Contract - RCCP Program	\$0	\$78,731	\$78,731	100.00%
Contract - Homeland Security Position	\$0	\$59,712	\$59,712	100.00%
Cost Recovery	\$1,500	\$4,057	\$2,557	170.47%
Rents and Leases	\$41,675	\$40,306	(\$1,369)	(3.28)%
General Fund Carry Over	<u>\$715,000</u>	<u>\$21,100</u>	<u>(\$693,900)</u>	<u>(97.05)%</u>
<b>Total Revenues</b>	\$17,067,669	\$16,549,416	(\$518,253)	(3.04)%
<b>Expenses</b>				
Director Benefits	\$105,602	\$95,659	(\$9,943)	(9.42)%
Director Fees	\$22,748	\$20,536	(\$2,212)	(9.72)%
Employee Benefits	\$5,418,524	\$5,142,314	(\$276,210)	(5.10)%
Employee Overtime	\$1,296,736	\$1,287,655	(\$9,081)	(0.70)%
Employee Salaries	\$6,682,492	\$6,727,305	\$44,813	0.67%
Communication Services and Equipment	\$40,708	\$39,015	(\$1,693)	(4.16)%
Equipment Maintenance	\$69,161	\$52,609	(\$16,552)	(23.93)%
Facilities Maintenance	\$84,649	\$101,287	\$16,638	19.66%
Fleet Maintenance	\$170,726	\$256,138	\$85,412	50.03%
Housekeeping Services and Supplies	\$23,768	\$21,461	(\$2,307)	(9.71)%
Insurance	\$402,346	\$515,988	\$113,642	28.24%
Medical Services and Supplies	\$15,000	\$18,363	\$3,363	22.42%
Minor Equipment	\$131,128	\$59,709	(\$71,419)	(54.47)%
Office Supplies	\$40,655	\$39,278	(\$1,377)	(3.39)%
Personnel Development	\$60,475	\$37,308	(\$23,167)	(38.31)%
Professional Services	\$502,760	\$473,435	(\$29,325)	(5.83)%
Publications and Media	\$10,823	\$9,624	(\$1,199)	(11.08)%
Rents and Leases	\$0	\$0	\$0	0.00%
Safety Clothing and Supplies	\$69,116	\$67,578	(\$1,538)	(2.23)%
Special District Expense	\$598,002	\$638,858	\$40,856	6.83%
Travel and Subsistence	\$2,288	\$1,297	(\$991)	(43.31)%
Utilities	\$202,349	\$165,015	(\$37,334)	(18.45)%
Capital Expenditures	<u>\$795,613</u>	<u>\$778,984</u>	<u>(\$16,629)</u>	<u>(2.09)%</u>
<b>Total Expenses</b>	\$16,745,669	\$16,549,416	(\$196,253)	(1.17)%
<b>Excess Revenues/(Expenses)</b>	\$322,000	\$0	(\$322,000)	(100.00)%



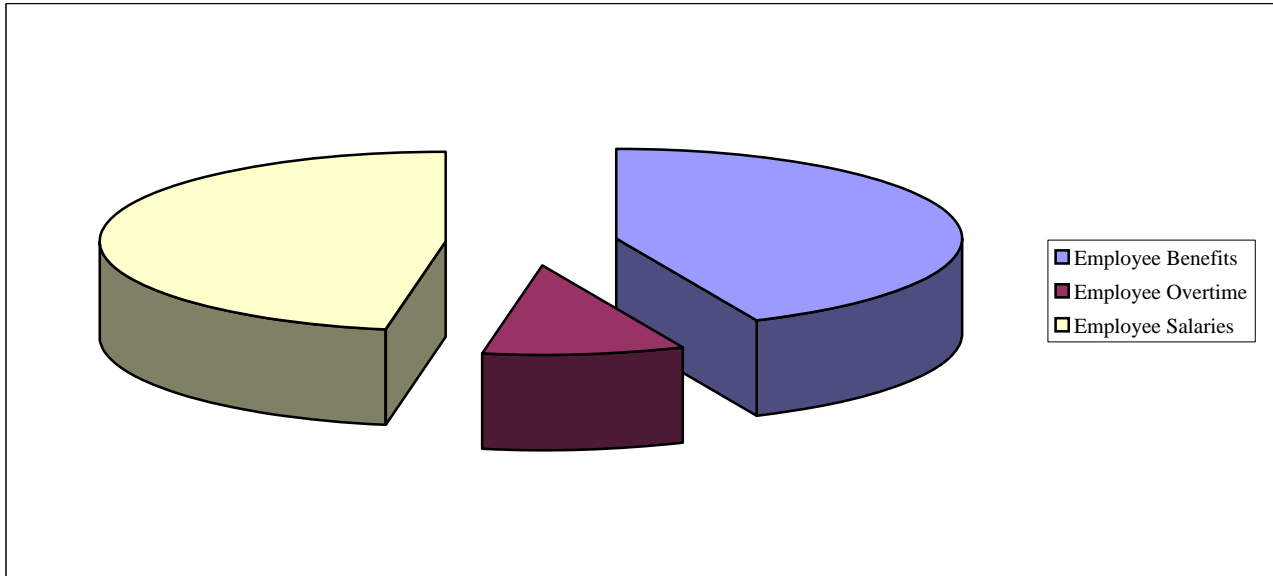
# Personnel Costs

# San Miguel Fire District - Organizational Chart



## Salaries and Benefits

	2007/2008	2008/2009	Increase/(Decrease)	
	<u>Budget</u>	<u>Budget</u>	<u>Amount</u>	<u>Percent</u>
Employee Benefits	\$5,418,524	\$6,832,078	\$1,413,554	26.1%
Employee Overtime	\$1,180,385	\$1,497,638	\$317,253	26.9%
Employee Salaries	\$6,682,492	\$7,481,091	\$798,599	12.0%
<b>Total Salaries and Benefits</b>	<b>\$13,281,401</b>	<b>\$15,810,807</b>	<b>\$2,529,406</b>	<b>19.0%</b>



<u>Position Title</u>	2007/2008 <u>Employee Count</u>	2008/2009 <u>Employee Count</u>
Fire Chief	1	1
Divison Chief	3	3
Fire Marshal	1	1
Battalion Chief	3	3
Training Captain	1	1
Captain	21	27
Engineer	21	27
Firefighter/Paramedic	17	24
Firefighter	4	3
Business Services Manager	1	1
Administrative Specialist	2	2
Secretary	1	1
Fire Inspector	2	2
Public Information Officer	1	1
Fleet Maintenance Supervisor	1	1
Fire Apparatus Mechanic	1	1
Contract Employee	1	0
Limited Term Employees	0	2
Part-Time Employee	0	2
	<b>82</b>	<b>103</b>

## ***Salaries and Benefits***

### **Employee Benefits (5030)**

Health Insurance (101)	\$1,121,701	
Health Insurance - Retirees	\$546,510	
Health Insurance - Lemon Grove Retirees	\$56,377	
Dental Insurance (101)	\$97,869	
Wellness/Fitness Program	\$111,100	
Medicare (District Portion - 1.45%)	\$109,003	
Medicare/Social Security (Part-Time) (7.65%)	\$4,400	
Retirement - Safety (46.606%)	\$3,417,035	
Retirement - Non-Safety (31.671%)	\$225,571	
Retirement - EPMC - Safety	\$307,533	
Retirement - EPMC - Non-Safety	\$18,046	
Retirement - 1959 Survivor Benefit (101)	\$2,443	
Holiday Pay (90)	\$285,201	
Paramedic Incentive	\$82,631	
EMT-DC Incentive	\$37,608	
East County Stipend	\$340,000	
Bilingual Incentive	\$1,200	
Uniform Allowance (97)	<u>\$67,850</u>	
Total Employee Benefits		\$6,832,078

### **Employee Overtime (5040)**

FLSA Overtime	\$177,391	
Scheduled Overtime	<u>\$1,218,747</u>	
Total Employee Overtime		\$1,396,138

### **Employee Salaries (5050)**

Base Salaries - Safety (91)	\$6,714,114	
Base Salaries - Non-Safety (10)	\$709,480	
Hourly Contract Labor - Part-Time Inspector (1)	\$34,224	
Hourly Contract Labor - Administration	\$1,623	
Hourly Contract Labor - Logistical Support	\$5,500	
Hourly Contract Labor - Mechanic	<u>\$16,150</u>	
Total Employee Salaries		\$7,481,091

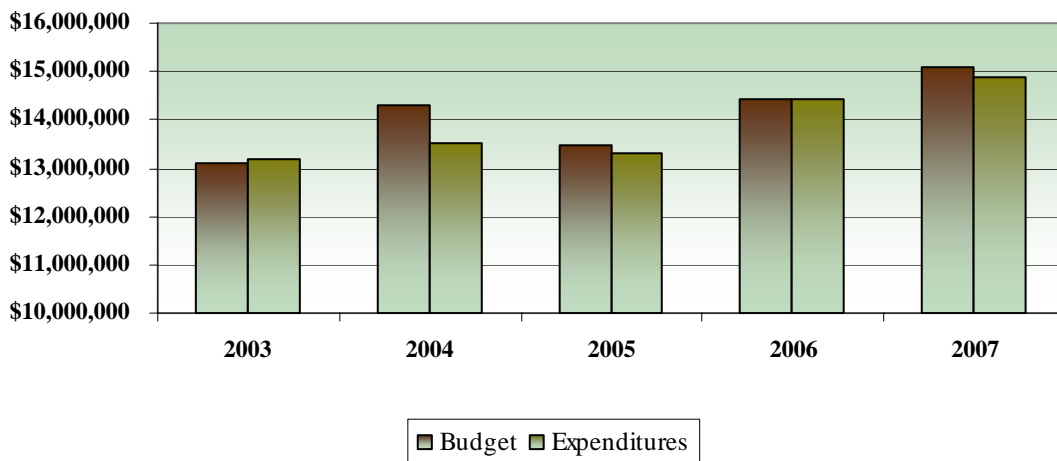
# Administrative Division

## *Administrative Division*

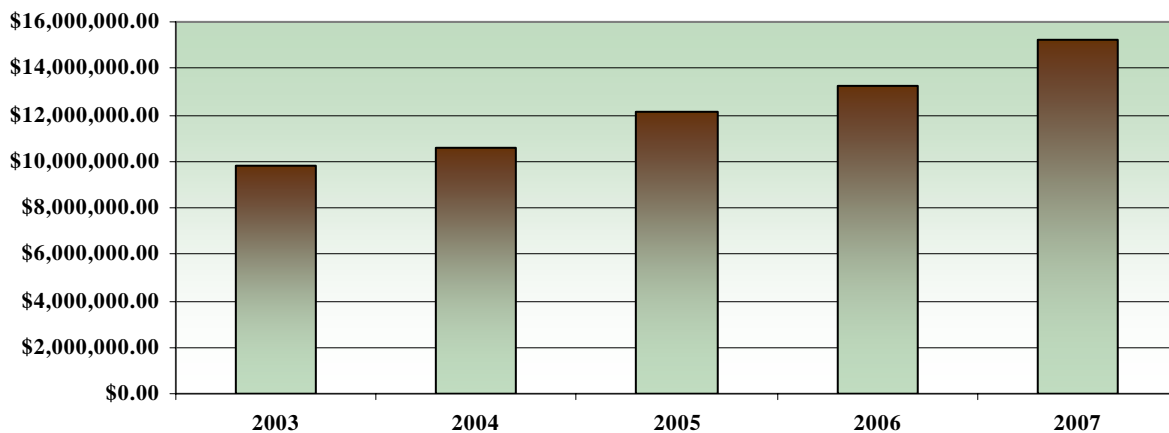
The Administrative Division provides the planning, coordination, and oversight of many of the programs performed by the District. While many programs cross over other divisions, the primary responsibilities are liability and risk reduction, policies, finance, human resources, information technology, records management, legal issues, grants and board support.

**Finance** – The development and administration of the annual budget is the most visible process the Administrative Division is responsible for. While the day to day items consist of payroll, benefit administration, leave balances, deferred compensation adjustments, deductions, purchasing, cost recovery, accounts payable and accounts receivable - they are the most integral responsibility. Finance is also responsible for grants, audits, GASB compliance, Internal Revenue Services and Employment Development Department regulations, and a variety of other finance and accounting processes.

### *Budget vs. Expenditures*

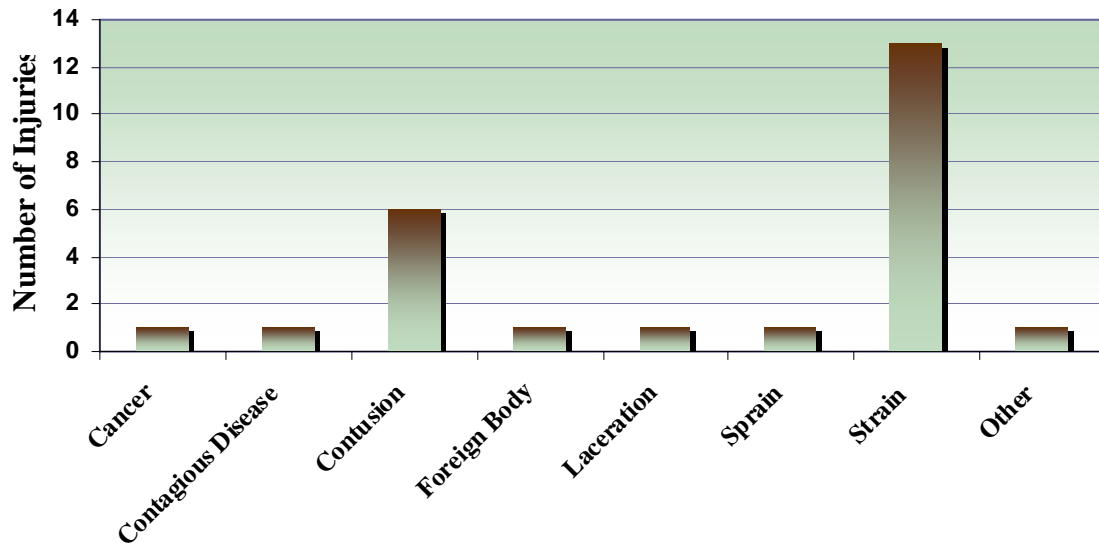


### *Property Tax Revenue*

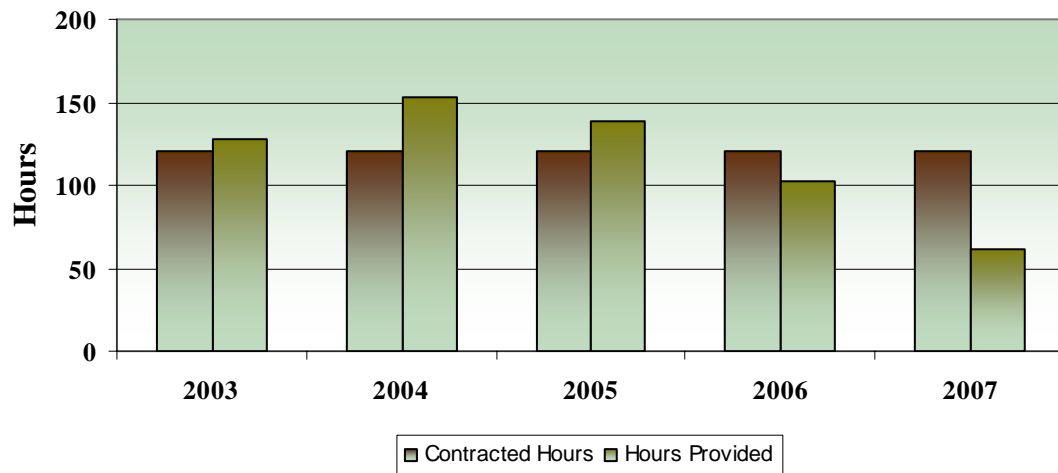


**Human Resources** – The Board of Directors approved an additional position to assist with the Administrative workload between Finance and Human Resources as recommended by our auditors. The additional position was only filled for the first six months and will be permanently filled after our consolidation with East County Fire District. One of the primary focuses of human resources is liability and risk reduction. The District will be documenting and evaluating all areas of the human resources program to ensure we maximize our effectiveness.

### *Injuries 2007*



### *FOCUS*

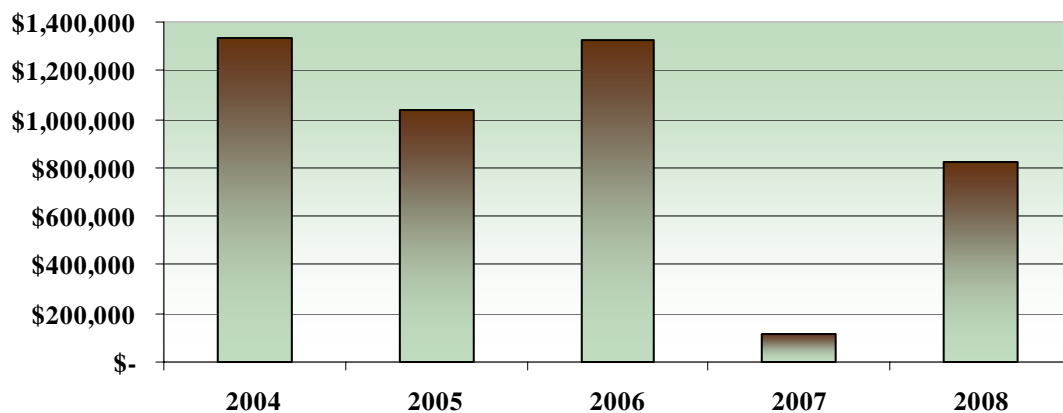


**Strategic Planning** – The Strategic Plan remains the core focus point for the District as we move forward. This document has remained active and fluid to the changing conditions of the industry, economy, region and specifically the District and the citizens we protect. Our Mission and Values Statement remain fresh in the minds of our employees and the Board of Directors, while staff and labor organizations continue to use the RBO process.

**Information Technology** – Improvements continue to be made to our system to ensure reliability, cost effectiveness and simplicity of use. This year we were able to replace all front line apparatus and fire station computers including several printers. Video conferencing equipment has been installed in all stations with the exception of Station 14 (due in 2008), which will assist with reducing response times and ensuring we maintain all required training. Administration, Operations, Training and Fire Prevention all work together in this area to ensure our efforts are focused.

**Grants** – During 2007 the District and the Region have increased our Disaster Preparedness response capabilities through additional equipment and training opportunities paid for through Homeland Security funding. Other grants such as the FEMA Fire Act Grant (Live Fire Training Trailer), SAFE Grant (Command Vehicle), and Firemans Fund (Fire Shelters) were handled through Administration with an additional grants being handled through the Public Information Officer. The total amount of grants received in fiscal year 2008 was \$823,229.

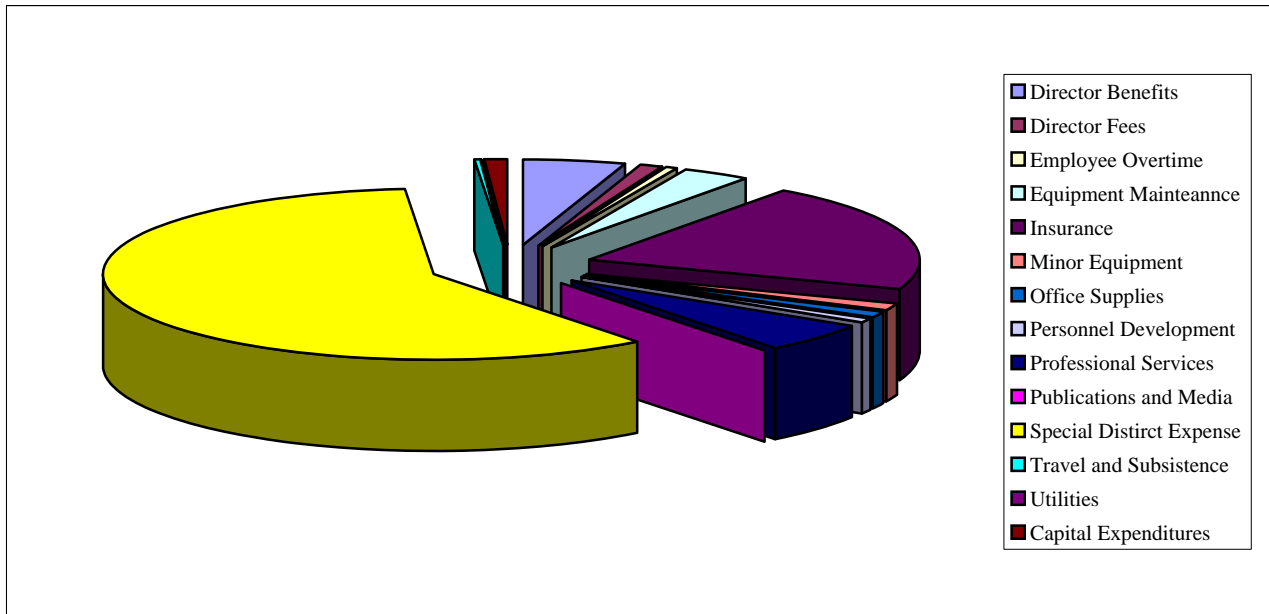
### **Grants**





## Administrative Division Summary

	<b>2007/2008</b>	<b>2008/2009</b>	<b>Increase/(Decrease)</b>	
	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Amount</u></b>	<b><u>Percent</u></b>
Director Benefits	\$105,602	\$117,675	\$12,073	11.4%
Director Fees	\$22,748	\$22,748	\$0	0.0%
Employee Overtime	\$15,513	\$14,013	(\$1,500)	(9.7%)
Equipment Maintenance	\$51,673	\$73,945	\$22,272	43.1%
Insurance	\$402,346	\$469,964	\$67,618	16.8%
Minor Equipment	\$25,689	\$30,000	\$4,311	16.8%
Office Supplies	\$33,000	\$30,600	(\$2,400)	(7.3%)
Personnel Development	\$19,250	\$16,500	(\$2,750)	(14.3%)
Professional Services	\$67,354	\$126,208	\$58,854	87.4%
Publications and Media	\$1,040	\$1,455	\$415	39.9%
Special District Expense	\$543,535	\$1,356,247	\$812,712	149.5%
Travel and Subsistence	\$1,850	\$2,380	\$530	28.6%
Utilities	\$20,102	\$4,254	(\$15,848)	(78.8%)
Capital Expenditures	\$42,500	\$24,000	(\$18,500)	100.0%
<b>Total Administrative Division Budget</b>	<b>\$1,352,202</b>	<b>\$2,289,989</b>	<b>\$937,787</b>	<b>69.4%</b>



	<b>2007/2008</b>	<b>2008/2009</b>	<b>Increase/(Decrease)</b>	
<b><u>Division Programs</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Amount</u></b>	<b><u>Percent</u></b>
Board of Directors	\$133,963	\$211,336	\$77,373	57.8%
Administration	\$1,175,559	\$2,078,653	\$903,094	76.8%

## ***Board of Directors***

### **Director Benefits (5010)**

Health Insurance (7)	\$87,699	
Health Insurance - Retired Directors (1)	\$12,695	
Dental Insurance (7)	\$6,783	
Wellness/Fitness Program (7)	\$7,700	
Retirement - Miscellaneous (31.671%) (1)	\$946	
Retirement - 1959 Survivor Benefit - 4th Level (\$2/month) (1)	\$24	
Medicare (District Portion - 1.45%) (8)	\$347	
Social Security (District Portion - 6.2%) (8)	\$1,481	
Total Director Benefits		\$117,675

### **Director Fees (5020)**

Regular Meetings (15 @ \$189.56/meeting) (8)	\$22,748	
Total Director Fees		\$22,748

### **Employee Overtime (5040)**

Recording Secretary - Board Minutes (50 hours)	\$2,013	
Total Employee Overtime		\$2,013

### **Personnel Development (6100)**

Board Workshops	\$1,000	
Board Conferences	\$1,000	
Total Personnel Development		\$2,000

### **Special District Expense (6150)**

Spirit of Courage Awards	\$600	
Blackberry Data Access	\$3,300	
Election Costs (estimate)	\$63,000	
Total Special District Expense		\$66,900

## *District Administration*

### **Employee Overtime (5040)**

Committee Overtime (600 hours)	\$12,000	
Total Employee Overtime		\$12,000

### **Equipment Maintenance (6020)**

Copier Maintenance Contract (includes toner)	\$6,000	
EOC Maintenance	\$5,000	
Network/Computer Maintenance (Lemon Link)	\$55,000	
Telephone System Maintenance	\$5,945	
Office Equipment Maintenance	\$2,000	
Total Equipment Maintenance		\$73,945

### **Insurance (6060)**

FAIRA (Fire, Liability, Collision)	\$69,964	
PASIS (Workers' Compensation)	\$400,000	
Total Insurance		\$469,964

### **Minor Equipment (6080)**

Information Technology Equipment	\$30,000	
Total Minor Equipment		\$30,000

### **Office Supplies (6090)**

Office Supplies/Postage	\$30,000	
Chairs - Replacement	\$600	
Total Office Supplies		\$30,600

### **Personnel Development (6100)**

Leadership Development	\$2,500	
CFCA/AFSS Conference (1; all costs)	\$1,500	
FDAC Conference (1; all costs)	\$1,500	
TeleStaff Conference (1; all costs)	\$2,000	
IAFC Conference (1; all costs)	\$1,500	
FDIC Conference (1; all costs)	\$1,500	
CSDA Conference (1; all costs)	\$1,500	
Microsoft Office Software Training	\$1,000	
Government Finance Officer Conference (1; all costs)	\$1,500	
Total Personnel Development		\$14,500

### **Professional Services (6110)**

Annual Bond Administration Fee (Series 2003)	\$1,936	
Annual SDRBA County Audit (estimate)	\$4,500	
Annual Financial Audit (estimate)	\$17,000	
Annual Financial Audit (East County)	\$3,000	
Annual Fees and Taxes Consultant	\$24,000	
Annual OPEB Actuary (estimate)	\$25,000	
Legal Counsel	\$30,000	
DMV Program	\$1,350	
Management Development	\$5,400	
Leadership Workshop	\$3,000	
LAFCO Funding	\$11,022	
Total Professional Services		\$126,208

**Publications and Media (6120)**

FLSA Manual Updates	\$455	
Miscellaneous Publications, Bulletins, and Directories	\$1,000	
Total Publications and Media		\$1,455

**Special District Expense (6150)**

Membership - FDAC	\$150	
Membership - CFCA (1 @ \$150; 7 @ \$75)	\$675	
Membership - SDCFCA (1 @ \$100; 7 @ \$50)	\$450	
Membership - IAFC (2)	\$500	
Membership - CSDA/San Diego Chapter	\$100	
Membership - Pioneer Hook and Ladder	\$35	
Membership - Spring Valley C of C	\$45	
Membership - Crest Historical	\$50	
Membership - Rotary	\$150	
Membership - Kiwanis	\$50	
Membership - GFOA	\$150	
Membership - IPMA/SD Chapter	\$35	
Membership - IAAP	\$60	
Membership - IAAP/SD Chapter	\$100	
Membership - SDCFCA Admin Section (1 @ \$30; 3 @ \$15)	\$75	
Membership - CFCA AFSS/Southern California (4 @ \$50)	\$200	
Membership - Costco	\$340	
Badges, Service/Recognition Awards, Refreshments	\$10,000	
Employee of the Year Award - 2008	\$750	
Meeting Support/Supplies	\$3,000	
Local Events Support	\$1,500	
Advertising Expense	\$1,500	
Software Program Updates	\$5,000	
Fire Administration Software	\$650	
Accounting Software Maintenance	\$7,500	
TeleStaff/WebStaff Annual Maintenance	\$5,750	
Network Access (Cox)	\$18,500	
Employee Assistance Program	\$10,400	
Grant Matching Funds	\$25,000	
Depreciation - Facilities	\$95,310	
Depreciation - Fleet	\$465,590	
Reserve Fund	\$335,732	
Uncompensated Leave Liability	\$300,000	
Total Special District Expense		\$1,289,347

**Travel and Subsistence (6160)**

SDCFCA - Admin Section Meetings	\$200	
CFCA/AFSS Quarterly Meetings	\$750	
Rotary Meetings	\$500	
Kiwanis Meetings	\$180	
Miscellaneous Meetings - Travel and Subsistence	\$750	
Total Travel and Subsistence		\$2,380

**Utilities (6170)**

Verizon Wireless Service (6)	\$2,538	
Verizon Wireless Service - Specialty Captains (2)	\$1,716	
Total Utilities		\$4,254

**Capital Expenditures (7010)**

Video Conferencing Equipment

\$24,000

Total Capital Expenditures

\$24,000

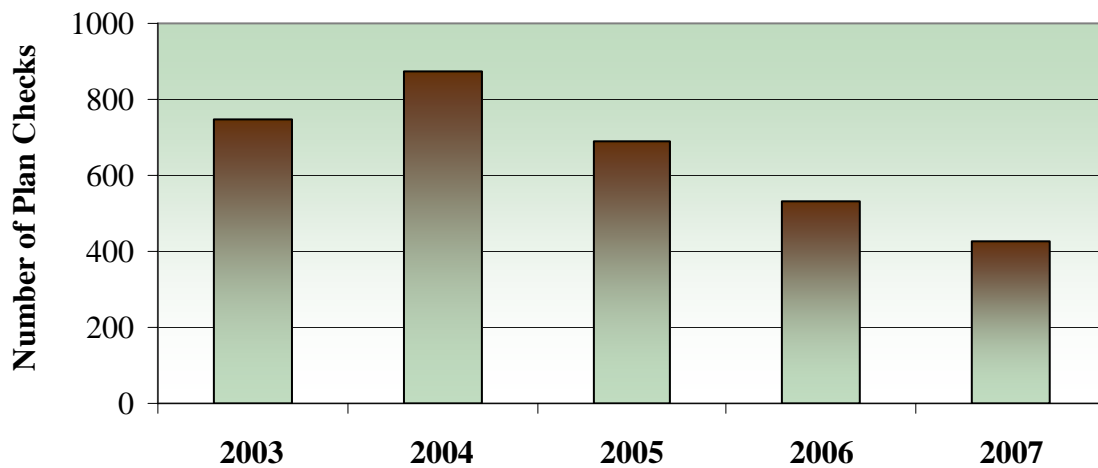
# Prevention Division

## *Prevention Division*

The Prevention Division is committed to preventing emergencies, and does so through the following activities.

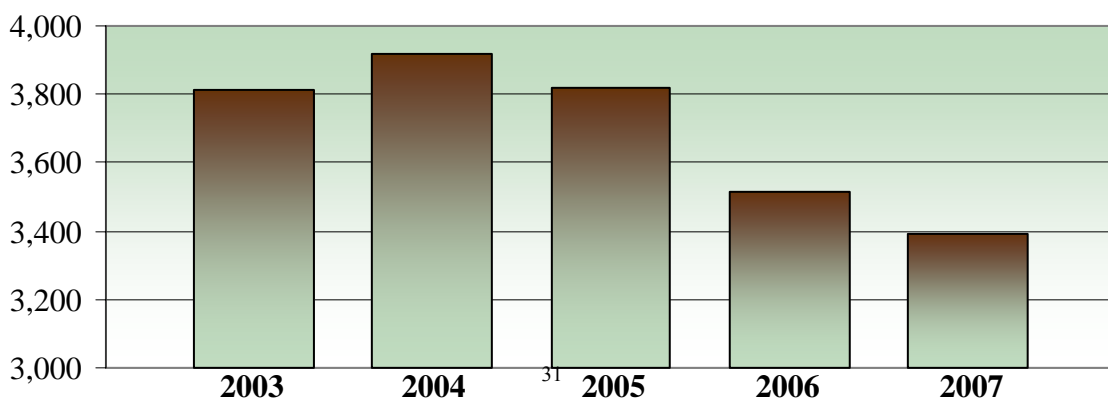
**Plan Checks** – The Fire Prevention Bureau has continued to offer the finest customer service, with our plan check turnaround at an average of two days for single family dwellings and residential additions, three days for commercial building and tenant improvement projects, and five days for fire protection plans. We conduct requested construction inspections the next business day. During the year we processed 426 plan checks and collected \$79,843 in plan check fees. In addition, we documented \$106,805.52 in mitigation fees due and collected \$939.20 in fair share fees. Beginning in 2005 the District began a downward trend in the amount of plans reviewed. In 2004 plans were reviewed with two large developments in excess of 200 homes.

### *Plan Checks*



**Annual Inspections** – This year we had a goal to recover \$160,000 for inspections. Invoices for the year totaled \$159,000; leaving us \$1,000 short of our goal. The Bureau completed 685 inspections, 279 construction inspections, while the engine companies completed 661 inspections. We achieved greater strides in our database management system with the ability to track all inspections in the next fiscal year. The economic downturn and the decline in new construction have created a lower number of occupancies to be inspected. That along with an occupancy vacancy rate of over 7% has resulted in a decline in the number of inspection completed.

### *Inspections*



**Code Enforcement** – All of the educational, assembly and hazardous occupancy and 84% of Residential Occupancies (apartments, residential and day care) inspections were completed in 2007.

**Ordinances** – The Fire Prevention Bureau completed two new Ordinances which the Board of Directors adopted in December 2007. These were the 2007 edition of the California Fire Code and the 2006 California Urban-Wildland Interface Code. The adoption of these codes helps to keep the San Miguel Fire District current in comprehensive engineering principles and code enforcement practices, as well as governing the mitigation of hazard to life and property from the intrusion of fire from wildland exposures.

Concurrently the State of California transitioned into the International Fire and Building Codes from the outdated Uniform Fire and Building Codes. While the codes are similar, significant changes were found between the two competing codes. The Fire Prevention Bureau personnel have worked diligently to implement the changes into this years annual inspections. Fire Prevention employees were also involved with other fire districts and the County of San Diego in an effort to standardize these codes county wide.

**Weed Abatement** – We are pleased to report that we continue to have an *outstanding* Weed Abatement Program. We achieved 100% compliance of properties notified of violations. We have a cost recovery of \$16,385.40 this year in our weed abatement program.

Month	Citizen Reported Violations	Courtesy Notice Sent	Certified Notice Sent	Owner Abated	Agency Abated	Properties in Compliance
July	23	65	15	74	2	76
August	16	99	34	66	4	70
September	8	80	35	74	4	78
October	5	38	18	103	5	108
November	14	38	13	36	3	39
December	11	34	3	35	1	36
January	5	132	8	20	0	20
February	5	117	36	99	2	101
March	15	67	18	152	1	153
April	44	154	3	80	0	80
May	72	239	9	20	0	20
June	49	126	72	262	5	267
Total	267	1189	264	1021	27	1048

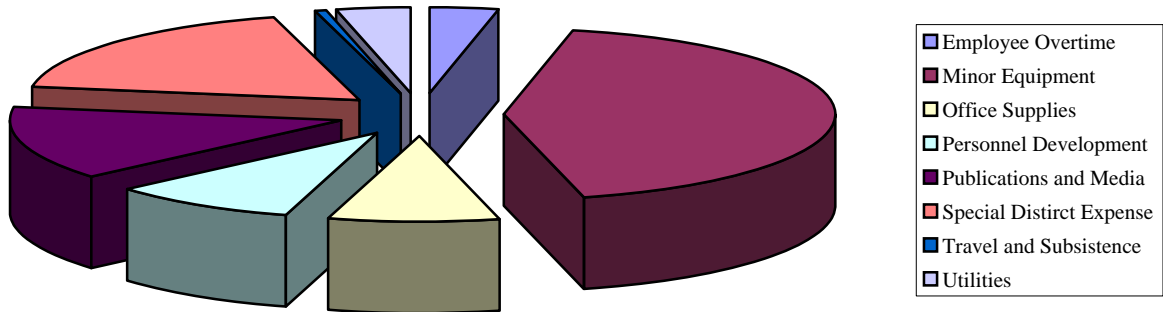
**Wildland Fire Hazard Severity Zone Maps** – The Fire Prevention Bureau and Captain Cates in operations, worked with Cal Fire to adopt the Wildland Fire Hazard Severity Zone Maps for the State Responsibility Areas in our district. These maps will determine:

- Property development standards such as road widths and water supply
- Building construction standards on building permit
- Defensible space clearance around buildings
- Natural hazard disclosure at time of sale



## Prevention Division Summary

	2007/2008	2008/2009	Increase/(Decrease)	
	<u>Budget</u>	<u>Budget</u>	<u>Amount</u>	<u>Percent</u>
Employee Overtime	\$1,000	\$1,000	\$0	0.0%
Minor Equipment	\$4,730	\$12,750	\$8,020	169.6%
Office Supplies	\$3,680	\$2,500	(\$1,180)	100.0%
Personnel Development	\$4,055	\$2,730	(\$1,325)	(32.7%)
Publications and Media	\$3,938	\$4,066	\$128	3.3%
Special Distirct Expense	\$20,885	\$5,510	(\$15,375)	(73.6%)
Travel and Subsistence	\$150	\$150	\$0	0.0%
Utilities	\$1,282	\$1,076	(\$206)	(16.1%)
<b>Total Prevention Division Budget</b>	<b>\$39,720</b>	<b>\$29,782</b>	<b>(\$9,938)</b>	<b>(25.0%)</b>



	2007/2008	2008/2009	Increase/(Decrease)	
<u>Division Programs</u>	<u>Budget</u>	<u>Budget</u>	<u>Amount</u>	<u>Percent</u>
Code Enforcement	\$34,990	\$29,782	(\$5,208)	(14.9%)

## *Code Enforcement*

### **Employee Overtime (5040)**

Prevention Overtime	\$1,000	
Total Employee Overtime		\$1,000

### **Minor Equipment (6080)**

CodePal Notebooks (3 @ \$4,000) ( <i>new</i> )	\$12,000	
Digital Camera	\$250	
Miscellaneous Minor Equipment ( <i>new</i> )	\$500	
Total Minor Equipment		\$12,750

### **Office Supplies (6090)**

Postage	\$2,500	
Total Office Supplies		\$2,500

### **Personnel Development (6100)**

CFCA/FPO Workshop (1; all costs)	\$1,500	
SD Fire Protection Association Seminars (20 @ \$15)	\$300	
ICC Building & Fire Code Update Seminars (4 @ \$145 each)	\$580	
Unannounced Local Seminars	\$350	
Total Personnel Development		\$2,730

### **Publications and Media (6120)**

National Fire Code Update Subscription Service	\$750	
Miscellaneous Updated Code Handbooks (International Building Code)	\$120	
Miscellaneous NFPA Publications	\$200	
California Fire Code & Building Code	\$480	
Miscellaneous Publications	\$500	
Real Quest Subscription	\$1,900	
Barclays Title 19 Update Service	\$116	
Total Publications and Media		\$4,066

### **Special District Expense (6150)**

Membership - SDCFCA/FPO Section (4 @ \$35)	\$140	
Membership - NFPA	\$150	
Membership - ICC (1 @ \$185 and 2 @ \$35)	\$255	
Membership - CFCA/FPO Section (3 @ \$55)	\$165	
Refreshments - Meetings	\$100	
Uniforms (Interns)	\$500	
Uniforms (Part-Time Inspectors)	\$1,200	
Badges (Part-Time Inspectors) - 2	\$200	
Code Pal Software Maintenance	\$2,800	
Total Special District Expense		\$5,510

### **Travel and Subsistence (6160)**

Southern California FPO Meetings	\$150	
Total Travel and Subsistence		\$150

### **Utilities (6170)**

Verizon Wireless Service (5)	\$1,076	
Total Utilities		\$1,076

***Total Code Enforcement Budget***

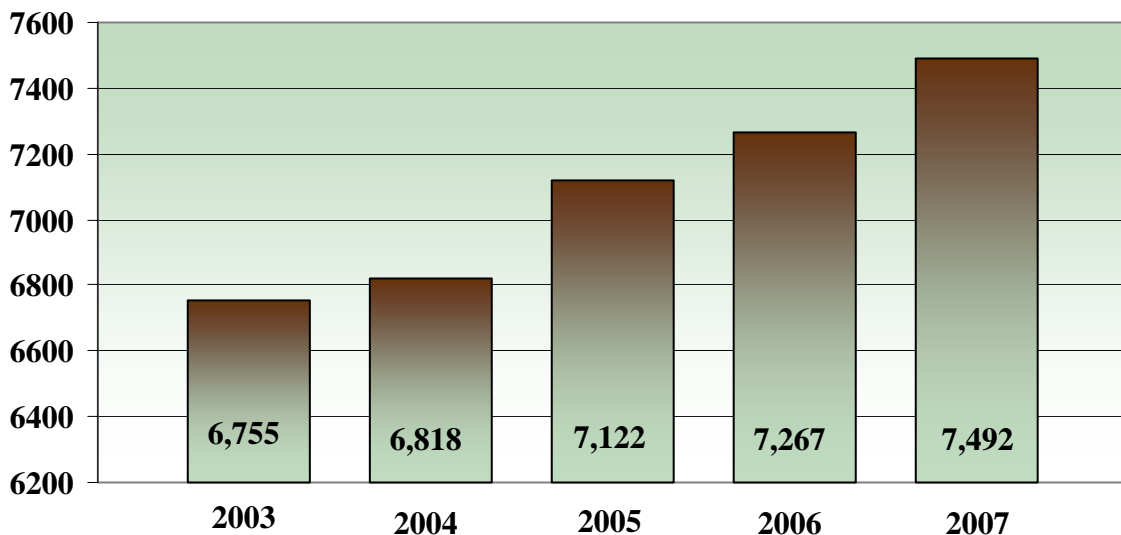
# Operations Division

## Operations Division

The Operations Division oversees the responsibilities for fire suppression, emergency medical responses, facilities maintenance and fleet management. The following is a breakdown of the major enhancements for this Division.

**Fire Suppression** – Operations personnel respond out of six fire stations handling all fire, rescue, hazardous materials, medical aid, and other calls for service with a stated response goal of arriving on scene within eight minutes 90% of the time.

### *Incidents*

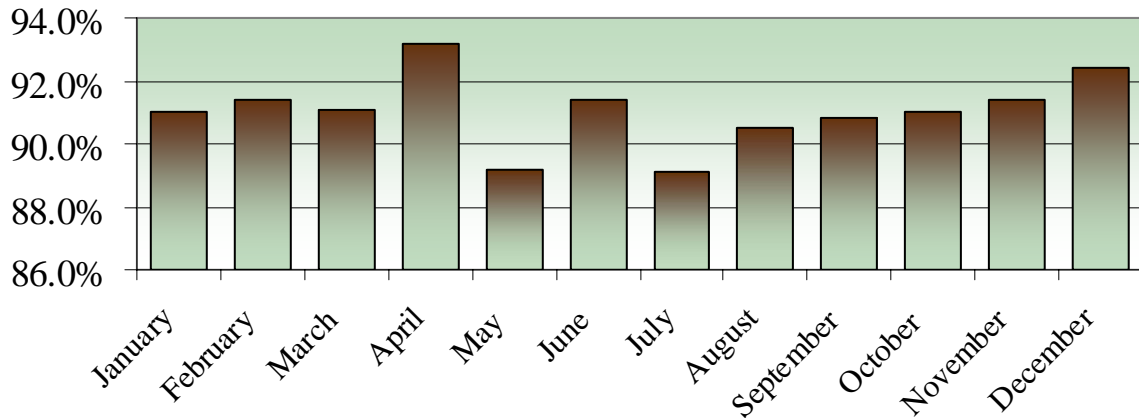


**Response Time Reduction Plan** – In January of 2007 the District initiated the Response Time Reduction Plan with the goal of having the first responding San Miguel unit arrive to all calls within the District in less than 8 minutes 90 percent of the time. From January 1, 2008 to June 30, 2008, we exceeded our goal by having the first-in San Miguel unit arrive to all calls 92.7 percent of the time.

The following modifications of our day to day operations helped to reduce our response times:

- Providing the means for companies to remain available in their first-in area by:
  - Issuing credit cards to purchase fuel at gas stations in the first-in area
  - Delivering supplies to the stations on a bi-monthly basis
  - Floor personnel attending committee and other required meetings off-duty on overtime, or through video conferencing
- First Watch Program in use to monitor response times
- Modified Medical Priority Dispatching

## ***2007 Response Times (90th Percentile)***



***MDC Upgrade*** – In an effort to utilize UASI grant funds to improve regional operational readiness, Zone 4 used a portion of the UASI funds to improve interoperability and communications. San Miguel took a leadership role in this effort by administering the grants, and coordinating the MDC installation for several Zone 4 agencies. We replaced our previous CF-29 Panasonic MDC's with the newer CF-30 model. The newer model uses technology that provides a faster and more reliable wireless connection. We installed the new MDC's in all front-line Type 1 and Type 3 engines, the Truck Company, and all Chief Officer's vehicles.

***Facilities Management*** – This past year a comprehensive informational baseline of facilities, their components, maintenance requirements, and scheduled replacement was established. This baseline of information is the foundation for developing a multi-year plan to meet anticipated needs in providing the best possible facilities for our firefighters and administrative staff. Preventative maintenance contracts needed to extend the life of vital infrastructure have been established for specific areas including, overhead doors, sprinkler systems, electric gates, and heating and air conditioning.

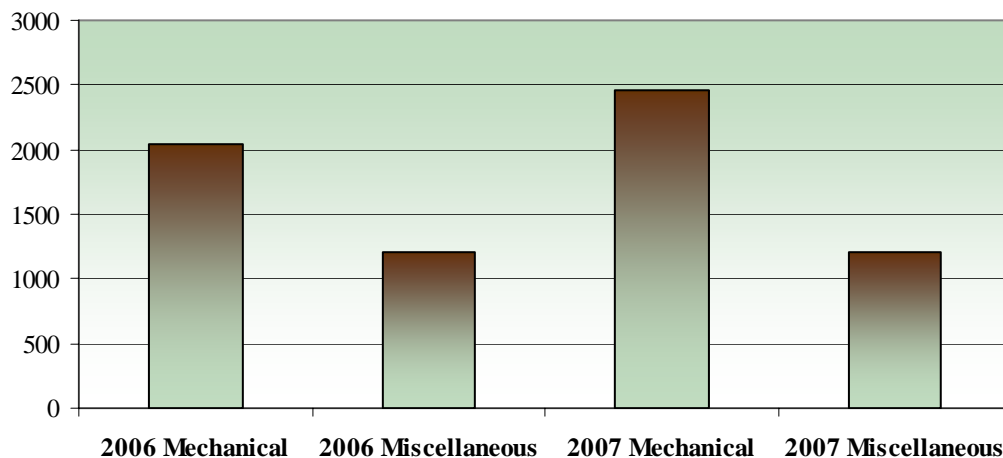
<u>Station</u>	<u>Location</u>	<u>Cost</u>	<u>Year Built</u>
Station 14	3255 Helix Street	\$1,267,589	2000
Station 15	2850 Via Orange Way	\$8,350,000	1991
Station 16	905 Gillespie Drive	\$1,039,998	1995
Station 21	10105 Vivera Drive	\$50,162	1959
Station 22	11501 Via Rancho San Diego Parkway	\$1,500,000	1991
Station 23	2140 Dehesa Road	\$140,000	1978

***Fleet Management*** – The District’s maintenance facility allows its fleet maintenance personnel to inspect, diagnose, maintain and repair gasoline and diesel engines, air and hydraulic brake systems, steering, suspension, drive train, electrical systems, fire pumps, and accessories. All power systems listed can be serviced on any vehicle. The structure of the maintenance program for fire apparatus consists of daily, weekly, semi-annual, and annual services. The structure for staff vehicle maintenance consists of a 3,000-mile service program.

Fleet maintenance is currently performed on seventeen fire apparatus, fourteen staff vehicles, one public education trailer, four emergency generators, and four breathing air compressor systems.

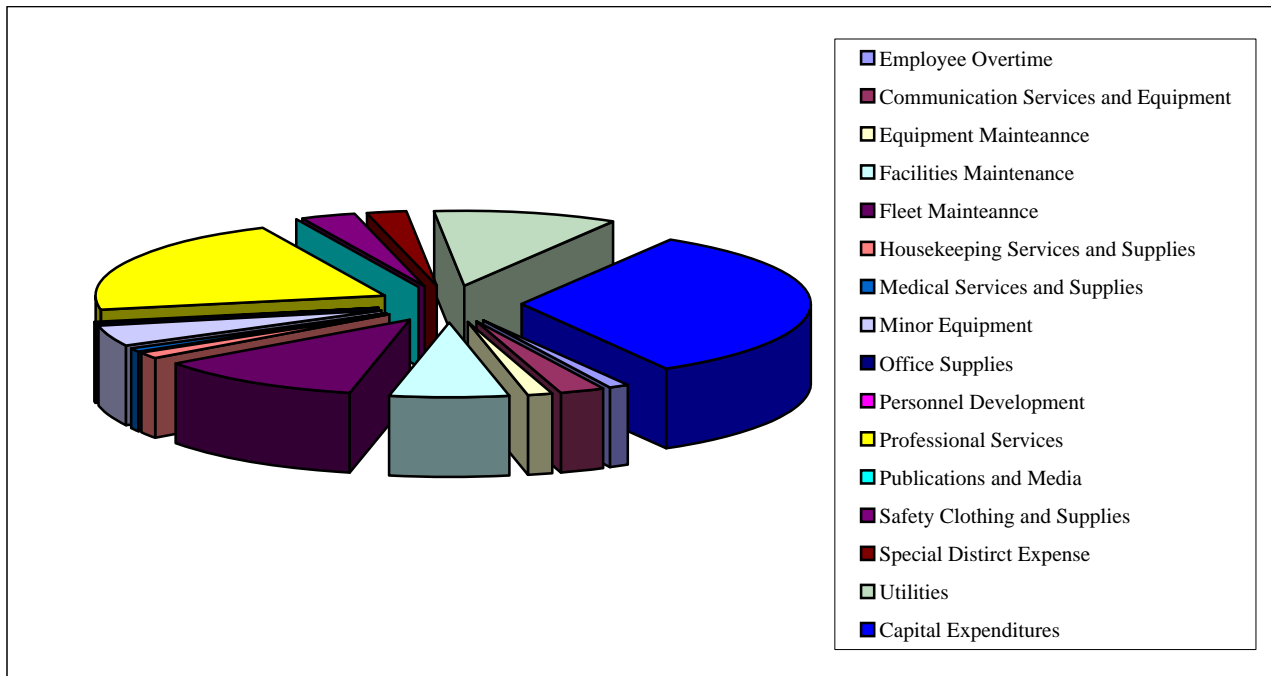
<u>Status</u>	<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>Mileage</u>
Reserve	Emergency One	Cyclone	1990	146,784
Reserve	Emergency One	Cyclone	1990	115,740
Reserve	Emergency One	Cyclone	1994	113,537
Reserve	Emergency One	Cyclone	1994	115,153
Brush 15	Navistar	4900	1994	21,136
Reserve	Emergency One	Cyclone	1996	38,610
Engine 14	Emergency One	Cyclone	1997	115,137
Brush 23	Navistar	4900	1997	12,698
Truck 15	Pierce	Dash	1999	59,790
Engine 16	Pierce	Dash	2005	17,277
Engine 21	Pierce	Dash	2005	22,213
Engine 23	Pierce	Dash	2005	20,441
Engine 22	Pierce	Dash	2007	5,529
Engine 15	Pierce	Dash	2007	5,477

### ***Fleet Maintenance Hours***



## Operation Division Summary

	<b>2007/2008</b>	<b>2008/2009</b>	<b>Increase/(Decrease)</b>	
	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Amount</u></b>	<b><u>Percent</u></b>
Employee Overtime	\$1,500	\$23,000	\$21,500	1433.3%
Communication Services and Equipment	\$40,708	\$58,191	\$17,483	42.9%
Equipment Maintenance	\$17,488	\$29,815	\$12,327	70.5%
Facilities Maintenance	\$84,649	\$140,281	\$55,632	65.7%
Fleet Maintenance	\$170,726	\$258,202	\$87,476	51.2%
Housekeeping Services and Supplies	\$23,768	\$29,360	\$5,592	23.5%
Medical Services and Supplies	\$15,000	\$20,000	\$5,000	33.3%
Minor Equipment	\$75,981	\$95,111	\$19,130	25.2%
Office Supplies	\$2,475	\$1,350	(\$1,125)	(45.5%)
Personnel Development	\$2,100	\$4,228	\$2,128	101.3%
Professional Services	\$341,292	\$459,910	\$118,618	34.8%
Publications and Media	\$1,125	\$1,744	\$619	55.0%
Safety Clothing and Supplies	\$48,156	\$67,260	\$19,104	39.7%
Special District Expense	\$14,593	\$46,863	\$32,270	221.1%
Utilities	\$180,111	\$226,106	\$45,995	25.5%
Capital Expenditures	\$753,113	\$717,888	(\$35,225)	(4.7%)
<b>Total Operation Division</b>	<b>\$1,772,785</b>	<b>\$2,179,309</b>	<b>\$406,524</b>	<b>22.9%</b>



<b><u>Division Programs</u></b>	<b>2007/2008</b>	<b>2008/2009</b>	<b>Increase/(Decrease)</b>	
	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Amount</u></b>	<b><u>Percent</u></b>
District Operations	\$572,364	\$776,027	\$203,663	35.6%
Facilities Management	\$974,229	\$1,090,667	\$116,438	12.0%
Fleet Management	\$209,708	\$298,199	\$88,491	42.2%
Mapping	\$4,225	\$2,384	(\$1,841)	(43.6%)
SCBA Program	<sup>39</sup> \$12,259	\$12,032	(\$227)	(1.9%)

## ***District Operations***

### **Employee Overtime (5040)**

Special Project Overtime	\$20,000	
EMS Conference (1)	\$1,500	
Total Employee Overtime		\$21,500

### **Communications Services and Equipment (6010)**

800MHz Radio Maintenance (Bearcom)	\$8,837	
RCS Backbone Maintenance (120 Radios @ \$26.50/month)	\$38,160	
Pager Maintenance (American Messaging)	\$2,118	
Station Alerting Lighting	\$500	
Pagers Replacement	\$240	
VHF Portable Lapel Mics	\$176	
Batteries, Antennae, Parts	\$3,250	
VHF Portable Radio Chargers (8 @ \$90)	\$720	
First Watch Response Time Triggers	\$450	
Portable Radio Chargers 800 MHz	\$2,800	
David Clark Headset Replacement	\$940	
Total Communications Services and Equipment		\$58,191

### **Equipment Maintenance (6020)**

Ground Ladder Maintenance and Annual Testing	\$3,500	
Fire Extinguisher Maintenance	\$1,800	
Fire Hose Repair and Maintenance	\$1,500	
Hydrant Maintenance	\$2,000	
Nozzle Repair/Maintenance	\$300	
Gas Detector Maintenance	\$300	
Chainsaw Chain and Equipment	\$5,127	
Generator Maintenance	\$1,000	
Rescue Tool Maintenance	\$5,988	
Physical Fitness Equipment Repair/Maintenance	\$4,000	
Total Equipment Maintenance		\$25,515

### **Medical Services and Supplies (6070)**

Medical Supplies	\$20,000	
Total Medical Services and Supplies		\$20,000

### **Minor Equipment (6080)**

Swift Water Rescue Equipment	\$1,800	
Rope Rescue Gear	\$1,200	
Accountability Equipment	\$500	
Fire Hose	\$6,312	
Miscellaneous Tools and Equipment	\$1,500	
Flashlights and Chargers	\$200	
Physical Fitness Equipment	\$5,000	
Defibrillators (lease purchase 4 of 5)	\$34,291	
DeWalt Batteries	\$714	
Replacement Emergency Response Equipment	\$10,000	
Equipment for Ready Reserve Apparatus (3)	\$15,000	
Turnout Drying Racks	\$690	
Rental Vehicle Code 3 Equipment	\$1,050	
Total Minor Equipment		\$78,257

### **Personnel Development (6100)**

SAFER Meetings/Safety Clothing Seminars	\$600	
Total Personnel Development		\$600



**Professional Services (6110)**

HCFA Assessment (Dispatch and Capital Lease)	\$442,420	
ECO RCCP Program Cost	\$17,490	
Total Professional Services		\$459,910

**Publications and Media (6120)**

Protocols and Medication Handbooks (31 @ \$10)	\$310	
ICS 420-1 Field Operations Guide Books	\$300	
Total Publications and Media		\$610

**Safety Clothing (6140)**

Turnout Coats - Advance	\$24,000	
Turnout Pants - Advance	\$16,000	
Nomex Hoods - PBI Gold	\$750	
Brush Pants	\$5,746	
Brush Jackets	\$6,266	
Helmets - Structural	\$2,200	
Helmets - Brush	\$600	
Turnout Boots	\$2,500	
Gloves	\$2,160	
Goggles	\$1,058	
Face Shields	\$250	
Wildland Web Gear	\$2,000	
Helmet Shield/Leather	\$1,230	
Miscellaneous Supplies/Repairs	\$2,500	
Total Safety Clothing		\$67,260

**Special District Expense (6150)**

Shift Calendars	\$1,100	
Class "A" Dress Uniforms (13)	\$8,000	
Emergency Incident Food Supplies	\$2,000	
Membership - CFCA/EMS	\$50	
Membership - SAFER	\$100	
Class "A" Foam	\$1,250	
AFFF	\$2,600	
Personal Exposure Records (91)	\$1,820	
Total Special District Expense		\$16,920

**Utilities (6170)**

Verizon Wireless Service	\$7,418	
Verizon (Access Fees for MDC's)	\$13,020	
Enroute Mobile (Access Fees for MDC's)	\$6,826	
Total Utilities		\$27,264

## ***Facilities Management***

### **Facilities Maintenance (6030)**

HVAC Maintenance (all facilities)	\$17,500	
Landscape/Maintenance (Station 14, 15, 16, 22)	\$21,634	
Overhead Door Maintenance (all facilities)	\$15,000	
Pest/Termite Control (all stations)	\$2,200	
Station Repairs (Station #18)	\$7,500	
Station Repairs (Station #19)	\$7,500	
Miscellaneous Repairs (all facilities)	\$14,000	
Electrical Gate Repair	\$2,000	
Elevator Maintenance	\$2,500	
Water Corrosive Repair	\$3,000	
Beds	\$2,800	
Recliner Chairs	\$3,300	
Fire Station Office Chairs	\$700	
Backflow Test (Station 14, 15, 16, 22) (Annual)	\$1,580	
Sprinkler and Alarm Tests (Annual)	\$1,400	
Station 22 Diesel Exhaust System Install for R22	\$8,867	
Carpet Replacement	\$4,000	
Station Self-Improvement Program	\$4,300	
Painting and Repair (Interior/Exterior)	\$8,000	
Water Heater Replacement Station 22	\$3,700	
Electrical/Plumbing/Cabinet (Headquarters)	\$7,500	
Landscape Clean-Up #21 or #23	\$1,300	
Total Facilities Maintenance		\$140,281

### **Housekeeping Services and Supplies (6050)**

Cleaning Supplies (all facilities)	\$19,590	
Household Supplies	\$3,020	
Janitorial Services (HQ)	\$6,750	
Total Housekeeping Services and Supplies		\$29,360

### **Minor Equipment (6080)**

Appliance Replacement/Repair	\$7,850	
Total Minor Equipment		\$7,850

### **Special District Expense (6150)**

Flags - US and California (12 each)	\$800	
Total Special District Expense		\$800

### **Utilities (6170)**

Gas and Electric	\$142,875	
Telephone (SBC and MCI)	\$20,860	
Water and Sewer	\$18,600	
Refuse Removal	\$15,653	
Total Utilities		\$197,988

### **Capital Expenditures (7010)**

U.S. Bank & Trust (December - Principal and Interest Payment)	\$714,388	
Total Capital Expenditures		\$714,388

## ***Fleet Management***

### **Employee Overtime (5040)**

Fleet Overtime	\$1,500	
Total Employee Overtime		\$1,500

### **Fleet Maintenance (6040)**

Sedan Maintenance	\$8,085	
Apparatus Maintenance	\$29,434	
Contract Apparatus Maintenance	\$4,000	
Trailer Maintenance (Public Education)	\$525	
Mobile Fire/Search and Rescue Trailer	\$10,000	
Towing	\$1,000	
Car Washes	\$422	
Fuel	\$155,000	
Tires (all vehicles)	\$25,000	
Cleaning Solvents	\$1,554	
Motor Oil	\$7,847	
Automatic Transmission Oil	\$2,122	
Chassis Lube	\$299	
Coolant Additive	\$1,142	
Gear Oil	\$1,142	
Hydraulic Oil	\$743	
Filters	\$4,080	
Pressure Washer Soap	\$1,669	
Apparatus Cleaning Supplies and Waxes	\$711	
Linen Service (uniforms)	\$1,182	
Linen Service (towels, etc.)	\$2,245	
Total Fleet Maintenance		\$258,202

### **Minor Equipment (6080)**

Small Tools and Supplies	\$1,000	
Tire Rims	\$2,500	
Total Minor Equipment		\$3,500

### **Personnel Development (6100)**

Fire Mechanics Academy (1; all costs)	\$1,500	
Total Personnel Development		\$1,500

### **Special District Expense (6150)**

Membership - California Fire Mechanics (2)	\$80	
Air Pollution Control Fees - Fuel (Station 15 and Station 23)	\$289	
Air Pollution Control Fees - Generators (Stations 14, 15, 16, 18, 22)	\$1,550	
Fleet Maintenance Software (3 of 3)	\$12,180	
Vehicle Diagnostic Software	\$9,000	
Community Signage - Apparatus	\$5,000	
Miscellaneous Permits (HazMat, Fuel, etc.)	\$1,044	
Total Special District Expense		\$29,143

### **Utilities (6170)**

Verizon Wireless Service (2)	\$854	
Total Utilities		\$854

**Capital Expenditures (7010)**

A/C Recovery &amp; Recycling Machine

\$3,500

Total Capital Expenditures

\$3,500

## *Mapping*

### **Office Supplies (6090)**

Miscellaneous	\$750	
Supplemental Mapping Supplies	\$500	
Total Office Supplies		\$1,250

### **Publications and Media (6120)**

Thomas Brothers Maps	\$1,134	
Total Publications and Media		\$1,134

## ***SCBA Program***

### **Equipment Maintenance (6020)**

Posi Check Annual Calibration	\$600	
Hydro Testing	\$1,000	
SCBA Compressor Maintenance (3 @ \$1412)	\$2,000	
TSI/Annual Fit Test Machine and Calibration	\$700	
Total Equipment Maintenance		\$4,300

### **Minor Equipment (6080)**

Batteries	\$200	
AV2000 Head Harness (10)	\$675	
AV3000 Masks (4 @ \$230)	\$920	
AV3000 Lens (5 @ \$95)	\$475	
AV2000 Lens (3 @ \$58)	\$174	
AV2000 Retainer Kits(25 @ \$12)	\$300	
AV2000 Temple Strap (10 @ \$18)	\$180	
SCBA Communications (5 @ \$360)	\$1,800	
Miscellaneous Small Tools and Supplies	\$600	
Scott Standby Straps (10 @ \$18.50)	\$180	
Total Minor Equipment		\$5,504

### **Office Supplies (6090)**

Office Supplies	\$100	
Total Office Supplies		\$100

### **Personnel Development (6100)**

SCBA Technician Training	\$1,000	
SCBA and N95 Fit Testing	\$1,128	
Total Personnel Development		\$2,128

# Training Division

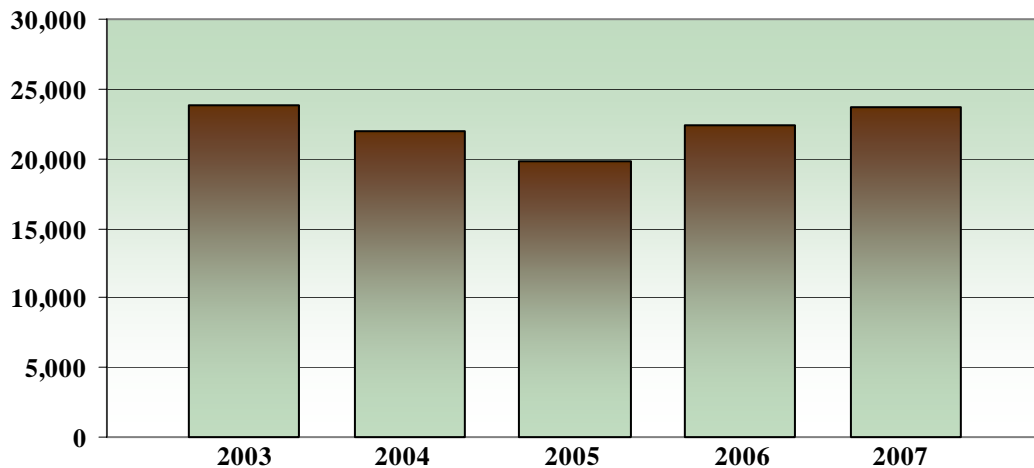
## Training Division

## ***Training Division***

The Training Division is responsible for planning, preparing, and instructing suppression personnel on the latest fire, rescue, and EMS procedures and techniques. Additionally, this Division supports the District's vision and programs related to employee development, career planning and succession planning.

**Training** – In service training hours encompasses any training that is accomplished while on duty either as an engine company or as an individual. District policy requires 24 hours per person per month. They are tracked statistically by the Training Division as engine company hours; however individual hours are tracked for reimbursements through the various service agreements. The hours consist of multi-company drills, EMT continuing education (24 hrs. every 2 years), weekly tailboard safety sessions, promotional exam preparation, Heartland Fire training and other Zone or County drills, and individual or Captain's choice training. Companies continue to exceed the minimum required amount of annual hours.

### ***Training Hours***

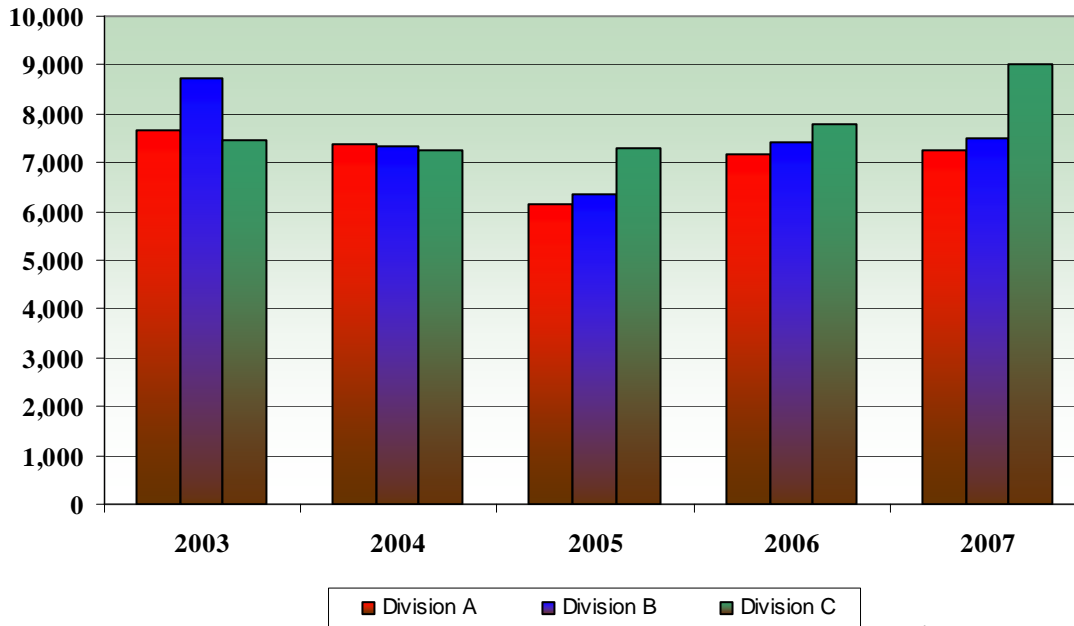


Major drills or training topics included:

- ✓ Holmatro rescue equipment
- ✓ RIC/Accountability
- ✓ Swiftwater Rescue refresher
- ✓ Focus/EAP
- ✓ Fire Inspections/Code Pal
- ✓ Live Fire @ HTF
- ✓ Camp Pendleton Fire School
- ✓ County Wildland Preparation Drill
- ✓ RT-130 Annual Fireline Safety Refresher



## *Training Hours Per Division*



*Special Courses or*

*Education* – The District continues to provide opportunity to employees for career development through facilitating various educational opportunities.

- Professional Development Academy  
These are courses conducted by Cuyamaca College at San Miguel Headquarters that teach leadership, supervision, and management skills. 29 San Miguel personnel participated in courses that included:
  1. Conflict Management
  2. Managing Diverse Teams
  3. Managing Organizational Change
  4. Personality Style Strategies
  5. Preventing Sexual Harassment
- L-380 “Point of the Spear” Leadership completed by all Staff Officers and various other line personnel.
- Administration section training and seminars.
- RCS training.
- Wellness Program

**Joint Apprenticeship Committee (JAC)/Miramar College Agreement** – District training costs are offset through these agreements which reimburse for up to 240 hours per person a year for training. JAC also ensures that personnel receive training that meets the requirements to achieve journeyman status in their job classification. We accomplish this through a task book system that was completed for the classes of FF/PM through Captain this year. Once an employee journeys he rolls into the FTES program and on-going training continues to be reimbursed by Miramar College.

- 10 Captain enrolled in JAC
- 5 Engineers
- 7 FF/PM
- 3 Captains journeyed and 1 Engineer
- FTES hours                      13,588                      \$37,367.00
- JAC                                      4,639                      \$12,757.00
- Current JAC Account                      \$26,456.92
- \$10,000 JAC expenditures for (6) 42” Flat panel HD televisions

**Promotional Exams** – Completed Engineers exam and established a list of six candidates. The exam included assessments on pumping Type 1 and 3 engines and Truck Company ladder operations, DMV pre-trip and road test, and a written exam. The Shop portion included component and equipment operation, fluid identification, and brake adjustment. The qualifications appraisal included oral test questions, static simulations, and oral interview.

**Education Reimbursement** – This continues to be a valuable asset to employees and the District for educational development and job skill advancement. There were 4 personnel that completed associate degree programs, 3 Company Officer certifications awarded, 3 personnel have submitted Bachelor degree educational plans, and 1 Masters Degree plan. There was also 1 employee credentialed in CSFM Auto Extrication instruction and 1 credentialed instructor for San Diego Community College District.

- Education Reimbursement Budget                      \$20,000.00
- Amount Spent                                              \$13,367.26
- Percentage of Expenditures                                      66.84%

**Reserves and Explorers** – If the Padres had a farm system like San Miguel has with the reserve program they would be in the World Series every year. The program develops firefighters that give us a hiring pool that is well prepared to begin a career in the fire service. They complete a FF1 academy prior to working on the engine then gain experience through a minimum of 72 hours of ride along time per quarter and monthly reserve drills. Reserve training and academy hours are also reimbursed through FTES. This year we ran from a high of 40 reserves to our current staffing of 28. Three of the four FF/PM we hired this year came from the reserve program. Reserves provided supplemental staffing on engine companies for 9,168 hours. They also contributed 475 hours of community service and special events.

**Academy** – San Miguel took the lead in the Heartland Fire Academy which ran from January 5<sup>th</sup> to April 13<sup>th</sup>. We provided the Academy Coordinator and two of the four lead instructors. San Miguel also sponsored 5 recruits in the academy. The academy was a 486 hour Firefighter 1 academy which included state certification in ICS, Auto Extrication, Wildland Fire Behavior, Rope Rescue, HazMat, and Confined Space Awareness.

***California Incident Command Certification System (CICCS)*** – The Training Division administers and oversees the qualifications of personnel who become certified in positions within ICS. Upon approval they are placed on the Heartland Emergency Response Directory and ROSS and can be available for the State and Federal mutual aid system. Activation of these personnel to these positions brings back invaluable experience for use in our District. The positions approved for this year included:

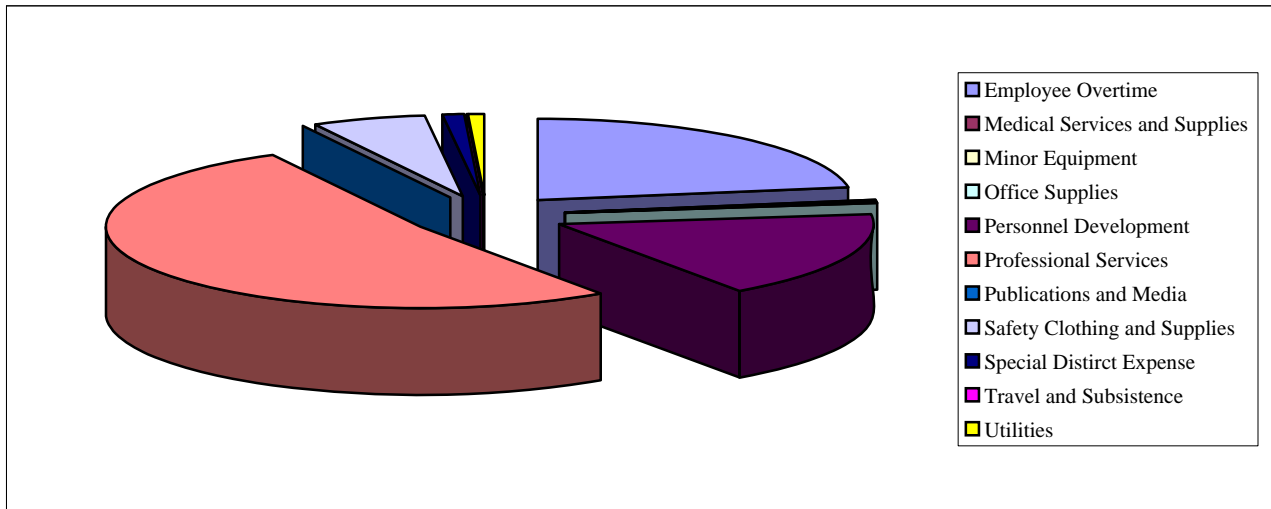
- 2 Engine Strike Team Leaders (STEN)
- 2 STEN-T (Trainee)
- 1 Division Group Supervisor Trainee DIVS (T)
- 3 Emergency Dispatch Recorder Trainees
- 6 Engine Boss Trainees
- 1 Resource Unit Leader
- 1 Demobilization Unit Leader
- 2 Base Camp Managers
- 1 Status Check-in Recorder

***Safety*** – The priority of the Fire District is to protect the health and safety of all District employees through effective training, education, safety programs, and management. In an effort to ensure this goal is met the training Division coordinates numerous programs related to employee safety.

- Provide weekly topics for tailboard safety discussions by all companies.
- Continue to meet requirements of the Injury and Illness Prevention Program (IIPP)
- Investigate District accidents and injuries. Make findings and provide recommendations and lessons learned.
- Conduct safety committee meetings.
- Provided safety officer to 10 emergency incidents.
- Conducted an After Action Review (AAR) on 5 structure fires, 2 MCI vehicle accidents, 1 rescue HazMat and for all shifts for the October Fire Storm.

## Training Division Summary

	<b>2007/2008</b>	<b>2008/2009</b>	<b>Increase/(Decrease)</b>	
	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Amount</u></b>	<b><u>Percent</u></b>
Employee Overtime	\$98,338	\$48,177	(\$50,161)	(51.0%)
Medical Services and Supplies	\$0		\$0	#DIV/0!
Minor Equipment	\$24,728	\$1,000	(\$23,728)	(96.0%)
Office Supplies	\$1,500	\$400	(\$1,100)	(73.3%)
Personnel Development	\$35,070	\$36,810	\$1,740	5.0%
Professional Services	\$94,114	\$111,785	\$17,671	18.8%
Publications and Media	\$4,720		(\$4,720)	(100.0%)
Safety Clothing and Supplies	\$20,960	\$12,587	(\$8,373)	(39.9%)
Special Distirct Expense	\$18,989	\$1,898	(\$17,091)	(90.0%)
Travel and Subsistence	\$288	\$288	\$0	0.0%
Utilities	\$854	\$1,704	\$850	99.5%
<b>Total Training Division</b>	<b>\$299,561</b>	<b>\$214,649</b>	<b>(\$84,912)</b>	<b>(28.3%)</b>



	<b>2007/2008</b>	<b>2008/2009</b>	<b>Increase/(Decrease)</b>	
<b><u>Division Programs</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Amount</u></b>	<b><u>Percent</u></b>
Personnel Development	\$118,832	\$172,265	\$53,433	45.0%
Explorer Program	\$1,705	\$288	(\$1,417)	(83.1%)
Fire Investigations	\$7,368	\$5,588	(\$1,780)	(24.2%)
Heartland Reserve Academy	\$106,094	\$21,677	(\$84,417)	100.0%
Paramedic Prep Program	\$19,348	\$0	(\$19,348)	100.0%
Reserve Program	\$26,514	\$14,831	(\$11,683)	(44.1%)

## ***District Personnel Development***

### **Employee Overtime (5040)**

EMT Recertification	\$1,200	
Annual Promotion Exams	\$3,000	
Training Captains Meetings/Special Projects	\$20,000	
Total Employee Overtime		\$24,200

### **Office Supplies (6090)**

Office Supplies	\$200	
Printing and Photocopying	\$100	
Total Office Supplies		\$300

### **Personnel Development (6100)**

EMT - 1 Recertification	\$2,490	
Educational Reimbursement - Employee	\$20,000	
Educational Programs - Chiefs Discretion	\$12,000	
Total Personnel Development		\$34,490

### **Professional Services (6110)**

HTF Annual Assessment	\$101,195	
EMT CE Provider Renewal Fee	\$110	
FTES Tuition	\$10,480	
Total Professional Services		\$111,785

### **Special District Expense (6150)**

Membership - CFCA/TO Southern Division (2)	\$50	
Membership - SDCFCA TOA (2)	\$80	
Lunches	\$400	
Total Special District Expense		\$530

### **Utilities (6170)**

Verizon Wireless Service (2)	\$960	
Total Utilities		\$960

## ***Explorer Program***

### **Office Supplies (6090)**

Paper, Copies, and Office Supplies	\$100	
Total Office Supplies		\$100

### **Special District Expense (6150)**

Explorer Post Charter Renewal Fee	\$20	
Explorer Post Youth - Participation Fee (15 @ \$8)	\$120	
Explorer Post Adult - Participation Fee (6 @ \$8)	\$48	
Total Special District Expense		\$188

## ***Fire Investigations***

### **Employee Overtime (5040)**

Investigator Meetings	\$1,500	
Total Employee Overtime		\$1,500

### **Minor Equipment (6080)**

Miscellaneous Tools (tape measures, tool boxes, etc.)	\$1,000	
Total Minor Equipment		\$1,000

### **Personnel Development (6100)**

CCAI Seminar San Luis Obispo (2; all costs)	\$1,000	
Specialized Training Classes (2; all costs)	\$1,320	
Total Personnel Development		\$2,320

### **Special District Expense**

Membership - CCAI (6)	\$360	
Membership - San Diego County Arson Task Force (6)	\$120	
Total Special District Expense		\$480

### **Travel and Subsistence (6160)**

San Diego County Arson Task Force Meetings (6)	\$288	
Total Travel and Subsistence		\$288

## *Heartland Reserve Academy*

### **Employee Overtime (5040)**

Academy Instructors

\$21,677

Total Employee Overtime

\$21,677



## ***Reserve Program***

### **Employee Overtime (5040)**

Reserve Program Overtime	\$800	
Total Employee Overtime		\$800

### **Safety Clothing (6140)**

Turnout Jackets	\$3,600	
Turnout Pants	\$2,400	
Brush Jackets	\$964	
Brush Pants	\$884	
PBI Hoods	\$100	
Turnout Boots	\$500	
Gloves	\$192	
Goggles	\$184	
Suspenders	\$160	
Structure Helmets	\$440	
Brush Helmets	\$80	
Helmet Leather Shields	\$123	
Face Shields	\$200	
EMS Jackets	\$1,760	
Miscellaneous Supplies and Repairs	\$1,000	
Total Safety Clothing		\$12,587

### **Special District Expense (6150)**

Vehicles for Extrication	\$200	
Miscellaneous Expenditures	\$500	
Total Special District Expense		\$700

### **Utilities (6170)**

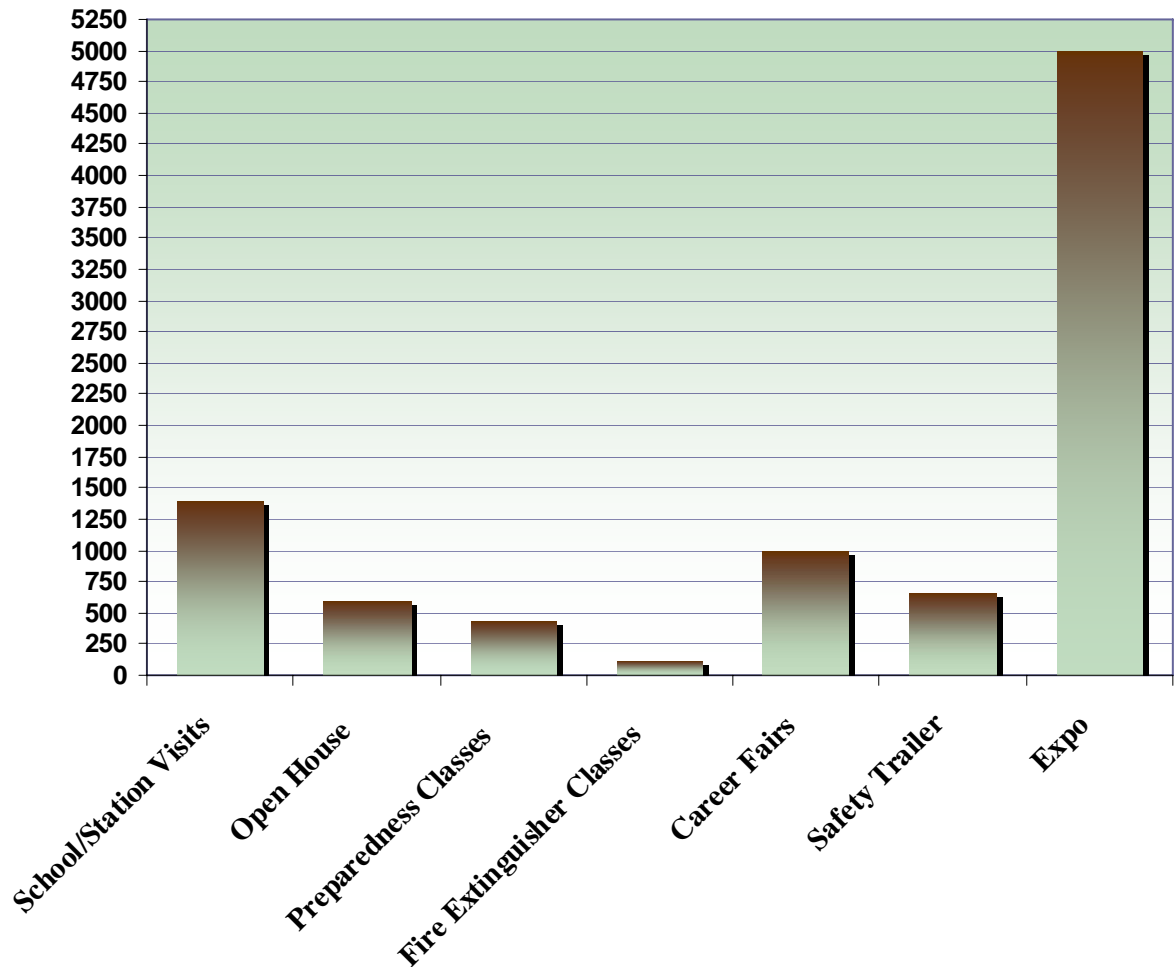
Verizon Wireless Service (1)	\$744	
Total Utilities		\$744

# Public Information

## ***PIO Section***

This year was one of phenomenal growth for the Speakers Bureau and our comprehensive Public Education effort. When totaling the accomplishments of the Speakers Bureau, the Safety Trailer team and the Special Events Committee this District has provided preparedness and life saving information to over 9,100 of our residents.

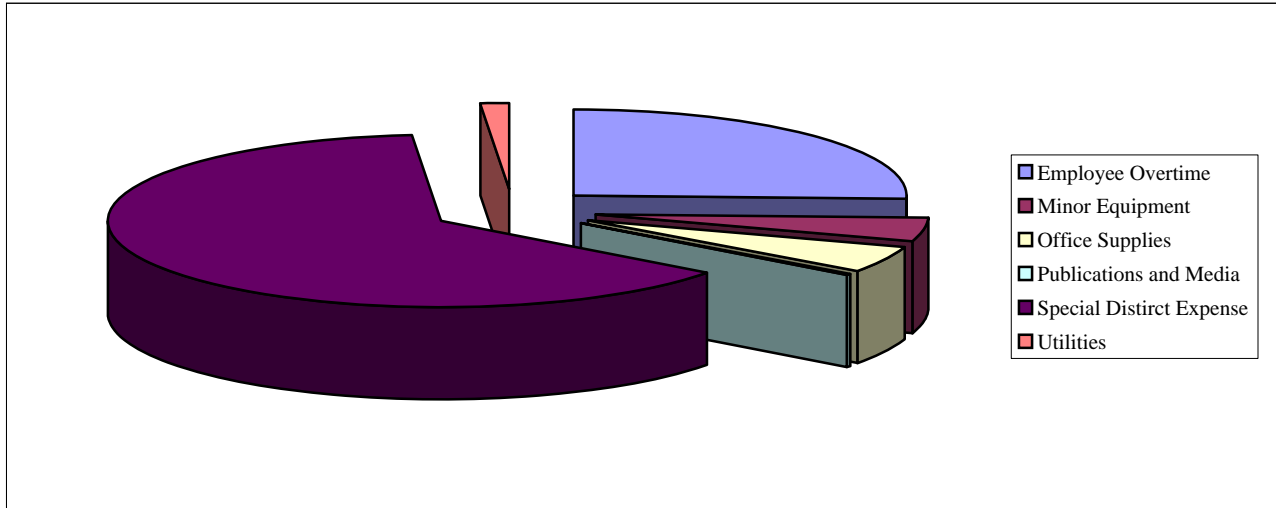
### ***Speakers Bureau Contacts - 2007***



New ground was broken in establishing business and community partnerships. We laid the groundwork with Farmers Insurance that lead to a \$25,000 public education grant which supported our Expo and the Creation of the “Before the Threat” program. In addition we have cemented relationships with the Spring Valley Chamber of Commerce, the Rancho San Diego/Jamul Chamber of Commerce, the Kiwanis, Fire Safe Councils in Crest and Rancho San Diego, the YMCA, Dixieline Lumber and North Island Federal Credit Union. \$128,850 was secured this year in goods, services and donations supporting our community education and readiness programs.

## ***PIO Section***

	<b>2007/2008</b>	<b>2008/2009</b>	<b>Increase/(Decrease)</b>	
	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Amount</u></b>	<b><u>Percent</u></b>
Employee Overtime	\$0	\$15,310	\$15,310	100.0%
Minor Equipment	\$0	\$2,550	\$2,550	100.0%
Office Supplies	\$0	\$3,000	\$3,000	100.0%
Publications and Media	\$0	\$219	\$219	100.0%
Special Distirct Expense	\$0	\$37,765	\$37,765	100.0%
Utilities	\$0	\$864	\$864	100.0%
<b><i>Total Training Division</i></b>	<b>\$0</b>	<b>\$59,708</b>	<b>\$59,708</b>	<b>100.0%</b>



	<b>2007/2008</b>	<b>2008/2009</b>	<b>Increase/(Decrease)</b>	
<b><u>Division Programs</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Amount</u></b>	<b><u>Percent</u></b>
Public Information	\$0	\$7,308	\$7,308	100.0%
CERT Program	\$1,080	\$6,000	\$4,920	455.6%
Speakers Bureau	\$18,620	\$45,080	\$26,460	142.1%
Volunteer Program	\$180	\$1,320	\$1,140	633.3%

## ***Public Informtaion***

### **Office Supplies (6090)**

Office Supplies	\$3,000	
Total Office Supplies		\$3,000

### **Publications and Media (6120)**

East County Californian News	\$30	
Union Tribune (East County Edition)	\$189	
Total Publications and Media		\$219

### **Special District Expense (6150)**

Local Events - Station Dinners and Tours	\$500	
20th Anniversary Celebration	\$2,225	
Computer Program Upgrades	\$500	
Total Special District Expense		\$3,225

### **Utilities (6170)**

Verizon Wireless Service (1)	\$864	
Total Utilities		\$864

## ***CERT Program***

### **Employee Overtime (5040)**

Manager	\$1,500	
Total Employee Overtime		\$1,500

### **Special District ( 6150)**

Training and Supplies	\$4,500	
Total Special District		\$4,500

***Total CERT Program Budget***

## ***Speakers Bureau***

### **Employee Overtime (5040)**

Speakers Bureau Overtime	\$13,810	
Total Employee Overtime		\$13,810

### **Minor Equipment (6080)**

Supplies/Equipment for Safety Trailer	\$2,125	
TV VCR/DVD	\$425	
Total Minor Equipment		\$2,550

### **Special District Expense (6150)**

Adult/Child Program Handouts/Brochures	\$2,500	
Poster Contest Supplies	\$1,800	
Engine Company Public Education Supplies	\$1,700	
Open House Supplies	\$2,500	
Open House Banners	\$300	
Open House Refreshments/Meals	\$800	
Safe and Sound Fire Expo	\$7,500	
Community Preparedness Program	\$10,000	
Special Event Banners	\$1,000	
Van Washes and Waxes	\$620	
Total Special District Expense		\$28,720

*Volunteer Program*

<b>Special District Expense (6150)</b>		
Uniforms (4)	\$1,000	
Badges (4)	\$320	
Total Special District Expense		\$1,320



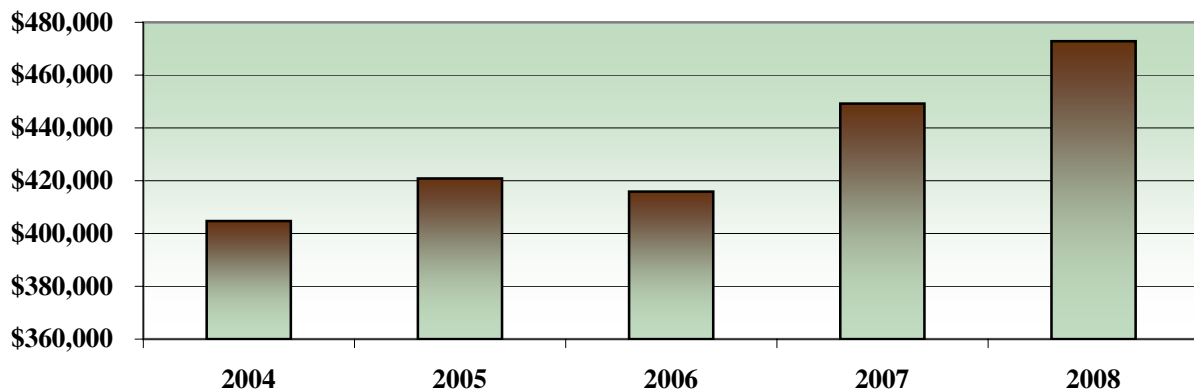
# Reserve Funds

## Capital Reserves

This fund is used as the District's unallocated contingency reserve to cover unexpected expenditures that may be necessary to fund Board approved expenses. Sources of funding consist of interest earnings and transfers from other funds. The goal level of this fund is \$2,000,000.

	<u>2007/2008</u>	<u>2008/2009</u>	<u>Increase/(Decrease)</u>	
			<u>Amount</u>	<u>Percent</u>
<b><u>Funds Available</u></b>				
Beginning Cash Balance	\$449,246	\$472,790	\$23,544	5.2%
Projected Revenue and Transfers	\$15,000	\$693,242	\$678,242	4521.6%
Budgeted Expenditures	\$50,000	\$0	(\$50,000)	100.0%
Estimated Ending Cash Balance	\$414,246	\$1,166,032	\$751,786	181.5%

### *Cash Balance History*



	<u>2007/2008</u>	<u>2008/2009</u>	<u>Increase/(Decrease)</u>	
	<u>Budget</u>	<u>Requested</u>	<u>Amount</u>	<u>Percent</u>
<b><u>Expenses</u></b>				
Computer Purchase Program	\$50,000	\$0	(\$50,000)	(100.0%)

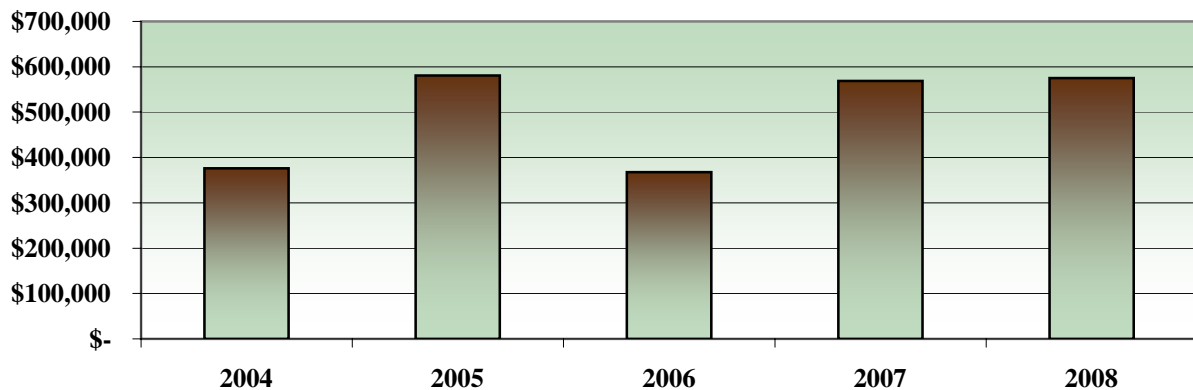
<b><i>Total Capital Reserves Fund</i></b>	\$50,000	\$0	(\$50,000)	(100.0%)
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## Uncompensated Leave Fund Budget

This fund was established to fund the cash value of all employees' accrued annual and sick leave. The goal level on this fund is 50% of the current book value of all employees leave credits. Sources of funding are interest earnings and transfers from the General Fund.

	<u>2007/2008</u>	<u>2008/2009</u>	<u>Increase/(Decrease)</u>	
			<u>Amount</u>	<u>Percent</u>
<b><u>Funds Available</u></b>				
Beginning Cash Balance	\$568,796	\$575,015	\$6,219	1.1%
Projected Revenue	\$169,000	\$315,000	\$146,000	86.4%
Budgeted Expenditures	\$73,947	\$62,157	(\$11,790)	(15.9%)
Estimated Ending Cash Balance	\$663,849	\$827,858	\$164,009	24.7%

### *Cash Balance History*



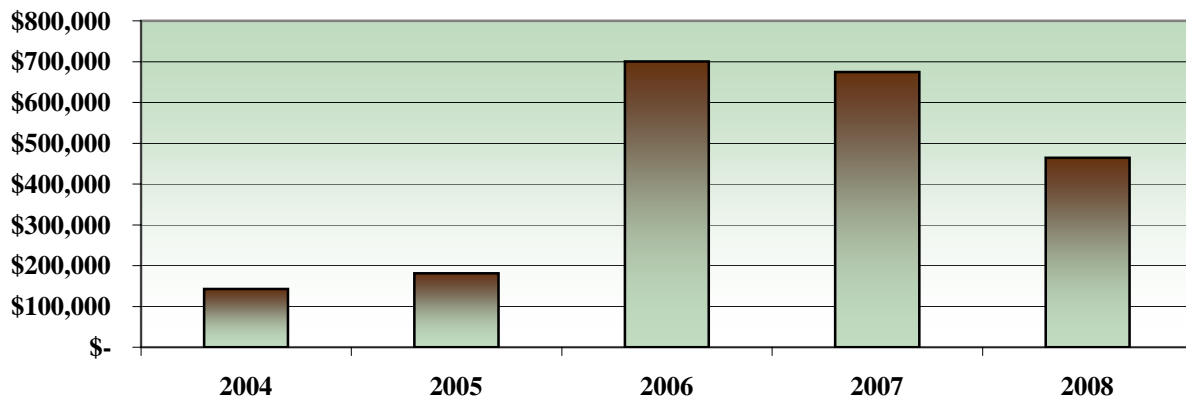
	<u>2007/2008</u>	<u>2008/2009</u>	<u>Increase/(Decrease)</u>	
	<u>Budget</u>	<u>Requested</u>	<u>Amount</u>	<u>Percent</u>
<b><u>Expenses</u></b>				
Excess Annual Leave Payoff	\$68,165	\$54,581	(\$13,584)	(19.9%)
Excess Sick Leave Payoff	\$5,284	\$7,217	\$1,933	36.6%
Medicare (District Portion - 1.45%)	\$498	\$359	(\$139)	(27.9%)

## Special Projects

This fund was established to cover the cost of new (not replacement) vehicles and apparatus and certain identified equipment. Sources of funding consist of interest earnings and transfers from the General Fund or other funds. The goal level of this fund is the anticipated cost of any planned new vehicles, apparatus, or capital equipment. The special project reflected in the current and prior year budget relates to the District's Training Facility.

	<u>2007/2008</u>	<u>2008/2009</u>	<u>Increase/(Decrease)</u>	
			<u>Amount</u>	<u>Percent</u>
<b><u>Funds Available</u></b>				
Beginning Cash Balance	\$674,627	\$464,198	(\$210,429)	(31.2%)
Projected Revenue	\$15,000	\$25,553	\$10,553	100.0%
Budgeted Expenditures	\$100,000	\$489,751	\$389,751	100.0%
Estimated Ending Cash Balance	\$589,627	\$0	(\$589,627)	(100.0%)

### *Cash Balance History*



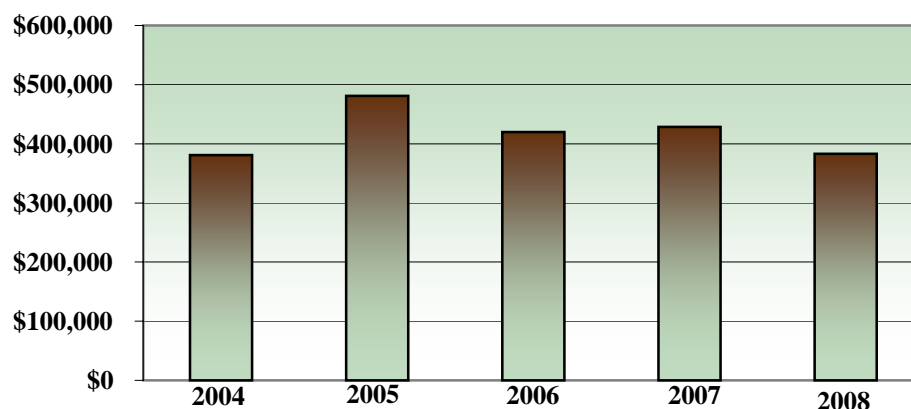
	<u>2007/2008</u>	<u>2008/2009</u>	<u>Increase/(Decrease)</u>	
	<u>Budget</u>	<u>Requested</u>	<u>Amount</u>	<u>Percent</u>
<b><u>Expenses</u></b>				
Training Facility	\$100,000	\$489,751	\$389,751	389.8%

## Capital Facilities

This fund was established to replace existing facilities. Sources of funding are interest earnings and transfers from the General Fund. The depreciated value of all facilities is normally transferred from the General Fund at the end of each fiscal year. The depreciation schedules should normally be reviewed every three years to allow for cost of living increases or other impacts that may affect the depreciation schedule. The goal level of this fund is the current depreciated value of the District's capital facilities.

	<u>2007/2008</u>	<u>2008/2009</u>	<u>Increase/(Decrease)</u> <u>Amount</u>	<u>Percent</u>
<b><u>Funds Available</u></b>				
Beginning Cash Balance	\$428,512	\$383,264	(\$45,248)	(10.6%)
Projected Revenue	\$12,855	\$179,800	\$166,945	1298.7%
Budgeted Expenditures	\$24,000	\$238,917	\$214,917	895.5%
Estimated Ending Cash Balance	\$417,367	\$324,147	(\$93,220)	(22.3%)

### *Cash Balance History*



	<u>2007/2008</u> <u>Budget</u>	<u>2008/2009</u> <u>Requested</u>	<u>Increase/(Decrease)</u> <u>Amount</u>	<u>Percent</u>
<b><u>Expenses</u></b>				
Overhead Door Replacement (2)	\$9,000	\$18,000	\$9,000	100.0%
Office Space Remodel	\$15,000	\$0	(\$15,000)	(100.0%)
HVAC (Station 15)	\$0	\$38,000	\$38,000	(100.0%)
Diesel Exhaust Extraction System (Station 18)	\$0	\$27,915	\$27,915	(100.0%)
Diesel Exhaust Extraction System (Station 19)	\$0	\$20,395	\$20,395	(100.0%)
Station Remodel (Station 18)	\$0	\$25,000	\$25,000	(100.0%)
Above Ground Fuel Storage Tank (Station 18)	\$0	\$22,000	\$22,000	(100.0%)
Mobile Heavy Equipment Lifts (8)	\$0	\$87,607	\$87,607	(100.0%)

***Total Capital Facilities Fund Budget***

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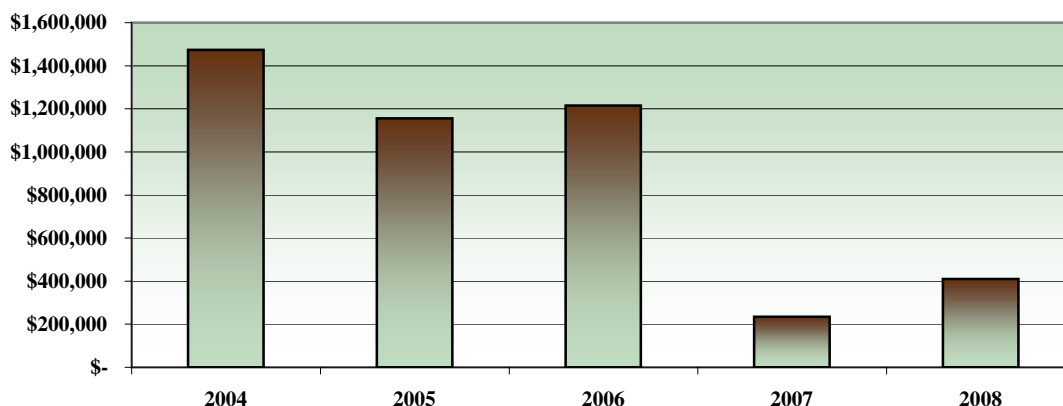
\$24,000	\$238,917	\$214,917	90.0%
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## Vehicle Depreciation and Replacement

This fund was established to replace existing staff vehicles and emergency apparatus. Sources of funding are interest earnings and transfers from the General Fund. The depreciated value of all vehicles is transferred from the General Fund annually. The Board of Directors adopts, reviews and, when necessary, modifies the emergency apparatus and staff vehicle plans. The depreciation schedules should normally be reviewed every three years to allow for cost of living increases and other impacts that may affect the needed deposits in this fund. The goal level of this fund is the current depreciated value of the District's vehicle fleet.

	<u>2007/2008</u>	<u>2008/2009</u>	<u>Increase/(Decrease)</u> <u>Amount</u>	<u>Percent</u>
<b><u>Funds Available</u></b>				
Beginning Cash Balance	\$233,992	\$410,544	\$176,552	75.5%
Projected Revenue	\$302,367	\$477,590	\$175,223	58.0%
Budgeted Expenditures	\$161,500	\$40,000	(\$121,500)	100.0%
Estimated Ending Cash Balance	\$374,859	\$848,134	\$473,275	126.3%

### *Vehicle Replacement Fund*



	<u>2007/2008</u> <u>Budget</u>	<u>2008/2009</u> <u>Requested</u>	<u>Increase/(Decrease)</u> <u>Amount</u>	<u>Percent</u>
<b><u>Expenses</u></b>				
Expedition - Grant Match	\$18,000	\$0	(\$18,000)	(100.0%)
Pierce Fire Apparatus (withheld amount)	\$25,000	\$0	(\$25,000)	(100.0%)
Equipment - New Fire Apparatus	\$118,500	\$0	(\$118,500)	(100.0%)
Equipment - Buy-Out Leased Expedition	\$0	\$40,000	\$40,000	100.0%

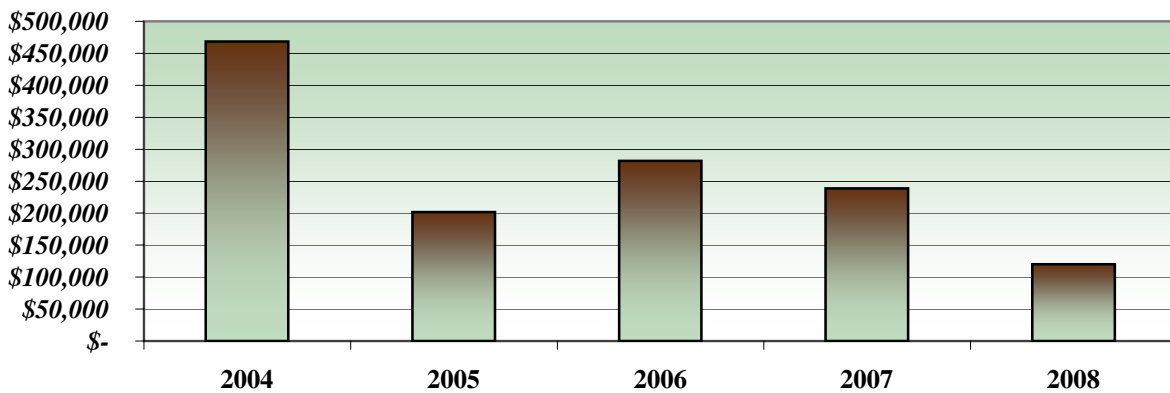
<b><i>Total Vehicle Depreciation Fund Budget</i></b>	\$161,500	\$40,000	(\$121,500)	(75.2%)
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## Fire Mitigation Fee

The County of San Diego established this fund. Sources of funding consist of interest earnings and fire mitigation fees collected by the County for all types of new construction. The District must receive approval from the County's Fire Mitigation Fee Review Committee prior to the expenditure of this fund. All funds from this account are transferred to the General Fund at the end of each fiscal year until the District pays off its lease revenue bonds. After that, expenditures shall be made according to District and County policy.

	<u>2007/2008</u>	<u>2008/2009</u>	<u>Increase/(Decrease)</u>	
			<u>Amount</u>	<u>Percent</u>
<b><u>Funds Available</u></b>				
Beginning Cash Balance	\$0	\$0	\$0	0.0%
Projected Revenue	\$200,000	\$181,363	(\$18,637)	(9.3%)
Budgeted Expenditures	\$161,500	\$181,363	\$19,863	12.3%
Estimated Ending Cash Balance	\$38,500	\$0	(\$38,500)	(100.0%)

### *Fire Mitigation Fees Historical Collection*



	<u>2007/2008</u>	<u>2008/2009</u>	<u>Increase/(Decrease)</u>	
	<u>Budget</u>	<u>Requested</u>	<u>Amount</u>	<u>Percent</u>
<b><u>Expenses</u></b>				
U.S. Bank & Trust (June - Interest Payment)	\$179,388	\$171,363	(\$8,025)	(4.5%)
Mapping Updates (Lynx Technologies)	\$10,000	\$10,000	\$0	0.0%

***Total Fire Mitigation Fund Budget***

71	\$189,388	\$181,363	(\$8,025)	(4.2%)
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# Grants



## *Grants*

### **Grants**

Federal Emergency Management Agency (FEMA)	\$258,818
State Homeland Security	\$26,000
Urban Area Security Initiative	\$695,182
Service Authority for Freeway Emergencies (SAFE)	\$20,000
Fireman's Fund	\$0
Grossmont Hospital Healthcare	\$0

***Total Grants Budget***