

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



942
SUBMITTAL DATE:
August 3, 2010

FROM: Fire Department

SUBJECT: Fire Department Cost Allocation Plan

RECOMMENDED MOTION: That the Board of Supervisors approve the attached Fire Department Cost Allocation Plan for FY 10/11.

BACKGROUND: Board Policy B-4 requires all County Departments to frequently evaluate existing charges for services and in conjunction with the Auditor-Controller and the Administrative Officer make recommendations to the Board of Supervisors on changes at least annually during the preparation of the County budget.

(Continued on Page 2)

[Signature]
John R. Hawkins, Fire Chief

ROBERT E. BYRD, AUDITOR-CONTROLLER
Russell Dominick
BY: *[Signature]* DATE: 8-11-10
APPROVED COUNTY COUNSEL
SYNTHIA M. GUNZEL

FINANCIAL DATA	Current F.Y. Total Cost: Current F.Y. Net County Cost: Annual Net County Cost:	\$ 0 \$ 0 \$ 0	In Current Year Budget: Budget Adjustment: For Fiscal Year:	N/A No 10/11
SOURCE OF FUNDS: N/A			Positions To Be Deleted Per A-30	<input type="checkbox"/>
			Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

BY: *[Signature]*
Elizabeth J. Olson

Policy
 Policy
 Consent
 Consent
 Consent

Dep't Recomm.:
Per Exec. Ofc.:

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Stone and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
 Nays: None
 Absent: None
 Date: August 31, 2010
 xc: Fire, Auditor

Kecia Harper-Ihem
Clerk of the Board
By: *[Signature]*
Deputy

Prev. Agn. Ref.: 3.29 09/15/09 **District:** All **Agenda Number:**

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.52

RE: Fire Department Cost Allocation Plan

Date: August 3, 2010

Page 2

BACKGROUND (continued):

The Fire Department currently contracts with eighteen cities, one community services district and provides dispatch services to County Environmental Health, two Tribal Fire Departments and one Fire Protection District within Riverside County. These agencies contribute revenue annually to a portion of the Fire Departments overhead and general operations.

The Allocation Plan was developed with a team that included representation from five of the eighteen contracting city partners. The plan's methodology is based on direct charging and is equitable and easy to audit. Six agencies participated: City of Temecula, Moreno Valley, Palm Desert, Indian Wells, Rancho Mirage and Rubidoux Community Services District. The County was represented by County Fire Executive staff.

The purpose of the Fire Department Cost Allocation Plan is to identify the costs that will be charged directly to each contract city/agency (e.g. station appliances & building maintenance); and, provide a clear, reasonable and supportable methodology for distributing administrative and program costs that can not be tracked at a station level. Budgeted figures listed in the plan will be adjusted to actual cost in the 4th quarter of FY 10/11. This cost allocation plan is effective July 1, 2010.

The Auditor Controller's office has reviewed the proposed plan.



RIVERSIDE COUNTY INTEGRATED FIRE SERVICES

FY 10/11 FIRE DEPARTMENT COST ALLOCATION PLAN

May 26, 2010

Presented by:

John R. Hawkins
County Fire Chief

TABLE OF CONTENTS

	PAGE
EXECUTIVE SUMMARY	1
BACKGROUND	1 – 3
SUMMARY OF FY 10/11 ALLOCATION PLAN & PROGRAM DESCRIPTIONS	4 – 6
COST ALLOCATION PLAN RESULTS	7
SCHEDULES:	8 – 15
A – Summary of Administrative Costs	
B – Summary of Volunteer Program Costs	
C – Summary of Medic/EMS Admin. Costs	
D – Summary of Field Battalion Chief Costs	
E – Summary of ECC/Dispatch Costs	
F – Summary of Fleet Support Costs	
G – Summary of Comm/IT Costs	
H – Summary of Facility Maintenance Support Costs	
APPENDICES:	16 – 29
Appendix 1 – Detail of State Contract Rates	
Appendix 2 – State Command & Support Personnel Costs	
Appendix 3 – County Support Personnel Costs	
Appendix 4 – Budgeted 10/11 Operating Expenses	
Appendix 5 – Calculation of Equipment Expenses	
Appendix 6 – Support Services FTE (position) Basis	
Appendix 7 – Volunteer Station Basis	
Appendix 8 – Basis for Calls, Suppression Equip., Facility Costs & City BC Support	
Appendix 9 – Direct Bill Account Codes	

EXECUTIVE SUMMARY

Per Board Policy B-4, the Riverside County Board of Supervisors directed all County departments to re-evaluate their current methodology for invoicing contract agencies for administrative and other operating costs associated with providing the contracted service.

In 2005, the County Fire Chief directed the Fire Department Executive Staff to form a team that included representation from at least five of the fifteen contracting partners to evaluate the current methodology for allocating over-head costs (Service Delivery) and develop a new cost allocation method based on direct charging where applicable as it would be equitable and easy to audit. Six partner agencies requested to participate: City of Temecula, Moreno Valley, Palm Desert, Indian Wells, Rancho Mirage and Rubidoux Community Services District. The County was represented by County Fire Executive staff.

For Fiscal Year 10/11, this document identifies the costs that will be charged directly to the agency (e.g. utilities, station appliances, & building maintenance); and, provide a clear, reasonable & supportable methodology for distributing administrative and program costs (indirect costs) that can not be otherwise handled than as an indirect cost. Budgeted figures listed in the plan will be adjusted as necessary to actual costs in the 4th quarter of FY 09/10. Any asset costs were also amortized at that time with actual costs to the appropriate month of purchase. This cost allocation plan is effective July 1, 2010.

BACKGROUND

Prior to June 30, 2004:

All operating *budgeted* costs with the exception of the fire safety personnel assigned to a specific station were pooled together and divided by the number of active stations. The per station cost was then multiplied by the number of stations with each agencies jurisdiction and was called the "Service Delivery" charge.

Example: Moreno Valley has 6 stations

\$20 million divided by 100 stations = \$200,000; \$200K x 6 = \$1,200,000

Contract agencies were notified what the Service Delivery charge per station would be. No details as to the *budgeted* costs included in Service Delivery were provided.

This pooled cost not only included the personnel costs for State and County administrative, dispatch, fleet services, it also included the workers comp and liability insurance for the volunteer program, two hazard materials teams, all materials, equipment and supplies used by the stations, and fuel for the entire fleet. Even the utility accounts for City owned stations were assigned to the County for payment and included as part of the pooled cost. All participating agencies, regardless of the location, size and staffing of their stations were burdened with the exact same share of the cost pool with only minor adjustments made for contract agencies that preferred to do their own repairs or pay their own utilities.

September 2004:

A newly appointed Fire Chief (Craig Anthony) after visiting all of the contracting agencies directs the Executive Staff to "fix" Service Delivery and put together a team that included key staff from contracting agencies.

December 2004:

The 1st meeting was held at Perris Headquarters. All members acknowledged current distribution methodology is not equitable. This was easily demonstrated by providing a spreadsheet that showed the utility cost passed through Service Delivery (\$8,081) vs. the actual utility costs for each of their agency stations. One station's actual cost in the Western County area was \$5,135, but was burdened with \$8,081 through Service Delivery. Conversely, a station in the Desert area had \$15,175 in actual costs but charged significantly less. Cost disparities between rural, urban and heavy urban station could no longer be ignored.

Members were also notified they were paying for "*budgeted*" costs in Service Delivery not actual. County agreed to credit 4th quarter billings to reflect the actual costs.

March 2005:

Members agree that all costs that are currently tracked by station should be charged direct in FY 06/07 and utility accounts will be transferred to city/agency for direct payment.

July 2005:

Notice to all agencies regarding pending changes in Service Delivery and the transfer of Utility accounts effective August 15, 2005.

September 2005:

On the 4th quarter billing a credit of \$1,278 per station was applied towards Service Delivery charges to reflect actual costs, not budgeted costs. Agencies also notified that some costs, like facility maintenance and telephone services will be charged directly and removed from Service Delivery in the current fiscal year.

November 2005:

Conference call regarding proposal to split out Service Delivery into four program components: Administration, Volunteers, EMS (paramedic program), Battalion Coverage. Set up meeting in January 2006 for review and final recommendations for current fiscal year.

January 2006:

Members agree in principal with splitting out costs into the four program components, but request implementation be deferred until FY 06/07 to allow for more detail analysis and to give other contracting agencies more time to adjust to the pending changes. County agrees to continue pooling all costs and split on a per station basis in FY 05/06, EXCEPT for charges that can easily be charged direct down to a station level.

February 2006:

Members agree to Volunteer distribution based on # of active volunteer stations within each agency. Agreed to spread the Field Battalion Chief costs by station to those agencies that do not contract directly for their own Battalion Chief. Agreed Medic program costs should be spread only to agencies with a medic program. Requested a sub-committee of agency members be established to further analyze the Administrative Program costs and evaluated if additional programs can be identified with their own cost and distribution model. Dispatch services were specifically identified with a recommendation to consider a per call basis for distribution.

March 2006:

Sub-committee presents recommended methodology that adds three more program components previously pooled under Administration: ECC/Dispatch, IT/Communications and Fleet Services. Service Delivery dissolves into 7 program components. Members approve the Integrated Fire Services Cost Allocation Plan (See Support Services Summary).

February 2007:

At the February Contract/Agency meeting it was suggested by the city of Moreno Valley to break out the Facility Maintenance Support costs. It was determined that very few cities were utilizing this portion of the Fire Departments resources. After discussions with Fire's Deputy Chief of Admin, it was determined that we would break-out the costs and distribute based on number of fire stations and personnel located at each station. This would allow us to capture the differences in size of each station.

FY 10/11 SUPPORT SERVICES SUMMARY

26-May-2010

ADMIN / OPERATIONAL \$15,521 PER POSITION	VOLUNTEER PROGRAM \$12,527 PER POSITION	MEDIC PROGRAM \$6,698 PER POSITION	BATT. CHIEF SUPPORT \$53,749 PER STATION	ECC STATION / CALL BASIS	FLEET SUPPORT \$29,560 PER EQUIP	COMM / IT STATION / CALL BASIS	FACILITIES STATION / POSITION BASIS	FY 10/11 TOTAL SUPPORT SERVICES	ESTIMATED DIRECT COSTS	GRAND TOTAL
129,911	-	20,094	80,624	127,069	59,120	148,722	-	565,539	16,432	581,971
124,168	-	20,094	-	-	-	-	-	144,262	-	144,262
127,893	12,527	20,094	53,749	87,602	29,560	102,529	-	433,954	5,582	439,536
81,330	12,527	-	53,749	42,510	29,560	49,753	-	269,430	4,445	273,875
191,995	12,527	26,792	53,749	74,748	29,560	87,485	4,312	481,167	29,869	511,036
Canyon Lake	12,527	20,094	53,749	33,697	29,560	39,438	-	316,958	8,219	325,177
DHS	127,893	12,527	20,094	53,749	105,053	29,560	122,954	3,403	475,233	17,867
Elsinore	388,025	12,527	60,282	-	146,712	88,680	171,711	-	867,936	37,930
Indian Wells	221,950	-	40,188	53,749	39,992	29,560	46,806	-	432,246	53,104
Indio	915,739	12,527	194,242	-	209,745	118,240	245,484	-	1,694,977	215,798
La Quinta	401,373	12,527	53,584	161,247	121,295	88,680	141,961	-	980,667	46,335
Menifee	605,319	-	80,376	-	264,558	133,020	309,637	15,732	1,408,642	127,120
Moreno Valley	1,195,117	12,527	140,658	-	454,108	295,600	531,488	-	2,629,498	149,681
Palm Desert	873,056	12,527	160,752	161,247	250,888	118,240	293,640	-	1,870,350	228,335
Perris	254,079	12,527	40,188	80,624	171,106	59,120	200,264	-	817,908	24,336
Rancho Mirage	353,258	-	87,074	107,498	135,002	59,120	158,006	-	899,958	71,200
Rubidoux	127,893	12,527	20,094	53,749	77,529	29,560	90,740	3,403	415,496	22,867
San Jacinto	254,079	12,527	40,188	80,624	144,022	59,120	168,564	-	759,124	25,158
Temecula	904,098	12,527	127,262	-	228,575	192,140	267,523	-	1,732,124	51,296
Wildomar	158,935	12,527	24,783	53,749	91,061	29,560	106,578	3,706	480,899	29,174
COUNTY	6,276,537	476,026	977,908	661,110	1,712,516	3,125,970	2,004,292	161,754	15,396,112	11,871,114

FY10/11 TOTAL	13,840,541 (schedule A)	663,931 (schedule B)	2,174,841 (schedule C)	\$1,762,964 (schedule D)	4,517,788 (schedule E)	4,633,530 (schedule F)	5,287,576 (schedule G)	192,310 (schedule H)	33,073,481	\$46,109,343
09/10 TOTALS Increase/ (Decrease)	\$14,718,313 (877,772)	\$584,251 79,680	\$2,168,193 6,648	\$1,756,260 6,704	\$3,862,630 655,158	\$4,741,998 (\$108,468)	\$5,416,696 (\$129,120)	\$245,034 (\$52,724)	\$33,493,375 (\$419,894)	

(appendix 4 & 9)

PROGRAM DESCRIPTIONS

ADMINISTRATIVE COSTS - SCHEDULE A

This includes all State & County executive and support staff costs. They are responsible for producing the payroll for over 800 employees and provide all the materials, supplies and equipment to support 100 facilities. Stock items for station operations (toilet paper, gloves, small appliances) issued by the warehouse are also included in this cost pool. Allocation based on FTE's (positions).

VOLUNTEER PROGRAM - SCHEDULE B

Workers Compensation is paid to the State through the contract and an independent insurance company (not part of the County's self insurance program) has a contract for the liability insurance. This component also includes the staff costs (Volunteer Services Manager) for running the program. Allocation based on # of Volunteer Stations.

MEDIC/EMS ADMINISTRATIVE SUPPORT - SCHEDULE C

This Unit provides program over-sight to Para-Medic program. It is responsible for quality assurance, produces case reports, investigates complaints, coordinates training, develops contracts, and orders medical supplies. Allocation based on Medic FTE's (positions).

BATTALION CHIEF SUPPORT - SCHEDULE D

Provides Field Battalion coverage to agencies that currently do not have their own Battalion Chief on contract. Allocation based on # of stations.

ECC/DISPATCH SERVICES - SCHEDULE E

This component includes the staff salaries for State and County personnel assigned to the Emergency Command Center. General industry standards require 1 Dispatcher per 2500 calls. It also includes the costs for upgrading and maintaining the CAD system. Allocation based on 75% call volume, 25% station basis.

FLEET SUPPORT SERVICES - SCHEDULE F

Maintenance of the Fleet is performed primarily by County employees with supervision and management oversight provided by the State. Operating costs include general preventative costs and minor repairs and equipment replacement. Capital costs >\$5000 for major repairs are not included and are a direct charge to the agency owning the apparatus. Allocation based on # of assigned suppression equipment to each station. The assigned suppression equipment basis does not include regionally beneficial equipment (i.e. water tenders, breathing supports, utilities, and reserve engines.)

COMMUNICATIONS/& INFO TECHNOLOGY - SCHEDULE G

The Communication and Information Technology staff is responsible for recommending, ordering and installing all radio and computer equipment. They are also responsible for contracting the installation and repair of all safety communication devices on suppression equipment. Radios and computers are assigned to people, vehicles, trucks and stations and require regular coordination with the ECC/Dispatch Services. Allocation based on 75 % call volume, 25% station basis.

FACILITY MAINTENANCE SUPPORT – SCHEDULE H

The facility maintenance is completed primarily by County employees. The facility maintenance support personnel are responsible for maintaining various fire stations. The stations contact these personnel for general maintenance. This includes purchasing, obtaining proper bids, servicing fixtures in the stations, etc... Allocation is based on 25% station basis and 75% FTE (positions).

COST ALLOCATION PLAN RESULTS

(Service Delivery)

05/26/10

	FY 07/08 Budgeted	FY 08/09 Budgeted	FY 09/10 Budgeted	FY 08/09 TO FY 09/10 INCREASE	FY 09/10 TO FY 10/11 INCREASE	FY 09/10 TO FY 10/11 INCREASE	FY 09/10 Budgeted	FY 10/11 Budgeted	PERCENT INCREASE
Banning	825,079	749,150	726,781	(22,369)	565,539	(161,241)	-22.19%		
Engine 20	-	-	-	144,262	144,262	0.00%			
Beaumont	457,074	472,954	430,765	(42,189)	433,954	3,189	0.74%		
Calimesa	278,492	291,398	269,026	(22,372)	269,430	404	0.15%		
Coachella	710,952	724,112	650,179	(73,934)	481,167	(169,012)	-25.99%		
Canyon Lake	312,363	313,893	293,435	(20,458)	316,958	23,523	8.02%		
DHS	539,207	529,579	475,094	(54,486)	475,233	139	0.03%		
Elsinore	1,012,658	975,447	899,411	(76,036)	867,936	(31,475)	-3.50%		
Indian Wells	494,697	494,643	455,197	(39,446)	432,246	(22,951)	-5.04%		
Indio	1,801,462	1,916,405	1,781,195	(135,210)	1,695,977	(85,218)	-4.78%		
La Quinta	1,072,678	1,093,531	1,021,467	(72,064)	980,667	(40,800)	-3.99%		
Menifee	-	-	1,741,105	1,408,642	(332,463)	-19.09%			
Moreno Valley	2,854,520	2,999,418	2,762,161	(237,257)	2,629,498	(132,663)	-4.80%		
Palm Desert	1,984,792	1,929,137	1,796,421	(132,716)	1,870,350	73,929	4.12%		
Perris	885,371	963,764	867,076	(96,688)	817,908	(49,168)	-5.67%		
Rancho Mirage	990,115	989,402	913,386	(76,015)	899,958	(13,429)	-1.47%		
Rubidoux	549,961	517,193	487,775	(29,418)	415,496	(72,279)	-14.82%		
San Jacinto	838,829	840,134	767,666	(72,469)	759,124	(8,542)	-1.11%		
Temecula	2,040,181	2,016,311	1,765,076	(251,235)	1,732,124	(32,952)	-1.87%		
Wildomar	-	-	414,433	414,433	480,899	66,466	16.04%		
COUNTY	21,573,285	21,197,595	14,976,230	(6,221,365)	15,396,112	419,882	2.80%		
	39,221,712	39,014,067			33,493,880	5,520,187	15.26%		

FY 10/11 ADMINISTRATIVE / OPERATIONAL SUPPORT SERVICES SCHEDULE**(SCHEDULE A)**

	POSITION BASIS		
(Appendix 6) Positions 891.73			
EMERGENCY RESPONSE			
State Command/Support Personnel	(Appendix 2)	\$6,510,232	7,300.68
County Support Personnel	(Appendix 3)	\$3,859,203	4,327.77
TOTAL PERSONNEL COMMAND/SUPPORT			
OPERATING COSTS (Schedule "A" & "C")			
Schedule "A":			
Travel in state (based on current actual cost)		\$15,412	17.28
Schedule "C":			
Operating Expenses (Appendix 4)		\$3,446,665	3,865.14
CAPITAL COSTS TO ALLOCATE (SCHEDULE "C") (Appendix 5)			
Average capital non-fire trucks expenditures (amortitized over life of asset)		\$9,091	10.19
TOTAL CAPITAL COSTS		\$13,840,602	
TOTAL SERVICE & DELIVERY		15,521	Per Position
FIRE ENGINE AGREEMENT			
Fire Engines (1/20 of the replacement cost - \$384,000)		\$19,200	1
			\$19,200 Per Engine

FY 10/11 VOLUNTEER PROGRAM SUPPORT SERVICE SCHEDULE

(SCHEDULE B)		
	STATION BASIS	
	53	Stations (Appendix 7)
EMERGENCY RESPONSE		
County Support Personnel (Appendix 3)	\$109,959	\$2,075
OPERATING COSTS		
Volunteer Insurance Cost	\$0	\$0
Operating Expenses	\$553,967	\$10,452
OPERATING COSTS SUBTOTAL (Appendix 4)	<hr/> \$553,967	<hr/> \$10,452
TOTAL COST	\$663,926	
VOLUNTEER SERVICE DELIVERY	\$12,527	Per Station

FY 10/11 MEDIC PROGRAM SUPPORT SERVICE SCHEDULE

(SCHEDULE C)

POSITION BASIS	
(Appendix 6) Positions 324.70	
EMERGENCY RESPONSE	
State Command/Support Personnel (Appendix 2)	\$1,473,631
County Support Personnel (Appendix 3)	\$353,018
TOTAL PERSONNEL COMMAND/SUPPORT	\$1,826,649
OPERATING COSTS (Appendix 4)	
CAPITAL COSTS TO ALLOCATE (Appendix 5)	
Average capital non-fire trucks expenditures (amortized over life of asset)	\$39
TOTAL CAPITAL COSTS	\$12,653
TOTAL COST	\$2,174,912
MEDIC SERVICE DELIVERY	\$6,698 Per Medic Position

FY 10/11 CITY BATTALION CHIEFS SUPPORT SCHEDULE		(SCHEDULE D)
EMERGENCY RESPONSE	Stations (<small>Appendix 8</small>)	
State Command/Support Personnel	20.5	\$1,101,849
	TOTAL COST	\$1,101,849
CITY BATTALION SERVICE DELIVERY		\$53,749 Per Station

FY 10/11 EMERGENCY COMMAND CENTER (ECC) SUPPORT SCHEDULE

		(SCHEDULE E)	
		STATION / CALL BASIS (Appendix 8)	STATIONS CALLS
	STATIONS	25%	75%
EMERGENCY RESPONSE			
State Command/Support Personnel	\$887,824	\$2,611	\$6
County Support Personnel	\$2,966,961	\$8,726	\$19
OPERATING COSTS (Appendix 4)	\$660,696	\$1,943	\$4
CAPITAL COSTS TO ALLOCATE (Appendix 5)	\$2,637	\$8	\$0.02
TOTAL COST	\$4,518,117	\$13,289	\$29.28

FY 10/11 FLEET SUPPORT SCHEDULE**(SCHEDULE F)**

		FIRE SUPPRESSION EQUIPMENT <small>(Appendix 8)</small>
EMERGENCY RESPONSE		156.75
State Command/Support Personnel	(Appendix 2)	\$306,035
County Support Personnel	(Appendix 3)	\$1,491,032
OPERATING COSTS	(Appendix 4)	\$2,836,470
CAPITAL COSTS TO ALLOCATE	(Appendix 5)	\$0
TOTAL COST		\$4,633,537
		\$29,560 per Equip.

FY 10/11 COMMUNICATIONS / IT SUPPORT SCHEDULE

		(SCHEDULE G)	
		STATION / CALL BASIS (Appendix 8)	CALLS
PERSONNEL	STATIONS	CALLS	
State Command/Support Personnel (Appendix 3)	\$249,783	\$735	\$2
County Support Personnel (Appendix 3)	\$1,758,831	\$5,173	\$11
OPERATING COSTS (Appendix 4)	\$3,249,965	\$9,559	\$21
CAPITAL COSTS TO ALLOCATE (Appendix 5)	\$29,268	\$86	\$0.19
TOTAL COST	\$5,287,847	\$15,552	\$34.27

FY 10/11 FACILITY MAINTENANCE SUPPORT SCHEDULE

(SCHEDULE H)			
	STATION / POSITIONS	BASIS (Appendix 8 & 6)	
	STATIONS	POSITIONS	
PERSONNEL	25% 49.0	75% 476.39	
County Support Personnel (Appendix 3)	\$74,240	\$379	\$117
OPERATING COSTS (Appendix 4)	\$118,079	\$602	\$186
CAPITAL COSTS TO ALLOCATE (Appendix 5)	\$0	\$0	\$0
TOTAL COST	\$192,319	\$981	\$302.78

APPENDIX 1

E/10

POSITIONS BASED ON FY 10/11 BUDGET

**APPENDIX 2
STATE COMMAND/SUPPORT PERSONNEL COSTS (SCHEDULE "A")**

PCA 37119, FISCAL YEAR 2010-2011 BUDGET

POSITIONS BASED ON FY 10/11 BUDGET
APPENDIX 3 Page 1 of 3
COUNTY SUPPORT PERSONNEL COSTS (SCHEDULE "C") FY 10/11 BUDGET

CLASS	Dep/Dir Admin.	Admin Services Officer	Admin/Finance/ Personnel	M A N T E N A C E		Only County
				MAINTENANCE STAFF	COMM / IT	
2700200000	2700200000	Job Code	ADMIN / OPERATIONAL	Budgeted	Allocated	
			\$147,046	1.00	1.00	
			\$79,844	1.00	1.00	
			\$221,390	3.00	3.00	
			\$84,431	1.00	1.00	
			\$79,929	1.00	1.00	
			\$58,188	1.00	1.00	
			\$154,279	2.00	2.00	
			\$96,453	1.00	1.00	
			\$198,817	3.00	3.00	
			\$71,380	1.00	1.00	
			\$48,399	1.00	1.00	
			\$70,361	1.00	1.00	
			<u>SUBTOTALS</u>	<u>\$1,541,539</u>		
			Procurement			
			74199	1.00	1.00	
			15812	1.00	1.00	
			15811	1.00	1.00	
			15810	1.00	0.00	
			15808	2.00	2.00	
			15834	1.00	1.00	
			15833	3.00	3.00	
			15831	5.00	5.00	
			13865	1.00	1.00	
			<u>SUBTOTALS</u>	<u>\$966,394</u>		
			OES			
			37874	1.00	1.00	
			74168	10.00	7.00	
			74213	1.00	1.00	
			74169	1.00	1.00	
			74106	3.00	3.00	
			13924	1.00	1.00	
			13866	1.00	1.00	
			<u>SUBTOTALS</u>	<u>\$1,478,477</u>		
			Grants			
			74199	1.00	1.00	
			74106	1.00	0.00	
			15812	0.00	0.00	
			<u>SUBTOTALS</u>	<u>\$127,779</u>		
			Admin Supervisor			
			Staff Analyst II			
			Acctg. Assist II			

APPENDIX 3 CONTINUED Page 2 of 3

CLASS		Shop	Budgeted	Allocated	OPERATIONAL	ECC	FLEET	COMM / IT	Maintenance STAFF	Only County
Hvy Equip Mech		66451	8.00	8.00					\$561,358	
Sr. HEM		68455	8.00	8.00					\$718,913	
Mechanic Hlpr		62901	0.00	0.00					\$0	
Bldg Maint. Supv	Lead Maint Carpenter	62771	1.00	0.50					\$49,537	
Maint. Carpenter		62222	1.00	0.50					\$40,287	
Maint. Mechanic		62221	2.00	1.50					\$34,054	
Staff Analyst II		62735	1.00	0.00					\$68,304	
Fire Facilities Planner		74106	1.00	0.00					\$87,946	
		37881	1.00	0.00					\$89,918	
ECC Supv	SubTOTALS	\$1,280,271								
PSCO II										
Sr. PSCO										
Public Safety CAD Admin III		13804	3.00	3.00					\$241,562	
Off Assist III		13807	38.00	38.00					\$2,615,843	
		13808	4.00	4.00					\$348,957	
		86203	2.00	2.00					\$206,756	
		13886	0.00	0.00					\$0	
Comm.Analyst Supv	SubTOTALS	\$562,034								
Comm Analyst										
Comm Tech Support III		86125	1.00	1.00					\$158,203	
Comm Tech II		86124	2.00	2.00					\$236,000	
Comm Tech Support I		86131	4.00	4.00					\$30,003	
Systems Administrator		86130	1.00	1.00					\$61,945	
IT Database Admin III		86128	0.00	0.00						
Sup Systems Admin		86165	1.00	1.00						
Business System Analyst		86139	1.00	1.00						
Business System Analyst		86167	1.00	1.00						
IT User Tech Support III		86117	2.00	2.00					\$260,738	
IT User Tech Support II		86119	0.00	0.00					\$0	
Staff Analyst II		86185	3.00	3.00					\$233,387	
Off. Assist III		86183	2.00	2.00					\$143,105	
IT Web Developer III		74106	1.00	1.00					\$58,830	
		13886	1.00	1.00					\$44,732	
		86196	2.00	0.00						
GIS Sr Analyst	SubTOTALS	\$2,284,707								
GIS Specialist II										
GIS Specialist III		77106	1.00	1.00					\$389,556	
GIS Specialist Supv		77103	1.00	1.00					\$52,988	
Sr PIO Spec.	SubTOTALS	\$142,522							\$0	
PIO Info Spec.									\$0	
		Media								
		74234	2.00	0.00					\$212,612	
		74233	1.00	0.00					\$91,622	
		SubTOTALS	\$304,234							

APPENDIX 3 CONTINUED Page 3 of 3

CLASS		2700200000	Job Code	Budgeted	Allocated	ADMIN / OPERATIONAL	EMS	ECC	FLEET	COMM / IT	MAINTENANCE	Only STAFF
Media Prod Spec	Training & Safety	92752	1.00	1.00	\$49,476	\$84,816	\$76,835	\$87,942	\$87,942	\$87,942	\$87,942	\$46,687
Sr Media Prod Spec		92753	1.00	1.00								
Safety Coord. - C		74664	1.00	1.00								
Staff Analyst II		74106	1.00	1.00								
Off. Assist II		13865	2.00	2.00								
Off. Assist III		13866	2.00	1.00								
Secretary I		13923	1.00	1.00								
Exec. Assistant	<u>SUBTOTALS</u>	<u>\$522,418</u>										
Secretary II		13925	1.00	1.00								
Off. Assist II		13924	1.00	1.00								
Off. Assist III		13865	0.00	0.00								
Volunteer Svc Mangr	<u>SUBTOTALS</u>	<u>\$299,502</u>										
Off. Assist III		13866	3.00	3.00								
Subtotal County Support Personnel												
Supv Fire Prev Tech		79705	2.00	2.00								
Fire Prevention Tech		79708	1.00	1.00								
Office Asst III		73941	1.00	1.00								
County Fire Marshall Services	<u>SUBTOTALS</u>	<u>\$410,689</u>										
Supv Fire Prev Tech		37871	2.00	0.00								
Fire Prevention Tech		37870	8.00	0.00								
Office Asst III		13866	2.00	1.00								
County Pre-Fire Services	<u>SUBTOTALS</u>	<u>\$760,698</u>										
Staff Overtime		\$56,795	\$16,940	\$145,208	\$199,619	\$133,677						
Retiree Health Insurance		\$36,581	\$2,089	\$25,070	\$11,142	\$9,053						
Workers Comp Insurance		(\$36,157)	(\$76,700)	(\$616,335)	(\$549,808)	(\$89,916)						
SALARY SAVINGS												
Subtotal County Support Personnel		233.0	156.5	\$3,859,203	\$353,018	\$2,986,961	\$1,491,032	\$1,758,331	\$74,240	\$4,558,649		
(Schedule A)	(Schedule C)	(Schedule E)	(Schedule F)	(Schedule G)	(Schedule H)							

10/11 BUDGETED OPERATING EXPENSES

APPENDIX 4

Descriptions	Admin / Operational	EMS	ECC	FLEET	COMM / IT	Maint. Staff	Volunteer	County Only	Direct Charge
Towing-Non County Vehicle	401	-	-	14,550	-	10,908	18,455	-	1,471
Training-Education/Tuition	194,324	-	-	-	-	-	-	15,379	-
Training-Materials	100,000	-	-	-	-	-	-	-	-
Emergency Services	50,000	-	-	-	-	-	-	-	-
Weed Abatement	-	-	-	-	-	-	-	1,200,000	-
Equipment Usage -Non Cap Asset	1,287,580	38	2,153	346	1,230	-	-	-	4,267
Conference/Registration Fees	14,188	307	369	77	2,038	-	-	-	1,078
Air Transportation	6,351	-	-	-	-	-	-	-	-
Car Pool Expense	1,000	-	-	-	-	-	-	-	-
Lodging	9,873	616	3,460	35	2,499	-	-	15,533	-
Meals	48,459	154	1,153	19	961	-	-	11,573	-
Miscellaneous Travel Expense	2,461	-	846	19	-	-	-	17,071	-
Private Mileage Reimbursement	8,742	-	190	68	-	-	-	-	-
Rental Vehicles	1,615	115	308	-	615	-	-	192	-
Electricity	29,984	-	-	11,464	-	-	-	10,194	324,608
Heating Fuel	648	-	-	5,559	-	510	-	-	53,579
Water	22,920	360	-	2,510	-	6,507	-	1,257	81,706
Cap Lease-Purch Principal	352,483	27,849	-	85,196	26,389	55,240	-	157,740	1,634,467
Cap Lease-Purch Interest	11,455	1,094	-	2,143	633	2,150	-	4,170	364,515
Interfund Exp-Rent Coral	-	-	-	-	-	-	-	-	133,657
Interfund Exp-Miscellaneous	-	-	-	-	-	-	-	-	-
City budget cost center (27004)	-	-	-	-	-	-	-	-	5,630,450
OPERATING SUBTOTAL	7,180,424	335,610	660,696	2,988,870	3,249,965	118,079	553,967	60,669,503	13,035,862
APPLIED REVENUE									
Tax Revenue	(1,707,678)								
Anti-Terrorist NCC	(662,150)								
Cost Recovery Revenue	(10,600)								
Class Fees	(927,600)								
Other fee generated revenue	(334,731)								
GRAND TOTAL OPERATING COSTS	3,446,665	335,610	660,696	2,836,470	3,249,965	118,079	553,967	60,669,503	13,035,862
	(Schedule A)	(Schedule C)	(Schedule E)	(Schedule F)	(Schedule G)	(Schedule H)	(Schedule I)	(Support Summary)	

EQUIPMENT CALCULATION

FY 06/07 EQUIPMENT EXPENSES AMORTIZED

Descriptions	ADMIN / OPERATIONAL	EMS	ECC	FLEET	COMM / IT	Volunteer	County Only	Direct Charge
Battalion 8 HQ Replacement Copier (purchased Jan 2007)	1,058.11	-	-	-	-	-	-	-
Battalion 7 HQ Replacement Copier (purchased Jan 2007)	1,058.11	-	-	-	-	-	-	-
ECC Replacement Copier (purchased April 2007)	-	-	1,011.77	-	-	-	-	-
EMS Fire Admin Replace Copier (purchased August 2006)	-	1,342.57	-	-	-	-	-	-
OES Replacement Copier (purchased October 2006)	2,094.66	-	-	-	-	-	-	-
North West Div Replacement Copier (purchased May 2007)	1,304.85	-	-	-	-	-	-	-
FY 06/07 TOTALS	5,516	1,343	1,012					

FY 07/08 EQUIPMENT EXPENSES AMORTIZED

Descriptions	ADMIN / OPERATIONAL	EMS	ECC	FLEET	COMM / IT	Volunteer	County Only	Direct Charge
EMS Fire Administration Defibrillators (purchased Sept 2007)	-	11,310.91	-	-	-	-	-	-
Administrative Div Replacement Copier (purchased Jan 2008)	3,575	-	-	-	-	-	-	-
IT Servers (purchased January 2008) last year amortized	-	-	-	-	2,443	-	-	-
IT Servers (purchased March 2008) last year amortized	-	-	-	-	8,319	-	-	-
IT Servers (purchased April 2008) last year amortized	-	-	-	-	2,981	-	-	-
FY 07/08 TOTALS	3,575	11,311			13,743			

FY 08/09 EQUIPMENT BUDGETED

Descriptions	ADMIN / OPERATIONAL	EMS	ECC	FLEET	COMM / IT	Volunteer	County Only	Direct Charge
Capital Improvements Various Fire Stations	-	-	-	-	-	-	-	-
FY 08/09 BUDGET TOTALS								

FY 09/10 EQUIPMENT BUDGETED

Descriptions	ADMIN / OPERATIONAL	EMS	ECC	FLEET	COMM / IT	Volunteer	County Only	Direct Charge
FY 09/10 BUDGET TOTALS								

Descriptions	ADMIN / OPERATIONAL	EMS	ECC	FLEET	COMM / IT	Volunteer	County Only	Direct Charge
Descriptions	ADMIN / OPERATIONAL	EMS	ECC	FLEET	COMM / IT	Volunteer	County Only	Direct Charge
FY 10/11 EQUIPMENT BUDGETED								
Replacement training simulator								
Server Replacement								
Zoll replacement E Series								
Fit Test Machine, OSHA Comp								
Thermal Imaging Camera								
FY 10/11 BUDGET TOTALS	-	-	-	1,625	-	15,525	-	29,607

FY 10/11 CAPITAL EXPENSE	9,091	12,653	2,637	-	29,268	-	29,607	(Support Summary)
(Schedule A)	(Schedule C)	(Schedule E)	(Schedule F)	(Schedule G)	(Schedule H)	(Schedule B)		

FY 10/11 SUPPORT SERVICES - FTE (POSITION) BASIS

Based on Schedule A (State) employees only

APPENDIX 6

	Fire Protection	37119 Battalion Chiefs (8)	Total FTE	Medic Station FTE's	Facility Maint FTE
Banning	8.00	0.37	8.37	3.00	-
Engine 20	8.00	-	8.00	3.00	-
Beaumont	8.00	0.24	8.24	3.00	-
Calimesa	5.00	0.24	5.24	-	-
Coachella	12.13	0.24	12.37	4.00	11
Canyon Lake	8.00	0.24	8.24	3.00	-
DHS	8.00	0.24	8.24	3.00	8
Elsinore	25.00	-	25.00	9.00	-
Indian Wells	14.06	0.24	14.30	6.00	-
Indio	59.00	-	59.00	29.00	-
La Quinta	25.13	0.73	25.86	8.00	-
Menifee	39.00	-	39.00	12.00	39
Moreno Valley	77.00	-	77.00	21.00	-
Palm Desert	55.52	0.73	56.25	24.00	-
Perris	16.00	0.37	16.37	6.00	-
Rancho Mirage	22.27	0.49	22.76	13.00	-
Rubidoux	8.00	0.24	8.24	3.00	8
San Jacinto	16.00	0.37	16.37	6.00	-
Temecula	58.25	-	58.25	19.00	-
Wildomar	10.00	0.24	10.24	3.70	9
CITY SUBTOTAL	482.36	5.0	487.34	178.70	75.00
County	401.39	3	404.39	146.00	401.39
TOTAL FTE	883.75	8.0	891.73	324.70	476.39
		(Schedule A)		(Schedule C)	(Schedule H)

FY 10/11 VOLUNTEER SUPPORT - BASIS APPENDIX 7

	Volunteer Stations	Station #
Banning	-	
Engine 20	-	
Beaumont	1	66
Calimesa	1	21
Coachella	1	79
Canyon Lake	1	60
DHS	1	37
Elsinore	1	94
Indian Wells	-	
Indio	1	88
La Quinta	1	32
Menifee	-	
Moreno Valley	1	48
Palm Desert	1	71
Perris	1	90
Rancho Mirage	-	
Rubidoux	1	38
San Jacinto	1	25
Temecula	1	92
Wildomar	1	61
County Stations	31	
State Stations	3	18, 28, 29
Volunteer Station	4	46, 52, 62, 74
TOTALS	53	

(Schedule B)

FY 10/11 STATISTICS
APPENDIX 8

	Stations	2009 Calls	Fire Suppression Equipment	City Stations BC Support	Stations Utilizing Maint.
Banning	1.5	3,659	2	1.5	-
Engine 20	-	-	-	-	-
Beaumont	1	2,538	1	1	-
Calimesa	1	998	1	1	-
Coachella	1	2,099	1	1	1
Canyon Lake	1	697	1	1	-
DHS	1	3,134	1	1	1
Elsinore	2.5	3,876	3	-	-
Indian Wells	1	912	1	1	-
Indio	4	5,348	4	-	-
La Quinta	3	2,781	3	3	-
Menifee	4	7,220	4.5	-	4
Moreno Valley	6	12,786	10	-	-
Palm Desert	3	7,207	4	3	-
Perris	1.5	5,163	2	1.5	-
Rancho Mirage	2	3,703	2	2	-
Rubidoux	1	2,194	1.0	1	1
San Jacinto	1.5	4,238	2	1.5	-
Temecula	3.5	6,218	6.5	-	-
Wildomar	1.3	2,520	1	1	1
Idyllwild	1	326	-	-	-
Morongo	1	432	-	-	-
Pechanga	1	516	-	-	-
COUNTY Unincorporated Areas	34.7	34,893	105.8	-	34.7
Out of Jurisdiction (County Funded)	-	-	-	-	-
Mutual/Auto Aid (County Funded)	-	2,260	-	-	-
STATE (County Funded)	6.5	-	-	-	6.3
Totals	85.0	115,718	156.8	20.5	49
	(Schedule E & G)	(Schedule E & G)	(Schedule F)	(Schedule D)	(Schedule H)

NOTES:

Fire Suppression Equip was verified by Division / Battalion Chiefs and includes only first roll Fire Engines, Trucks, & Squads. Regional support vehicles, Water Tenders, Breathing Supports, Utilities, and Reserve Engines are not included in the basis.

FY 10/11 DIRECT BILL ACCOUNT CODES**APPENDIX 9**

520230 Cellular Phone
520300 Pager Service
520320 Telephone Service
520800 Household Expense
520805 Appliances
520815 Cleaning and Custodial Supp
520830 Laundry Services
520840 Household Furnishings
520845 Trash
521380 Maint-Copier Machines
521440 Maint-Kitchen Equipment
521540 Maint-Office Equipment
521600 Maint-Service Contracts
521660 Maint-Telephone
521680 Maint-Underground Tanks
522310 Maint-Building and Improvement
522360 Maint-Extermination
522860 Medical-Dental Supplies
522870 Other Medical Care Materials
522890 Pharmaceuticals
523220 Licenses And Permits
523680 Office Equip Non Fixed Assets
526700 Rent-Lease Bldgs
526940 Locks/Keys
527280 Awards/Recognition
529500 Electricity
529510 Heating Fuel
529550 Water
537240 Interfnd Exp-Utilities
542060 Improvements-Building



RIVERSIDE COUNTY FIRE DEPARTMENT

In cooperation with the
California Department of Forestry and Fire Protection

210 West San Jacinto Avenue • Perris, California 92570 • (951) 940-6900 • Fax (951) 940-6910

John R. Hawkins
Fire Chief

Proudly serving the
unincorporated
areas of Riverside
County and the
Cities of:

Banning
❖
Beaumont
❖
Calimesa
❖
Canyon Lake
❖
Coachella
❖
Desert Hot Springs
❖
Indian Wells
❖
Indio
❖
Lake Elsinore
❖
La Quinta
❖
Moreno Valley
❖
Palm Desert
❖
Perris
❖
Rancho Mirage
❖
San Jacinto
❖
Temecula

Board of Supervisors

Bob Buster,
District 1

John Tavaglione,
District 2

Jeff Stone,
District 3

Roy Wilson,
District 4

Marion Ashley,
District 5

August 5, 2010

TO: RUSSELL DOMINSKI,
Principal Accountant, Specialized Accounting
Riverside County Auditor-Controller's Office

FROM: KAREN GIPSON,
Administrative Services Analyst II
Riverside County Fire Department

RE: Form 11 for the 10/11 Cost Allocation Plan

Enclosed is the Form 11 for the 10/11 Cost Allocation Plan signed by Chief Hawkins and Deputy County Counsel, Synthia Gunzel. Thank you for all of your time in reviewing the plan! Please have the Form 11 signed by the Auditor-Controller, and then please forward on to Bob Tremaine for review and to get this on the Board's agenda.

Thank you again!

Karen
(Ext. 2-6333)

RECEIVED

AUG 09 2010

COUNTY COUNSEL
TO