

# **LIVERMORE-PLEASANTON FIRE DEPARTMENT JOINT POWERS AUTHORITY**

## **AGENDA**

**DATE:** April 24, 2001  
**TIME:** 2:30 PM  
**LOCATION:** Community Room, 1<sup>st</sup> Floor  
Livermore Police Department  
1110 South Livermore Avenue,  
Livermore.


- 1. Call to Order and Roll Call**
- 2. Meeting Open to the Public**
- 3. Consent Calendar**
  - a. Adopt Changed LPFD Personnel Rule; Chapter 15 – Harassment Policy and Complaint Procedure**
- 4. New Business**
  - a. Receive LPFD Year 2000 Annual Report**
  - b. Review LPFD Proposed FY 01-03 Budget**
  - c. Review Floor Plan and Elevation for Replacement Fire Station No. 7**
- 5. Matters Initiated - Board Members, JPA Counsel and Staff**
- 6. Adjournment**

**Livermore-Pleasanton Fire Department  
Joint Powers Authority**

**STAFF SUMMARY REPORT**

**April 17, 2001**

**TO:** HONORABLE BOARD MEMBERS

**FROM:** Joint Executive Directors  
Fire Chief 

**SUBJECT:** LPFD Personnel Rule Changes

**SUMMARY AND RECOMMENDATION**

Under the JPA agreement, adoption of personnel administration documents is preformed by the JPA Board and does not need referral to both partner city councils for approval. Staff recommends approving the attached resolution amending the LPFD Personnel Rules.

**DISCUSSION**

The attached resolution completely replaces LPFD Personnel Rule Chapter 15 - Harassment Policy and Complaint Procedure, with a revised procedure titled: "Anti-Harassment Policy & Complaint Procedure." Over the course of the year 2000, the LPFD formed a Human Relations Committee whose main assignment was to update our harassment policy, reporting procedures and training program. A consulting attorney, the Pleasanton City Attorney and the Fire Chief, assisted them.

The resulting revised policy (attached) received the support of the leadership of IAFF Local #1974 as well as all department personnel. The consulting attorney then trained the entire department on the revised policy and it was issued as a departmental General Order, pending its proper placement into the LPFD Personnel Rules.

The revised policy is more complete as to procedures and provides an additional early process step more tailored to the 24-hour crew environment of the fire station.

**FISCAL AND ADMINISTRATIVE IMPACTS**

There is no fiscal impact to the recommended modifications to the Personnel Rules. With the adoption of these documents, the revised Personnel Rules allow the efficient administration of the department's personnel.

**CONCLUSION/RECOMMENDATION**

Staff recommends the JPA Board approve the attached resolution amending the Personnel Rules for the Livermore-Pleasanton Fire Department. Once approved, staff will distribute the updated version to all those who maintain a copy of the LPFD Personnel Rules for reference.



# LIVERMORE-PLEASANTON

## FIRE DEPARTMENT GENERAL OPERATIONS

G.O.#: 200.02

EFFECTIVE DATE: 02/01/01

PREV. DATE: 7/1/99

SECTION: Personnel

SUBJECT: Anti-Harassment Policy & Complaint Procedure

FIRE CHIEF: *A.W. [Signature]*

UNION PRESIDENT: *[Signature]*

Page 1 of 6 Page (s)

### I. PURPOSE

- A. To establish a Livermore-Pleasanton Fire Department policy prohibiting harassment of any kind, including sexual;
- B. To define types of harassment
- C. To provide a complaint and resolution process
- D. To state the department's commitment to prevent all forms of harassment

### II. RESPONSIBILITY

- A. It is the responsibility of all employees to follow this general order.
- B. All Supervisors must ensure that all subordinates follow this general order.

### III. INTRODUCTION

The Livermore-Pleasanton Fire Department ("Department") Human Relations Committee was formed to address issues of harassment in the Department. Department members had reviewed the existing anti-harassment policy and wished to develop a policy that more closely reflected the unique situations involving fire departments. Additionally, and equally important, members of the Department wanted to develop a policy that more proactively prevents issues from occurring in the future. The Committee believes that the Department is, generally, a cohesive group, but that a policy should be specifically adopted by the Department to address any potential problems. The policy is intended to foster a cooperative spirit and reduce the potential for conflict.

The policy calls for resolution at the earliest possible time by encouraging the informal direct resolution of harassment issues between employees. The policy also recognizes that harassment is not limited to sexual or gender harassment, but encompasses other protected characteristics. The policy also reflects the importance of the Department's responsibility to take prompt and thorough action in response to complaints of harassment.

#### IV. DEFINITION OF HARASSMENT

Harassment of an applicant or employee by a supervisor, management employee or co-worker on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age (over 40) or sexual orientation (or perception that an applicant or employee possesses one of these characteristics or associates with individuals with these characteristics) is against the law and will not be tolerated by the Department.

Disciplinary action, including termination, will be imposed for behavior described in the following definition of harassment:

Verbal Harassment — Verbal harassment includes epithets, derogatory comments or slurs on the basis of any of the protected characteristics listed above. This includes unwelcome or unwanted sex-oriented comments on appearance, including dress or physical features, or unwelcome or unwanted race-oriented comments.

Physical Harassment — Physical harassment includes battery or assault, stalking, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual on the basis of the protected characteristics listed above. This includes pinching, grabbing, patting, propositioning, or leering.

Visual Harassment — Visual forms of harassment include derogatory, suggestive, or demeaning posters, notices, bulletins, cartoons, books, magazines, videos, pictures or drawings on the basis of the protected characteristics listed above.

Written Forms of Harassment — Written forms of harassment include letters, notes or email that contain derogatory suggestive or demeaning comments related to the protected characteristics listed above.

Sexual Favors — Sexual favors includes making sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which is implicitly or explicitly conditioned upon an employment benefit, or making explicit or implied job threats or promises in return for submission to sexual favors.

Harassing conduct need not be specifically directed at the victim. Rather, the Department recognizes that all employees have the right to work in a place free from harassment, regardless of whether the conduct is directed at them.

#### V. COMPLAINT/RESOLUTION PROCESS

Any employee may file a complaint of harassment, orally or in writing, to any supervisor, the Fire Chief, Personnel Director, or one of both of the Joint Executive Directors. Employees may also call the Employee Protection Line (800) 576-5262; Code 10104) to report complaints of harassment. An employee is not required to make a complaint to a supervisor, the Fire Chief, Personnel Director, Joint Executive Directors, or to call the Employee Protection Line, but failure to do so hinders the Department's ability to take

corrective action. Delay in making a complaint hinders the Department's ability to thoroughly investigate the complaint and to promptly remedy the issue.

The process below encourages informal resolution, if possible. Elements of this process are set forth below:

(1) One-to-One Resolution:

Employees are urged, but not required, to resolve issues on a one to one basis. For example, an employee is encouraged to directly inform the employee offender of the offensive or unwelcome/unwanted nature of the conduct by advising the employee offender that the conduct is offensive or unwelcome/unwanted. If, however, the employee is not comfortable advising the offending employee about the conduct, if the employee has advised the offending employee about the conduct but is dissatisfied with the response, or if one to one resolution cannot be reached, the employee may pursue either the Informal Resolution or Formal Resolution process, as outlined below.

(2) Informal Resolution Process:

The supervisor to whom the complaint and a request for the Informal Resolution process is made shall first informally, but separately, interview the complainant and the accused offender. The supervisor shall have the discretion to formalize an investigation based on the nature or egregiousness of the complaint.

- (a) The supervisor shall first assess whether the complaining conduct falls under the definition of harassment, as defined in this policy. If the supervisor concludes that the conduct complained about is not based on, or because of, a protected characteristic, the supervisor will so advise the complaining party. In that case, this policy shall not apply, and the supervisor shall assess whether the alleged conduct violates any Department or City policy and take appropriate action pursuant to Department or City procedures.
- (b) If the supervisor's initial assessment is that the conduct may fall within the definition of prohibited conduct, the supervisor shall first attempt to reach an informal resolution with both parties; provided however that the supervisor has the discretion, based on the nature or the egregiousness of the complaint, to process the complaint under the Formal Resolution procedure set forth below. Additionally, the supervisor shall process the complaint under the Formal Resolution procedure set forth below if he or she determines that the alleged conduct, if true, would warrant discipline of at least a written reprimand.
- (c) If the accused offender does not agree to the informal process, if a resolution acceptable to the complaining party, the accused employee or the supervisor cannot be reached, or if the complaining employee decides to request the Formal Resolution process, then the complaint will be taken to the Formal Resolution level.

- (d) If informal resolution is attempted, the supervisor shall complete the process within 30 days after the complaint is received.
- (e) The supervisor shall make a written record of his or her efforts to resolve the complaint informally. If the complainant and the accused offender reach an informal resolution, the supervisor shall maintain a record of the complaint and the resolution. The complaining employee and the accused offender may separately attach an addendum to further comment on the complaint and the resolution. However, a complaint will not be considered resolved through the Informal Resolution process unless the complaining party, the accused employee and the supervisor concur that a satisfactory resolution has been reached. The supervisor shall prepare an informal resolution agreement that the employees and supervisor will sign.
- (f) Because supervisors must prepare interim evaluations for personnel who transfer during their evaluation period, the supervisor completing the accused offender's evaluation shall assess whether reference to the agreement should be made in the employee's evaluation.
- (g) A copy of the agreement shall be placed in a sealed envelope and forwarded to the Personnel Director. The outside of the envelope shall identify the names of the complaining party, the accused offender and the supervisor.
- (h) The Personnel Director shall maintain copies of the informal resolution agreements in a separate, confidential file. This file shall be reviewed in the future only by the Fire Chief and Personnel Director if an employee is subject to serious disciplinary action for violation of this policy. They shall only review those agreements to which the accused employee was a party. Serious disciplinary action is defined as any action that would result in loss of pay or time.
- (i) If the accused employee has not been the subject of another complaint in the following three years, the Personnel Director shall maintain the documentation only for the amount of time required by state and federal law.
- (2) Formal Resolution:  
If a resolution cannot be reached at the informal level or if an employee opts to file a formal complaint initially, then the complaint shall be formalized and forwarded to the next level of supervision, i.e., Division Chief, Deputy Chief or Fire Chief.
- (a) The supervisor shall first assess whether the complaining conduct falls under the definition of harassment, as defined in this policy. If the supervisor concludes that the conduct complained about is not based on, or because of a protected characteristic, the supervisor will so advise the complaining party. In that case, this policy shall not apply, and the supervisor shall assess whether the alleged conduct violates any

Department or City policy and take appropriate action pursuant to Department or City procedures.

- (b) Any complaint made by an employee against his or her supervisor shall be directed to the Fire Chief for a formal investigation. Any complaint made by an employee against the Fire Chief shall be directed to the City Manager for a formal investigation.
  - (c) Upon receipt of a formal complaint, the supervisor, after consultation with the Deputy City Manager and the City Attorney, shall initiate a formal investigation. The formal investigation may include hiring an outside investigator and taking tape-recorded interviews. Every effort will be made to protect the privacy of parties involved in the complaint. Files pertaining to complaints will be maintained in a secure confidential manner.
  - (d) The formal investigation will include a review of factual information collected to determine whether the alleged conduct constitutes harassment, giving consideration to the record as a whole and the totality of circumstances, including the nature of the verbal, physical, visual or sexual favor aspect of any complaint and the context in which the alleged incidents occurred.
  - (e) The formal investigation shall be completed within sixty (60) days. The City may, for good cause or by mutual agreement, take more time to complete the investigation. The City shall advise the complaining party that the investigation will take longer than sixty (60) days to complete and provide an estimate of the completion date.
- (4) Investigative Documents/Results: Upon completion of the formal investigation, the complaining employee shall be advised whether the complaint was sustained or not sustained. He or she shall not receive a copy of the investigative materials or report. If the charges are sustained, the Department shall take appropriate corrective action. The complaining employee shall not be advised of the particular personnel action, if any, against the accused offender. If the charges are not sustained, neither the complaint or the investigation shall be referenced in any documents which may impact the terms and conditions of employment of the accused employee.
- (a) All investigative records, whether the charge is sustained or not sustained, shall be maintained by the Personnel Director in a confidential file. The documents contained in this file shall be maintained and disclosed as required by law and City policy.
- (5) Police Department Referral: The Department may also forward a complaint to a law enforcement agency, if appropriate. Any complaint that in the Fire Chief's judgment warrants referral to a law enforcement agency shall automatically be investigated as a formal complaint. The Department will pursue its investigation regardless of the law enforcement agency's action or inaction.

- (6) False Complaints: Knowingly and falsely accusing someone of harassment or otherwise knowingly giving false information in an investigation of harassment shall be grounds for disciplinary action, up to and including termination.

#### IV. DEPARTMENT'S COMMITMENT TO PREVENT HARASSMENT

Third Party Involvement: If a nonsupervisory employee witnesses behavior that is in violation of this policy, but not directed at them, he or she can also initiate a complaint of harassment. The "third party" non-supervisory employee who witnesses harassing behavior by one person against another, is not legally obligated to report this conduct to a supervisor. All employees, however, are encouraged to address offensive behavior via the steps outlined in this policy.

Because the Department wants to eliminate harassment from the workplace and can take corrective action only if it is aware of inappropriate conduct, the Department encourages witnesses to report offensive or harassing conduct either to the offending employee directly or to a supervisor.

Supervisor's Responsibility: If a supervisor witnesses harassing conduct, he or she shall first attempt to resolve the conduct informally and make a record as described above. If informal resolution is not feasible, then the supervisor shall make a formal report to the Fire Chief who shall institute a formal investigation. Any individual who is serving in an "Acting" supervisory role shall advise the regular supervisor upon his or her return to work of the conduct he or she witnessed. Failure of a regular or acting supervisor to carry out this responsibility can result in civil liability to the Department and will be cause for disciplinary action as to the supervisor, up to and including termination.

The Department shall provide appropriate training for supervisors and managers on conflict resolution and investigations of complaints. The Department shall every two years also provide training to all staff regarding recognizing and preventing harassment. The Department may require more frequent training, at the Fire Chief's discretion.



LIVERMORE-PLEASANTON FIRE DEPARTMENT  
JOINT POWERS AUTHORITY  
ALAMEDA COUNTY, CALIFORNIA

RESOLUTION NO. 2001-01

**RESOLUTION AMENDING THE PERSONNEL RULES OF THE LIVERMORE-  
PLEASANTON FIRE DEPARTMENT JOINT POWERS AUTHORITY**

WHEREAS, the Cities of Livermore and Pleasanton formed a Joint Powers Authority to operate fire services, and,

WHEREAS, the Joint Powers Authority Agreement delegated certain personnel duties to the Authority Board, and,

WHEREAS, the delegated personnel functions include adopting Personnel Rules,

NOW, THEREFORE, THE LIVERMORE-PLEASANTON FIRE DEPARTMENT JOINT POWERS AUTHORITY BOARD RESOLVES AS FOLLOWS:

Section 1: The Board hereby replaces the following item in the existing LPFD Personnel Rules:

A. Rule #15 – Harassment Policy and Complaint Procedure (Revised Rule text attached).

I HEREBY CERTIFY THAT THE FOREGOING WAS DULY AND REGULARLY ADOPTED BY THE LIVERMORE-PLEASANTON FIRE DEPARTMENT JOINT POWERS AUTHORITY BOARD, AT A MEETING HELD ON MAY 18, 2000 BY THE FOLLOWING VOTE:

AYES: Boardmembers - Ayala, Brown, Dietrich, and Michelotti

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:

\_\_\_\_\_  
Peggy L. Ezidro, Clerk of the Board

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael H. Roush, Board Attorney

# Livermore – Pleasanton



## 2000 Annual Report



April 2001

Ms. Linda Barton, City Manager  
City of Livermore

Ms. Deborah Acosta McKeehan, City Manager  
City of Pleasanton

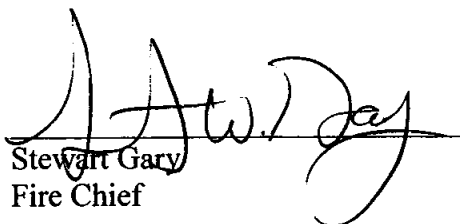
Dear Ms. Barton and Ms. Acosta McKeehan:

On behalf of the members of the Livermore-Pleasanton Fire Department (LPFD), I am pleased to present to you our 2000 Annual Report. This Annual Report provides an overview of the Department's accomplishments during 2000 and a summary of the goals, challenges and opportunities that lay ahead for the Department in 2001.

The first year of the new millennium will be remembered as the year we began construction on the Department's Headquarters/Station No. 4 facility, successfully expanded the Explorer Program, completed construction of the rescue site collapse building at the Training Center and enhanced or expanded programs such as the Hazardous Materials Response Program and the Department's Geographic Information System (GIS) mapping of the Livermore and Pleasanton communities. 2000 may also be remembered as the year of the unfortunate ladder truck (1270) accident – a tragic event that we have learned from and have built upon to improve Department training.

As with last year, the LPFD looks forward to the future and sets out ambitious goals for 2001. These goals include completion of Fire Station No. 10 at the Livermore Airport, implementation of a new computer aided dispatch (CAD)/records management system (RMS), commencing construction on the replacement Fire Station No. 7 at the intersection of Pine Street and Rincon Avenue, continued employee career development in order to provide the best possible life-safety services, and our continued outstanding customer service to the Livermore and Pleasanton communities.

The LPFD's accomplishments in 2000 were only possible through the ongoing commitment of each member of the Department and their tireless commitment to the preservation of life, property, and the environment.

  
Stewart Gary  
Fire Chief

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4550 East Avenue Livermore, California 94550

Fire Administration  
(925) 454-2361

Fax (925) 454-2367

Fire Prevention Bureau  
(925) 454-2362

## INTRODUCTION

The Livermore-Pleasanton Fire Department (LPFD) is an emergency response and community service organization serving the Cities of Livermore and Pleasanton. The Department's core purpose is to make the Livermore and Pleasanton communities safe for all citizens to live and work through the protection of life, property, and the environment. The Department seeks to minimize risk to people, property, and the environment by responding to all fire, medical, rescue, and hazardous materials incidents. The LPFD's highly skilled and trained staff is guided in providing the highest quality fire and life-safety services to its customers in a manner consistent with its following core values:



- Commitment to Caring
- Dedication to Safety
- Dignity and Respect for All
- Integrity and Pride
- Provide Solutions
- Value Tradition – Evolve with Innovation

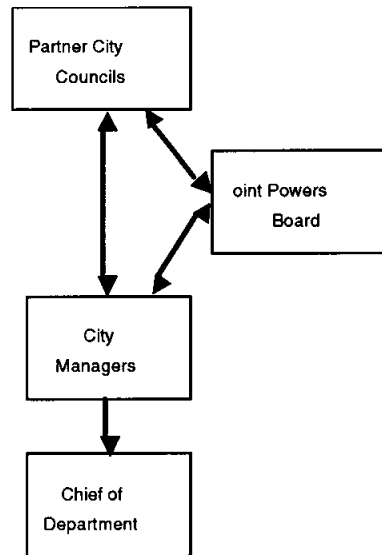
To meet the needs of the Livermore and Pleasanton communities, the LPFD provides fire suppression, emergency hazardous materials response, emergency medical service, and specialized rescue via ten engine companies located in eight fire stations throughout the Cities of Livermore and Pleasanton. The Department's administrative and non-emergency safety services, including fire prevention services, hazardous materials regulation coordination, emergency medical services management and disaster preparedness training and services are provided from the Department's Headquarters facilities, currently located in Livermore. In early 2002, the Department Headquarters will move to a newly constructed Headquarters currently under construction.

### **Organization Plan**

The organization of the Livermore-Pleasanton Fire Department uses the best of the joint powers authority (JPA) model in concert with existing Cities of Livermore and Pleasanton support services. This structure allows efficient administration and cost sharing without adding the additional overhead that an independent JPA agency would incur.

The JPA Board has limited independent power delegated to it by the partner City Councils. The JPA Board acts as an important sub-committee of both City Councils to explore in depth, and make recommendations on fire and emergency medical service issues. All major decisions by the Board require ratification by both partner City Councils. If such ratification is not gained, the issue returns to the Board and executive management staff for further work. In this joint consensus model, no single partner can

dictate to the other. Both Cities also retain the sole right to individually set the number of fire stations and firefighters to meet that City's needs. Thus, the JPA Board of elected officials combined with a joint budget is an effective cost-sharing tool to maximize the utilization of expensive fire services, without giving up local control.



At the time of consolidation, a cost-sharing plan was agreed upon between the partner Cities that allows each partner City to pay its fair-share of the joint operating costs of the Department. This plan shares overall Headquarters, operations and administrative expenses by different formulas on a program basis. For example, straight administrative costs are shared 50/50. Fire prevention expenses are shared based on units of service provided to each partner City per year (e.g. the number of new construction permits issued annually). Line operating expenses are shared based on the number of firefighters each City requires. This allows a City to be a different size, employ additional firefighters and still pay only its proportionally less or greater cost-share. Both cities provide support services such as payroll, human resources management, risk management and dispatch through similar cost-share formulas. Each City maintains and purchases its own fire apparatus and fire stations.

For Fiscal Year 1999/00, the joint LPFD budget was approximately \$16,654,200. This budget was allocated between the six budget activities as follows:

Management Services	\$ 1,230,800
Fire Prevention Bureau	\$ 957,000
Hazardous Materials Program	\$ 305,700
Operations & Suppression	\$13,404,100
EMS & Disaster Preparedness	\$ 417,600
Asset Management	\$ 339,000

	Total Consolidated Budget	Livermore Share	Pleasanton Share
Grand Total	\$16,654,200	\$7,931,500	\$8,722,700

## **AN OVERVIEW OF THE DEPARTMENT**

In 2000, the Department staff consisted of 42 firefighters (with 3 additional positions approved effective July 1, 2000 and scheduled to be hired in early calendar year 2001), 30 fire engineers, and 30 fire captains in line operations, 11 managers (six chief officers), 4 fire prevention inspectors, 2 hazardous materials inspectors (with 1 additional inspector to be added in early 2001), and 6 office support staff. These members of the LPFD provide emergency and non-emergency fire and life-safety services through the following Divisions and Programs:

### ***Fire Operations & Suppression Division***

- Operations
- Training Program
- Emergency Medical Services & Disaster Preparedness Program

### ***Fire Prevention Bureau***

- Fire Prevention
- Hazardous Materials Program
- Public Education

### ***Administrative Services Division***

- Administration
- Information Systems

## **Fire Operations and Suppression Division**

The Fire Operations & Suppression Division is the largest of the Department's three divisions and provides a wide-range of emergency and general public assistance services to the Livermore and Pleasanton communities. The Division's sworn personnel stand ready, 24-hours per day, to respond to emergency calls. Of these calls for service, the largest number of emergency responses relate to medical emergencies. Through this Division, the LPFD responds to each emergency medical call with personnel



trained as firefighter-paramedics or firefighters certified as emergency medical technicians (EMTs). These firefighters can provide advanced life support (ALS) as well as basic life support (BLS) services.

With the ever-increasing volume of traffic along the I-580 and I-680 corridors and the high-tech industry in both Livermore and Pleasanton, the LPFD stands ready to respond to hazardous materials emergencies. In the event of a hazardous materials incident, such as a chemical spill or gasoline tanker accident, the Division's hazardous materials unit responds with specially trained fire personnel.

In addition to providing emergency services, the Fire Suppression & Operations Division also seeks to create, implement, and support programs that reduce emergencies. One such effort is its partnership with the Fire Prevention Bureau. Through this partnership, the Division proactively assists in the reduction of risk to persons, property, and the environment by conducting annual safety inspections of industrial and commercial structures.



The LPFD also provides assistance and training to the public in its ongoing commitment to provide outstanding customer service. This includes a wide range of services including assisting children in locked cars or homes, participating in public education activities, or helping disabled persons in need.

In providing these services, the Division seeks to achieve the following performance standards:

- Respond to fire incidents and medical emergencies within seven minutes at least 90% of the time
- Reduce fire losses
- Provide public education programs including cardiopulmonary resuscitation (CPR) training

The past year has been a very busy one for the LPFD. Provided below is a summary of the emergency response statistics for the LPFD. For a complete statistical analysis of emergency workload measures, please refer to the Appendix.

**Emergency Responses by Type of Call**

Fires	620
Medical Aid	5,818
Hazardous Materials	28
Mutual Aid	47
General Service	1,085
Other/ Ringing Alarms	<u>879</u>
<b>Total Calls for Service</b>	<b><u>8,477</u></b>

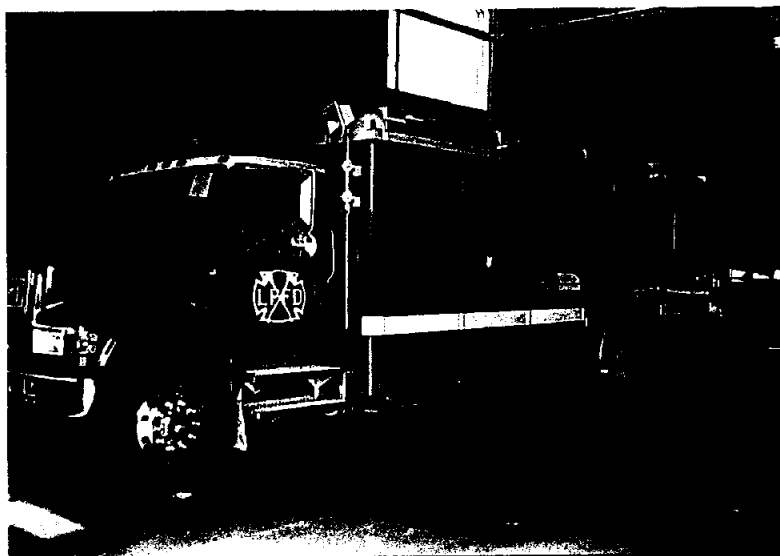
**Emergency Response by District**

District No. 1 - S/W Pleasanton	933
District No. 2 - Stoneridge	1,227
District No. 3 - Santa Rita	935
District No. 4 - S/E Pleasanton	676
District No. 5 - Ruby Hills	80
District No. 6 - East Avenue	893
District No. 7 - Rincon Avenue	1,554
District No. 8 - Springtown Area	913
District No. 9 - S/W Livermore	702
District No. 10 - N/W Livermore	309
Mutual Aid and Lab Fire	<u>255</u>

Total Calls for Service **8,477**

Each year, the Fire Operations & Suppression Division seeks to implement new and innovative programs to provide better service to the customer, while still increasing cost efficiencies. 2000 was no exception with the implementation and ongoing management of the following programs:

**Hazardous Materials Response Team:** During 2000, the LPFD fully implemented its hazardous materials response and mitigation team. Within Alameda County, the LPFD deploys one of only two hazardous materials response teams, staffed on a 24-hour per day, 7-day per week schedule. This team trains together a minimum of 24 hours annual to ensure its readiness and ability to responded hazardous materials spills and releases. In the event of a hazardous materials incident, engine companies, with specially trained firefighters are dispatched, along with a specially equipped response vehicle.

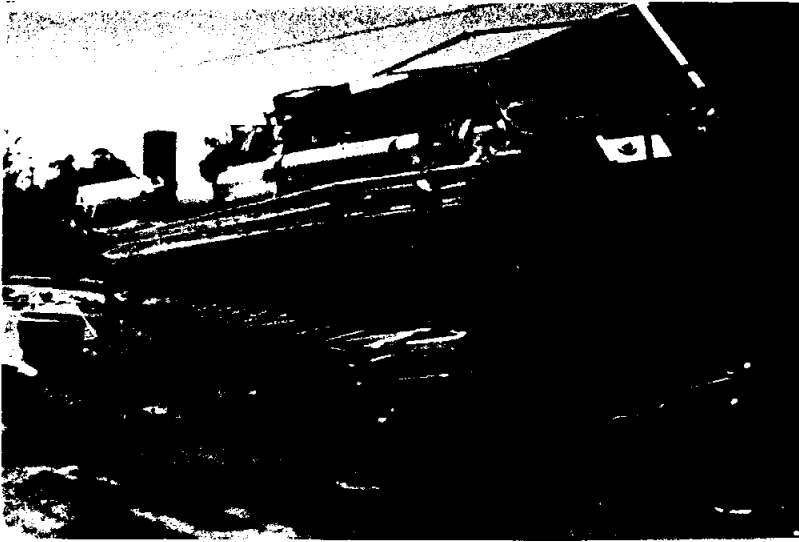




***Fleet Services***

**Equipment Standardization:** Wildland engines – Standard inventories were developed and approved by the Fleet and Operations Committees. New equipment will be installed during 2001. Structure engines – Compartment standardization is currently in the draft process. Standardization and upgrade of rescue ropes and equipment.

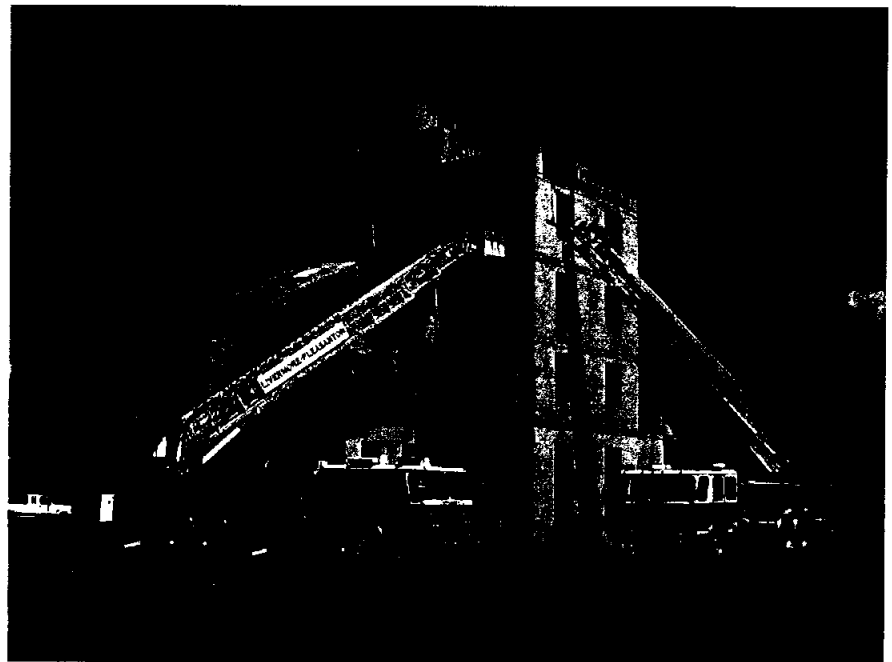
**1270 Accident:** In June 2000, the LPFD suffered the most serious accident in its history with the tip-over accident of Truck 1270. While we are fortunate that no one was injured, the



Department's dedication to safety took a setback. Two outside parties investigated the accident so that we could learn and grow from this unfortunate incident. All members of the Department underwent two different types of refresher training totaling six hours in the months following the accident.

**New Vehicles:** Two new Quints were purchased - a 100 foot aerial ladder and a 95 foot aerial platform. As the two new Quints arrived, all firefighters underwent additional in-

depth training and all Fire Engineers received 12-hours of training on the new equipment and then passed certification exams before the units went into service. Additionally, a new pickup truck was purchased as a replacement Fire Prevention vehicle and a new Wildland engine was designed, bid, purchased, outfitted and placed in service at Fire Station No. 1.



**Cross-Department Collaboration:** We continue to actively interface with both the Pleasanton and Livermore Fleet Service Divisions to provide safe and reliable vehicles and equipment to the Department.

**Incident Command Team:** During 2000, several members of the Department served as strike team leaders and division group supervisors on wildland incidents. A specially trained fire captain served as a fire behavior analyst to the wildland fires in Montana.

### ***Training Program***

The Training Program of the Operations & Suppression Division is responsible for coordinating and conducting training for all suppression personnel. The Program's goal are to: (1) ensure that all new LPFD firefighters are fully trained to respond to emergency incidents; (2) conduct and/or coordinate in-house and contract training for LPFD suppression personnel to enhance skills



and proficiencies; and, (3) maintain compliance with all Federal and State OSHA mandates. The Program also coordinates and schedules the use of the Training Center by other public agencies and businesses.

The following is a summary of the Training Program's performance standards:

- Successful completion of an annual training academy
- Provide all firefighters with ongoing, comprehensive career development training

Each year, the Training Program assesses the training needs of the Division's personnel and develops or finds inter-agency training programs to meet these needs. In 2000, the Training Program developed and implemented the following programs:

**Promotional Examinations:** As members of the LPFD retire, the Training Program works with the Administrative Services Division to conduct promotional examinations for the positions of fire engineer and fire captain. In-house applicants are tested on a wide range of job-related skills and tasks. The Training Program is responsible for developing the testing criteria and standards for administering these examinations. In 2000, the Training Program conducted a promotional examination for both the fire captain and engineer positions. The program also conducted a training course to develop aspiring Division Chiefs in the fire captain rank. This officer development training will be expanded in 2001 to include prospective fire captains.

**Program Administration:** The Training Division manages and coordinates the DMV Class B Drivers License Program and the Fire Explorer and Reserve Program.

**Other Training Accomplishments:**

- Developed and administered new aerial certification program
- Conducted an 8-week new hire training academy
- Administered 18-month probationary studies program
- Conducted annual planning workshop
- Facilitated over 19,000 hours of suppression training mandated by State and Federal agencies
- Participated in a multi-agency emergency preparedness drill (Wildland 2000)
- Secured part-time temporary Training Assistant
- Performed audit of the Department's 1999 training records
- Completed construction of addition props at the Department rescue site
- Rented training facilities to several outside agencies for emergency training
- Coordinated SWAT training with Livermore and Pleasanton Police
- Coordinated ongoing Training Center maintenance
- Maintained and updated fire reference libraries in all stations and the Training Center
- Created appropriate General Orders for the Training Program
- Conducted training on a quarterly basis with other Alameda County East Zone Departments
- Facilitated Department Training Committee
- Provided Department personnel to sit on other agency promotional panels

**Emergency Medical Services Program**

The LPFD's Emergency Medical Services (EMS) Program is comprised of paramedics and emergency medical technicians, all trained in the highest level of certification offered. All LPFD paramedics possess Advanced Cardiac Life Support certification by the nationally recognized American Heart Association (AHA). This certification trains field personnel with the latest medical interventions for victims of heart attack and stroke. According to the American Heart Association, "These new treatments have improved the possibility of survival and offer hope of improved quality of life for persons who suffer cardiovascular emergencies and stroke." Dedicated to the "Commitment to Caring," the LPFD supports and encourages paramedics to obtain certification in Pediatric Advanced Life Support. This certification focuses on the emergency needs of the child and adolescent.

Alameda County is one of only two counties approved by California's Emergency Medical Service Au-

thority (EMSA) to conduct a trial study regarding the field effectiveness of a medication called Amiodarfone. This costly medication has been proven successful in patients with serious cardiac impairment. In 2000, the LPFD spent numerous hours conducting Department-wide training to know and understand indications, application, and contraindication of this medication. The LPFD is working very closely with Alameda County to provide data to the State EMSA each time Amiodarfone is administered.

Increasing the chances of survival does not begin with initiating a 911 call...it begins with community education. The LPFD continues to provide the community with the knowledge, skills, and confidence one needs to care for victims of sudden illness and accidents. In 2000, the LPFD's cardiopulmonary resuscitation (CPR) and first aid instructors taught:

35 CPR classes to 357 members of the residential and business communities

and

7 first aid classes to 63 members of the residential and business communities

In addition, community education also focused on the community's impressionable young adults. The LPFD assisted with Cities of Livermore and Pleasanton's Police Departments "Every 15 Minute Program." This program graphically depicted the potential consequence of driving while under the influence of alcohol. LPFD engine companies responded to a staged two-car accident involving several teenagers. Pre-hospital care was rendered to all victims, including a field death pronouncement. The message reiterated over and over through the exercise was simply that.....in the United States, every 15 minutes, a young life is lost due to alcohol related car accidents.

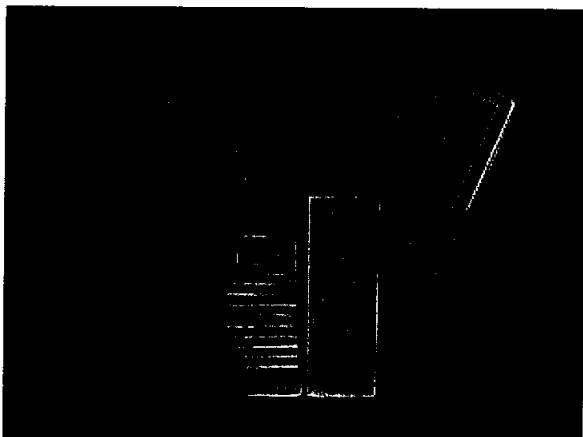
In keeping up with today's electronic data world, the LPFD has completely implemented a paperless system for patient care tracking. All information is entered into a computer and statistical analysis of data is used to identify LPFD training needs. In addition, selected data is forwarded to Alameda County EMS for county-wide studies regarding cardiac arrest and intubation. The studies generated statistics supporting new medical interventions and equipment as described above.

The LPFD's commitment to preventative education and medical care goes beyond our community to include LPFD personnel. The LPFD conducted fitness training and blood chemistry analysis for all suppression personnel. Results obtained from the fitness and blood evaluations were sent directly to firefighters. This pertinent information was shared by the employee with the personal physician in order to develop better health habits, meeting individual needs.

Despite the limited availability of influenza vaccine, over 200 influenza vaccinations were provided to LPFD and City Of Livermore personnel in 2000. The goal of administering the vaccine (free to all City employees) was to decrease the risk of contracting the flu and reduce time lost from work due to illness.

## Disaster Preparedness Program

A consultant specializing in disaster management was retained by the LPFD to review and update both the Livermore and Pleasanton Disaster Preparedness Plans. These plans address responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It will provide a framework to coordinate response and recovery efforts within the Cities and local and State agencies. These plans also establish an emergency structure comprised of staff members from most City departments and many outside agencies (e.g. the school districts) to direct and control operations during a period of emergency.



In 2000, a Disaster Preparedness Steering Committee was established for each City. The Committee was comprised of selected personnel with decision-making authority who meet on a monthly basis to review plan components. These members serve as a resource by providing technical and legal information to the consultant for accurate and effective plan development. These members were instrumental in determining plan implementation strategies and constraints and assisted in identifying funding and cost recovery options and sources. Members of the Steering Committee also serve in functional positions at each City's Emergency Operations Center in the event of a disaster or emergency.

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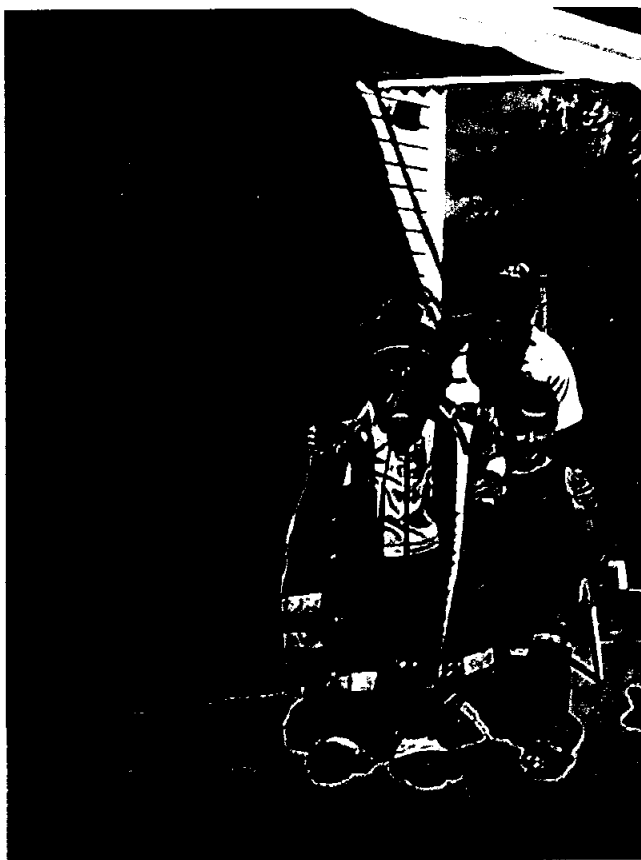
## Public Education

Public Education is every firefighter's responsibility. The Livermore-Pleasanton Fire Department has an established Public Education Committee. The Committee's mission is to define program elements and identify the resources that are necessary to deliver various high quality, cost effective, and proactive fire and life safety programs for the Livermore and Pleasanton communities.

The year "Y2K" was busy and exciting for Department in providing public education and enhancing community relations. Highlights include:

- The Department began to increase media programming and advertising to reach our customers. A partnership was struck with the Alameda County Fire Department to cost-share movie theatre cinema slides promoting smoke detector safety. The cinema slide was shown at the 20-screen Hacienda Crossings Regal I Max Theatre in Dublin over a 6-month period with an estimated 250,000 patrons per month viewing the slide. Due to its success, a second slide is in production for 2001. The message will be about drivers yielding to the right when emergency vehicles are approaching.
- In concert with the local media, a 30 second fireworks safety message was aired on Channel 30 during the month of June reminding residents of Livermore and Pleasanton that fireworks usage is illegal.

- Department Public Education Committee members were asked to assist the local Police Departments with the “Every 15 Minutes” high school drinking and driving awareness and prevention program. The program was conducted for students at Granada High School in Livermore and at Foothill High School in Pleasanton. The program received much praise from both community and school officials.
- The Department continued its “rolling” public safety message efforts with the LPFD Disaster Preparedness signage. The billboard appeared on the Wheels No. 10 Bus and has traveled throughout the Valley daily during 2000. As a result, numerous phone requests for training were received throughout the year.
- Recognizing the need to coordinate school public education programs in both communities, a pilot program called Risk Watch was introduced at Valley View Elementary School in Pleasanton. Teachers were enthusiastic about the program due to the flexibility of the program and LPFD support. Risk Watch is an all-injury prevention program developed by the National Fire Prevention Association. It is a comprehensive injury prevention curriculum for children in preschool through grade eight. The LPFD began the pilot program in November 2000 and will complete it by May 2001. Marilyn Avenue Elementary School in Livermore was targeted as a pilot school and will start there in May 2001 and will be completed by June 2001. The goal is to have the two pilot programs evaluated and approved for full implementation by the school districts.
- New to LPFD in 2000 was the fulfilling of “Santa Claus” requests. The LPFD played Santa Claus for several community organizations such as the Livermore Downtown Association, Children’s Hospital, and the Children Christmas Party for the Disadvantaged.
- The Partners In Safety is a collaborative program (Pleasanton Parks and Community Services Department, LPFD, Pleasanton Police Department and Valley Community Health Senior Support Program) established in 1996. The Alameda County Area Agency on Aging, working in conjunction with elders in Livermore and Pleasanton, provide senior referrals for needed assistance. Besides assistance, the program has proven cost effective by reducing the number of repeat medical responses involving the same senior patient. The program has gained notoriety as a model program by Alameda County officials.



The Partners In Safety Community Team has been invited to be presenters at the First Annual Bay Area Senior Injury Prevention Conference in 2001.

- The LPFD expanded its reach into the communities by placing monthly safety articles in homeowner newsletters. In turn, this outreach generates public education class requests, station tours and the distribution of public education materials.
- LPFD continued to participate in parades in Livermore and Pleasanton. Such parades included the Alameda County Fair Parade and the two Christmas Holiday Parades. Other events included the Orchard Supply How To Fair, the Alameda County Fair, the Heritage Days Antique Fair, the Children's Safety Fair at May Nissen Park and Livermore Home Depot, and the Halloween Cat Walk in Pleasanton.

Statistically, the LPFD shared the safety message as follows:

Fire Safety House	27 events	109 hours	6,514 adults	6,850 children
Fire Safety Assignments	<u>124 events</u>	<u>290 hours</u>	<u>13,102 adults</u>	<u>23,545 children</u>
<b>Grand Total</b>	<b>151 events</b>	<b>399 hours</b>	<b>19,616 adults</b>	<b>30,395 children</b>

### **Fire Prevention Bureau**

In order to proactively protect the Livermore and Pleasanton communities from fire and hazardous materials emergencies, the Fire Prevention Bureau is responsible for administering and enforcing the Uniform Fire Code and various local laws (ordinances). Over the last year, the Fire Prevention Bureau has been proactive in Livermore and Pleasanton with code adoptions, inspections and responding to emergencies. During calendar year 2000, the Fire Prevention Bureau streamlined the fire protection ordinances in both Cities, and where possible, consolidated the requirements to be uniform in both Cities.

In order to meet the goals the Cities have set for fire prevention, the Bureau provides a vast array of services and programs that assist the business community, as well as internal City development needs.

These include:

- Pre-development client meetings to assist with the City permitting process
- Land use planning and management of the urban-wild land interface areas
- Building plan check for fire code and hazardous materials storage and use
- Field inspections of various construction and fire protection systems
- Fire and hazardous materials investigations
- Management of the annual weed abatement programs
- Enforcement of City ordinances related to illegal fireworks usage

In addition to its responsibility to protect the Cities of Livermore and Pleasanton from fire and hazardous materials emergencies, the Fire Prevention Bureau also provides public education to the citizens and business communities, in conjunction with the Fire Operations Division and Training Program for fire and life safety events.

A summary of the Bureau's performance standards follow:

- Conduct all fire code inspections within 24 hours of the client's request
- Meet the plan check process time-line in both Cities at least 92% of the time
- Investigate all major fires and hazardous materials incidents
- Provide technical code assistance to existing businesses desiring to expand as well as potential businesses wishing to relocate within Livermore and Pleasanton
- Coordinate with the Fire Operations and Suppression Division the inspection of all fire code permitted businesses in both cities
- Assist businesses in the proper use and storage of combustible materials
- Assist with numerous public education presentations using the Fire Safety Trailer for events at the Alameda County Fairgrounds, Children's Fair, Downtown Special events, the annual Christmas Tree lighting ceremony and other corporate events



The year 2000 continued to show strong growth of the local economy as reflected in the number of plan check referrals and inspections conducted. During the 12 month period, over 600 construction plans were "plan checked," and more than 3,100 site fire inspections were conducted. The Fire Prevention Bureau also began the process of updating the annual fire inspection program for Fire Operations and Suppression personnel and assisted with field inspections of larger industrial, commercial and residential facilities.

Highlights of the Fire Prevention Bureau activities during 2000 include:

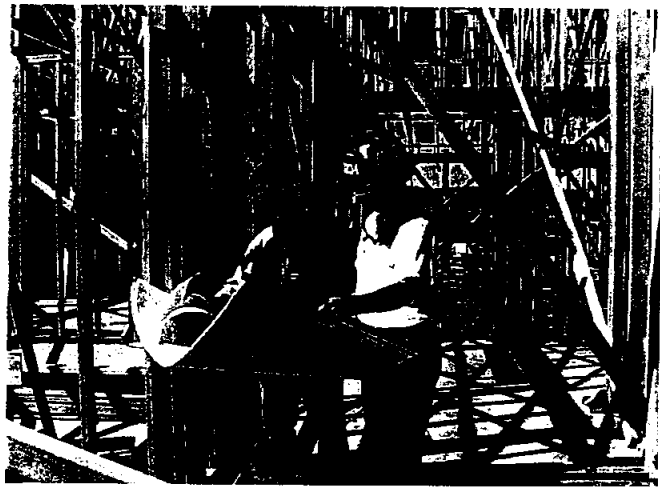
- Conducted construction inspections of the Safeway Corporate Center expansion at the Stoneridge Mall and the Hinz commercial center on Stoneridge Mall Road in Pleasanton



- Managed the conversion of the existing City of Livermore fire alarm accounts to private monitoring fire alarm companies
- Plan checked and inspected the City of Livermore Shea Business Park commercial development beginning with the KLA-Tencor Corporate campus of 250,000 square feet of buildings in Phase I
- Managed the annual weed abatement program with a reduction of weed abatement on private parcels by 12% compared to the 1999 program

In addition to the new construction demands, additional accomplishments include:

- All Bureau staff completing an updated series of first aid and CPR classes to meet mandated State health and safety statutes.
- The Fire Prevention Bureau continued to work with juveniles and their parents through the Juvenile Firesetter Program. This program included coordination with the Pleasanton Police Department.
- The Fire Prevention Bureau continued to assist the Livermore Valley Joint Unified School District with its modernization program at campuses throughout Livermore. The program involves review of site plans as well as fire protection system installation drawings and field inspections. Automatic fire sprinkler protection and upgrades to the fire alarm systems, as part of the modernization program, continued at several school sites.



### ***Fire Prevention Bureau-Hazardous Materials Program***

Similarly to how the Fire Prevention Bureau enforces the Uniform Fire code to protect losses from fires, the Hazardous Materials Program protects the health and safety of the Livermore and Pleasanton communities by enforcing hazardous materials regulations as mandated under the State's Certified Unified Program Agency (CUPA) Program. In addition, hazardous materials inspections are conducted at all regulated businesses. Plan check services, annual permits and inspections services continue to expand with the expansion of the local economy.

The following is a summary of the Program's performance standards:

- Conduct all hazardous materials inspections within 24 hours of the inspection request by the client
- Meet or exceed the plan check turnaround time from the respective Permit Center at least 92% of the time
- Inspect all regulated businesses as required by local, State and Federal laws
- Assist business with expert code assistance with the latest state of the art technology and processes

Each year, the Hazardous Materials Program staff seeks to expand the Program with creative and innovative elements that will assist the business community and ensure operations are conducted safely and lawfully. For 2000, the program conducted over 200 Fire Code compliance and CUPA maintenance inspections. In addition, site visits were made as follow-up inspections. Plan check and field inspections occurred at over 50 sites that required specialized hazardous materials review. In addition, 100 new construction sites were visited as part of the Hazardous Materials Program.

Additional program accomplishments in 2000 include:

- **Waste Oil Grant:** For several years, the waste oil grant annual share of the program has been administered through the City of Pleasanton. Beginning in 2000, the LPFD assumed responsibility for administering the grant. The result of this effort was a coordinated program in both Livermore and Pleasanton that better served the businesses and citizens of the two communities.



- **Hazardous Materials Emergency Preparedness Planning Grant:** The hazardous materials staff, with the assistance of Operations and Suppression Division personnel, conducted training and purchased training aids and props.
- **First Aid Program:** Staff participated in a revised first aid and CPR training program to meet minimum mandated State training requirements. Staff also received training to ensure it had the training needed to address issues that may occur in the field.

- **Fire Prevention Safety Program:** Staff assisted in the design and implementation of training for the Fire Prevention Bureau in hazardous materials such as asbestos, underground storage tanks site safety, and other field exposures to hazardous materials conditions.

### **Administrative Services Division**

The Administrative Services Division provides general administrative direction, human resource management, fiscal administration, information systems oversight and support, purchasing, contract coordination, capital facility planning and construction management, and intra and inter agency coordination for the LPFD.

The following is a summary of the Division's performance standards:

- Efficiently and effectively manage the human, fiscal, and capital assets of the LPFD to best serve the needs of the Livermore and Pleasanton communities
- Conduct recruitments to meet the staffing needs of the LPFD
- Develop and manage the Department's bi-annual consolidated operating budget
- Ensure that capital improvement projects are delivered within budget and on time
- Ensure that injured employees receive quality care and return to work as quickly as possible through the comprehensive administration of the workers' compensation program
- Efficiently and effectively manage the accounts payable and receivable processes and maintain Departmental budget controls
- Coordinate and circulate the bi-monthly Department newsletter
- Develop and maintain Department wide statistical information
- Ensure that computer technical support is timely and effective and that the LPFD's information system, including the dispatch/communications system, operates efficiently
- Coordinate special projects and prepare reports

Provided below is a summary of just a few of the Division's major accomplishments during 2000:

**Recruitments & Promotional Examinations:** During 2000, the LPFD conducted three recruitments for support, suppression and inspection personnel.

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**Technology Advancements:** During 2000, members of the Division participated in the computer-aided dispatch/records management system (CAD/RMS) replacement project for the Livermore Police Department and Livermore-Pleasanton Fire Department. The Division also completed the Macintosh to Windows conversion.

**Facilities Construction:** In 2000, the LPFD moved one step closer toward the completion of its new Headquarters/Fire Station No. 4 facility by commencing construction. It is anticipated that the facility will be complete and ready for occupancy by early 2001.



Construction on New Fire Station No. 10 at the Livermore Airport also commenced. Completion of this new station will occur during Spring 2001. The new fire stations will provide better response times to North Livermore and I-580 and more adequate facilities for the fire company.

Conceptual and architectural work began on the replacement Fire Station No. 7 located in Livermore at the intersection of Pine and Rincon. It is anticipated that construction of the new Fire Station No. 7 will begin in late 2001. Conceptual work also began on the replacement Fire Station No. 1 located on the San Francisco/Bernal property.



**Workers' Compensation Administration:** Through the ongoing and diligent administration of the Department's Workers' Compensation Program and an increased focus on safety and fitness, the Department has turned the corner and began to see an noticeable decrease in lost-time injuries and the amount of time lost from duty due to work-related injuries.

**Wireless Technology Pilot Program:** During 2000, the department implemented hand-held computer technology to facilitate a fully mobile corps of chief officers and fire inspectors to maintain connectivity to their office throughout the entire work shift.

### **Strategic Issues:**

- Conducted firefighter/firefighter-paramedic recruitment to meet the operational needs of the Department. Through the 2000 recruitment process, the Department hired three new firefighter-paramedics and five new firefighters. Three of these eight new-hires were Reserve Firefighters with the Department. To minimize the cost of overtime to the two partner Cities and the operation disruption caused by vacancies, staff developed a strategic hiring plan for back-filling vacant positions to keep-up with turnover.
- Prepared and delivered updates to the joint LPFD budget, through both the City of Livermore and City of Pleasanton budget processes.
- Successfully processed through the two partner City Councils funding requests to replace the Department's two ladder/aerial fire trucks at a total cost of approximately \$1.3 million.
- Increased Department staffing by three additional firefighters, thereby increasing the daily minimum staffing of one additional fire company from three to four firefighters in Livermore.
- Participated in the computer-aided dispatch replacement project for Livermore Police and LPFD dispatch.

### **A LOOK AHEAD TO 2001 – NEW OPPORTUNITIES & CHALLENGES**

With the passing of the fourth year of the Livermore-Pleasanton Fire Department's consolidation and the numerous shared successes of the Department in 2000, we now look ahead to the opportunities and challenges that 2001 will bring. Provided below is a brief list of some of the projects and programs the LPFD will undertake in 2001:

- Dedicate and open new Fire Station No. 10
  - Move closer to the completion of the new Headquarters/Fire Station No. 4
  - Begin construction on replacement Fire Station No. 7
  - Successfully conduct department recruitments to ensure staffing and work demands are met
  - Implement the Employee Evaluation System with baseline performance standards
  - Award a contract for the new Computer Aided Dispatch/Records Management System (CAD/RMS)
-

- Update the LPFD web page
- Negotiation of a new memorandum of understanding labor agreement with line personnel
- Purchase, provide training on, and deploy 10 new Zoll cardiac defibrillator monitors on all first-line engines
- Purchase and implement mobile data terminals for all first-line fire apparatus
- Implement the new EMS restocking program
- Hire and train a new disaster preparedness/public education specialist
- Implement a comprehensive wellness program
- Coordinate the purchase and deployment of three new light duty inspector and command vehicles
- Conduct a firefighter/firefighter-paramedic recruitment for an early 2002 academy
- Conduct ongoing training for suppression personnel
- Implement the Annual Fire Inspection Program (AFIP)
- Hire and train a replacement fire inspector and additional hazardous materials inspector
- Ensure the smooth implementation of the new City of Livermore Fire Alarm Ordinance including field supervision

## **CONCLUSION**

The Department continues to strive to meet its core purpose to make the Livermore and Pleasanton communities safe for all citizens to live and work through the protection of life, property, and the environment. To accomplish this, the LPFD will continue to seek out and develop programs that improve the health and safety of the Livermore and Pleasanton communities.

The Department is eager to tackle the challenges before it and complete the projects and programs outlined above during the upcoming year.

# 2000 Annual Report Appendix

## Chart Number

- 1           Emergency Responses by Type of Call
- 2           Emergency Responses by District
- 3           2000 LPFD Emergency Responses
- 4           2000 Emergency Responses by Type of Call
- 5           Summary of 2000 Responses
- 6           Combined Cities Response - LPFD Response Times - All Incidents
- 7           Combined Cities Response - LPFD Structure Fire Response Times
- 8           LPFD Response Time Within Livermore
- 9           Livermore Structure Fire Response Times
- 10          LPFD Response Times Within Pleasanton
- 11          Pleasanton Structure Fire Response Times

## LPFD Year 2000 Response Analysis Overview

On the following pages are several graphs that review the types of emergencies the LPFD responded to during calendar year 2000, where the workload occurred and the response times involved. It is very interesting to note that total responses are up **7.3%**, which is one of the largest single year increases over the last few years. Calls in most categories and in most months of the year increased, so there is no single, identifiable trend.

### Response Time Measures

The term response time is under going a positive change in the fire service in order to more accurately describe actual performance. In years past, departments used the term “*average*” to describe their response time performance. This figure is very misleading as statistically the term average means that 50% of the data points measured exceed the mean or mid-point. For fire department purposes, responses worse than average are not desirable. The current trend for response time measures (adopted by the LPFD since consolidation) is to report the fractile measure or said another way, the percent of the whole measure actually completed. Thus, instead of stating a response time goal of an “*average of five minutes*,” we would more clearly state, “respond within five minutes 90% of the time.”

Additionally, there was no common definition among American fire agencies as to what comprises response time – some agencies measured it from the time of 911 call answered by dispatch, others from the time the fire crew was notified, and still others from the time the fire engine was actually rolling. All agreed to stop the measure when the unit arrived at the curb at the emergency location. The current best practice, (also adopted by the LPFD) is to measure ***total reflex time*** and define it as the time from the answer of the 911 call by dispatch to the time the unit stopped at the scene. This is the time the customer perceives from the 911 call to help arriving.

A seven-minute total reflex time measure is comprised of a five-minute travel time, plus one-minute for dispatch processing and one minute for the crew to get dressed in protective clothing and get the engine rolling. Prior to consolidation, both cities used a “five” minute *average* response time measure that was usually defined as travel minutes, not total reflex time.

In 2000, the LPFD overall performance time measures were:

- 76% in seven minutes *total reflex* for all incidents
- 92% in seven minutes *total reflex* for all structure fires
- *Average* response time for all structure fires = 5 minutes

It is important to note the structure fire response is much better. It gives a more accurate measure of the response system over the City streets, not the freeways. We are seeing an increasing number of freeway medical or rescue calls, plus occasional grass fires at the edges of town. These calls take longer to respond to, or to even find the actual location.



The historical need that drives fire station location is structure fires. On this measure, we do much better. We will do even better with new Fire Station No. 4 in East Pleasanton and temporary new Fire Station No. 10 at the Livermore Airport. Additionally, in 2000, Pleasanton finished retrofitting its traffic signals with the Opticom preemption system that turns the signal green in the direction the fire truck is moving. Livermore has funded its retrofit over 2000 and 2001. Both Cities have for some time required the system in new signals provided by developer agreements.

### Livermore

During 2000, in Livermore, the LPFD delivered service at:

- 76% in seven minutes total reflex for all incidents, including freeway
- 93% in seven minutes total reflex for all structure fires
- Average response time for all structure fires = 5 minutes

Thus, even without new Fire Station No. 10 and full Opticom retrofits, Livermore is close to the goal established in 1995 for all incidents, including freeway calls, but clearly exceeds the goal for structure fire incidents.

### Pleasanton

During 2000, in Pleasanton, the LPFD delivered service at:

- 76% in seven minutes total reflex for all incidents, including freeway
- 96% in seven minutes total reflex for all structure fires
- Average response time for all structure fires = 5 minutes

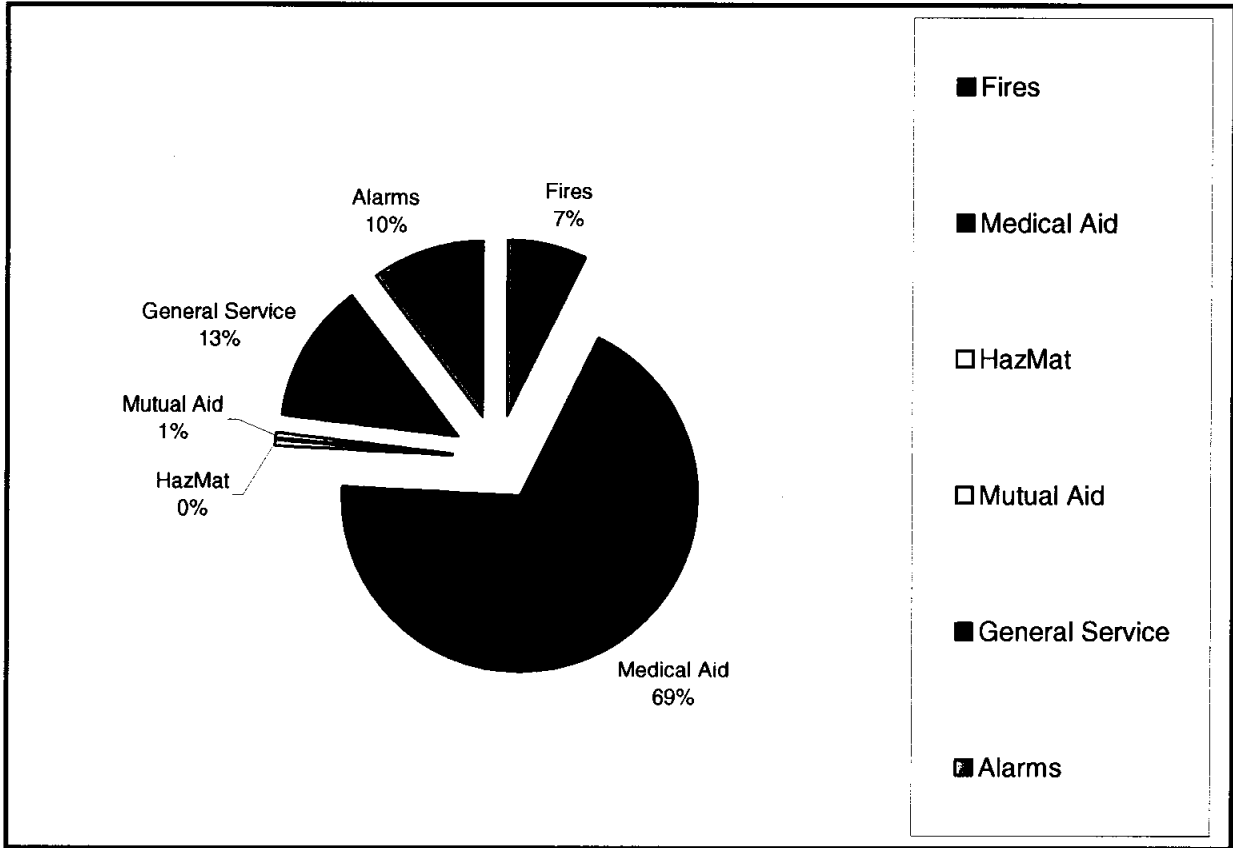
The above total reflex time measures are *without* new Fire Station No. 4 in the East central part of the City.

### **Conclusion**

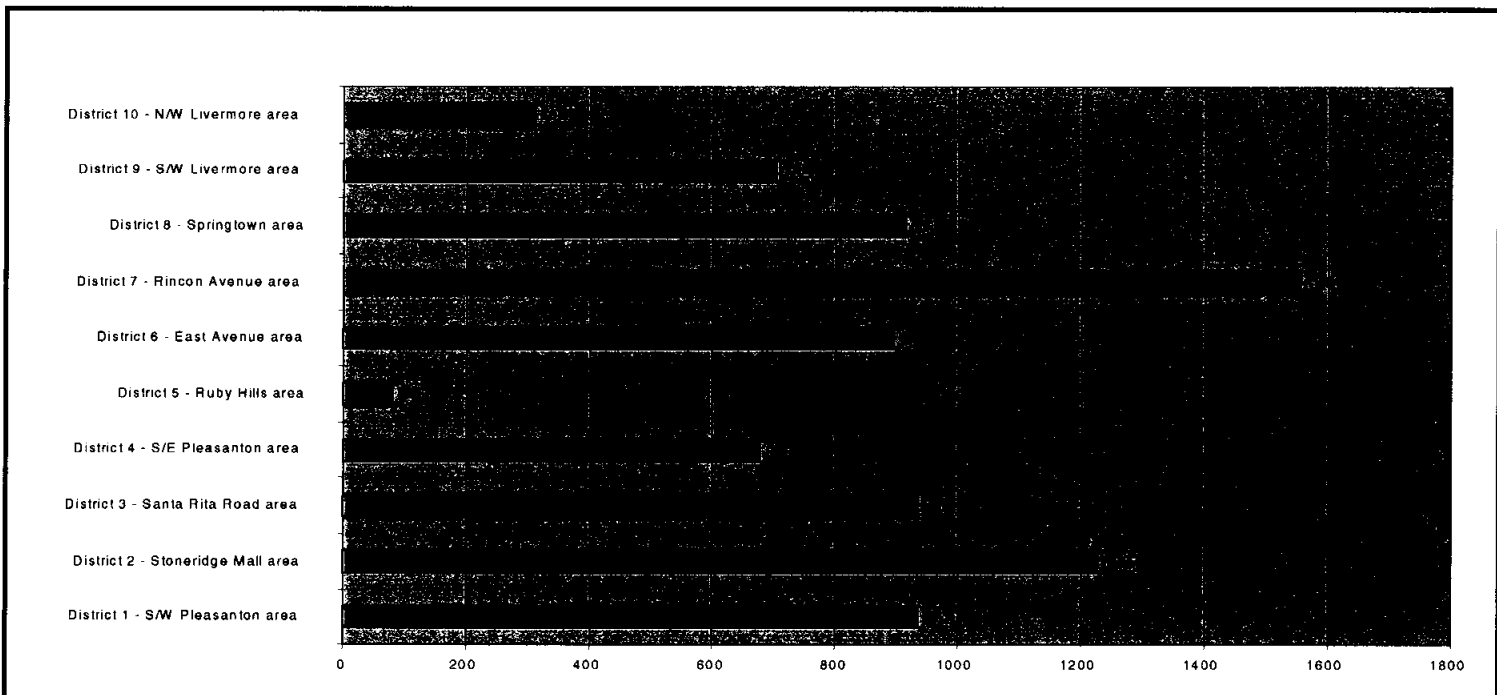
We do not have a serious fire or life loss problem in either LPFD community. Achieving a 90+% total reflex response time to structure fires is indicative of that and with the addition of Fire Stations Nos. 4 and 10, the LPFD will have an adequate deployment time to structure fires.

It is important to note the structure fire response is much better. It gives a more accurate measure of the response system over the city streets, not the freeways. We are seeing an increasing number of freeway medical or rescue calls, plus occasional grass fires at the edges of town. These calls take longer to respond to, or to even find the actual location.

**Chart 1**  
**Emergency Responses by Type of Call**



**Chart 2**  
**Emergency Responses by District**



**Chart 3  
2000 LPFD Emergency Responses**

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	2000
Medical Assists	384	365	411	389	438	433	400	391	411	414	413	424	<b>4873</b>
Traffic Collisions w/Injuries	63	59	54	80	77	67	80	82	96	88	74	73	<b>893</b>
Heavy Rescues	4	3	12	5	7	5	7	2	5	1	0	1	<b>52</b>
Vehicle Fires	16	21	17	30	26	22	18	24	16	20	21	19	<b>250</b>
Structure Fires - Res/Comm	25	16	17	11	10	19	15	13	14	26	27	21	<b>214</b>
Wildland/Brush Fires	4	0	8	2	14	29	35	22	19	11	1	0	<b>145</b>
Aircraft Emergencies	3	0	0	3	0	1	1	0	1	0	1	1	<b>11</b>
Hazardous Materials	0	0	0	2	3	1	6	4	3	2	5	2	<b>28</b>
Automatic Alarms	56	66	64	67	52	71	78	73	74	125	72	81	<b>879</b>
Other / Citizen Assists	69	63	84	78	87	103	127	101	100	97	88	88	<b>1085</b>
Automatic Aid Responses	1	1	0	0	0	1	0	1	4	2	2	1	<b>13</b>
Alameda County Assists	3	2	0	1	4	6	4	0	0	0	0	0	<b>20</b>
Mutual Aid - Structural	0	0	0	1	1	1	0	0	0	1	0	0	<b>4</b>
Mutual Aid - Wildland	0	0	0	0	0	1	2	1	0	4	1	0	<b>9</b>
Mutual Aid - Auto Extrication	0	0	0	0	1	0	0	0	0	0	0	0	<b>1</b>
Mutual Aid - Hazardous Mat.	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>2000 RESPONSE TOTALS</b>	<b>628</b>	<b>596</b>	<b>667</b>	<b>669</b>	<b>720</b>	<b>760</b>	<b>773</b>	<b>714</b>	<b>743</b>	<b>791</b>	<b>705</b>	<b>711</b>	<b>8477</b>
<b>1999 RESPONSE TOTALS</b>	<b>626</b>	<b>568</b>	<b>637</b>	<b>603</b>	<b>683</b>	<b>685</b>	<b>666</b>	<b>677</b>	<b>652</b>	<b>716</b>	<b>637</b>	<b>754</b>	<b>7904</b>
<b>2000/1999 Difference</b>	<b>+2</b>	<b>+28</b>	<b>+30</b>	<b>+66</b>	<b>+37</b>	<b>+75</b>	<b>+107</b>	<b>+37</b>	<b>+91</b>	<b>+75</b>	<b>+68</b>	<b>+43</b>	<b>+573</b>

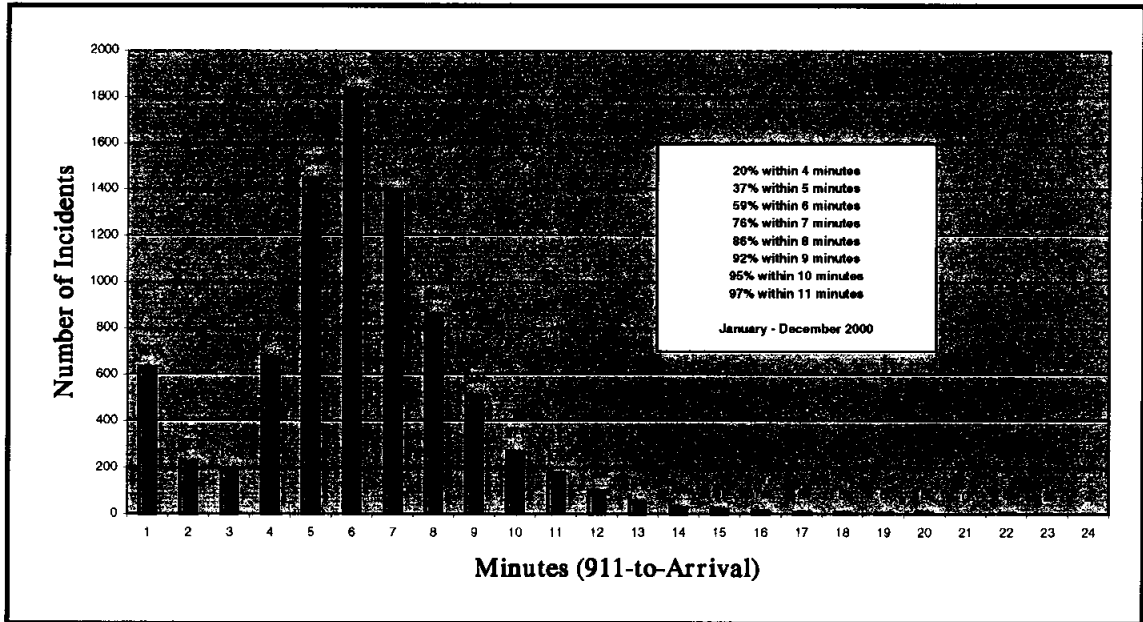
**Chart 4  
2000 Emergency Responses By Type Of Call**

	Dist 1	Dist 2	Dist 3	Dist 4	Dist 5	Dist 6	Dist 7	Dist 8	Dist 9	Dist 10	Dist LLNL	Dist ALCO	LPFD Total	PCT
Medical	618	876	621	483	45	651	1190	534	516	162	81	41	5818	69%
Fires	60	96	58	73	7	56	69	83	52	42	8	16	620	7%
Hazmat	3	5	0	1	1	0	1	12	3	0	2	0	28	0%
Service	147	123	106	80	17	142	205	117	88	28	6	26	1085	13%
Mutual Aid	1	2	0	2	3	1	2	1	0	0	35	0	47	1%
Alarms	104	125	150	37	7	43	87	166	43	77	38	2	879	10%
<b>2000 Responses Per District</b>	<b>933</b>	<b>1227</b>	<b>935</b>	<b>676</b>	<b>80</b>	<b>893</b>	<b>1554</b>	<b>913</b>	<b>702</b>	<b>309</b>	<b>170</b>	<b>85</b>	<b>8477</b>	<b>100%</b>
<b>Responses per District % of Total Responses</b>	<b>11%</b>	<b>14%</b>	<b>11%</b>	<b>8%</b>	<b>1%</b>	<b>11%</b>	<b>18%</b>	<b>11%</b>	<b>8%</b>	<b>4%</b>	<b>2%</b>	<b>1%</b>	<b>100%</b>	

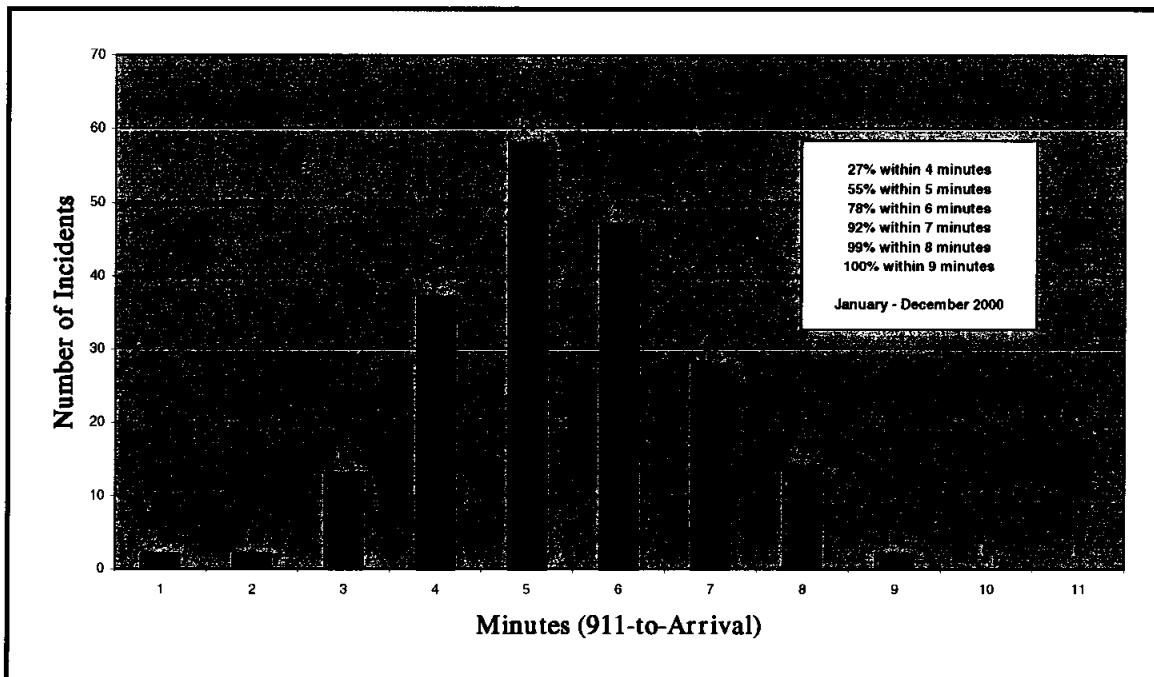
**Chart 5  
Summary of 2000 Responses**

	2000 LIVERMORE	2000 PLEASANTON	2000 LLNL / ALCO
Medical	3053	2643	122
Fires	302	294	24
HazMat	16	10	2
Service	580	473	32
Mutual Aid	4	8	35
Alarms	416	423	40
<b>2000 Responses per District</b>	<b>4371</b>	<b>3851</b>	<b>255</b>
<b>% of Total Responses</b>	<b>52%</b>	<b>45%</b>	<b>3%</b>

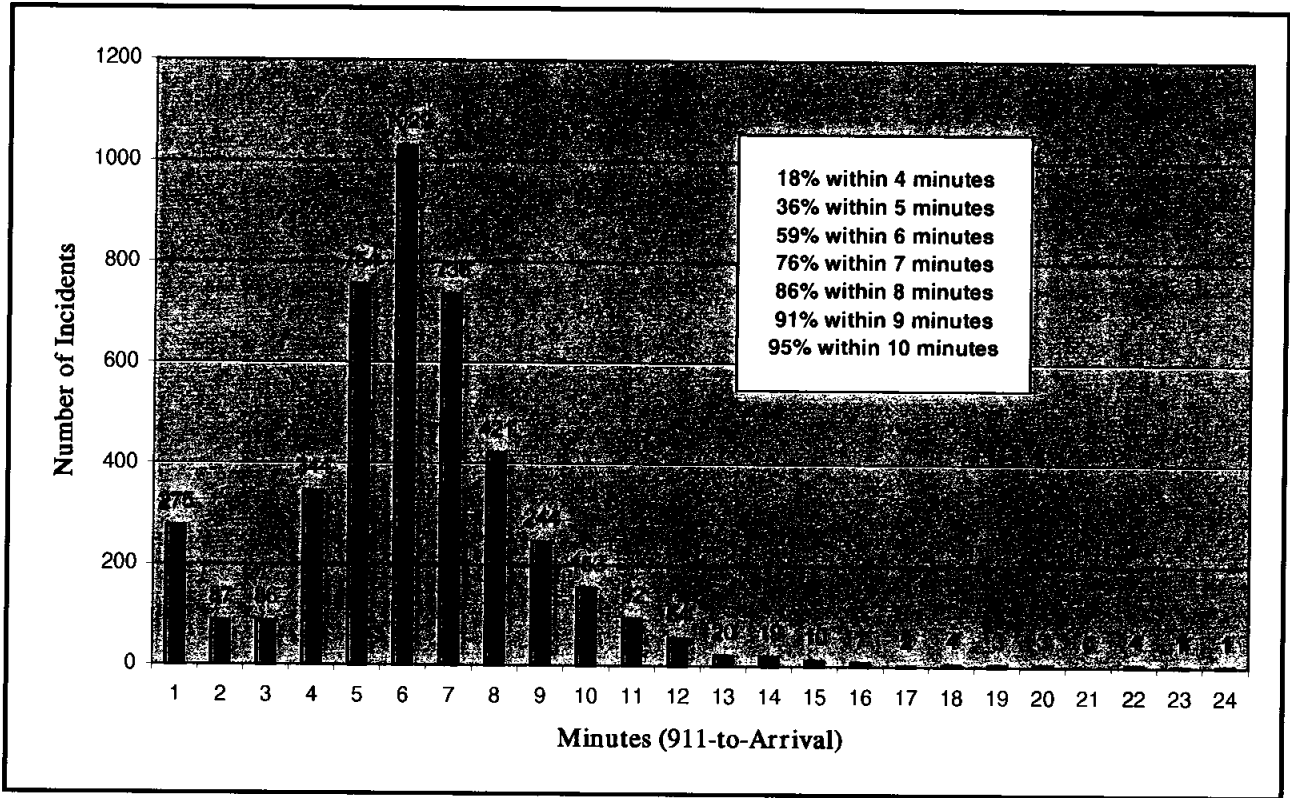
**Chart 6**  
**Combined Cities Response – LPFD Response Times – All Incidents**



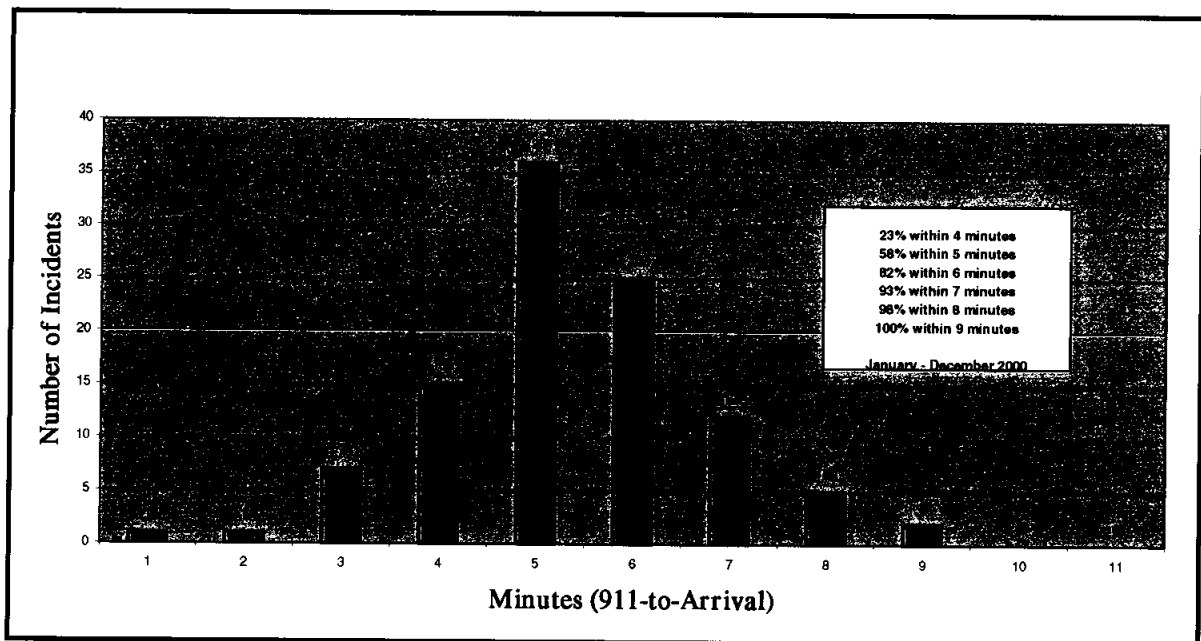
**Chart 7**  
**Combined Cities Response – LPFD Structure Fire Response Times**



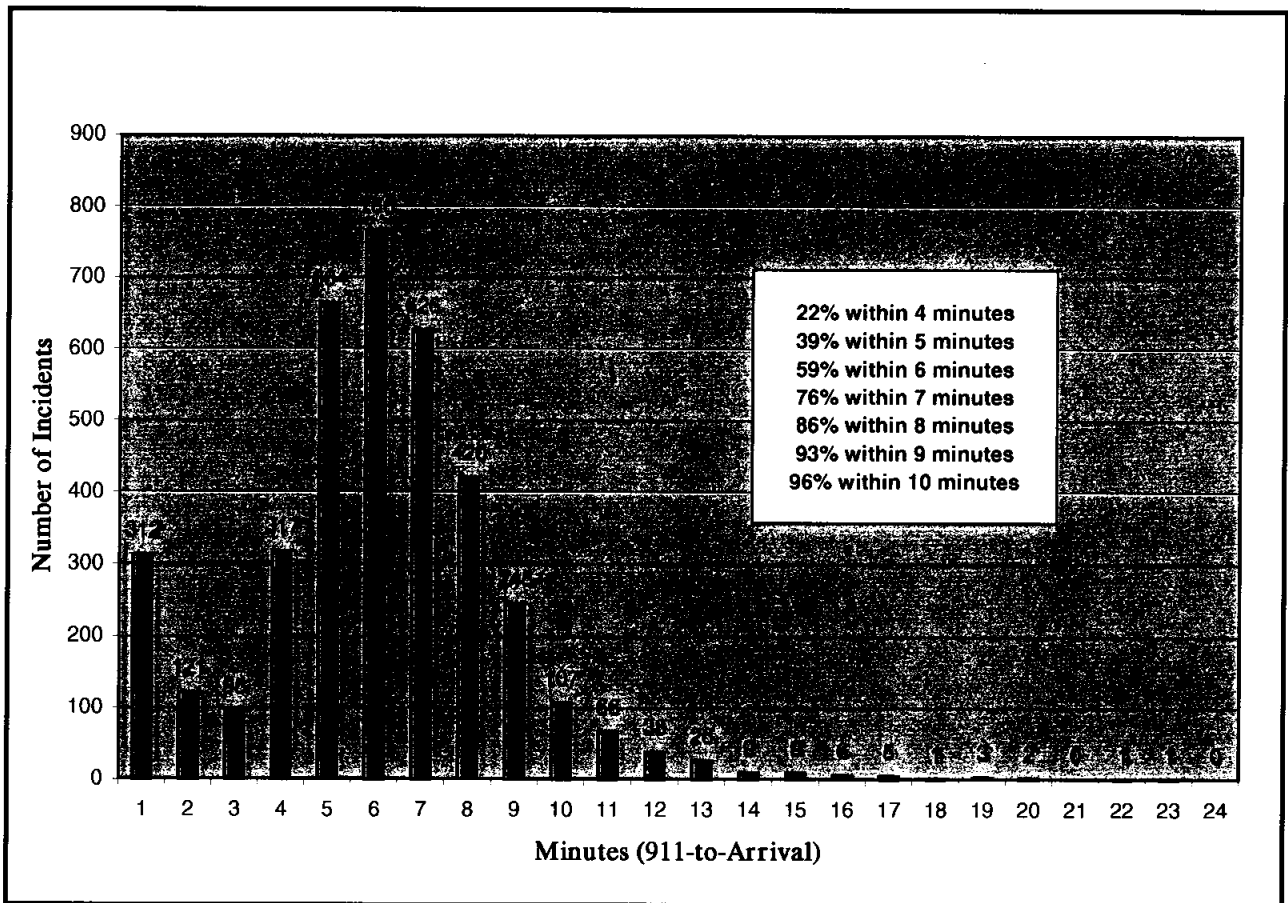
**Chart 8**  
**LPFD Response Time within Livermore**



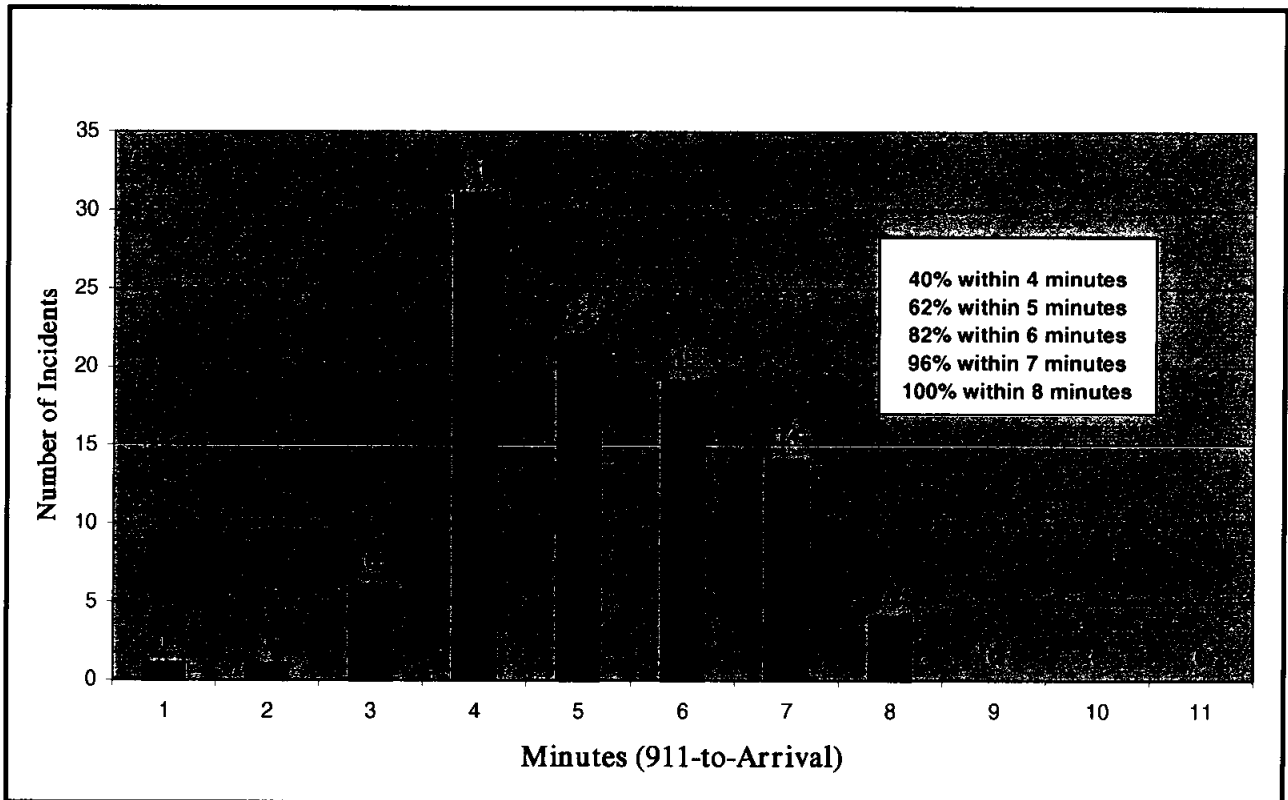
**Chart 9**  
**Livermore Structure Fire Response Times**



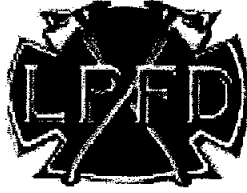
**Chart 10  
LPFD Response Times Within Pleasanton**



**Chart 11  
Pleasanton Structure Fire Response Times**




Livermore-Pleasanton



Fire Department

**Joint Powers Authority  
STAFF SUMMARY REPORT**

April 24, 2001

**TO:** HONORABLE BOARD MEMBERS  
**FROM:** Joint Executive Directors  
Fire Chief   
**SUBJECT:** Proposed Two-Year Consolidated Fire Budget for Fiscal Years' 2001/02 and 2002/03

**SUMMARY AND RECOMMENDATION**

Staff recommends the Board receive and file this report and forward a recommendation to the partner City Councils to approve the Consolidated Fire Budget for Fiscal Years' 2001/02 and 2002/03 as part of the annual budget adoption process.

**DISCUSSION**

Staff is pleased to present for the Board's consideration the Two-Year Consolidated Fire Budget for Fiscal Years' 2001/02 and 2002/03. As you probably recall, on November 1, 1998, the LPFD began tracking its budget expenditures through one consolidated budget. This consolidated budget brought together personnel, maintenance, operations, information systems, new and replacement equipment, and capital outlay appropriations together under one consolidated budget. The consolidated budget does not contain appropriations for new facility construction/facility renovation, fire vehicle and apparatus replacement, fleet maintenance or general liability/property insurance premiums. The partner cities continue to budget for these expenses separately in their individual City and capital improvement program budgets.

Allocation of the Consolidated Budget to the Partner Cities

As the current fiscal year nears completion, we now have almost three years experience managing the fiscal needs of the Department under one consolidated budget. As a result of this experience, we have found the cost-sharing methodologies and formulas developed during consolidation effectively represent the appropriate cost to the partner cities. As a refresher, the partner cities share the cost for fire service in the following manner:

## Cost Share Formulas

<u>Budget Activity</u>	<u>Salaries &amp; Benefits</u>	<u>Maintenance &amp; Operations</u>
Administrative Services	Cost shared 50-50 by partner cities	Cost shared 50-50 by partner cities
Fire Prevention Bureau	Cost shared per number of inspections by partner cities	Cost shared per number of inspections by partner city
Fire Operations & Suppression	<u>Line Administration:</u> 50% cost shared 50-50 by partner cities - 50% cost shared per calls for service  <u>Line Personnel:</u> Cost shared per number of full-time firefighters per partner cities	Cost shared per number of full-time firefighters per partner city
Hazardous Materials (Regulatory)	Cost shared 50-50 by partner cities	Cost shared 50-50 by partner cities
EMS-Disaster Preparedness	Cost shared per number of full-time firefighters per partner cities	Cost shared per number of full-time firefighters per partner cities
Asset Management	Not applicable	Cost are charged to only the partner city incurring the expense

In addition to sharing the operating costs of the LPFD, the partner cities also share the overhead costs associated with managing the activities of the Department. Specifically, Pleasanton provides payroll, accounts payable, accounts receivable, duplicating and mailing services, and provides workers' compensation administration support. Livermore, through its Police Department, provides dispatch services to the Department. At both the beginning and end of each fiscal year, each partner city calculates the total cost of these services. This cost is factored into the total cost of fire service for the partner cities.

### The Two-Year Budget

The proposed Two-Year Consolidated Fire Budget provides adequate funding for the LPFD's current level of fire, emergency medical services and fire prevention activities. Overall, the Department's proposed budget for the first year of the Two-Year Budget remained flat with the current year's budget. Although the proposed Fiscal Year 2001/02 budget has increased due to inflationary adjustments and new program initiatives discussed later in this report, there have been corresponding decreases to the operating budget due to the completion of one-time programs and purchases or the discontinuation of programs. Examples of these one-time or completed/discontinued programs include: transitioned responsibility for fire sprinkler monitoring from the City of Livermore to the private sector, completion of a mobile data terminal program and completion of a variety of studies or services provided by outside consultants.



For the upcoming Two-Year Budget, the Department is proposing only a few new programs and initiatives. The most significant of these is the addition of a new Disaster Preparedness-Community Information Specialist position to better provide disaster preparedness and public education services to the two partner cities. We are requesting funding to implement a comprehensive mandatory, wellness-physical assessment program for all Department safety members. The largest capital expense is the purchase of replacement paramedic cardiac monitors/defibrillators. For the upcoming Two-Year Budget, these new programs or initiative costs are:

Disaster Preparedness-Community Information Specialist (Annual Top Step Cost With Benefits \$90,000): This new specialist will be a non-exempt, non-safety position and will work under the supervision of the EMS-Disaster Preparedness Manager. The position's duties will involve supporting both cities' disaster preparedness programs and coordinating the Department's public education programs. Starting earlier this fiscal year, the LPFD assumed disaster preparedness coordination responsibility from the Police Department for the City of Pleasanton. Since consolidation, the Department had provided disaster preparedness coordination to only the City of Livermore. With the addition of the Pleasanton disaster preparedness program, the Department's technical capacity must be increased to enable the EMS-Disaster Preparedness Program to successfully coordinate and provide disaster preparedness programs and public education. This position will be cost shared between the partner cities 50/50.

The job description will include education and experience as an educator (preferably in a related field), knowledge of or ability to learn disaster preparedness programs, and possess the people skills required to effectively coordinate with civic groups. Specifically, the position will: maintain Emergency Operating Center (EOC) supplies, update resources and call-out lists, assist with EOC section training and exercise development, attend Tri-Valley and regional meetings in the absence of the EMS-Disaster Preparedness Manager, develop and complete detailed planning work with community groups and organizations, coordinate the Community Emergency Response Team (CERT) neighborhood preparedness program and instructor scheduling, coordinate and assist in the delivery of community programs, especially for the K-8 age group, schedule the Fire Safety House, work with various community groups and organizations to offer education programs, purchase public education program materials, and serve as chairperson of the LPFD's Public Education Committee.

Infrared Cameras (Annual Cost \$40,000): With the partial assistance of the Pleasanton-Livermore Junior Women's Club, the Department was able to purchase two infrared cameras during the current Two-Year Budget. Proposed for the upcoming Two-Year Budget are four additional infrared cameras, two per fiscal year at an individual cost of \$20,000 each. We recommend the continued phased-in purchase of the cameras until all ten first-line apparatus have a camera. This would occur four years from now. This will enable quicker and safer rescues in smoky conditions and enable firefighters to find fires and electrical shorts in walls and ceilings.

Medical Examination-Wellness Program (Annual Cost \$105,000): The Livermore-Pleasanton Fire Department is proposing an integrated medical examination and wellness program. We would adopt the joint International Association of Fire Chiefs (IAFC) & International Association of Firefighters (IAFF) Wellness Program. This program would integrate existing expenses for fitness and wellness testing currently conducted on an annual basis, with a comprehensive annual medical examination conducted by a Fire Department occupational health physician consultant. This Department physician would insure that examinations were conducted to meet Federal and State mandates and ensure coordination and continuity between the Department wellness and the workers' compensation programs. Although the annual cost of this new program is \$105,000, the Department's current

fitness-wellness program costs approximately \$70,300 per year. Therefore, the expanded program cost increase is actually \$34,700.

Cardiac Monitors-Defibrillators (One Time Cost \$120,000): The Department is recommending that the ten first-line monitors be replaced in the Fiscal Year 2001/02 budget at a total cost of \$120,000. This lifesaving equipment has a useful life of approximately five years. The monitors that staff is recommending for replacement were purchased by the Department in July 1997. If the monitors are traded-in at the beginning of the upcoming 2001/02 Fiscal Year (July 2001), the Department will receive a trade-in allowance of \$3,083 per monitor, given their four-year life. This credit has already been taken into consideration in the \$120,000 budget estimate. Due to the high cost of the monitors, staff has recommended that a replacement fund be established and funded on an annual basis to fund the future 5-year replacement cost of the monitors.

The Consolidated Operating Fire Budget - Fiscal Years' 2001/02 and 2002/03

When the typical operating expenses of the LPFD are increased for the upcoming fiscal year for inflation and the new initiatives discussed above, the proposed Fiscal Year 2001/02 Consolidated Fire Budget totals \$17,858,296 million. This \$17.9 million is allocated between the six budget activities as follows:

<u>Program Budget</u>	<u>FY 2000/01</u>	<u>FY 2001/02</u>	<u>FY 2002/03</u>
Administrative Services	\$1,261,478	\$933,168	\$888,731
Fire Prevention Bureau	954,721	985,424	1,022,249
Operations & Suppression	14,520,701	14,871,392	15,292,439
Hazardous Materials (Regulatory)	377,098	343,105	361,807
EMS-Disaster Preparedness	358,018	620,202	495,377
Asset Management*	401,800	105,000	108,000
<b>Total</b>	<b><u>\$17,873,816</u></b>	<b><u>\$17,858,291</u></b>	<b><u>\$18,168,603</u></b>

\*Includes items that are not allocated to both partner cities but rather belong to only one partner

Allocation of the Consolidated Budget to the Partner Cities

Per the JPA cost share formulas, the total proposed Fiscal Year 2001/02 consolidated budget of \$17,858,296 would be allocated to the partner cities as follows:

**Proposed Fiscal Year 2001/02 Consolidated Fire Budget**

<b>Budget Activity</b>	<b>Total LPFD FY 2000/01 Budget*</b>	<b>Total Livermore FY 2000/01 Budget*</b>	<b>Total Pleasanton FY 2000/01 Budget*</b>
<b>Annual Operating Budget per the JPA Cost Share Formula:</b>			
Administrative Services	\$ 933,168	\$ 466,584	\$ 466,584
Fire Prevention Bureau	985,424	633,336	352,088
Operations & Suppression	14,871,392	6,980,450	7,890,942
Hazardous Materials (Regulatory)	343,105	171,552	171,553
EMS/Disaster Preparedness	620,202	291,117	329,085
Asset Management	105,000	85,000	20,000
<b>Subtotal-Annual Consolidated Fire Budget</b>	<b>\$17,858,291</b>	<b>\$8,628,039</b>	<b>\$9,230,252</b>
<b>Additional Direct Charges or Adjustments to the Cost Shared Formula:</b>			
Dispatch Services from Livermore to Pleasanton	0	(70,000)	70,000
General Liability Insurance Cost Share Adjustment Due to Added Employees	0	7,600	(7,600)
Cost Share Adjustment for Salaries	0	84,334	(84,334)
Credits for Shared Revenues	(30,500)	(14,734)	(15,766)
Support From Pleasanton for Payroll, Personnel, Finance & Central Services	0	141,100	(141,100)
Sharing of Department Telephone Expenses	0	(31,500)	31,500
<b>Subtotal-Direct Charges/Adjustments</b>	<b>(30,500)</b>	<b>116,800</b>	<b>(147,300)</b>
<b>Total City Specific Cost</b>	<b>-</b>	<b><u>\$8,744,839</u></b>	<b><u>\$9,082,952</u></b>
<b>Total Combined Cost</b>	<b><u>\$17,827,791</u></b>	<b>49%</b>	<b>51%</b>

\* Does not include fire truck and light duty vehicle maintenance and replacement, general liability premiums, facility construction, facility renovation and facility operating expenses.

## **CONCLUSION/RECOMMENDATION**

Staff recommends the Board receive and file this report and forward a recommendation to the partner City Councils to approve the Consolidated Fire Budget for Fiscal Years' 2001/02 and 2002/03 as part of the annual budget adoption process.

Attachments: Program Budget Worksheets for Fiscal Years' 2001/02 and 2002/03

# LIVERMORE-PLEASANTON FIRE DEPARTMENT

## SPECIAL REVENUE FUND ADMINISTRATION PROGRAM

#280780

ACCT#	ACCT NAME	DESCRIPTION	2001-2002	2002-2003
<b>PERSONNEL</b>				
4022	Salaries	Salary expense for 8,320 regular employee hours (4.00 FTE)	342,700	344,822
ACCOUNT 4022 TOTAL			342,700	344,822
4002	Overtime	Overtime (20 hours) is for project support	760	790
ACCOUNT 4002 TOTAL			760	790
4004	Benefits	Medical, dental, life insurance, workers comp, disability, etc	96,813	101,447
ACCOUNT 4004 TOTAL			96,813	101,447
4005	Retirement	Public Employee Retirement System (PERS) - regular employees	43,180	54,568
ACCOUNT 4005 TOTAL			43,180	54,568
4014	Cafeteria Plan Benefit Expense	<b>***MUST BE COMBINED WITH ACCT 4004 IN FINAL VERSION***</b>	19,000	19,000
ACCOUNT 4014 TOTAL			19,000	19,000
4018	Social Security & Medicare	Medicare for regular employees hired after April 1986; Social Security and Medicare for temporary employees	3,784	3,819
ACCOUNT 4018 TOTAL			3,784	3,819
4043	Admin Buyback	Payoff of accumulated administrative leave	10,000	10,000
ACCOUNT 4043 TOTAL			10,000	10,000
4045	Uniform Allowance	Annual allowance to purchase and maintain uniforms	2,350	2,350
ACCOUNT 4045 TOTAL			2,350	2,350
4925	Unused Vacation	Vacation earned but not yet taken	4,181	4,207
ACCOUNT 4925 TOTAL			4,181	4,207

TOTAL PERSONNEL	522,768	541,003
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### TRANSPORTATION & TRAINING

4109	Training	Professional meetings, seminars, conferences; department-wide training, including the California Public Employers Labor Relations Association, International Fire Chiefs, and League of California Fire Chiefs Leadership annual conference Department-wide computer training	8,000	8,000
ACCOUNT 4109 TOTAL			13,000	13,000
4112	Vehicle Operating Costs	Gasoline, oil, etc. for operation of City vehicles	500	500
ACCOUNT 4112 TOTAL			500	500
4185	Vehicle Maint. & Repair by Contract	ARC services for washing Department vehicles	5,000	5,000
ACCOUNT 4185 TOTAL			5,000	5,000

TOTAL TRANSPORTATION & TRAINING	18,500	18,500
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### REPAIRS & MAINTENANCE

# LIVERMORE-PLEASANTON FIRE DEPARTMENT

## SPECIAL REVENUE FUND

### ADMINISTRATION PROGRAM

#280780

ACCT#	ACCT NAME	DESCRIPTION	2001-2002	2002-2003
4219	Replacement Accrual- IS	Charge to fund future replacement of information systems equipment	83,200	86,528
		ACCOUNT 4219 TOTAL	83,200	86,528
4222	Parts - Furniture & Office Equipment	Parts for office equipment and furniture	1,000	1,000
		ACCOUNT 4222 TOTAL	1,000	1,000
4266	Computer Hardware Maint. by Contract	Racking System	2,500	0
		Computer Aided Dispatch/Records Management System (CAD/RMS)	7,500	7,500
		ACCOUNT 4266 TOTAL	10,000	7,500
4282	Office Equipment Repair by Contract	Repair of copiers, fax machines and other equipment	2,000	2,000
		Headquarters copiers	14,800	18,800
		Training Center copier	2,500	2,500
		ACCOUNT 4282 TOTAL	19,300	23,300
4283	Facilities Repair by Contract	Emergency & routine repairs and maintenance at Headquarters	5,000	1,000
		ACCOUNT 4283 TOTAL	5,000	1,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>			<b>118,500</b>	<b>119,328</b>

#### MATERIALS, SUPPLIES & SERVICES

4324	Community Support	Recognition plaques & certificates	500	500
		Community promotion & goodwill	500	500
ACCOUNT 4324 TOTAL			1,000	1,000
4327	Postage & Delivery	Department-wide postage & delivery	1,000	1,000
		ACCOUNT 4327 TOTAL	1,000	1,000
4331	Office Supplies	Copy paper, stationery, envelopes, pens, etc.	49,000	49,000
		ACCOUNT 4331 TOTAL	49,000	49,000
4333	Rental of Equipment	Storage containers	1,200	1,200
		ACCOUNT 4333 TOTAL	1,200	1,200
4334	Field Supplies	Suppression and administration related supplies including supply items for Headquarters	3,500	3,500
		ACCOUNT 4334 TOTAL	3,500	3,500
4335	Rental of Property	Modular trailer for conference room use	3,300	0
		ACCOUNT 4335 TOTAL	3,300	0
4338	Dues, Publications, Books & Films	Computer subscriptions & publications	500	500
		Fire management subscriptions and publications (Harvard Business Review, Public Employment Law Handbook, Fire Engineer magazine, etc)	2,000	2,000
		ACCOUNT 4338 TOTAL	2,500	2,500
4352	Uniform Costs	Uniform replacement for Support Staff & replacement for damaged uniforms	1,000	1,000
		ACCOUNT 4352 TOTAL	1,000	1,000
4366	DP Equipment & Software	Hard drives, memory, and computer component upgrade	5,000	5,000
		2 desktop computers for new Headquarter's workstations	3,000	0

# LIVERMORE-PLEASANTON FIRE DEPARTMENT

## SPECIAL REVENUE FUND

### ADMINISTRATION PROGRAM

#280780

ACCT#	ACCT NAME	DESCRIPTION	2001-2002	2002-2003
		Office scanner	300	0
		Pocket PC's for inspectors (7)	4,200	0
		ACCOUNT 4366 TOTAL	12,500	5,000
4376	Cell Phone Expense	Department cellular telephones and satellite	20,000	20,000
		ACCOUNT 4376 TOTAL	20,000	20,000
4377	Pager Expense	Department pager charges	25,000	25,000
		ACCOUNT 4377 TOTAL	25,000	25,000
4380	Printing & Film Development	Contract printing and film development	9,000	9,000
		ACCOUNT 4380 TOTAL	9,000	9,000
4381	Contract Training	Department training on personnel and Human Resource practices, team building and community relations	15,000	15,000
		ACCOUNT 4381 TOTAL	15,000	15,000
4383	Professional Services	Industrial Employees & Distribution Association (IEDA) - (contract labor relations)	6,000	6,000
		Human Relation Committee services	1,000	1,000
		Courier service	16,000	16,000
		ACCOUNT 4383 TOTAL	23,000	23,000
4384	Computer Services	WebStaff/TeleStaff annual license support for payroll accounting	4,600	4,600
		GIS software (ESRI desktop)	5,800	6,100
		Network support system for Department computer system	20,000	20,000
		ACCOUNT 4384 TOTAL	30,400	30,700
4390	Interfund Expense	GIS mapping charges	12,000	12,000
		ACCOUNT 4390 TOTAL	12,000	12,000

<b>TOTAL MATERIALS, SUPPLIES &amp; SERVICES</b>	<b>209,400</b>	<b>198,900</b>
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#### CAPITAL OUTLAY

4466	Computer Hardware	Back-up computer server	4,000	0
		Wireless network components for 10 sites	45,000	0
		2 laptop computers - new disaster preparedness position & loaner	4,000	0
		ACCOUNT 4466 TOTAL	53,000	0
4484	Computer Software	Software site licenses & application upgrades	11,000	11,000
		ACCOUNT 4484 TOTAL	11,000	11,000

<b>TOTAL CAPITAL OUTLAY</b>	<b>64,000</b>	<b>11,000</b>
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<b>PROGRAM/SUBPROGRAM TOTAL</b>	<b>933,168</b>	<b>888,731</b>
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**LIVERMORE-PLEASANTON FIRE DEPARTMENT**  
**SPECIAL REVENUE FUND**  
**FIRE PREVENTION PROGRAM**  
#280781

ACCT#	ACCT NAME	DESCRIPTION	2001-2002	2002-2003
<b>PERSONNEL</b>				
4022	Salaries	Salary expense for 17,680 regular employee hours (8.50 FTE)	565,303	574,392
		ACCOUNT 4022 TOTAL	565,303	574,392
4002	Overtime	Overtime (803 hours) is for project support, investigations and special events	38,810	39,280
		ACCOUNT 4002 TOTAL	38,810	39,280
4004	Benefits	Medical, dental, life insurance, workers comp, disability, etc	159,698	168,986
		ACCOUNT 4004 TOTAL	159,698	168,986
4005	Retirement	Public Employee Retirement System (PERS) - regular employees	84,392	105,562
		ACCOUNT 4005 TOTAL	84,392	105,562
4014	Cafeteria Plan Benefit Expense	<b>***MUST BE COMBINED WITH ACCT 4004 IN FINAL VERSION***</b>	13,000	13,000
		ACCOUNT 4014 TOTAL	13,000	13,000
4018	Social Security & Medicare	Medicare for regular employees hired after April 1986; Social Security and Medicare for temporary employees	5,430	5,526
		ACCOUNT 4018 TOTAL	5,430	5,526
4042	Premium Pay (PERSable)	Premium pay is for standby	4,435	4,435
		ACCOUNT 4042 TOTAL	4,435	4,435
4043	Admin Buyback	Payoff of accumulated administrative leave	6,000	6,000
		ACCOUNT 4043 TOTAL	6,000	6,000
4045	Uniform Allowance	Annual allowance to purchase and maintain uniforms	4,060	4,060
		ACCOUNT 4045 TOTAL	4,060	4,060
4085	Temp. Agency Personnel	Employment agency personnel for backfill of Office Assistant job-share position	28,500	29,600
		ACCOUNT 4085 TOTAL	28,500	29,600
4925	Unused Vacation	Vacation earned but not yet taken	6,896	7,008
		ACCOUNT 4925 TOTAL	6,896	7,008

<b>TOTAL PERSONNEL</b>	916,524	957,849
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**TRANSPORTATION & TRAINING**

4109	Training	State Fire Marshal courses	4,000	4,000
		National Fire Prevention Association (NFPA) courses	1,600	1,600
		Juvenile FireSetter Program	2,200	2,300
		NFPA & Taking Education Across the Millenium (TEAM) conferences	2,900	2,900
		ACCOUNT 4109 TOTAL	10,700	10,800

<b>TOTAL TRANSPORTATION &amp; TRAINING</b>	10,700	10,800
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**REPAIRS & MAINTENANCE**



# LIVERMORE-PLEASANTON FIRE DEPARTMENT

## SPECIAL REVENUE FUND

### FIRE PREVENTION PROGRAM

#280781

ACCT#	ACCT NAME	DESCRIPTION	2001-2002	2002-2003
4221	Parts - Field Equipment	Parts for equipment routinely used for inspections & investigations	1,000	1,200
ACCOUNT 4221 TOTAL			1,000	1,200
4281	Field Equipment Repair by Contract	Repair of equipment used for inspections & investigations	3,000	3,500
ACCOUNT 4281 TOTAL			3,000	3,500

<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	4,000	4,700
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#### MATERIALS, SUPPLIES & SERVICES

4311	Equipment (Non-depreciable)	Camera and 2 camera lenses	1,200	0
		Digital camera replacements (3)	0	1,500
ACCOUNT 4311 TOTAL			1,200	1,500
4324	Community Support	Public education program materials for enhanced public outreach services including educational materials for public schools, banners, and Partners in Safety program materials)	18,600	19,600
		Public service announcements including Wheels Bus advertising and cinema safety facts	9,000	9,000
		ACCOUNT 4324 TOTAL	27,600	28,600
4334	Field Supplies	Investigation supplies	3,200	2,000
		ACCOUNT 4334 TOTAL	3,200	2,000
4338	Dues, Publications, Books & Films	Text books, video tapes, memberships and subscriptions (ie code books, year 2 biannual update)	5,000	7,000
		ACCOUNT 4338 TOTAL	5,000	7,000
4366	DP Equipment & Software	Laptop vehicle computer mounts (7)	4,500	0
		ACCOUNT 4366 TOTAL	4,500	0
4380	Printing & Film Development	Photo development for arson investigations, printing & microfilming plans	3,000	3,000
		ACCOUNT 4380 TOTAL	3,000	3,000
4383	Professional Services	Safety training for the Fire Prevention Bureau	1,800	2,000
		ACCOUNT 4383 TOTAL	1,800	2,000
4385	Misc Contracted Services	Metroscan (real property database access)	600	600
		Juvenile FireSetter Program (280002 - Pleasanton only)	4,000	4,200
		ACCOUNT 4385 TOTAL	4,600	4,800

<b>TOTAL MATERIALS, SUPPLIES &amp; SERVICES</b>	50,900	48,900
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#### CAPITAL OUTLAY

4461	Field Equipment	Hydrocarbon vapor detector	3,300	0
ACCOUNT 4461 TOTAL			3,300	0

<b>TOTAL CAPITAL OUTLAY</b>	3,300	0
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<b>PROGRAM/SUBPROGRAM TOTAL</b>	<b>985,424</b>	<b>1,022,249</b>
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# LIVERMORE-PLEASANTON FIRE DEPARTMENT

## SPECIAL REVENUE FUND

### FIRE SUPPRESSION PROGRAM

#280784

ACCT#	ACCT NAME	DESCRIPTION	2001-2002	2002-2003
<b>PERSONNEL</b>				
4022	Salaries	Salary expense for 318,240 regular employee hours (153.00 FTE)	7,514,909	7,544,340
		ACCOUNT 4022 TOTAL	7,514,909	7,544,340
4002	Overtime	Overtime (67,882 hours) is for meetings, training, assignments, special events, vacation, and sick leave coverage Overtime (68,170 hours) is for meetings, training, assignments, special events, vacation, and sick leave coverage	2,427,930	2,440,880
		ACCOUNT 4002 TOTAL	2,427,930	2,440,880
4004	Benefits	Medical, dental, life insurance, workers comp, disability, etc	2,063,346	2,157,460
		ACCOUNT 4004 TOTAL	2,063,346	2,157,460
4005	Retirement	Public Employee Retirement System (PERS) - regular employees	1,295,744	1,597,136
		ACCOUNT 4005 TOTAL	1,295,744	1,597,136
4006	Temporary Salaries	Temporary salaries (950 hrs) are for a Fire Training Specialist	33,250	33,250
		ACCOUNT 4006 TOTAL	33,250	33,250
4008	Tuition	Tuition	3,000	3,000
		ACCOUNT 4008 TOTAL	3,000	3,000
4014	Cafeteria Plan Benefit Expense	***MUST BE COMBINED WITH ACCT 4004 IN FINAL VERSION***	28,000	28,000
		ACCOUNT 4014 TOTAL	28,000	28,000
4018	Social Security & Medicare	Medicare for regular employees hired after April 1986; Social Security and Medicare for temporary employees	86,934	87,297
		ACCOUNT 4018 TOTAL	86,934	87,297
4042	Premium Pay (PERSable)	Premium pay is for Hazmat and other MOU-related special assignments	70,370	70,370
		ACCOUNT 4042 TOTAL	70,370	70,370
4043	Admin Buyback	Payoff of accumulated administrative leave	16,800	16,800
		ACCOUNT 4043 TOTAL	16,800	16,800
4044	Holiday In-Lieu Pay	Pay in lieu of holiday time off	508,093	509,930
		ACCOUNT 4044 TOTAL	508,093	509,930
4045	Uniform Allowance	Annual allowance to purchase and maintain uniforms	36,410	36,410
		ACCOUNT 4045 TOTAL	36,410	36,410
4048	Misc. Personnel Costs	Professional and driver license certifications	1,000	1,000
		ACCOUNT 4048 TOTAL	1,000	1,000
4925	Unused Vacation	Vacation earned but not yet taken	89,106	89,466
		ACCOUNT 4925 TOTAL	89,106	89,466
<b>TOTAL PERSONNEL</b>			<b>14,174,892</b>	<b>14,615,339</b>

**TRANSPORTATION & TRAINING**

# LIVERMORE-PLEASANTON FIRE DEPARTMENT

## SPECIAL REVENUE FUND FIRE SUPPRESSION PROGRAM

#280784

ACCT#	ACCT NAME	DESCRIPTION	2001-2002	2002-2003
4109	Training	Recertification, suppression, and Northern Area Fire Equipment Reasearch (NAFER) training (Fire Captain Academy, Wildland training, Hazmat training, etc.)	65,300	62,600
		ACCOUNT 4109 TOTAL	65,300	62,600
4114	Vehicle Parts	Standardization of compartment shelving project for fire apparatus	8,000	0
		ACCOUNT 4114 TOTAL	8,000	0
4185	Vehicle Maint. & Repair by Contract	Annual apparatus fire pump testing	500	500
		ACCOUNT 4185 TOTAL	500	500

<b>TOTAL TRANSPORTATION &amp; TRAINING</b>	<b>73,800</b>	<b>63,100</b>
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### REPAIRS & MAINTENANCE

4221	Parts - Field Equipment	Hand tools, self-contained breathing apparatus (SCBA) equipment & fleet accessory replacement parts	17,200	18,700
		ACCOUNT 4221 TOTAL	17,200	18,700
4281	Field Equipment Repair by Contract	Suppression tools, hazardous materials, ladders & SCBA repairs	36,000	34,300
		ACCOUNT 4281 TOTAL	36,000	34,300
4282	Office Equipment Repair by Contract	Repair of office equipment at the Training Center & fire stations	2,000	2,000
		ACCOUNT 4282 TOTAL	2,000	2,000
4283	Facilities Repair by Contract	Calibration of thermocouples in Training Center burn cells	500	500
		ACCOUNT 4283 TOTAL	500	500

<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>55,700</b>	<b>55,500</b>
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### MATERIALS, SUPPLIES & SERVICES

4311	Equipment (Non-depreciable)	Radios, headsets, batteries & interface modules	29,800	25,400
		(battery/intercom system responsible for higher budget in 2001-02)		
		Replacement office chairs for fire stations	2,200	1,400
		Replacement office furniture for Station No. 9	3,000	1,000
		ACCOUNT 4311 TOTAL	35,000	27,800
4317	Pre-employment Physicals	Physicals for 10 replacement hires	5,000	5,000
		ACCOUNT 4317 TOTAL	5,000	5,000
4318	Misc. Recruitment Costs	Background & psychological testing for 10 replacement hires	20,000	20,000
		Physical agility pre-employment testing	20,000	20,000
		ACCOUNT 4318 TOTAL	40,000	40,000
4329	County- Sole Source	Radio maintenance by Alameda County	16,700	16,700
		ACCOUNT 4329 TOTAL	16,700	16,700
4334	Field Supplies	Suppression response, wildland, hazardous materials, training, SCBA, rehabilitation and salvage related supplies (global positioning devices, rehabilitation supplies and "jaws of life" rescue equipment)	153,300	138,200
		ACCOUNT 4334 TOTAL	153,300	138,200

# LIVERMORE-PLEASANTON FIRE DEPARTMENT

## SPECIAL REVENUE FUND

### FIRE SUPPRESSION PROGRAM

#280784

ACCT#	ACCT NAME	DESCRIPTION	2001-2002	2002-2003
4338	Dues, Publications, Books & Films	Dues & publications for the Explorer program and suppression (Commission on Fire Accreditation International fee and publication from International Fire Standards Training Association)	21,000	23,900
		ACCOUNT 4338 TOTAL	21,000	23,900
4352	Uniform Costs	Personal protective safety clothing for suppression personnel and the Explorer & Reserve programs, including breathing equipment	105,800	112,600
		ACCOUNT 4352 TOTAL	105,800	112,600
4359	Hazardous Material Disposal	Disposal of hazardous materials recovery at emergency scenes	15,000	15,000
		ACCOUNT 4359 TOTAL	15,000	15,000
4366	DP Equipment & Software	Geographic Information System (GIS) software	2,000	2,000
		ACCOUNT 4366 TOTAL	2,000	2,000
4378	Fire Training Supplies & Printing	Annual academy supplies	4,800	5,000
		Training props	1,000	1,500
		Training supplies	8,500	8,900
		Audio-visual equipment	200	200
		ACCOUNT 4378 TOTAL	14,500	15,600
4380	Printing & Film Development	Printing of pre-incident plans, wildland interface packets, runbooks, film processing, and map book updates	11,500	11,500
		ACCOUNT 4380 TOTAL	11,500	11,500
4381	Contract Training	Mandated and supervision contract training	20,000	20,000
		ACCOUNT 4381 TOTAL	20,000	20,000
4383	Professional Services	Tactical reference (digital floor plans) - new	10,000	10,000
		ACCOUNT 4383 TOTAL	10,000	10,000
4385	Misc Contracted Services	Turnout cleaning & repairs	5,000	5,000
		Laundry service	20,000	20,000
		ACCOUNT 4385 TOTAL	25,000	25,000

<b>TOTAL MATERIALS, SUPPLIES &amp; SERVICES</b>	<b>474,800</b>	<b>463,300</b>
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#### CAPITAL OUTLAY

4461	Field Equipment	Turnout clothing cleaning extractors	24,000	36,000
		Rae System Multi Rae Plus gas detector - new	0	4,500
		APD 2000 CW Detector - Hazardous Materials - new	0	8,000
		Hose test pumps	8,000	0
		4 Infra-red cameras (2 per year)	40,000	40,000
		Tuff-Shed for Station No. 9	4,000	0
		ACCOUNT 4461 TOTAL	76,000	88,500
4469	Non-depreciable Capital	Replacement station furnishings	16,200	6,700
		ACCOUNT 4469 TOTAL	16,200	6,700

<b>TOTAL CAPITAL OUTLAY</b>	<b>92,200</b>	<b>95,200</b>
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<b>PROGRAM/SUBPROGRAM TOTAL</b>	<b>14,871,392</b>	<b>15,292,439</b>
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# LIVERMORE-PLEASANTON FIRE DEPARTMENT

## SPECIAL REVENUE FUND

### HAZMAT PROGRAM

#280786

ACCT#	ACCT NAME	DESCRIPTION	2001-2002	2002-2003
<b>PERSONNEL</b>				
4022	Salaries	Salary expense for 6,240 regular employee hours (3.00 FTE)	205,733	208,811
ACCOUNT 4022 TOTAL			205,733	208,811
4002	Overtime	Overtime (150 hours) is for investigations and special events	7,590	8,100
ACCOUNT 4002 TOTAL			7,590	8,100
4004	Benefits	Medical, dental, life insurance, workers comp, disability, etc	58,119	61,432
ACCOUNT 4004 TOTAL			58,119	61,432
4005	Retirement	Public Employee Retirement System (PERS) - regular employees	32,295	40,334
ACCOUNT 4005 TOTAL			32,295	40,334
4014	Cafeteria Plan Benefit Expense	***MUST BE COMBINED WITH ACCT 4004 IN FINAL VERSION***	5,500	5,500
ACCOUNT 4014 TOTAL			5,500	5,500
4018	Social Security & Medicare	Medicare for regular employees hired after April 1986; Social Security and Medicare for temporary employees	1,738	1,762
ACCOUNT 4018 TOTAL			1,738	1,762
4045	Uniform Allowance	Annual allowance to purchase and maintain uniforms	1,320	1,320
ACCOUNT 4045 TOTAL			1,320	1,320
4925	Unused Vacation	Vacation earned but not yet taken	2,510	2,548
ACCOUNT 4925 TOTAL			2,510	2,548

TOTAL PERSONNEL	314,805	329,807
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#### TRANSPORTATION & TRAINING

4109	Training	Continuing Challenge, Certified Uniform Program Agency (CUPA), State Fire Marshal, Underground Petroleum Assoc. & Appliance Group (UPAAG) & officer safety training	8,100	8,600
ACCOUNT 4109 TOTAL			8,100	8,600

TOTAL TRANSPORTATION & TRAINING	8,100	8,600
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#### REPAIRS & MAINTENANCE

4281	Field Equipment Repair by Contract	Repairs of field & inspection equipment	1,500	1,500
ACCOUNT 4281 TOTAL			1,500	1,500

TOTAL REPAIRS & MAINTENANCE	1,500	1,500
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#### MATERIALS, SUPPLIES & SERVICES

4328	Advertising	Public notices (increase CUPA hearings in 2002-03)	1,800	3,100
ACCOUNT 4328 TOTAL			1,800	3,100

# LIVERMORE-PLEASANTON FIRE DEPARTMENT

## SPECIAL REVENUE FUND

### HAZMAT PROGRAM

#280786

ACCT#	ACCT NAME	DESCRIPTION	2001-2002	2002-2003
4334	Field Supplies	Hazardous materials incident investigation and remediation supplies including absorbents and testing materials	2,200	3,300
		ACCOUNT 4334 TOTAL	2,200	3,300
4338	Dues, Publications, Books & Films	Publications & memberships including NORCAL & County HazMat memberships & books, MSDS service, Handbook of Safety, emergency action guides & Complete Guide to HazMat Enforcement	5,200	5,900
		ACCOUNT 4338 TOTAL	5,200	5,900
4360	Misc. Service Charges	Gas tech annual certification	1,000	1,100
		ACCOUNT 4360 TOTAL	1,000	1,100
4380	Printing & Film Development	Flyers & investigation documentation	2,500	2,500
		ACCOUNT 4380 TOTAL	2,500	2,500
4383	Professional Services	Overflow & specialty plan check services	6,000	6,000
		ACCOUNT 4383 TOTAL	6,000	6,000

TOTAL MATERIALS, SUPPLIES & SERVICES	18,700	21,900
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#### CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0
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<b>PROGRAM/SUBPROGRAM TOTAL</b>	<b>343,105</b>	<b>361,807</b>
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# LIVERMORE-PLEASANTON FIRE DEPARTMENT

## SPECIAL REVENUE FUND

### EMS & DISASTER PREPAREDNESS PROGRAM

#280787

ACCT#	ACCT NAME	DESCRIPTION	2001-2002	2002-2003
<b>PERSONNEL</b>				
4022	Salaries	Salary expense for 4,160 regular employee hours (2.00 FTE)	138,216	140,379
ACCOUNT 4022 TOTAL			138,216	140,379
4004	Benefits	Medical, dental, life insurance, workers comp, disability, etc	39,046	41,299
ACCOUNT 4004 TOTAL			39,046	41,299
4005	Retirement	Public Employee Retirement System (PERS) - regular employees	18,833	23,541
ACCOUNT 4005 TOTAL			18,833	23,541
4014	Cafeteria Plan Benefit Expense	<b>***MUST BE COMBINED WITH ACCT 4004 IN FINAL VERSION***</b>	6,500	6,500
ACCOUNT 4014 TOTAL			6,500	6,500
4018	Social Security & Medicare	Medicare for regular employees hired after April 1986; Social Security and Medicare for temporary employees	1,371	1,396
ACCOUNT 4018 TOTAL			1,371	1,396
4043	Admin Buyback	Payoff of accumulated administrative leave	1,000	1,000
ACCOUNT 4043 TOTAL			1,000	1,000
4045	Uniform Allowance	Annual allowance to purchase and maintain uniforms	1,050	1,050
ACCOUNT 4045 TOTAL			1,050	1,050
4048	Misc. Personnel Costs	Professional and driver license certifications	4,000	4,000
ACCOUNT 4048 TOTAL			4,000	4,000
4925	Unused Vacation	Vacation earned but not yet taken	1,686	1,712
ACCOUNT 4925 TOTAL			1,686	1,712
<b>TOTAL PERSONNEL</b>			<b>211,702</b>	<b>220,877</b>

#### TRANSPORTATION & TRAINING

4109	Training	Wellness conference & training	4,000	4,000
		Disaster preparedness training	2,500	2,500
		EMS conference	5,000	5,000
		EMS continuing education training	11,000	10,000
		EMS licensure training	2,900	2,900
		EMT training	0	4,000
		ACCOUNT 4109 TOTAL		25,400
<b>TOTAL TRANSPORTATION &amp; TRAINING</b>			<b>25,400</b>	<b>28,400</b>

#### REPAIRS & MAINTENANCE

4221	Parts - Field Equipment	EMS equipment	4,500	4,100
		ACCOUNT 4221 TOTAL		4,500
4281	Field Equipment Repair by Contract	Preventative maintenance on cardiac monitors	6,000	6,000
		Safety checks and repair of exercise equipment	5,000	5,000

# LIVERMORE-PLEASANTON FIRE DEPARTMENT

## SPECIAL REVENUE FUND

### EMS & DISASTER PREPAREDNESS PROGRAM

#280787

ACCT#	ACCT NAME	DESCRIPTION	2001-2002	2002-2003
		Fire extinguisher recharge	2,000	2,000
		ACCOUNT 4281 TOTAL	13,000	13,000

TOTAL REPAIRS & MAINTENANCE	17,500	17,100
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#### MATERIALS, SUPPLIES & SERVICES

4334	Field Supplies	Paramedic drugs, supplies & employee vaccines	94,900	88,100
		Wellness program heart rate monitors	900	0
		Disaster preparedness supplies	1,000	1,000
		ACCOUNT 4334 TOTAL	96,800	89,100
4338	Dues, Publications, Books & Films	Alameda County Disaster Managers Association, Family Disaster Preparedness Guides, American Heart Association books, textbooks, EMS memberships, EMS films	10,600	8,700
		ACCOUNT 4338 TOTAL	10,600	8,700
4363	Items Purchased for Resale	Bike helmets - citizen education programs	700	700
		ACCOUNT 4363 TOTAL	700	700
4366	DP Equipment & Software	Patient Care Tracking System (PCTS) upgrades	3,000	3,500
		ACCOUNT 4366 TOTAL	3,000	3,500
4380	Printing & Film Development	Student handouts	800	800
		ACCOUNT 4380 TOTAL	800	800
4381	Contract Training	EMS liability and body mechanics training	5,000	5,000
		ACCOUNT 4381 TOTAL	5,000	5,000
4383	Professional Services	Wellness program (HazMat physical)	11,000	11,000
		Wellness program (consultation/testing wellness coordination)	96,800	99,700
		Wellness program (treadmill/ECG assessment)	8,000	8,000
		ACCOUNT 4383 TOTAL	115,800	118,700

TOTAL MATERIALS, SUPPLIES & SERVICES	232,700	226,500
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#### CAPITAL OUTLAY

4461	Field Equipment	Low impact aerobic equipment (versa-climbers, etc.)	9,500	0
		Replacement Zoll defibrillation monitors	120,000	0
		ACCOUNT 4461 TOTAL	129,500	0
4469	Non-depreciable Capital	Dumbbells & rack	3,400	2,500
		ACCOUNT 4469 TOTAL	3,400	2,500

TOTAL CAPITAL OUTLAY	132,900	2,500
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<b>PROGRAM/SUBPROGRAM TOTAL</b>	<b>620,202</b>	<b>495,377</b>
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# LIVERMORE-PLEASANTON FIRE DEPARTMENT

## SPECIAL REVENUE FUND

### ASSET MANAGEMENT PROGRAM

#280788

ACCT#	ACCT NAME	DESCRIPTION	2001-2002	2002-2003
<b>PERSONNEL</b>				

TOTAL PERSONNEL	0	0
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#### TRANSPORTATION & TRAINING

4185	Vehicle Maint. & Repair by Contract	Vehicle repairs & maintenance performed by outside contractors: Livermore (280001) Pleasanton (280002)	10,000	10,000
		ACCOUNT 4185 TOTAL	20,000	20,000

TOTAL TRANSPORTATION & TRAINING	20,000	20,000
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#### REPAIRS & MAINTENANCE

4283	Facilities Repair by Contract	Facility repair & maintenance (280001 - Livermore only)	5,000	5,000
		ACCOUNT 4283 TOTAL	5,000	5,000

TOTAL REPAIRS & MAINTENANCE	5,000	5,000
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#### MATERIALS, SUPPLIES & SERVICES

4383	Professional Services	Plan check services (280001 - Livermore only) EMS assessment audit (280001 - Livermore only)	58,000	61,000
		ACCOUNT 4383 TOTAL	65,000	68,000
4385	Misc Contracted Services	Cleaning supplies delivery service (280001 - Livermore only) Weed abatement program (280002 - Pleasanton only)	5,000	5,000
		ACCOUNT 4385 TOTAL	15,000	15,000

TOTAL MATERIALS, SUPPLIES & SERVICES	80,000	83,000
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#### CAPITAL OUTLAY

TOTAL CAPITAL OUTLAY	0	0
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<b>PROGRAM/SUBPROGRAM TOTAL</b>	<b>105,000</b>	<b>108,000</b>
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Livermore-Pleasanton




Fire Department

**Joint Powers Authority**

**STAFF SUMMARY REPORT**

April 24, 2001

**TO:** HONORABLE BOARD MEMBERS  
**FROM:** Joint Executive Directors  
Fire Chief   
**SUBJECT:** Fire Station No. 7

**SUMMARY AND RECOMMENDATION**

Staff recommends the Board receive and file this report.

**DISCUSSION**

As the Livermore Boardmembers may recall, the reconstruction of Fire Station No. 7 located at the intersection of Pine Street and Rincon Avenue in Livermore was approved as part of the current fiscal year's Capital Improvement Program Budget. Over the last several months, staff has been working with the project architect and the Community Development Department to develop a floor plan and elevation for the replacement station. This planning effort has now been completed and the project is rapidly moving to the next phase – presentation to the Design Review Committee (DRC) in mid-May and the Planning Commission in mid-June.

Prior to these two meetings, staff has scheduled a neighborhood meeting with the local residents and merchants to review the project and solicit feedback prior to presenting the project to the DRC and Planning Commission. This community meeting will be held at Fire Station No. 7 on Monday, April 30, 2001 at 7:00 p.m. Attached to this report is a copy of the notice that was mailed last week to residents and businesses in the area.

Presented for the Board's review is the floor plan for the facility as well as an elevation of the facility. The current underground facility will be backfilled with clean dirt and the lot will be leveled to allow for the new aboveground construction. The replacement facility will house an LPFD 4-person engine company and a 2-person AMR paramedic/ambulance response and transport team. Staff anticipates that the construction of the replacement facility will begin late this calendar year and should be completed by late 2002. In the meantime, a temporary facility of modular trailers similar to the ones used at the temporary Livermore City Hall will be constructed on the existing Fire Station No. 7 site. The engine company will remain at the Fire Station No. 7 site during construction to ensure quality emergency response to the district throughout the construction.

## **FISCAL AND ADMINISTRATIVE IMPACTS**

To date, the Livermore City Council has appropriated \$3 million for the project. Now that staff has completed the conceptual phase of the project, the professional cost estimator, Saylor & Associates, is evaluating the project and the budget to ensure that adequate financial resources have been allocated to the construction replacement cost.

## **CONCLUSION/RECOMMENDATION**

Staff recommends the Board receive and file this report.

Attachments:     Concept and Floor Plan and Elevation  
                      April 18, 2001 Community Meeting Notice



**R M DESIGN GROUP**

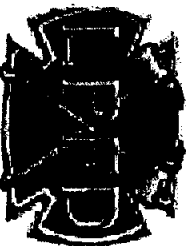
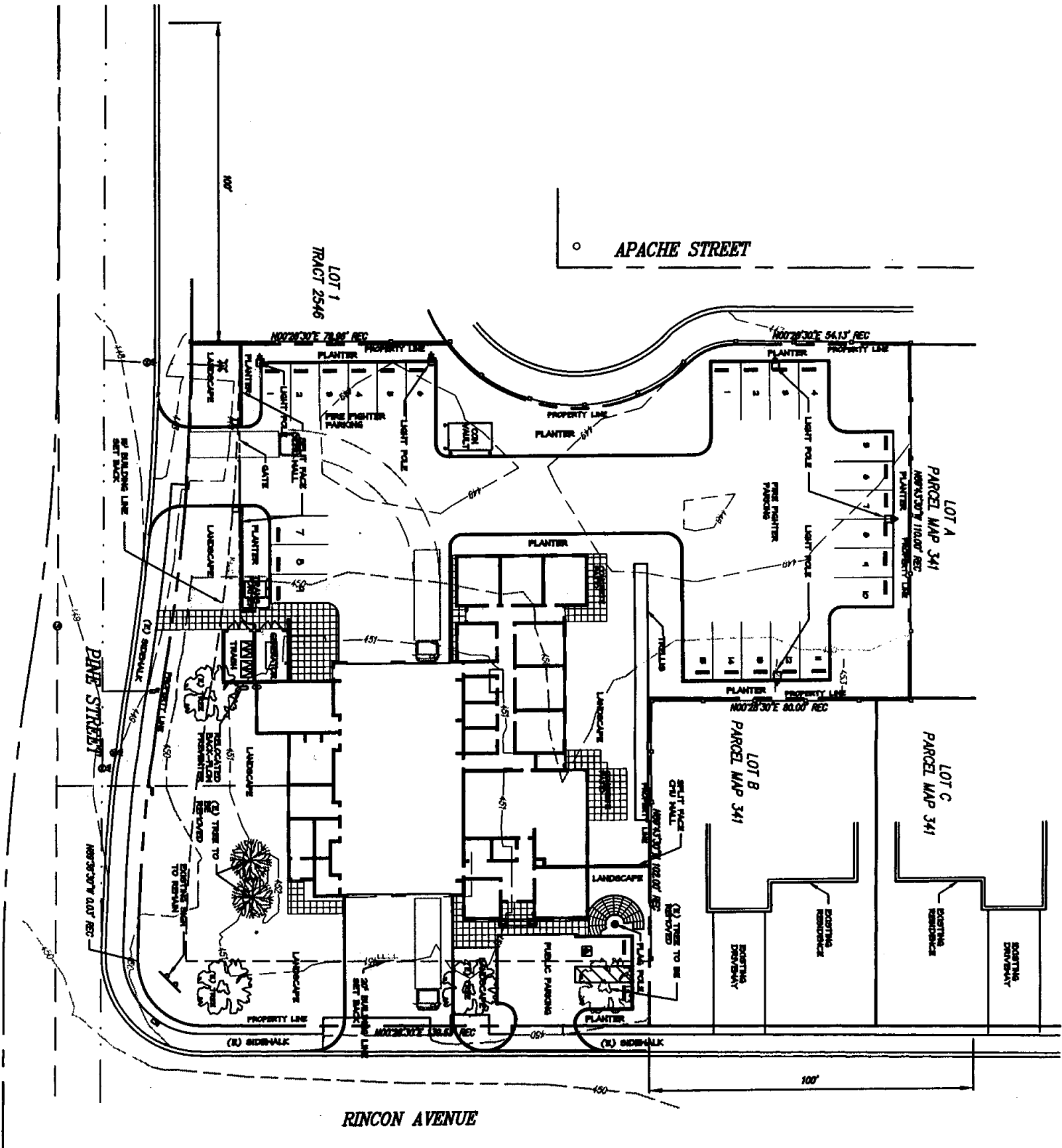
Architecture · Planning · Engineering · Surveying · Interiors · Landscape Architecture  
3701 South Laguna Street, San Luis Obispo, California 93401 805/743-1794  
121 South Second Street, Oceanside, California 92051 760/947-1794  
For Subdivisions, Landmark Creation, Army National Guard, 12 0779 - 1st Park, Landscape Architect 2004

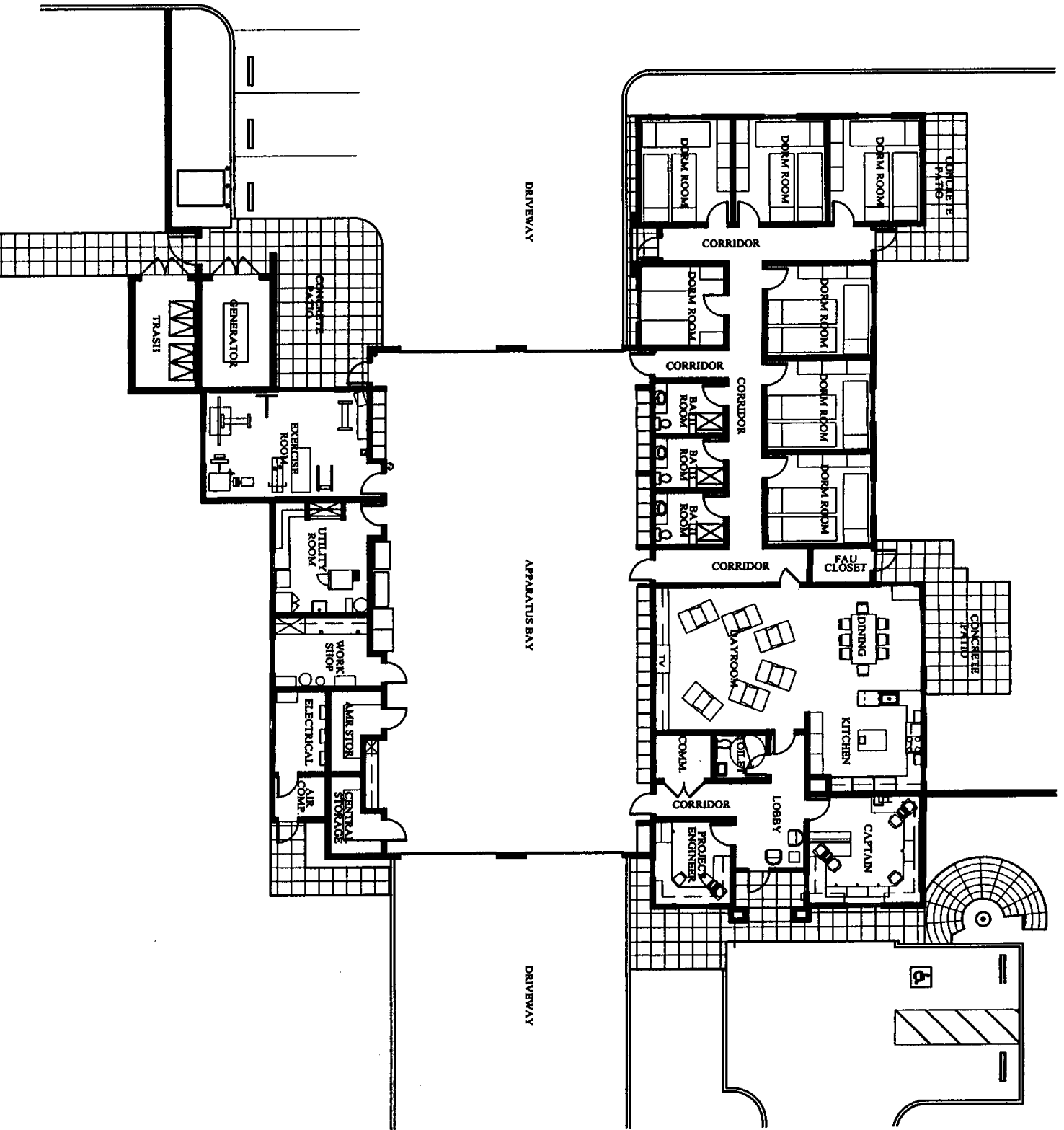
Job # 2001001 Date: 4-16-2001

**LIVERMORE PLEASANTON FIRE DEPARTMENT  
FIRE STATION NO. 7 REPLACEMENT**

951 RINCON AVENUE  
LIVERMORE, CA 94550

**PROPOSED SITE PLAN**

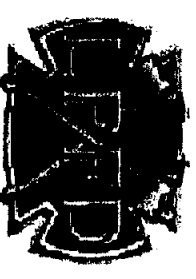




LIVERMORE PLEASANTON FIRE DEPARTMENT  
FIRE STATION No. 7 REPLACEMENT

951 RINCON AVENUE  
LIVERMORE, CA 94550

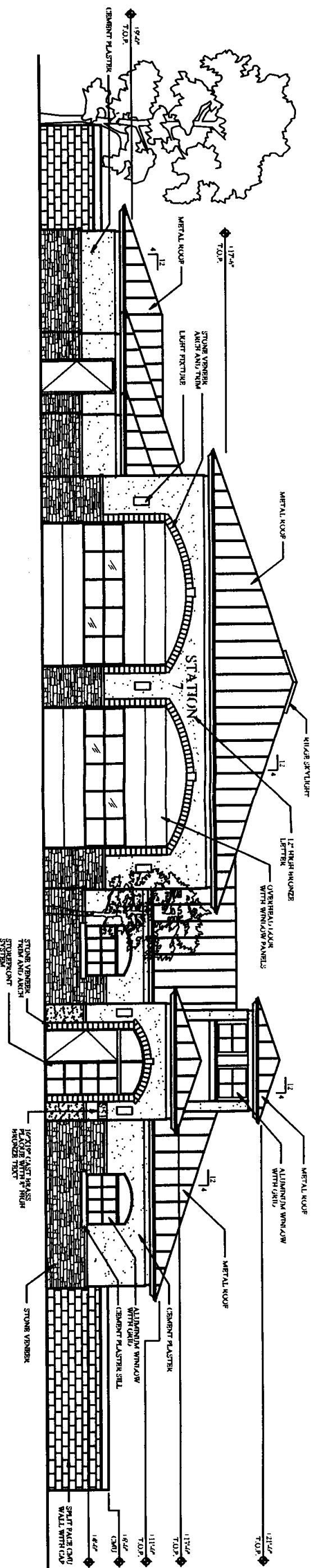
PROPOSED FLOOR PLAN



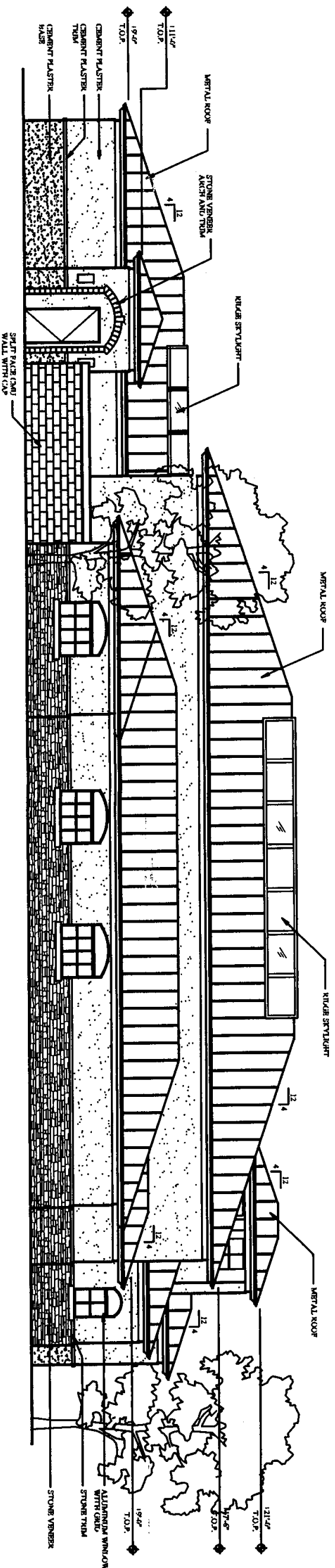
RRM DESIGN GROUP

Architects - Planning - Engineering - Surveying - Interiors - Landscape Architecture  
3701 South Bay Area Street, San Jose, CA 95135, (408) 955-5454  
151 South Second Avenue, Oakland, California 94612 (510) 761-1704  
The headquarters, regional offices - Jerry Mitchell, 1222 Street, 12 Street, Los Angeles, Landscape Architect 8044

Job # 2001001 Date: 4-16-2001



EAST ELEVATION

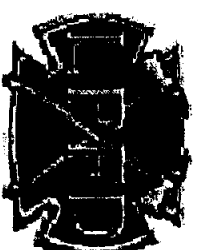


SOUTH ELEVATION

LIVERMORE PLEASANTON FIRE DEPARTMENT  
FIRE STATION No. 7 REPLACEMENT

951 RINCÓN AVENUE  
LIVERMORE, CA 94550

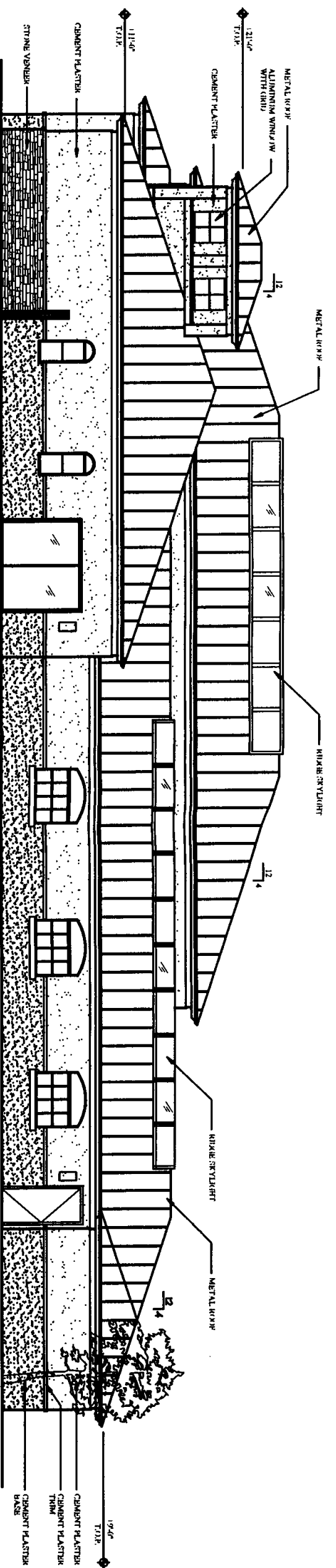
EXTERIOR ELEVATIONS



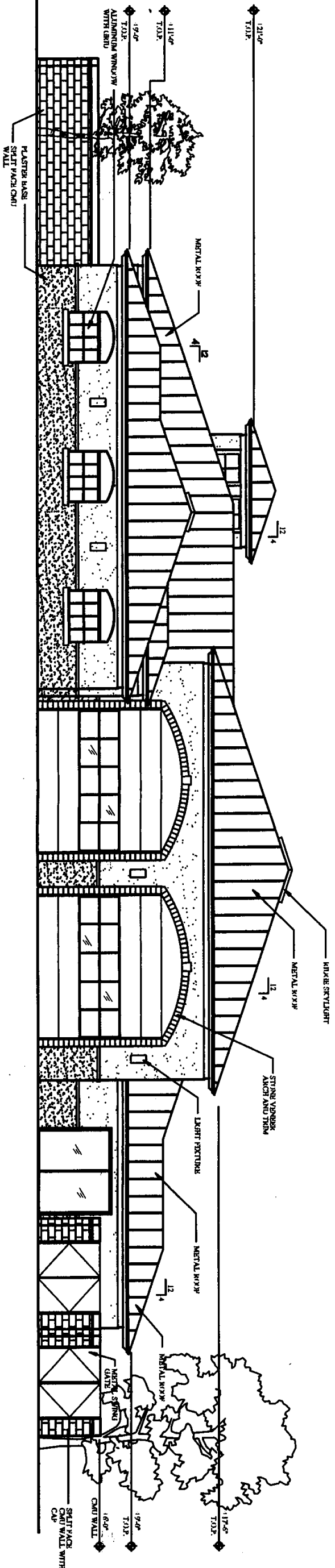
RRM DESIGN GROUP

Architecture • Planning • Engineering • Surveying • Interiors • Landscape Architecture  
3701 South Bayview Street, San Jose, California 95128 408/549-1794  
151 South Second Avenue, Oakland, California 94612 415/764-1794  
Via Teleconference, Anaheim, California 714/998-1919 • San Francisco, California 415/441-3844

Job # 2001001 Date: 4-16-2001



NORTH ELEVATION

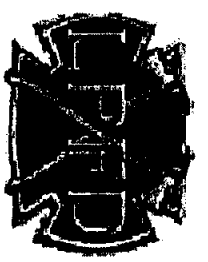


WEST ELEVATION

LIVERMORE PLEASANTON FIRE DEPARTMENT  
 FIRE STATION No. 7 REPLACEMENT

951 RINCON AVENUE  
 LIVERMORE, CA 94550

EXTERIOR ELEVATIONS



**RRM DESIGN GROUP**  
 Architects • Planning • Engineering • Surveying • Interiors • Landscape Architecture  
 5701 South Biggers Street, San Luis Obispo, California 93401 805/545-1794  
 181 South Second Avenue, Ukiah, California 95581 209/847-1794  
 Via Montgomery, Architects, Ukiah, CA 95581, 12 6276 • 442 Parker, Landscape Architects 844  
 Job # 2001001 Date: 4-16-2001



April 18, 2001

Dear Property Owner, Resident or Merchant:

On behalf of the City of Livermore and the Livermore-Pleasanton Fire Department (LPFD), I would like to invite you to attend a community meeting to be held at Fire Station No. 7 located at 951 Rincon Avenue (at the intersection of Pine Street and Rincon Avenue). The meeting will be held at 7:00 p.m. on Monday, April 30, 2001.

Approximately six months ago, the City of Livermore City Council approved a Capital Improvement Project to reconstruct the existing Fire Station No. 7. As you may know, the existing station was constructed as an underground civil defense shelter and fire station in the early 1960's. The facility has now outlived its useful life and must be reconstructed. The reconstructed facility will be built aboveground at the same location.

Later this year, the existing station will be demolished and the site will be leveled for the new construction. The replacement facility will house an LPFD 4-person fire engine company and a 2-person AMR paramedic/ambulance response and transport team. We anticipate that the construction of the replacement facility will begin late this calendar year and should be completed by late 2002. In the meantime, a temporary facility of modular trailers will be constructed on the existing Fire Station No. 7 site. This engine company will remain at the existing site throughout construction to ensure quality emergency response to the residences and businesses in the neighborhood.

If you would like to see the design for the replacement station, review the construction schedule or ask questions about the facility, please attend this community meeting. In the meantime, if you have any questions about this project, please contact the LPFD's project manager, Kerry Burns, at (925) 454-2302.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stewart Gary', is written over a white background.

Stewart Gary  
Fire Chief

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4550 East Avenue Livermore, California 94550

Fire Administration  
(925) 454-2361

Fax (925) 454-2367

Fire Prevention Bureau  
(925) 454-2362