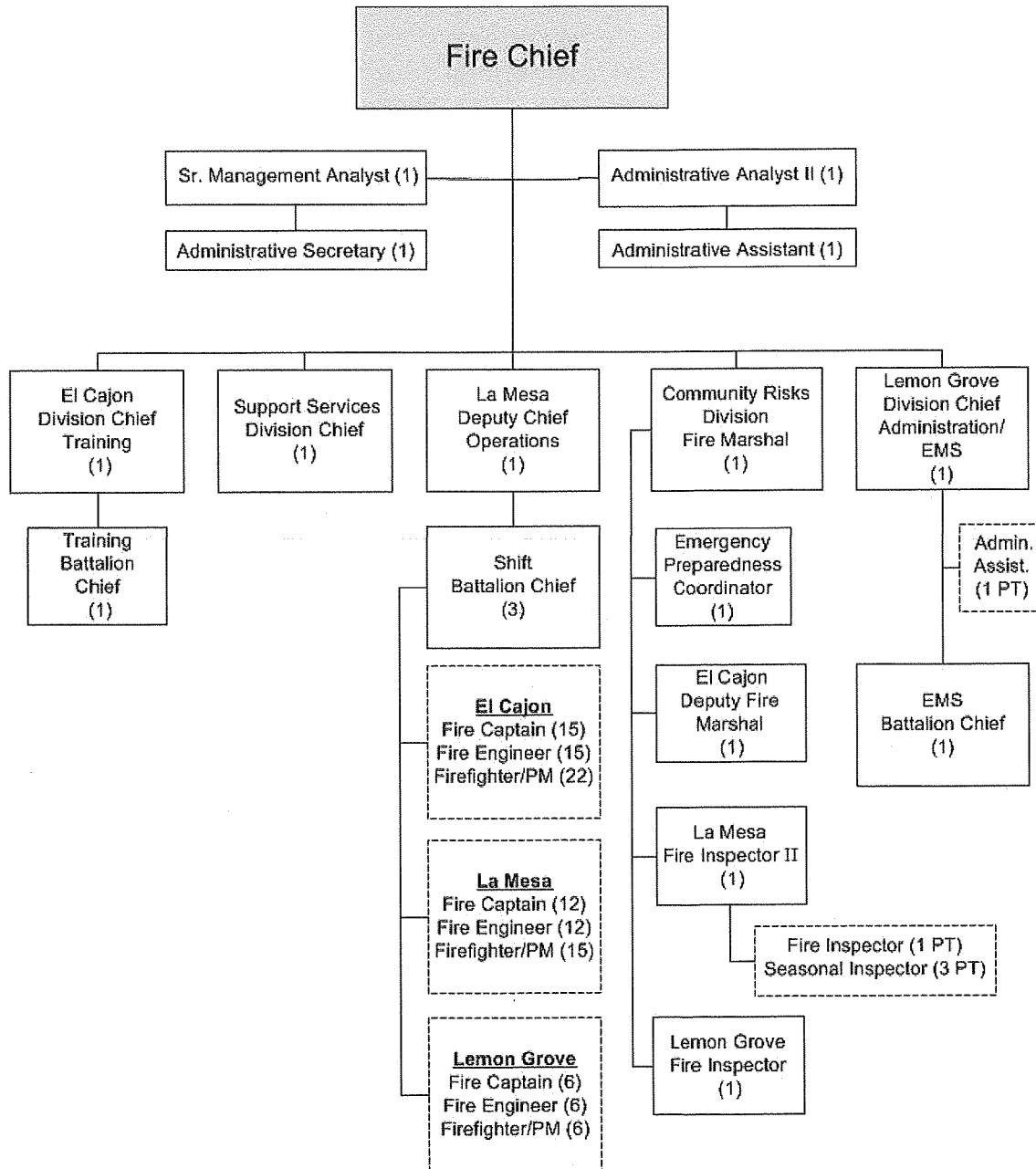


**Attachment to the Joint Exercise of Powers Agreement for
Delivery of Fire Protection and Administration of Emergency Medical Services
Between the Cities of El Cajon, La Mesa and Lemon Grove**

**Annual Operating Plan, Cost Allocation Plan and Cost Allocation Formula
07/01/2016 through 6/30/2017
(Reflective of previously approved updates and proposed changes)**

**Annual Operating Plan
Heartland Fire & Rescue JPA
FY 2016/2017**



Personnel indicated on chart by dashed boxes are not paid through the JPA reconciliation but work cooperatively and are identified as Heartland Fire & Rescue.


Cost Allocation Plan


<u>Budget Activity</u>	<u>Cost Allocation Formula</u>	<u>Individual City</u>
<u>Administration – Salaries & Benefits</u> <i>Definition for Cost Allocation Formula: Base Salary, Overtime, FLSA, Stipend, Uniform, EMT or Paramedic Pay, Education Incentive, PERS(Employer and Employee Portion Paid by City), EPMC, Health Insurance, Life Insurance, LTD, STD, Workers Comp, Medicare</i>		
Fire Chief	X	
Deputy Fire Chief (1)	X	
Division Chief (3)	X	
Battalion Chief (5)	X	
Senior Management Analyst	X	
Administrative Office Assistant (LG)	X (20%)	X (80%)
Administrative Analyst (LM)	X	
Administrative Office Assistant (LM)	X	
Administrative Secretary (EC)	X	
<u>Administration – Materials, Supplies & Services</u>		
Memberships	X	
Training	X	
Subscriptions	X	
Communications – Cell phones	X	
Fleet Maintenance – See Attachment A	X	
Software Agreements – <i>TeleStaff Annual Agreement Firehouse Cloud Agreement</i>	X	
All others		X
<u>Fire Operations – Salaries & Benefits</u>		
Fire Captain		X
Fire Engineer		X
Firefighter		X
<u>Fire Operations – Materials, Supplies & Services</u>		
Training – <i>only expenses authorized as reconcilable by the Training Division Chief</i>	X	
All others		X
<u>Emergency Medical Services – Salaries & Benefits</u>		
Firefighter/Paramedic		X
<u>Emergency Medical Services – Materials, Supplies & Services</u>		
		X

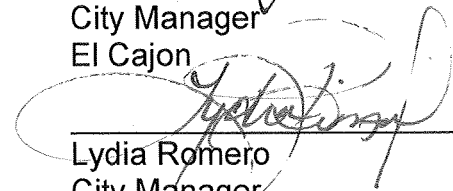
<u>Budget Activity</u>	<u>Cost Allocation Formula</u>	<u>Individual City</u>
Fire Prevention – Salaries & Benefits		
Division Chief/Fire Marshal	X	
Deputy Fire Marshal – El Cajon (1)	X	
Fire Inspector – La Mesa (1)	X	
Fire Inspector – Lemon Grove (1)	X	
Part Time Fire and Weed Abatement Inspectors		X
Fire Prevention – Materials, Supplies & Services		
Training	X	
Memberships	X	
Subscriptions	X	
Communications – Cell Phones	X	
Fleet Maintenance – See Attachment A	X	
All Others		X
Emergency Preparedness – Salaries & Benefits		
Emergency Preparedness Coord.	X	
Mileage reimbursement	X	
Emergency Preparedness – Materials, Supplies & Services		
Training	X	
Memberships	X	
Subscriptions	X	
Communications – Cell Phones	X	
Fleet Maintenance – See Attachment A	X	
Web Hosting/Graphic Design	X	
All Others		X
Reimbursements for JPA Personnel – See Attachment B	X	

Cost Allocation Formula

<u>City</u>	<u>Population</u>	<u>50%</u>	<u>Incident</u>	<u>50%</u>	<u>Total</u>
El Cajon	102,337	27.08%	13,122	26.93%	54.01%
La Mesa	59,982	15.87%	7,141	14.65%	30.53%
Lemon Grove	26,611	7.04%	4,104	8.42%	15.46%
	188,930		24,367		100.00%

 11/28/16
 Date
 Doug Williford
 City Manager
 El Cajon

 11.21.16
 Date
 Yvonne Garrett
 City Manager
 La Mesa

 11/23/2016
 Date
 Lydia Romero
 City Manager
 Lemon Grove

Attachment "A" – Fleet Maintenance

The following vehicles are included in the shared cost allocation. Actual mileage recorded and charged at the approved IRS rate will be used to determine shared expense.

Unit Number	Agency	Make	Position	Driver
4301	El Cajon	2012 Ford F150	Fire Chief	Rick Sitta/Colin Stowell
50008	El Cajon	2015 Ford Escape	Deputy Fire Marshal	Adam Beardsley
Battalion 3	El Cajon	2009 Ford F250	Various Battalion Chiefs	Bent Koch, Ted Kakuris, Kelly Sisson
Reserve Battalion 3	El Cajon	2005 Ford F350	Various Battalion Chiefs	Bent Koch, Ted Kakuris, Kelly Sisson
50007	El Cajon	2015 Ford Escape	Fire Inspector	Carisa Workman
30114	El Cajon	Ford Fusion	Fire Marshal	Chris Jensen
600	La Mesa	2004 Ford F150	Division Chief	Mike Chasin
601	La Mesa	2002 Ford Expedition	Battalion Chief	Brian Hayward
602	La Mesa	2010 Ford F150	Division Chief	Steve Swaney
603	La Mesa	2009 Ford F150	Deputy Fire Chief	Greg McAlpine
604	La Mesa	2000 Ford Expedition	Battalion Chief	Brian Manns
	La Mesa	Personal Vehicle mileage	Emergency Preparedness	Andy McKellar
4305	Lemon Grove	2004 Ford Expedition	Division Chief	Daryn Drum
Prevention 4501	Lemon Grove	2004 Ford Expedition	Fire Inspector	Shaun Richardson

Note that the actual driver of vehicle may be changed as organizational changes occur.

Attachment "B" – Single City Events and JPA Member Participation

It is agreed that during individual city events, where JPA members are paid participants, the salaries of those individuals will be shared, via the allocation formula, amongst the three JPA cities. Additionally, any revenue associated with their participation that is received by the individual city will also be shared amongst the three JPA cities. In the event that there is no revenue received by the hosting city, there will be no reimbursement to the three JPA cities.

Attachment "C" – Termination Payout

For JPA employees who were initially hired as JPA employees and where 100 percent of their regular salaries and benefits have been included in the JPA Cost Allocation plan, additional lump sum payments such as sick leave conversion, management vacation buy back and termination pay and related benefits shall also be included in the Cost Allocation plan, while the JPA Agreement is still in force.