

Scotts Valley Fire Protection District



Business Operations



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Introduction

The Scotts Valley Fire Protection District is an independent special district established in 1958. The District serves an area of approximately 22 square miles which includes the City of Scotts Valley and surrounding unincorporated areas. The population is approximately 18,600 citizens.

Legal authority for the Scotts Valley Fire Protection District is derived from the Fire Protection District Law of 1987 and is found in the California Health and Safety Code, 13800 et. seq. The Scotts Valley Fire Protection District is governed by a five member Board of Directors. They are elected and serve a 4 year term.

The Scotts Valley Fire Protection District maintains two stations. Scotts Valley Fire Protection District personnel and equipment respond to over 1600 emergency incidents per year.

The Scotts Valley Fire Protection District exists to protect the lives, environment and the property within the district boundaries from fires, medical emergencies, disasters and other emergency incidents through prevention, education and emergency response. The District provides all-risk emergency and non-emergency services, including fire protection, emergency medical service, rescue, fire prevention, public education and hazardous materials response services.

The District's Mission Statement is: **To protect life, the environment and property.**

Board of Directors

Elections

Elections for board members are held every two years in November in alternating cycles (two in one election, the other three in the other). Once elected, the board member assumes office at noon on the first Friday in December following the election. Newly elected directors are sworn in as the first order of business at the regular December meeting.

The Santa Cruz County Elections Department administers the election. The Board must pass a resolution at least 88 days prior to the election to consolidate the District's elections with any other election on the same ballot. This serves to be more efficient and cheaper than requiring the District to pay the full amount for a special election. The November 2006 election included 11,795 registered voters at a cost of \$2.14 per voter. The District pays the cost of the election on a per registered voter basis to the Elections Department. There was no election in November of 2008 since there were three candidates for three open seats.

Any ballot measure is required to be submitted to the County Elections Department by 88 days prior to the election. The Elections Department will provide a timeline and schedule for the entire process including sample ballot arguments and certification of the results.

Specific methods of filling vacant board positions are in the Government Code, Section 1770. Appointments by the Board must be made within 60 days of the vacancy or it goes for appointment to the County Board of Supervisors. A director who is appointed is also required to be validated by the electorate at the next regular election for the remainder of the two year term or for the four year term based on the remaining time on the term.

Conflict of Interest

The District is required to adopt a conflict of interest code and submit it to the Santa Cruz County Board of Supervisors for ratification. A review of the conflict of interest code is required every two years. The District has adopted Policy 2000, Conflict of Interest Code, to fulfill this requirement.

A Conflict of Interest Statement (Form 700) must be sent to County Elections by April 1 of each year by each board member and staff as identified in the District's Conflict of Interest Code/Policy. Newly elected board members are also required to submit Form 700 within 30 days of assuming office, and appointed new members within 10 days of assuming office. Board members who are leaving office must also file a "leaving office" conflict of interest statement.

Ethics Training

In 2004, AB 1234 passed requiring all local government officials to complete ethics training every other year. The District is required to maintain evidence of the training. A file is kept to document the completion of the training.

Meetings of the Board of Directors

The Board of Directors meets regularly on the second Wednesday of the calendar month at 7 p.m. The Board meets in the Council Chambers at Scotts Valley City Hall. This allows broadcast of the Board meetings on Community TV in an effort to provide transparency in government. Special meetings of the Board can be called by the Chairman of the Board or by a majority of the Board of Directors. Specific operations of the Board of Directors can be referenced in District policy.

All meetings of the Board of Directors and the conduct of the Board members are regulated by the Brown Act as specified in the California Government Code, Section 54950 et. seq.

Finance

Fiscal Philosophy

- Conservative approach on revenue and expenditure assumptions for budgeting.
- Transparent, inclusive and open process to the public.
- Estimate actual positions and associated costs for the budget.
- Apply for grants that are available to support the mission of the District.
- Get the best price for goods and services.
- Use diligence in payroll and paying bills to assure accuracy.
- Maintain accurate reconciliation between the County's records and the District's internal records.
- The property tax allocation to the district is set by Proposition 13 (passed in 1978) and subsequent legislation. The District Board of Directors has no authority to levy taxes without voter approval.
- The Appropriations limit is set by Proposition 4. However the legal appropriations limit is several times the available revenue and has had no impact on financial planning or the budget.

Fire Protection District Law of 1987 (Cal. H&S 13800 et. seq.)

- Outlines how the District can collect fees, which can't exceed the cost of services provided.
- Requires the adoption of a preliminary budget before June 30 each year.
- Requires the adoption of a final budget on or before October 1 of each year.
- Permits establishing reserves for purposes specified by Board.
- May establish alternative revenue within the boundaries of law.
- Alternative sources of revenue available include special taxes, and bonds for the acquisition or construction of real property. Both of these must pass a 2/3 vote of registered voters in the District.

Budget Impacts

- Educational Revenue Augmentation Fund (ERAF) - Since 1992, 10% of the District's tax revenue has been re-directed by the state. The cost to District is over \$6,000,000 in lost revenue through 2009/2010.
- City of Scotts Valley Redevelopment Agency- Property tax pass through agreement to the District (no negative impact, but watch County reports to assure pass through).
- Costs passed on by the County of Santa Cruz- the District pays for all services including tax collection and elections.

Budgets

Four Budget Units:

685010: General Fund for all District operations including personnel, services and supplies, loan payments and a contingency of 3% of operating revenues. Primary revenue is property tax.

685020: Zone A is a special zone of benefit that receives property tax and was established in 1969 for capital assets that benefit the zone (Rollingwoods, Pasatiempo, Graham Hill Road, and El Rancho). Before the passage of Prop 13, a specific line item appeared on the tax bills of residents in the zone. Since then, taxes are dispersed to Zone A as a separate taxing entity under the formulas established by law. No added tax is paid by Zone A property owners.

685030: Capital Outlay is for purchase of fixed assets. Revenue comes from transfers from one of the other budgets (General Fund, Zone A), grants, the sale of assets, or interest received on funds in the budget unit. A reserve of \$200,000 is a general practice during budgeting.

685040: Santa Cruz Hazardous Materials Interagency Team (SCHMIT), a multi agency team for which the District has accepted fiduciary responsibility. Revenue is supplied by the County, three cities and UC under a memorandum of understanding (MOU) along with grants. Pays for equipment, supplies and personnel differential to participating fire agencies, along with funding the gap for cost recovery. Funds in this account are totally segregated from the District's other accounts. Fixed assets are also tracked separately.

Budget Process

- Budget spreadsheet set up by staff in November/December for the following fiscal year.
- Chief Officers, staff and program managers put in for capital, supply and equipment items based on needs and identified replacement schedules.
- Initial property tax revenue estimates are received from the County for the preliminary budget in February.
- Wage and benefit costs are estimated in February/March.
- Finance Committee of the Board of Directors reviews preliminary budget prior to going to the Board in April.
- The target is to get a preliminary budget to the Board of Directors at the April Board meeting and to set the public hearing for the final budget in July.
- After the preliminary budget is adopted, revisions are made as the information is available on personnel, service and supply costs.
- Preliminary budget is made available for public review as required in the Health and Safety Code along with public posting and newspaper publication.
- Final budget is prepared after July 1 since fund balance is better known at the close of the fiscal year and property tax estimates are typically updated by the County.

- The Public Hearing on the final budget is usually scheduled for the July board meeting. Final budget is approved by the board with amendments (if any) and forwarded to the County for uploading into FAMIS, the County’s financial accounting program.
- Revenues are updated in August/September by County Auditor. If the District’s final budgeted expenditure estimates were higher than updated revenues, then reductions of expenditures is required. Any excess revenue over budgeted expenditures may be allocated or go into fund balance.
- Capital purchases or the salaries for new positions can only be paid if an approved budget is in place per the Health and Safety Code.

Santa Cruz County Auditor/Controller

- Santa Cruz County Auditor Controller is the auditor/controller of record for the District.
- The County collects the District’s taxes for a fee, known as the property tax collection fee, which is outlined in the California Tax and Revenue Code.
- The County Treasurer serves as the District’s treasurer by investing the District’s reserves (pooled with other county funds and those of other special districts, schools, and cities). The district also borrows from the treasury when reserves do not support current expenditures (see Tax Revenue Anticipation Notes, below).
- Maintains ledgers for the District of transactions and accounting.
- Produces the payroll after inputs provided electronically into the payroll program by District staff.
- County handles PERS transactions and reporting, payroll taxes, Medicare, unemployment and payroll deductions for credit union, deferred comp, and other benefits.
- Pay periods are biweekly.
- Issues checks to vendors under FAMIS system based on warrants issued by the District.
- Provides estimates for property tax revenues.
- Calculates appropriations limits.
- Files Special District financial report to the State Controllers Office annually.

Tax Revenue Anticipation Notes (TRANS)

Property taxes are billed to the taxpayer once per year and most of the taxes are collected in two installments in December and April. Tax revenue is allocated to the District in installments: 50% of the billed taxes are credited in December, 45% in April, and the balance of 5% (less any refunds that have been made) in June. Due to this cash flow, there are periods during the year that a loan is required to sustain funding for operations (called the “dry period”).

The District passes a resolution requesting a loan of up to 85% of expected property taxes from the County for the dry period. The County transfers funds to the District from the County treasury and secures a tax revenue anticipation note to fund the dry period funding period for participating public entities. Interest is paid by the District to the County at the rate that the county would be earning on the outstanding funds. Interest is

earned on the District's fund balance monthly at that same rate when there is a positive balance in the district's accounts. The County deducts the costs of operating the fund on a pro rated basis of the participating agencies.

Appropriations Limit

Proposition 4 established appropriations limits for local government agencies. Each year since its passage, a calculation is done by the Auditor's office of revenues with adjustments made for planned overtime and debt service. The calculation is compared with a standard percentage and with population growth in the District. Based on the result favoring the District, the Board adopts the appropriation limit for the District by resolution. The resolution is filed with the County Auditor and Treasurer.

An election (over 50%) is required to authorize expenditure of revenue over the appropriation limit. Once approved by the voters, the authority to expend funds over the appropriation limit is good for four (4) years, after which, another election is required. However, the calculated appropriations limit for the District is several times greater than the revenue received and therefore greater than any budgeted expenditure.

Chief Officer and Program Manager Responsibilities

- Monitor expenditures.
- Get the best price, always.
- Prioritize to live within limits.
- Think ahead to avoid conflicts.
- Provide a heads up when budget amounts are close.

Purchasing

- Items over \$5,000 must generally go to bid.
- Staff may piggyback other bids (apparatus).
- Staff may use government bid rates (GSA purchasing, State vehicle purchasing) in lieu of a separate, formal bid.
- Staff will provide the Board a summary of expenditures each month.
- Use the consent calendar for approval of routine purchases.
- Purchases may be made from budgeted accounts within authorized limits pursuant to policy.
- Capital items must be approved specifically by "line item" prior to purchase.
- Budget adjustments to major budget categories require Board approval.

Fiscal Approach

- Maintain \$200,000 minimum in the Capital Outlay account reserve and 3% general fund contingency line item in the General Fund budget
- Maintain long term financial projections (3 to 5 years).
- Keep fire prevention fees current.
- Pay close attention at the end of the year to meet budgeted goals.
- Purchase quality items.
- Keep infrastructure up to date.
- Keep technology up to date.

- Understand that a budget is only our best estimate of what actual revenues and expenditures may be.
- Take pride in stellar audits.

Calculating Fire Prevention Fees

The California Health and Safety Code allows fire protection districts to collect fees that do not exceed the cost of providing the service for which the fees are charged.

The Fire Chief is delegated the authority by the Board of Directors to implement the fee schedule as adopted under ordinance. The fee schedule will be updated regularly to reflect current costs and to account for a fully loaded rate for fire prevention and other services.

The “Fully Loaded Hourly Rate” reflects the costs reasonably borne by the District in providing fire prevention and other services:

- a) All applicable direct costs including, but not limited to salaries, wages, overtime, employee fringe benefits, services and supplies, maintenance and operation expenses, contracted services, special supplies, and any other direct expense incurred.
- b) All applicable indirect costs including, but not restricted to, building maintenance and operations, equipment maintenance and operations, communications expenses, computer costs, printing and reproduction, vehicle expenses, insurance, debt service, and like expenses when distributed on an accounted and documented rational prorating system.
- c) Fixed asset recovery expenses, consisting of depreciation of fixed assets, and additional fixed asset expense recovery charges calculated on the current estimated cost of replacement, divided by the approximate life expectancy of the fixed asset.
- d) Administrative overhead will be based on a percentage of the clerical time spent on fee based services.

Other Revenues

The District derives revenue from various contracts: Provision of advanced life support service under a sub contract to the County’s ambulance provider; an offset of the personnel cost for hazardous materials technicians as part of the SCHMIT; and funding for training through Cabrillo Community College.

Other Post Employment Benefits (OPEB)

The District has undertaken an actuary to meet the GASB 45 requirements for post retirement benefit valuation. The regulatory requirement is for the District to report OPEB liabilities as part of the District’s annual financial statement. Based on the size of

the District’s budget, the requirement will be effective with the District’s 2009/2010 financial report.

Audits

The District’s accounts are audited annually by an outside, professional accounting firm with experience in the auditing of government entities. The audit and management recommendations are presented to the Audit Committee of the Board, which is the entire Board of Directors, normally at the December regular meeting. The District complies with all applicable Governmental Accounting Standards Board requirements (GASB). The accounting firm is selected by the Board of Directors based on requests for proposal. A new request for proposal is initiated at least every three years.

Joint Powers Authorities

Joint Powers Authorities are independent government entities made up of two or more government agencies for purposes of collaboration, fiscal pooling or other cooperative arrangements in the interest of the public. The authority for formation and operation of joint powers authorities is found in the California Government Code, Section 6500 et. seq.

The District is a member of the following joint powers authorities:

Authority	Purpose
Santa Cruz County Fire Agencies Insurance Group	Workers Compensation Insurance
Emergency Medical Services Integration Authority	Fire agency coordination for EMS and subcontract to AMR for ALS
Fire Districts Association of California Employment Benefits Authority	Health, life, vision insurance for employees
San Lorenzo Valley Breathing Support Authority	Joint operation and payment for breathing support and hose tester

The District receives dispatch services from Santa Cruz Consolidated Emergency Communications Center (SCCECC) The District is not a member of that JPA (Santa Cruz County, Santa Cruz City, Watsonville City and Capitola City are members), but is a “User” of SCCECC services under contract.

Risk Management

Worker Safety

The District’s most valuable asset is the personnel. A safe work environment and operations where safety is the primary concern will be priorities. Every effort will be made to provide a safe workplace, including:

- Comprehensive training.
- Elimination of hazards.
- Opportunity for fitness and exercise.

- Regular medical physicals.
- Employee health insurance.
- Open reporting of concerns.
- Workers compensation.
- Employee Assistance Program.

Insurance

The philosophy regarding insurance is to purchase and have in place insurance adequate to protect the organization from unforeseen events that may occur.

The goal is to minimize claims whenever possible through safety training, and fiscal management. The District's vehicle insurance is based on the number of claims filed, not the value of those claims. The District should cover the cost of minor damage whenever possible and not utilize the insurance process. When an event involves the public, notify the insurance agent.

The District will insure its vehicles and apparatus for their full replacement cost.

The District will maintain insurance on the following critical business components:

- Business property.
- General liability.
- Automobile insurance.
- Directors and officer errors and omissions insurance.
- Employee theft.
- Pollution insurance (for the above ground fuel tanks).
- Worker's compensation (statutory).
- Commandeered vehicles and equipment, including leased /rented equipment.

Insurance will be reviewed at least annually and a request for proposal will be the method for shopping competitive insurance providers.

Personnel

The philosophy of the District is to provide a safe and healthy workplace to attract and maintain high caliber qualified employees. Competitive wages and benefits are valued.

Career Staff

The District has five labor contracts:

- Fire Chief
- Chief Officers
- Fire Marshal
- IAFF Local 3577
- Confidential Employees

The contracts are negotiated independently and have either a fiscal or calendar year term:

Agreement	# in unit	Expires
Fire Chief	1	December 31, 2010, wage negotiated annually
Chief Officers	3	June 30, 2012, wage negotiated annually
Fire Marshal	1	December 31, 2012, wage negotiated annually
IAFF Local 3577	21	June 30, 2012, wage negotiated annually
Confidential Employees	2	December 31, 2010, wage negotiated annually

Each labor agreement specifies the wages, benefits and working conditions for the affected employees.

Policies and Standard Operating Procedures are methods of providing consistency for employee guidance and performance. The district uses policies and SOPs in lieu of details in labor contracts to maintain uniformity and consistency between all groups. The Meet and Confer process ensures the mutual acceptance and applicability of the policies and SOPs subject to this process.

Performance reviews are conducted on probationary employees every two months and permanent employees annually.

Career shift personnel work a 48 hours “on”/96 hours “off” shift schedule. The FLSA work period is 24 days and is programmed in to the County’s payroll computer software for automatic calculation of scheduled overtime under FLSA.

Career “Safety” personnel are under Cal PERS 3% @ 55 retirement for local firefighters as defined in the California Government Code. Miscellaneous employees are under Cal PERS 2% @ 55 for Miscellaneous employees as defined in the California Government Code.

Paid Call Firefighters

The District maintains a roster of up to twenty Paid Call Firefighters (PCFs) to augment the career staff. Training and shift time are used to maintain skills. PCFs are compensated at minimum wage and paid twice per year. The District pays for a basic life insurance program and covers workers compensation for “on the job” injuries. The District may make an annual contribution to the PCF Association for community functions.

Fire Corps Volunteers

Fire Corps Volunteers are volunteers who do administrative volunteer work for the District. They are covered for on the job injuries by the State Compensation Insurance Fund (SCIF) as Disaster Service Workers. The program was instituted in 2006.

Real Estate Assets

Erba Lane Headquarters

The Erba Lane Fire Station is approximately 9600 square feet on just less than one acre including administrative offices, six apparatus bays, above ground fuel for diesel and gasoline, and living quarters for up to eight personnel.

The original building on Erba Lane was constructed in 1963 as a volunteer fire station. Two apparatus bays and the administrative offices were added in 1982. The training room and captain’s office were added in 1986.

The underground gasoline and diesel fuel tanks were removed in 1993 with remediation completed of the soil. Santa Cruz County Environmental Health Services declared the site was clean prior to installation of above ground fuel storage.

Glenwood Fire Station

The property for the Glenwood Station was purchased in 1991 for \$400,000 and was about one acre in size and made up of two parcels of land. The land had two small residential structures that were razed prior to fire station construction.

The Glenwood Fire Station is 5200 square feet on approximately ½ acre including four apparatus bays and living quarters for four. Construction was completed in 2001 and the station was opened on September 12, 2001. The total cost of construction was \$1.6 million. The crew was relocated from the Sims Road Fire Station.

A lot line adjustment and rezoning for residential use of the back parcel was completed in 2004 and the lot behind the station was sold for \$485,000 in 2005.

La Madrona Fire Station Site

The La Madrona lot was purchased on December 10, 2002 for \$585,000 with the goal of relocating the District’s headquarters facility to better meet response time goals, primarily in the southern portion of the District. It is 1.6 acres for a new fire station and administrative offices.

In September of 2006, a contract was initiated to place the overhead utilities under ground on the site. Soil compaction on a twenty foot wide swath has been completed as part of that project along the northern property line. Plans for the fire station have been prepared by architect Teall Messer.

Marywood Vacant Lot

The Marywood lot is a one acre lot in the 3900 block of Glenwood Drive. By side agreement, the ultimate use by the district is intended to be a fire station. There is no restriction in the deed itself. It is currently leased to a third party as pasture land.

Asset Management

The approach to asset management is to determine the inventory, useful life and projected replacement costs at time of replacement. The following charts consider the primary asset categories of mobile equipment, facilities, computers, communications equipment and other equipment. Accrued liability is the amount of value for the existing “used” portion of the asset’s life, while the annual amount reflects the necessary reserve to fund replacement.

Mobile Equipment

Scotts Valley Fire Protection District									
Mobile Equipment Replacement Schedule									
Vehicle ID	Kind	Type	Manuf.	Chassis/ Model	Year	Miles Dec. 2009	Assignment	Reserve Date	Projected Replacement
E 2510	Engine	1	Pierce	Saber	1996	78641	Erba Type 1 Reserve	2005/2006	2010/2011
E 2513	Engine	1	Pierce	Saber	2000	72885	Glenwood Type 1 Lead	2010/2011	2015/2016
E 2511	Engine	1	Pierce	Saber	2005	31781	Erba Type 1 Lead	2015/2016	2020/2021
E 2530	Engine	3	KME	International	1991	43460	Glenwood Type 3 Lead	2006/2007	2012/2013
E 2537	Engine	3	Pierce	International	2007	10644	Erba Type 3 Lead	2022/2023	2027/2028
WT 2550	WT	1	Pierce	International	2002	6237	Erba, Water Tender	NA	2022/2023
U2560	Haz-Mat		Pierce	Enforcer	2005	4445	SCHMIT	NA	2025/2026
U 2565	Air Support	1	Paoletti	GMC	1990	7259	FEL Breathing Support	NA	2016/2017
U 2596	4X4 Pickup	NA	GMC	Pickup	1995	65084	Erba Utility	NA	2014/2015
2590	4x4	NA	Chev	Tahoe	2006	38597	Chief 2500	NA	2015/2016
2591	4X4	NA	GMC	Pickup	1998	84179	Erba Utility	NA	2018/2019
2592	4X4	NA	Chev	Tahoe	1999	68965	Prevention 2580	NA	2019/2020
2593	4x4	NA	Chev	Tahoe	2007	7092	Chief 2504	NA	2017/2018
2594	4X4	NA	Ford	Expedition	2000	58285	Chief 2501	NA	2010/2011
2595	4X4	NA	Chev	Tahoe	2002	45659	Chief 2502	NA	2012/2013
Notes:	Projected replacement based on: Front line apparatus: 10 years or 75,000 to replace or refurbish Reserve/Support apparatus: 15 to 20 years or 100,000 to replace Command Vehicles: 10 years or 75,000 miles Administrative and Utility: 15 to 20 years or 100,000 miles (or more based on condition) Specific evaluation at time of replacement is necessary to determine actual replacement timing								

Mobile Equipment Replacement Costs

Unit ID	Year	Model	VIN	Year of Replacement	Cost at Replacement
E 2510	1996	Pierce Saber - Erba Type 1 Reserve	4P1CT02U9TA000735	2010/2011 (extended)	\$ 418,373
E 2513	2000	Pierce Saber - Glenwood Type 1 Lead	4PICT02U8YA000510	2015/2016	\$ 464,186
E 2511	2005	Pierce Saber - Erba Type 1 Lead	4P1CS01A86A005780	2020/2021	\$ 515,016
E 2530	1991	KME International - Glenwood Type 3 Lead	1HTSDNZR5NH393592	2012/2013	\$ 312,273
E 2537	2007	Pierce International - Erba Type 3 Lead	1JTWEAZR17J506396	2027/2028	\$ 408,086
WT 2550	2002	Pierce International - Erba, Water Tender	1HTGLAET43H566055	2022/2023	\$ 321,469
U2560	2005	Pierce Enforcer - SCHMIT	4J6TC16264B056716	2025/2026	\$ 502,448
U 2565	1990	Paoletti GMC - FEL Breathing Support	1GDM6T1GXLV514762	2016/2017	\$ 131,984

Facilities

Description	Purch Date	Life Yrs	Orig Cost	Annual Depr	Purchase-2006
Station 1 Incl Additions 83, 84, 96	1/1/1983	40	\$227,656	\$5,691	\$130,902
Concrete Paving	7/1/1983	20	\$9,130	\$457	\$9,130
Flagpole	7/1/1983	20	\$1,643	\$82	\$1,643
Asphalt Paving	7/1/1983	20	\$11,412	\$571	\$11,412
Retaining Wall, Concrete Block	7/1/1983	20	\$2,739	\$137	\$2,739
Roof, New	7/1/1989	30	\$11,710	\$390	\$6,636
Restroom Improvements, Mills	1/1/1991	20	\$15,741	\$787	\$11,806
Restroom Improvements Consl.	7/1/1990	20	\$1,800	\$90	\$1,440
7 Erba Lane - EXHAUST SYS	10/9/2002	20	\$34,279	\$1,714	\$6,856
Fence Improvements - 7 Erba Lane	3/3/2003	15	\$1,159	\$77	\$232
Roof, New - 7 Erba Lane	7/21/2003	30	\$38,987	\$1,300	\$3,899
Toilet Replacement - 7 Erba	8/11/2003	20	\$1,402	\$70	\$210
Fuel Tank, Above Ground System	1/1/1995	20	\$66,350	\$3,318	\$36,493
Telephone System - ERBA	1/1/1998	10	\$10,503	\$1,050	\$8,402
	Erba Total		\$434,510	\$15,734	\$231,799

251 Glenwood Dr - BUILDING	6/13/2001	40	\$1,265,932	\$31,648	\$158,242
	Total	40	\$1,265,932	\$31,648	\$158,242
251 Glenwood Dr - ROOF	6/13/2001	20	\$16,000	\$800	\$4,000
251 Glenwood Dr - HVAC	6/13/2001	20	\$12,000	\$600	\$3,000
251 Glenwood Dr - EXHAUST SYS	6/13/2001	20	\$25,000	\$1,250	\$6,250
251 Glenwood Dri - FLAG POLE	6/13/2001	20	\$1,800	\$90	\$450
251 Glenwood Dr - SIGN	6/13/2001	20	\$900	\$45	\$225
251 Glenwood Dr- PAVEMENT	6/13/2001	20	\$46,000	\$2,300	\$11,500
SanDraya Height, PAVEMENT	9/16/2002	20	\$27,500	\$1,375	\$5,500
Pavement, Parking Lot Glenwood	4/1/2003	20	\$1,000	\$50	\$150
Phone System - GLENWOOD	3/12/2001	10	\$7,613	\$761	\$3,807
	Total		\$137,813	\$7,271	\$34,882
		Glenwood Total	\$1,403,745	\$38,920	\$193,123
Accrued Liability for Facilities					\$424,922
Annual Improvement Cost				\$54,653	

Equipment

Purchase Date	Description	Life Span (Years)	Purchase Cost	Projected Rep.Cost
2005/06	Copier	5	\$12,000	14,038
1995-97	Exercise Equipment	15	\$13,071	35,040
1991-03	Fire Equipment	10	\$41,485	75,029
1991-02	Medical Equipment	5	\$46,442	71,643
1985-01	Projectors	5	\$8,333	3,796
1986	Pub Ed	10	\$5,000	7,500
1991-02	Rescue Equipment	10	\$53,319	67,900
1986-02	Station Equipment	20	\$31,576	76,700
1997-02	Vehicle Equipment	10	\$52,534	52,534
Annual Cost	(10 Year Average)		\$33,628	

Communications Equipment

Quantity	Description	Life Span (Years)	Rep. Cost
16	Mobile Radios	10	57,600
40	Portable Radios	10	65,360
45	Pagers	10	27,900
1	Radio System Infrastructure	15	120,000
2	Base Radio	15	7,200
	Total Replacement Cost		278,060
Annual Cost	(10 Year Average)		34,493

Computer Equipment

Qty	Chassis/Model	Years	Purchase Cost (each)	Annual Rep. Cost
13	Desk Top	5	1537	3,996
2	Lap Top	5	2200	880
5	MDC	5	4600	4,600
1	Server	5	12200	2,440
6	Peripherils	7	950	814
Annual Cost				12,730

Note: Annual cost determined by using purchase cost times number of units divided by years of service

Fixed Asset Annual Cost Summary

Facilities	\$54,653
Mobile Equipment	\$155,686
Equipment	\$33,628
Communications Equipment	\$34,493
Computer Equipment	\$12,730
Total Fixed Assets Annual Cost	\$291,190

Information Technology

The District uses technology to manage reports and records in addition to communication, archiving, and training. Incident reports are done in the Firehouse records management system, which is the standard in Santa Cruz County. Paramedics are required by Santa Cruz County to complete patient care reports.

The District maintains a web site for communication to the public and for internal use. The web site manager is a District employee who scrutinizes the information prior to posting. District policies and SOPs are posted to the web site with the understanding that the version on the web site is the most current. This has eliminated the need to maintain multiple copies of paper manuals. The web site is hosted on a contractor's server and security is provided under that agreement. The District also retains a contractor for IT support including maintenance, spam filtering, security, troubleshooting and repairs.

The District has electronic linkages to Santa Cruz County for payroll processing and fire prevention plan checking. There is also a linkage to the Santa Cruz Consolidated Emergency Communications Center's computer aided dispatch.

Maintenance, installation of new machines and repairs are contracted out to a professional information technology specialist. Internal staff manages the day to day systems.

Numbers

Federal ID#: 941614887

DUNS #: 009254780

County Payroll Dept. ID: SD 17

CFIRS: 44070

Certificate for Self Insurance: 5021-035

GSA: 1291MY

NFPA Membership: 36630400000A

PERS Employer: 0831

Franchise Tax Board (fuel tax): FRBBA 20-630716

Unemployment Employer ID: 699-0242-7

EPA: CAL 000 051 431

California BAR Code Number (for vehicle smog): GE941245

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