

**VALLEY CENTER  
FIRE PROTECTION DISTRICT**



**BOARD OF DIRECTORS'  
FINANCE COMMITTEE MEETING  
Station 1 - 28234 Lilac Rd. Valley Center, CA 92082  
2:00 p.m.  
Wednesday – April 8, 2020**

**Valley Center Fire Protection District Board of Directors**  
**FINANCE COMMITTEE MEETING AGENDA**  
**April 8, 2020 / 2:00 p.m.**

Fire Station 1 – 28234 Lilac Rd. Valley Center, CA 92082

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE of ALLEGIANCE**
4. **PUBLIC COMMENT** – Call in 1-774-220-4000 - Conference ID 859-7399

*Any member of the Public may speak on any matter that is not on the Agenda. However, under State law, no decisions or actions can be taken and any such matters will be referred to the next meeting.*

5. **NEW BUSINESS**

A. First Review of the FY 20-21 Fiscal Budget

6. **ADJOURNMENT**

*Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Board Secretary at (760) 751-7600, at least 48 hours before the meeting, if possible.*

**Valley Center Fire Protection District FY 2020-2021  
(Draft 1)**

FY 2019 / 2020 Final Approved Budget	Budget Line Item Name		FY 2020 / 2020 Draft Budget	2020-2019 Percentage Change
Code		Projected	Projected	Reference only
	Operating Revenue	Revenue	Revenue	
40000	Benefit Fees / Standby	\$1,609,026.75	\$1,673,387.82	4%
40100	Taxes	\$571,434.74	\$594,292.13	4%
40200	CFD-2000-1	\$299,139.06	\$305,121.84	2%
40300	CFD-2008-01	\$104,919.56	\$110,500.00	5%
40400	General Fund Interest	\$23,000.00	\$24,516.20	7%
40500	Mercy-NCD Dispatch Reimbursement	\$42,000.00	\$0.00	-100%
40502	County Subsidy for Mercy Medical	\$96,132.00	\$0.00	-100%
40600	San Diego County Pooled 1st Responder Fund	\$14,500.00	\$15,260.40	5%
40700	Community Development Fees	\$45,000.00	\$48,000.00	7%
40701	Fire Prevention - Business Inspection Fees	\$18,000.00	\$7,000.00	-61%
40801	CFD2008-01 - Annexation Cost Recovery	\$1,500.00	\$4,000.00	167%
40804	Fixed Asset Disposal (Radios, SCBA's, 2003 Vehicle)	\$2,500.00	\$2,500.00	0%
40810	Incident Cost Recovery - Fire Recovery USA	\$15,000.00	\$15,000.00	0%
40820	Fire Extinguisher Program - Cost Recovery	\$250.00	\$800.00	220%
40501	Mercy Medical Contract - Valley Center ALS Program	\$130,000.00	\$130,000.00	0%
40900	Valley Center Fire Foundation Fund - Donations	\$2,000.00	\$10,500.00	425%
40901	Fire Explorer Post Donations	\$2,000.00	\$0.00	-100%
40902	Applied UASI Grant Income	\$4,842.00	\$4,880.00	1%
40903	Applied SHSGP Grant Income	\$13,772.00	\$13,738.00	0%
40904	Applied Grant Income - Other	\$19,500.00	\$20,000.00	3%
40830	Training Reimbursement Target Solutions	\$3,300.00	\$3,300.00	0%
40831	Training Reimbursement Palomar College	\$19,600.00	\$12,000.00	-39%
40802	CFAA Payroll Reimbursement	\$15,000.00	\$20,000.00	33%
40803	CFAA Equipment Reimbursement	\$5,000.00	\$10,000.00	100%
	<b>Total Operating Revenue</b>	<b>\$3,057,416.11</b>	<b>\$3,024,796.39</b>	<b>-1%</b>

**Valley Center Fire Protection District FY 2020-2021  
(Draft 1)**

FY 2019 / 2020 Final Approved Budget	Budget Line Item Name		FY 2020 / 2020 Draft Budget	2020-2019 Percentage Change
Code		Projected	Projected	Reference only
	<b>Non-Operating Revenue</b>			
40401	CFD2008-1 Interest	\$1,242.00	\$1,250.00	1%
30100	Mitigation Fees Capital Expenditure	\$443,714.22	\$393,714.92	-11%
30120	Mitigation Interest	\$11,000.00	\$9,000.00	-18%
	<b>Total Non Operating Revenue</b>	<b>\$455,956.22</b>	<b>\$403,964.92</b>	-11%
	<b>Total Revenue</b>	<b>\$3,513,372.33</b>	<b>\$3,428,761.31</b>	-2%
	<b>Total Personnel, Maintenance and Operating Expenses</b>	<b>\$3,050,953.14</b>	<b>\$3,033,533.99</b>	-1%
	<b>Capital Outlay - Expenses</b>	<b>\$443,714.22</b>	<b>\$393,714.22</b>	-11%
	<b>Total - Expenses</b>	<b>\$3,494,667.36</b>	<b>\$3,427,248.21</b>	-2%
	<b>Operational Budget: Surplus</b>	<b>\$6,462.97</b>	1,513.10	
<b>5000</b>	<b>Administrative Personnel</b>	<b>F/Y 2019/2020</b>	<b>F/Y 2020/2021</b>	
50000	Fire Chief	\$101,803.14	\$103,839.20	2%
50001	Division Chief - Operations and Training	\$93,636.00	\$95,508.72	2%
50002	Division Chief - Emergency Services	\$93,636.00	\$0.00	-100%
50003	Battalion Chief - Fire Marshal	\$55,482.45	\$82,000.00	48%
50003	Administrative Captain -		\$0.00	N/A
50004	Administrative Assistant	\$40,995.92	\$41,815.84	2%
50005	Bookkeeper	\$23,850.13	\$24,327.13	2%
50008	Administration Healthcare Benefits	\$28,560.00	\$33,000.00	16%
50009	Administration Vacation and Sick Leave Payout	\$13,260.00	\$0.00	-100%
			<b>\$380,490.89</b>	

## Valley Center Fire Protection District FY 2020-2021 (Draft 1)

FY 2019 / 2020 Final Approved Budget	Budget Line Item Name		FY 2020 / 2020 Draft Budget	2020-2019 Percentage Change
Code		Projected	Projected	Reference only
<b>5010</b>	<b>Operational Personnel</b>		<b>F/Y 2020/2021</b>	
50100	Fire Captains - 6 (Wages, Med, Hol, FLSA)	\$592,619.70	\$604,472.09	2%
50101	Fire Engineers - 6 (Wages, Med, Hol, FLSA)	\$361,255.18	\$367,926.00	2%
50105	Firefighter-Paramedics - 6 (Wages, Med, Hol, FLSA)	\$279,951.12	\$286,762.00	2%
50102	Reserve Firefighters - 15 (Wages)	\$231,504.00	\$235,772.00	2%
50108	Operational Healthcare Benefits	\$0.00	\$98,000.00	N/A
50103	Holiday Pay	\$0.00	\$0.00	N/A
50109	Vacation and Sick Leave	\$0.00	\$0.00	N/A
50104	Operations Personnel Overtime (Vac, SL, Red Flag)	\$116,000.00	\$140,000.00	21%
			<b>\$1,732,932.09</b>	
<b>5020</b>	<b>Payroll Services</b>	<b>F/Y 2019/2020</b>	<b>F/Y 2020/2021</b>	
50200	Taxes, FICA, SUTA, Unemployment	\$150,000.00	<b>\$155,000.00</b>	3%
50220	Fasis Worker's Compensation and Employee Assistance Program	\$130,000.00	<b>\$160,000.00</b>	23%
			<b>\$315,000.00</b>	N/A
	<b>Total Personnel Expenses</b>	<b>2,312,553.64</b>	<b>\$2,428,422.99</b>	5%
<b>5100</b>	<b>Administrative Services</b>	<b>F/Y 2019/2020</b>	<b>F/Y 2020/2021</b>	
51007	Office & Computer Supplies	\$6,500.00	\$6,500.00	0%
51005	IT Equipment and Software Upgrades	\$2,000.00	\$2,500.00	25%
51004	Interest Expense/ Bank fees	\$1,500.00	\$1,500.00	0%
51003	Firefighter and Pre-Employment Physicals	\$12,000.00	\$10,000.00	-17%
51001	Service Awards - Commendations	\$1,000.00	\$1,000.00	0%
51008	Recruitment Announcements	\$500.00	\$1,800.00	260%
51009	Tax Collection and Election Services	\$15,000.00	\$10,000.00	-33%
51010	CFD 2008-1 expenses	\$2,000.00	\$2,600.00	30%
51002	Contingencies	\$7,500.00	\$10,000.00	33%
	<b>Total Administrative Service Expenses</b>	<b>48,000.00</b>	<b>\$45,900.00</b>	

**Valley Center Fire Protection District FY 2020-2021  
(Draft 1)**

FY 2019 / 2020 Final Approved Budget	Budget Line Item Name		FY 2020 / 2020 Draft Budget	2020-2019 Percentage Change
Code		Projected	Projected	Reference only
5110	Contract Services	F/Y 2019/2020	F/Y 2020/2021	
51101	Annual Ladder Testing, Maintenance and Repair	\$600.00	\$600.00	0%
51102	NEXTLEVEL Internet and VIOP Phone Services	\$28,020.00	\$36,252.00	29%
51103	Budget Audit Services (Leaf and Cole)	\$13,000.00	\$12,000.00	-8%
51104	Consulting Services	\$0.00	\$0.00	N/A
51105	Copier - lease/maint/supplies	\$8,700.00	\$8,700.00	0%
51106	Human Resources Legal (LCW)	\$5,000.00	\$4,600.00	-8%
51107	Valley Center Wireless	\$0.00	\$1,080.00	N/A
51108	RGM IT Services (Rod Mathews)	\$8,600.00	\$9,060.00	5%
51109	Payroll Service - ADP	\$8,310.00	\$8,400.00	1%
51110	Printing/Maps/GIS Services (Lynx Technologies)/Digital Map	\$10,000.00	\$10,000.00	0%
51111	Risk Management Services (Lexipol)	\$4,500.00	\$4,500.00	0%
51112	Crew Sense Scheduling Services	\$3,500.00	\$3,500.00	0%
51113	Telephone Maintenance and Repair	\$500.00	\$0.00	-100%
51114	Verizon Broadband Services	\$9,000.00	\$10,000.00	11%
51115	FAIRA General Liability Insurance	\$15,400.00	\$15,500.00	1%
51116	Mercy Medical County Subsidy	\$96,132.00	\$0.00	-100%
51117	Google Business Suite (Email and Gdrive)		\$9,000.00	
	<b>Total Contract Service Expenses</b>	<b>\$211,262.00</b>	<b>\$133,192.00</b>	<b>-37%</b>

**Valley Center Fire Protection District FY 2020-2021  
(Draft 1)**

FY 2019 / 2020 Final Approved Budget	Budget Line Item Name		FY 2020 / 2020 Draft Budget	2020-2019 Percentage Change
Code		Projected	Projected	Reference only
5120	Community Risk Reduction	F/Y 2019/2020	F/Y 2020/2021	
51201	Annual Wildfire Mitigation Program	\$1,000.00	\$1,000.00	0%
51202	CERT	\$500.00	\$500.00	0%
51203	Community Risk Reduction Fire Expo	\$1,500.00	\$1,500.00	0%
51204	Explorer Post	\$2,000.00	\$2,000.00	0%
51205	Fire and Building Codes	\$2,036.00	\$0.00	-100%
51206	Fire Hydrant Maintenance	\$500.00	\$0.00	-100%
51207	KNOX Key-Secure	\$1,600.00	\$0.00	-100%
51208	Plan Review Supplies	\$500.00	\$250.00	-50%
51209	POST Recertification Materials	\$1,000.00	\$500.00	-50%
51210	Safety Products (Extinguishers, Smoke-CO Detectors)	\$500.00	\$500.00	0%
51211	Trauma Intervention Program	\$2,340.00	\$2,340.00	0%
51212	Burn Institute Youth Fire Setter Prevention Program	\$642.00	\$642.00	0%
51213	Public Education Materials	\$1,000.00	\$1,000.00	0%
	<b>Total Community Risk Reduction Expenses</b>	<b>\$15,118.00</b>	<b>\$10,232.00</b>	<b>-32%</b>

**Valley Center Fire Protection District FY 2020-2021  
(Draft 1)**

FY 2019 / 2020 Final Approved Budget	Budget Line Item Name		FY 2020 / 2020 Draft Budget	2020-2019 Percentage Change
Code		Projected	Projected	Reference only
5130	Fire Facilities	F/Y 2019/2020	F/Y 2020/2021	
51301	Fire Station 1 Facility Maintenance and Repairs	\$10,000.00	\$10,000.00	0%
51302	Fire Station 2 Facility Maintenance and Repairs	\$10,000.00	\$10,000.00	0%
51307	Fire Station 1 Household / Appliances	\$6,000.00	\$2,500.00	-58%
51308	Fire Station 2 Household / Appliances	\$6,000.00	\$2,500.00	-58%
51325	Fire Station 1 Water	\$3,000.00	\$3,000.00	0%
51326	Fire Station 2 Water	\$3,500.00	\$3,500.00	0%
51319	Fire Station 1 SDG&E	\$17,000.00	\$17,000.00	0%
51320	Fire Station 2 SDG&E	\$14,000.00	\$13,000.00	-7%
51316	Fire Station 1 Propane	\$3,000.00	\$3,000.00	0%
51317	Fire Station 2 Propane	\$1,500.00	\$2,000.00	33%
51322	Fire Station 1 Septic Service	\$415.00	\$415.00	0%
51323	Fire Station 2 Septic Service	\$415.00	\$415.00	0%
51310	Fire Station 1 HVAC Service	\$1,000.00	\$500.00	-50%
51311	Fire Station 2 HVAC Service	\$1,000.00	\$500.00	-50%
51304	Fire Station 1 Generator Service / Maintenance / Repair	\$650.00	\$650.00	0%
51305	Fire Station 2 Generator Service / Maintenance / Repair	\$650.00	\$650.00	0%
51313	Fire Station 1 Pest Control / Vector Control	\$925.00	\$925.00	0%
51314	Fire Station 2 Pest Control / Vector Control	\$925.00	\$925.00	0%
51330	Fire Station 1 Modular Buildings Contract	\$8,300.00	\$8,300.00	0%
	<b>Total Fire Facility Expenses</b>	<b>\$88,280.00</b>	<b>\$79,780.00</b>	<b>-10%</b>



**Valley Center Fire Protection District FY 2020-2021  
(Draft 1)**

FY 2019 / 2020 Final Approved Budget	Budget Line Item Name		FY 2020 / 2020 Draft Budget	2020-2019 Percentage Change
Code		Projected	Projected	Reference only
<b>5140</b>	<b>Fire Apparatus</b>	<b>F/Y 2019/2020</b>	<b>F/Y 2020/2021</b>	
51404	Fuel	\$36,500.00	\$38,000.00	4%
51407	Repairs, Parts, Warranty Deductible	\$20,000.00	\$25,000.00	25%
51406	Maintenance, Scheduled Service, Safety Inspections	\$20,000.00	\$20,000.00	0%
51401	Ancillary Equipment Annual Maintenance	\$2,000.00	\$5,000.00	150%
51402	Ancillary Equipment Purchase	\$8,000.00	\$5,000.00	-38%
51403	Apparatus Shop Tools and Repair Supplies	\$300.00	\$300.00	0%
51405	Hose, Nozzles and Appliances	\$5,000.00	\$8,000.00	60%
	<b>Total Fire and Emergency Services Apparatus Expenses</b>	<b>\$91,800.00</b>	<b>\$101,300.00</b>	<b>10%</b>
<b>5150</b>	<b>Operations</b>	<b>F/Y 2019/2020</b>	<b>F/Y 2020/2021</b>	
51501	Breathing Air Compressor Maintenance Contract	\$4,000.00	\$4,000.00	0%
51502	Command Road Safety and Traffic Control Kits	\$800.00	\$0.00	-100%
51503	Fireline Meal Expense	\$3,000.00	\$3,000.00	0%
51504	SHSGP Grant PPE - Structure	\$10,000.00	\$14,150.00	42%
51505	SHSGP Grant PPE - Wildland	\$3,000.00	\$0.00	-100%
51506	Grant - SCBA Equipment	\$0.00	\$0.00	N/A
51508	SCBA Maintenance, Repair and Calibration	\$2,500.00	\$0.00	-100%
51509	SCBA Mask Fit Test, Maintenance Repair	\$250.00	\$0.00	-100%
51510	Turnouts / Structure PPE	\$10,000.00	\$5,000.00	-50%
51511	Station Uniforms	\$14,000.00	\$12,000.00	-14%
51512	Wildland PPE	\$2,000.00	\$0.00	-100%
	<b>Total Fire Operations Expenses</b>	<b>\$48,350.00</b>	<b>\$38,150.00</b>	<b>-21%</b>

**Valley Center Fire Protection District FY 2020-2021  
(Draft 1)**

FY 2019 / 2020 Final Approved Budget	Budget Line Item Name		FY 2020 / 2020 Draft Budget	2020-2019 Percentage Change
Code		Projected	Projected	Reference only
<b>5160</b>	<b>Training</b>	<b>F/Y 2019/2020</b>	<b>F/Y 2020/2021</b>	
51601	EMT and Paramedic License Renewal	\$4,500.00	\$4,500.00	0%
51602	Palomar College Tuition	\$7,850.00		-100%
51603	Station and Apparatus References	\$500.00	\$500.00	0%
51604	Target Solutions	\$7,500.00	\$7,500.00	0%
51605	Training & Meetings (Directors)	\$1,500.00	\$1,500.00	0%
51606	Training Classes Operations	\$6,500.00	\$6,500.00	0%
51607	Training Classes Prevention	\$3,000.00	\$1,500.00	-50%
51608	Training Conferences (UASI)	\$2,800.00	\$2,000.00	-29%
51609	Training Lodging, Per Diem, Travel	\$0.00	\$0.00	N/A
51610	Training Academy Materials	\$1,000.00	\$1,000.00	0%
51611	Training Roof Prop Materials	\$1,500.00	\$1,500.00	0%
51612	Tuition - Perdiem (UASI)	\$0.00	\$0.00	N/A
51613	Training- Rescue Systems I (UASI)		\$2,800.00	N/A
	<b>Total Training Expenses</b>	<b>\$36,650.00</b>	<b>29,300.00</b>	<b>-20%</b>
<b>5170</b>	<b>Communications</b>	<b>F/Y 2019/2020</b>	<b>F/Y 2020/2021</b>	
51700	County Subsidy for Mercy Dispatch: North County Dispatch JPA	\$42,000.00	\$0.00	-100%
51701	North County Dispatch Fees	\$115,000.00	\$120,000.00	4%
51702	North County Dispatch GIS Fees	\$0.00	\$4,000.00	N/A
51703	North County Dispatch Fees - Medical Director	\$3,000.00	\$4,500.00	50%
51704	North County Dispatch PERS Assessment	\$0.00	\$0.00	N/A
51705	Pager Repair / Replacement	\$400.00	\$400.00	0%
51706	RCS Communication Connection Fees	\$11,628.00	\$12,000.00	3%
51707	RCS Communication Pager Connection Fees	\$400.00	\$400.00	0%
	<b>Total Communications Expenses</b>	<b>\$172,428.00</b>	<b>\$141,300.00</b>	<b>-18%</b>

**Valley Center Fire Protection District FY 2020-2021  
(Draft 1)**

FY 2019 / 2020 Final Approved Budget	Budget Line Item Name		FY 2020 / 2020 Draft Budget	2020-2019 Percentage Change
Code		Projected	Projected	Reference only
<b>5180</b>	<b>Emergency Services</b>	<b>F/Y 2019/2020</b>	<b>F/Y 2020/2021</b>	
51801	Valley Center Service Area Cost	\$500.00	\$500.00	0%
51802	Medical Equipment and Supplies	\$11,500.00	\$10,500.00	-9%
51803	Cardiac Monitors Calibration and Repair	\$3,500.00	\$3,500.00	0%
	<b>Total Emergency Medical Service Expenses</b>	<b>\$15,500.00</b>	<b>\$14,500.00</b>	<b>-6%</b>
<b>5190</b>	<b>Memberships and Associations</b>	<b>F/Y 2019/2020</b>	<b>F/Y 2020/2021</b>	
51901	San Diego County Fire Chief's Section Memberships	\$600.00	\$750.00	25%
51902	NFPA	\$2,000.00	\$1,600.00	-20%
51903	IAFC	\$254.00	\$260.00	2%
51904	CSDA	\$6,800.00	\$7,667.00	13%
51905	POST Membership - Poway Weapons & Gear (CSFA)	\$360.00	\$180.00	-50%
51906	FDAC	\$412.50	\$415.00	1%
51907	Costco Membership	\$300.00	\$300.00	0%
51908	Valley Center Chamber of Commerce	\$150.00	\$150.00	0%
51909	International Code Council	\$135.00	\$135.00	0%
	<b>Total Membership and Association Expenses</b>	<b>\$11,011.50</b>	<b>\$11,457.00</b>	<b>4%</b>
	<b>Total Personnel, Maintenance and Operating Expenses</b>	<b>\$3,050,953.14</b>	<b>\$3,033,533.99</b>	<b>-1%</b>

## Valley Center Fire Protection District FY 2020-2021 (Draft 1)

FY 2019 / 2020 Final Approved Budget	Budget Line Item Name		FY 2020 / 2020 Draft Budget	2020-2019 Percentage Change
Code		Projected	Projected	Reference only
<b>30100</b>	<b>Capital Outlay</b>	<b>F/Y 2019/2020</b>	<b>F/Y 2020/2021</b>	
Project 7	15500 · Engine 163 & Equipment	\$0.00	<b>\$100,000.00</b>	N/A
Project 9	15700A- RCS NextGen Network Infrastructure	\$11,000.00	<b>\$11,000.00</b>	0%
Project 9	15700 · RCS NextGen Radio Equipment	\$98,714.22	<b>\$98,714.22</b>	0%
Project 10	15500 - SCBA Purchase	\$106,000.00	<b>\$0.00</b>	-100%
Project 14	15800 - Fire Station Land Purchase	\$90,000.00	<b>\$90,000.00</b>	0%
Project 15	15600 - New Station Consulting	\$90,000.00	<b>\$90,000.00</b>	0%
Project 16	15300 · Command Vehicle	\$0.00	<b>\$0.00</b>	N/A
Project 17	15300 · Investigator Vehicle	\$0.00	<b>\$0.00</b>	N/A
Project 18	15900 - Fire Station Security Systems	\$15,000.00	<b>\$0.00</b>	-100%
Project 19	15910 - Fire Station Septic Expansion	\$30,000.00	<b>\$0.00</b>	-100%
Project 20	15930 - Fire Station Electrical LED Conversion	\$3,000.00	<b>\$4,000.00</b>	33%
	<b>Total Mitigation and Capital Outlay Expenses</b>	<b>\$443,714.22</b>	<b>\$393,714.22</b>	-11%
	<b>Vehicle Replacement Schedule</b>	<b>F/Y 2019/2020</b>	<b>F/Y 2020/2021</b>	
	1999 KME Fire Apparatus FY 2019/2020			
	1999 KME Fire Apparatus FY 2019/2020			
	2008 SMEAL Fire Apparatus FY 2028/2029			
	2014 Spartan Fire Apparatus FY 2034/2035			
	2016 Ford Expedition Command Vehicle FY 2026/2027			
	2017 Ford F250 Command Vehicle FY 2027/2028			
	2017 Ford F250 Investigation Vehicle FY 2027/2028			
	2017 Maintainer Type 6 Rescue Squad FY 2027/2028			
	2018 Ford Expedition Command Vehicle FY 2028/2029			

**Valley Center Fire Protection District FY 2020-2021  
(Draft 1)**

FY 2019 / 2020 Final Approved Budget	Budget Line Item Name		FY 2020 / 2020 Draft Budget	2020-2019 Percentage Change
Code		Projected	Projected	Reference only
	<b>SCBA Equipment Replacement Schedule</b>	F/Y 2019/2020		
	12 Scott SCBA Packs, Bottles and Regulators FY 2018 / 2019	<b>Completed</b>		
	<b>Personal Protective Equipment Replacement Schedule</b>	F/Y 2019/2020		
	20 sets Structure PPE	<b>Completed</b>		
	20 sets Wildland PPE	<b>Completed</b>		