

REPORTS

8. Committee Reports
9. Directors' Reports
10. Chief's Report
11. Association of San Miguel Chief Officers Communications
12. Association of San Miguel Firefighters Communications
13. Correspondence

CLOSED SESSION AGENDA ITEMS

14. Closed Session – Conference with Legal Counsel – Potential Litigation
(Subdivision (b) of §54956.9 of the Government Code) – Number of Cases: 1
15. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Employee Organization: Association of San Miguel Firefighters IAFF Local 1434
16. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Employee Organization: Chief Officer's Association of San Miguel
17. Closed Session – Public Employee Performance Evaluation (Government Code §54957)
Contract Title: Fire Chief
18. Closed Session – Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiator: Joseph Sanchez
Contract Title: Fire Chief

ACTION PLAN RECAP

NEXT MEETING – Regular Meeting, October 13, 2021, 5:30 pm, District Headquarters

ADJOURNMENT

**San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, August 11, 2021, 5:30 pm**

MINUTES

President McKenna called the meeting to order at 5:34 pm.

BOARD MEMBERS PRESENT Directors McKenna, Muns, Nelson, Pierce, Raddatz, and Robles

BOARD MEMBERS ABSENT Director Ek

STAFF PRESENT Fire Chief Brainard, Administrative Officer/Finance Officer Harris, and Administrative Assistant Rians

APPROVAL OF AGENDA

By Board Consensus, the agenda was approved.

The Agenda for the Regular Meeting of August 11, 2021, was posted at District Headquarters on Friday, August 6, 2021, at 5:00 pm.

Soon-to-be Director Harry Muns led the Pledge of Allegiance.

PUBLIC COMMENT

None

SWEARING IN CEREMONY, SUPERVISOR JOEL ANDERSON

New Directors Harry Muns (Division 3/At Large) and Christopher Pierce (Division 4/By Division)

END OF THE YEAR DISTRICT UPDATE

The Fire Chief provided an End of Year District Update which covered Department Performance Measures, a 3-year Work Plan, Fiscal Planning, Succession Planning, and Strategic Planning. The Chief's PowerPoint presentation is available for anyone interested.

CONSENT AGENDA ITEMS

Upon a motion by Director Nelson, second by Director Raddatz, and vote (unanimously in favor with Director Ek absent), the Consent Agenda was approved.

1. Approve the Minutes: Regular Meeting of July 14, 2021
Special Meeting of July 29, 2021
2. Approve Board Member Stipend Payments.
3. Receive and File Quarterly Investment Report in Accordance with California Government Code.
4. Credit Card Expenditures Review – The Board of Directors will review credit card expenditures of the Fire Chief and Administrative Officer/Finance Officer.
5. Review Quarterly Employee Reimbursement Report.
6. Resolution 21-13 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Adopting the 2021/2022 Salary Schedule.

ACTION AGENDA ITEMS

7. Election of the Board Officers – The Board will elect Board Officer position of Secretary pursuant to Board Policy Manual item 2.1.

President McKenna nominated Director Robles for Board Secretary, and he accepted the nomination.

Upon a motion by Director McKenna, second by Director Raddatz, and vote (unanimously in favor with Director Ek absent), the Board elected Director Robles to serve as Board Secretary.

8. Board Committee Selections – The Board President will make committee selections for the remainder of the 2021 calendar year due to recent vacancies on the Board.

Amendments:

- | | |
|--------------------------|--|
| Heartland Communications | – Director Muns (Nelson) |
| CSDA, San Diego Chapter | – Director Pierce |
| CSA 69 | – Director Raddatz (Muns) |
| Finance | – Directors Nelson, Raddatz, Robles (Pierce) |

Upon a motion by Director Nelson, second by Director Pierce, and vote (unanimously in favor with Director Ek absent), the Amended Officers and Commission/Committees was approved.

9. Public Hearing – The Board of Directors will conduct a public hearing and may adopt Resolution 21-14 Fire Mitigation Fee Program FY 2021-22 Capital Improvement Plan.

President McKenna opened the Public Hearing at 6:47 pm. With no public comment, President McKenna closed the Public Hearing at 6:47 pm.

Upon a motion by Director Raddatz, second by Director McKenna, and vote (unanimously in favor with Director Ek absent), Resolution 21-14 was adopted.

REPORTS

10. Committee Reports

Director Raddatz, who is now the District's primary representative for CSA 69 committee following Director Vacio's resignation, attended the committee meeting. Director Raddatz deferred discussion to Fire Chief Brainard, as he has a better overall understanding of the committee at this point. Chief Brainard shared that CSA 69 is a County Service Area covering parts of Lakeside, Santee, and Bostonia. The County is looking to dissolve CSA 69 into Lakeside and Santee. Chief Brainard shared this will be a LAFCO process that is slated for completion by July 1, 2022. Updates to follow as they become available, but dissolution of CSA 69 would have no fiscal impact to the District.

Director Nelson commented that he attended the Heartland Communications committee meeting and noted that he toured the facility and shared that the dispatch center will be moving upstairs.

11. Directors' Reports
None

12. Chief's Report Highlights
 - Action Plan Recap from July 14, 2021, Board Meeting

- Update from the Finance Committee provided in Agenda Item #17
- Action Plan Recap from July 29, 2021, Board Meeting
 - No items from this meeting
- COVID / Delta
 - Fire and EMS currently not in Public Health group required to vaccinate
 - 2 recent employee isolations
 - Station protocols remain unchanged
 - 15-minute antigen test followed by PCR if symptoms or close contact
 - Public Health Lab results take 24-48 hours, which was previously 6 hours for lab results
- Vaccinations – State may make it mandatory for EMTs and Paramedics
- ARPA Reimbursement Process
 - Timeframe of expenses is from March 2021 – June 2024
 - Expenses prior to March 2021 will not be covered
 - Evolving submission process through the County of San Diego
 - Eligible submissions are currently being discussed
- Central Zone on draw down for Strike Teams/Strike Team Leaders, Single Resource and Overhead assignments
- CSA 69 Dissolution was discussed under agenda item #10, Committee Reports
- Significant Incidents
 - 3 Strike Team Units assigned to the Dixie Fire
 - 2 OES Type 1 & 3 Local Govt Type 3 Strike team
 - 1 Strike Team Leader for OES Strike Team assigned to the Dixie Fire
 - OES Type 3 had a near miss burn over
 - July 17 – 10707 Jamacha – Fatal Structure Fire
 - July 20 – 630 Felicita – RV / Structure Fire
 - July 21 – Large Vehicle Fire w HazMat spill
 - August 6 – 9849 Campo Rd Second alarm structure illegal marijuana dispensary
 - August 7 – Hiker rescue SMG mountain using Aerial Support To Regional Enforcement Agencies (Astrea)
 - August 10 – Large gas line break caused evacuation of homes

13. Association of San Miguel Chief Officers Communications

Acting Training Battalion Chief Rodeheaver shared that San Miguel has three apparatus assisting on the Dixie Fire. He also spoke about two significant incidents, including a fatal mobile home fire, and a 2-alarm commercial fire caused by a generator running in an illegal marijuana dispensary. Five newly hired Firefighter Paramedics completed their mini-Academy and are now working as probationary firefighters. An exam process was completed the week of August 2, 2021, for Battalion Chief and a Fire Captain exam is scheduled for October (which is the District's first recruitment allowing lateral and open competitive applicants). A Fire Engineer exam is taking place the week of August 16, 2021, which Battalion Chief Quinlan has done a substantial amount of work in preparing.

14. Local 1434 San Miguel Firefighters Communications

Captain Grogger introduced himself to the new Directors and shared that Local 1434 is offering support to Lakeside following the death of one of their firefighters. Captain Grogger also shared that the Local is supporting between eight and nine San Miguel employees currently out on workers

compensation. Local 1434 is participating in the annual Octoberstache fundraiser. Captain Grogger extended gratitude to the Board for approving the cost of the Wellness program – the thorough physical exam may provide early detection of medical issues. Lastly, Captain Grogger asked that the Local be included in conversations regarding mandating COVID vaccines.

15. Correspondence

None

INFORMATIONAL AGENDA ITEMS

16. Quarterly Financial Update

Administrative Officer/Finance Officer Harris addressed the Board and shared revenue exceeded expenditures for Fiscal Year 2020/2021. She noted that the District's vision of *Service Beyond Expectations* reaches beyond the exceptional EMS service our personnel provide to our citizens and those visiting the communities within our District. The Board of Directors and Staff are bringing new insight into the management of finances and, with that, created a purpose and a plan for the District.

Property taxes were certified by the County of San Diego reflecting a 3.72% increase over the last year. CalPERS reported a preliminary 21.3% investment return for Fiscal Year 2020/2021. Per their investment policies, this triggered a reduction in the discount rate moving it from 7% to 6.8%. Administrative Officer/Finance Harris stated that these changes will be discussed in the pension analysis and during the Board Workshop.

17. Finance Committee Update

Directors Raddatz (chair), Nelson, and Robles shared a collective update from the Finance Committee. The Finance Committee strives to take a hard look at numbers so they can bring recommendations, based on substantial research and discussion, back to the full board. Recent discussions have included needs in facilities, CalPERS unfunded liability, generating revenue including cost recovery and grants, and cash on hand.

Director Raddatz shared that he would like a Board Workshop pertaining to finances, as well as increase the Chief's spending authority from \$25,000 to \$75,000 with Board President notification.

CLOSED SESSION AGENDA ITEMS

President McKenna adjourned the meeting to Closed Session at 8:06 pm.

18. Closed Session – Conference with Legal Counsel – Settlement of Workers Compensation Claim (Subdivision (b) of §56956.95 of the Government Code)

Claimant: Herman R. Clark

Case No.: ADJ12439130 (DOI: CT 10/25/95 – 7/25/19)

Case No.: ADJ12438676 (DOI: 7/28/18)

19. Closed Session – Public Employee Discipline/Dismissal/Release/Reassignment (Government Code §54957) (2)

20. Closed Session – Public Employee Performance Evaluation (Government Code §54957)

Contract Title: Fire Chief

21. Closed Session – Conference with Labor Negotiator (Government Code §54957.6)

Agency Negotiator: Joseph Sanchez

Contract Title: Fire Chief

President McKenna reconvened the meeting to Open Session at 10:16 pm and reported out the Board's unanimous decision to reject an employee request for Leave of Absence.

ACTION PLAN RECAP

- Schedule a Board Workshop regarding finances
- Future agenda – Increase Chief's spending limit
- CSA 69 application to Muns (alternate)

The next Board Meeting will be a Regular Meeting, September 8, 2021, 5:30 pm, District Headquarters

President McKenna adjourned the meeting at 10:17 pm.

Prepared and Submitted by:
Shayna Rians
Board Recording Secretary

**San Miguel Consolidated Fire Protection District
Special Meeting of the Board of Directors
Thursday, September 2, 2021, 4:00 pm**

MINUTES

President McKenna called the meeting to order at 4:21 pm.

BOARD MEMBERS PRESENT Directors McKenna, Muns, Pierce, and Robles

BOARD MEMBERS ABSENT Directors Ek, Nelson and Raddatz

STAFF PRESENT Fire Chief Brainard and Administrative Assistant Rians

APPROVAL OF AGENDA

By Board Consensus, the agenda was approved.

The Agenda for the Special Meeting of September 2, 2021, was posted at District Headquarters on Friday, August 27, 2021, at 5:00 pm.

Director Robles led the Pledge of Allegiance.

PUBLIC COMMENT

None

NEW DIRECTOR ONBOARDING

Joseph Sanchez, the District's Legal Counsel from BB&K, presented two PowerPoint presentations:
New Board Member Orientation
Public Officials Sexual Harassment Prevention Training

ACTION PLAN RECAP

None

The next Board Meeting will be a Regular Meeting, September 8, 2021, 5:30 pm, District Headquarters

President McKenna adjourned the meeting at 8:17 pm.

Prepared and Submitted by:

Shayna Rians

Board Recording Secretary



San Miguel Fire & Rescue

Service Beyond Expectations

Staff Report

Date: September 8, 2021
To: Board of Directors
From: Shayna Rians, Administrative Assistant
Subject: Board Member Stipend Payments

Background

Effective January 1, 2015, a formal payment procedure was established to pay board members their monthly meeting stipends. To initiate the payment process, a stipend form for board meetings, training, and local meetings/events will be submitted.

Recommendation

Approve the attached board member monthly meeting stipend forms for August 2021.

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Theresa McKenna

Month/Year: August 2021

Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
08/11/21	Prepare for and Attend Regular Board Meeting	\$173.25	x
TOTAL MEETING STIPEND		\$0.00	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			0	\$0.00

Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

Section IV - Summary

Signature: _____ Date: _____	<table border="1" style="width: 100%;"> <tr><td>Total Stipend Paid:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Expense Claim:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Mileage:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Amount Due:</td><td style="text-align: right;">\$0.00</td></tr> </table>	Total Stipend Paid:	\$0.00	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$0.00
Total Stipend Paid:	\$0.00								
Total Expense Claim:	\$0.00								
Total Mileage:	\$0.00								
Total Amount Due:	\$0.00								
Approved at Board Meeting on: <u>9/8/2021</u>									

MAXIMUM OF 4 MEETINGS PAID PER MONTH

Forms are due the 1st of each month

Please submit to Shayna Rians

srians@sanmiquelfire.org

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Harry Muns

Month/Year: August 2021

Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
08/11/21	Prepare for and Attend Regular Board Meeting	\$173.25	x
TOTAL MEETING STIPEND		\$0.00	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			0	\$0.00

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Total Mileage:	\$0.00								
Total Amount Due:	\$0.00								
Approved at Board Meeting on: <u>9/8/2021</u>									

MAXIMUM OF 4 MEETINGS PAID PER MONTH

Forms are due the 1st of each month

Please submit to Shayna Rians

srians@sanmiquelfire.org

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Christopher Pierce

Month/Year: August 2021

Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
08/11/21	Prepare for and Attend Regular Board Meeting	\$173.25	
TOTAL MEETING STIPEND		\$173.25	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			0	\$0.00

Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

Section IV - Summary

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Total Mileage:	\$0.00								
Total Amount Due:	\$173.25								
Approved at Board Meeting on: 9/8/2021 _____									

MAXIMUM OF 4 MEETINGS PAID PER MONTH

Forms are due the 1st of each month

Please submit to Shayna Rians

srians@sanmiquelfire.org

San Miguel Consolidated Fire Protection District

Board Member Monthly Meeting Stipend Form

Name: Kim Raddatz

Month/Year: August 2021

Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
08/11/21	Prepare for and Attend Regular Board Meeting	\$173.25	x
08/30/21	Finance Committee	\$100.00	x
TOTAL MEETING STIPEND		\$0.00	

Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
TOTAL MILES			0	\$0.00

Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

Section IV - Summary

Signature: _____ Date: _____	<table border="1" style="width: 100%;"> <tr> <td>Total Stipend Paid:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total Expense Claim:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total Mileage:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total Amount Due:</td> <td style="text-align: right;">\$0.00</td> </tr> </table>	Total Stipend Paid:	\$0.00	Total Expense Claim:	\$0.00	Total Mileage:	\$0.00	Total Amount Due:	\$0.00
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Approved at Board Meeting on: 9/8/2021 _____									

MAXIMUM OF 4 MEETINGS PAID PER MONTH

Forms are due the 1st of each month

Please submit to Shayna Rians

srians@sanmiquelfire.org



San Miguel Fire & Rescue

Service Beyond Expectations

Finance Committee Report

Date: September 8, 2021
To: Board of Directors
From: Finance Committee
Subject: Revision to Finance Policy 102 – Procurement Policy 102.11

Background

Per Procurement Policy 102.11, authorization requirements are established for review and approval of requests for purchases for single items as followed:

1. Up to and including \$10,000 – Purchasing Officer
2. Over \$10,000, up to but not exceeding \$25,000 – Fire Chief
3. Over \$25,000 Board of Directors
4. Emergency – Whenever the Board of Supervisors for the County of San Diego has proclaimed a local emergency, the District Board of Directors may direct the Purchasing Officer to engage independent contracts to perform services, related to the local emergency, for the District and its officers, with or without the furnishing of materials, yet within the amounts the District Board may establish.

Discussion

The Fire Chief discussed with the Board of Directors the limiting effects a minimum of \$25,000 threshold has on the day-to-day operations of purchasing after they have been approved in the budget. Waiting for a Board Meeting in order to move forward with certain purchases creates delays in the procurement process that may have impacts to efficiently operating.

Fiscal Impact

None; allows the Fire Chief to approve up to and including \$75,000 for expenses that are in accordance with the procurement policy.

Recommendation

Approve the revised language of Finance Policy 102 – Procurement Policy 102.11

Procurement Policy – 102.11

It is the policy of the District to obtain all supplies, equipment, and services at the lowest cost to the District consistent with quality and availability of the items at the time of purchase. In conforming to this policy, cost and required delivery time will be considered.

- A. **Purchasing Officer and Purchasing Agents**
The Administrative Officer/Finance Officer is the designated Purchasing Officer for the District. The Purchasing Officer may designate, in writing, one or more Purchasing Agents to make specific purchases of supplies and equipment independently. Each Purchasing Agent shall report periodically to the Purchasing Officer.

- B. **Dollar Guidelines**
Competitive bids, quotations or proposals are solicited in accordance with the following guidelines for single item purchases:
 - 1. Over \$5,000, up to and including \$10,000 – One verbal quote is required.
 - 2. Over \$10,000, up to but not exceeding \$25,000 – Solicitation of three written quotes is required.
 - 3. Over \$25,000 – Formal competition, with exceptions for sole source and emergency as determined by the Fire Chief/Board of Directors.

- C. **Authorization Required for Purchases**
The following thresholds are established for review and approval of requests for purchases for single items:
 - 1. Up to and including \$10,000 – Purchasing Officer.
 - 2. Over \$10,000, up to but not exceeding \$~~25~~75,000 – Fire Chief.
 - 3. Over \$~~25~~75,000 – Board of Directors.
 - 4. Emergency – Whenever the Board of Supervisors for the County of San Diego has proclaimed a local emergency, the District Board of Directors may direct the Purchasing Officer to engage independent contractors to perform services, related to the local emergency, for the District and its officers, with or without the furnishing of materials, within the amounts the District Board may establish.

D. Procurement Practices

All Purchasing Agents are responsible for ensuring all procurements of supplies, equipment, and services are conducted consistent with District policies and procedures. It is important that all procurements be handled in a fair, open, and ethical manner. Each District employee shares the responsibility for maintaining the public trust.

1. Informal Bids – When quotations are sought for goods and services of a standard nature, or when specifications are simple and complete, an informal price inquiry bid form will be sent to approved vendors by the purchasing agents.
2. Formal Bids – Bids requiring major services and/or goods and services estimated in excess of \$25,000 shall be designated as a “formal bid” by the Board of Directors. Such bids are normally publicly opened and read. However, the purchasing agent may note in the Request for Proposal that no public bid opening will be held if the proposals are expected to be complex and/or require committee review.
3. Informational Price Inquires – Upon request, the purchasing agent will handle price inquiries for informational purposes. The purpose of such an inquiry is to research the market or attempt to acquire budgetary pricing.
4. Request for Proposal – The request for proposal is part of a competitive procurement process that helps to serve the best interests of the District. It also provides companies with a fair opportunity for their services or support to be considered. The process of competitive negotiation may be used and should not be confused with the different process of competitive sealed bidding. The latter process usually is used when the goods or services being procured can be precisely described and price is generally the determinative factor. With competitive negotiation, however, the price is not required to be the determinative factor, although it may be. The District, therefore, has the flexibility it needs to negotiate with companies to arrive at a mutually agreeable relationship.

San Miguel Fire & Rescue – Policy Manual

Finance – 102

5. Waiver of Competitive – Competitive bidding requirements may be waived for the purchase and/or lease of equipment, materials, supplies, and services in the following instances:
 - a. Whenever the Board of Directors has determined that an emergency exists requiring such action.
 - b. Whenever, in the judgment of the Purchasing Officer, it is deemed impossible or impractical to obtain more than one bid because the product is a used item or a single source item, or for any other sufficient economic reason.
 - c. The following services do not require competitive bidding:
 1. Legal services
 2. Employment services
 3. Consulting services
 4. Advertising services

6. Errors in Bids or Quotations – Vendors are responsible for the accuracy of their quoted prices. In the event of a discrepancy between a unit price and its extension, the unit price will govern. Quotations can be amended or withdrawn by the bidder up to the bid opening date and time. After that time, in the event of an error, bids cannot be amended but can be withdrawn prior to acceptance of the bid. After an order has been issued, no bid can be withdrawn or amended unless the Purchasing Officer considers the change to be in the District's best interest.

~~6-7.~~ Splitting of purchases to stay within the thresholds established is strictly prohibited.

- E. Awarding of Bids
The District's policy on awarding contracts is based on the concept of the lowest, most responsive and responsible bid.
- F. Rejection of Bids
The Purchasing Officer reserves the right to reject any or all bids whenever the best interest of the District will be served by so doing.

San Miguel Fire & Rescue – Policy Manual

Finance – 102

- G. **Sole Source**
Sole source justification is needed when the item(s) requested must match or inter-relate with existing equipment to maintain standardization, or when continuity of service is required, or the item or service is unique or has unique features which make it the only one to meet requirements.
- H. **Cooperative Purchasing**
For increasing efficiency and/or reducing administrative expenses, the District may join and participate in cooperative procurement agreements with one or more other public bodies or agencies in the United States.
- The District may participate in or purchase goods and services through contracts awarded by other governmental bodies when the contract is based on competitive principals.
- I. **Advertising**
Advertising for supplies, equipment, and services over \$25,000 is not mandatory although advertising may be accomplished through a newspaper announcement, a posting to the District's web page, or via other professional groups if determined to be in the best interest of the District.
- J. **Gifts and Gratuities**
It is the policy of the District to decline personal gifts or gratuities relating to the purchasing function. District employees and their families may not accept personal gifts or gratuities from any current or potential supplier of supplies, equipment, and services. Failure to abide by this policy may be cause for disciplinary action which may result in termination.

Adopted: September 8, 2021

Board President

Recording Secretary



San Miguel Fire & Rescue

Service Beyond Expectations

Fire Chief Report

Date: September 8, 2021
To: Board of Directors
From: Criss Brainard, Fire Chief
Subject: Fiscal Year 2021/2022 Proposed Final Budget Adoption

Background

Per California Government Code, final budget adoption must occur by September 30th of each year. On June 9, 2021, the Board of Directors adopted the Fiscal Year 2021/2022 Preliminary Budget.

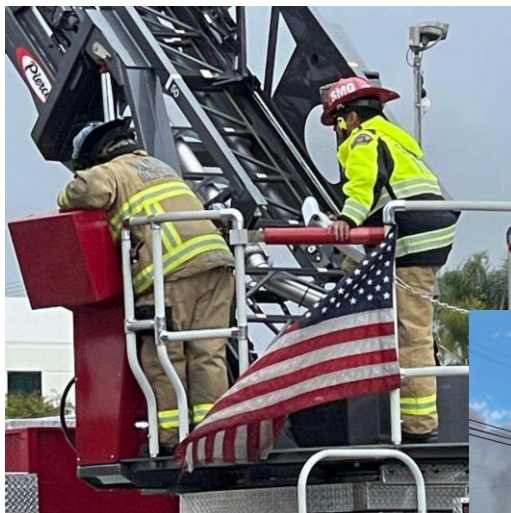
Discussion

On August 30, 2021, the Finance Committee reviewed the Proposed Final Budget. The Finance Committee discussed the budget in length, focusing on some increases, pension liabilities, and the Reserve Fund balances.

Attached are the budget documents for the Board of Directors review and discussion prior to the adoption of the District's Fiscal Year 2021/2022 Final Budget.

Recommendation

Adopt the Fiscal Year 2021/2022 Final Budget.



SAN MIGUEL



FIRE & RESCUE

Service Beyond Expectations

Fiscal Year 2021/2022

Proposed Final Budget



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Board of Directors

As an independent Fire District, San Miguel Fire & Rescue is governed by a 7-member Board of Directors. The Board of Directors are elected by the voters of the District. The Board recognizes excellent fiscal planning as a key factor in attaining the District's goals and priorities.

Our current Directors are:



Jim Ek



Theresa McKenna
Board President



Harry Muns



Kim Raddatz



Christopher Pierce



Jesse Robles
Secretary



Jeff Nelson
Vice President



Fire Chief's Message

I am very proud to present our Fiscal Year 2021/2022 Final Budget. We have reached many milestones over the last four years and this fifth budget since returning to a stand-alone fire district is fiscally responsible, provides funding for our Strategic Plan objectives, and most importantly is sustainable. Every San Miguel Fire & Rescue team member plays an active role in effectively and efficiently running this department and our community members are being served with our vision in mind.

SERVICE BEYOND EXPECTATIONS

OUR VISION



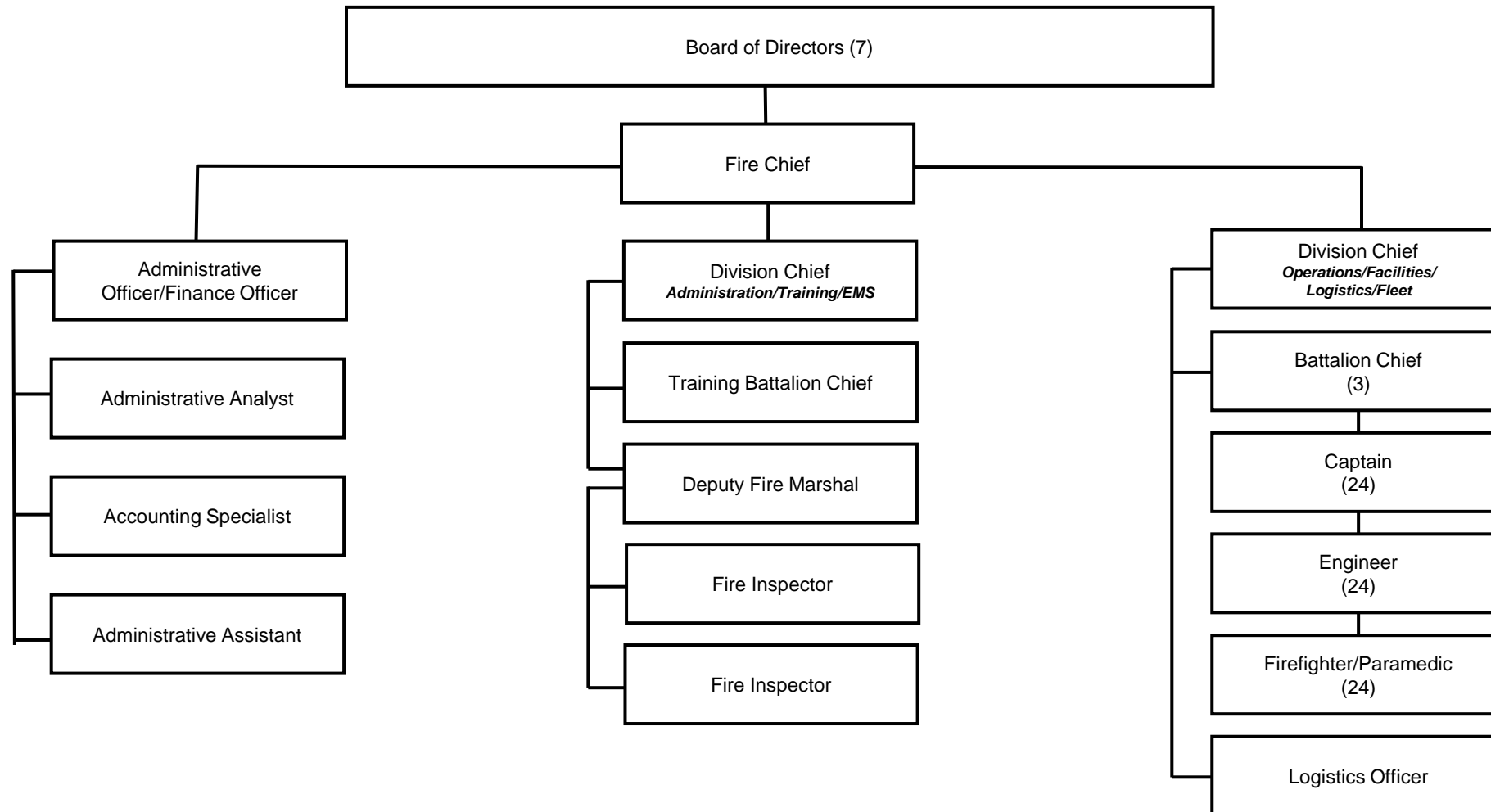
OUR MISSION

Service Beyond Expectations

*Dedicated Professionals
committed to excellent service
with compassion and pride,
providing for the health and
safety of the communities we
serve.*



Organizational Chart





Budget Overview

San Miguel Fire & Rescue adheres to California Code,
Government Code - GOV § 61110

Follow all local, state, and federal guidelines and Generally Accepted Accounting Principles & Governmental Accounting Principles

Must break out certain expenditures by category

- *Salaries & Benefits*
- *Capital Outlay*
- *Services and Supplies*
- *Designated Reserves*

Preliminary must be approved by June 30 of each year & final adoption must be completed at a regularly scheduled meetings with a hearing by October 1 of each year

FY 2021/2022 budget process included a budget review with Administration, Operations, and Training Divisions.

For FY 2022/2023, the District is looking at forming a budget committee.

Budget Process Timeline



February
2021

April
2021

June
2021

August
2021

September
2021

Phase I

*Program templates
due to Finance &
first budget
committee review*

Phase II

*Draft preliminary
budget submitted
to Finance
Committee for
review*

Phase III

*Preliminary
Budget adopted
and Fiscal Year
closeout
completion*

Phase IV

*Revenue
Forecasting
completed.
Projections
reviewed and
approved by Fire
Chief*

Phase V

*Final Budget
reviewed by
Finance
Committee &
approved by BOD*

Budget's Mission

To help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process.




Internal and external plan to allocate government resources toward the outcomes desired by the community, and the entity being served.

The District's Ultimate Budgetary Goal

Always Moving Forward

1. Establish Broad Goals
 - Broad goals that provide overall direction for the District and serve as a basis for decision making
 - The District develops the budget around the Strategic Plan and long-term planning
2. Develop Approaches to Achieve Goals
 - Specific policies, plans, programs, and management strategies define how it will achieve long-term goals
3. Develop a Budget Consistent with the approaches to achieve the goals
 - A financial plan that moves toward achievement of goals, within constraints, of available resources
4. Evaluate Performance and Make Adjustments
 - Program and financial performance should be monitored, and adjustments made, to encourage continuous progress





Reserves and Long-Term Forecasts

Reserve target is combined with long-term forecasts to monitor the big picture financial position.

- Operating Needs
- Debt Needs
- Capital Needs

The District's Goals:

1. Fiscal Stability and Vitality
2. Strong Community Connections
3. Sustainable Growth & Development
4. Quality of Life for Employees



Long-Term Financial Planning

The future depends on what we do in the present. Balancing the budget – a budget that is balanced isn't always one that represents a healthy spending plan. The District wants to have a sustainable budget that allows for service solvency levels that meet the community needs and are funded on an ongoing basis. Management continues to monitor our reserve funding levels and the Board of Directors are thinking ahead of the current fiscal year.

District's Long-Term Financial Plan in Action

Long-Term Financial Planning

- Combines financial forecasting with strategizing
- Parts of the long-term financial plan have been identified in the strategic plan
- Need to continue to build on the recession plan and incorporate it into the overall long-term plan

Forecasts are used to provide insight into future financial capacity so that strategies can be developed to achieve long-term sustainability while considering any financial challenges

- The District is currently implementing parts of its recession plan
 - Prioritizing Expenditures
 - Revenue Forecasting
 - Confronting a downturn of the economy early



Recession Planning

Beginning in Fiscal Year 2019/2020, the District took steps in implementing a recession plan. In working toward a fully implemented recession plan, the District completed the following in the last two years:

- Established priorities for each line item in the budget
- Began looking at priority numbers based on percentages of budget
 - It was identified that the budget consists of mostly priority 1 and 2 expenses, which is a risk that has been identified and will be looked at on how to address
- Completed a 3-year projected revenue document
- Established number of reserve funds for the District
 - Determined the minimum and maximum funding levels needs
 - Ongoing analysis is required when looking at funding levels of reserve accounts. These need to be reviewed on an annual basis to ensure we are meeting the needs of the communities we serve



Next Steps for Recession Plan

The District is working on a 10-year assumptions workbook that will allow management to create scenarios that include (potential) revenue decreases and the affect to our General Fund expenditures.

Staff will continue to analyze major liabilities for the District and the long-term affects of these liabilities.

Continue to review priorities and establish financial policies that discuss potential financial triggers that warrant Board notification.



Financials for Fiscal Year Ended June 30, 2021

San Miguel Fire & Rescue
Statement of Revenues and Expenses
For the Period Ending June 30, 2021
(Unaudited - Results Do Not Include All Year End Adjustments)

	YTD	Budget	YTD %	Prior YTD
1 Operating Revenues	\$ 24,369,905	\$ 23,832,840	102%	\$ 23,773,818
2 Non-Operating Revenues	2,712,210	1,281,504	212%	2,026,487
3 Total Revenues	27,082,115	25,114,344	108%	25,800,305
4 Total Expenses	(22,874,741)	(21,512,800)	106%	(20,354,450)
Net Income before				
5 Reserve Related Expenditures	\$ 4,207,374	\$ 3,601,544	117%	\$ 5,445,855
6 Total Reserve Revenues	887,850	-	-	507,409
7 Total Reserve Expenditures	(1,327,018)	(1,723,049)	77%	(926,357)
8 Increase (Decrease) in Fund Balance	\$ 3,768,206	\$ 1,878,495	201%	\$ 5,026,907

Preliminary - does not include all year end adjustments

No assurance is provided on these financial statements.

The financial statements do not include a statement of cash flows.

Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

San Miguel Fire & Rescue
Detail Statement of Revenues and Expenses
For the Period Ending June 30, 2021
(Unaudited - Results Do Not Include All Year End Adjustments)

Account Number	Description	YTD	Budget	YTD 100%	Prior YTD
1	Operating Revenues				
2	Property Taxes	\$ 21,730,382	\$ 21,195,273	103%	\$ 21,150,402
3	Benefit Assessments	2,639,523	2,637,567	100%	2,623,416
4	Total Operating Revenues	24,369,905	23,832,840	102%	23,773,818
5	Non-Operating Revenues				
6	AMR Contract and Other Miscellaneous	2,680,237	1,223,532	219%	1,969,820
7	Interest Income	31,973	57,972	55%	56,667
8	Total Non-Operating Revenues	2,712,210	1,281,504	212%	2,026,487
9	Total Revenues	27,082,115	25,114,344	108%	25,800,305
10	Operating Expenses				
11	Salaries and Benefits Costs				
12	Director Fees	15,128	20,000	76%	12,954
13	Director Benefits	27,774	27,700	100%	13,741
14	Employee Salaries	8,559,243	8,548,000	100%	7,749,414
15	Employee Overtime	3,406,488	1,790,600	190%	2,117,332
16	Employee Benefits	6,629,895	6,923,400	96%	5,726,872
17	Total Salaries and Benefits Costs	18,638,529	17,309,700	108%	15,620,313
18	Services and Supplies				
19	Professional Services	1,972,366	2,003,700	98%	1,786,812
20	Special District Expense	360,315	213,400	169%	464,350
21	Maintenance	534,204	530,200	101%	576,148
22	Insurance	691,399	625,000	111%	870,117
23	Equipment	287,530	446,900	64%	573,144
24	Utilities	253,054	197,800	128%	221,745
25	Supplies	70,813	71,400	99%	154,014
26	Personnel Development	27,557	74,300	37%	42,611
27	Rents and Leases	38,974	40,400	96%	45,194
28	Total Service and Supplies	4,236,212	4,203,100	101%	4,734,137
29	Total Expenses	22,874,741	21,512,800	106%	20,354,450
	Net Income before Reserve Related Activities	\$ 4,207,374	\$ 3,601,544	117%	\$ 5,445,855

Preliminary - does not include all year end adjustments

No assurance is provided on these financial statements.

The financial statements do not include a statement of cash flows.

Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

San Miguel Fire & Rescue
Detail Statement of Revenues and Expenses
For the Period Ending June 30, 2021
(Unaudited - Results Do Not Include All Year End Adjustments)

Account Number	Description	YTD	Budget	YTD 100%	Prior YTD
31	Fire Mitigation Revenue	\$ 328,815	\$ -	0%	\$ 169,486
32	Miscellaneous Reserve Revenue	446,739	-	0%	175,579
33	Interest Reserve Revenue	112,296	-	0%	162,344
34	Total Reserve Revenues	887,850	-	0%	507,409
35	Total Reserve Expenditures	1,327,018	1,723,049	77%	926,357
36	Increase (Decrease) in Fund Balance	\$ 3,768,206	\$ 1,878,495	201%	\$ 5,026,907

*YTD - Year to Date

Preliminary - does not include all year end adjustments

No assurance is provided on these financial statements.

The financial statements do not include a statement of cash flows.

Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

SAN MIGUEL FIRE & RESCUE

Financial Statement Analysis

June 2021 – 100% of Fiscal Year

Unaudited – Results Do Not Include All Year End Adjustments

Line 2 Taxes: Property taxes revenue ended the fiscal year higher than budget due to more delinquent taxes received than anticipated and increase in property taxes higher than projected. We are still finalizing this account.

Line 3 Benefit Assessments Revenue: Benefit assessment revenue ended the fiscal year right in line with budget.

Line 6 AMR Contract and Other Miscellaneous Revenue: This revenue includes plan check fees, inspection fees, AMR contract and rental fees of various facilities, and miscellaneous reimbursements. This account is over budget at 249% due to OES reimbursements that are not budgeted for, these reimbursements offset employee overtime for strike teams.

Line 7 Interest Income: The majority of interest revenues come from the County Investment Pool and the Public Agency Self Insurance System (PASIS). YTD (Year to Date) concluded under budget due to falling interest rates not anticipated in the budget.

Line 12 Director Fees: This account is for director fees for committee and board meetings. YTD ended under budget at 76% due to less meetings needed in the fiscal year.

Line 13 Director Benefits: This account is for the retired Board of Directors health benefits. YTD ended in line with budget.

Line 14 Employee Salaries: This category includes salaries and leave pay for all staff. YTD ended in line with budget.

Line 15 Employee Overtime: This account is for all employee overtime including operations, training, administration and strike teams. It is currently trending over budget at 190% due to strike teams being requested early in July, staff needed for COVID relief and the District partaking in the Operation Collaboration in the first quarter of the calendar year.

Line 16 Employee Benefits: This account is for employee benefits such as retirement, health insurance, uniform allowance and recertification. This account ended right in line with budget.

Line 19 Professional Services: This category is for professional services which includes financial audits, dispatching services, and apparatus contracts. YTD ended in line with budget.

Line 20 Special District Expense: This account includes publications and media, special district memberships, election costs, software upgrades and the lease bond payment for the administration building. This account ended the year over budget to the increased Great Plains software consultation and support needed not anticipated in the budget.

Line 21 Maintenance: This account is for maintenance of all equipment. YTD ended in line with budget.

Line 22 Insurance: This account is for general liability insurance, automobile/fleet insurance and workers compensation claims. Annual payments are made in July for liability and auto insurance, while workers compensation is a monthly payment based on open claims. YTD ended over budget due to more workers compensation claims than anticipated.

Line 23 Equipment: This account includes communication equipment, safety clothing, safety equipment and miscellaneous equipment. This account is on an as needed basis and ended the year under budget due to less equipment needed.

Line 24 Utilities: This account includes all utilities associated with all Fire & Rescue facilities, which ended the year over budget at 128% due to the budget being projected too low. There is now trend analysis for each utility account, which can better estimate budget in future years.

Line 25 Supplies: This account is for office, housekeeping and medical supplies for all stations and the administration building, which are purchased on a monthly basis. This account is ended the year in line with budget.

Line 26 Personnel Development: This account is for all training, conferences and seminars for all departments. This account ended under budget due to less training, travel and conferences due to COVID-19 restrictions.

Line 27 Rents and Leases: This account is for the lease of Station 19 and the copy machine in the administration building. This account ended the year in line with the budget.

Line 30 Net Income before Reserve Related Activities: This is Revenues minus Expenses. Overall, Fire and Rescue is showing a net revenue for fiscal year ended June 30, 2021.

Line 31 Fire Mitigation Revenue: This is the revenue received for fire mitigation in the reserve fund. This revenue is not budgeted for as it is variable each year and cannot be anticipated.

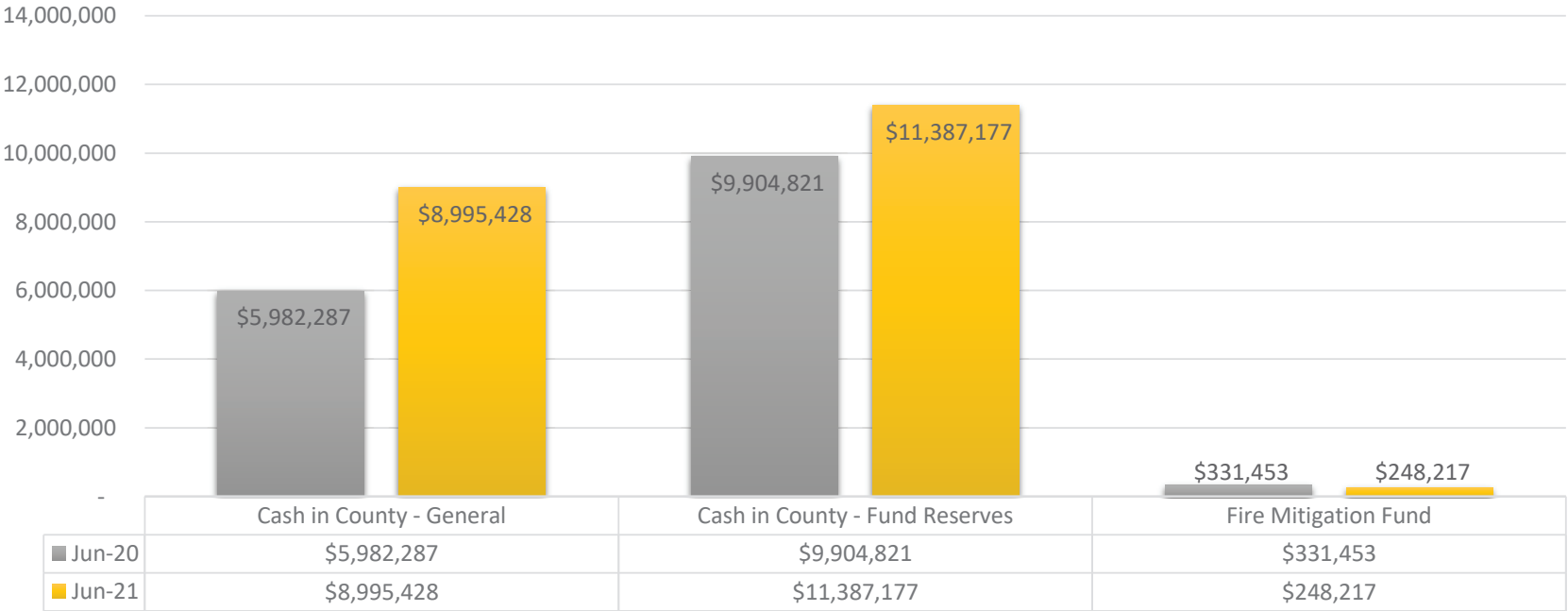
Line 32 Miscellaneous Reserve Revenue: This account records reimbursements for the use of the fire engines on strike teams on an as-needed basis.

Line 33 Interest Reserve Revenue: The majority of interest revenues come from the County Investment Pool and the Public Agency Self Insurance System (PASIS) related to reserve fund investments.

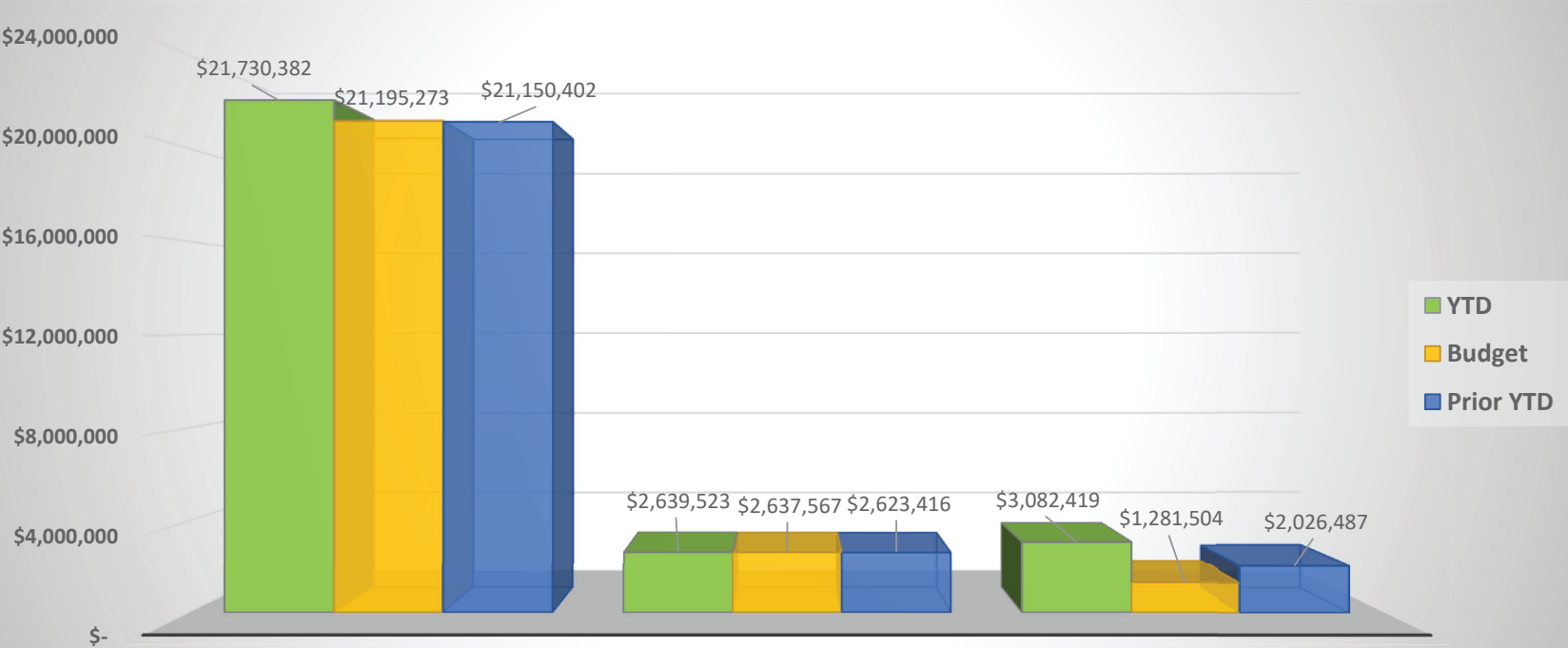
Line 35 Total Reserve Expenditures: This account is for Capital Expenditures from Reserve Funds. These funds are used towards replacement cycles on an as-needed basis. The District's current fiscal year budgeted projects are a new generator at one of the stations, a phone system upgrade, and radio replacements. No other capital expenditures are budgeted for due to the ongoing COVID-19 National Emergency.

Line 36 Increase or (Decrease) to Fund Balance: This is the increase or (decrease) to Fund Balance, including Operating and Reserve Fund changes. YTD ended over budget primarily due to increased OES reimbursements and unbudgeted reserve revenues in line 31-33.

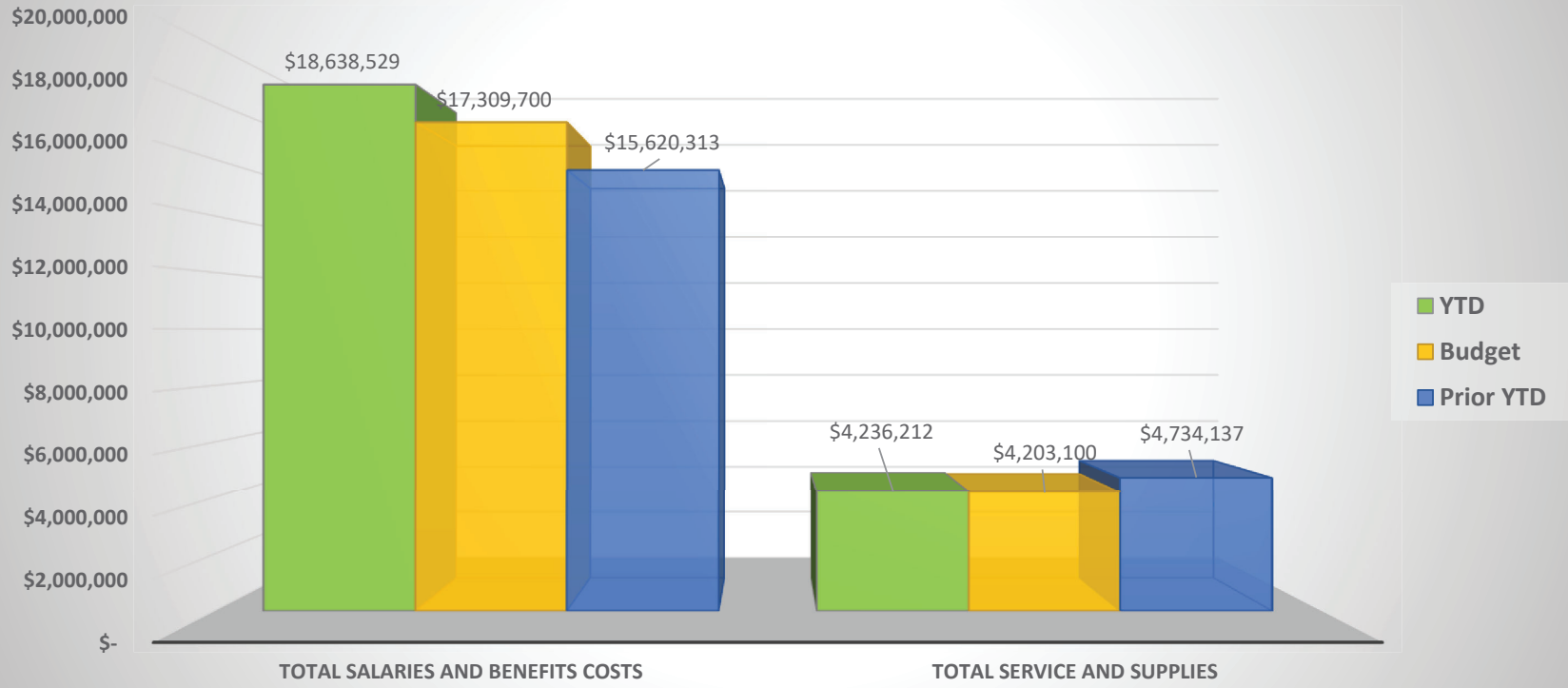
Cash And Investments



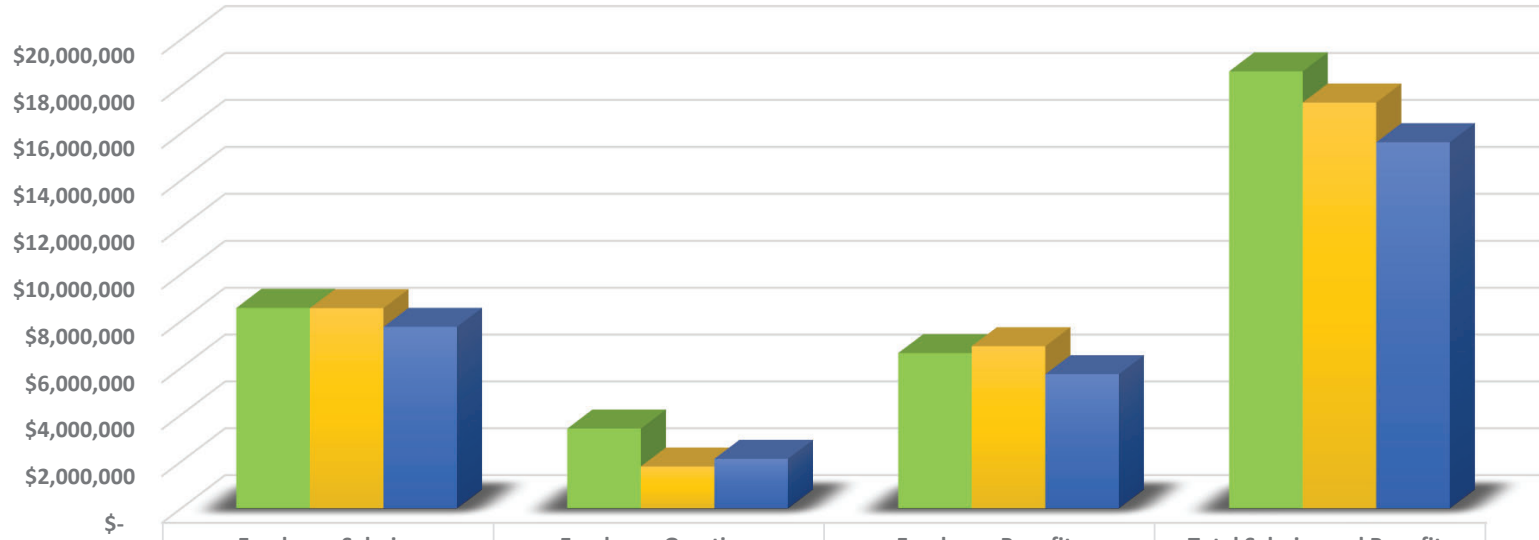
Revenues



Expenses



Personnel Costs



	Employee Salaries	Employee Overtime	Employee Benefits	Total Salaries and Benefits Costs
■ YTD	\$8,559,243	\$3,406,488	\$6,629,895	\$18,638,529
■ Budget	\$8,548,000	\$1,790,600	\$6,923,400	\$17,309,700
■ Prior YTD	\$7,749,414	\$2,117,332	\$5,726,872	\$15,620,313

Board Policies – Fund Management

The goal of the District's Fund Management Policy is to establish and maintain effective management of the District's financial resources. Each year, the prioritization of Reserve Funds are evaluated for the continued growth and sustainability of the District, including updating the minimums and maximums dollar amounts for each account. The District is currently working on updating the Board Fund Management policies with additional policies related to funding long-term liabilities.



District Reserve Funds by Priority

- Contingency
- Uncompensated Leave
- Workers' Compensation (est. 2018)
- Vehicle Replacement
- Capital Equipment
- Fixed Equipment
- Facilities Replacement/Renovation



District Funds

Fund Name	Fund Type	Fund Use	Funding Source	Goal Level (Minimum)	Goal Level (Maximum)
General Fund	Unassigned	Used to finance the ongoing, day-to-day operations of the District	Property taxes, interest earnings, and miscellaneous revenue	Beginning cash balance of \$500,000	N/A
Contingency	Assigned	Used to cover unexpected expenditures that may be necessary to fund Board approved expenses	Interest earning and transfers from the General Fund at the end of the year	25% of the General Fund	40% of the General Fund
Uncompensated Leave	Assigned	To fund the cash value of all employees' accrued annual and sick leave	Interest earning and transfers from the General Fund at the end of the year	100% of the previous June 30 book value of all leave credits	N/A
Workers' Compensation	Assigned	To cover SIR in the event of a serious claim	Interest earning and transfers from the General Fund at the end of the year	\$100,000	\$300,000
Vehicle Replacement	Assigned	To replace existing emergency apparatus and staff vehicles	Interest earning, transfers from the General Fund at the end of the year and out-of-county engine reimbursements	\$800,000	\$2,550,000
Capital Equipment	Assigned	Cover the cost of purchasing capital equipment (breathing apparatus, radios, mobile data computer, etc.)	Interest earning and transfers from the General Fund at the end of the year	\$500,000	Anticipated cost of capital equipment determined by replacement schedule
Fixed Equipment	Assigned	To cover the cost of ongoing fixed equipment replacement (HVAC, vehicle exhaust systems, etc.)	Interest earning and transfers from the General Fund at the end of the year	\$500,000	\$750,000
Facilities	Assigned	To replace/restore existing facilities	Interest earnings, Fire Mitigation Fees, CSA 115 funds, and transfers from the General Fund at the end of the year	\$1,000,000	\$5,000,000

Budget Discussion



The District has multiple funds that keep designations for public money organized and transparent. Each major division has a line-item budget that tracks every dollar spent for personnel, operating, and equipment costs (broken down further into more detail by program).

The District has been working to improve its local government budgeting, moving toward the best practices of California Special Districts Association (CSDA) Government Finance Officers Association (GFOA). Establishment of a budget that follows these recommended budget practices allows the budget process to be consistent with our goals, policies, and plans.

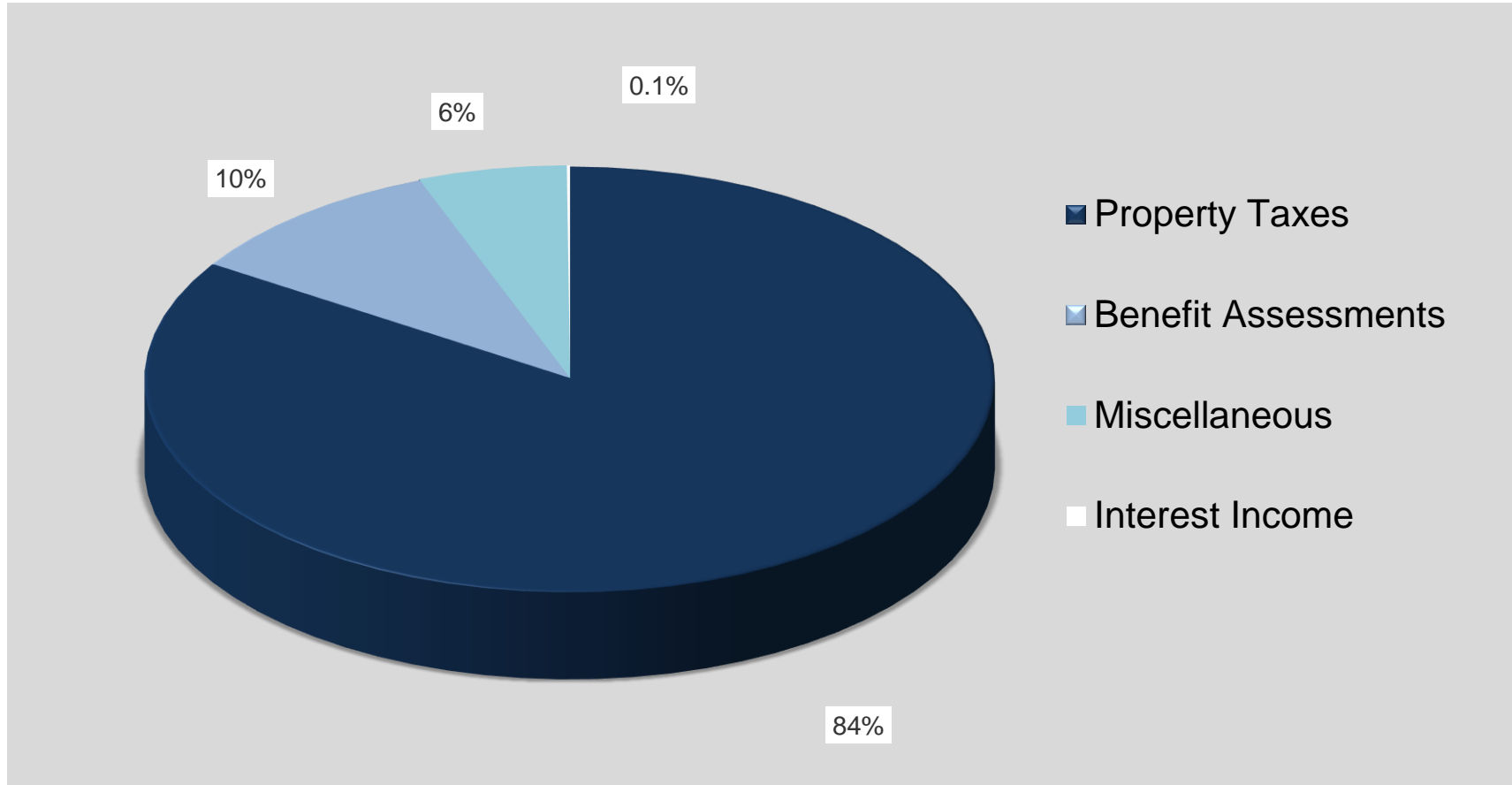
District Revenues

Analysis of revenue trends is an important tool for forecasting and looking at any potential economic downturns. Staff will be monitoring these trends on a quarterly basis and has begun looking at all revenue sources (not only property tax) and analyzing the potential for future use of these revenues. We are looking at the whole picture when it comes the financial standing of the District.



The District's main source of revenue, as is with most special districts, is property taxes. Other forms of revenue include miscellaneous revenue through contracts, rent, reimbursements, and Fire Mitigation Fees (FMF).

Total Revenue (Percentage)



Property Tax Trends							
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Total Received (Actuals)	\$16,031,569	\$17,064,008	\$17,929,536	\$18,945,392	\$19,974,211	\$21,150,383	\$21,730,382
Percent (+/-) from prior year	4.38%	6.44%	5.07%	5.67%	5.43%	5.89%	2.74%



What Are Fire Mitigation Fees?

The Mitigation Fee Act (California Government Code sections 66000, et seq.) provides authority for local governments to impose fees to offset the impacts of a development project on public facilities or services. The statute regulates how public agencies may collect, maintain, and spend development impact fees, including reporting requirements.

Both the Mitigation Fee Act and FMF Ordinance contain annual and five-year reporting requirements for participating agencies, including capital improvement plans and financial disclosures.

The District's currently approved Fire Mitigation Fee Program Capital Improvement Plan is located on our website.



Revenue Analysis & Beyond

The District is in the process of creating a report to regularly analyze revenue data to ensure the needs of the District are met, both short-term and long-term.

The District adopted a Fiscal Impact Analysis (FIA) report that will provide fees to set up Community Facilities Districts (CFDs) for approved developments.

The District has reestablished the Grant Committee and will be looking at opportunities for funding through grants.

San Miguel Fire & Rescue
Revenue Budget-Forecasting & Projections

	Actual	Actual	Actual	Budget	Projected	Projected
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Property Tax Revenue (estimate)	\$19,811,643	\$21,151,852	\$21,730,382	\$22,023,024	\$22,243,254	\$22,465,687
Total Benefit Assessments	\$2,540,953	\$2,623,416	\$2,639,523	\$2,665,918	\$2,692,577	\$2,719,503
AMR Contract and Other Miscellaneous	\$3,017,114	\$1,778,760	\$2,680,237	\$1,482,533	\$1,497,358	\$1,512,332
Interest (estimate)	\$376,367	\$56,835	\$31,973	\$32,293	\$32,616	\$32,942
Total Revenue	\$23,410,349	\$25,610,863	\$27,082,115	\$26,203,768	\$26,465,805	\$26,730,463
Transfers In - Fire Mitigation Fee Fund	Facilities	Facilities	Facilities	Facilities	Facilities	Facilities
Total Projected Funds Available - General Fund	\$23,410,349	\$25,610,863	\$27,082,115	\$26,203,768	\$26,465,805	\$26,730,463
General Fund Expenses	\$20,416,301	\$22,239,374	\$22,874,741	\$23,619,770	\$24,092,165	\$24,574,008
Net income before reserve related activities	\$2,994,048	\$3,371,489	\$4,207,374	\$2,583,998	\$2,373,640	\$2,156,455
Revenue Over Expense	\$2,994,048	\$3,371,489	\$3,768,206	TBD	TBD	TBD
<i>Transfers Per Board Policy #8 - Fund Management</i>						
Contingency Reserve Fund	\$1,200,000	\$1,300,000	\$1,600,000	TBD	TBD	TBD
Uncompensated Leave Fund	\$240,000	\$200,000	\$200,000	TBD	TBD	TBD
Workers' Compensation Fund	\$100,000	\$100,000	\$0	TBD	TBD	TBD
Vehicle Replacement Fund	\$750,000	\$900,000	\$900,000	TBD	TBD	TBD
Capital Equipment Fund	\$200,000	\$300,000	\$500,000	TBD	TBD	TBD
Fixed Equipment Replacement Fund	\$300,000	\$300,000	\$300,000	TBD	TBD	TBD
Facilities Replacement/Renovation Fund	\$200,000	\$250,000	\$250,000	TBD	TBD	TBD
Total Transfers	\$2,990,000	\$3,350,000	\$3,750,000			
Revenue Over/(Under) General Fund Budget after transfers	\$4,048	\$21,489	\$18,206	\$2,583,998	\$2,373,640	\$2,156,455



Expense Trend Highlights

Health Insurance rates have increased on average 3.16% in the past ten years. The District contracts with CalPERS for health insurance benefits. The highest increase was in 2018 at 11.22% during the ten-year analysis. Yearly increases are to be expected but need to be watched closely for large increases that can affect the budget from year to year.

Insurance rates for liability and workers' compensation are on the rise. Rates increased 80% for FAIRA (liability) and 20% for PASIS (Workers' Compensation). These increases are difficult to avoid, but management and personnel are working together to mitigate as best as possible.

Overtime trends are on the rise, but now with the overtime analysis, management can determine where overtime is being spent. The District was 4.57% over budget due mostly to COVID-related and workers' compensation expenses.

Training expenses are increasing due to the need for internal training, ongoing recruitments, and academy-based training for new hires and promotional opportunities that will allow the District to continue providing *Service Beyond Expectations*.



District's Unfunded Annual Liability (UAL)

The District's Pension liability needs to be addressed and is considered a high priority. CalPERS ended Fiscal Year 2020/2021 with a preliminary 21.3% net return on investments. This triggered a reduction in the discount rate from 7% to 6.8%. New CalPERS amortization schedules, Section 115 Trust and Pension Obligation Bond ("POB") are being taken into consideration for the management of the District's pension obligation. We know that this liability will never go away – the District's plan is to manage the short-term costs (yearly cash flow) and long-term liability associated with pensions (pension costs already incurred, and costs associated with salary increases) and the affects it has on the liability. A municipal advisor will be utilized to help with the management strategies best used for the District.

The District's current UAL is over \$40 Million dollars between all plans.

UAL Projected Employer Contributions

The District has four plans and is part of the risk pool for each plan. The information below is reflective of the most current CalPERS Valuation Reports for the District which are dated July 2021.

Projected Employer Contributions							
SAFETY - Classic	Required Contribution	Projected Future Employer Contributions (Assumes 7.00% Return for Fiscal Year 2020-21)					Funded Status
Fiscal Year	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	69.20%
Normal Cost %	23.62%	23.68%	23.70%	23.70%	23.70%	23.70%	
UAL Payment	\$3,362,114	\$3,719,984	\$3,888,000	\$4,062,000	\$4,142,000	\$4,211,000	
SAFETY - PEPRA	Required Contribution	Projected Future Employer Contributions (Assumes 7.00% Return for Fiscal Year 2020-21)					Funded Status
Fiscal Year	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	93.80%
Normal Cost %	13.98%	13.66%	13.70%	13.70%	13.70%	13.70%	
UAL Payment	\$3,258	\$6,631	\$9,400	\$12,000	\$14,000	\$15,000	
MISC - Classic	Required Contribution	Projected Future Employer Contributions (Assumes 7.00% Return for Fiscal Year 2020-21)					Funded Status
Fiscal Year	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	68.50%
Normal Cost %	15.41%	15.44%	15.40%	15.40%	15.40%	15.40%	
UAL Payment	\$209,666	\$238,291	\$256,000	\$273,000	\$285,000	\$296,000	
MISC - Classic	Required Contribution	Projected Future Employer Contributions (Assumes 7.00% Return for Fiscal Year 2020-21)					Funded Status
Fiscal Year	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	77.30%
Normal Cost %	7.77%	7.91%	7.90%	7.90%	7.90%	7.90%	
UAL Payment	\$4,734	\$5,137	\$5,500	\$5,800	\$6,100	\$6,300	

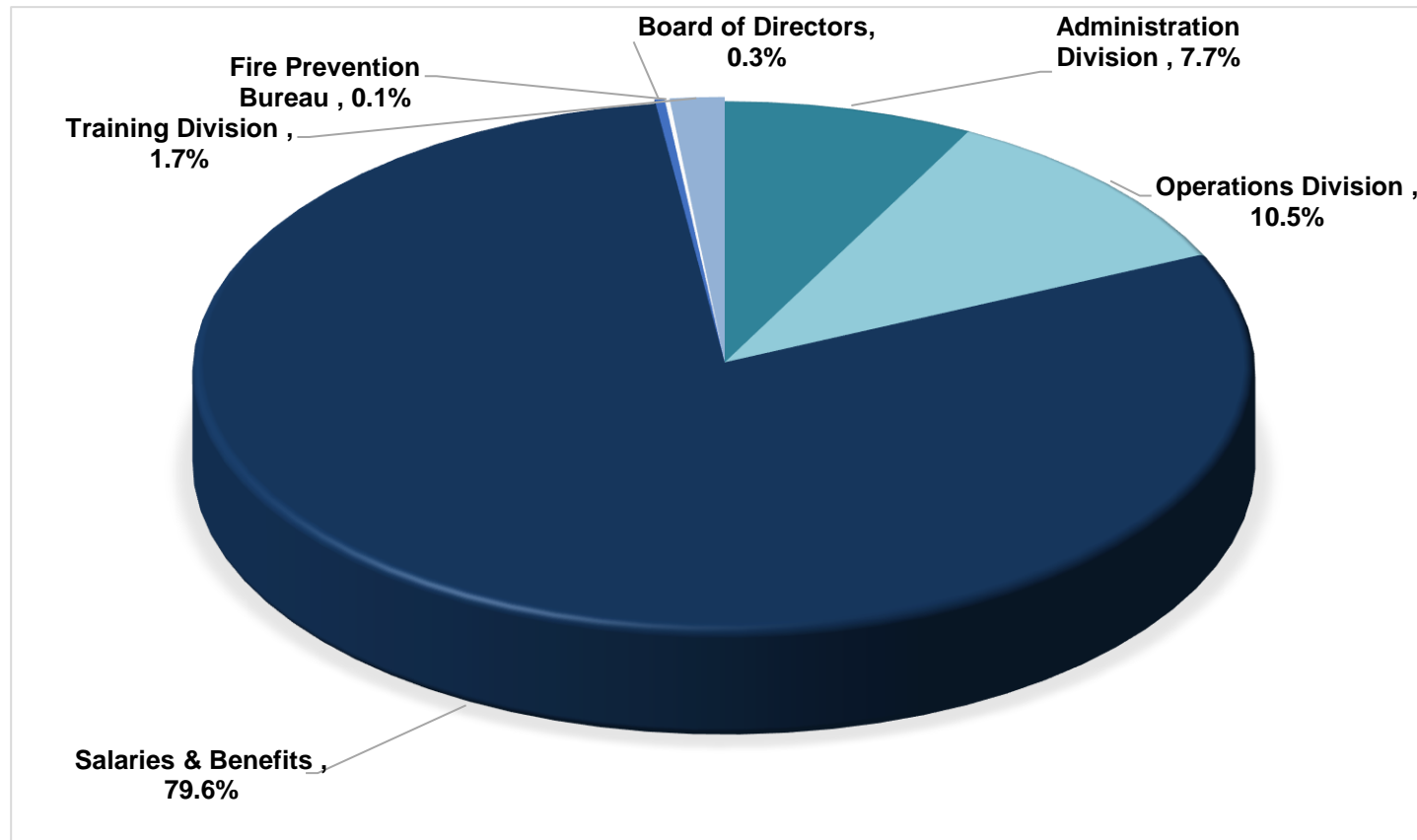
Other Post-Employment Benefits (OPEB) Liability

The letters 'OPEB' are rendered in a 3D, metallic, sans-serif font. They are positioned on a light blue gradient background with a subtle reflection effect below them.

The District manages its health costs on a monthly basis. There are prefunding programs available through CalPERS which can reduce unfunded liabilities and future contributions while improving financial reporting outcomes. Though this liability is on the District's radar, a full analysis of the liability has not started. It has been determined that the pension liability is a higher priority to look into at this time.

The OPEB liability is currently at approximately \$22 Million and is higher than expected due to the discount rate being decreased from 3.51% to 2.66%

Expenses (Percentages)



The budget is broken down by Divisions and programs. This graph shows percentages by Division and breaks salaries and benefits out for further detail.

Director Benefits

Remained at 0.3% of total expenses

Salaries and Benefits

decreased from 79.9% to 79.6% of total expenses

Administration Division

Increased from 7.1% to 7.7% of total expenses

Fire Prevention Bureau

Remained at 0.1% of total expenses

Operations Division

Decreased from 11.2% to 10.5% of total expenses

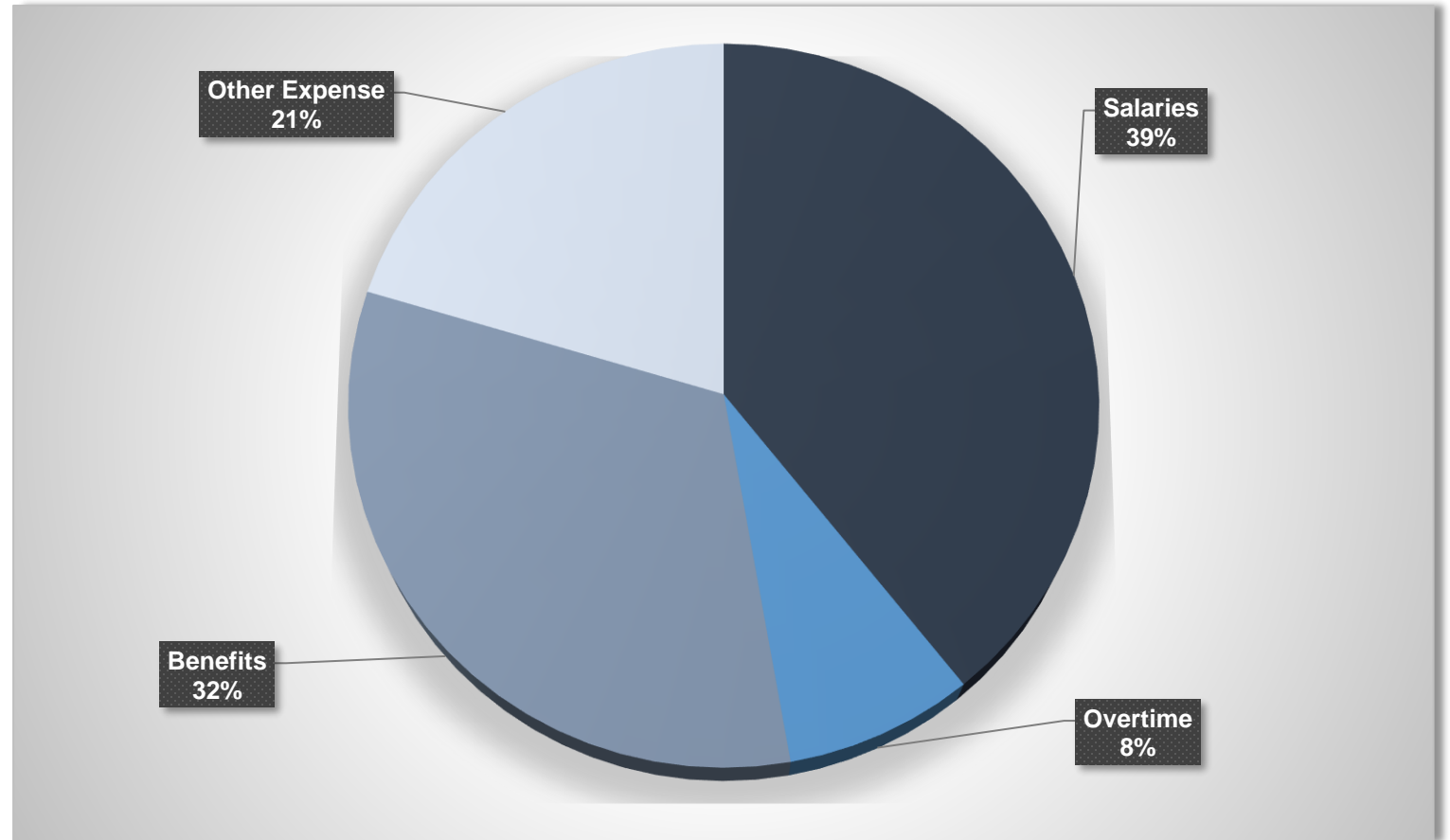
Training Division

Increased from 1.4% to 1.7% of total expenses

Salaries/Benefits of Total Budget

Salaries and benefits equal approximately 80% of the overall budget. Salaries and benefits include the following:

- Retirement for all classifications
- Health Insurance costs for active and retirees
- Vision and Dental costs
- Salaries for all classifications
- Overtime and FLSA pay
- Other misc. salary related expenses



The Unfunded Annual Liability Expense is also included in benefits

San Miguel Fire & Rescue
Budget Summary

	2020-2021 FINAL Budget	2020-2021 Actual thru June 2021	2021-2022 FINAL Budget	Budget \$ increase/ decrease	Budget % increase/ decrease
Operating Revenues					
Property Taxes	\$ 21,195,273	\$ 21,730,382	\$ 22,023,024	\$ 827,751	4%
Benefit Assessments	2,637,567	2,639,523	2,665,918	28,351	1%
Total Operating Revenues	23,832,840	24,369,905	24,688,942	856,102	4%
Non-Operating Revenues					
AMR Contract and Other Miscellaneous	1,223,532	2,680,237	1,482,533	205,501	17%
Interest Income	57,972	31,973	32,293	(25,679)	-44%
Total Non-Operating Revenues	1,281,504	2,712,210	1,514,826	179,822	14%
Total Revenues	\$ 25,114,344	\$ 27,082,115	\$ 26,203,768	\$ 1,035,924	4%
Operating Expenses					
Salaries and Benefits Costs					
Director Fees	20,000	15,128	20,000	-	0%
Director Benefits	1,700	27,774	1,700	-	0%
Employee Salaries	8,548,000	8,559,243	9,285,100	737,100	9%
Employee Overtime	1,790,600	3,406,488	2,044,000	253,400	14%
Employee Benefits	6,955,100	6,629,895	7,650,500	695,400	10%
Total Salaries and Benefits Costs	\$ 17,315,400	\$ 18,638,529	\$ 19,001,300	\$ 1,685,900	10%

**San Miguel Fire & Rescue
Budget Summary**

	2020-2021 FINAL Budget	2020-2021 Actual thru June 2021	2021-2022 FINAL Budget	Budget \$ increase/ decrease	Budget % increase/ decrease
Services and Supplies					
Professional Services	2,003,700	1,972,366	2,082,900	79,200	4%
Special District Expense	213,400	360,315	251,300	37,900	18%
Maintenance	513,200	534,204	523,800	10,600	2%
Insurance	625,000	691,399	820,000	195,000	31%
Equipment	446,900	287,530	480,900	34,000	8%
Utilities	197,800	253,054	244,200	46,400	23%
Supplies	71,400	70,813	71,400	-	0%
Personnel Development	74,300	27,557	80,900	6,600	9%
Rents and Leases	40,400	38,974	41,400	1,000	2%
Total Service and Supplies	\$ 4,186,100	\$ 4,236,212	\$ 4,596,800	\$ 410,700	10%
Total Expenses	\$ 21,431,225	\$ 22,874,741	\$ 23,619,770	\$ 2,096,600	10%

Budget Priorities Overview

The District began prioritizing expenditure line items in the 2019/2020 budget. Five categories have been established; however, the prioritization of line items continues to be reviewed and a budget committee will be developed to help with this process, with other budgetary discussions, as part of the process.

San Miguel Fire & Rescue					
Priorities Overview					
		2021/2022			
Priority Number	Priority Name	FINAL Budget	Revenue Estimate	Percentage of revenue	Target Percentages
1	Essential Line Item	22,124,526	26,000,000	85.1%	TBD
2	High Priority Line Item	872,744	26,000,000	3.4%	TBD
3	Medium Priority Line Item	366,085	26,000,000	1.4%	TBD
4	Discretionary Line Item	106,665	26,000,000	0.4%	TBD
5	Non-Essential Line Item	98,050	26,000,000	0.4%	TBD
TOTAL		\$23,619,770	26,000,000	90.85%	TBD
Budget Increase From Previous FY Budget \$2,096,600					



Administrative Division

Responsible for all adjunct services that support fire personnel, as well as the District's citizens and businesses. Responsible for integrating the goals and objectives established by the Board of Directors and Fire Chief for all Divisions of the District; management of monetary and human resources; establishing department policies and procedures in accordance with state and local laws.

Administrative Division

Justifications for Fiscal Year 2021/2022

- Salaries and Benefits increased 9.5%
 - This was due to increase in salaries for finalized MOU's/Terms of Employment and Unfunded Annual Liability increase of approximately \$500,000
- Director Benefits increased 12%
 - Request from Finance Committee for IT equipment for District-related activities
- Administration Management increased 19.2%
 - Insurance rates increase \$95,000 due to actuals
 - Minor Equipment for replacement of computers and financial analytics software

Administrative Division

Highlights for Fiscal Year 2021/2022

- Implementation of a new policies and procedures process per the current strategic plan
- Began to develop “The 5S System” for workplace organization and standardization through desk reviews and classification task reviews
- Long-term financial planning is the top financial priority for the current Fiscal Year
- A Board Budget/Finance Workshop will be held for additional oversight and strategies moving forward by the Board of Directors
- Workers’ Compensation Analysis

San Miguel Fire & Rescue
Final Budget
Administrative Division

Priority			2020/2021	2021/2022	2021/2022	Increase/ (Decrease)	Percent	Comments/Justification
			FINAL Budget	Proposed Budget	FINAL Budget	Amount		
Salaries and Benefits								
Employee Benefits (5030)								
1	1	Health Insurance - Employees	1,183,300	1,198,500	1,281,300	82,800	6.9%	Increase per MOU & Increase in Premiums
2	1	Health Insurance - Retirees & Directors	792,700	797,000	797,000	-	0.0%	
3	1	Vision Insurance	10,400	10,400	10,400	-	0.0%	
4	1	Dental Insurance	84,300	84,300	84,300	-	0.0%	
5	1	Medicare (District Portion - 1.45%)	143,600	154,200	156,700	2,500	1.6%	Based on Salaries
6	1	Retirement - Safety (23.62%) - Classic	1,063,300	1,105,600	988,700	(116,900)	(10.6%)	Based on Salaries & CalPERS Rates
7	1	Retirement - Safety (13.98%) - PEPRA	471,000	489,200	571,800	82,600	16.9%	Based on Salaries & CalPERS Rates
8	1	Retirement - Non-Safety (15.41%) - Classic	39,200	40,800	30,000	(10,800)	(26.5%)	Based on Salaries & CalPERS Rates
9	1	Retirement - Non-Safety (7.77%) - PEPRA	31,500	32,700	44,300	11,600	35.5%	Based on Salaries & CalPERS Rates
10	1	Retirement - Unfunded Liability (Safety Classic)	2,848,000	3,362,114	3,362,114	-	0.0%	Rates per CalPERS Valuation Report
11	1	Retirement - Unfunded Liability (Safety-PEPRA)	1,200	3,258	3,258	-	0.0%	Rates per CalPERS Valuation Report
12	1	Retirement - Unfunded Liability (Non-Safety Classic)	174,100	209,666	209,666	-	0.0%	Rates per CalPERS Valuation Report
13	1	Retirement - Unfunded Liability (Non-Safety PEPRA)	4,300	4,734	4,734	-	0.0%	Rates per CalPERS Valuation Report
14	1	Retirement - 1959 Survivor Benefit	8,400	8,400	8,400	-	0.0%	
15	1	Paramedic Recertification	42,300	43,200	43,200	-	0.0%	
16	1	Uniform Allowance	57,500	54,600	54,600	-	0.0%	
Total Employee Benefits			\$ 6,955,100	\$ 7,598,672	\$ 7,650,472	\$ 51,800	0.7%	
Employee Overtime (5040)								
17	1	Scheduled Overtime (17 shifts)	1,496,300	1,646,800	1,677,200	30,400	1.8%	Based on FY 2021/2022 Salary Schedules
18	1	FLSA	178,800	188,500	198,303	9,803	5.2%	Based on FY 2021/2022 Salary Schedules
Total Employee Overtime			\$ 1,675,100	\$ 1,835,300	\$ 1,875,503	\$ 40,203	2.2%	
Employee Salaries (5050)								
19	1	Base Salaries - Safety	7,715,100	8,146,600	8,319,039	172,439	2.1%	Based on FY 2021/2022 Salary Schedules
20	1	Base Salaries - Non-Safety	647,300	665,700	764,452	98,752	14.8%	Based on FY 2021/2022 Salary Schedules
21	2	Recession Plan - Salary & Benefits (2%)	185,600	195,633	201,654	6,021	3.1%	Additional Approval Needed by BOD
Total Employee Salaries			\$ 8,548,000	\$ 9,007,933	\$ 9,285,145	\$ 277,212	3.1%	
Total Salaries and Benefits			\$ 17,178,200	\$ 18,441,905	\$ 18,811,120	\$ 369,215	2.0%	

Administrative Division

Priority	2020/2021 FINAL Budget	2021/2022 Proposed Budget	2021/2022 FINAL Budget	Increase/ (Decrease)		Comments/Justification
				Amount	Percent	
Director Benefits						
Director Benefits (5010)						
22	1	Medicare/Social Security	1,700	1,700	1,700	- 0.0%
Total Director Benefits			\$ 1,700	\$ 1,700	\$ 1,700	\$ - 0.0%
Director Fees (5020)						
23	1	Meetings	20,000	20,000	20,000	- 0.0%
Total Director Fees			\$ 20,000	\$ 20,000	\$ 20,000	\$ - 0.0%
Employee Overtime (5040)						
24	5	Recording Secretary - Board Minutes	500	500	500	- 0.0%
Total Employee Overtime			\$ 500	\$ 500	\$ 500	\$ - 0.0%
Personnel Development (6100)						
25	5	Board Workshops	100	100	100	- 0.0%
26	5	Board Training	1,000	1,000	1,000	- 0.0%
27	5	Director Training	500	500	500	- 0.0%
Total Personnel Development			\$ 1,600	\$ 1,600	\$ 1,600	\$ - 0.0%
Special District Expense (6150)						
28	1	Election Costs (estimate)	40,000	40,000	40,000	- 0.0%
Total Special District Expense			\$ 40,000	\$ 40,000	\$ 40,000	\$ - 0.0%
Utilities (6170)						
29	2	Board of Directors IT Equipment (cell phones, tablets, etc.)	-	-	7,700	7,700 100.0%
Total Utilities			\$ -	\$ -	\$ 7,700	\$ 7,700 100.0%
Total Director expenses			\$ 63,800	\$ 63,800	\$ 71,500	\$ 7,700 12.1%

Administrative Division

Priority			2020/2021	2021/2022	2021/2022	Increase/ (Decrease)	Percent	Comments/Justification
			FINAL Budget	Proposed Budget	FINAL Budget	Amount		
Administration Management								
Equipment Maintenance (6020)								
30	4	Plotter Maintenance	500	600	600	-	0.0%	Increase in Maintenance Costs
Total Equipment Maintenance			\$ 500	\$ 600	\$ 600	\$ -	0.0%	
Insurance (6060)								
31	1	FAIRA (Fire, Liability, Collision)	125,000	225,000	220,000	(5,000)	(2.2%)	Based on Actual Premium Rate
32	1	PASIS (Workers' Compensation)	500,000	500,000	600,000	100,000	20.0%	Based on Actual Premium Rate & Trends
Total Insurance			\$ 625,000	\$ 725,000	\$ 820,000	\$ 95,000	13.1%	
Minor Equipment (6080)								
33	3	Information Technology Equipment	5,000	5,000	15,000	10,000	200.0%	Replacement Computers for Stations & Staff
34	4	District Analytics Software (Financial)	-	-	10,000	10,000	100.0%	Financial Analytics Software (Pension & Long-Term)
Total Minor Equipment			\$ 5,000	\$ 5,000	\$ 25,000	\$ 20,000	400.0%	
Office Supplies (6090)								
35	3	Office Supplies/Postage	15,000	15,000	15,000	-	0.0%	
36	4	Office Furniture	1,000	1,000	1,000	-	0.0%	
37	4	Chairs - Replacement	1,000	1,000	1,000	-	0.0%	
Total Office Supplies			\$ 17,000	\$ 17,000	\$ 17,000	\$ -	0.0%	
Personnel Development (6100)								
38	5	Admin Related Conferences (2; all costs)	3,000	3,000	3,000	-	0.0%	
39	5	FDAC Conference (2; all costs)	3,200	3,200	3,200	-	0.0%	
40	5	National Fire Service Behavioral Health Symposium	1,500	1,500	1,500	-	0.0%	
41	5	CFCA Conference (2; all costs)	3,000	3,000	3,000	-	0.0%	
42	5	TeleStaff Conference (3; all costs)	9,000	9,000	9,000	-	0.0%	
43	5	Finance Related Conferences	2,500	2,500	2,500	-	0.0%	
44	5	FAIRA Meeting (1; all costs, not reimbursed)	800	800	800	-	0.0%	
45	5	CalPERS Education Forum (4; all costs)	6,000	6,000	6,000	-	0.0%	
Total Personnel Development			\$ 29,000	\$ 29,000	\$ 29,000	\$ -	0.0%	

Administrative Division

Priority			2020/2021	2021/2022	2021/2022	Increase/ (Decrease)	Percent	Comments/Justification
			FINAL Budget	Proposed Budget	FINAL Budget	Amount		
Professional Services (6110)								
46	1	Annual Bond Administration Fee	2,000	2,000	2,000	-	0.0%	
47	1	Annual SDRBA County Audit (estimate)	3,100	3,100	3,100	-	0.0%	
48	1	Annual Financial Audit (estimate)	18,000	18,000	18,000	-	0.0%	
49	1	Audit/Finance Consultant	75,000	75,000	75,000	-	0.0%	
50	1	Annual Fees and Taxes Consultant	10,000	10,000	10,000	-	0.0%	
51	1	GASB 75 - OPEB Actuary (estimate)	6,200	6,200	6,500	300	4.8%	Based on Actuals
52	1	Arbitrage Rebate Computation (estimate)	700	700	700	-	0.0%	
53	1	GASB 68 - CalPERS Fee (estimate)	1,100	1,100	1,100	-	0.0%	
54	1	GASB 68 - Actuary (estimate)	2,500	2,500	4,500	2,000	80.0%	Based on Actuals
55	2	Legal Counsel	80,000	80,000	80,000	-	0.0%	
56	4	Strategic Plan	3,000	3,000	3,000	-	0.0%	Including Minimal Objective Costs
57	2	IT Support Services	65,000	55,000	55,000	-	0.0%	Per Contract
58	4	Asset Tracking Software	3,500	3,500	3,500	-	0.0%	
59	1	Employee Assistance Program	22,000	22,000	22,000	-	0.0%	
60	2	Wellness Program	110,000	115,500	115,500	-	0.0%	Increase of 5% per contract each Year
61	1	California Bank & Trust - Analysis Service Fee	4,000	4,000	4,000	-	0.0%	
62	1	Refunds - Property Taxes	110,000	110,000	150,000	40,000	36.4%	Based on Actuals
63	1	Property Tax Services - Administrative Charges	210,000	210,000	250,000	40,000	19.0%	Based on Actuals
64	1	Interest - County of San Diego Treasury Loans	15,000	15,000	15,000	-	0.0%	
65	1	LAFCO Funding	13,500	13,500	13,500	-	0.0%	
Total Professional Services			\$ 754,600	\$ 750,100	\$ 832,400	\$ 82,300	11.0%	
Publications and Media (6120)								
66	3	Miscellaneous Publications and Bulletins	600	600	600	-	0.0%	
Total Publications and Media			\$ 600	\$ 600	\$ 600	\$ -	0.0%	
Rents and Leases (6130)								
67	1	Postage Meter	1,100	1,100	1,100	-	0.0%	
68	1	Copy Machine	7,300	7,300	7,300	-	0.0%	
69	1	Station 19 Lease of Property (Rent)	32,000	32,960	32,960	-	0.0%	Based on CPI calculation (3% Prelim.)
Total Rents and Leases			\$ 40,400	\$ 41,360	\$ 41,360	\$ -	0.0%	

Administrative Division

Priority			2020/2021	2021/2022	2021/2022	Increase/ (Decrease)	Percent	Comments/Justification
			FINAL Budget	Proposed Budget	FINAL Budget	Amount		
Special District Expense (6150)								
70	5	Membership - CFCA	900	900	900	-	0.0%	
71	5	Membership - SDCFCA	100	100	100	-	0.0%	
72	5	Membership - CSDA/San Diego Chapter	200	200	200	-	0.0%	
73	5	Membership - GFOA (1)	200	200	200	-	0.0%	
74	5	Membership - IPMA	100	100	100	-	0.0%	
75	5	Membership - IAAP	200	200	200	-	0.0%	
76	5	Membership - CSMFO	100	100	100	-	0.0%	
77	5	Membership - FDAC	600	600	600	-	0.0%	
78	5	Membership - APT US&C	100	100	100	-	0.0%	
79	5	Membership - SDCFCA Admin Section (1 @ \$30; 3 @ \$15)	100	100	100	-	0.0%	
80	5	Membership - CFCA AFSS/Southern California (4 @ \$65)	300	300	300	-	0.0%	
81	5	Membership - Costco	100	100	100	-	0.0%	
82	2	Badges, Service/Recognition Awards	1,000	1,000	1,000	-	0.0%	
83	3	Employee of the Year Award	500	500	500	-	0.0%	
84	4	Meeting Support/Supplies	1,500	1,500	1,500	-	0.0%	
85	3	Advertising Expense	1,000	1,000	1,000	-	0.0%	
86	1	Employment Posters	500	500	500	-	0.0%	
87	1	FLSA Manual Updates	700	700	700	-	0.0%	
88	2	Software Program Updates	2,500	2,500	2,500	-	0.0%	
89	1	Accounting Software Maintenance	10,000	10,000	10,000	-	0.0%	
90	1	Telestaff Annual Maintenance	2,000	2,000	2,000	-	0.0%	
91	1	Network Access (Cox)	15,200	15,200	15,200	-	0.0%	
92	3	Basic Television (Stations)	9,000	9,000	9,000	-	0.0%	
93	1	American Messaging	1,200	1,200	1,200	-	0.0%	
94	1	Website Support & Hosting	6,600	6,600	6,600	-	0.0%	Website hosting
Total Special District Expense			\$ 54,700	\$ 54,700	\$ 54,700	\$ -	0.0%	
Travel and Subsistence (6160)								
95	5	Administrative Meetings	880	880	1,000	120	13.6%	Fully Staffed Administrative Team
Total Travel and Subsistence			\$ 880	\$ 880	\$ 1,000	\$ 120	13.6%	
Utilities (6170)								
96	2	Cell Phone Service	2,400	2,400	2,400	-	0.0%	
Total Utilities			\$ 2,400	\$ 2,400	\$ 2,400	\$ -	0.0%	
Total Administration Management			\$ 1,530,080	\$ 1,626,640	\$ 1,824,060	\$ 197,420	12.1%	



Fire Prevention Bureau

Responsible for working with local businesses and private citizens to achieve a fire-safe community. This Bureau processes new building plans for adherence to the latest Fire Safe building codes. Fire Inspectors conduct site inspections for code compliance and provide resources to achieve a safe environment. On-duty crews conduct business inspections, perform safety preplans, and provide public education.

Fire Prevention Bureau

Justifications for Fiscal Year 2021/2022

- Total budget increased due to software update for inspections
- Expenditures for the Fire Prevention Bureau trend on budget throughout the years and has one of the smallest total budgets in the District
 - Falls under the Administrative Division
- Overtime expenses are minimal with most overtime being expended during Independence Day firework displays and some mandatory training to keep updated with current codes and regulations

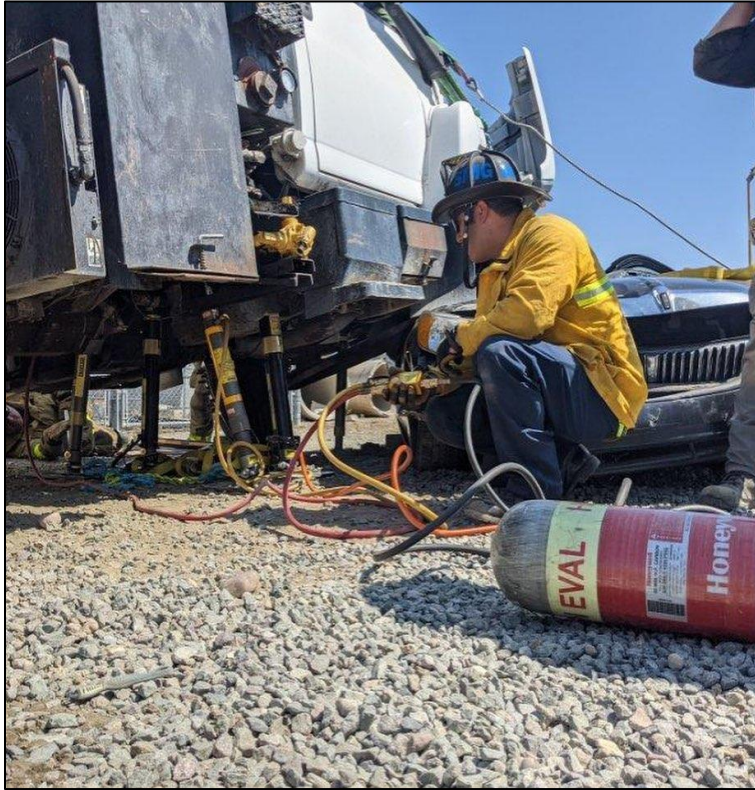
Fire Prevention Bureau

Highlights for Fiscal Year 2021/2022

- New inspection type added to the workload for staff
 - Defensible Space Inspections – Assembly Bill 38 (AB-38)
 - AB-38 Defensible Space Inspections and Compliance Reports for Real Estate Transactions in High or Very High Fire Hazard Severity Zone
- Reinstated the Company Inspection Program
- Implementing new inspection software for streamlined processes and moving toward a paperless inspection process
 - Will be able to store more data that is required to be kept for the life of the building
 - Better communication processes with the business owners
 - Invoices can be emailed directly to the responsible party for fees

Administrative Division

Priority			2020/2021	2021/2022	2021/2022	Increase/ (Decrease)	Percent	Comments/Justification
			FINAL Budget	Proposed Budget	FINAL Budget	Amount		
Prevention - Code Enforcement								
Employee Overtime (5040)								
97	3	Prevention Overtime	2,500	2,500	2,500	-	0.0%	
Total Employee Overtime			\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0.0%	
Minor Equipment (6080)								
98	2	Miscellaneous Minor Equipment	300	300	300	-	0.0%	
Total Minor Equipment			\$ 300	\$ 300	\$ 300	\$ -	0.0%	
Publications and Media (6120)								
99	1	National Fire Code Update Subscription Service	1,500	2,500	2,500	-	0.0%	New Subscription Services for all FP Staff
100	4	Miscellaneous Publication	500	500	500	-	0.0%	
101	1	California Fire Code & Building Code (3 sets)	-	-	-	-	0.0%	One time every 3+ years per code cycle
102	1	Barclays Title 19 Update Service	200	200	200	-	0.0%	
103	4	Los Angeles Fire Marshal List Service	100	45	45	-	0.0%	Decrease in Members
Total Publications and Media			\$ 2,300	\$ 3,245	\$ 3,245	\$ -	0.0%	
Special District Expense (6150)								
104	3	Membership - SDCFCA/FPO Section (3 @ \$50)	200	150	150	-	0.0%	
105	3	Membership - SoCal/FPO (3 @ \$65)	-	195	195	-	100.0%	New membership
106	3	Membership - NFPA	200	175	175	-	0.0%	Decrease in Members
107	3	Membership - ICC	100	265	265	-	0.0%	
108	2	iPad for inspectors (3 @ \$600)		1,800	1,800	-	100.0%	Support Inspection Software Program
109	1	Software Upgrade	1,900	24,600	24,600	-	0.0%	Fire Prevention Software Upgrade for Inspections
Total Special District Expense			002-6150-000 \$ 2,400	\$ 27,185	\$ 27,185	\$ -	0.0%	
Travel and Subsistence (6160)								
110	4	Southern California FPO Meetings	100	100	100	-	0.0%	
111	4	San Diego County FPO Meetings	120	120	120	-	0.0%	
Total Travel and Subsistence			\$ 220	\$ 220	\$ 220	\$ -	0.0%	
Utilities (6170)								
112	2	Cell Phone Service	1,800	1,800	1,800	-	0.0%	Based on actuals
Total Utilities			\$ 1,800	\$ 1,800	\$ 1,800	\$ -	0.0%	
Total Prevention - Code Enforcement			\$ 9,520	\$ 35,250	\$ 35,250	\$ -	0.0%	
Total Administration Division			\$ 18,781,600	\$ 20,167,595	\$ 20,741,930	\$ 574,335	2.8%	



Operations Division

The most visible element of the department, as they are interacting with the public on a daily basis. Respond to all 9-1-1 calls and are responsible for responding to and mitigating a wide variety of hazardous situations, not limited to Emergency Medical Services, structural and wildland fires, automobile collisions, natural disasters, and rescues. Beyond emergency responses, Operations personnel are responsible for conducting many public events.

Operations Division

Justifications for Fiscal Year 2021/2022

The total Operations Division Budget increased 3.2% from last Fiscal Year

- Total Equipment Maintenance increased 3.7%
 - Fire hose testing costs increasing
- Total Minor Equipment increased 15.3%
 - Implementation of mySidewalk software for operation's analytics
 - Increase of fire service equipment based on actual expenditures
- Utilities increased 733%
 - Budget was \$3,600 and increased to \$30,000 due to needing to purchase engine specific cell phones and equipment for the use of District-related activities
- Facilities Maintenance increased 5%
 - Landscaping maintenance increased \$10,000 for station renovations for water conservation landscaping
 - Annual tree maintenance increased by \$2,500 for increased costs of tree maintenance – quotes are received prior to the work being awarded. Prevailing wages are applicable.

Operations Division

Highlights for Fiscal Year 2021/2022

Operations is focusing on analytics to identify areas of opportunity to better serve our citizens in communities that make up San Miguel Fire & Rescue

- Final implementation of mySidewalk will help with mining data that normally takes many hours to compile and analyze
- Implementing the Tablet Command platform and moving away from the use of Mobile Device Computers (MDCs) will improve emergency scene safety and accountability for our responding personnel

Operations Division

Priority			2020/2021	2021/2022	2021/2022	Increase/ (Decrease)	Percent	Comments/Justification
	FINAL Budget	Proposed Budget	FINAL Budget	FINAL Budget	Amount			
Operations Management								
Communications Services and Equipment (6010)								
113	2	Radio Repairs	6,000	6,000	6,000	-	0%	
114	1	RCS Backbone Maintenance	62,000	62,000	62,000	-	0%	
115	1	NextGen RCS Fee	50,000	50,000	50,000	-	0%	
116	2	Radio Service	20,000	20,000	20,000	-	0%	
117	2	Batteries, Antennae, Parts	6,000	6,000	6,000	-	0%	
118	2	First Watch Response Time Triggers	5,000	5,000	5,000	-	0%	
119	2	Sigtronics Headset Replacement	3,000	3,000	3,000	-	0%	
120	2	David Clark Headset Replacement	3,000	3,000	3,000	-	0%	
121	2	Headset Parts and repair (In-House)	2,000	2,000	2,000	-	0%	
Total Communications Services and Equipment			\$ 157,000	\$ 157,000	\$ 157,000	\$ -	0%	
Equipment Maintenance (6020)								
122	1	Ladder Maintenance and Annual Testing	5,000	5,000	5,000	-	0%	
123	2	Batteries (all types)	3,000	3,000	3,000	-	0%	
124	2	Fire Equipment Maintenance	10,000	10,000	10,000	-	0%	
125	2	Fire Extinguisher Maintenance	2,000	2,000	2,000	-	0%	
126	2	Fire Hose Repair and Maintenance	1,000	1,000	1,000	-	0%	
127	2	Fire Hose Testing	15,000	18,000	18,000	-	0%	Added hose for New T-15, NFPA compliant
128	2	Nozzle Repair/Maintenance	1,000	1,000	1,000	-	0%	
129	2	Gas Detector Maintenance	2,000	2,000	2,000	-	0%	
130	2	Chainsaw Chain and Equipment	4,000	4,000	4,000	-	0%	
131	2	Rotary Saw Maintenance	1,500	1,500	1,500	-	0%	
132	2	Generator Maintenance	10,000	10,000	10,000	-	0%	
133	2	Portable Generator/Light Repairs	3,000	3,000	3,000	-	0%	
134	2	Compressor Maintenance	4,000	4,000	4,000	-	0%	
135	2	Rescue Tool Maintenance	6,500	6,500	6,500	-	0%	
136	2	Defibrillator Warranty and Maintenance	12,500	12,500	12,500	-	0%	
137	4	Physical Fitness Equipment Repair/Maint.	1,000	1,000	1,000	-	0%	
Total Equipment Maintenance			\$ 81,500	\$ 84,500	\$ 84,500	\$ -	0%	
Medical Supplies (6070)								
138	1	Medical Supplies	22,000	22,000	22,000	-	0%	Decrease based on actuals
Total Medical Services and Supplies			\$ 22,000	\$ 22,000	\$ 22,000	\$ -	0%	
Minor Equipment (6080)								
139	3	Swift Water Rescue Equipment	5,000	5,000	5,000	-	0%	Replace strobes, life jackets (victims), etc.
140	3	Accountability Equipment	400	400	400	-	0%	
141	3	Fire Hose	20,000	20,000	20,000	-	0%	Based on actuals
142	3	Flashlights and Chargers	2,500	2,500	2,500	-	0%	
143	4	Physical Fitness Equipment	2,500	2,500	2,500	-	0%	
	4	MySideWalk Software	-	-	10,000	10,000	100%	Operational Analytics (call data, response times)
144	2	Fire Service Equipment	100,000	110,000	110,000	-	0%	Based on actuals
Total Minor Equipment			\$ 130,400	\$ 140,400	\$ 150,400	\$ 10,000	7%	

Operations Division

Priority	2020/2021			2021/2022			Increase/ (Decrease)		Comments/Justification
	FINAL Budget	Proposed Budget	FINAL Budget	FINAL Budget	Amount	Percent			
Professional Services (6110)									
145	1	RCCP Program Cost (ECO)	12,200	12,200	12,200	-	0%		
146	1	HCFA Dispatching	812,000	812,000	812,000	-	0%	Based on estimates	
147	1	Respiratory Fit Tests (79) - (N95)	10,000	10,000	10,000	-	0%		
Total Professional Services			\$ 834,200	\$ 834,200	\$ 834,200	\$ -	0%		
Publications and Media (6120)									
148	1	Miscellaneous Publications and Bulletins	500	500	500	-	0%		
Total Publications and Media			\$ 500	\$ 500	\$ 500	\$ -	0%		
Safety Clothing (6140)									
149	1	Structure/Brush Gear	70,000	70,000	70,000	-	0%		
150	1	Miscellaneous Supplies/Repairs	5,000	5,000	5,000	-	0%		
151	1	PPE Cleaning (Professionally)	27,700	27,700	27,700	-	0%		
Total Safety Clothing			\$ 102,700	\$ 102,700	\$ 102,700	\$ -	0%		
Special District Expense (6150)									
152	1	Emergency Food/Water Supplies	5,000	5,000	5,000	-	0%		
161	1	F-500 Foam	9,000	9,000	9,000	-	0%		
162	5	Class "A" Uniforms (24)	30,000	30,000	30,000	-	0%	Firefighter Paramedics Rotation	
Total Special District Expense			\$ 44,000	\$ 44,000	\$ 44,000	\$ -	0%		
Utilities (6170)									
163	2	Cell Phone Service & Equipment	3,600	3,600	30,000	26,400	733%	Engine Cell Phones & Equipment	
Total Utilities			\$ 3,600	\$ 3,600	\$ 30,000	\$ 26,400	733%		
Total Operations Management			\$ 1,375,900	\$ 1,388,900	\$ 1,425,300	\$ 36,400	2.6%		

Operations Division

Priority			2020/2021	2021/2022	2021/2022	Increase/ (Decrease)	Percent	Comments/Justification
			FINAL Budget	Proposed Budget	FINAL Budget	Amount		
Facilities Management								
Employee Overtime (5040)								
164	2	Overtime	10,000	10,000	10,000	-	0%	
Total Employee Overtime			\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0%	
Facilities Maintenance (6030)								
165	3	HVAC Maintenance (all facilities)	15,000	15,000	15,000	-	0%	
166	2	Vehicle Exhaust System Maintenance	10,000	10,000	10,000	-	0%	
167	2	Apparatus Facility Maintenance	5,000	5,000	5,000	-	0%	
168	3	Facilities Miscellaneous Maintenance	50,000	50,000	50,000	-	0%	
169	2	Overhead Door Maintenance (all facilities)	7,500	7,500	7,500	-	0%	Based on actuals
170	2	Pest/Termite Control (all stations)	4,000	4,000	4,000	-	0%	
171	2	Emergency Repairs (all facilities)	-	-	-	-	0%	Emergency repairs out of Reserve Fund
172	2	Electrical Gate Repair	5,000	5,000	5,000	-	0%	
173	3	Elevator Maintenance	1,800	1,800	1,800	-	0%	
174	3	Fuel Tank/Pump Maintenance	6,000	6,000	6,000	-	0%	
175	2	5-Year Sprinkler Certification (Stations 14, 15, 16, 22)	1,000	1,000	1,000	-	0%	
176	2	Station 15 Solar Panel Maintenance	1,500	1,500	1,500	-	0%	
177	2	Backflow Test (Station 14, 15, 16, 22) (Annual)	2,000	2,000	2,000	-	0%	
178	2	Sprinkler Testing and Repairs (Annual)	1,400	1,400	1,400	-	0%	
179	2	Alarm Testing and Repairs (annual)	4,000	4,000	4,000	-	0%	
180	5	Carpet Replacement/Cleaning	6,500	6,500	6,500	-	0%	1x per year/station
181	3	Station Improvement Program	9,000	9,000	9,000	-	0%	Each station \$1,000 budget
182	5	Painting and Repair (Interior/Exterior)	5,000	5,000	5,000	-	0%	
183	2	Keypad Entry System Maintenance & Security	2,000	2,000	2,000	-	0%	(2) Stations per year
184	2	Ice Machines Maintenance	5,000	5,000	5,000	-	0%	High Use item
185	4	Landscape Maintenance	5,000	5,000	10,000	5,000	100%	Station Renovations - Water Conservation
186	3	Tree Maintenance	2,500	2,500	5,000	2,500	100%	Annual Tree Maintenance (all stations)
Total Facilities Maintenance			\$ 149,200	\$ 149,200	\$ 156,700	\$ 7,500	5.0%	
Housekeeping Services and Supplies (6050)								
187	3	Cleaning/Household Supplies (all facilities)	30,000	30,000	30,000	-	0%	Based on actuals
Total Housekeeping Services and Supplies			\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.0%	
Minor Equipment (6080)								
188	4	Appliance Replacement	8,000	8,000	8,000	-	0%	Replaced on an as-needed basis
189	4	Landscape Maintenance Equipment	1,000	1,000	1,000	-	0%	Based on actuals
Total Minor Equipment			\$ 9,000	\$ 9,000	\$ 9,000	\$ -	0.0%	
Special District Expense (6150)								
190	4	Beds/Bedding/Covers	2,500	2,500	2,500	-	0%	Replaced on an as-needed basis
191	4	Recliners	2,000	2,000	2,000	-	0%	Replaced on an as-needed basis
192	5	Fire Station Office Chairs	-	-	-	-	0%	
193	3	Station Security Systems	2,000	2,000	2,000	-	0%	
194	4	Flags - US and California	1,000	1,000	1,000	-	0%	(2) replaced each station each year

Operations Division

Priority	2020/2021		2021/2022		2021/2022		Increase/ (Decrease) Amount	Percent	<i>Comments/Justification</i>		
	FINAL Budget	Proposed Budget	Proposed Budget	FINAL Budget	FINAL Budget	FINAL Budget					
Total Special District Expense											
	\$	7,500	\$	7,500	\$	7,500	\$	-	0.0%		
Utilities (6170)											
195	1	Gas and Electric	110,000	120,000	120,000	120,000	-	0%	Increase in utility costs		
196	1	Telephone	30,000	30,000	30,000	30,000	-	0%			
197	1	Water and Sewer	35,000	40,000	40,000	40,000	-	0%	Increase in utility costs		
198	1	Refuse Removal	15,000	20,000	20,000	20,000	-	0%	Increase in utility costs		
Total Utilities			\$	190,000	\$	210,000	\$	210,000	\$	-	0.0%
<i>Total Facilities Management</i>			\$	395,700	\$	415,700	\$	423,200	\$	7,500	1.9%

Operations Division

Priority	2020/2021			2021/2022			Increase/ (Decrease) Amount	Percent	Comments/Justification
	FINAL Budget	Proposed Budget	FINAL Budget	Proposed Budget	FINAL Budget	Amount			
Fleet Management									
Equipment Maintenance (6020)									
199	3	Light and Air Fill Station	2,000	2,000	2,000	-	0%		
Total Equipment Maintenance			\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%		
Fleet Maintenance (6040)									
200	1	Miscellaneous Fleet Maintenance (In-House Repairs)	15,000	15,000	15,000	-	0%		
201	1	Apparatus Parts	45,000	45,000	45,000	-	0%		
202	1	Towing	1,500	1,500	1,500	-	0%		
203	5	Car Washes	750	750	750	-	0%		
204	1	Fuel	165,000	165,000	165,000	-	0%		
205	1	Tires (Heavy Fleet)	35,000	35,000	35,000	-	0%		
206	1	Tires (Light Fleet)	6,000	6,000	6,000	-	0%		
207	3	Body Work	5,000	5,000	5,000	-	0%		
208	3	Decals	700	700	700	-	0%	Ongoing costs when needed	
209	3	Apparatus Cleaning Supplies and Waxes	1,000	1,000	1,000	-	0%		
210	4	Linen Service (rags/towels)	1,800	1,800	1,800	-	0%		
Total Fleet Maintenance			\$ 276,750	\$ 276,750	\$ 276,750	\$ -	0.0%		
Professional Services (6110)									
211	1	Contract Apparatus Maintenance	310,000	310,000	310,000	-	0%	Based on actuals	
212	1	Truck 15 Safety Inspection	900	900	900	-	0%	Inspection for new truck 15 & old truck	
Total Professional Services			\$ 310,900	\$ 310,900	\$ 310,900	\$ -	0.0%		
Special District Expense (6150)									
213	1	Air Pollution Control Fees - Fuel	200	200	200	-	0%		
214	1	Air Pollution Control Fees - Generators	2,500	2,500	2,500	-	0%		
215	1	Environmental Health Fees - Fuel	1,000	1,000	1,000	-	0%		
216	1	Unleaded Fuel Tank Testing and Fees	4,000	4,000	4,000	-	0%		
217	1	Miscellaneous Permits (HazMat, Fuel, etc.)	1,000	1,000	1,000	-	0%		
Total Special District Expense			\$ 8,700	\$ 8,700	\$ 8,700	\$ -	0.0%		
Total Fleet Management			\$ 598,350	\$ 598,350	\$ 598,350	\$ -	0.0%		

Operations Division

Priority	2020/2021		2021/2022		2021/2022		Increase/ (Decrease)		Comments/Justification
	FINAL Budget	Proposed Budget	FINAL Budget	Proposed Budget	FINAL Budget	Amount	Percent		
<i>Logistics Volunteer Group</i>									
Special District Expense (6150)									
218	5	Recruitment Materials/Supplies	200	200	200	-	0%		
219	5	Uniforms (2 sets)	1,000	1,000	1,000	-	0%		
Total Special District Expense			\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.0%		
<i>Total Logistics Volunteer Program</i>			\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.0%		

Operations Division

Priority	2020/2021			2021/2022			Increase/ (Decrease) Amount	Percent	Comments/Justification
	FINAL Budget	Proposed Budget	FINAL Budget	Proposed Budget	FINAL Budget	Amount			
<i>SCBA Program</i>									
Equipment Maintenance (6020)									
220	1	Hydro Testing	2,300	2,300	2,300	-	0%		
Total Equipment Maintenance			\$ 2,300	\$ 2,300	\$ 2,300	\$ -	0.0%		
Minor Equipment (6080)									
221	1	SCBA In-House Repairs	2,500	2,500	2,500	-	0%		
222	1	SCBA Masks	2,500	2,500	2,500	-	0%		
223	1	SCBA Equipment Upgrades	10,000	10,000	10,000	-	0%		
Total Minor Equipment			\$ 15,000	\$ 15,000	\$ 15,000	\$ -	0.0%		
Professional Services (6110)									
224	1	SCBA Contract Repairs	15,000	15,000	15,000	-	0%		
225	1	SCBA Annual Flow Testing	6,000	6,000	6,000	-	0%		
Total Professional Services			\$ 21,000	\$ 21,000	\$ 21,000	\$ -	0.0%		
<i>Total SCBA Program</i>			<i>\$ 38,300</i>	<i>\$ 38,300</i>	<i>\$ 38,300</i>	<i>\$ -</i>	<i>0.0%</i>		
Total Operations Division			\$ 2,409,450	\$ 2,442,450	\$ 2,486,350	\$ 43,900	1.8%		



Training Division

Training is an essential function of the District. The hazards of modern construction design, new suppression methods and technologies, and advancements in emergency medical field care require an engaged and high functioning training division that can plan and implement routine training while introducing new progressive concepts.

Training Division

Justifications for Fiscal Year 2021/2022

The total Training Division Budget increased 63% from last Fiscal Year

- Total Training Overtime increased 341.2%
 - Includes new hire academies and 12-shift EMS Rideout for new Firefighter Paramedics prior to their probationary period
 - Includes promotional academies
- Total Minor Equipment increased 65.22%
 - Requesting implementation of training software for First Arriving that is a multi-media platform for commination of mission critical information to all on-duty personnel
- Personnel Development increased 28.7%
 - Budget was \$34,800 and increased to \$44,800 (\$10,000 increase) due to increased internal succession planning and promotional training. The District is focusing strongly on training, and we will start to see this budget stabilize
- Explorer Program increased 41.8%
 - Increase in costs of overall budget by \$825

Training Division

Highlights for Fiscal Year 2021/2022

As a newer department, it is important to deepen the succession planning efforts of developing employees with specialized and focused training. We need to provide more frontloaded training.

- Implemented a four (4) week academy and 12-shift EMS Rideout
- Implementing promotional workshops and academies for Engineers and Captains
- Standardized training to support state and federal mandates, as well as NFPA recommendations
- Mandatory training
 - Equal Employment Opportunity (EEO)
 - Sexual Harassment
 - Emotional Intelligence (Respectful Workplace Training) – Newly Implemented

Training Division

Priority				2020/2021	2021/2022	2021/2022	Increase/ (Decrease)		
				FINAL Budget	Proposed Budget	FINAL Budget	Amount	Percent	Comments/Justification
Training Program									
Employee Overtime (5040)									
226	3	District Training (All)		34,000	100,000	150,000	50,000	50%	Includes Academies & 12-Shift EMS Rideouts
Total Employee Overtime				\$ 34,000	\$ 100,000	\$ 150,000	\$ 50,000	50.0%	
Minor Equipment (6080)									
	4	Training Software				4,000	4,000		First Arriving Software
227	3	Training Props & Equipment		11,500	6,000	15,000	9,000	150%	Training Equipment Needed for Internal Use
Total Minor Equipment				\$ 11,500	\$ 6,000	\$ 19,000	\$ 13,000	216.7%	
Personnel Development (6100)									
228	1	Educational Reimbursement - District Employees		19,800	19,800	19,800	-	0%	
229	4	Discretionary Training Offset		15,000	15,000	25,000	10,000	67%	Increase in Internal Training
Total Personnel Development				\$ 34,800	\$ 34,800	\$ 44,800	\$ 10,000	28.7%	
Professional Services (6110)									
230	2	HTF Annual Assessment		69,500	70,890	70,890	-	0%	Estimated 2% increase
231	2	FTES Tuition		13,500	13,500	13,500	-	0%	
Total Professional Services				\$ 83,000	\$ 84,390	\$ 84,390	\$ -	0.0%	
Publications and Media (6120)									
232	3	Protocols and Medication Handbooks		500	500	500	-	0%	
233	3	Field Operations Guide Books		300	300	300	-	0%	
234	3	IFSTA Manuals		500	500	500	-	0%	
235	3	Training Aids/Manuals		2,500	2,500	2,500	-	0%	
Total Publications and Media				\$ 3,800	\$ 3,800	\$ 3,800	\$ -	0.0%	
Special District Expense (6150)									
236	5	Lunches - All Day Training		1,000	1,000	1,000	-	0%	
237	5	Membership - CFCA/EMS (1)		200	200	200	-	0%	
238	5	Membership - CFCA/TO		100	100	100	-	0%	
239	1	Membership - Target Solutions		7,500	7,500	7,500	-	0%	
240	3	Hydration - Training Events		2,000	1,000	1,000	-	0%	Based on Actuals
Total Special District Expense				\$ 10,800	\$ 9,800	\$ 9,800	\$ -	0.0%	
Total Training Program				\$ 177,900	\$ 238,790	\$ 311,790	\$ 73,000	30.6%	

Training Division

Priority				2020/2021	2021/2022	2021/2022	Increase/ (Decrease)		
				FINAL Budget	Proposed Budget	FINAL Budget	Amount	Percent	Comments/Justification
<i>Mapping Program</i>									
Office Supplies (6090)									
241	2	Supplemental Mapping Supplies		1,500	1,500	1,500	-	0%	
Total Office Supplies				\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.0%	
Publications and Media (6120)									
242	2	Mapping/GIS Updates		1,000	1,000	1,000	-	0%	
Total Publications and Media				\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%	
Special District Expense (6150)									
243	2	Mapping Software Maintenance		2,000	2,000	2,000	-	0%	
Total Special District Expense				\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%	
Total Mapping				\$ 4,500	\$ 4,500	\$ 4,500	\$ -	0.0%	

Training Division

Priority			2020/2021	2021/2022	2021/2022	Increase/ (Decrease)	Percent	Comments/Justification
			FINAL Budget	Proposed Budget	FINAL Budget	Amount		
Reserve Firefighter Program								
Safety Clothing (6140)								
244	3	Structure - Jackets and Pants	5,800	5,800	5,800	-	0%	
245	3	Wildland - Jackets and Pants	900	900	900	-	0%	
246	3	Nomex Hoods - PBI Gold	100	100	100	-	0%	
247	3	Helmets	600	600	600	-	0%	
248	3	Turnout Boots	700	700	700	-	0%	
249	3	Gloves - Structural	700	700	700	-	0%	
250	3	Gloves - Brush	700	700	700	-	0%	
251	3	Web Gear/Hydration Packs	2,000	2,000	2,000	-	0%	
252	3	EMS Jackets	200	200	200	-	0%	
253	3	Gear Bags	100	100	100	-	0%	
254	3	Miscellaneous Supplies/Repairs	2,000	2,000	2,000	-	0%	
Total Safety Clothing			\$ 13,800	\$ 13,800	\$ 13,800	\$ -	0.0%	
Special District Expense (6150)								
255	4	Pre-Employment Physicals	2,000	10,000	10,000	-	0%	For New Reserves only
256	4	Pre-Employment Background Checks	900	900	900	-	0%	
257	4	Yearly Spirometry test	-	3,200	3,200	-	100%	Mandatory for all Reserve Firefighters
258	4	Membership - Target Solutions	800	800	800	-	0%	
259	4	Recruitment Materials/Supplies	500	500	500	-	0%	
260	4	Fit Testing	700	700	700	-	0%	
261	4	Training Materials/Supplies	1,000	1,000	1,000	-	0%	
262	4	Academy Supplies	2,000	2,000	2,000	-	0%	
263	4	Lunches	200	300	300	-	0%	
264	4	Water/Gatorade	500	300	300	-	0%	
Total Special District Expense			\$ 8,600	\$ 19,700	\$ 19,700	\$ -	0.0%	
Total Reserve Firefighter Program			\$ 22,400	\$ 33,500	\$ 33,500	\$ -	0.0%	

Training Division

Priority			2020/2021	2021/2022	2021/2022	Increase/ (Decrease)			<i>Comments/Justification</i>
			FINAL Budget	Proposed Budget	FINAL Budget	Amount	Percent		
Explorer Program									
Personnel Development (6100)									
265	5	Post Advisor Enrollment Fee (1)	75	75	300	225	300%	Increase in Academy Advisors	
266	5	Explorer Enrollments Fee (1)	1,400	1,400	1,500	100	7%	Increase in Academy Costs	
267	5	Post Advisor Lodging	500	500	1,000	500	100%	Increase in Advisors for Youth Protection for Academy	
Total Personnel Development			\$ 1,975	\$ 1,975	\$ 2,800	\$ 825	41.8%		
Publications and Media (6120)									
268	5	IFSTA Books (5)	400	400	400	-	0%		
Total Publications and Media Expense			\$ 400	\$ 400	\$ 400	\$ -	0.0%		
Special District Expense (6150)									
269	4	Explorer Post Charter Renewal Fee	100	100	100	-	0%		
270	4	Explorer Post Youth - Participation Fee	700	700	700	-	0%		
271	4	Explorer Post Adult - Participation Fee	300	300	300	-	0%		
272	4	Explorer Post - Insurance All Participants	100	100	100	-	0%		
273	5	Academy SCBA Fit Test	200	200	200	-	0%		
Total Special District Expense			\$ 1,400	\$ 1,400	\$ 1,400	\$ -	0.0%		
Office Supplies (6090)									
274	5	Paper, Copies, Office supplies	100	100	100	-	0%		
Total Office supplies			\$ 100	\$ 100	\$ 100	\$ -	0.0%		
Minor Equipment (6080)									
275	5	Safety Equipment (various)	500	1,000	1,000	-	0%		
Total Minor Equipment			\$ 500	\$ 1,000	\$ 1,000	\$ -	0.0%		
Total Explorer Program			\$ 4,375	\$ 4,875	\$ 5,700	\$ 825	16.9%		

Training Division

Priority	2020/2021			2021/2022			Increase/ (Decrease)	Percent	Comments/Justification
	FINAL Budget	Proposed Budget	FINAL Budget	FINAL Budget	Proposed Budget	FINAL Budget			
<i>Peer Support/Chaplain Program</i>									
Personnel Development (6100)									
276	3	ICISF Peer Support Training	2,700	2,700	2,700	2,700	-	0%	Peer Support Training - Requirement
Total Personnel Development			\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ -	0.0%	
Safety Clothing (6140)									
277	5	Wildland - Jackets	700	700	700	700	-	0%	
278	5	Helmets	1,000	1,000	1,000	1,000	-	0%	
Total Safety Clothing			\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ -	0.0%	
Special District Expense (6150)									
279	5	Pre-Employment Background Checks	200	200	200	200	-	0%	
280	5	Recruitment Materials/Supplies	500	500	500	500	-	0%	
281	5	Training Materials/Supplies	500	500	500	500	-	0%	
282	5	Badges	300	300	300	300	-	0%	
283	5	Uniforms (3)	500	500	500	500	-	0%	
Total District Expenses			\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%	
<i>Total Peer Support/Chaplain Program</i>			<i>\$ 6,400</i>	<i>\$ 6,400</i>	<i>\$ 6,400</i>	<i>\$ 6,400</i>	<i>\$ -</i>	<i>0.0%</i>	

Training Division

Priority	2020/2021			2021/2022			Increase/ (Decrease) Amount	Percent	Comments/Justification
	FINAL Budget	Proposed Budget	FINAL Budget	Proposed Budget	FINAL Budget	Amount			
Public Education Program									
Employee Overtime (5040)									
284	4	Overtime	2,500	5,500	5,500	-	0%	Needed for events & committee meetings	
Total Employee Overtime Expense			\$ 2,500	\$ 5,500	\$ 5,500	\$ -	0.0%		
Publications and Media (6120)									
285	4	Public Education Media	1,500	1,500	1,500	-	0%		
286	4	Community Outreach Items	5,000	5,000	5,000	-	0%		
Total Publications and Media Expense			\$ 6,500	\$ 6,500	\$ 6,500	\$ -	0.0%		
Special District Expense (6150)									
287	5	Station Dinners	2,000	2,000	2,000	-	0%		
288	5	Open Houses	2,000	3,000	3,000	-	0%	Events Knockdown fire props, bleeding control, etc.	
289	4	Program Development (handouts, banners, etc.)	5,000	5,000	5,000	-	0%		
290	5	Fire Expo/Safety Fair (District hosted)	4,000	5,000	5,000	-	0%	Increase in public participation	
Total Special District Expense			\$ 13,000	\$ 15,000	\$ 15,000	\$ -	0.0%		
Total Public Education Program			\$ 22,000	\$ 27,000	\$ 27,000	\$ -	0.0%		

Training Division

Priority				2020/2021	2021/2022	2021/2022	Increase/ (Decrease)	Percent	Comments/Justification
				FINAL Budget	Proposed Budget	FINAL Budget	Amount		
<i>Community Emergency Response Team</i>									
Office supplies (6090)									
291	4	Binders		100	100	100	-	0%	Partially Funded by Grants/Donations
292	4	Backpack Supplies		200	200	200	-	0%	Partially Funded by Grants/Donations
293	4	EMS Consumables		200	200	200	-	0%	Partially Funded by Grants/Donations
294	4	Extinguisher Refilled		200	200	200	-	0%	Partially Funded by Grants/Donations
295	4	Miscellaneous Supplies/Repairs		100	100	100	-	0%	Partially Funded by Grants/Donations
Total Office Supplies Expense				\$ 800	\$ 800	\$ 800	\$ -	0.0%	
Special District Expense (6150)									
296	4	Background Checks		500	500	500	-	0%	Partially Funded by Grants/Donations
297	4	Recruitment Supplies		200	200	200	-	0%	Partially Funded by Grants/Donations
298	4	Water/Gatorade		200	200	200	-	0%	Partially Funded by Grants/Donations
Total Special District Expense				\$ 900	\$ 900	\$ 900	\$ -	0.0%	
Equipment Maintenance (6020)									
299	4	Generator Fuel		500	500	500	-	0%	Partially Funded by Grants/Donations
300	4	Trailer Maintenance		200	200	200	-	0%	Partially Funded by Grants/Donations
301	4	Miscellaneous Supplies/Repairs		200	200	200	-	0%	Partially Funded by Grants/Donations
Total Equipment Maintenance				\$ 900	\$ 900	\$ 900	\$ -	0.0%	
<i>Total CERT Program</i>				\$ 2,600	\$ 2,600	\$ 2,600	\$ -	0.0%	
Total Training Division				\$ 240,175	\$ 317,665	\$ 391,490	\$ 73,825	23.2%	
Total Expense Budget				\$ 21,431,225	\$ 22,927,710	\$ 23,619,770	\$ 692,060	3.0%	



District Reserve Fund Expenditures

Expenses that come out of the Reserve Funds are budgeted differently than General Fund expenditures. These expenditures follow specific replacement schedules and cannot be budgeted unless there is money set aside for the purchase in its assigned account.

Large Expenditures in the Next Five (5) Years

The District has identified large expenditures for the next five (5) years and is currently updating the equipment replacement schedules for capital and fixed equipment.

Large Purchase Requests in Current Fiscal Year

- Station Alerting
- Exhaust System
- Tablet Command (replaces MDC's) – Phased In

Large Purchase Request in Fiscal Year 2022/2023

- Self-Contained Breathing Apparatus (SCBA)
Anticipated to be a \$500,000 expense that will be funded by the Capital Equipment Reserve Fund



San Miguel Fire Rescue
Reserve Fund Cash Balances

	Contingency	Uncompensated Leave	Workers' Compensation	Vehicle	Capital Equipment	Fixed Equipment	Facilities	GRAND TOTAL OF CASH BALANCES
Cash Balance 07/01/21	\$4,556,916	\$969,246	\$305,885	\$1,421,404	\$495,125	\$750,776	\$3,269,328	\$11,768,680
Transfers In Recommendation (06/30/21)	\$1,600,000	\$200,000	\$0	\$900,000	\$500,000	\$300,000	\$250,000	\$3,750,000
YTD Interest/ Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
YTD Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Budgeted Expenses 2020/2021	\$250,000	\$0	\$0	\$1,355,000	\$50,000	\$288,000	\$750,000	\$2,693,000
Encumbered Amounts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Cash Balance 06/30/22	\$5,906,916	\$1,169,246	\$305,885	\$966,404	\$945,125	\$762,776	\$2,769,328	\$12,825,680
Minimum Funding Level (Per Policy)	25% of General Fund	100% of Leave Liability as of 06/30/21	SIR MAX	Per Replacement Cycle	Per Replacement Cycle	Per Replacement Cycle	Per Replacement Cycle	
Minimum Funding Level (Dollar Amount)	\$5,906,868	\$1,069,542	\$100,000	\$800,000	\$500,000	\$500,000	\$1,000,000	
Goal Funding Level (Dollar Amount)	\$9,450,988	N/A	\$300,000	\$2,550,000	\$750,000	\$750,000	\$5,000,000	
Goal Funding Level (Percentage)	40% of General Fund	N/A	100%	38%	100%	100%	55%	
Current Funding Status	Has not met Minimum Funding Goal	Met Funding Goal	Met Funding Goal	Met Minimum Funding Goal	Met Funding Goal	Met Funding Goal	Met Minimum Funding Goal	

Funding Levels will be reviewed the Board of Directors for new funding strategies to be implemented

Reserve Fund Expenditures 2021/2022 Proposed Final Budget

	2020/2021 Final Budget	2021/2022 Proposed	<u>Comments/Justification</u>
Contingency Reserve Fund			
Expenditures			
Board Room & Conference Room IT Equipment	-	250,000	COVID-19 Related Expenditures
Total Contingency Reserve Expenditures	\$ -	\$ 250,000	
Uncompensated Leave Fund			
Expenditures			
No Expenditures	-	-	No Expenditures
Total Uncompensated Leave Expenditures	\$ -	\$ -	
Vehicle Replacement Fund			
Expenditures			
Apparatus - Major Repairs	50,000	50,000	For Major/Emergency Repairs
Apparatus Type 1 Engine (Lease Payment)	257,601	-	Paid off in Fiscal Year 2020/2021
Apparatus Type 1 Engine	900,000	-	Purchased in Fiscal Year 2020/2021
Apparatus Type 1 Engine	-	825,000	Approved in Fiscal Year 2021/2022 Prelim Budget
Type 1 Engine Equipment (2)	-	400,000	Outfit Two Type 1 Engines
Emergency Response Vehicle (Fully Outfitted, including lights)	-	80,000	Emergency Response Vehicle for Chief Officer
Total Vehicle Replacement Expenditures	\$ 1,207,601	\$ 1,355,000	
Capital Equipment Fund			
Expenditures			
Zoll-X Series Monitor	84,000	-	Purchased in Fiscal Year 2020/2021
Motorola APX 6000 Portable Radios	68,000	-	Purchased in Fiscal Year 2020/2021
Kenwood VHF Mobile Radios	11,000	-	Purchased in Fiscal Year 2020/2021
MDC with docking station	15,000	-	Switching to Tablet Command
Phone System Upgrade - Headquarters	25,000	25,000	Not completed in Fiscal Year 2020/2021
VHF P150 Portable Radio	21,000	-	Purchased in Fiscal Year 2020/2021
Tablet Command (10)	-	25,000	Takes place of the MDC's (Zone Approved)
Total Capital Equipment Expenditures	\$ 224,000	\$ 50,000	
Fixed Equipment Fund			
Expenditures			
Overhead Door Replacement	22,000	22,000	Emergency Replacement (if needed)
Asphalt/Concrete Work	15,000	15,000	Emergency Repair (if needed)
Lease Payment - Solar Equipment	63,448	66,000	3 years left on the Lease Agreement
Generators	25,000	-	Purchased in Fiscal Year 2020/2021
Vehicle Exhaust System	65,000	65,000	Not completed in Fiscal Year 2020/2021
Station Alerting Upgrades (8 Stations)	-	120,000	Replacement of Failing Systems
Total Fixed Equipment Expenditures	\$ 190,448	\$ 288,000	
Facilities Replacement/Renovation Fund			
Expenditures			
Facility - Major Repairs/Emergency Needs	100,000	100,000	For major/emergency repairs
Station 15 Renovation	-	250,000	Kitchen, Day Room, & Bathroom Updates
District HQ Renovation	-	400,000	Renovation of 2nd Floor
Total Facilities Replacement/Renovations Expenditures	\$ 100,000	\$ 750,000	
Fire Mitigation Fee Fund			
Expenditures			
Mapping Update	1,000	1,000	Mapping needs through Fire Mitigation Fees
Total Fire Mitigation Fee Expenditures	\$ 1,000	\$ 1,000	
Total Reserve Fund Expenditures	\$ 1,723,049	\$ 2,694,000	

A red fire truck with an American flag on the grille and a fire helmet in the foreground. The helmet has "CAPTAIN" embossed on the top and a logo on the front. The truck's grille is red with white and blue stripes.

Acknowledgements

This budget would not have been possible without the help of the following individuals/teams:

Operations Division Chief Gehrig Browning

Administrative Division Chief Andy Lawler

Administrative Officer/Finance Officer Leah Harris

Administrative Analyst Diana Herron

Accounting Specialist Laura Fernandez

Administrative Assistant Shayna Rians

Chief Officer's Association

Local 1434



San Miguel Fire & Rescue

Service Beyond Expectations

Fire Chief Report

Date: September 8, 2021
To: Board of Directors
From: Criss Brainard, Fire Chief
Subject: Fiscal Year 2020/2021 Reserve Fund Allocation Recommendations

Background

Each year the Administrative Officer/Finance Officer allocates General Fund revenue into each Reserve Fund based on the Board Fiscal Policy. The Board had directed staff to review the needs of the District and bring forward a recommendation on how the funds should be assigned.

Discussion

At the August 30, 2021, Finance Committee Meeting, there was discussion on the reserve funding levels and the need to continue putting money into these accounts for the sustainability of the District long-term. The District has made great headway the past few years getting to where it needs to be. The Reserve Funds are assigned accounts that help during a downturn in the economy and help keep replacement cycles on equipment and apparatus possible for years to come.

Recommendation

Transfer \$3,750,000 from 2020/2021 General Fund revenue (Revenue/Expense) into the following accounts in priority order:

Contingency: \$1,600,000
Uncompensated Leave: \$200,000
Workers' Compensation: Met Maximum Funding Level
Vehicle: \$900,000
Capital Equipment: \$500,000
Fixed Equipment: \$300,000
Facilities: \$250,000



San Miguel Fire & Rescue

Service Beyond Expectations

Division Chief's Report

Date: September 8, 2021
To: Board of Directors
From: Gehrig Browning, Division Chief
Subject: Purchase Emergency Response Staff Vehicle

Background

The District has five emergency equipped staff vehicles (four assigned to staff chief officers as front line and one reserve). Emergency equipped staff vehicles have code 3 response capability and 800 MHz and VHF radios systems and can respond and support an incident (with a command vehicle already at scene) or respond and assume initial command until a command vehicle arrives. The one reserve emergency staff vehicle (Tahoe - apparatus #1014) has over 165,000 miles and its dependability is decreasing. This reserve vehicle is also occasionally used as the District's B6 command vehicle, as a last resort, which it is not fully equipped to support (no command package).

Several times each year the primary B6 command vehicle (equipped with the same emergency equipment in a staff vehicle plus a large and heavy command package box) is unavailable due to being committed to an incident, strike team, or mechanical issue/service. When the backup B6 command vehicle is placed in service and is committed to an incident or strike team, the reserve emergency staff vehicle is placed in serve as the primary B6 unit.

Discussion

Frequently, staff chief officers respond to incidents in San Miguel to support or initiate incident command and control objectives. Working emergency incidents require more than one chief officer to set up an incident command structure rapidly and effectively and fill necessary positions within the ICS. Escalating fires routinely require a minimum of three chief officers to fill critical ICS positions, i.e., Incident Commander, Operations and Safety. San Miguel units are staffed with three firefighters and unlike four-person crews, are severely compromised if a crew member(s) is/are pulled from the crew to fill initial ICS positions.

Although Central Zone has three 24-hour Battalion Chiefs on duty (B6 San Miguel, B2 Santee, and B3 Heartland Fire Rescue), if all three are assigned to a working fire in San Miguel, there are no Battalion Chiefs left to cover the rest of Central Zone. San Miguel staff chief officers respond and either initially fill ICS positions or relieve other department's Battalion Chiefs to re-establish Central Zone coverage.

Current Command Vehicles

B6 Primary	2019 Ford F250 Command Vehicle	31,852 miles
B6 Primary Reserve	2013 Ford F250 Command Vehicle	73,351 miles

Current Emergency Response Capable Staff Vehicles and Assignments

ASSIGNMENT	VEHICLE	MILEAGE
Fire Chief	2018 Chevrolet Tahoe	39,138 miles
Operations Division Chief	2016 Ford F250 Command Vehicle	74,430 miles
Administrative Division Chief	2017 Ford Explorer Interceptor	30,552 miles
Training Battalion Chief	2012 Chevrolet Tahoe	136,009 miles
Reserve	2009 Chevrolet Tahoe	137,628

To provide for District, Zone and Strike Team response coverage, the District needs a total of three command vehicles (one primary, one reserve and one shared command/staff reserve) and four assigned emergency staff vehicles, one reserve and one shared staff/command. To meet these responsibilities, the District needs to purchase one additional emergency staff vehicle, which will be assigned to the Operations Division Chief. The current Operations Division Chief command vehicle will be reassigned to the joint shared command/staff reserve vehicle pool.

Emergency Staff Vehicle – The Chevrolet Tahoe is a common choice for fire department emergency staff vehicles, both locally and statewide due to its size and configuration. Currently we have three Chevrolet Tahoe's and one Ford Explorer. Staff unanimously prefers and recommends the Tahoe for its interior usable space and historical dependability. This vehicle would be equipped with emergency response capabilities and standard 800 MHz and VHF mobile and portable radio systems. Purchasing this one vehicle substantially improves our command and staff fleet depth and flexibility.

Chevy Tahoe (State Bid)	\$47,262 (does not include tax/lic)
Chevy Tahoe (Chevy Escondido)	\$59,415 (does not include tax/lic)
Chevy Tahoe (Bob Stall Chevrolet)	\$64,105 (does not include tax/lic)
Emergency Lighting (Operations)	\$15,000
Mobile Radios	\$10,000

Purchasing this vehicle would allow the 2016 Ford F250 command vehicle to be placed in the B6 reserve fleet to provide critical District coverage during times of increased incident activity, strike team responses and facilitate maintenance and repairs. By doing so, we will also extend the life of our B6 reserve fleet and enhance our capabilities to cover the District.

Proposed Command Vehicles

B6 Primary	2019 Ford F250 Command Vehicle	31,852 miles
B6 Primary Reserve	2013 Ford F250 Command Vehicle	73,351 miles
B6/Staff Secondary Reserve	2016 Ford F250 Command Vehicle	74,430 miles

Proposed Emergency Response Capable Staff Vehicles and Assignments

ASSIGNMENT	VEHICLE	MILEAGE
Fire Chief	2018 Chevrolet Tahoe	39,138 miles
Operations Division Chief	2021 Chevrolet Tahoe	0
Administrative Division Chief	2017 Ford Explorer Interceptor	30,552 miles
Training Battalion Chief	2012 Chevrolet Tahoe	136,009 miles
Shared Staff/B6 Reserve	2016 Ford F250 Command Vehicle	74,430 miles
Reserve	2009 Chevrolet Tahoe	137,628

Recommendation

Approve the purchase of one emergency response staff vehicle with the cost not to exceed \$80,000.

Fiscal Impact

\$80,000 from the Vehicle Replacement Fund.