

SOUTHERN MARIN FIRE DISTRICT



FINAL BUDGET FISCAL YEAR 2024/2025

The Southern Marin Fire Protection District Mission

The Mission of the Southern Marin Fire District is to contribute to Greater Southern Marin Community's reputation as a safe, friendly, economically thriving community in which to live, work, learn, play and visit.

We achieve our mission by providing the highest quality local and regional community risk reduction, suppression, emergency medical services, rescue, marine response, disaster preparedness and community education services possible within the resources provided to us.

We are professional, proud, compassionate, highly trained, and committed to utilizing state of the art technology to provide services that meet or exceed the expectations of our community.

Board of Directors

Ashley Raveche, Board President
Pete Fleming, Vice-President
Clifford Waldeck, Board Secretary
Kurt Chun, Director
Cristine Soto DeBerry, Director
Cathryn Hilliard, Director
Tom Perazzo, Director

Role of the Board

The Board of Directors is the elected policy-making body for the Southern Marin Fire Protection District. The Directors provide financial oversight and strategic policy direction to maximize the public value of District services.

Fire Chief

Christian D. Tubbs

Role of the Fire Chief

The Fire Chief is the Chief Executive Officer of the District. Under the policy direction of the Board of Directors and in partnership with all members of the organization, the Chief provides direction, protection, and order to the District.

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Message from the Fire Chief

Fiscal Outlook

As we enter into a new fiscal year and consider the state of the economy and the impacts to our agency, we acknowledge this past year we have continued to experience record-setting inflation, and continued supply chain issues, all of which have impacts to our agency in a variety of ways. Economists are anticipating mild growth in 2024 and 2025 at 2.6% and 2.1% respectively. It is also anticipated that inflation will ease but unemployment will hit 4.5%.

The 2024/2025 fiscal year will include some new stresses on our budget, including escalated costs for dispatch services. As a result, we anticipate having to dip into our reserves over the next three years. However, the District will continue to remain in a good position as we continue to maintain a focus on our core financial policies that reflect a conservative approach to our finances, while achieving our Mission and Strategic Initiatives.



Fire Chief, Christian Tubbs

Diversity, Equity, Inclusion & Belonging

We continue to focus our resources on developing and deploying a highly effective recruitment system that achieves the objectives set out by the Board of Directors. This initiative is as much a journey as a specific outcome. We have accomplished a number of significant milestones, but our work remains un-finished, and our DEI committee has established new goals for the 2024/2025 fiscal year. We are excited about the production of a recruitment video that was funded in the 2023/2024 budget. We have recently been provided a preview of the elements that will be in the final video and are excited to see this be a key element of our outreach and recruitment efforts. Our agency was also one of fifteen fire departments from across the US and Canada selected to be profiled and highlighted at the annual FRI conference in Dallas, Texas this year. This will likely have profound impacts on our recruiting efforts.

Consolidation

This past year was our first full year as a consolidated agency. We are currently working on producing an analysis of the fiscal impacts; we are assessing the analysis estimates with the actual experience. There has been tremendous excitement and energy in the agency. I have been thoroughly impressed by our firefighters have come together as a single entity. We maintain a strong relationship with our partner, the City of Mill Valley.

Measure C Implementation

We are entering our fourth year of Measure C funding. We moved forward on our continued deployment of long-range acoustic devices (LRAD) and look forward to building out this public notification system that will help provide another method of early warning for regional disasters and emergencies, throughout Southern Marin. Redundancy in our notification system is a critical strategy which was borne out in the 2017 Tubbs Fire. We are looking forward to expanding our LRAD system with additional funding this year, and our continued work on

strategic vegetation management and defensible space inspections. This work continues to reduce the risks from wildland fire, and we must remain vigilant in carrying out strategies that result in measurable outcomes for reducing these risks and threats.

2024 Fire Season

Fire risk in June 2024 has been above normal and the risk is expected to increase in the months of July through October. July's active fires were 400% of the 2023 fire activity for the same month. Precipitation and temperature alignments throughout the winter of 2024 have resulted in above-average fuel loads across the grass oak woodland areas of Marin. These heavy fuel loads combined with the seasonally available dead wood and live fuels can result in rapid fire during initial attack fires and is anticipated to continue to be a threat through October. Over the past several years Marin Fire agencies and the MWPA have worked to reduce fuel loads throughout the County.

The Southern Marin Fire Protection District remains forward-leaning in the areas of preparedness and mitigation activities. The fire season outlook confirms that fire season will occur for our region earlier than in previous years. Fires will increase in frequency following/during protracted Northwind events, as the grass crop cures, and high-temperature days serve to reduce fuel moisture. With these increased temperatures and wind, the available fuels for wildfire will continue to increase, adding to the pending fire season's intensity and destructiveness.

The Southern Marin Fire Protection District is actively working to educate our communities regarding the risks and community and resident responsibilities. Work continues to enhance our enforcement, engineering controls, and emergency response.

Conclusion

In conclusion, the District has undertaken many important initiatives over the past several years and we are seeing the fruits of those labors – we continue to accomplish significant strides in pursuit of our adopted vision. Our organization has grown and allowed us to increase and improve services to our community, and to do so more efficiently in many cases. We have new challenges on the immediate landscape that we excitedly embrace – I know our team will perform exceptionally well – I am very proud of the men and women of this organization and their dedication to the communities we serve. We have an incredible team here at the SMFD family. I believe the future remains bright for the Southern Marin Fire Protection District and we all consider it an honor to serve the Southern Marin area.

Respectfully,

Christian Tubbs

Christian Tubbs, Fire Chief
MS, MA, EFO, CFO, CFC, MIFireE

Introduction

Our annual budget is the fuel that facilitates our organization's ability to serve our community and carry out the **Mission** we are prescribed to do; it is the gas that enables our vehicle to arrive at the intended destination. It also fuels the **Strategic Initiatives / Plan** adopted by the Board of Directors, and the **Vision** our organization seeks and aspires to. We embrace our responsibility to use our residents' funds to efficiently and effectively provide and deliver the services that they entrust us to deliver through the provision of their funding.

The Fire District has an obligation to utilize taxpayer monies wisely and transparently in fulfilling its prescribed mission to the Community. Our community expects us to provide the value they seek through the use of the funding they provide; to do this efficiently, effectively and transparently. In a 2018 public survey, our community reinforced the following priority services of the Southern Marin Fire Protection District:

1. Maintaining Local Emergency Medical Services
2. Attracting and Retaining Qualified Professional Paramedics
3. Maintaining High Cardiac and Stroke Survivability Standards
4. Maintaining Local Fire Protection
5. Maintaining Current 9-1-1 fire response times and,
6. Improving the District's ability to react to and contain wildland fires.

In 2023 we again conducted a community survey with the intent of soliciting feedback on the services the District provides. It is important that we regularly ensure that the monies our community invests in risk reduction and control, meet their expectations. The 2023 public survey's Key Findings include:

- Residents approve strongly of the job being done by the District and view it as responsive and reliable.
- They value the District's core offerings of fire protection and emergency medical response the most and are also highly satisfied with the job being done providing these.
- Those who have interacted with the District, are very highly satisfied with various aspects of the service they received.
- Approximately half of respondents recalled receiving communications from the District, and a broad majority viewed the information as very helpful.
- Respondents most often indicated wanting to hear from the District by email, but they use social media, the Marin IJ and TV news most often to learn about community issues.
- Residents are divided in their ability to identify SMFPD as the agency that provides their fire and EMS services.

The full survey results can be found on the District website. The results expose some important work ahead for the District including improved communications with the community, and especially with regards to a clearer understanding who provides their Fire, Rescue and EMS services.

Today public agencies are under increased scrutiny, and it is incumbent on agencies to ensure that are fulfilling their statutory responsibilities and following an ethical standard higher than the general population while managing our community's assets and resources and providing the values and services they expect.

Organizations must develop plans and procedures that support the purpose of their existence and help them achieve this mission. This is accomplished through processes that include a Vision Statement and the setting of Annual Strategic Initiatives.

While the Mission articulates why and how we exist, the Vision and Strategic Initiatives articulate where we are going and how we are getting there. They help ensure that we are focused on our Mission. The mission of an airplane pilot is to safely and efficiently move people from one place to another. To be successful the pilot must know the destination and must develop a plan that will support the successful arrival at the destination and do so in the safest and most economical manner. This is the essence of a Mission, Vision and Strategic Plan. These guiding documents are foundational in the development of a budget – it is the fuel that propels the organization to meeting its mission and strategic initiatives.

The Adopted Vision of the District is detailed in eight distinct categories, they are: 1) Cultural; 2) Mentoring and Succession Planning; 3) Influence and Leadership; 4) Staffing, Equipment & Facilities; 5) Training; 6) Benchmarking; 7) Public Education; and 8) Economic Resiliency. Though our adopted Vision is a document with detail, it is also summarized in this statement:

A nationally recognized, forward leaning all-risk service provider that delivers excellence in all-hazards risk response, in maintaining strategic community partnerships, in hiring, training and retaining exceptional people, and in implementing efficiencies in service provision to ensure fiscal sustainability, stewardship, and accountability to the communities we serve.

In January 2022 the Board and Staff conducted its Annual Retreat. The purpose of the retreat was to review accomplishments achieved by the organization, as well as review the status of ongoing strategic initiatives. The Board also reinforced our current vision with the adoption of two specific strategic objectives for the 2022/2023 fiscal year. For the 2024/2025 fiscal year, DEI remains the primary strategic objective for the District, along with the development of a new strategic plan based in part, on the findings from the forthcoming Master Plan work being done by CityGate. We will soon be receiving these results from CityGate on our master plan analysis. These findings will provide recommendations for Southern Marin Fire. We completed our last Strategic Plan in 2020 and are due to complete a new strategic plan. With the findings and recommendations from the CityGate Master plan, this will provide important data and information as we enter into a new strategic planning process this fiscal year.

Strategic Objectives for SMFD in 2024/2025

CULTURE & DIVERSITY

OUTREACH AND EDUCATION

Main Goal: *To continue our efforts with increasing our outreach and providing opportunities to be introduced to all areas of the fire service, thereby increasing our success in recruitment for a diverse talent pool.*

- Goal 1. Complete filming the recruitment video by July 2024
- Goal 2. Participate in two career fairs outside of our jurisdiction
- Goal 3. Offer an annual interview workshop to help prospective candidates with application information and interview skills
- Goal 4. Develop and implement one volunteer/mentorship program specifically for the District
- Goal 5. Create additional materials and handouts for promoting the District at external events
- Goal 6. Continue building our involvement with Tam High School programs, such as the sport events and involvement in clubs and groups.
- Goal 7. To have our agency profiled and promoted in film, at the annual FRI conference in Dallas.

TRAINING

Main Goal: *To incorporate more education and discussion about diversity, equity, and inclusion within our existing training programs in the District for all personnel*

- Goal 1. Senior Management Team- Initial Training on DEIB in the Fire Service
- Goal 2. Board of Directors- Initial Training on DEIB in the Fire Service
- Goal 3. Make training materials available on the Intranet for all personnel
- Goal 4. Incorporating more open discussions at personnel levels/stations
 - a. Incorporate into the training division (BC Vollmer)
- Goal 5. Develop topic-specific trainings
- Goal 6. Create district wide map for DEI involvement

INCLUSION AND BELONGING

Main Goal: *Reflect on our internal processes and develop strategies and/or renovate existing processes to become more inclusive and create a sense of belonging within our ranks.*

Goal 1. Add awareness months to a District wide calendar

STRATEGIC PLAN

Main Goal: *To complete the annexation process with a fiscal analysis that compares our calculated estimates prior to annexation, with our post annexation experience*

Goal 1: Provide Board of Directors with the findings and recommendations from the CityGate Master Plan process.

Goal 2: Conduct and complete a Strategic Planning Process.

Goal 3: Adopt a Strategic Plan.

Goal 4: Develop and Adopt an Annual Workplan(s) of the adopted Strategic Plan.

CONSOLIDATION

Main Goal: *To develop a new multi-year, stakeholder-drive strategic plan that assesses the findings and recommendations from the Master Plan, incorporates findings from a SWOT analysis, and through a Board Policy prioritization process, develops a multi-year workplan.*

Goal 1: Complete and Present to the Board of Directors, a post-consolidation fiscal analysis.

2024/2025 Budget of the Southern Marin Fire District

We are pleased to present the fiscal year 2024/2025 (FY25) Budget, which integrates the District's Vision, Mission, Strategic Objectives, and Plan, along with the obligations from the adopted Measure U and C initiatives, into a unified funding strategy.

Creating a budget proposal involves ensuring that our revenues are collected and spent responsibly, efficiently, and transparently. This process is based on an equation that supports our prescribed services.

Our budget proposals must align with our Mission Statement, which defines our existence, and our Vision Statement and Strategic Initiatives, which guide service delivery. The budget must support the mission and strategic initiatives outlined in the Vision and Strategic Plan.



Finance Manager, Alyssa Schiffmann

In 2020, staff conducted a recession analysis, which was presented to the Board. The report modeled a two-year recession similar to the 2008 experience, identifying projected revenue impacts, warning triggers, and fiscal options based on recession severity. At the 2021 Board Retreat, our Ten-Year Fiscal Forecast was updated and presented. These analyses have been referenced in developing our current budget plan and proposal.

As part of our vision to become more economically resilient, we use seven specific goals that guide how we developed our budget proposal, considering the metrics of our Mission, Vision and Strategic Plan.

Those Goals are:

1. Use a Zero-Based Budgeting Approach
2. Identify & Eliminate duplication and un-needed expenses
3. Verify Costs, Contracts and Needs
4. Categorize and re-align budget expenses as needed
5. Proposals are targeted to achieve our Vision, Mission, and Strategic Initiatives
6. Build towards target reserve goal / economic resiliency
7. Meet our financial obligations / pay down debt

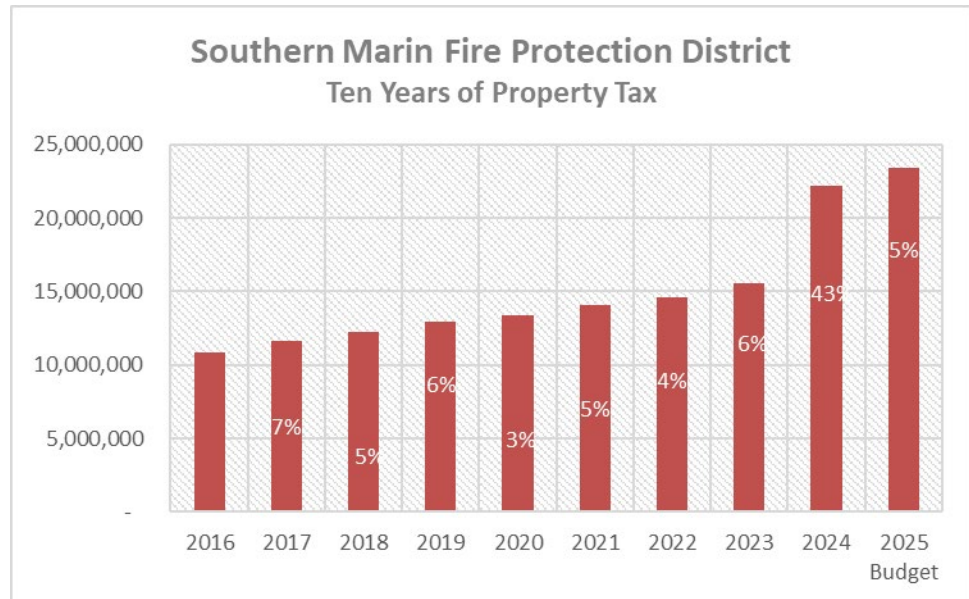
FY2024/2025 BUDGET SUMMARY				
REVENUES	FY23 Actual	FY24 Actual	FY25 Budget	Change over PY
Property Tax	16,586,423	23,319,422	24,498,000	5%
ERAF	1,284,668	1,991,919	1,750,000	-12%
Tam/Alto Special Assessment	909,273	908,723	908,723	0%
Measure U Special Assessment	3,117,920	3,109,258	3,109,000	0%
SMEMPS	1,040,554	1,915,714	1,900,000	-1%
Interest	220,109	714,952	500,000	-30%
Grant Funds	123,347	1,000,000	-	-100%
Measure C (MWPA)	696,830	1,485,934	1,499,816	1%
Mutual Aid (Strike Team) Rmb	342,408	673,301	650,000	-3%
Workers' Comp Rmb	153,456	230,272	150,000	-35%
Interagency Agreements	1,234,042	927,467	749,033	-19%
Inspection/Plan Fees	240,224	359,211	331,000	-8%
Sale of Surplus Property	-	1,250	-	-100%
Other	545,161	477,956	470,025	-2%
Total Revenue	26,494,414	37,115,380	36,515,597	-2%
EXPENDITURES				
Wages	11,797,243	15,817,101	17,376,991	10%
Benefits	6,801,782	9,637,253	10,391,350	8%
Operating & Equipment	3,786,239	6,830,641	7,962,207	17%
Grant Expenditures	256,010	580,806	419,194	-28%
Debt Service	169,218	258,874	258,878	0%
Total Expenditures	22,810,492	33,124,675	36,408,620	10%
Available for Reserves	3,683,922	3,990,704	106,977	-97%

The large decrease in the amount available to fund reserves this year is primarily due to \$1,180,411 of nonrecurring expenditures funded with prior year unspent funds restricted for MWPA projects and the Highway 1 Vegetation Management state allocation (\$761K and \$419K, respectively). Other drivers for the increase are the 5% across-the-board wage increases, and an increase in dispatch costs of \$314K, due to the new dispatch center (this cost should remain stable in future years). Without the budgeted \$761K for the MWPA projects funded with prior year unspent funds, the Operating & Equipment increase over FY24's actual is 6%.

The proposed budget calls for tapping into reserves to fund expenditures in the amount of \$409K, and our forecast shows needing to utilize reserves through the 2026/2027 fiscal year. This is aligned with the the Citygate report produced for the annexation of Mill Valley's FD, which showed deficits in FY25 and FY26 (287K and \$140K respectively). The gap between the Citygate report and this proposed budget is largely due to increased dispatch costs which were not accounted for in the Citygate report. The District will still be contributing to the Capital Replacement Fund – the deficit is *after* the capital contribution.

Revenue Summary

FY25 is the second year since the annexation of the City of Mill Valley's Fire Department, but the first year that the District will receive the Mill Valley property tax disbursements directly from the County of Marin (Mill



43% INCREASE IN 2024 DUE TO THE MILL VALLEY FD ANNEXATION

Valley sent checks directly to

the District for the first year). The proposed budget projects total revenue of \$36.5M, which reflects a decrease of \$688K over last year's total revenue. The revenue decrease is primarily due to a reduction in grant/allocation revenue (from \$1M last year to \$0 this year), in addition to conservative projections for ERAF and interest (\$241K and \$214K less than last year's actuals, respectively). We have budgeted for a 5% increase in secured property tax growth (\$1.2M more than FY24 actual).

Operating & Equipment Summary

The proposed budget projects total expenditures (salaries/benefits + Operating + Debt Service + Equipment) of \$35,989,426. This is an 8% increase over FY24's budget, but it includes \$761K in MWPA projects funded with prior year unspent funds restricted for these projects. Without the \$761K, the increase to the total O&E budget is 6% more than FY24's budget.

Capital Projects Summary

The proposed budget projects Capital Project expenditures of \$792,899, a 33% decrease (\$396K) over FY24's capital budget. This includes \$265K for replacement BC1 and CH4 vehicles, and a replacement rescue watercraft (\$45K). It also includes \$255K for the Station 4 continuing remodel, \$100K for unanticipated facilities repairs, \$95K for a strategic plan, and miscellaneous technology upgrades totaling \$32K.

Organization Overview

The Southern Marin Fire Protection District (“District”) is an independent fire district as defined in the California Administrative Code, (Fire Protection District Law of 1987 - Health & Safety Code §13800, et seq.). The District was created in 1999 by Marin County LAFCO with the consolidation of the Alto-Richardson Bay Fire Protection District and The Tamalpais Fire Protection District. In June of 2012, the City of Sausalito was annexed into the District by a vote of the citizens of Sausalito. In December 2022, the City of Mill Valley was annexed into the District after approval by the Marin LAFCo.

The area currently served by the District includes the City of Sausalito, City of Mill Valley, Tamalpais Valley, Homestead Valley, Almonte, Alto Bowl, Strawberry, the western 1/4 of the Town of Tiburon (Bel Aire/Blackfield/Reed Heights) and the National Park areas of Fort Baker and the Marin Headlands, (through a contract with the US Department of the Interior).

The District is governed by a seven-member board of directors (At Large) who are elected by the residents from within the Fire District boundaries, to staggered four-year terms. The District operates out of five stations with a minimum operational staffing of 21 personnel on duty at all times, as well as an administrative office where our administrative and prevention staff are organized and work. The daily administrative and prevention staff includes 18 personnel who work Monday – Friday.



District Shoulder Patch

We respond to about **7,800** incidents per year, conduct approximately **350** inspections of commercial occupancies annually, process approximately **1,200** plan review requests annually and conduct approximately **920** construction inspections, conduct over **3,009** weed abatement & defensible space inspections per year, conduct a variety of fuel reduction and management programs and services resulting in over **1,153** tons of vegetation removal, conduct approximately **62** Outreach events and participate in a variety of outreach and education meetings and planning sessions.

Fire Stations

Southern Marin Fire Station #1 in downtown Sausalito station houses a Type 1 Engine (E1), a Paramedic Ambulance (M1) and our Dive Tender Unit (DT1). The crews there cross-staff the Fireboat, an Inflatable Rescue Boat, and are members of the Dive Team. Five personnel operate from this station.

Southern Marin Fire Station #4 in Tamalpais Valley houses a Type 1 (E4) Engine, a Type 3 (Wildland – E604) Engine, Ladder Truck (T4) and a Paramedic Ambulance (M4). Five personnel operate from this station.

Southern Marin Fire Station #6 located on Corte Madera next to City Hall, houses a Type 1 Engine (E6) and a Reserve Ambulance (M6). Three personnel operate from this station.

Southern Marin Fire Station #7 located on Hamilton Drive, houses a Type 1 Engine (E7), and a Type 3 (Wildland – E607) Engine. Three personnel operate from this station.

Southern Marin Fire Station #9 in Strawberry serves as the Battalion Chief offices and houses a Type 1 (E9) Engine, a Paramedic Medium Rescue (R9), and a California RTF Swift Water Rescue Unit. Five personnel operate from this station.

Liberty Ship Way (LSW), located in the Marinship, serves as the Administrative and Prevention Offices.

SMEMPS

Since 1980, the District has been a member of the Southern Marin Emergency Medical Paramedic System (SMEMPS) Joint Powers Agreement (JPA).

Through this agreement, the District provides paramedic ambulance, rescue and fire services within the Southern Marin Fire District jurisdictional boundaries and to the Golden Gate National Recreation Area, Muir Beach, Muir Woods National Monument, Throckmorton Ridge, and lands in and around Mount Tamalpais State Park. The District also is a part of the Marin County Mutual / Automatic Aid system that shares resources across jurisdictional boundaries daily.

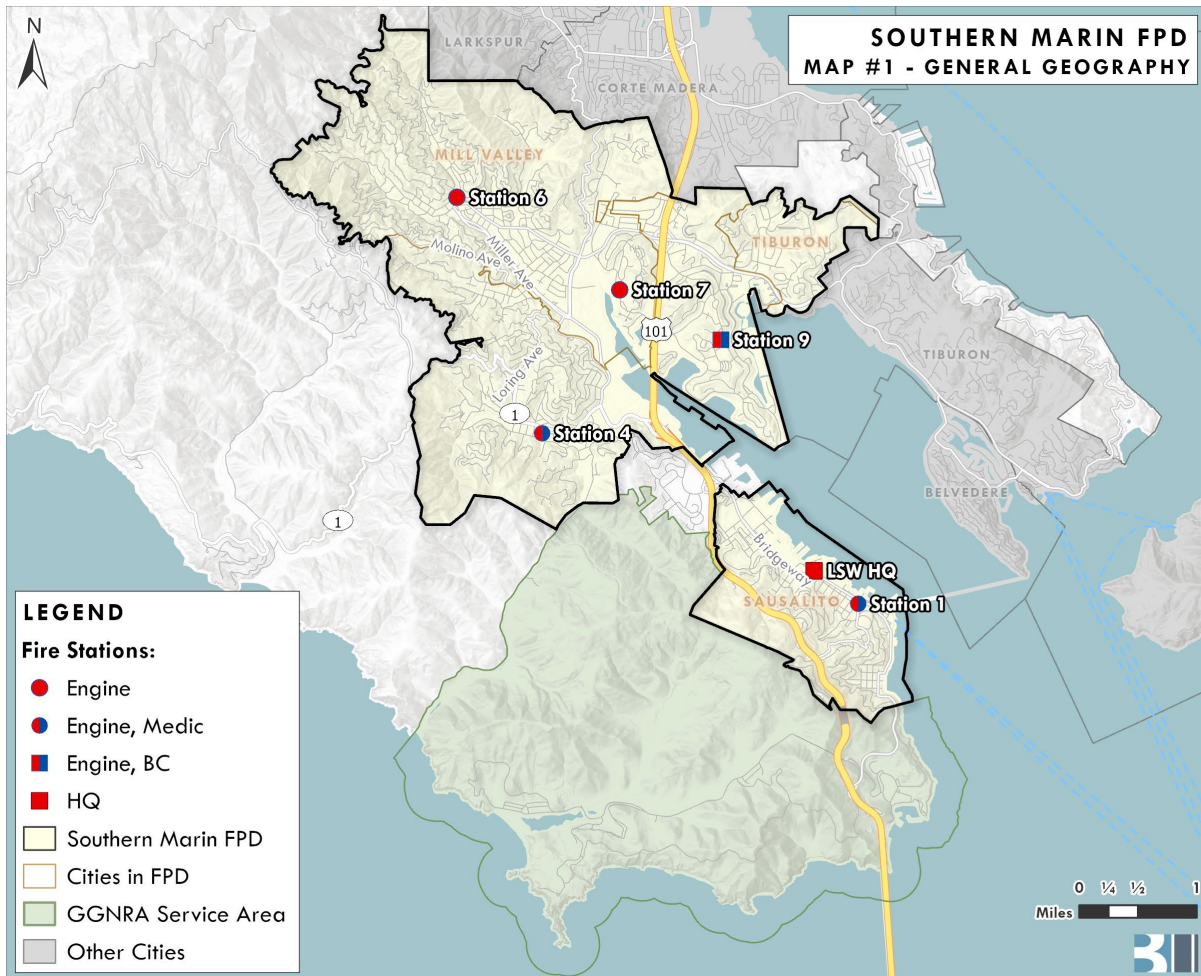
The Fire District is also a partner in several other regional agreements. This includes the Marin County Haz-Mat JPA which all fire agencies in Marin County contribute funding and staff, and the Marin County Fire Investigators Team (MCFIT).

Table of Station and Apparatus Deployment – SMFD & MVFD

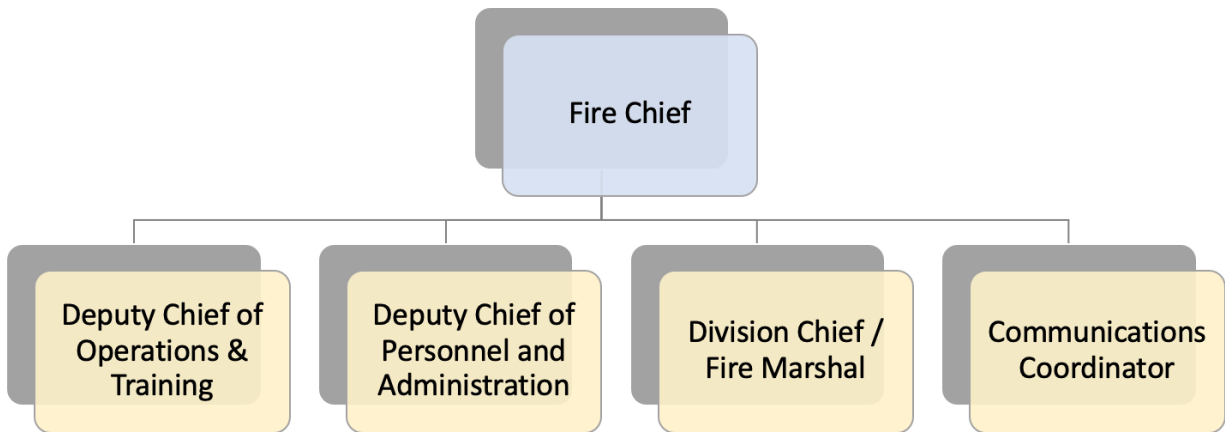
STATION 1	STATION 4	STATION 6	STATION 7	STATION 9
Engine 1	Engine 4	Engine 6	Engine 7	Engine 9
Medic 1	Medic 4	<i>Medic 6 (reserve)</i>	<i>Engine 607</i>	Rescue 9
<i>Dive Tender 1</i>	<i>Truck 4</i>			Battalion Chief
<i>Fireboat Liberty</i>	<i>Engine 604</i>			<i>Utility Terrain 9 (UTV)</i>

Italicized units are crossed staffed

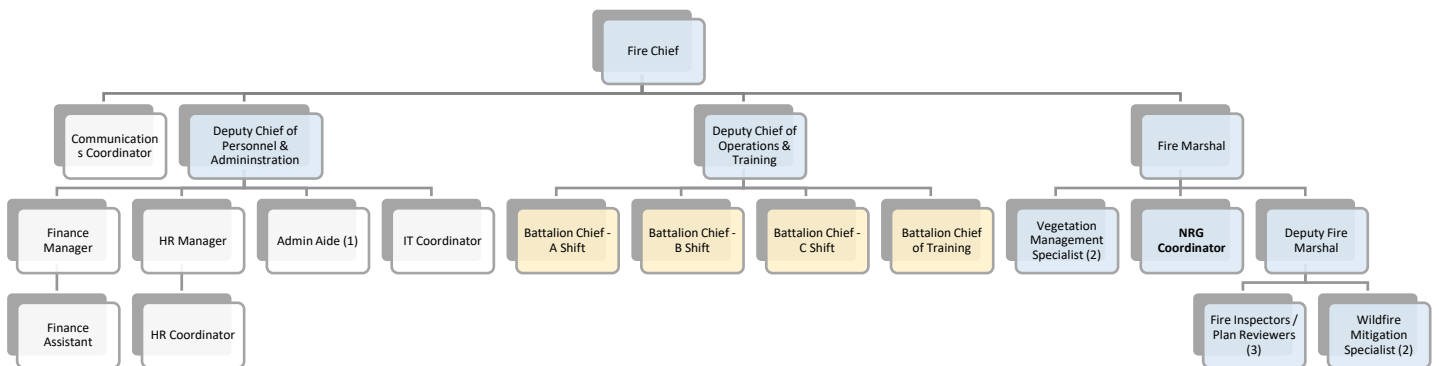
Southern Marin Fire Protection District – Jurisdictional and Contract Service Areas

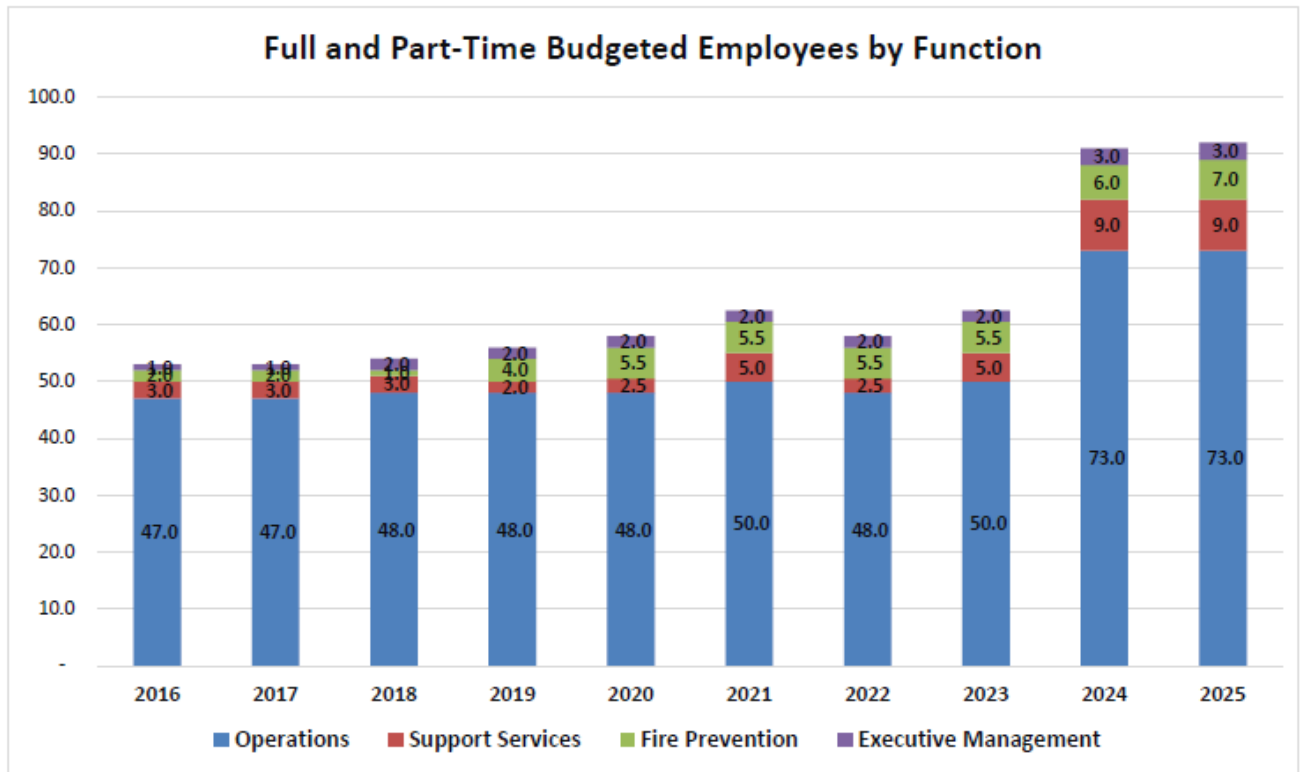


Current Organizational Chart – Executive Level



Current Organizational Chart





Fiscal Year Ended June 30

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Public Safety:										
Executive Management	1.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0	3.0	3.0
Operations	47.0	47.0	48.0	48.0	48.0	50.0	48.0	50.0	73.0	73.0
Fire Prevention	2.0	2.0	1.0	4.0	5.5	5.5	5.5	5.5	9.0	9.0
Support Services	3.0	3.0	3.0	2.0	2.5	5.0	2.5	5.0	6.0	7.0
Total Public Safety	<u>53.0</u>	<u>53.0</u>	<u>54.0</u>	<u>56.0</u>	<u>58.0</u>	<u>62.5</u>	<u>58.0</u>	<u>62.5</u>	<u>91.0</u>	<u>92.0</u>

ADDED HR COORDINATOR POSITION IN 2025

Southern Marin Fire District Organization

The Southern Marin Fire District organization has several distinct areas of services such as Operations, Prevention, Administration, Training, etc. Although most fire agencies define these as **Divisions** and distinctly organize their budget around this structure to better track costs for each of those Divisions, the Southern Marin Fire District has not yet modeled the budget and organization into that formal “cost center” structure. Currently costs for each of those Divisions in our agency are spread throughout a single budget structure, except for the Prevention Division.

Fire District’s Adopted Vision

A nationally recognized, forward leaning all-risk service provider that delivers excellence in all-hazards risk response, in maintaining strategic community partnerships, in hiring, training and retaining exceptional people, and in implementing efficiencies in service provision to ensure fiscal sustainability, stewardship, and accountability to the communities we serve.

Fire District’s Adopted Mission

Our Mission Statement was recently reviewed and reaffirmed by the Organization (Mill Valley and Southern Marin Personnel) at the Steve Kent Leadership Academy Event (February / March 2023).

The Mission of the Southern Marin Fire District is to contribute to Greater Southern Marin Community’s reputation as a safe, friendly, economically thriving community in which to live, work, learn, play, and visit.

We achieve our mission by providing the highest quality local and regional community risk reduction, suppression, emergency medical services, rescue, marine response, disaster preparedness and community education services possible within the resources provided to us.

We are professional, proud, compassionate, highly trained, and committed to utilizing state-of-the-art technology to provide services that meet or exceed the expectations of our community.

Southern Marin Fire District Values

- Integrity
- Family
- Health
- Trust
- Dedication
- Security
- Advancement
- Honesty
- Professionalism

The Desire to Serve • The Ability to Perform • The Courage to Act

ADMINISTRATIVE & PERSONNEL DIVISION

The Administrative and Personnel Division is a critical component of the organization, ensuring that our Operational and Prevention Staff are well equipped, trained, and supported. This Division administers the organization, ensuring compliance with all legal mandates and strong community and governmental relationships. Some members of the Administrative and Personnel Division have specified duties and expertise to ensure the organization is managed safely and well. **This Division is led and managed by our Deputy Chief of Personnel and Administration and reports directly to the Fire Chief.**



Deputy Chief of Personnel & Administration, Ted Peterson

ADMINISTRATION & PERSONNEL

The Southern Marin Fire District's mission largely predicated a dependence on people for the provision of our services and mission. Our budget reflects this with 77% of our Operating & Equipment (O&E) budget dedicated to salary and benefit costs. Our Measure U & Measure C funding also fund specific positions. Managing and supervising people is complex as it intertwines issues of human resources, State and Federal regulations, labor agreements, legal issues, and managing performance and service delivery in order to ensure we support the personnel who are delivering our services both internally and externally. Many agencies make the mistake of not building a strong foundation administratively and consequently, inherit multiple unintended consequences and costs. The Southern Marin Fire Protection District has built a strong administrative foundation that minimizes the risks that could impact the District.

COMMUNICATIONS

Our communications and branding programs are coordinated by our **Communications Coordinator**. Following the adopted ***Communications and Branding Strategic Plan***, our Communications Coordinator sets metrics for the various campaigns and communication systems utilized by the District. The metrics are reported monthly to the Board of Directors and the Community. The objective of this program is to improve communication externally and internally with a focus on building trust and respect. The District's existence and mission are fully predicated on trust and the relationship with those we serve. Since the inception of this position and services, we have seen incredible responses from the community, clearly reflecting the value they find in the proactive outreach of public education and information.

INFORMATION & TECHNOLOGY

Our IT programs and services are coordinated and supported by our IT coordinator. The District fully embraces the use of technology to increase efficiency and effectiveness. Approximately seven years ago the District made the strategic decision to shift from premise-based software to SaaS (Subscription as a Service), or cloud-based software. The organization has continued to grow and increasingly relies upon technology to efficiently and effectively provide services internally and externally and as a result, the need for a dedicated resource was identified and funded. Cybersecurity is one of the greatest risks to both public and prorate agencies. In 2023/2024 the Southern Marin Fire Protection District adopted a comprehensive

set of cybersecurity policies and practices to reduce our risks to this threat.

HUMAN RESOURCES

Human Resource Management (HRM) is a collective term for all the formal systems created to help in managing employees and other stakeholders within an organization. Human resource management is tasked with three main functions, namely, supporting the mission of the agency with the recruitment and compensation of employees, and designating work. Ideally, the role of HRM is to find the best way to increase the productivity of an organization through its employees. Our Human Resource Team currently consists of our **Human Resource Manager** but also includes our **Deputy Chief of Personnel and Administration**, as well as Legal Counsel as needed. This budget also includes the added position of **Human Resources Coordinator**.



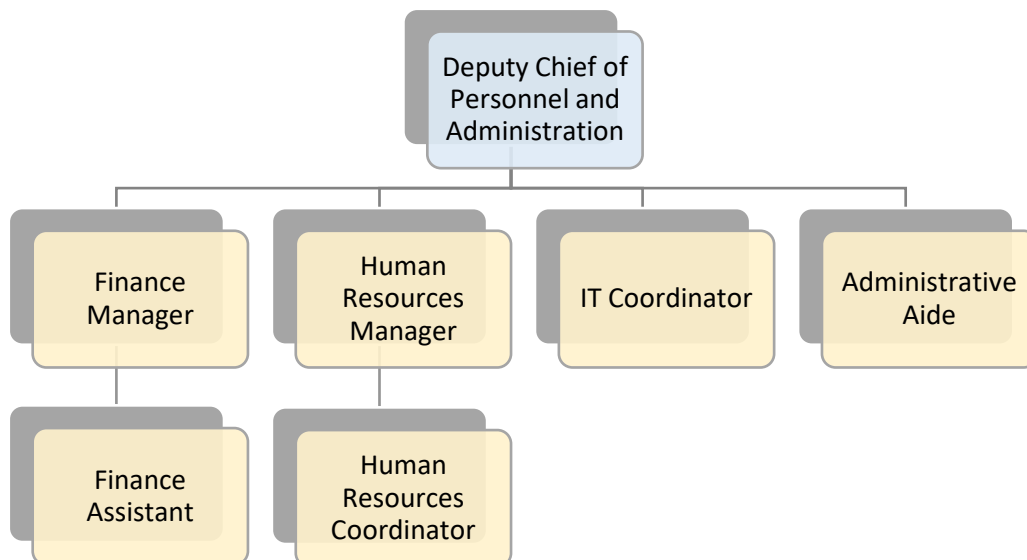
*Human Resources Manager,
Susan Paterson*

FINANCE

Money is the fuel that propels the organization; it facilitates our ability to meet our mission and strategic objectives. It is also an integral ingredient in the trust we have between the agency and those we serve. The District is focused on the importance of excellent financial practices and transparency; our community needs to clearly understand what value they are deriving from their investment (tax dollars). Our Finance Team consists of a **Finance Manager** and **Finance Assistant** who manage all aspects of our financial operations.

LOGISTICS

Logistics consists of the hardware and tools of our organization, our contractual obligations and insurance and risk management requirements. We want to ensure we are providing the best and most effective tools, support services and equipment for those who provide our services, as well as manage our risks as an agency. This element of the organization is currently managed by our **Deputy Chief of Personnel and Administration**.



PREVENTION DIVISION

Resiliency is at the core of the Fire District's mission. It represents the community's ability to recover from and adjust to adversity through the District's focus on comprehensive preparation, prevention and mitigation strategies. The Prevention Division achieves this by providing the highest quality community risk reduction, fire investigation, code enforcement, plan review, disaster preparedness, and public education possible within the resources available.

Our Prevention Division is led by our Fire Marshal, a Division Chief who reports directly to the Fire Chief. The District employees professional, highly-trained and dedicated personnel utilizing state-of-the-art technology to meet or exceed the community's expectations. Through prompt, efficient and dedicated services, SMFD aims to promote awareness to the public. The division is structured around six main areas to serve the community:



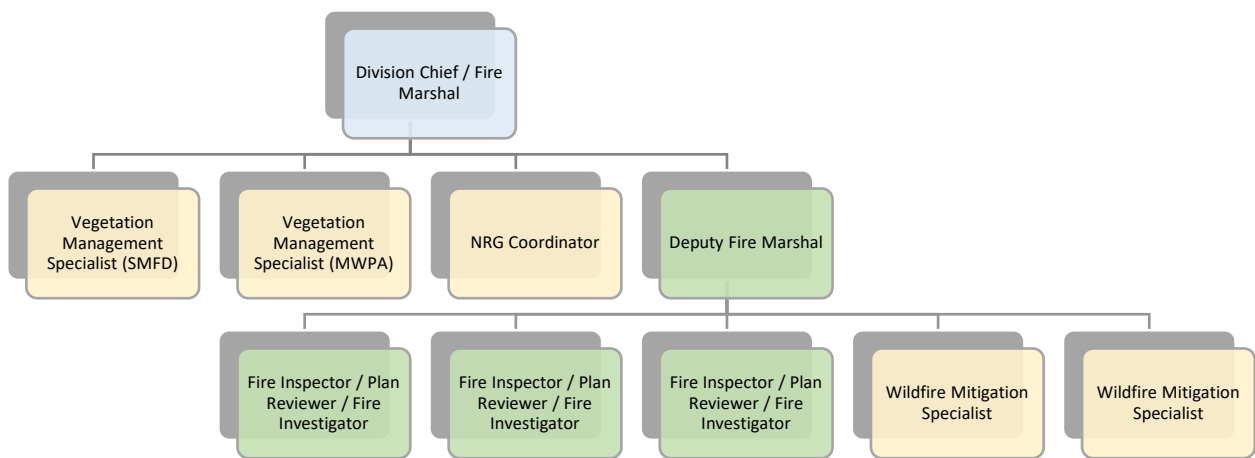
Fire Marshal, Fred Hilliard

1. **Fire Inspections:** This includes construction inspections (fire protection systems, fire alarms), occupancy compliance inspections for businesses and multifamily residences (both regular and state-mandated), fire hazard inspections and complaints, school drills, special event permits, and disaster response.
2. **Plan Review and Permitting:** Handling planning and building department plan review submittals, serving as the Fire District representative for construction projects, and participating in development review with the cities.
3. **Vegetation Management:** Managing programs funded by local tax measures (Measure U in SMFD, Measure C under MWPA) including chipper services, roadway clearance, hazardous tree removal, wildfire forest restoration, defensible space inspections, residential grants, and serving as representatives on related committees.
4. **Public Education and Outreach:** Providing safety information through community meetings and events, school programs, evacuation planning and drills. Also conducting fire investigations as needed.
5. **Code Enforcement and Development:** Participating in the development and adoption of fire codes, issuing citations for violations, managing the fire prevention fee schedule and budget.
6. **Administrative Services:** Handling public inquiries and requests related to inspections, permits and chipping services, managing division personnel and special programs.

The division is funded through property taxes (including Measure U and Measure C), as well as fire prevention fees. The 2024/2025 budget provides the resources necessary to accomplish this important community risk reduction mission. SMFD staff participate extensively in local disaster preparedness efforts and committees.

However, as detailed in the Fire Prevention Services Model 2022-2023 document, the division's responsibilities have grown significantly in recent years, particularly with the addition of services for Mill Valley and the new MWPA vegetation management programs. This year marks the newest current staffing model with resources designed to meet all service demands.

This Division is led and managed by our Fire Marshal who is a Division Chief and reports directly to the Fire Chief.



OPERATIONS DIVISION

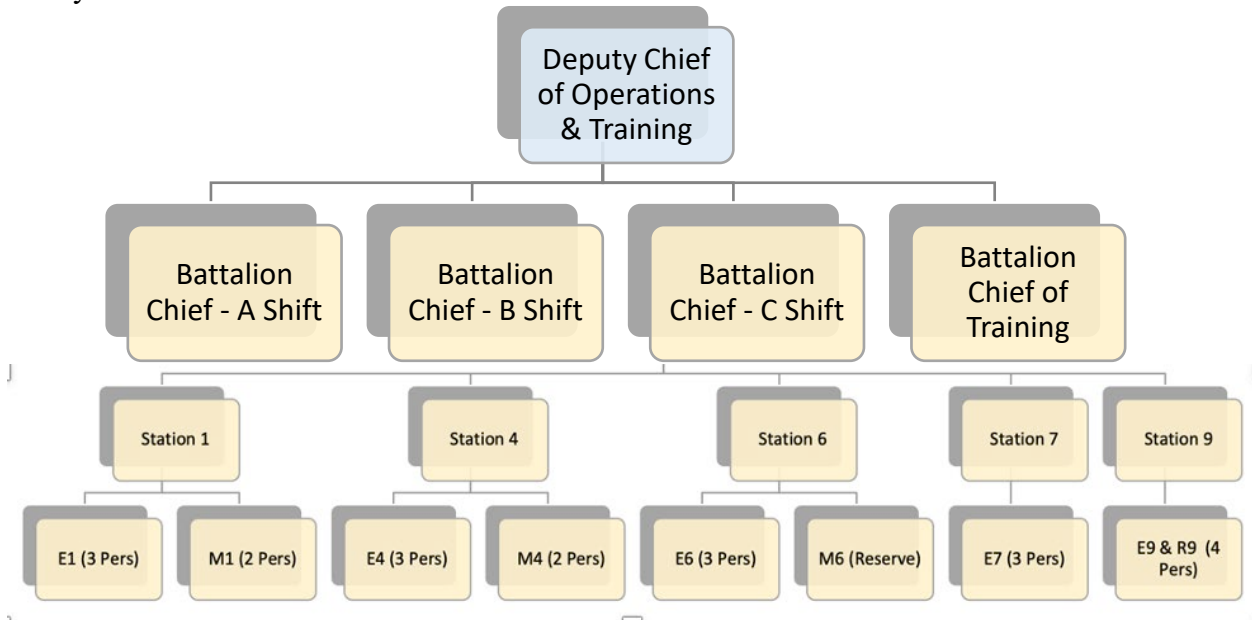
The Operations Division provides all-hazards emergency response services to the citizens of the Southern Marin Fire District. Operations personnel and equipment are the first line responders of the District emergency response system. Our goal is to respond to *all* threats to life, property, and the environment. We often find ourselves being the citizens' first, and sometimes last, resort for help. We are almost always called first in an emergency and often called last when the citizen simply cannot find a resolution to their problem through any other public service or private company. In these situations, our philosophy is to find safe, effective, timely, and economical solutions. **Our Operations Division is led and managed by our Deputy Chief of Operations & Training and reports directly to the Fire Chief.**



Deputy Chief of Operations & Training, Matt Barnes

The Operations Division organizes staffing of apparatus in order to continue to exceed the expectations of the community, and to remain operationally ready to provide professional, skilled, and courteous service at all times.

Our Operations are not only land based but the District also operates in a marine environment and is equipped, trained, and staffed to respond to the numerous events that occur in our waterways each year.



TRAINING DIVISION

The Training Division provides all cognitive and manipulative training, regulatory training, and education, to all our employees, as well as is responsible for all applicable documentation including associated policy and procedures.

Our Training Division is staffed by a full-time Battalion Chief. The Vision for our Training Division is to support the pursuit of our organizational vision of pursuing academic and technical excellence and have the resources needed to be highly proficient in all that aspects of our roles and responsibilities; to perform our mission safely and exceed our citizens' expectations.

Our Training Division is also led and managed by our **Battalion Chief of Training**. Oversight is provided by the **Deputy Chief of Operations & Training** and reports directly to the Fire Chief.



Battalion Chief of Training, Adam Vollmer

Measure U

In November of 2018, citizens of the Fire District approved a parcel tax increase that will generate an estimated \$3.1 million annually. The purpose of the measure was two-fold: to ensure financial viability of the District and its current services, and to provide new funding for the District to use to generate new wildland fire risk reduction efforts. A priority of the voters was increased funding dedicated to reducing risks associated with wildfire. The District committed to the voters prior to the passage of the measure, an annual funding of \$1 million from the new revenue stream for efforts specific to reducing the risks from wildland fire. The remaining \$2M dollars is to be allocated to fund the other key values identified in the ordinance:



1. Maintaining Local Emergency Medical Services
2. Attracting & Retaining Qualified Professional Paramedics
3. Maintaining High Cardiac and Stroke Survivability Standards
4. Maintaining Local Fire Protection
5. Maintaining Current 9-1-1 Response Times
6. Improving the district's ability to react to and contain wildland fires.

These priorities were recently reinforced in our 2023 Community Survey.

Measure C

In March of 2020, citizens of Marin County approved a parcel tax increase that will generate an estimated \$19.3 million annually. The Measure also results in the creation of the Marin Wildfire Prevention Authority, a JPA that will govern the use of the funds generated from the measure.

The Measure is designed to take a county-wide approach to reducing the risks associated with wildland fire. The revenues from the measure fund three primary areas: 1) Core JPA Functions; 2) Defensible Space Inspections and 3) Local Mitigation Programs.



The Core Functions element of the Measure will be supported by 60% of the revenues raised; the defensible space inspectors' program will be supported by 20% of the revenues raised, and the local mitigation element will be supported by the remaining 20% of the revenues raised.

The Fire Chief, in consultation with the Fire Marshal and Deputy Chief of Operations and Training has developed a proposed work plan and budget to submit to the Marin Wildfire Prevention Authority (MWPA) for consideration and approval. The Governing Board of the new Joint Powers Agreement (JPA) will ultimately determine what elements of each agency's proposals are funded.

What is presented in this budget is what has been approved by the MWPA Board.

A budget summary document sheet for Measure C is included in this budget packet to provide a summarized view of Measure C expenditures.

Long Term Fiscal Resiliency

In the adopted Vision of the Fire District, the long-term fiscal resiliency is identified as a key objective and states:

ECONOMIC RESILIENCY

- *I envision a future where the economic resiliency of the organization is sound and built to weather the ebb and flow of economic cycles.*

The Fire District has historically navigated some very difficult times economically. The passage of Measure U in 2018 was a major accomplishment towards fiscal resiliency. OPEB and Pension liability have had a significant impact on the District's ability to generate responsible reserves, provide greater operational flexibility, and provide the economic tool to expand or enhance services where it meets the needs of the District.

- The development and execution of a comprehensive review process of the District's revenue streams, identifying opportunities to generate new sources of income, ensuring we are collecting revenues commensurate with District policy and legal mandates.
- The development and execution of a comprehensive review process of the District's expenditure streams, identifying opportunities to generate new efficiencies thereby extracting greater value out of each dollar of revenue.
- The creation of a culture that thrives on the pursuit of economic responsibility and embraces the regular assessment of all aspects of the economic model and choices of the District's operations.
- A culture that embraces and pursues sustainable practices that yield greater value from our revenue streams.

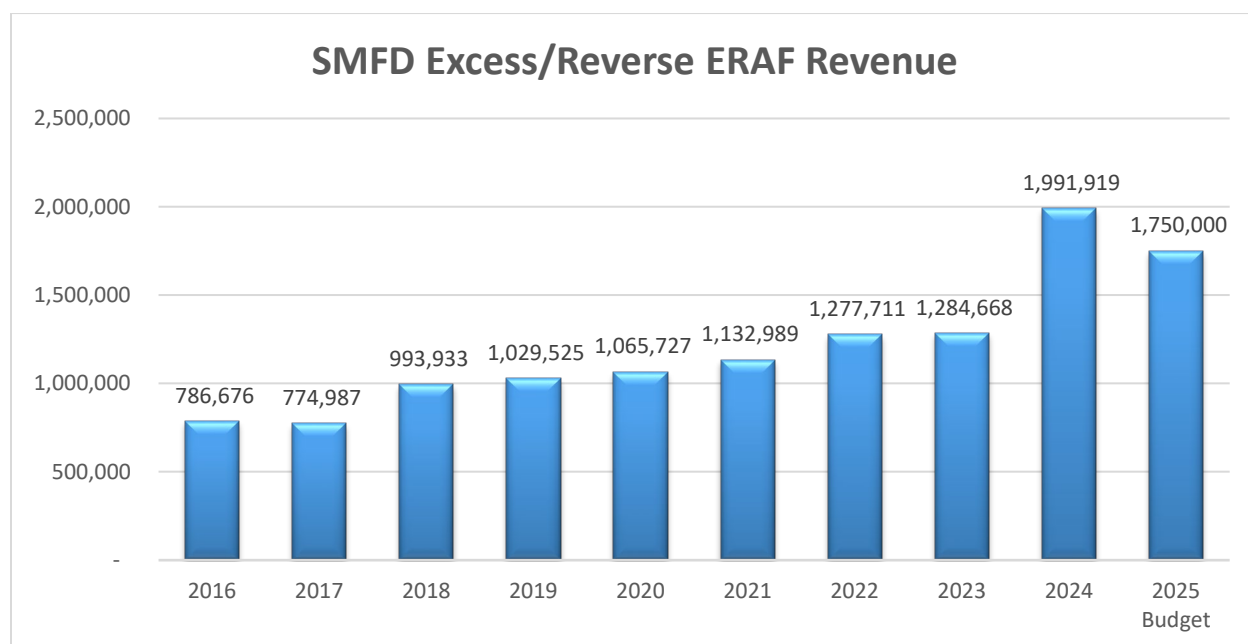
Since the adoption of our Vision, District personnel have endeavored on the expenditure side of the economic resiliency equation. Our budget managers have worked diligently through a zero-based budgeting approach, to develop budget proposals that are responsible and in alignment with the organization's vision, mission, and strategic objectives.

Proposed Budget Summary for Fiscal Year 2024/2025 (FY25)

Revenue Forecast Summary

Property tax makes up the primary source of the Fire District’s revenue. With the annexation of the City of Mill Valley’s Fire Department (MVFD), the District started receiving an estimated \$6.6M in property tax monies to fund the increased costs of adding 27 new safety personnel and associated equipment and facilities costs in FY24. Other new Mill Valley revenue streams include an additional \$273K for SMEMPS, \$507K to fund Mill Valley MWPA projects, \$300K in Municipal Service Tax (MST) funds for vegetation management projects in Mill Valley, and \$65K in plan fee revenue.

The proposed budget projects a conservative property tax increase of 5%, or \$1.2M (the City of Mill Valley’s property tax revenues historically increased 6%). In addition, this budget proposal includes conservative projections for ERAF, SMEMPS, and interest – all unpredictable revenue streams. This year does not include any grant funds (although we do have several grant applications in process), which accounts for a \$1M decrease over FY24.



Expenditure Proposals Summary

Our Expenditures are categorized into three major categories: The **Operating + Equipment Budget** [Salaries & Benefits + Operating Expenses + Debt Service + Equipment], **Grants/Allocations**, and **Funded from Reserves** [apparatus, facilities, or one-time purchases funded by monies set aside in prior years].

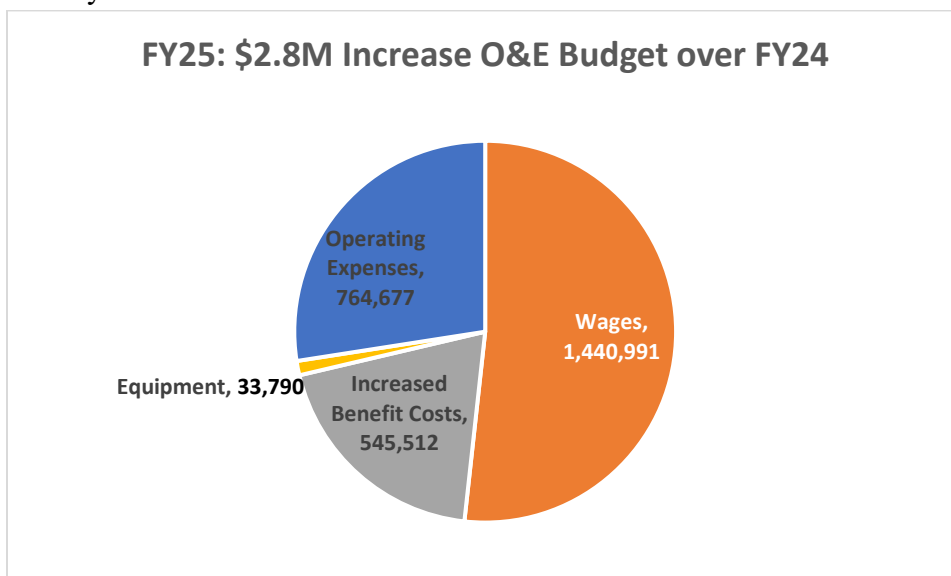
Operating + Equipment Budget

The Operating & Equipment (O&E) Budget is the part of our budget that captures the ongoing expenses that are required to keep our organization running and ensure the delivery of our services day to day. This includes costs like our salary and benefit expenses, dispatch costs, fuel

and maintenance costs, and expenditures that are recurring and are a part of our day-to-day operations.

The Operating + Equipment Budget Increase for FY25 has been proposed at +8%, or a \$2.8M net increase over FY24's budget. However, the O&E Budget includes one-time expenditures in Measure C (MWPA) that will be funded with prior year unspent funds. Without the \$761K in one-time expenditures funded with prior year funds, the O&E Budget is 6% more than last year's.

FY25 is the tenth year in which we have deployed a zero-based budgeting approach, and we continue to refine this tool as an element to our expenditure control tools. The proposed increases reflect organizational needs for FY25, many of which have essentially been funded by decreases in other budget lines where this fiscal year either the program needs have decreased or in some cases been fully eliminated.



Current salaries include 5% wage increases across the board, the addition of one new administrative position (HR Coordinator), step increases for eligible employees, and funding for a Support Services Manager (converting a current safety position to a day position).

Grants / Allocations

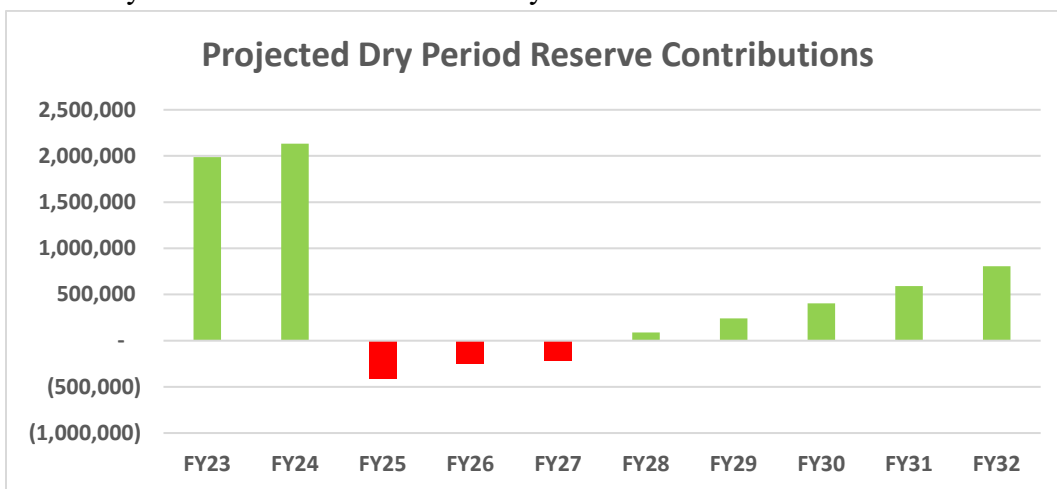
The District successfully applied for an allocation specifically for vegetation management along Highway 1. The \$1M for this project was reflected in the FY24 Budget; this year we are budgeting for the unspent portion of the \$1M, which is \$419K.

The total **Funded from Reserves** category decreased by (\$396K) this year, largely due to the near completion of the Station 4 Remodel Project. We are also proposing the purchase of one replacement vehicle for the Deputy Chief of Operations, in addition to the replacement of BC1 and a rescue watercraft (RWC). The other new proposals include facilities improvements to Station 4 (tower, outbuildings, concrete back ramp), a new strategic plan, technology upgrades (LSW conference room, plus Station 6/7 Comcast addition), and \$100K for unforeseen facilities repairs and improvements.

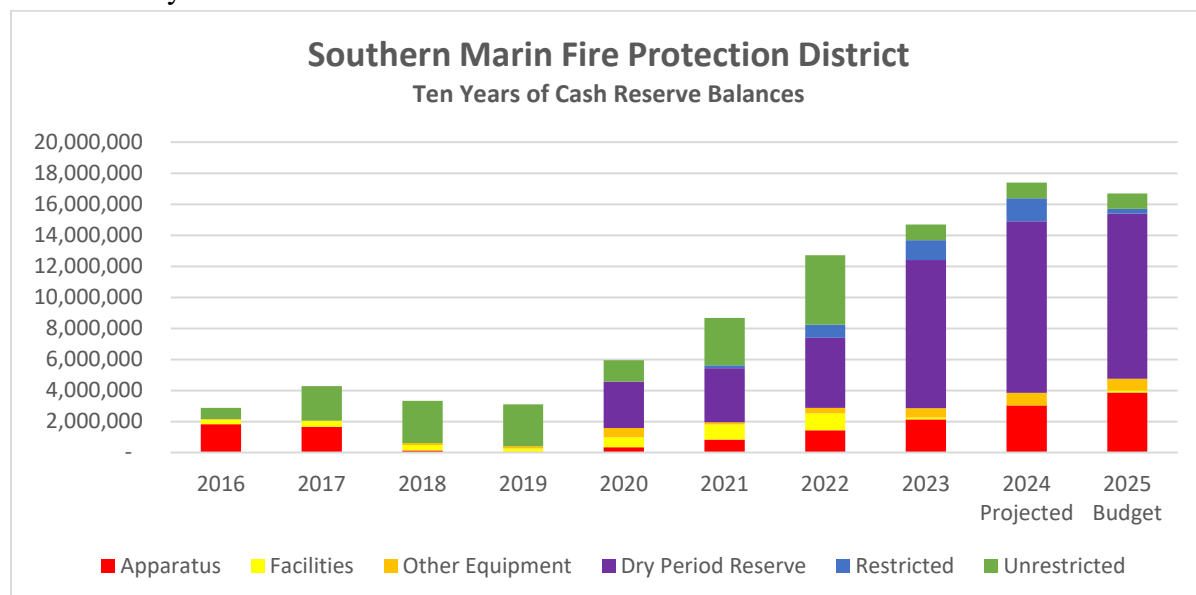
Reserve Funding Strategy

The intent of the reserves is twofold: 1) The Dry Period reserve fund is to fund the District's budget during the period between July through December, when the District receives no property tax disbursements from the County. In addition, during this period, the District is also incurring overtime costs due to mutual aid strike teams but is not being reimbursed by the State for up to six months. 2) These funds are also not dedicated for specific purchases but instead are reserved in the event that economic conditions beyond our control require an injection of funds to carry us through a downturn in the economy.

The District's FY25 reserves goal is \$13.4M (five months' O&E expenses, less the MWPA budget and expenditures funded with prior year unspent funds); this is a 9% increase over last year's goal. As of FY23 the District had exceeded its unallocated reserve goal by almost \$1M; going forward with the increased goal due to the annexation, the reserve goal is projected to be approximately 93% funded over the next 10 years.



The long-term goal is to eventually have an amount in the Dry Period + Unrestricted reserves account equal to one year's worth of the Operating + Equipment Budget (less MWPA O&E equals \$33.5M in FY25), as part of a Financial Strategic Objective and our Vision to be more economically resilient.



This budget projects needing to fund the O&E Budget with \$409K in reserves. The restricted funds are for future MWPA projects only.

Equipment

The Operating Equipment included in the Operating Budget is the part of our budget where we detail frequently recurring and/or lower-cost equipment expenses (such as hose and hydrants – not apparatus). In a municipal budget this is often referred to as a Capital Improvement Budget. This often includes tools and various hardware items.

This budget proposes \$366,116 in equipment spending, an increase of \$33,790 over the FY24 budget. **This is a 10% increase over last year's equipment budget.** The proposed expenditures in the Operating Equipment Budget are most often discretionary expenses. This does not mean that they are frivolous and in fact they directly contribute to the achievement of the Strategic Plan, Mission, and the Vision of the Fire District.

The Proposals within this budget are those that we believe are essential in moving the District towards attainment of those elements of our Vision and contained within our Strategic Plan.

Funded from Reserves

Although the **Funded from Reserves** Budget is similar to our **Equipment** budget it is distinctly different than the **Equipment** Budget in that includes our fire apparatus purchases and is funded from monies in our reserve account.

This budget proposes \$792,899 in capital reserve spending, **a decrease** of \$396K, or 33% compared to the FY24 Budget. The decrease is due to less costs associated with the Station 4 remodel as that project enters its final phase.

2024/2025 Proposed Major Capital Initiatives

1. **Strategic Plan Process (583-5W).** With the recent annexation of the City of Mill Valley we propose conducting a new strategic planning process with the findings and recommendations from our Master Plan. **Estimated cost: \$95,000**
2. **Station 4 Remodel – Final Phase (583-5V).** Phase 1 addressed several structural issues with Station 4, as well as remodeling and an updated kitchen. In Phase 2 we integrated the additional issues that were unaddressed in Phase 1, including roofing and gutters, updated lighting, and new office furniture. In this Final Phase we propose improvements to Station 4’s outbuildings and concrete back ramp, and removing the tower. **Estimated cost: \$255,500**
3. **Replacement of Battalion Chief One (BC1) (583-5J).** The District is planning to standardize all BC rigs. This Dodge Ram 2500 will have a 14-year service life (as opposed to 10-years). **Estimated cost: \$150,000**
4. **Replacement of Deputy Chief of Operations (CH4) (583-5J).** CH4 has reached its service life and exceed mileage thresholds and will be replaced with a Chevrolet Tahoe. **Estimated cost: \$115,000**
5. **Comcast at Stations 6 & 7 (583-5W).** The internet at Stations 6 and 7 is provided by the City of Mill Valley. This budget proposes adding Comcast at these stations, which requires new routers, firewalls and switches, plus wiring at Station 6. **Estimated cost: \$17,000**
6. **LSW Conference Room Technology Upgrades (583-5W).** This proposal will add more functionality to control displays on the Crestron iPad. **Estimated cost: \$3,831**
7. **LSW Board Room Cameras (583-5W).** Update and add cameras and camera switchers to the Board meeting area. This will allow camera views to switch between people speaking. **Estimated cost: \$11,568**
8. **Submit Annual ACFR.** Beginning in the 2020/2021 Fiscal Year, the District submitted its first ever Annual Comprehensive Financial Report (ACFR). Developing the first ACFR is a time-consuming process but the process of producing and being recognized by the Government Financial Officers Association is a sought-after Best Practice. For the 2024/2025 fiscal year, we will submit our fourth ACFR, but it will require a fraction of the time as the template has already been developed. **Estimated cost: \$5,000 (Plus Staff Time)**

9. **Conduct Annual Audit.** Each year the Fire District is required to complete a financial audit; it is also considered a Best Practice. The District will submit an Audit for the 2024/2025 fiscal year. **Estimated cost: \$20,000**

10. **Support Measure U Oversight Committee Annual Audit.** Each fiscal year staff meets with the Measure U Oversight Committee twice. The last meeting consists of a review of the District Audit, and a review of the Performance Measures articulated in the Measure U Ordinance. This engagement with the Oversight Committee occurs every year.
Estimated cost: \$0 (Staff Time only)

11. **Generate and present Annual Report, and Quarterly Reports.** In 2021, the District completed and released its first-ever Annual Report. This report is publicly published through the District’s communication channels, as well as being placed on the District website. The goal is to generate an Annual Report each year moving forward. These reports are shared through the District’s communication channels as well as presented at the Board Meetings, and the Cities of Mill Valley and Sausalito Council meetings.
Estimated cost: \$0 (Staff Time only)

Operating + Equipment Budget Significant *Changes* Detail (Including Measure U Wildfire Mitigation Programs & Measure C)

Increase/(Decrease) over FY24 Budget:

501-A – Base Salaries and Overtime – \$1,440,991

This increase accounts for the 5% wage increase for all personnel, step increases for eligible employees, and one new positions that we anticipate CityGate will recommend as a result of the Master Plan Analysis: HR Coordinator. It also includes a projected cost of \$200K for overtime related to DEI initiatives.

504 Benefits – \$545,512

Many benefits will increase as a result of the 5% wage increases, plus anticipated health benefits increases (7%).

511 – Office Expenses – \$25,156

Includes \$25,000 in the Measure U budget as proposed by our Preparedness & Education Coordinator for open house and evacuation drill postcards, plus vegetation management parcel notices.

513-V – Software Subscriptions – \$40,720

This line has changed largely due to the need to upgrade our records management systems (RMS) due to the National Fire Incident Reporting System (NFIRS) coding changes; FirstDue (\$34,150) for the Prevention Division, and ImageTrend (\$23,500) will be our new RMS. In addition, Laserfiche is also a new file management subscription (\$23K).

515 – Clothing & Personnel Supplies – \$41,405

Equipment for new hires, plus the cost of new water rescue helmets to meet all safety requirements.

517-B – Dispatch Services – \$314,388

With the transition of dispatch services from the Marin County Sheriff's Office (MCSO) to a new agency with enhanced services dedicated solely to the fire service, we anticipate a higher-quality service but also with a higher cost. The transition is being mandated because of the MCSO getting out of the fire dispatch business. This is the anticipated recurring cost for dispatch services going forward.

523-C – Legal Fees – (\$200,000)

We did a mid-year budget revision for FY24 to reflect actual anticipated legal expenses of \$600K. We anticipate FY25's legal fees to be less than FY24's budget.

523-ZB – Vegetation Management – \$457,451

This increase is part of the promise made to the District's citizens that with the approval of Measure U, increased resources will go towards wildfire mitigation and prevention efforts. It also includes the MWPA initiatives that previously were with the City of Mill Valley, and the use of prior year unspent MWPA funds to accelerate several projects in FY25.

523-ZH – DEI Initiatives – \$55,375

This budget line is to provide equitable opportunities and increase inclusiveness in the District's recruitment process. It includes staff DEI and leadership training, a \$75K contract with Vaya Consulting to assist staff with training and recruitment, in addition to training fairs, and a video by the International Association of Fire Chiefs (IAFC: \$26K).

526-A – Training – \$26,077

Added drone pilot training (\$20K), Prevention Division trainings.

527 – Rent – \$9,404

This is for the estimated cost of the rent increase for the admin building for admin and prevention staff.

Equipment Detail - \$366,116 Total (\$33,790 increase over FY24 Budget)

Total Costs:

583-4B – Replacement Automatic External Defibrillators – \$31,000

For each sixty seconds a patient in ventricular fibrillation, who does not receive an electronic shock, reduces their chance of survival by 10%. These medical devices are carried on all District apparatus and vehicles to ensure that our staff can readily and quickly apply this life saving skill in moments of need.

583-4C – Knox Box Key Replacement – \$2,000

Each year the District plans and executes the replacement of fire hydrants throughout the District's boundaries.

583-4D – Replacement Fire Hydrants – \$47,855

Each year the District plans and executes the replacement of fire hydrants throughout the District's boundaries.

583-4F – Replacement Fire Hose – \$69,101

Aging hose are replaced annually.

583-4H – Replacement Radios – \$32,500

In addition to the standard replacement of radios past their useful life, we will be procuring new chargers for Mill Valley's rigs and stations.

583-4K – Office Equipment – \$34,790

Replacement of Station 9/LSW servers \$15K, 11 station recliners totaling \$17,490, and Station 1 office chairs \$800.

583-4R – Replacement of Computer Workstations – \$10,000

(4) workstations (MacBooks) are budgeted.

583-4U – Personal Thermal Imagers – \$20,000

These can technically be called Personal Accountability Devices, and this cost is for one device for every seat on a first-out apparatus. These small devices will aid firefighters in quickly identifying where they are in a building, in the event they become disoriented in a zero-visibility situation. We are proposing the purchase of (16) of these new devices.

583-4V – MDC iPad Program – \$85,870

To replace aging iPads on the rigs, in addition to new 5G CradlePoint routers for (9) first-out rigs.

583-4Z – Drone Program – \$10,000

This year's budget includes the cost of (1) replacement drone.

583-4Z – Rope Rescue Equipment – \$23,000

Updating technical rope rescue equipment on Truck 4 and a Type 1 Engine to meet current best practice standards and provide compatibility, consistency and efficiency during technical rope rescue incidents. We will propose updating more apparatus in next year's budget as well.

Funded from Reserves - \$792,899 Total (\$396,438 decrease over FY24)

Total Costs:

583-5H – Other Repairs – \$100,000 (*\$0 change over FY24*)

Unanticipated costs for station repairs.

583-5J – New Apparatus – \$265,000

Anticipated cost to replace the Deputy Chief of Operations (CH4) vehicle, and Battalion Chief 1 (BC1)

583-5O – Rescue Watercraft – \$45,000

For the replacement of one rescue watercraft that has reached the end of its useful service life.

583-5V – Station 4 Remodel – \$255,500

These funds will be used for improvements to Station 4's outbuildings and concrete back ramp, and removing the tower.

583-5W – New Strategic Plan – \$95,000

This is for a new strategic plan, post-Mill Valley annexation.

583-5W – Comcast at Stations 6 & 7 – \$17,000

This budget proposes adding Comcast at stations 6 and 7, which will require new routers, firewalls and switches, plus wiring at Station 6.

583-5W – LSW Conference Room Technology Upgrades – \$3,831

This proposal will add more functionality to control displays on the Crestron iPad.

583-5W – LSW Board Room Cameras (583-5W) – \$11,568

Update and add cameras and camera switchers to the Board meeting area. This will allow camera views to switch between people speaking.

FY25 Summary Operating, Equipment + Capital Budget by Division

FY25 Analysis	General	Change from PY Budget	Prevention	Change from PY Budget	Measure U	Change from PY Budget	Measure C	Change from PY Budget	TOTAL CHANGE
Operating Budget									
Salaries & Benefits	25,376,661	7%	1,133,100	6%	444,110	12.3%	814,470	20%	8%
Operating Expenses	5,142,040	-0.5%	434,859	-28%	555,890	-7.6%	1,722,180	65%	11%
Equipment	310,761	15%	52,355	-3%	0	N/A	3,000	-44%	10%
Total O&E Budget	30,829,462	7%	1,620,314	-3%	1,000,000	0%	2,539,650	47%	8%
Capital from Reserves	792,899	-11%	0	N/A	0	0%	0	-100%	-33%
Grants / Allocations	0	N/A	419,194	-58%	0	0%	0	0%	-58%
Total FY25 Budget	31,622,361	6%	2,039,508	-24%	1,000,000	0.3%	2,539,650	25%	5%

FY25 O&E General Budget Analysis

FY25 Analysis	Budget	Change from Prior Year Budget
FY24 Approved O&E Budget	28,804,751	
Plus General Inflationary Increases	0	0%
Plus/(Less) FY24 Changes:		
Salaries & Benefits:		
501 - Salaries	780,000	Step increases, 5% wage increases, (1) new position (HR Coordinator); anticipated PTO buyouts due to retirements
501-O - Overtime	442,261	Based on FY24 actuals + 5% wage increases +\$200K DEI OT
504 - Benefits	515,262	(1) new position, 7% Kaiser est increase; added HR payroll tool (+\$10K)
Subtotal Salaries & Benefits Changes	1,737,523	7%
Operating Expense Changes:		
511 - Office Expenses	(1,230)	↓Maps & Run Books
513 - Special Departmental Expenses	10,976	↑Software subscriptions (ClearGov, Laserfiche, ADP HR tools, ImageTrend [RMS])
515 - Clothing & Personnel Supplies	63,265	↑PPE prices, new employee gear
517 - Communications	309,237	↑Dispatch services (\$314K); added Sta6/7 internet service
518 - Utilities	826	Utilities estimate based on FY24 actual
520 - Buildings & Grounds Maintenance	5,989	
521 - Equipment Maintenance	(15,700)	SCBA costs, ↓Nozzles
521-1 - Vehicle Maintenance	(30,630)	Less for RWC
523 - Specialized Services	(135,380)	↓legal by \$200K; ↑Tax Collection fees due to MV annexation; ↓Outside Services
524 - Insurance	2,000	Additional vehicles + premium ↑
526 - Training & Conferences	30,894	Drone trainings
526-1 - Membership/conferences	500	
526-2 - Meetings, Meals & Travel Expenses	(5,400)	Decreased bridge tolls based on FY24 actual
527 - Rent	12,202	LSW est rent increase
585 - Debt Service	4	
Subtotal Operating Budget Increase/(Decrease)	247,553	4.8%
Equipment (detailed on Capital Analysis)	39,635	15%
Total General O&E Budget	30,829,462	2,024,711 7%

FY25 O&E Prevention Budget Analysis

FY25 Analysis	Budget	Change from Prior Year Budget
FY24 Approved O&E Budget	1,674,050	
Plus General Inflationary Increases	0	0%
Plus/(Less) FY24 Changes:		
Salaries & Benefits:		
501 - Salaries	50,000	Step increases, 5% wage increases
501-O - Overtime	3,720	
504 - Benefits	10,700	
Subtotal Salaries & Benefits Changes	64,420	6%
Operating Expense Changes:		
511 - Office Expenses	(5,000)	
513 - Special Departmental Expenses	21,426	Added FirstDue RMS subscription
515 - Clothing & Personnel Supplies	(20,150)	No new hire costs
517 - Communications	820	↑iPhone monthly charges
521-1 - Vehicle Maintenance	(5,000)	
523 - Specialized Services	(103,955)	FY24 included \$116K Mill Valley's rollover
524 - Insurance	0	MST expense
526 - Training & Conferences	(3,672)	No change
526-1 - Membership/conferences	(2,080)	
526-2 - Meetings, Meals & Travel Expenses	(900)	
Subtotal Operating Budget Increase/(Decrease)	(116,511)	-19%
Equipment (detailed on Capital Analysis)	(1,645)	-3%
Total Prevention O&E Budget	1,620,314	(53,736)
		-3%

FY25 O&E Measure U Wildfire Mitigation Budget Analysis

FY25 Analysis	Budget	Change from Prior Year Budget
FY24 Approved O&E Budget	997,000	
Plus General Inflationary Increases	0	0.0%
Plus/(Less) FY24 Changes:		
Salaries & Benefits:		
501 - Salaries	25,000	Increased VMS salary to match MWPA's
501-O - Overtime	10	
504 - Benefits	23,500	
Subtotal Salaries & Benefits Changes	48,510	12.3%
Operating Expenses:		
511 - Office Expenses	15,450	Mailers
513 - Special Departmental Expenses	285	Subscriptions
515 - Clothing & Personnel Supplies	(1,215)	No new employee costs
517 - Communications	500	↑iPhone monthly charges
521 - Equipment Maintenance	500	New portable veg trimmers
521-1 - Vehicle Maintenance	(500)	
523 - Specialized Services	(58,865)	Vegetation management projects
526 - Training & Conferences	(75)	
526-1 - Membership/conferences	110	
526-2 - Meetings, Meals & Travel Expenses	100	
Subtotal Operating Budget Increase/(Decrease)	(43,710)	-7.3%
Equipment (detailed on Capital Analysis)	(1,800)	
Total Measure U O&E Budget	1,000,000	3,000 0%

FY25 Measure C (MWPA) O&E Budget Analysis

FY25 Analysis	Budget	Change from Prior Year Budget
FY24 Approved O&E Budget	1,728,655	
Plus General Inflationary Increases	0	0%
Plus/(Less) FY24 Changes:		
Salaries & Benefits:		
501 - Salaries	140,000	Step increases, will fill VMS position
501-O - Overtime	0	
504 - Benefits	(3,950)	
Subtotal Salaries & Benefits Changes	136,050	20%
Operating Expenses (Increase/(Decrease):		
511 - Office Expenses	15,936	Pub Ed, Flood Zone mailers
513 - Special Departmental Expenses	2,100	
515 - Clothing & Personnel Supplies	(495)	No new employees
517 - Communications	(1,044)	
521-1 - Vehicle Maintenance	(800)	
523 - Specialized Services	667,243	Veg mgmt projects funded w/ PY rollover
524 - Insurance	(1,000)	
526 - Training & Conferences	(1,070)	
526-1 - Membership/conferences	65	
526-2 - Meetings, Meals & Travel Expenses	100	
Subtotal Operating Budget Increase/(Decrease)	681,035	65%
Equipment (detailed on Capital Analysis)	(2,400)	-44%
Total MWPA O&E Budget	2,543,340	814,685 47%

Southern Marin Fire District
FY25 Capital Budget Analysis

FY25 Analysis	Budget	Change from Prior Year Budget
FY24 Approved Base Budget	28,533,625	
Plus General Inflationary Increases	0	0.0%
Plus (Less) FY24 Other Significant Changes:		
Subtotal Operating Change	1,985,076	7%
Total Base Budget	30,518,701	7%
Plus Equipment		
583-4B · Non-SMEMPS EMS Equipment	31,000	AEDs
583-4F · Hoses	69,101	
583-4H · Radios	32,500	
583-4K · Office Equipment	33,290	Station recliners (11); LSW/Sta9 server replacement; Sta1 office chairs
583-4R · New Workstations	8,000	Station computer replacements
583-4U · Thermal Image Camera	20,000	Personal imagers (16)
583-4V · MDC iPad Program	83,870	Replace (4) ipads; 5G cradlepoint routers (9); starlink
583-4Z · One-Time Misc Equipment	33,000	Drone (1); Rope rescue gear for T4 & (1) Type I
Total Equipment	310,761	15%
Plus Capital from Reserves:		
583-5H · Other Repairs	100,000	misc. facilities repairs/contingency
583-5J · New Apparatus	265,000	BC1/CH4 replacement
583-5O · Rescue Watercraft	45,000	Replacement RWC
583-5V · Station 4 Remodel	255,500	Station 4 tower removal, outbuildings, concrete (backramp)
583-5W · One-Time Misc. Expenses	127,399	LSW board/conf room upgrades; Sta 6/7 Comcast equip; Strategic Plan
Total Funded from Reserves	792,899	-11%
Plus Grants	0	
FY25 Total General Budget	31,622,361	6%

FY25 Prevention Capital Budget Analysis

FY25 Analysis	Budget	Change from Prior Year Budget
FY24 Approved Base Budget	1,620,050	
Plus General Inflationary Increases	0	0%
Plus (Less) FY24 Other Significant Changes:		
Subtotal Operating Change	(52,091)	
Total Base Budget	1,567,959	-3%
Plus Equipment		
583-4C · Knox Box Key Replacement	2,000	
583-4D · Hydrants	47,855	
Total Equipment	52,355	-3%
Plus Capital from Reserves:		
583-5W · One-Time Misc. Expenses	0	
Total Funded from Reserves	0	N/A
Highway I Veg Management Allocation	419,194	-58%
FY25 Total Prevention Budget	2,039,508	-24%




FY25 Measure U Wildfire Mitigation Capital Budget Analysis

FY25 Analysis	Budget	Change from Prior Year Budget
FY24 Approved Base Budget	995,200	
Plus General Inflationary Increases	0	0%
Plus (Less) FY24 Other Significant Changes:		
Subtotal	4,800	0%
Total Base Budget	1,000,000	0%
Plus Equipment		
583-4B · Non-SMEMPS EMS Equipment	0	
Subtotal	0	-100%
Plus Capital from Reserves:		
Total Funded from Reserves	0	0%
FY25 Total Measure U Budget	1,000,000	0%

FY25 Measure C (MWPA) Capital Budget



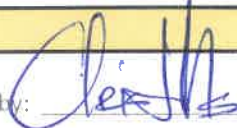
FY25 Analysis	Budget	Change from Prior Year Budget
FY24 Approved Base Budget	1,723,255	
Plus General Inflationary Increases	0	0.0%
Plus/(Less) FY24 Changes:		
Subtotal	813,395	47%
Total Base Budget	2,536,650	47%
Plus Equipment		
583-4K · Office Equipment	1,000	
583-4R · New Workstations	2,000	
Subtotal	3,000	-44%
Plus Capital from Reserves:		
583-5W · One-Time Misc. Expenses	0	
Total Funded from Reserves	0	-100%
FY25 Total MWPA Budget	2,539,650	25%

SMFD CAPITAL REQUEST FORM

REQUESTED BY:	BC Barnes	TODAY'S DATE:	6/1/2024
PROJECT NAME:	AEDs	BUDGET LINE:	583-4B
DIVISION NAME:	General	Replacement Equipment:	YES
START DATE:	7/1/2024	END DATE:	6/30/2025
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS			
List all other costs associated with the approval of this request: maintenance, supplies, etc.			
Product Photo:		Replace apparatus AED's per the replacement schedule once AED's have reached their useful life.	
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS			
COMPONENTS:		VENDOR:	AMOUNT:
Product/Service:	AED's	AED Superstore	\$ 31,000.00
Delivery:			
Installation:			
Tax:			
Other:			
Recurring:	10 year replacement		
Total Project Cost			\$ 31,000.00
DEPUTY CHIEF APPROVAL			
Approved by:		Date:	6-11-24
CHIEF APPROVAL			
Approved by:		Date:	6-11-24



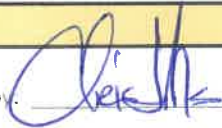
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SMFD CAPITAL REQUEST FORM

REQUESTED BY:	Kenny O'Reilly/ Marshall Nau	TODAY'S DATE:	6/1/2024
PROJECT NAME:	Hydrant Replacement Project	BUDGET LINE:	583-4D
DIVISION NAME:	Prevention	Replacement Equipment:	YES
START DATE:	7/1/2024	END DATE:	6/30/2025
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS			
List all other costs associated with the approval of this request: maintenance, supplies, etc.			
Product Photo:	<div style="display: flex; justify-content: space-around; align-items: center;">  <div style="width: 60%;"> <p>Purchase hydrants to replace existing hydrants in the district. Risers are used to elevate hydrants on the ground and provide water main protection if the hydrant is struck and gets sheared off. Gaskets and bolts are used to secure the hydrant bodies.</p> </div> </div>		
COMPONENTS:			
		VENDOR:	AMOUNT:
Product/Service:	Clow 75 Hydrant @ \$2,760 x10	Core & Main	\$ 27,600.00
	Clow 76 Hydrant @ \$3660 x5	Core & Main	\$ 18,300.00
	Risers, Gaskets, Markers, and Bolts	Core & Main	\$ 1,955.00
Delivery:	Provided by the R&B company, removal provided by MMWD.	N/A	\$ -
Installation:	Completed by MMWD staff at the direction of SMFD staff requests.	N/A	\$ -
Other:			
Recurring:		Budget Line 583-4D	
Total Project Cost			\$ 47,855.00
DEPUTY CHIEF APPROVAL			
Approved by:			Date: <u>6-11-24</u>
CHIEF APPROVAL			
Approved by:			Date: <u>6-11-24</u>


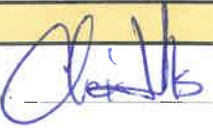
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SMFD CAPITAL REQUEST FORM

REQUESTED BY:	Mark Fischer	TODAY'S DATE:	6/1/2024
PROJECT NAME:	Hose	BUDGET LINE:	583-4F
DIVISION NAME:	General	Replacement Equipment:	YES
START DATE:	7/1/2024	END DATE:	6/30/2025
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS			
List all other costs associated with the approval of this request: maintenance, supplies, etc.			
Product Photo:		<p>Annual hose testing and replacement of various hose sizes. Outfit new E9 with hoses.</p>	
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS			
COMPONENTS:	VENDOR:	AMOUNT:	
Product/Service:	Large Diameter Hose/2.5' Hose (new E9)	Curtis	\$23,575.00
	6" Hard Drafting Hose	Curtis	\$1,000.00
	1.75" Sniper Attack Hose	Allstar Fire Equipment	\$5,380.00
	2.5" Attack Hose	Curtis	\$3,620.00
	Spare 1.75" Snier Hose	Allstar Fire Equipment	\$10,760.00
	Wildland Hose	Curtis	\$3,000.00
	Damaged/Replacements/Incidentals	Curtis/Allstar Fire Equipment	\$3,000.00
	Annual Hose testing	DCS Testing & Equipment	\$13,500.00
Tax:		\$ 5,266.00	
Other:			
Recurring:			
Total Project Cost			\$ 69,101.00
DEPUTY CHIEF APPROVAL			
Approved by: 	Date: <u>6-11-24</u>		
CHIEF APPROVAL			
Approved by: 	Date: <u>6-11-24</u>		




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SMFD CAPITAL REQUEST FORM

REQUESTED BY: Mike Coleman	TODAY'S DATE: 6/1/2024	
PROJECT NAME: BKR 5000	BUDGET LINE: 583-4H	
DIVISION NAME: General	Replacement Equipment: YES	
START DATE: 7/1/2024	END DATE: 6/30/2025	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo:	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>VHF Radio</p> </div> <div style="text-align: center;"> <p>Moving to a new VHF radio that will go in each engine.</p> </div> </div>	
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS		
COMPONENTS:	VENDOR:	AMOUNT:
Product/Service:	BKR 5000 radio x 10	Bendixkingradios.com \$ 23,400.00
	Lapel microphone/charger/battery x 10	\$ 9,100.00
Delivery:		
Installation:		
Tax:		
Other:		
Recurring:		
Total Project Cost		\$ 32,500.00
DEPUTY CHIEF APPROVAL		
Approved by: 		Date: 6-11-24
CHIEF APPROVAL		
Approved by: 		Date: 6-11-24




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SMFD CAPITAL REQUEST FORM

REQUESTED BY: Russ Jaycox	TODAY'S DATE: 6/1/2024	
PROJECT NAME: LSW Server Upgrade	BUDGET LINE: 583-4K	
DIVISION NAME: General	Replacement Equipment: YES	
START DATE: 7/1/2024	END DATE: 6/30/2025	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo: 	We will replace SMFD-DC4 at LSW, the server where Quickbooks and some Admin/Finance/HR files are. The current LSW server is a domain controller and file server. Separating these tasks as 2 separate servers follow industry best practices and will mitigate potential issues.	
COMPONENTS:	VENDOR:	AMOUNT:
Product/Service: Domain Controller	Marin IT	\$ 3,903.74
Product/Service: File/App Server	Marin IT	\$ 5,091.99
Product/Service: Server and Storage Prep	Marin IT	\$ 1,740.00
Installation: Onsite Install/Configuring	Marin IT	\$ 1,740.00
Tax:		
Other:		\$ 2,524.27
Recurring:		
Total Project Cost		\$ 15,000.00
DEPUTY CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	
CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	

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SMFD CAPITAL REQUEST FORM

REQUESTED BY: BC Paterson	TODAY'S DATE: 6/1/2024	
PROJECT NAME: Sta 1 Office Chairs	BUDGET LINE: 583-4K	
DIVISION NAME: General	Replacement Equipment: YES	
START DATE: 7/1/2024	END DATE: 6/30/2025	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo:		
	Replace existing chairs at station 1.	
COMPONENTS:	VENDOR:	AMOUNT:
Office Chairs (6)	Staples	\$ 800.00
Product/Service:		
Installation:		
Tax:		
Other:		
Recurring:		
Total Project Cost		\$ 800.00
DEPUTY CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	
CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	




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SMFD CAPITAL REQUEST FORM

REQUESTED BY: BC Paterson	TODAY'S DATE: 6/1/2024		
PROJECT NAME: Recliners	BUDGET LINE: 583 4K		
DIVISION NAME: General	Replacement Equipment: YES		
START DATE: 7/1/2024	END DATE: 6/30/2025		
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS			
List all other costs associated with the approval of this request: maintenance, supplies, etc.			
Product Photo:	<div style="display: flex; align-items: center;">  <div style="flex-grow: 1;"> <p style="text-align: center;">Replace stations 1 and 9 recliners.</p> </div> </div>		
COMPONENTS:	VENDOR:		
Product/Service:	Recliners (11)	La-Z-Boy	AMOUNT: \$ 17,490.00
Delivery:			
Installation:			
Tax:			
Other:			
Recurring:			
Total Project Cost			\$ 17,490.00
DEPUTY CHIEF APPROVAL			
Approved by: 	Date: 6-11-24		
CHIEF APPROVAL			
Approved by: 	Date: 6-11-24		


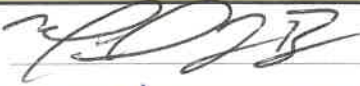

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SMFD CAPITAL REQUEST FORM

REQUESTED BY: Russ Jaycox	TODAY'S DATE: 6/1/2024	
PROJECT NAME: New Computers	BUDGET LINE: 583-4R	
DIVISION NAME: General	Replacement Equipment: Yes	
START DATE: 7/1/2024	END DATE: 6/30/2025	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo:	<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Purchase 4 Macbooks, 1 to replace CH2, 1 to replace Communications Coordinator, 2 stock and accessories (monitors, keyboards, mouses).</p> </div> </div>	
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS		
COMPONENTS:	VENDOR:	AMOUNT:
4 Macbooks	Apple	\$ 6,000.00
Monitors, keyboards, mouse	Apple	\$ 2,000.00
Product/Service:		\$ -
Delivery:		incl
Installation:		incl
Tax:		incl
Other:		\$ -
Recurring:		\$ -
Total Project Cost		\$ 8,000.00
DEPUTY CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	
CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	




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SMFD CAPITAL REQUEST FORM

REQUESTED BY: BC Barnes		TODAY'S DATE: 6/1/2024	
PROJECT NAME: Personal Imagers (16)		BUDGET LINE: 583-4U	
DIVISION NAME: General		Replacement Equipment: YES	
START DATE:	7/1/2024	END DATE:	6/30/2025
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS			
List all other costs associated with the approval of this request: maintenance, supplies, etc.			
Product Photo:		Purchase 16 personal thermal imagers.	
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS			
COMPONENTS:		VENDOR:	AMOUNT:
Product/Service:	Thermal Imagers (16)	Municipal Emergency Services	\$ 20,000.00
Delivery:			
Installation:			
Tax:			
Other:			
Recurring:			
Total Project Cost			\$ 20,000.00
DEPUTY CHIEF APPROVAL			
Approved by: 		Date: 6-11-24	
CHIEF APPROVAL			
Approved by: 		Date: 6-11-24	




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SMFD CAPITAL REQUEST FORM

REQUESTED BY: BC Barnes	TODAY'S DATE: 6/1/2024	
PROJECT NAME: Cradlepoint	BUDGET LINE: 583-4V	
DIVISION NAME: General	Replacement Equipment: YES	
START DATE: 7/1/2024	END DATE: 6/30/2025	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo: 	Replace the remaining first out apparatus with updated cradlepoint routers. Updated routers are 5G and use firstnet.	
COMPONENTS:	VENDOR:	AMOUNT:
Product/Service: New cradlepoint routers for 5G (9 first out type 1 rigs)	CDCE	\$ 20,115.00
Product/Service: 5G Modem		\$ 6,705.00
Product/Service: Switches/Adapters		\$ 12,895.00
Delivery:		\$ 300.00
Installation: 9 apparatus installs		\$ 28,068.00
Tax:		\$ 3,276.49
Other:		
Recurring:		
Total Project Cost		\$ 71,359.49
DEPUTY CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	
CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	




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SMFD CAPITAL REQUEST FORM

REQUESTED BY: BC Barnes	TODAY'S DATE: 6/1/2024	
PROJECT NAME: iPad Replacements	BUDGET LINE: 583-4V	
DIVISION NAME: General	Replacement Equipment: YES	
START DATE: 7/1/2024	END DATE: 6/30/2025	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo:	<div style="display: flex; align-items: center;">  <div style="flex-grow: 1;"> <p style="text-align: center;">Following the replacement schedule, 4 iPads will reach useful life and be replaced in FY25.</p> </div> </div>	
COMPONENTS:	VENDOR:	AMOUNT:
Product/Service: iPads (4)	Apple (iOS)	\$ 8,000.00
Delivery:		
Installation:		
Tax:		
Other:		
Recurring:		
Total Project Cost		\$ 8,000.00
DEPUTY CHIEF APPROVAL		
Approved by: 	Date: <u>6-11-24</u>	
CHIEF APPROVAL		
Approved by: 	Date: <u>6-11-24</u>	




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SMFD CAPITAL REQUEST FORM

REQUESTED BY: BC Barnes	TODAY'S DATE: 6/1/2024	
PROJECT NAME: Starlink Satellite Internet	BUDGET LINE: 583-4V	
DIVISION NAME: General	Replacement Equipment: NO	
START DATE: 7/1/2024	END DATE: 6/30/2025	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo: 	Purchase 2 Starlink Satellite internet hardware kits to provide another form of internet access.	
COMPONENTS:	VENDOR:	AMOUNT:
Product/Service: Starlink Satellite Internet (2)	Starlink	\$ 4,500.00
Delivery:		
Installation:		
Tax:		
Other: -		
Recurring:		
Total Project Cost		\$ 4,500.00
DEPUTY CHIEF APPROVAL		
Approved by: 	Date: <u>6-11-24</u>	
CHIEF APPROVAL		
Approved by: 	Date: <u>6-11-24</u>	



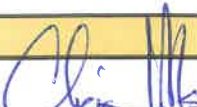
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SMFD CAPITAL REQUEST FORM

REQUESTED BY: Marshall Nau	TODAY'S DATE: 6/1/2024		
PROJECT NAME: UAS Drone Program	BUDGET LINE: 583-4Z		
DIVISION NAME: General	Replacement Equipment: YES		
START DATE: 7/1/2024	END DATE: 6/30/2025		
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS			
List all other costs associated with the approval of this request: maintenance, supplies, etc.			
Product Photo: 	Purchase a new drone to replace the 1 of the 2 existing drones.		
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS			
COMPONENTS:	VENDOR:	AMOUNT:	
Product/Service:	Anzu Robotics Raptor T w/ starter kit, case, batteries	DroneNerds.com	\$ 8,364.00
	Mavic 3 batteries/controller	FlyHighUSA.com	\$ 1,636.00
Delivery:	Shipping costs		
Installation:			\$ -
Tax:			\$ -
Other:			
Recurring:			
Total Project Cost			\$ 10,000.00
DEPUTY CHIEF APPROVAL			
Approved by: 		Date: 6-11-24	
CHIEF APPROVAL			
Approved by: 		Date: 6-11-24	



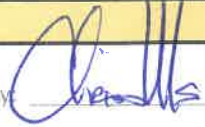
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SMFD CAPITAL REQUEST FORM

REQUESTED BY: Morlock	TODAY'S DATE: 6/1/2024	
PROJECT NAME: Rope Rescue Gear	BUDGET LINE: 583-42	
DIVISION NAME: General	Replacement Equipment: NO	
START DATE: 7/1/2024	END DATE: 6/30/2025	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo: <div style="display: flex; justify-content: space-around; align-items: center;">  <div style="width: 40%; padding-left: 20px;"> Update technical rope rescue equipment on SMFD apparatus to meet current best practice standards and provide compatibility, consistency and efficiency during technical rope rescue incidents. </div> </div>		
COMPONENTS:	VENDOR:	AMOUNT:
Truck 4 Equipment	360 Rescue LLC	\$ 14,000.00
Type 1 Engine Equipment	360 Rescue LLC	\$ 9,000.00
Delivery:		
Installation:		
Tax:		
Other:		
Recurring:	Recurring Budget Line:	
Total Project Cost		\$ 23,000.00
DEPUTY CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	
CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	




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SMFD CAPITAL REQUEST FORM

REQUESTED BY: Travis Fox	TODAY'S DATE: 6/1/2024	
PROJECT NAME: BC1	BUDGET LINE: 583-5J	
DIVISION NAME: General	Replacement Equipment: YES	
START DATE: 7/1/2024	END DATE: 6/30/2025	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo:		
	Replacement vehicle for BC1	
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS		
COMPONENTS:	VENDOR:	AMOUNT:
Vehicle: Dodge Ram 2500		\$ 100,000.00
Radio:		
Lightbars:		
Installation: Installation and purchase of required equipment	Wattco	\$ 50,000.00
Decals/Emblems:		
Other:		
Total Project Cost		\$ 150,000.00
DEPUTY CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	
CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	

*Please attach all quotes to this Form

SMFD CAPITAL REQUEST FORM

REQUESTED BY: BC Barnes	TODAY'S DATE: 6/1/2024	
PROJECT NAME: Vehicle Replacement	BUDGET LINE: 583-5J	
DIVISION NAME: General	Replacement Equipment: YES	
START DATE: 7/1/2024	END DATE: 6/30/2025	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo: 	Replacement vehicle for Deputy Chief of Operations	
COMPONENTS:	VENDOR:	AMOUNT:
Product/Service: Chevrolet Tahoe SSV	HGAC	\$ 73,000.00
Delivery:		
Installation: Installation and purchase of required equipment	Wattco	\$ 42,000.00
Tax:		
Other:		
Recurring:	Recurring Budget Line:	
Total Project Cost		\$ 115,000.00
DEPUTY CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	
CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	

*Please attach all quotes to this Form

SMFD CAPITAL REQUEST FORM

REQUESTED BY:	Jeff Fesler/O'Reilly	TODAY'S DATE:	6/1/2024
PROJECT NAME:	Rescue Watercraft	BUDGET LINE:	583-50
DIVISION NAME:	General	Replacement Equipment:	YES

START DATE:	7/1/2024	END DATE:	6/30/2025
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BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS

List all other costs associated with the approval of this request: maintenance, supplies, etc.



COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS

COMPONENTS:	VENDOR:	AMOUNT:
Product/Service:	2023 Yamaha FXHO	Factory Powersports \$ 18,972.17
	SMFD Ski Cover	Compass Covers \$ 1,700.00
	Electronics: Radios, Lights, Batteries, Charger, etc.	Various \$ 4,294.00
	Safety Gear	Various \$ 5,612.00
	Red Vinyl Wrap, SMFD insignia, Traction turf	Regatta Boat Graphics \$ 3,200.00
Delivery:	N/A	
Installation:	H&M Labor and installation of electronics, safety gear and hardware	TBD \$ 10,277.91
Tax:		
Other:	MMSI Number	Boat US \$ 25.00
Recurring:	Recurring Budget Line:	
Total Project Cost		\$ 44,081.08




DEPUTY CHIEF APPROVAL

Approved by:  Date: 8-29-24

CHIEF APPROVAL



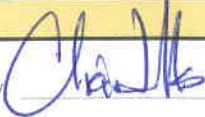
Approved by:  Date: 8-29-24

SMFD CAPITAL REQUEST FORM

REQUESTED BY: Doug Paterson	TODAY'S DATE: 6/1/2024	
PROJECT NAME: Station 4 Remodel	BUDGET LINE: 583-5V	
DIVISION NAME: General	Replacement Equipment: YES	
START DATE: 7/1/2024	END DATE: 6/30/2025	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo:		
	Station 4 tower, outbuildings, concrete (backramp)	
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS		
COMPONENTS:	VENDOR:	AMOUNT:
	TBD	\$ 250,000.00
Product/Service:		
Delivery:		
Installation:		
Tax:		
Other:		
Recurring:	Recurring Budget Line:	
Total Project Cost		\$ 250,000.00
DEPUTY CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	
CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	




*Please attach all quotes to this Form

SMFD CAPITAL REQUEST FORM

REQUESTED BY: Russ Jaycox	TODAY'S DATE: 6/1/2024	
PROJECT NAME: LSW Board Room Video	BUDGET LINE: 583-5W	
DIVISION NAME: General	Replacement Equipment: YES	
START DATE: 7/1/2024	END DATE: 6/30/2025	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo: 	Update and add cameras/camera switchers to the Board Meeting area. This will allow camera views to switch between people speaking.	
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS		
COMPONENTS:	VENDOR:	AMOUNT:
Product/Service: Camera/Joystick/Switcher equipment	Bob Levy	\$ 5,529.10
Delivery:		\$ 276.46
Installation:		\$ 5,225.00
Tax:		\$ 537.01
Other:		
Recurring:	Recurring Budget Line:	
Total Project Cost		\$ 11,567.57
DEPUTY CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	
CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	



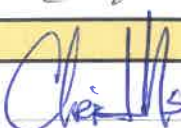
*Please attach all quotes to this Form

SMFD CAPITAL REQUEST FORM

REQUESTED BY: Russ Jaycox		TODAY'S DATE: 6/1/2024	
PROJECT NAME: LSW Conference Room		BUDGET LINE: 583-5W	
DIVISION NAME: General		Replacement Equipment: YES	
START DATE:	7/1/2024	END DATE:	6/30/2025
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS			
List all other costs associated with the approval of this request: maintenance, supplies, etc.			
Product Photo:		<p>Update technology/cables in the LSW conference room to add functionality to control displays to the Crestron iPad.</p>	
			
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS			
COMPONENTS:		VENDOR:	AMOUNT:
Product/Service:	Connectors/Cables	Bob Levy	\$ 165.80
	Control System Programming User Interface		\$ 1,200.00
Delivery:			
Installation:	AV Systems installation (2 people)		\$ 2,450.00
Tax:			\$ 15.34
Other:			
Recurring:		Recurring Budget Line:	
Total Project Cost			\$ 3,831.14
DEPUTY CHIEF APPROVAL			
Approved by: 		Date: <u>6-11-24</u>	
CHIEF APPROVAL			
Approved by: 		Date: <u>6-11-24</u>	


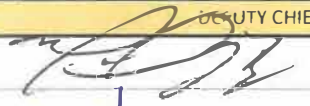

*Please attach all quotes to this Form

SMFD CAPITAL REQUEST FORM

REQUESTED BY: Russ Jaycox	TODAY'S DATE: 6/1/2024		
PROJECT NAME: Sta 6 and 7 Internet	BUDGET LINE: 583-5W		
DIVISION NAME: General	Replacement Equipment: YES		
START DATE: 7/1/2024	END DATE: 6/30/2025		
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS			
List all other costs associated with the approval of this request: maintenance, supplies, etc.			
Product Photo:	<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Currently stations 6 and 7 access internet through the City of Mill Valley. Installing internet in each station will give them their own connection and be in line with the other stations.</p> </div> </div>		
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS			
COMPONENTS:	VENDOR: AMOUNT:		
Product/Service:	Cisco Firewalls	Marin IT	\$ 9,613.40
	Smartnet Support	Marin IT	\$ 2,244.30
Delivery:			
Installation:			\$ 3,960.00
Tax:			\$ 841.17
Other:			
Recurring:	Recurring Budget Line:		
Total Project Cost			\$ 16,658.87
DEPUTY CHIEF APPROVAL			
Approved by: 	Date: 6-11-24		
CHIEF APPROVAL			
Approved by: 	Date: 6-11-24		

*Please attach all quotes to this Form

SMFD CAPITAL REQUEST FORM

REQUESTED BY: Chief Tubbs	TODAY'S DATE: 6/1/2024	
PROJECT NAME: New Strategic Plan	BUDGET LINE: 583-5W	
DIVISION NAME: General	Replacement Equipment: NO	
START DATE: 7/1/2024	END DATE: 6/30/2025	
BRIEF PRODUCT DESCRIPTION, JUSTIFICATION, AND EFFECT ON OPERATIONS		
List all other costs associated with the approval of this request: maintenance, supplies, etc.		
Product Photo: 		
COMPLETE THIS SECTION FOR ALL EQUIPMENT REQUESTS		
COMPONENTS:	VENDOR:	AMOUNT:
Product/Service: New Strategic Plan	Jacob Green & Associates	\$ 95,000.00
Delivery:		
Installation:		
Tax:		
Other:		
Recurring:	Recurring Budget Line:	
Total Project Cost		\$ 95,000.00
DEPUTY CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	
CHIEF APPROVAL		
Approved by: 	Date: 6-11-24	

*Please attach all quotes to this Form

**SOUTHERN MARIN FIRE PROTECTION DISTRICT
BUDGET DETAIL**

BUDGET - LINE ITEM SUMMARY		FY24	FY25 BUDGET				% Change PY Budget	% Change PY Actual	
DESCRIPTION		ACTUAL	GEN BUDGET	PREVENTION	Measure U	MWPA	TOTAL BUDGET		
	<i>Property Taxes:</i>								
Schiffmann	Secured	22,223,463	23,409,000				23,409,000		5%
	Unsecured	416,944	420,000				420,000		1%
	Unitary	156,932	160,000				160,000		2%
	Prior Unsecured	24,366	25,000				25,000		3%
Schiffmann	Supplemental Assessment	419,128	405,000				405,000	19%	-3%
Schiffmann	HOPTR	78,590	79,000				79,000		1%
Schiffmann	Property Taxes	23,319,422	24,498,000				24,498,000	5%	5%
Schiffmann	Tam/Alto Special Assessment	908,723	908,723				908,723	0%	0%
Schiffmann	EMR & Fire Protection Tax	3,109,258	2,109,000		1,000,000		3,109,000	0%	0%
Schiffmann	ERAF	1,991,919	1,750,000				1,750,000	-12%	-12%
Schiffmann	Interest	714,952	500,000				500,000	-11%	-30%
Schiffmann	Grant Funds	1,000,000	0	0	0	0	0	-100%	-100%
	GENERAL REVENUE								
Schiffmann	499200 · MEASURE C JPA	1,485,934				1,499,816	1,499,816	2%	1%
Schiffmann	499300 · CELL SITE RENTAL	45,550	47,025				47,025	-39%	3%
Schiffmann	499400 · SAUSALITO OPEB REIMBURSEMENT	58,000	58,000				58,000	0%	0%
Schiffmann	WORKERS' COMP REIMBURSEMENTS	230,272	150,000				150,000	-29%	-35%
Schiffmann	Sale of Assets	1,250	0	0	0	0	0	-100%	-100%
Schiffmann	REIMBURSEMENTS / REFUNDS	29,406	20,000	0	0	0	20,000	-26%	-32%
	FEEES FOR SERVICE:								
Peterson	499530 · S MEMPS REVENUE	1,915,714	1,900,000				1,900,000	42%	-1%
Schiffmann	499510 · GGNRA CONTRACT	345,000	345,000				345,000	0%	0%
Schiffmann	499520 · MUTUAL AID AGREEMENTS	673,301	650,000				650,000	5%	-3%
Peterson	499515 · INTERAGENCY AGREEMENTS	927,467	170,416	300,000	0	278,617	749,033	-24%	-19%
Hilliard	499525 · PLAN FEES	359,211		331,000			331,000	-1%	-8%
Schiffmann	TOTAL GENERAL REVENUES:	6,071,106	3,340,441	631,000	0	1,778,433	5,749,874	5%	-5%
	Total Revenues	37,115,380	33,106,164	631,000	1,000,000	1,778,433	36,515,597	0%	-2%
	SALARIES & BENEFITS								
	501 SALARIES								
Schiffmann	501-A · Base Salaries	12,287,800	11,700,000	675,000	290,000	530,000	13,195,000	8%	7%
Schiffmann	501-B · Sick Buy-Out	60,483	180,000	0	0	0	180,000	64%	198%
Schiffmann	501-C · Vacation Buy-Out	144,968	100,000	0	0	0	100,000	-17%	-31%
	Subtotals	12,493,252	11,980,000	675,000	290,000	530,000	13,475,000	8%	8%
	501-O OVERTIME								
Schiffmann	501-0A · Overtime	1,996,440	2,402,261	13,720	5,010	0	2,420,991	21%	21%
Schiffmann	501-0B · FLSA	261,970	305,000	0	0	0	305,000	13%	16%
Schiffmann	501-0C · Out of Grade	23,451	40,000	0	0	0	40,000	-20%	71%
	Subtotals	2,281,861	2,747,261	13,720	5,010	0	2,765,991	19%	21%

BUDGET - LINE ITEM SUMMARY		FY24	FY25 BUDGET					% Change PY Budget	% Change PY Actual
DESCRIPTION	ACTUAL	GEN BUDGET	PREVENTION	Measure U	MWPA	TOTAL BUDGET			
504	BENEFITS								
Schiffmann	504-A · Health Benefits	1,998,797	2,025,000	110,000	70,000	125,000	2,330,000	15%	17%
Schiffmann	504-AA · Retiree Medical	396,022	400,000	0	0	0	400,000	0%	1%
Schiffmann	504-AB · Retiree Health Savings	196,339	197,000	9,000	6,000	11,000	223,000	25%	14%
Schiffmann	504-AAA · Retiree Medical (OPEB)	252,000	252,000	0	0	0	252,000	0%	0%
Schiffmann	504-B · Dental	162,526	166,000	8,000	6,500	9,500	190,000	14%	17%
Schiffmann	504-C · Vision	14,121	14,000	800	600	1,000	16,400	3%	16%
Schiffmann	504-D · Holiday Pay	560,982	575,000	0	0	0	575,000	2%	2%
Schiffmann	504-E · District Share Retirement	4,398,072	3,885,000	200,000	35,000	80,000	4,200,000	-3%	-5%
Schiffmann	504-G · Educational Allowance	481,006	545,000	6,000	0	0	551,000	12%	15%
Schiffmann	504-H · Clothing Allowance	32,960	30,400	1,680	0	320	32,400	-2%	-2%
Schiffmann	504-K · Workers Compensation	1,176,018	1,520,000	54,000	7,500	13,000	1,594,500	9%	36%
Schiffmann	504-L · Def.Comp. Employer %	545,055	525,000	35,000	15,000	28,000	603,000	7%	11%
Schiffmann	504-N · Long Term Disability	31,072	30,000	1,500	900	1,650	34,050	5%	10%
Schiffmann	504-O · Long Term Care Insurance	65,512	72,000	3,700	2,200	4,800	82,700	4%	26%
Schiffmann	504-S · Longevity	17,545	25,000	0	0	0	25,000	4%	42%
Schiffmann	504-V · W/C Payroll Audit Adjustment	103,163	100,000	0	0	0	100,000	33%	-3%
Schiffmann	504-X · Life Insurance	13,783	18,000	700	400	700	19,800	41%	44%
Schiffmann	504-Y · Payroll Taxes	234,270	270,000	14,000	5,000	9,500	298,500	12%	27%
	Subtotals	10,679,242	10,649,400	444,380	149,100	284,470	11,527,350	5%	8%
	SALARY & BENEFITS TOTAL:	25,454,355	25,376,661	1,133,100	444,110	814,470	27,768,341	8%	9%
OPERATING BUDGET									
511	OFFICE EXPENSE								
Peterson	511-A · General Office Supply	18,244	15,000	500	500	3,000	19,000	7%	4%
Peterson	511-B · Copier/Printer Expenses	13,596	5,000	750	25,000	16,000	46,750	143%	244%
Barnes	511-C · Maps & Run Books	2,634	3,270	0	0	0	3,270	-53%	24%
Peterson	511-D · Postage	5,017	5,350	250	1,400	0	7,000	3%	40%
	Subtotals	39,490	28,620	1,500	26,900	19,000	76,020	49%	93%
513	SPECIAL DEPARTMENTAL EXPENSE								
Peterson	513-F · Subscriptions	1,315	1,000	192	0	0	1,192	19%	-9%
Peterson	513-G · Awards	3,938	3,500	0	0	0	3,500	-30%	-11%
Peterson	513-H · Office Equipment Replacement	1,746	2,500	0	0	0	2,500	0%	43%
Barnes/SP	513-L · Photos	5,800	4,500	0	0	0	4,500	-25%	-22%
Peterson	513-O · Misc. Celebrations/flowers	2,336	2,800	0	0	0	2,800	12%	20%
Frazier	513-Q · Station Flags	321	3,000	0	0	0	3,000	15%	834%
O'Reilly	513-S · Hydrant Supplies	0	2,500	0	0	0	2,500	0%	#DIV/0!
Barnes/RJ	513-U · Misc. Computer Supplies	11,019	11,500	400	1,200	500	13,600	-3%	23%
Barnes/RJ	513-V · Software Subscriptions Services	267,702	269,161	43,334	1,225	2,000	315,720	15%	18%
	Subtotals	294,177	300,461	43,926	2,425	2,500	349,312	11%	19%
515	CLOTHING & PERSONNEL SUPPLIES								
Clason	515-A · Uniforms/Boots	65,285	89,050	5,350	2,415	7,050	103,865	-7%	59%
Paterson, S.	515-B · Badges	5,173	5,000	0	0	300	5,300	-12%	2%
Golden	515-G · Personal Protective Equipment	87,161	112,000	1,100	500	1,100	114,700	-18%	32%

BUDGET - LINE ITEM SUMMARY		FY24	FY25 BUDGET					% Change PY Budget	% Change PY Actual
DESCRIPTION		ACTUAL	GEN BUDGET	PREVENTION	Measure U	MWPA	TOTAL BUDGET		
Golden	515-H · Misc Repairs/struc cloth	36,188	42,000	0	0	0	42,000	15%	16%
Scott	515-I · Wildland - Safety Clothing	17,686	20,245	0	0	0	20,245	1%	14%
Golden	515-N · Strike Team Equipment (OOC)	162	8,000	0	0	0	8,000	-24%	4827%
Golden	515-P · New Employee Gear	10,376	94,715	0	0	0	94,715	126%	813%
Scott	515-T · Wildland Shelters	5,889	8,145	0	0	0	8,145	36%	38%
Fesler	515-U · Rescue Swimmer Gear	2,856	12,065	0	0	0	12,065	383%	322%
Peterson	515-V · USAR Equipment	5	11,000	0	0	0	11,000	214%	214325%
Subtotals		230,782	402,220	6,450	2,915	8,450	420,035	11%	82%
517 COMMUNICATIONS									
Hilliard/RJ	517-A · Telephone	48,848	32,000	3,600	900	1,800	38,300	-15%	-22%
Barnes	517-B · Dispatch including CAD Service	452,374	766,762	0	0	0	766,762	69%	69%
Barnes/RJ	517-D · Cell Phones	67,536	65,800	2,800	1,000	2,200	71,800	2%	6%
Barnes	517-E · MERA Operating Costs	128,157	114,800	0	0	0	114,800	-10%	-10%
Barnes/RJ	517-G · Internet/IDSL	21,506	42,840	0	0	0	42,840	36%	99%
Hilliard/RJ	517-I · Phone Repairs/Replacement	3,708	10,500	1,700	1,200	3,000	16,400	-46%	342%
Tubbs	517-K · MERA-New Project Financing	0	16,093	0	0	0	16,093	N/A	#DIV/O!
Subtotals		722,130	1,048,795	8,100	3,100	7,000	1,066,995	41%	48%
518 UTILITIES									
Peterson	518-A · PG&E Station 4	17,648	22,500	0	0	0	22,500	26%	27%
Peterson	518-B · PG&E Station 9	21,188	30,000	0	0	0	30,000	0%	42%
Peterson	518-C · MMWD Station 4	3,590	5,000	0	0	0	5,000	-13%	39%
Peterson	518-D · MMWD Station 9	4,407	5,500	0	0	0	5,500	14%	25%
Peterson	518-E · Richardson Bay Sanitation	1,984	1,500	0	0	0	1,500	50%	-24%
Peterson	518-F · PG&E Station 1	22,588	22,000	0	0	0	22,000	10%	-3%
Peterson	518-G · MMWD - Station 1	2,903	6,000	0	0	0	6,000	0%	107%
Peterson	518-H · Sanitation - Station 1	4,236	5,000	0	0	0	5,000	18%	18%
Peterson	518-I · Sanitation & Refuse - Sta 4	8,943	25,000	0	0	0	25,000	0%	180%
Peterson	518-J · PG&E LSW	29,962	36,000	0	0	0	36,000	-17%	20%
Subtotals		117,450	158,500	0	0	0	158,500	0%	35%
520 BUILDINGS & GROUNDS MAINT									
Hanson	520-B · Janitorial Supplies	29,565	32,500	0	0	0	32,500	0%	10%
Peterson	520-C · Unscheduled Repairs & Maint.	103,906	100,000	0	0	0	100,000	17%	-4%
Peterson	520-D · Sprinklers/Alarm System	3,184	3,500	0	0	0	3,500	17%	10%
Peterson	520-E · Elevator Contract	7,299	8,500	0	0	0	8,500	6%	16%
Peterson	520-H · Carpets - Cleaning	0	3,000	0	0	0	3,000	11%	#DIV/O!
Frazier	520-K · Kitchen Supplies	5,232	3,700	0	0	0	3,700	-4%	-29%
Peterson	520-L · Sign Changes	15,161	5,000	0	0	0	5,000	-67%	-67%
Subtotals		164,347	156,200	0	0	0	156,200	4%	-5%
521 EQUIPMENT MAINTENANCE									
Natsios	521-A · Radio Repair	9,195	25,000	2,000	0	0	27,000	20%	194%
Falk	521-B · Breathing Air Systems	29,007	24,000	0	0	0	24,000	-17%	-17%
Peterson	521-E · Mechanical Systems - Contract	5,132	13,000	0	0	0	13,000	0%	153%

BUDGET - LINE ITEM SUMMARY		FY24	FY25 BUDGET					% Change PY Budget	% Change PY Actual
DESCRIPTION		ACTUAL	GEN BUDGET	PREVENTION	Measure U	MWPA	TOTAL BUDGET		
Peterson	521-H · Repairs & Unscheduled Maint.	12,216	20,000	0	0	0	20,000	0%	64%
Peterson	521-I · Ladder Testing	3,706	3,500	0	0	0	3,500	0%	-6%
Vollmer	521-J · Portable Equipment	29,075	27,000	0	500	0	27,500	1%	-5%
Peterson	521-K · Extinguishers/Annual Maint.	3,036	4,200	0	0	0	4,200	0%	38%
Ford	521-M · Gym Equipment Maintenance	36,321	27,000	0	0	0	27,000	-27%	-26%
Peterson	521-O · Copier Contracts - Sta 9/LSW	9,412	10,000	0	0	0	10,000	0%	6%
Falk	521-R · Hose Maint/Nozzle & Fittings	8,183	5,000	0	0	0	5,000	-44%	-39%
Frazier	521-W · Dive Team Maintenance	17,592	23,000	0	0	0	23,000	5%	31%
	Subtotals	162,875	181,700	2,000	500	0	184,200	-7%	13%
521-1	VEHICLE MAINTENANCE								
Peterson	521-1A · Vehicle Repair	210,294	265,000	3,000	2,000	4,000	274,000	-1%	30%
Peterson	521-1B · Fuel	124,571	110,000	8,000	5,000	3,000	126,000	2%	1%
Fox	521-1C · Marine Division	53,760	26,600	0	0	0	26,600	-34%	-51%
Schiffmann	521-1D · Fireboat Docking Fee	5,012	6,000	0	0	0	6,000	15%	20%
O'Reilly	521-1E · Rescue Watercraft	29,355	12,400	0	0	0	12,400	-65%	-58%
	Subtotals	422,993	420,000	11,000	7,000	7,000	445,000	-8%	5%
523	SPECIALIZED SERVICES								
Schiffmann	523-A · Board Per Diem	11,100	50,000	0	0	0	50,000	145%	350%
Schiffmann	523-B · Payroll Processing/Bank Fees	23,271	37,000	0	0	0	37,000	42%	59%
Tubbs	523-C · Legal/Professional Fees	593,786	400,000	0	0	0	400,000	-33%	-33%
Peterson	523-D · Legal Postings	0	2,000	0	0	0	2,000	-9%	#DIV/0!
Peterson	523-E · Elections	0	80,000	0	0	0	80,000	0%	#DIV/0!
Tubbs	523-F · Haz Mat JPA	13,964	15,000	0	0	0	15,000	-26%	7%
Schiffmann	523-G · Tax Collection Fees	287,133	310,000	0	0	0	310,000	8%	8%
Peterson/SP	523-K · New Employment Backgrounds etc	4,346	15,000	0	0	0	15,000	15%	245%
Barnes/RJ	523-L · Computer Consulting Services	33,938	40,000	0	0	7,500	47,500	64%	40%
Schiffmann	523-M · Audit	14,537	21,000	0	0	0	21,000	5%	44%
Schiffmann	523-N · Parcel Tax Refunds	0	3,000	0	0	0	3,000	-14%	#DIV/0!
Paterson, S.	523-P · Dept. Physical Exams	27,811	25,000	0	0	0	25,000	-48%	-10%
Golden	523-Q · Health & Wellness	11,941	30,000	0	0	0	30,000	-42%	151%
Hilliard	523-R · Fire Investigation JPA	505	0	9,685	0	0	9,685	49%	1816%
Tubbs	523-S · LAFCO Operating Expenses	12,059	14,837	0	0	0	14,837	23%	23%
Tubbs	523-T · Team Building	10,424	14,000	2,000	500	0	16,500	3%	58%
Barnes/SP	523-X · Promotional Test	3,181	4,000	0	0	0	4,000	0%	26%
Peterson	523-Z · Disaster Preparedness	4,232	6,000	0	0	0	6,000	-62%	42%
Schiffmann	523-ZA · Actuary	0	6,500	0	0	0	6,500	N/A	#DIV/0!
?	523-ZB · Vegetation Management	2,256,742	0	300,000	484,550	1,610,100	2,394,650	24%	6%
Hilliard	523-ZC · Fire Prevention	5,902	0	12,560	20,660	3,700	36,920	306%	526%
Schiffmann	523-ZF · Outside Services	62,645	37,600	0	0	0	37,600	-51%	-40%
Omoomy	523-ZG · Public Outreach	63,540	49,460	500	4,500	45,600	100,060	43%	57%
Ramiro	523-ZH · DEI Initiatives	58,883	134,375	0	0	0	134,375	70%	128%
	Subtotal	3,499,942	1,294,772	324,745	510,210	1,666,900	3,796,627	11%	8%

BUDGET - LINE ITEM SUMMARY		FY24	FY25 BUDGET					% Change PY Budget	% Change PY Actual
DESCRIPTION	ACTUAL	GEN BUDGET	PREVENTION	Measure U	MWPA	TOTAL BUDGET			
524	INSURANCE								
Peterson	524-A · Comprehensive Insurance	124,733	132,000	0	0	0	132,000	1%	6%
	Subtotal	124,733	132,000	0	0	0	132,000	1%	6%
526	TRAINING & CONFERENCES								
Barnes	526-A · Training	252,772	216,894	33,938	2,565	10,970	264,367	11%	5%
Barnes	526-I · EMS Recertifications	4,104	3,800	500	0	0	4,300	13%	5%
	Subtotal	256,876	220,694	34,438	2,565	10,970	268,667	11%	5%
526-1	MEMBERSHIPS/CONFERENCES								
Peterson	526-1A · General	6,175	6,000	2,000	175	260	8,435	-14%	37%
	Subtotal	6,175	6,000	2,000	175	260	8,435	-14%	37%
526-2	MEETINGS, MEALS & TRAVEL EXPENSES								
Barnes	526-2A · Food/Meetings	18,873	14,000	200	0	0	14,200	-5%	-25%
Schiffmann	526-2B · Transportation/Bridge Tolls	1,613	2,000	500	100	100	2,700	-58%	67%
Peterson	526-2D · Strike Team Expenses	13,691	18,000	0	0	0	18,000	-8%	31%
	Subtotal	34,177	34,000	700	100	100	34,900	-15%	2%
527	RENT								
Schiffmann	527-A · Station 1 Rent	100,000	100,000	0	0	0	100,000	0%	0%
Schiffmann	527-B · LSW Rent	339,796	349,200	0	0	0	349,200	3%	3%
	Subtotal	439,796	449,200	-	-	-	449,200	2%	2%
585	DEBT SERVICE								
Schiffmann	585-A · Principal Payments	220,913	227,863	0	0	0	227,863	3%	3%
Schiffmann	585-B · Debt Service Interest	37,961	31,015	0	0	0	31,015	-18%	-18%
	Subtotal	258,874	258,878	0	0	0	258,878	0%	0%
589	589 · CONTINGENCY	773	50,000	0	0	0	50,000	0%	6368%
	BASE BUDGET	32,229,944	30,518,701	1,567,959	1,000,000	2,536,650	35,623,310	8%	11%
583-4	EQUIPMENT:								
Barnes	583-4B · Non-SMEMPS EMS Equipment	42,364	31,000	0	0	0	31,000	-1%	-27%
Hilliard	583-4C · Knox Box Key Replacement	1,136	0	2,000	0	0	2,000	0%	76%
O'Reilly	583-4D · Hydrants	42,896	0	47,855	0	0	47,855	11%	12%
Fischer	583-4F · Hoses	36,671	69,101	0	0	0	69,101	64%	88%
Natsios	583-4H · Radios	45,049	32,500	0	0	0	32,500	-32%	-28%
Peterson	583-4K · Office Equipment	60,191	33,290	500	0	1,000	34,790	-37%	-42%
Barnes/RJ	583-4R · New Workstations	21,356	8,000	0	0	2,000	10,000	-47%	-53%
Barnes	583-4U · Thermal Image Camera	21,897	20,000	0	0	0	20,000	-9%	-9%
Barnes/RJ	583-4V · MDC iPad Program	36,253	83,870	2,000	0	0	85,870	37%	137%
Barnes	583-4Z · One-Time Misc Equipment	6,113	33,000	0	0	0	33,000	371%	440%
	Equipment Total	313,926	310,761	52,355	-	3,000	366,116	10%	17%
	OPERATING & EQUIPMENT	7,089,515	5,452,801	487,214	555,890	1,725,180	8,221,085	11%	16%
	SALARIES, O&E BUDGET TOTAL	32,543,870	30,829,462	1,620,314	1,000,000	2,539,650	35,989,426	8%	11%

BUDGET - LINE ITEM SUMMARY		FY24	FY25 BUDGET					% Change PY Budget	% Change PY Actual
DESCRIPTION		ACTUAL	GEN BUDGET	PREVENTION	Measure U	MWPA	TOTAL BUDGET		
590	GRANT/ALLOCATION EXPENDITURES								
Hilliard	590-C · Hwy 1 Veg Management	580,806	0	419,194	0	0	419,194	-58%	-28%
	Subtotal	580,806	0	419,194	0	0	419,194	-58%	-28%
	OPERATING INCLUDING GRANTS	33,124,676	30,829,462	2,039,508	1,000,000	2,539,650	36,408,620	6%	10%
	AVAILABLE TO FUND RESERVES	3,990,704					106,977		
583-5	FUNDED FROM RESERVES								
Peterson	583-5H · Other Repairs	81,013	100,000	0	0	0	100,000	0%	23%
Peterson	583-5J · New Apparatus	176,737	265,000	0	0	0	265,000	52%	50%
Fesler	583-5O · Rescue Watercraft	44,251	45,000	0	0	0	45,000	25%	2%
Peterson	583-5V · Station 4 Remodel	480,639	255,500	0	0	0	255,500	-45%	-47%
Tubbs	583-5W · One-Time Misc. Expenses	82,898	127,399	0	0	0	127,399	-69%	54%
	Reserves Total	865,537	792,899	-	-	-	792,899	-33%	-8%
	TOTAL EXPENDITURES	33,990,213	31,622,361	2,039,508	1,000,000	2,539,650	37,201,519	5%	9%
	Excess/(Deficiency)	3,125,166	1,483,803	-1,408,508	0	-761,217	-685,922	27%	-122%
	<i>Investment Earnings</i>	<i>110,817</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>N/A</i>	<i>-100%</i>
	<i>Prior Year Rollover</i>	<i>-</i>	<i>-</i>	<i>419,194</i>	<i>-</i>	<i>761,217</i>	<i>1,180,411</i>	<i>152%</i>	<i>N/A</i>