



Notice of Regular Meeting Oceano Community Services District - Board of Directors Agenda

WEDNESDAY, March 14, 2018 – 5:30 P.M.

Oceano Community Services District Board Room
1655 Front Street, Oceano, CA

All items on the agenda including information items, may be deliberated. Any member of the public with an interest in one of these items should review the background material and request information on the possible action that could be taken.

All persons desiring to speak during any Public Comment period are asked to fill out a "Board Appearance Form" to submit to the General Manager prior to the start of the meeting. Each individual speaker is limited to a presentation time of THREE (3) minutes per item. Persons wishing to speak on more than one item shall limit his/her remarks to a total of SIX (6) minutes. This time may be allocated between items in one minute increments up to three minutes. Time limits may not be yielded to or shared with other speakers.

1. CALL TO ORDER:
2. ROLL CALL:
3. FLAG SALUTE:
4. AGENDA REVIEW:
5. CLOSED SESSION:

A. Pursuant to Government Code 54956.9(a): Conference with legal counsel regarding Santa Maria Valley Water Conservation District v. City of Santa Maria, et al.,

6. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA: **(NOT BEGINNING BEFORE 6:00 PM)**

This public comment period provides an opportunity for members of the public to address the Board on matters of interest within the jurisdiction of the District that are not listed on the agenda. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

7. SPECIAL PRESENTATIONS & REPORTS:

A. Ben Fine City of Pismo Beach Public Works Director- The "Central Coast Blue" Recycle Water Project

B. STAFF REPORTS:

- i. Operations - Field Supervisor Tony Marraccino
- ii. FCFA Operations - Chief Steve Lieberman
- iii. OCSD General Manager – Paavo Ogren
- iv. Sheriff's South Station - Commander Stuart MacDonald

C. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. Director Angello
- ii. Director Brunet
- iii. President White
- iv. Vice President Austin
- v. Director Coalwell

D. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #7 – Special Presentations and Reports. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

This agenda was prepared and posted pursuant to Government Code Section 54954.2. Agenda is posted at the Oceano Community Services District, 1655 Front Street, Oceano, CA. Agenda and reports can be accessed and downloaded from the Oceano Community Services District website at www.oceanocsd.org

ASSISTANCE FOR THE DISABLED If you are disabled in any way and need accommodation to participate in the Board meeting, please call the Clerk of the Board at (805) 481-6730 for assistance at least three (3) working days prior to the meeting so necessary arrangements can be made.

ASISTENCIA A DISCAPACITADO Si usted está incapacitado de ninguna manera y necesita alojamiento para participar en la reunión de la Junta, por favor llame a la Secretaría de la Junta al (805) 481-6730 para recibir asistencia por lo menos tres (3) días antes de la reunión para que los arreglos necesarios puedan ser hechos.

8. CONSENT AGENDA ITEMS:

Public comment Members of the public wishing to speak on consent agenda items may do so when recognized by the Presiding Officer. To facilitate public comment we request persons wishing to speak to fill out a speak request form and give it to the General Manager. Public comment is limited to three (3) minutes.

- A. Review and Approval of Minutes for the Special Meeting on February 13, 2018
- B. Review and Approval of Minutes for the Regular Meeting on February 28, 2018
- C. Review and Approval of Cash Disbursements
- D. Consideration of a Recommendation to Approve a Single Day Use Permit for use of District Facilities on May 1, 2018 for SLO Air Pollution Control District (APCD)

9. BUSINESS ITEMS:

Public comment Members of the public wishing to speak on public hearing items may do so when recognized by the Presiding Officer. To facilitate public comment we request persons wishing to speak to fill out a speak request form and give it to the General Manager. Public comment is limited to three (3) minutes.

- A. Review, discuss and provide direction as deemed appropriate by your Board agenda items considered by the County of San Luis Obispo at their meeting on March 13, 2018 regarding fire and emergency services for Cayucos and by the San Luis Obispo County Local Agency Formation Commission at their meeting on March 15, 2018 regarding countywide fire and emergency services.
- B. Consideration of recommendations to authorize the General Manager to solicit bids for a Replacement Standby Generator in accordance with District Ordinance 2016-1 and to authorize the President to execute a purchase order for a replacement generator at an estimated combined cost of \$85,000, approval of a budget adjustment, and related actions.

10. HEARING ITEMS:

11. RECEIVED WRITTEN COMMUNICATIONS:

12. LATE RECEIVED WRITTEN COMMUNICATIONS:

13. FUTURE AGENDA ITEMS: District Policies Continued; update, Roles and Responsibilities with Related Agencies; Construction Documents, Five Cities Fire Authority 5, District Rules and Regulations

14. FUTURE HEARING ITEMS:

15. ADJOURNMENT:



Oceano Community Services District
 Summary Minutes
 Special Meeting Wednesday, February 13, 2018 – 3:00 P.M.
 Oceano Community Services District Board Room
 1655 Front Street, Oceano, CA

1. **CALL TO ORDER:** at 3:00 p.m. by President White
2. **FLAG SALUTE:** led by President White
3. **ROLL CALL:** Board members present Director Coalwell, Director Angello, President White. Also present, General Manager Paavo Ogren, District Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola. Board member Vice President Austin arrived at 3:15 pm and Director Brunet arrived at 3:30 pm.
4. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (NOT BEGINNING BEFORE 6:00 PM):**
 No public comment.

5 CONSENT AGENDA:	ACTION:
a. Review and Approval of Cash Disbursements b. Approval of Intent to Serve Letter to Rizing Construction; 338 McCarthy; APN 062-021-009 c. Approval of Intent to Serve Letter to Duke & Lori Sterling; 2150 Paso Robles; APN 062-092-019 d. Approval of Intent to Serve Letter to Kerry & Cheryl Langford; 1350 Crest; APN 062-282-060 e. Approval of Intent to Serve Letter to Timothy Nye; 1850 Strand Way; APN 061-072-020	After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a modification to Item 5a an addition of \$ 582.90 total disbursement approval to \$ 95,924.18 with a motion from Director Coalwell, a second by Director Angello and a 4-0 vote. No public comment.

Vice President Austin arrived at 3:15 pm
 Board recessed from 3:15 to 3:30 pm
 Director Brunet arrived at 3:30 pm

6 A BUSINESS ITEM:	ACTION:
Discussion of Water Service to Cienaga Seabreeze Mobile Home Park and staff direction that the Board may deem appropriate	After an opportunity for public comment and brief Board discussion, item continued to future agenda item. Presentation was given by General Manager Paavo Ogren, Field Supervisor Tony Marraccino and Lisa Toke Seabreeze Attorney. Public comment was received by John Cope, Sherey Leffel, Dave Liffler, Troy Smith, Lisa Cooper, Brenda Lowe, Mark Hall, Paul Danielson.

6 B BUSINESS ITEM:	ACTION:
Discussion of Five Cities Fire Authority including recent meetings with representatives of other agencies, upcoming Authority meetings, and Board direction as deemed appropriate. (No staff report)	After an opportunity for public comment and brief Board discussion, a motion was made to vote no on item a of FCFA agenda with a motion from Director Coalwell, a second by President White and a 5-0 vote. Received written correspondence from Julie Tacker. No public comment.

6 C BUSINESS ITEM:	ACTION:
Legislative e-correspondence from the California Special Districts Association	After an opportunity for public comment and brief Board discussion, no action taken No public comment.

7. **CLOSED SESSION:** Pursuant to Government Code §54956.9 (d)(2): Conference with District Counsel regarding anticipated litigation. Number of cases: one (1).
Was entered at approximately 6:20pm. Open session was resumed at approximate 7:10pm
No public comment
No reportable action

8. **ADJOURNMENT:** at approximately 7:10 pm



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Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: March 14, 2018

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: Agenda Item #8(c): Recommendation to Approve Cash Disbursements

Recommendation

It is recommended that your Board approve the attached cash disbursements.

Discussion

The following is a summary of the attached cash disbursements:

Description	Check Sequence*	Amounts
	56828 - 56856	
Disbursements Requiring Board Approval prior to Payment:		
Regular Payable Register – paid 03/14/2018*	56837 - 56856	\$42,720.15
	Subtotal:	\$42,720.15
Reoccurring Payments for Board Review (authorized by Resolution 2016-07):		
Payroll Disbursements – pay period ending 03/03/2018	N/A	\$27,532.22
Reoccurring Utility Disbursements – paid 02/28/2018	56828 - 56832	\$5,028.30
Reoccurring Health/Benefits – paid 02/28/2018	56833 - 56836	\$6,047.36
	Subtotal:	\$38,607.88
	Grand Total:	\$81,328.03

*Note: the payable register includes \$273.00 for a travel related cash advancement for Backflow Testing Certification training. Documentation for the travel/training is attached.

Other Agency Involvement: n/a

Other Financial Considerations: Amounts are within the authorized Fund level budgets.

Results

The Board's review of cash disbursements is an integral component of the District's system of internal controls and promotes a well governed community.

Attachments:

- Training & Travel Authorization Request
- California Rural Water Association – AWE Backflow Tester Cert Training
- American Water Works Association – Backflow Exam
- 2018 IRS Travel Per Diem Rates
- Best Western Plus Credit Card Authorization Form

3/9/2018 1:38 PM
 COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 1
 CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 056837 THRU 056856

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	3/09/2018	CHECK	056837	R&R ROLL-OFF LLC	406.20CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056838	PETTY CASH	274.77CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056839	AUTOSYS, INC.	3,227.03CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056840	WHITE, KAREN M.	250.00CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056841	CRWA	900.00CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056842	DIVERSIFIED PROJECT SERVICES I	6,370.00CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056843	ADAMSKI MOROSKI MADDEN CUMBERL	14,211.50CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056844	CENTRAL COAST PRINTING	439.93CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056845	ARAMARK	136.14CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056846	CENTRAL COAST TECHNOLOGY CONSU	316.06CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056847	COALWELL, JAMES	200.00CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056848	BRUNET, ANDREW J.	550.00CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056849	GSI WATER SOLUTIONS, INC.	3,711.79CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056850	ONE COOL EARTH	2,500.00CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056851	J.B. DEWAR, INC.	68.14CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056852	SHORELINE LANDSCAPE & MAINT. I	410.00CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056853	SOUTH COUNTY SANITARY SERV	915.59CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056854	SWRCB ACCOUNTING OFFICE	4,244.00CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056855	AQUA-METRIC	164.10CR	OUTSTND	A	0/00/0000
1-1001-000	3/09/2018	CHECK	056856	RRM DESIGN GROUP	3,424.90CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	42,720.15CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

Payroll Summary Report
Board of Directors - Agenda Date March 14, 2018

	(*)	
<u>Gross Wages</u>	2/17/2018	3/3/2018
Regular	\$22,977.14	\$22,967.23
Overtime Wages	\$682.48	\$1,074.75
Stand By	\$700.00	\$700.00
Gross Wages	\$24,359.62	\$24,741.98
 <u>Disbursements</u>		
Net Wages	\$18,317.80	\$18,719.27
State and Federal Agencies	\$4,849.10	\$4,898.66
CalPERS - Normal	\$3,914.29	\$3,914.29
Total Disbursements processed with Payroll	\$27,081.19	\$27,532.22
 Health & Other (Disbursed with reoccurring bills)	 \$3,553.40	 \$3,553.40
Total District Payroll Related Costs	\$30,634.59	\$31,085.62

(*) Previously reported in prior Board Meeting packet - provided for comparison.

COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 056828 THRU 056832

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	2/28/2018	CHECK	056828	DE LAGE LANDEN FINANCIAL SERVI	150.15CR	OUTSTND	A	0/00/0000
1-1001-000	2/28/2018	CHECK	056829	ADVANTAGE ANSWERING PLUS, INC	191.59CR	OUTSTND	A	0/00/0000
1-1001-000	2/28/2018	CHECK	056830	CHARTER COMMUNICATIONS	130.00CR	OUTSTND	A	0/00/0000
1-1001-000	2/28/2018	CHECK	056831	PACIFIC GAS & ELECTRIC	4,196.52CR	OUTSTND	A	0/00/0000
1-1001-000	2/28/2018	CHECK	056832	COASTAL COPY, INC.	360.04CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	5,028.30CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	5,028.30CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

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 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 056833 THRU 056836

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	2/28/2018	CHECK	056833	BLUE SHIELD OF CALIFORNIA	4,736.32CR	OUTSTND	A	0/00/0000
1-1001-000	2/28/2018	CHECK	056834	THE LINCOLN NATIONAL LIFE INSU	1,058.88CR	OUTSTND	A	0/00/0000
1-1001-000	2/28/2018	CHECK	056835	VSP VISION	105.80CR	OUTSTND	A	0/00/0000
1-1001-000	2/28/2018	CHECK	056836	SEIU LOCAL 620	146.36CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	6,047.36CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	6,047.36CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

Oceano Community Services District



Training & Travel Authorization Request

Director/Employee	Department	Position
Casey Stewart	Utility	Operator

Destination	No. of Days	Account No.	Amount
Sacramento, CA	5	02-5-4400-285	\$2,177.75

PURPOSE

CRWA AWE Backflow Tester Certification
March 26-30, 2018

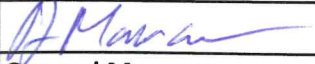
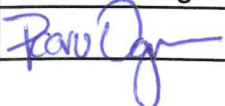
COST SUMMARY

Description	Vendor	Payment Method	Amount
Cash Advance - Meals	Various receipts	Petty Cash Check BOD Meeting 3/14/2018	\$273.00
Hotel - 5 Nights	Best Western	Rabobank Credit Card	\$824.75
BackFlow Class	CRWA	Check BOD Meeting 3/14/2018	\$900.00
BackFlow Certification Test	CRWA	Rabobank Credit Card	\$180.00
TOTAL			\$ 2,177.75

ITINERARY

Departure	Date / Time	Arrival	Date / Time
Oceano, Ca	3/25/2018	Sacramento, Ca	3/25/2018
Sacramento, Ca	3/30/2018	Oceano, Ca	3/30/2018

APPROVALS

Supervisor	Date
	3-9-18
General Manager	Date
	3/9/2018



California Rural Water Association
1234 N. Market Blvd., Sacramento, CA 95834
(800) 833-0322 FAX (916) 553-4904
www.calruralwater.org e-mail: cubaldo@calruralwater.org

March 9, 2018

ENROLLMENT CONFIRMATION AND INVOICE

To: Casey Stewart, Oceano Community Service District
Fax:

Thank you for registering. Please be advised that our training classes require prepayment.

Total to be charged: \$900 with check in the mail; registered on 03/05/2018 (This is your confirmation letter. Thank you!)

Because you are a CRWA member, you saved \$200 off this registration fee. Thanks for your support!

Program: AWE Backflow Tester Certification
Location: CRWA Training Center – 1234 N. Market Blvd., Sacramento, CA 95834
Date: March 26-30, 2018
Schedule: Class: MON 9:00 am-5:00 pm, TUE-FRI 8:00 am-5:00 pm, Lunch (provided): 12:00pm- 1:00 pm
Lodging: Homewood Suites (916) 263-9510; Staybridge Suites (916) 575-7907

Important Reminders:

- ◆ Training room climates vary, so wear layered clothing to ensure your personal comfort.
- ◆ Please be considerate of all participants by silencing your cell phone and not texting during class.
- ◆ Course materials will be provided. **Please bring a calculator with a 10-digit display.**
- ◆ A site map is attached on page 2 of this confirmation.
- ◆ If any registrant requires special accommodations for disabilities, please contact our office at 800-833-0322 ext 1.

Cancellation Policy:

- ◆ All registrants who have registered and paid for class at least seven business days prior to class will receive their certificate on-site.
- ◆ Cancellations must be received by CRWA in writing five business days prior to the event to qualify for a refund.
- ◆ Cancellations received within this time frame, will be subject to a full refund less a \$25 processing fee.
- ◆ All class transfer requests must be received 5 business days prior to class and are subject to CRWA approval. Transfers will only be valid within the same calendar year.

Thank you for choosing CRWA for your training needs!

Sincerely,

Christina Ubaldo

Christina Ubaldo
CRWA Training Coordinator
cubaldo@calruralwater.org



California Rural Water Association

1234 N. Market Blvd., Sacramento, CA 95834

(800) 833-0322 FAX (916) 553-4904

www.calruralwater.org e-mail: cubaldo@calruralwater.org

CRWA Training Privacy Policy: *It is the policy of California Rural Water Association to safeguard the privacy and information security of our students. Class files are safely secured at CRWA headquarters and are only released with the permission and written notification of the student.*



Payment Receipt

Sold To: Casey E. Stewart
 Customer ID # 75060
 casey@oceanocsd.org

1655 Front St.
 Oceano, CA 93445

Order Number	Date	Invoice Number	Transaction Number	Pay Type
87322	March 06, 2018	67931	135259	

Order Detail

LINE NUMBER	EVENT	DESCRIPTION	QUANTITY	PRICE	TOTAL PRICE
1	Exam BF - Sacramento	Main Registration	1	\$180.00	\$180.00

Total Charges	\$180.00
Total Payments	\$180.00
Balance	\$0.00



FY 2018 Per Diem Rates for Sacramento, California

(October 2017 - September 2018)

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

October 2017 - September 2018 The following rates apply for **Sacramento, California**. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017			2018									M&IE (5)	
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Sacramento	Sacramento	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$64

Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see Breakdown of M&IE Expenses for important information on first and last days of travel.

BEST WESTERN PLUS

Orchid Hotel & Suites

130 North Sunrise Ave.

Roseville, CA 95661

Phone: (916) 784-2222

Fax: (916) 782-9034

.....
CREDIT CARD AUTHORIZATION FORM FOR BEST WESTERN PLUS Orchid Hotel & Suites

Orchidreservations@heritagehotelgroup.com

Name of the organization: _____

Name of the credit card holder _____

Address _____

Phone Number _____

The credit card number is:

_____ - _____ - _____ - _____ Expiration date _____ - _____

Signature of card holder: _____ Date: _____

Print name as it appears on the card: _____

I hereby give the authorization for my credit card to be used at BEST WESTERN PLUS Orchid Hotel & Suites for:

- Payment on the Room, tax & bid charges
- Payment on all food, beverages and phone charges
- Payment on ALL CHARGES

I will provide a copy of the following information by fax:

1. The front and back of the authorized card
2. Clear Photographic identification card ie. Drivers license

Information about the Guest

Arrival Date _____ Departure Date _____

Guest Names: _____

One credit card authorization form should be completed for each Guest. Please state if you would like us to use this form for multiple guests, attached list of all the names. If this authorization to be used for multiple stays please write Unlimited on Arrival and Departure date. Mandatory charge of \$300 will be charged to the above credit card if your guest smoked in a room, smoking is not allowed on our property except in designated smoking areas. A \$125 charge will be charged to the above credit card if your gуст did not disclose their pets at the time of check in.



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: March 14, 2018

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: Agenda Item #8(d): Consideration of an application for a Single Day Use Permit submitted by SLO County Air Pollution Control District to use District (APCD) facilities on May 1, 2018 for a community grant workshop.

Recommendation

It is recommended that your Board consider the attached application for a Single Day Use Permit submitted by SLO APCD to use District facilities on May 1, 2018 for a community grant workshop.

Discussion

The attached Single Day Use permit has been prepared for your Board to consider. The SLO APCD has submitted a request to their insurance broker to obtain the required insurance certificate.

Other Agency Involvement

N/A

Other Financial Considerations

N/A

Results

Providing access and use of the District facilities to non-profit organizations helps to promote the community of Oceano.

Attachments: Single Day Use Permit Application from SLO County Air Pollution Control District



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475
(806) 481-6730 FAX (806) 481-6836

SINGLE – DAY FACILITY USE PERMIT APPLICATION

Date of Use: 5/1/18 from 1030 (a.m./p.m.) to 2 (a.m./p.m.) ("Term of Use")

Individual/Group Name: SLO County Air Pollution Control (^{DISTRICT} "Permittee")

Contact Name: Meghan Field

Address: 3433 Robert Ct, SLO 93401

Phone: 805 981 1003 FAX: 781 1002 Email: mfield@co.slo.ca.us

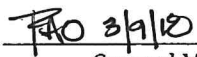
Type of Event: Community Grant Workshop

Facility: The Oceano Community Services District Board Room, kitchen, bathrooms, and a limited outside area ("Facility").

1. **Agreement.** Permittee agrees to use the Facility with permission of the Oceano Community Services District ("District") according to the terms of this Single-Day Facility Use Permit ("Permit").
2. **Facility Space.** The space under this permit is the District Board Room, the adjoining kitchen, the bathrooms, and the outside area between the District Board Room and the Five Cities Fire Authority Station. Permittee affirmatively represents that it has seen or otherwise understands the physical locations, rooms and facilities and acknowledges that the Facility is suitable for its intended purpose. Permittee understands and agrees that it shall not in any way interfere, disrupt or block access to the Fire Station. While Permittee may use the parking area for parking, it understands that the parking area shall not be used for any other purpose.
 - a. A \$250.00 cleaning deposit is required along with this application. If the Permittee is a government agency, the \$250.00 cleaning deposit may be waived.
 - b. No alcohol is allowed on the premises.
 - c. Permittee agrees to pre-pay for staff charges associated with securing the building at the end of the event. Fees will be provided, in advance, to Permittee.
 - d. The District's name and/or logo may not be present in any materials or photos that are used to provide notice of any event or that subsequently describe or illustrate the event's occurrence or location.


3. **Insurance.** A certificate of insurance is required. Permittee must procure, at its own expense, a Comprehensive General Liability Insurance policy in the amount of \$1,000,000 naming the Oceano Community Services District as an additional insured. The certificate of insurance must be received by the District at least twenty four (24) hours prior to the event.
4. **County Permit.** Permittee must also obtain, at its own expense, any and all permits required by the County of San Luis Obispo. Evidence of the County Permit must be received by the District at least twenty four (24) hours prior to the event.
5. **Conditions of Use.** Permittee's activities must be compatible with the use of the building and activities adjacent to the Facility and building. This includes but is not limited to playing music or making any noise at a level that is unreasonable under the circumstances. Amplified live music is not permitted at the Facility. Smoking and the use of tobacco is not permitted anywhere in the building.
6. **Children.** Children under the age of 12 years must be accompanied by an adult at all times. Functions or activities for minors must be chaperoned by at least one responsible individual who is 21 years of age or older.
7. **Animals.** Dogs, cats, birds, or other pets are not allowed in the Facility at any time with the exception of service animals individually trained to provide assistance to individuals with a disability.
8. **Cleaning.** Permittee is responsible for cleaning the Facility before the end of Term of Use. This includes removing all trash and disposing in outside trash bins. Cleaning equipment is not provided as part of this Permit. The Facility must be cleaned and returned to the District in the condition it was in prior to the Term of Use.
9. **Damages.** Permittee is responsible for any loss or damage to the Facility, adjoining facilities, building common areas, or building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property.
10. **LIMITATION OF LIABILITY.** THE DISTRICT'S IS NOT LIABLE TO PERMITTEE OR ANY OF ITS GUESTS OR MEMBERS FOR DAMAGES ARISING FROM USE OF THE FACILITY FOR ANY REASON AND UNDER ANY THEORY OF LAW WHATSOEVER. PERMITTEE AGREES TO DEFEND AND HOLD HARMLESS DISTRICT FROM ANY AND ALL CLAIMS, CAUSES OF ACTION, OR DAMAGES RELATED TO OR ARISING OUT OF ITS USE OF THE FACILITY PURSUANT TO THIS PERMIT.
11. **DISTRICT COSTS.** The cost of District staff time and/or the costs of any cleaning or repair of damages that is incurred by the District shall be paid within 20 days of the delivery of an invoice by the District to the Permittee which itemizes said costs.

Approved for submittal to Board of Directors


General Manager

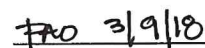
12. Liability for Guests. Permittee is, and hereby acknowledges that it is, liable for the actions and behavior of its members and guests during the Term of Use and at any other times such guest or member is on or around the Facility space as a result of Permittee's use of the Facility. The District will not be liable for the safety of Permittee's members or guests. Permittee agrees to indemnify and hold harmless the District from all liability arising from the activities of its members and guests during the Term of Use.

Permittee agrees to abide by the terms of this Single-Day Facility Use Permit. I, on behalf of SLO County APCD, accept responsibility for meeting all requirements stated herein.

Authorized Signature:  Date: 3/6/18

Printed Name: Meghan Field

Approved for submittal to Board of Directors


General Manager



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: March 14, 2018

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: Agenda Item # 9(a): Review, discuss and provide direction as deemed appropriate by your Board agenda items considered by the County of San Luis Obispo at their meeting on March 13, 2018 regarding fire and emergency services for Cayucos and by the San Luis Obispo County Local Agency Formation Commission at their meeting on March 15, 2018 regarding countywide fire and emergency services.

Recommendation

It is recommended that your Board review and discuss the attached agenda materials from the County of San Luis Obispo and from the San Luis Obispo County Local Agency Formation Commission and provide direction as your Board deems appropriate.

Discussion

Agenda items for both the County of San Luis Obispo and the San Luis Obispo County Local Agency Formation Commission (LAFCo) were posted in the days immediately preceding posting of the District's agenda for the meeting of March 14, 2018. As a result, staff did not have time to fully review the items and provide a summary in this agenda report. A presentation summarizing the attached items will be verbally presented at your Board meeting.

Other Agency Involvement and Financial Considerations

The County and LAFCo agenda items are relevant to ongoing discussions regarding the Five Cities Fire Authority.

Results

Reviewing and discussing other agency items on fire and emergency services promotes a better understanding of regional and local issues, challenges and opportunities.

Attachments:

- County of San Luis Obispo Agenda, March 13, 2018
- San Luis Obispo LAFCO Agenda, March 15, 2018



BOARD OF SUPERVISORS AGENDA
John Peschong *Chairperson, District One*
Bruce Gibson *District Two*
Adam Hill *District Three*
Lynn Compton *District Four*
Debbie Arnold *Vice-Chairperson, District Five*

Wade Horton *County Administrator*

AGENDA
March 13, 2018
County Government Center
Board of Supervisors Chambers
1055 Monterey Street | San Luis Obispo, CA 93408

Tuesday, March 13, 2018

CONSENT AGENDA	9:00 AM
REVIEW AND APPROVAL	
PUBLIC COMMENT PERIOD	
BOARD BUSINESS	
CLOSED SESSION	
RECESS	
AFTERNOON SESSION	2:00 PM
REPORT ON CLOSED SESSION	
BOARD BUSINESS	
ADJOURNMENT	5:00 PM

- The Board of Supervisors' weekly agenda and staff reports are available at the following website: www.slocounty.ca.gov. Packets are also available at the County Government Center and may be viewed on-line at the Atascadero, Arroyo Grande, Paso Robles, Nipomo, Morro Bay, SLO City/County Libraries and the SLO Law Library.
- All persons desiring to speak on any Board item, including the Consent agenda, Closed Session or during the general public comment period are asked to fill out a "Board Appearance Request Form" and submit to the Clerk of the Board *prior* to the start of the Board item. Each individual speaker is limited to a MAXIMUM of three (3) minutes.
- Please refer to the information brochure located in the back and outside of the Board Chambers for additional information regarding accommodations under the Americans with Disabilities Act, supplemental correspondence, and general rules of procedure.

9:00 FLAG SALUTE**CONSENT AGENDA – REVIEW AND APPROVAL**

The items listed on this portion of the agenda are scheduled for consideration as a group. The staff recommendations will be approved as outlined within the staff report. Any Supervisor may request an item be withdrawn from the Consent Agenda to permit discussion or change the recommended course of action for an item.

Items: Set for Hearing:

1. Introduction of an ordinance amending Chapters 22.40, 23.08, 22.74, 23.10, and 1.05 of the County Code to clarify violations under Chapters 22.40 and 23.04 are per plant for administrative fines under Chapter 1.05, authorize the Office of County Cannabis Hearing Officer to conduct nuisance abatement hearings under Chapters 22.74 and 23.10 for nuisances related to cannabis activities, modify procedural requirements for nuisance abatement under Chapters 22.74 and 23.10 related to cannabis activities and modify procedural requirements for administrative fines under Chapter 1.05 related to cannabis activities. Hearing date set for March 20, 2018. All Districts.

Consent Agenda - Administrative Office Items:

2. Request by the San Luis Obispo County Tourism Business Improvement District (CBID) to appoint Miguel Sandoval to the San Simeon Local Area Advisory Board. District 2.
3. Request by the San Luis Obispo County Tourism Business Improvement District (CBID), to appoint Summer Rogovoy to the Avila Beach Local Area Advisory Board. District 3.

Consent Agenda - Auditor - Controller - Treasurer - Tax Collector Items:

4. Request to confirm nomination of Wade Horton to the County Treasury Oversight Committee. All Districts.

Consent Agenda - Health Agency Items:

5. Request to: 1) approve a resolution amending the Position Allocation Lists (PAL) for Fund Center (FC) 160 - Public Health and FC 114 - Information Technology by deleting a vacant 1.00 FTE Departmental Automation Specialist in FC 160 and adding a 1.00 FTE Systems Administrator in FC 114 to more effectively provide Information Technology (IT) services within the Health Agency; and 2) authorize a corresponding budget adjustment in the amount of \$45,130 to transfer appropriation from FC 160 – Public Health to FC 114 - Information Technology, by 4/5 vote. All Districts.

County of San Luis Obispo Government Center

1055 Monterey St. | San Luis Obispo, CA 93408 | (P) 805-781-5000 | 7-1-1 TTY/TDD Relay

www.slocounty.ca.gov

Agenda Item 9(a) - Page 3 of 134

Attachment 1

Consent Agenda - Human Resources Items:

6. Submittal of a resolution approving side letter agreements for retiree health care contribution amounts for the Deputy Sheriff's Association. All Districts.

Public Comment Period:

7. The general public comment period is intended to provide an opportunity for members of the public to address the Board on matters within the Board's purview that are not scheduled on the current agenda. Individuals interested in speaking are asked to fill out a "Board Appearance Request Form" and submit it to the Clerk of the Board prior to the start of general public comment. When recognized by the Chair, each individual speaker may address the Board and is limited to a MAXIMUM of three (3) minutes or a reasonable period of time as determined by the Board Chairperson.

Board Business:

8. Receive an update from the Ad Hoc Committee on the New Animal Shelter project and provide direction, as necessary. All Districts.

Closed Session Items:

9. PERSONNEL (Government Code section 54957.) It is the intention of the Board to meet in closed session to: (1) Consider Public Employee Appointment for the Position of County Health Agency Director.

RECESS

2:00 REPORT ON CLOSED SESSION

Board Business:

10. Request to receive a report and provide direction regarding the level of fire service the County, as the successor agency, would provide to the community of Cayucos if the Cayucos Fire Protection District were dissolved. District 2.



**COUNTY OF SAN LUIS OBISPO
BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Administrative Office		(2) MEETING DATE 3/13/2018		(3) CONTACT/PHONE Lisa Howe / 781-5011	
(4) SUBJECT Request to receive a report and provide direction regarding the level of fire service the County, as the successor agency, would provide to the community of Cayucos if the Cayucos Fire Protection District were dissolved. District 2.					
(5) RECOMMENDED ACTION It is recommended that the Board receive the report and provide direction regarding the level of fire service the County, as the successor agency, would provide to the community of Cayucos if the Cayucos Fire Protection District were dissolved.					
(6) FUNDING SOURCE(S) TBD		(7) CURRENT YEAR FINANCIAL IMPACT TBD		(8) ANNUAL FINANCIAL IMPACT TBD	
(9) BUDGETED? No					
(10) AGENDA PLACEMENT <input type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input checked="" type="checkbox"/> Board Business (Time Est. 120 Min)					
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A					
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A				(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A		(15) BUSINESS IMPACT STATEMENT? No		(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW This item was prepared by the Administrative Office.					
(18) SUPERVISOR DISTRICT(S) District 2					



COUNTY OF SAN LUIS OBISPO

TO: Board of Supervisors

FROM: Administrative Office / Lisa Howe / 781-5011

DATE: 3/13/2018

SUBJECT: Request to receive a report and provide direction regarding the level of fire service the County, as the successor agency, would provide to the community of Cayucos if the Cayucos Fire Protection District were dissolved. District 2.

RECOMMENDATION

It is recommended that the Board receive the report and provide direction regarding the level of fire service the County, as the successor agency, would provide to the community of Cayucos if the Cayucos Fire Protection District were dissolved.

DISCUSSION

Properly staffing and funding fire protection services are increasingly difficult issues faced across the State of California and throughout the United States. In California, increased training requirements for volunteers who provide fire services, coupled with changing demographics have resulted in significantly fewer people being available to provide volunteer fire service. The loss of volunteers has led to an increase in the need for career fire and paid-call fire personnel to provide this critical public safety service. While running a fire department with career (full-time) fire personnel provides a higher level of service, it is more expensive than staffing models that historically relied on volunteers. At the same time, expenses for fire departments continue to increase as staffing costs for career personnel rise. For many jurisdictions, the rise in costs has exceeded revenue increases, leading to fiscal instability of fire operations. Locally, the communities of Cayucos and Templeton have both approached the County about ways the County could provide additional funding for their fire services. Additionally, discussion on ways to contain or reduce costs have been held with San Luis Obispo cities and the Five Cities Fire Authority.

The following report provides an overview of 1) the history of Cayucos Fire Protection District; 2) the Cayucos Fire Protection District dissolution application filed with the San Luis Obispo - Local Agency Formation Commission (LAFCO); 3) the County's mandated responsibility; 4) Countywide Fire Protection Services, including a more specific overview of the northern coastal area served by County Fire; 5) the current services of the Cayucos Fire Protection District; and 6) ends with a summary of service level options for Board consideration. Attachment 6 provides a

timeline of significant events of the Cayucos Fire Protection District and Countywide Fire services.

I. History of Cayucos Fire Protection District

The Cayucos Fire Protection District (District) provides fire protection to the Cayucos downtown area and Morro Strand and is located at Station 56 - 201 Cayucos Drive Cayucos, CA 93430. The Cayucos Fire Department was formed in the late 1930s to protect the Community of Cayucos. The District was formed by petition and Board of Supervisors resolution in 1948 as a registered voter district. The District has provided fire protection and emergency first aid to area residents since that time by way of an all-volunteer company.

The community itself (the "area served") is approximately 3.1 square miles of land with a resident population of 2,592. As a vacation destination, Cayucos has an influx of hundreds, and sometimes thousands, of vacationers on weekends, especially during the summer months. This transient population results in a significant increase in calls for service during peak periods. There are 2,354 housing units within the community (2010 Census). Total assessed valuation within the CFPD boundaries for FY 2015-16 was \$1,057,475,911, an increase of over 20% since FY 2012-13 (San Luis Obispo County Auditor-Controller-Treasurer-Tax Collector).

The community of Cayucos consists of mostly single and multifamily dwellings. There are over 60 commercial buildings and over 16 hotels/motels. There are several eateries, mercantile shops, and general business. It is estimated the around 30% of the buildings are two story or higher, with 15% of all buildings having limited access on multiple sides.

The community of Cayucos hosts several special events each year. These events cause a moderate to a heavy influx of visitors ranging from a few hundred to tens of thousands. Cayucos Fire Protection District currently provides medical standby to these special events. A partial list of these events includes:

January	Annual Carlin Soule' Memorial Polar Bear Dip, Cayucos Wine & Food Festival
March	Sea Glass Festival
April	Vintage Bike Tour
May	Antique Street Faire, Central Coast Woodcarvers Annual Show
Summer	Farmers Market (weekly), Concerts on the beach
June	Lost at Sea Memorial Day Service at the Pier, Annual Summer Gem and Mineral Show
July	Independence Day & Fireworks Show, Rock to Pier Fun Run
September	Art Revival in the Tent
November	Cayucos Car Show

Starting in 2006, an agreement between the Cayucos Fire Protection District and CAL FIRE funded the cost to keep the seasonal CAL FIRE station (Station 11) in Cayucos staffed year round utilizing the Amador Plan. The Amador Plan enables local governments to contract with CAL FIRE to keep a CAL FIRE facility staffed and ready for response during the non-fire season. The local agency must reimburse CAL FIRE for any added costs associated with this service (Public Resources Code 4144). The Amador Plan maintains CAL FIRE presence in the local community year-round; it does not transform the CAL FIRE mission from wildland to structural fire protection, nor does it increase the level of service beyond CAL FIRE's normal operation. Under the Amador Plan, contracted CAL FIRE resources are still under State control and subject to redeployment in other locations; however, CAL FIRE is obligated to backfill vacated Amador Plan stations as a priority.

In November of 2012, Cayucos passed Measure C which repealed the special tax levied in 1982 and replaced it with a new parcel tax set at \$25 per parcel per year. The tax is adjusted each year based on any changes in the Consumer Price Index. However, the Cayucos Fire Protection District's budget continued to exceed their revenues. In March 2016, the Cayucos Fire Protection District Board voted to end the Amador contract with CAL FIRE and use the savings to maintain a roster of 14 part-time firefighters that are paid hourly rates to provide 24/7 staffing. The District Board also voted to place a second increase of the Special Fire Tax on the June 2016 ballot that would have increased revenues to cover full response services for full time, fully staffed fire department and not a volunteer department. The proposed measure would have increased residential property tax from \$100 to \$500 and was set to increase the District's annual revenue from \$550,000 to \$1.2 million. Measure C-16 failed, with two-thirds of residents voting no.

The Cayucos Fire Protection District Board currently retains authority for determining level of service, funding proposals and adoption of codes and ordinances appropriate to their powers as a Special District under State Law. However, in light of the financial concerns, inability to retain local volunteers, and increased training costs, the District submitted a resolution of application to LAFCO to dissolve the District. The Plan for Services submitted by the District envisions the County Fire Department/CalFire providing fire protection services to the community of Cayucos.

County Loan

As stated above, on November 6, 2012, the District sought and received voter approval for an increase in the Special Fire Tax revenue to help alleviate some of the District's financial difficulties. This was a significant increase and at the time, the District believed it would be sufficient to support the District's expenses going forward. The difficulty, however, was that the District would not begin to receive this enhanced level of revenue until October of 2013, which was not soon enough to alleviate the current year's fiscal distress. On February 26, the Board of Supervisors approved a five-year line of credit for the Cayucos Fire Protection District, not to exceed \$250,000 annually. The line of credit began in FY 2012-13 and ends in FY 2017-18. As the loan ends in FY 2017-18, after the current fiscal year, the Cayucos Fire Protection District will no longer owe on the loan. At the time the line of credit was approved by the Board, the District anticipated needing approximately \$200,000 in the first year and progressively lesser amounts in each subsequent year. Due to the increase in the Special Fire Tax rate passed by residents of the District in November of 2012, the District's total revenue (which includes property tax, as well as other revenue sources) was projected to increase by \$200,000—approximately 66 percent—beginning in FY 2013-14. Therefore, when the loan agreement ends this year, it was anticipated that the District would no longer need to use County funds to balance its operating budget and would once again be able to contribute to its capital reserve account. Instead, the District has chosen to pursue dissolution.

II. Cayucos Fire Protection District Dissolution Application

The Cayucos Fire Protection District (District) filed a dissolution application with the San Luis Obispo - Local Agency Formation Commission (LAFCO) on September 12, 2017. The reasons for the dissolution as stated by the District are a lack of available volunteer staff and limited revenues to pay for services. In FY 2016-17, the District received \$568,905 in annual revenue through property taxes and a special tax, \$20,484 from Public Facility Fees, and \$39,817 from other revenue sources for a total of \$639,206 of revenue. Costs for providing fire services continue to grow and the funding has not increased to keep pace.

The District's application proposes that the responsibility for fire and medical response services be transferred to the County of San Luis Obispo. Under California state law, the provision of fire protection services in the unincorporated area of a county is a discretionary activity. As such, action on the District's requests requires a formal decision of the County Board of Supervisors. On October 11, 2017, the County formally requested that LAFCO pause consideration of the District's application for dissolution to allow the Board of Supervisors time to agendaize a discussion on the Districts' request. LAFCO has currently placed the application on "hold" until more information about the level of service is available from the County. Before LAFCO can make a decision regarding the dissolution, they need the County Board of Supervisors to specify the level of service, if any, the County will provide if the Fire District is dissolved.

The most recent status report on the Cayucos Fire Protection District Dissolution from LAFCO is included as Attachment 1. More information about the dissolution process for the Cayucos Fire Protection District is outlined in Attachment A - Draft Dissolution Process Guide of Attachment 1.

III. County's Mandated Responsibility

Pursuant to Government Code section 57451, if the Cayucos Fire Protection District were to dissolve, the County would become the "successor" agency. In this role, the County would take possession of the District's assets and liabilities "for the purpose of winding up the affairs of a dissolved district." This is the limit of the County's mandated responsibility. The County is not mandated to provide fire protection service to the community of Cayucos if the District dissolves. Under state law, counties may choose to provide fire protection services, but are not mandated to do so, nor are counties liable if they do not provide fire protection services (Government Code section 850). Fire protection services are therefore a discretionary activity of the County Board of Supervisors. Based on this, County Fire staffing in San Luis Obispo County varies considerably from one part of the unincorporated area of the county to another.

IV. Countywide Fire Protection Service

Contract with CAL FIRE

CAL FIRE has had a cooperative agreement with the County of San Luis Obispo since 1930 to be the County Fire Department. All State and County funded resources under the control of the San Luis Obispo Unit (SLU) are leveraged to provide the most efficient fire protection delivery system. The County Fire Department is responsible for providing fire and related emergency services for all the unincorporated areas in the county not served by a city, or a special district. Currently, the County Fire Department operates out of 15 fire stations providing service to an area of over 3,200 square miles. These fire stations include nine County-owned facilities and six State-owned facilities. Fourteen of the stations are staffed seven-days-per-week with full-time staff. Morro-Toro Station 14 and Oak Shores Station 34 remain volunteer stations, with Paid Call Firefighters (PCFs) responding to incidents, supported by full-time staff from other stations. Three stations (Cambria Station 10, San Luis Obispo Station 12, and Shandon Station 51) are staffed under what is known as an Amador Plan, where the State pays staffing costs during fire season and the County pays staffing costs during non-fire season.

The CAL FIRE contract covers the standards of service provided and reimbursement of CAL FIRE for personnel or other expenditures incurred on behalf of the County in the delivery of the services. The County primarily provides funding for fire protection from the General Fund, Proposition 172-Public Safety Sales Tax revenues and fees for services. The most recent renewal agreement was approved by the Board on January 23, 2018 for cooperative fire

protection services with CAL FIRE in the amount of \$82,227,069 for four-year period through FY 2017-18 through FY 2020-21.

Attachment 4 provides a breakdown of the funding, staffing, and apparatus by stations that our included in the County's Contract with CAL FIRE. The Scope of Services of the contract with CAL FIRE is included as Attachment 5.

Staffing and Engine Models

The current staffing models for CAL FIRE managed fire stations vary widely throughout the county based on service needs. Depending on location, staffing in fire stations in San Luis Obispo County rely on a cross between full-time firefighters, reserves and paid-call firefighters (PCF). Staffing is scaled to match the local conditions, available funding and policy direction.

Amador Plan: During the non-fire season, seasonal firefighters are laid off and CAL FIRE wildland engines would normally be unstaffed and out of service. The Amador Plan, within limits, authorizes CAL FIRE to provide state funded personnel to staff fire stations and respond to emergencies 24/7 during the non-fire season for the benefit of local government if local government agrees to reimburse them for extraordinary costs. The cost benefit to local government is significant. CAL FIRE essentially funds the cost of the full time engine company officer and local government funds the costs retaining firefighters for 24/7 staffing.

Paid Call Firefighter (PCF): PCFs augment the response in most every CAL FIRE managed fire station with some exceptions. Oak Shores (FS 34) and Morro-Toro (FS 14) are PCF only (there is no full time staff assigned); La Panza (FS 41) and Las Tablas (FS 35) do not have a PCF company assigned (CAL FIRE full time and seasonal FF'ers only).

Paramedics: Paramedics firefighters are assigned to 3 of the 21 CAL FIRE stations. Nipomo (FS 20), Mesa (FS 22), and South Bay - Los Osos (FS 15) have paramedics assigned. Paramedics firefighters respond on fire apparatus and perform dual duties as firefighters and paramedics. Assignment of paramedics on fire engines is based on advanced life support (ALS-Paramedic) service delivery standards developed by the County's Local Emergency Medical Services Agency (LEMSA) in concert with ambulance deployments.

There are three different engine models used in the San Luis Obispo Unit (SLU) to cover fire stations:

County Engine: A county-owned structural fire engine with two fire fighters covered 24/7 @ 12 months. There are 10 of these engines in the county. All staff is paid for by the County. These engines stay within the county full time. These apparatuses carry additional rescue equipment such as the "Jaws of Life", rope rescue equipment for cliff rescues, and other equipment needed for structure fires. These engines can be utilized on wildland fires with limited capabilities.

State Engine: A state-owned wildland fire engine with three firefighters covered 24/7 @ 7 months. There are 12 of these engines during peak staffing. These engines will be called upon to respond to incident state wide. Based on activity and availability, they may not be back filled. All staff is paid by the County. These apparatuses DO NOT carry additional rescue equipment such as the "Jaws of Life", rope rescue equipment for cliff rescues, or other equipment needed for structure fires. These engines are effective for small structure fires, but have very limited capabilities on commercial or large residential structure fires.

Amador Engine: A County-owned structural fire engine, or a state-owned wildland fire engine with two or three

firefighters covered 24/7 @ 5 months. This staffing model is used when the state engines are not staffed. There are three of these engines: Shandon (FS 51), Cambria (FS 10), and San Luis (FS 12). CAL FIRE essentially funds the cost of the full-time engine company officer and local government funds the costs retaining firefighters for 24/7 staffing. These engines may be called upon to respond to incident state wide, but will be back filled.

Fire Engine Capabilities

Engine Type	Structure	Wildland
Pump (GPM)	1000	500
Water Tank	500	500
Ladder	24'-35'	16'
Supply Hose	1000'	500'
Master Stream (500 GPM)	yes	no

As stated above, Attachment 4 provides a breakdown of the funding, staffing, and apparatus by stations that our included in the County’s Contract with CAL FIRE.

Northern Coastal Area Served By County Fire

The northern coastal area served by County Fire (from Ragged Pt. to San Luis Obispo) consists of the communities of Ragged Point, San Simeon, Cambria¹, Harmony, Cayucos, and Charro. The population served is roughly 5,536 with just over 2,764 buildings within 50 miles of coastline.

There are three CAL FIRE/County fire stations that serve these areas: Station 10, Station 11, and Station 12. These stations are owned by the State and provide a State engine during fire season. Stations 10 & 12 are Amador staffed and Station 11 is closed during the winter period.

STATION 10 (State Station with County Amador)

Location: 6126 Coventry Lane Cambria, CA 93428

The area served by Cambria Fire Station 10 is primarily rural with exception of San Simeon Community Services District, which has an urban demographic with several hotels and visitor-serving commercial businesses. Automatic aid agreements are in place with the Cambria Community Service District and California State Parks-Hearst Castle Fire Department. Lands within the Cambria CSD are classified as State Responsibility Area, CAL FIRE shares wildland fire responsibility with the CSD. Special hazards include coastal incidents and cliff rescues, as well as a large mobile population due to Hearst Castle and other tourist destinations. Hearst Castle, while served by a state parks fire protection unit, is the responsibility of County Fire. Staffing at this station includes one company officer/operator and two firefighters every day during fire season. During non-fire season, the County funds a cooperative Amador agreement with CAL FIRE to provide one company officer and two firefighter 24 hours a day.

STATION 11 (State Station – Closed during non-fire season)

Location: 108 Chaney Cayucos, CA 93430

¹ Outside the Cambria Fire Protection District

The area served by Cayucos Fire Station 11 is made of two distinct demographics: the area within the Cayucos FPD is primarily urban, and the area outside is rural. Staffing at this station includes a CAL FIRE funded company officer/operator and two firefighters during fire season. During non-fire season, the station is closed. Special hazards include ocean and cliff rescues from Morro Bay to Cambria.

STATION 12 (State Station with County Amador)

Location: 635 North Santa Rosa Street San Luis Obispo, CA 93405

The area served by San Luis Obispo Fire Station 12 has a mixture of urban, suburban and rural areas. The station provides protection to several significant complexes including Cuesta College, the County Operational Center, Sheriff's Office and County Jail, Juvenile Center, Camp San Luis Obispo National Guard Post, and Cal Poly State University. Station 12 has automatic aid agreements with the City of San Luis Obispo and California Men's Colony Fire. Additionally, the station provides response for Highway 1 north of San Luis Obispo to Cayucos. Staffing at this station includes a CAL FIRE-funded company officer/operator and two firefighters during fire season. During non-fire season, the County funds a cooperative Amador agreement with CAL FIRE to provide one company officer and one firefighter 24 hours a day.

There are two other fire agencies in the North Coast: City of Morro Bay (Station 53) and the Cambria Community Services District (Station 57). Both agencies staff a structure engine with four firefighters 24/7. Both agencies provide Advanced Life Support (ALS).

V. Cayucos Fire Protection District (Station 56) Current Service Level

The District is currently responsible for providing fire protection and emergency medical services to the community of Cayucos and the surrounding area, and responds to over 300 calls for service a year. They staff one fire station at the corner of Cayucos Drive and Ash Avenue (Station 56). A three member elected board of directors manages District affairs. The District is staffed by volunteer and reserve firefighters (It also has a Fire Chief, and two Assistant Fire Chiefs, Captain and a Secretary). The District currently has approximately six volunteers from the Cayucos community. The remainder of the staff is reserves and volunteer firefighters from other fire departments or live outside the community of Cayucos. In order to maintain consistent response for the community, these firefighters from other agencies sign up for scheduled shifts at the District Station. The District pays a stipend to attract individuals from these outside agencies; and must pay the highest stipend (in the county) to attract enough personnel to cover shifts. Even with this stipend, the District sees firefighters committed to their "home" fire departments and/or being used for long term fire assignments which results in these individuals being unable to cover the shift they committed to at the District. These situations usually occur at the last moment which results in a lack of coverage at the Cayucos Fire Protection District Station. The District's goal is to staff the fire engine with two persons 24 hours a day. It also strives to have an additional qualified person as the department duty officer.

VI. Service Level Options

Attachment 2 provides an overview of the options the Board of Supervisors can chose from regarding the level of fire service the County, as the successor agency, would provide to the community of Cayucos if the Cayucos Fire District were dissolved.

Before reviewing the service level options, there are a number of elements to consider:

County Service Area 10

If the Board of Supervisors were to choose to provide a level of service beyond the service currently provided from CAL FIRE Station 11, LAFCO has suggested that the County could choose to activate County Service Area (CSA) 10 in Cayucos to administer the resources that would be inherited from the dissolving district. CSA 10 is already on the books and already has boundaries similar to the existing district. This would require LAFCO approval and could be done as part of the dissolution process.

Revenue Transfer

If the Board elected to take on fire protection services in Cayucos, the majority of revenues received by the District would be available to fund operations. In FY 2016-17, the District received \$568,905 in total combined Property Tax, Fire Special Tax, and Weed Abatement Tax and \$70,301 in other revenue for a total of \$639,206. There are a few line item revenue accounts that would likely not be available to fund County operations. For example in FY 2016-17, the District collected approximately \$7,200 in rent from two utility companies renting space in the building. These companies are no longer tenants and depending on the choice, it is unlikely this revenue source would be available. In addition, the Public Facility Fire Fees that are collected by the District would be available to the County. Public Facility fees are collected to offset the costs associated with providing new public facilities to accommodate new growth and development.

The chart bellows shows the revenue trends over the last four years.

Revenue	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Property Tax	230,410	247,229	263,255	283,134
Fire Special Tax	258,275	259,665	261,981	268,464
Weed Abatement Tax	15,530	13,809	15,821	17,307
Total Tax	504,215	520,703	541,057	568,905
Public Facility Fees	18,656	29,686	13,726	30,484
Other Sources	17,858	34,016	26,149	39,817
TOTAL	540,729	584,405	580,932	639,206

For the purposes of this report, the analysis of options includes annual revenue of \$601,522 that would be available to fund operations if the County were to take over fire services. This figure was arrived from the FY 16-17 total revenue of \$639,206 and removing the Public Facility Fee revenue as this would only be available to expand facilities to accommodate new growth and development and removing \$7,200 in revenue received from rent that would likely not be available to fund County operations.

Use of the District's Existing Assets

If the County were to become the successor provider of fire protection services, the County would inherit all of Cayucos Fire's equipment, apparatus, and facilities. Any assets transferred to County Fire would need to meet current applicable standards. This could mean required repairs, retrofitting, replacement, or disposal of equipment, including radio equipment, Self-Contained Breathing Apparatus (SCBA), and Personal Protective Equipment (PPE). Included in the options below are rough estimates for one-time expenses for equipment.

County Fire would need to assess the usability of the dissolving District's existing vehicles, which include two engines, a light rescue vehicle, and a utility vehicle. These vehicles are up for replacement. If the Board chooses Option 1 outlined below, a Type I structure engine and equipment would need to be purchased at an approximate cost of \$756,000. The cost of the replacement engine is included in Option 1.

In addition, if the Board chooses Option 1, the District's existing station house, Station 56, in downtown Cayucos, would require substantive remodel and/or renovation in order to accommodate daily staffing of two to three firefighters. At the same time, it is anticipated that the County would inherit little or no capital reserve from the dissolving district. County Public Works Department in coordination with Vanir Construction Management, Inc., conducted a Facility Condition Assessment (FCA) on Station 56 on September 1, 2017. In addition, a supplementary cost estimate was conducted for a necessary renovation, including an expansion/remodel, to Station 56 in order to fully staff the station as outlined in Option 1 below. The estimate for the FCA repairs totals \$225,000 and can be spread over 10 years, based on CAL FIRE's recommendation of priority/useful life remaining or done all at the time of acquisition by the County. The estimate for the renovation totals \$890,000. It should be noted that this is a rough estimate. If the Board chooses Option 1, design work and more detailed estimating will need to be done for the proposed expansion and renovation. Although this is a rough estimate, the total of \$1,115,000 is included as a one-time cost for facility repair/renovation in Option 1.

Engine Type

As stated above, CAL FIRE utilizes two types of engines, a Type 1 - Structure Engine and a Type III - Wildland Engine. A County-owned structural fire engines carry additional rescue equipment such as the "Jaws of Life", rope rescue equipment for cliff rescues, and other equipment needed for structure fires. These engines can be utilized on wildland fires with limited capabilities. State-owned Type III - Wildland Engines are specifically designed to assist in fighting wildfires and do not carry additional rescue equipment such as the "Jaws of Life", rope rescue equipment for cliff rescues, or other equipment needed for structure fires. These engines are effective for small structure fires, but have very limited capabilities on commercial or large residential structure fires.

At this time, Station 11 cannot house a Type 1 - Structure Engine therefore only Option 1 includes this type of engine.

Estimated Expense

County staff has provided estimates for the annual operating expense and one-time/other costs associated with each option. There is an opportunity for the one-time/other costs associated with each option to be spread over multiple fiscal years. In addition, Station 11 is a State-owned facility and is scheduled to be remodeled with a date uncertain, likely within the next 5 years. Once the state remodel is complete, there is a potential Station 11 could house a Type 1 - Structure Engine. At that time, all staff could move to Station 11 but if that were to occur there would be a one-time start up expense to accommodate a Type I Engine at CAL FIRE Station 11, start up and maintenance expense to support existing equipment and apparatus, plus the replacement cost of a Type 1 - Structure Engine. However, under this scenario, there may be an opportunity to significantly reduce the cost of the expansion/remodel costs for station 56 outlined if there is an assumption that staff will move to Station 11 after the remodel.

Service Level Options

Currently, the Board of Supervisors for the County of San Luis Obispo establishes the desired level of service then provides direction and receives input from the Chief of CAL FIRE/SLO on achieving that service level. As such, Attachment 2 provides a summary of the analysis and service level options developed by the County Fire Chief. The table below provides an overview of each of the options outlined in Attachment 2.

Table 1: Summary of Service Level Options

Options	Annual County GF Expense	Other Potential Costs (GF Expense)	Engine Type	Staffing Overview
Option 1 Full-Time, Year-Round Staffing at Station 56	\$912,162	\$1,871,000	Type I – Structure Engine	<u>Year-round</u> Provides consistent 24/7 service, and guarantees coverage
Option 2 Three-Person Amador Staffing With Fire Prevention Officer at Station 11	\$77,128	\$25,000	Type III – Wildland Engine	<u>Winter Months</u> During winter months, wildland engine will continue to be staffed under the Amador Agreement with three firefighters 24/7. Improved emergency response to Cayucos and surrounding areas which are existing County Fire responsibility during winter months only as this station is normally closed. <u>Summer Months</u> Emergency response will only be provided if state engine(s) are available during the summer months.
Option 3 Two-Person Amador Staffing With Fire Prevention Officer at Station 11	\$(136,250)	\$25,000	Type III – Wildland Engine	<u>Winter Months</u> During winter months, wildland engine will continue to be staffed under the Amador Agreement with two firefighters 24/7. Improved emergency response to Cayucos and surrounding areas which are existing County Fire responsibility during winter months only as this station is normally closed. <u>Summer Months</u> Emergency response will only be provided if state engine(s) are available during the summer months.
Option 4 Close Station 56 and respond from Station 10, 11, or 12	\$0	\$0	Type III – Wildland Engine	<u>Winter Months</u> Coverage only from Station 10 or 12 <u>Summer Months</u> Emergency response will only be provided if state engine(s) are available during the summer months.

The Board of Supervisors could also choose one of the options with the condition that there is enough revenue to offset County expenditures. LAFCO could condition the dissolution be completed based on the passing of an additional tax needed to fund the service.

In addition, the Board of Supervisors could choose one of the options above with an additional direction to County staff to coordinate an analysis of countywide fire services, including an analysis on forming a countywide fire district. Related to this potential direction, County staff was recently notified that LAFCO is scheduled to conduct a countywide fire services study session on March 15, 2017. The study session will provide an overview of the fire services provided on a countywide basis with the goal to better understand the fire services provided to various parts of the county. The dissolution proposal from the Cayucos Fire Protection District has generated interest on the topic of future fire services and governance.

Once the Board of Supervisors provides direction regarding the level of fire service the County, as the successor agency, would provide to the community of Cayucos if the Cayucos Fire Protection District were dissolved, County staff will notify LAFCO of the Board directed service level option. LAFCO will proceed with the dissolution determination and process and can choose one of the paths outlined below.

- A. *LAFCO could proceed with dissolution.* The County would wind up the affairs of the District and it would cease to exist.
- B. *LAFCO could deny the dissolution request.* In this scenario, the District could continue to operate as best it can for as long as it can.
- C. *LAFCO could condition dissolution on a successful Prop 218 vote.* LAFCO could set a condition that the residents of the district must pass an increase in the fire special tax before dissolution would be granted. The aim would be to ensure sufficient funding for services exists before responsibility is passed on to a successor agency.

OTHER AGENCY INVOLVEMENT/IMPACT

The Cayucos Fire Protection District filed a dissolution application with the San Luis Obispo - Local Agency Formation Commission (LAFCO) on September 12, 2017. The San Luis Obispo LAFCO processes the application and approves, modifies, conditions or denies the proposal to dissolve the district.

The Auditor-Controller-Treasurer-Tax Collector-Public Administrator, Public Works, and County Counsel provided information to assist in the preparation of this report. County Fire/CAL FIRE provided the attached analysis and service level options based on an assessment of the needs of the community of Cayucos.

FINANCIAL CONSIDERATIONS

Depending on Board direction, there may be a General Fund impact. If the Board chooses, Option 1 or 2 there will be a General Fund Impact. Based on initial estimates, Option 3 will not have a current impact to the General Fund.

Option 4 will not have a General Fund impact. If the Board directs staff to conduct an analysis of countywide fire services, staff will have to return to the Board with an estimated financial impact.

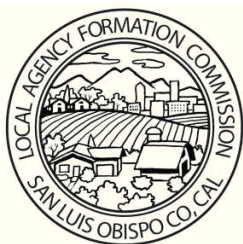
Depending on Board direction, the current CAL FIRE contract may have to be amended. As stated above, the most recent renewal agreement was approved by the Board on January 23, 2018 for cooperative fire protection services with CAL FIRE in the amount of \$82,227,069 for four-year period through FY 2017-18 through FY 2020-21. Of the total contract amount, \$19,167,735 is included in the FY 2017-18 adopted budget. Of the total for FY 17-18, \$3,611,680 is offset with revenue from existing cooperative fire protection service agreements. The remaining \$16,175,648 is funded by the County General Fund, grant proceeds, Prop 172 Sales Tax revenues, fees and other revenue sources. The FY 2017-18 adopted County Fire Department level of General Fund support totals \$15,564,508.

RESULTS

By providing direction regarding the level of fire service, the County, as the successor agency, would provide to the community of Cayucos if the Cayucos Fire District were dissolved allows LAFCO to make a decision regarding the dissolution in an informed manner.

ATTACHMENTS

1. Attachment 1 - November 16, 2017 LAFCO Staff Report
2. Attachment 2 - Service Level Options
3. Attachment 3 - Current Response Times - Station 56 and Station 11
4. Attachment 4 - County Fire Stations
5. Attachment 5 - Exhibit E Scope of Services
6. Attachment 6 - Timeline of Events
7. Attachment 7 - PowerPoint Presentation



LAFCO - San Luis Obispo - Local Agency Formation Commission
SLO LAFCO - Serving the Area of San Luis Obispo County
www.slolafco.com – 805.781.5795

COMMISSIONERS

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Public Member

STAFF

DAVID CHURCH
Executive Officer

RAYMOND A. BIERING
Legal Counsel

MIKE PRATER
Senior Analyst

DONNA J. BLOYD
Commission Clerk

TO: MEMBERS, FORMATION COMMISSION

FROM: DAVID CHURCH, EXECUTIVE OFFICER (DC)

DATE: NOVEMBER 16, 2017

SUBJECT: STATUS REPORT-CAYUCOS FIRE PROTECTION DISTRICT DISSOLUTION LAFCO FILE NO. 2-R-17 (INFORMATION ONLY)

RECOMMENDATION. It is respectfully recommended that your Commission receive and file this status report.

DISCUSSION: The Cayucos Fire Protection District filed a dissolution application with the Executive Officer on September 12, 2017. The attached Draft Dissolution Process Guide (Attachment A) is intended to provide information about the process.

The reasons for the dissolution as stated by the Fire District are a lack of available volunteer staff and limited revenues to pay for services. LAFCO Staff has been working with the Fire District staff and the Community regarding the possible dissolution since 2015. The future services to be provided to Cayucos if the District is dissolved are being analyzed. A number of questions need clarification before LAFCO can make a decision regarding the dissolution in an informed manner. A public hearing will be scheduled when this information is available. Noticing will also be completed prior to the Public Hearing. The LAFCO website (www.slolafco.com) contains additional information:

Attachments

A: Draft Dissolution Process Guide

B: Draft Frequently Asked Questions

LAFCO Website:
www.slolafco.com under the current project tab

- CFPD Application for Dissolution to LAFCO
- CFPD Resolution of Application
- CFPD Plan for Services
- CFPD Proposed Budget
- October 19, 2017 Status Report
- November 16, 2017 Status Report
- Draft Frequently Asked Questions

The dissolution process involves the following steps:

- The application was submitted to LAFCO on September 12, 2017. The Resolution of Application was approved by the Fire District Board of Directors on July 6, 2017.
- The application has been referred to several agencies including: Assessor's Office, CAO's Office, Clerk's Office, County Public Works, County Planning, CALFIRE, and APCD.
- A 30-day information hold letter has been prepared and sent to the District on October 2, 2017. This places the application on hold until the requested information is submitted and the Plan for Services is revised by the District and County. The Plan should outline the terms and conditions for the County to take over fire services and define the level of service and funding costs. An annual audit was also requested.
- The application is being reviewed and a Staff Report is being prepared. A tentative hearing date has not been set yet. The application will remain on hold until the information requested is submitted to LAFCO. The County has also requested a pause to discuss the service issues raised by this possible dissolution.
- Postcard notices must be sent at least 21-days in advance of the hearing. These will be sent to landowners and registered voters. LAFCO intends to complete individual noticing to all registered voters, residents and landowners. This exceeds noticing requirements.

Summary. If dissolved, the County would be the successor agency and County Fire would be the service provider. The District currently receives approximately \$550,000 in annual revenue through property taxes and a special tax. Costs for providing services continue to increase and the funding has not kept pace. The changing demographics of the town have played a role as well with fewer people being available for volunteer service. It should be noted that this is a problem around the State and for other jurisdictions which depend on Volunteer Fire Departments.

Attachment A

Draft Dissolution Process Guide

A-2-3

2017

San Luis Obispo
Local Agency Formation
Commission SLO LAFCO

Contact: David Church
LAFCO Executive Officer
805.781.5795
www.slolafco.com

**DISSOLUTION PROCESS FOR
CAYUCOS FIRE PROTECTION DISTRICT**

DRAFT

C-2-4

A-2-4

Dissolution Process

Applicable Laws:

- Health & Safety Code 13800 – 13970 – Fire and Fire Protection
- Government Code 56000 et al. - Cortese-Knox-Hertzberg Act
- Proposition 218 – Funding Laws
- California Environmental Quality Act (CEQA)

Agencies Involved:

- *Local Agency Formation Commission (LAFCO)*: Processes the application and approves, modifies, conditions or denies the proposal to dissolve the District.
- *Cayucos Fire District*: Provides technical information and background regarding fire services in Cayucos. Potentially act as applicant through Resolution of Application.
- *County Fire/CALFire*: Provides technical information and background regarding fire services in Cayucos and designated as the successor agency for winding up the affairs.
- *County of San Luis Obispo Assessor's Office*: Responsible for identifying and verifying landowners, assessed value and acreage within the boundaries. Verifying any landowner protests submitted.
- *County of San Luis Obispo Clerk-Recorder Office*: Conducts any necessary elections regarding the option chosen to move forward with the District, if necessary. Provide the list of registered voters within the District boundaries. Verifying any registered voter protests within the boundary of the District.

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1. Introduction

The governance options for the Cayucos Fire Protection District are guided by a process outlined in the Cortese-Knox-Hertzberg Act Government Code 56000, et al. The San Luis Obispo Local Agency Formation Commission (SLOLAFCO) considers the application for dissolving the District under the Cortese-Knox-Hertzberg Act.

The Cayucos Fire Protection District was formed by petition and Board of Supervisors resolution in 1948 as a registered voter district. The District has provided fire protection and emergency first aid to area residents since that time by way of an all-volunteer company. A three member elected board of directors manages District affairs. The District has a number of active firefighters who are paid hourly rates for calls and drills. It also has a Fire Chief, and two Assistant Fire Chiefs who are salaried. The staff also includes two a Captain and a Secretary. The district responds to approximately 300 to 325 calls each year.

Since 2006, an agreement between the Cayucos Fire Protection District and CalFire has funding the cost to keep the seasonal CalFire station in Cayucos staffed year round. In November of 2012, Cayucos passed an extension of an existing tax of \$25 per parcel to fund services (Measure C), however the District budget continues to exceed their revenues. As costs increase in the future and revenues remain relatively flat, the District will continue to be financially challenged. Cayucos does not have a sustained funding source to continue the AMADOR Contract. In addition, the fire district has had difficulties recruiting staff to man the operations at regulatory service levels.

The Amador Plan enables local governments to contract with CalFire to keep a CalFire facility staffed and ready for response during the non-fire season. The local agency must reimburse CalFire for any added costs associated with this service (Public Resources Code 4144). The Amador Plan maintains CalFire presence in the local community year-round; it does not transform the CalFire mission from wildland to structural fire protection, nor does it increase the level of service beyond CalFire's normal operation. Under the Amador Plan, contracted CalFire resources are still under State control and subject to redeployment in other locations; however, CalFire is obligated to backfill vacated Amador Plan stations as a priority.

The Cayucos Fire Protection District Board currently retains authority for determining level of service, funding and adoption of codes and ordinances appropriate to their powers as a Special District. However, in light of the financial concerns the District has submitted a resolution of application to the dissolve the District. The Plan for Services submitted by the District envisions the County Fire Department/CALFIRE providing fire protection services.

2. Dissolution Process

The LAFCO process involves a Resolution of Application submitted by the District, Review and Analysis by LAFCO, Noticing and Public Hearing, LAFCO decision, and if approved a Protest procedure. These steps are discussed in more detail later in this document. LAFCO will also conduct a Status Report/Study Session(s) that are informational only and provide the public and Commission with the opportunity to understand the process and the issues. The Commission may approve, modify, condition, or deny the proposal. If LAFCO approves the application, the Protest Process is then conducted.

LAFCO approval of the dissolution would likely include terms and conditions to substantiate the County's level of service to the Cayucos Community. If dissolution is completed the County Fire Department's service area would include all of the Cayucos Fire District area. The County Board of Supervisors will consider the level of services to be provided to the Cayucos Community prior to LAFCO making its decision. If the District is dissolved, the assets and property taxes that fund the District would be transferred to the County to provide fire services.

Government Code 56035. Dissolution means "the dissolution, disincorporation, extinguishment, and termination of the existence of a district, and the cessation of all its corporate powers, except as the commission may otherwise provide pursuant to Section 56886 for the purpose of winding up the affairs of the district."

Initiation of Proceedings

Resolution of Application to LAFCO:

Proceedings for dissolution of a district may be initiated by petition or resolution of the governing body of an affected local agency or school district. On July 6, 2017, the Fire District Board adopted a Resolution of Application and Plan for Services requesting LAFCO to consider the dissolution of the fire district. The application was submitted to LAFCO on September 12, 2017.

Application Content

Whether it's by Petition or Resolution the application shall include the following information:

- (a) A petition or resolution of application initiating the proposal.
- (b) A statement of the nature of the proposal.
- (c) A map and description, acceptable to the executive officer, of the boundaries of the subject territory for each proposed change of organization or reorganization.
- (d) Any data and information as may be required by any regulation of the commission.
- (e) Any additional data and information, as may be required by the executive officer, pertaining to any of the matters or factors which may be considered by the commission.

- (f) The names of the officers or persons, not to exceed three in number, who are to be furnished with copies of the report by the executive officer and who are to be given mailed notice of the hearing.

Typical information and data includes the assets and liabilities of the district, studies prepared regarding governance options, or funding mechanisms for service needs. A Plan for Services that outlines how fire protection services would be provided once the district is dissolved, the level of service and how much it will cost. The Commission can request other information it deems necessary for decision making.

3. Commission Proceedings

The applicants are required to file an application and fees (\$3,000) for processing the dissolution proposal. Once the application is submitted, LAFCO sends it to other County agencies for review, conducts a Status/Study Session, evaluates the proposal, prepares a staff report, and conducts public hearings with regard to the proposal. The application for dissolution would be analyzed per factors found in the Cortese-Knox-Hertzberg Act and a staff report with attached studies prepared for the Commission and the Public to consider in their deliberations. The analyses must also address the list of factors found in Cortese-Knox-Hertzberg Act under government code 56668.

After the dissolution proceedings have been initiated and the application accepted for processing, SLO LAFCO will conduct a noticed public hearing. After considering the information and hearing public testimony, the Commission may approve, modify, or deny the proposed dissolution. If it is approved, the Commission may adopt terms and conditions for the dissolution. Then the proposed dissolution is scheduled for a conducting authority (Protest) hearing. Protest forms are sent to each landowner and registered voter within the District's boundary. The Executive Officer conducts the Protest Hearing process; forms are submitted and tabulated

Noticing and Public Hearings. The CKH Act requires that noticed Public Hearings be scheduled and conducted. A 21-day notice prior to the hearing must be completed. If the boundaries of the proposed District contain more than 1,000 landowners and/or registered voters, the CKH Act provides that a 1/8 page notice may be published in the newspaper at least 21 days before the public hearing in-lieu off a direct mailing. The proposed boundaries of the Cayucos Fire District contain over 1,000 land owners and registered voters. However, SLO LAFCO intends to take additional noticing measures, including; direct email noticing and direct mail postcards to property owners and registered voters and use of an email list serve. A newspaper advertisement will also be placed.

Terms and Conditions GC 56885-56886. This section of the Cortese-Knox-Hertzberg Act authorizes LAFCO to establish conditions of approval regarding a variety of issues that apply to the dissolution of the District. The Commission may consider conditions of approval that are supported in light of the record presented. Terms and conditions are usually recommended to address the assets and/or liabilities of the district.

4. Conducting Authority (Protest) Proceedings

If LAFCO approves the application, the LAFCO Executive Officer (EO) conducts the Protest Hearing process for the dissolution of the District. As allowed by the Cortese-Knox-Hertzberg Act, the Commission has delegated the completion of the Protest Process to the EO (GC 56029 and 57000(c)). The following steps and procedures are followed:

1. The EO sets the proposal for protest hearing within 35 days of the Commission's resolution date and gives notice.
2. The date of the hearing shall not be less than 21 days nor more than 60 days after the date the notice is given and shall be:
 - a. Published in a newspaper of general circulation;
 - b. Posted near the hearing room door; and
 - c. Mailed to each landowner and registered voters within the boundary of the District, to affected agency which contains territory or whose sphere of influence contains territory within the proposal, the Executive Officers of other affected LAFCOs, chief petitioners if any, persons requesting notice, and landowners within territory to be dissolved (57001, 57002 and 57025).
3. The EO conducts Protest Hearing at the noticed place, time, and date. The hearing may be continued for up to 60 days. Any written protests must be filed or withdrawn with the EO prior to the conclusion of the hearing. The forms must be signed, have the signature date, and address or location of the property. The value of written protests must be determined and action taken by LAFCO resolution to order the change, with or without an election, or terminate proceedings.
4. The EO shall perform all Conducting Authority Proceedings in accordance with the provisions of the Cortese-Knox-Hertzberg Act. Only written protests with the required information submitted prior to the close of the Protest Hearing shall be considered valid.
5. The Commission delegates to the EO the authority to act on matters related to the implementation of the Conducting Authority responsibilities as applicable and appropriate.
6. The dissolution shall be approved if less than 25% of the registered voters or landowners who own 25% of the assessed value file written protests. If the protests are between 25% and less than 50% of the registered voters the dissolution will be subject to a vote of the registered voters within the area. If 50% or more of the registered voters file a written protest the dissolution is terminated. If at least 25% of the property owners who own at least 25% of the assessed value of land protest the dissolution, then

LAFCO's action shall be subject to a vote of the registered voters. (GC 57077.1 or GC 57077.2).

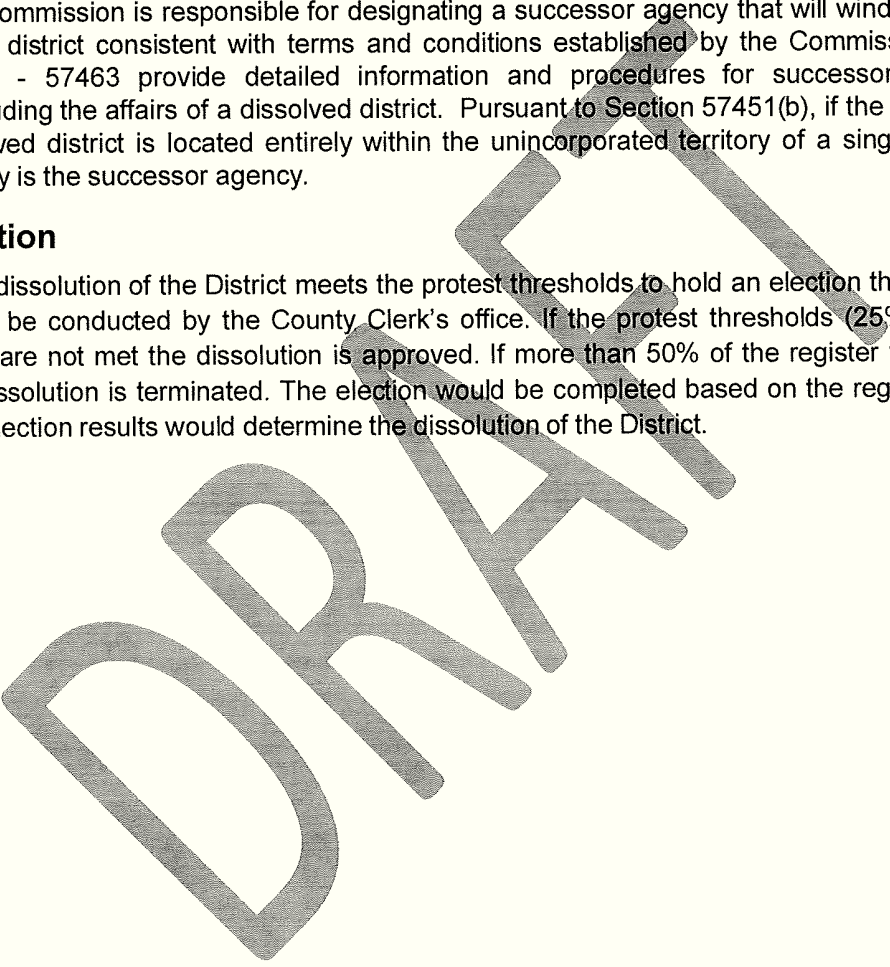
5. Concluding Steps

Concluding the Dissolved District's Affairs

The Commission is responsible for designating a successor agency that will wind up the affairs of the district consistent with terms and conditions established by the Commission. Sections 57450 - 57463 provide detailed information and procedures for successor agencies in concluding the affairs of a dissolved district. Pursuant to Section 57451(b), if the territory of the dissolved district is located entirely within the unincorporated territory of a single county, the County is the successor agency.

Election

If the dissolution of the District meets the protest thresholds to hold an election then an election would be conducted by the County Clerk's office. If the protest thresholds (25%-to less than 50%) are not met the dissolution is approved. If more than 50% of the register voters protest, the dissolution is terminated. The election would be completed based on the registered voters. The election results would determine the dissolution of the District.



Attachment B

Draft Frequently Asked Questions

A-2-11

CAYUCOS FIRE DISTRICT DISSOLUTION PROCESS
Draft Frequently Asked Questions-November 16, 2017
(Note: All References are to the California Government Code (GC))

Service Questions

- **What are the current financial issues facing the District?**

The District's revenues continue to remain relatively static (unchanged) compared to expenses which are increasing faster than funding. This has created a situation that will not allow the District to sustainability provide services into the foreseeable future. The District does not have the financial reserves or additional revenues to purchase new equipment or maintain the existing facilities. Training costs continue to increase, making it more difficult for the District to make ends meet.

- **What are the current level of service issues facing the District?**

The District does not have adequately trained volunteer staff to respond to calls on a 24-hour seven days a week basis. For example, in October the District did not have a trained driver available for nine days. Also the District has only six volunteers/paid staff that resides in the Cayucos area. The balance of the District's Staff is reserves who reside in other areas of the County. This lack of consistent Staffing leads to service gaps over periods of time. These gaps may not be exposed because no calls were responded to during a particular time period.

- **What agency will provide fire and medical response services if the District is dissolved?**

The County Fire Department (through a contract with CALFIRE) would most likely provide fire and medical response services.

- **What level of service will the community of Cayucos receive if the District is dissolved?**

This question needs to be answered. The level of service is currently being analyzed and discussed by the District and County. The County Board of Supervisors will consider this question at a public meeting tentatively set for some time in January. LAFCo has placed the application on "hold" until more information about the level of service is available. LAFCo will conduct a public hearing once the level of service is defined.

- **If the District is dissolved, will the downtown station provide service?**

This question would be addressed in the level of service discussion. The LAFCO dissolution process will also review this issue and provide information about the downtown station and its future use.

CAYUCOS FIRE DISTRICT DISSOLUTION PROCESS
Draft Frequently Asked Questions-November 16, 2017
(Note: All References are to the California Government Code (GC))

LAFCo Process Questions

- **How was the district dissolution process started?**

The process to dissolve this special district was initiated by resolution of application by the Cayucos Fire Protection District. (**Government Code 56654**).

- **Can LAFCO deny a proposal to dissolve a special district?**

The Commission can approve or disapprove with or without amendment, wholly, partially, or conditionally, proposals for changes of organization (such as special district dissolutions) (**GC 56375(a)**)

- **Can LAFCO approve the dissolution of a special district without an election of the registered voters?**

If the Commission approves the dissolution, it is required to approve it without an election unless; written protests are filed at the Conducting Authority hearing (**GC 57176**). (See below)

- **What is a Conducting Authority hearing?**

The purpose of the conducting authority hearing is to allow registered voters and/or landowners within the district to formally “protest” Commission’s decision, if the dissolution is approved. The protest period is set after LAFCO approves the dissolution. A protest must be in writing and be submitted before the end of the conducting authority hearing (**57077**). A form is provided by LAFCo and the registered voters and land owners will have 30-45 days to submit the signed forms to LAFCO. The forms can be submitted prior to the hearing.

- **What are the results of the Conducting Authority protest process?**

The Dissolution is approved if: 1) written protests submitted by registered voters are less than 25% or, 2) if less than 25% of the landowners who own 25% of the land values in the area submit written protests.

An election by the registered voters on the question of dissolution would be held if: 1) at least 25%, but less than 50% of the registered voters submit written protests, or 2) more than 25% of the landowners who own 25% of the land value submit written protests. (**57077.1**)

The dissolution is terminated if more than 50% of the registered voters within the district submit written protests (**57078 (b)**).

CAYUCOS FIRE DISTRICT DISSOLUTION PROCESS
Draft Frequently Asked Questions-November 16, 2017
(Note: All References are to the California Government Code (GC))

- **When can written protests be filed?**

The Written Protest forms can be submitted during the protest time period after the hearing date is set. The written protests cannot be submitted until after the Commission adopts its resolution approving the dissolution and must be submitted prior to the end of the conducting authority protest hearing **(57051)**. There is no protest process if the dissolution is denied by LAFCO.

- **When is the conducting authority hearing held?**

The Conducting Authority (Protest) hearing is held 30 to 90 days after the Commission adopts its resolution making determinations **(57002 (a))**. The LAFCO Executive Officer sets the date for the Protest Hearing.

- **What noticing is LAFCO required to complete for the Conducting Authority (Protest) Hearing?**

Notice must be published in the newspaper of general distribution at least 21 days prior to the hearing **(56154)**.

Because the mailed notices would be more than 1,000, notice may instead be provided in a display advertisement placed in the newspaper of general distribution **56157 (g) & 65091(a) (3)**.

LAFCO has committed to providing direct mailing notices to all landowners, registered voters and residents. This exceeds the noticing requirements.

- **If an election is to be held on the dissolution, who sets the election date?**

The County of San Luis Obispo Board of Supervisors sets the date for the election. **57000 (d) (e) (f)**. The County Clerk would conduct the election pursuant to the election code. Register voters in the District's service area would vote on the question of whether to dissolve the District or not.

- **If dissolution occurs, what happens to the services provided by the District?**

Government Code Section **57451 (b)** indicates that for the purpose of winding up the affairs of the dissolved district, if the territory of the dissolved district is located entirely within the unincorporated area the County is the successor agency unless a new agency is formed.

Attachment 2

Option 1 Full-Time, Year-Round Staffing at Station 56									
Location	Station 56 – 201 Cayucos Drive Cayucos, CA 93430								
Annual Operating Costs	<table> <tr> <td>\$1,513,684</td> <td>Annual expense</td> </tr> <tr> <td><u>\$(601,522)</u></td> <td><u>District revenue</u></td> </tr> <tr> <td>\$912,162</td> <td>Annual County General Fund expense</td> </tr> </table>	\$1,513,684	Annual expense	<u>\$(601,522)</u>	<u>District revenue</u>	\$912,162	Annual County General Fund expense		
\$1,513,684	Annual expense								
<u>\$(601,522)</u>	<u>District revenue</u>								
\$912,162	Annual County General Fund expense								
Other Potential Costs	<table> <tr> <td>\$756,000</td> <td>Expense for replacement of a Type I Engine & Equipment</td> </tr> <tr> <td>\$40,000</td> <td>SCBAs and other equipment</td> </tr> <tr> <td><u>\$1,115,000</u></td> <td><u>Expansion/Remodel needed to allow for 24/7 staffing</u></td> </tr> <tr> <td>\$1,871,000</td> <td>County General Fund expense</td> </tr> </table>	\$756,000	Expense for replacement of a Type I Engine & Equipment	\$40,000	SCBAs and other equipment	<u>\$1,115,000</u>	<u>Expansion/Remodel needed to allow for 24/7 staffing</u>	\$1,871,000	County General Fund expense
\$756,000	Expense for replacement of a Type I Engine & Equipment								
\$40,000	SCBAs and other equipment								
<u>\$1,115,000</u>	<u>Expansion/Remodel needed to allow for 24/7 staffing</u>								
\$1,871,000	County General Fund expense								
Engine	Type 1 – Structure Engine								
Staffing	<p>Provides consistent 24/7 service, and guarantees coverage</p> <p>The County will staff one (1) Structure Engine 24/7 with two firefighters, housed at former CFPD Fire Station 56 in downtown Cayucos:</p> <ul style="list-style-type: none"> ○ 6.00 FTE CAL FIRE positions, year-round and operating costs ○ Includes Office Technician <p>CAL FIRE services provided under County contract:</p> <ul style="list-style-type: none"> ○ Chief officer coverage and management services ○ Fire investigations ○ Business safety inspections ○ Fire hydrant maintenance ○ Community CPR classes ○ Medical stand-by for special events ○ School fire prevention programs 								
Medical	Medical at Basic Life Support (BLS) Level								
County Fire Chief Service Level Analysis	<p>Benefits to the County will include an improved emergency response to Cayucos and surrounding areas which are existing County Fire responsibility. This is especially the case when state funded engines from Stations 10, 11, and 12 are dispatched to fires not on the North Coast leaving no engine coverage.</p> <p>This option utilizes a Structure engine designed and equipped for structure fires and technical rescues. Specifically, it carries a 24' ladder (Can reach a 2nd story window for rescue) and has a 1000 GPM Pump, robust enough to handle large commercial building fires.</p> <p>By operating out of CFPD station 56, response times in to downtown Cayucos will remain the same and Current ISO¹ Rating and Insurance Rates would likely be unchanged or improve.</p>								

¹ Insurance Service Office Rating determines the cost of fire insurance for the owner.

Option 2 Three-Person Amador Staffing With Fire Prevention Officer at Station 11							
Location	Station 11 - 108 Chaney Cayucos, CA 93430						
Annual Operating Costs	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: right;">\$678,650</td> <td>Annual expense</td> </tr> <tr> <td style="text-align: right;"><u>\$(601,522)</u></td> <td>District revenue</td> </tr> <tr> <td style="text-align: right;">\$77,128</td> <td>Annual County General Fund expense</td> </tr> </table>	\$678,650	Annual expense	<u>\$(601,522)</u>	District revenue	\$77,128	Annual County General Fund expense
\$678,650	Annual expense						
<u>\$(601,522)</u>	District revenue						
\$77,128	Annual County General Fund expense						
Other Potential Costs	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: right;">\$25,000</td> <td>Equipment</td> </tr> <tr> <td style="text-align: right;">\$25,000</td> <td>Total</td> </tr> </table>	\$25,000	Equipment	\$25,000	Total		
\$25,000	Equipment						
\$25,000	Total						
Engine	Type III – Wildland Engine						
Staffing	<p>Double Amador is a max of five months - Does not guarantee coverage</p> <p>CAL FIRE will continue to staff a Wildland Engine staffed 24/7 during summer months, with three firefighters housed at CAL FIRE Station 11. Because of the age of Station 11, a Structure engine will not fit there. Therefore, during the winter months, the wildland engine will continue to be staffed under the Amador Agreement with three firefighters 24/7.</p> <ul style="list-style-type: none"> ○ County will fund 2.5 FTE (5 x 0.5) and operating costs ○ CAL FIRE will fund 3.0 FTE for the Company Officer ○ County will fund 1.0 FTE and operating costs for year-round business inspections, investigations, & school fire prevention programs within Cayucos and North Coast Areas. <p>CAL FIRE will provide:</p> <ul style="list-style-type: none"> ○ Chief officer coverage and management services ○ Fire investigations ○ Business safety inspections ○ Fire hydrant maintenance ○ Community CPR classes ○ School fire prevention programs 						
Medical	Medical at Basic Life Support (BLS) Level						
County Fire Chief Service Level Analysis	<p>Benefits to the County include an improved emergency response to Cayucos and surrounding areas which are existing County Fire responsibility DURING WINTER MONTHS ONLY as this station is normally closed. By having three fire fighters on the engine, CPR and other tasks will be more effective and completed faster.</p> <p>Challenges to the county will be that lives and property would be at greater risk due to not having a structure engine immediately available to respond. Response times in to downtown Cayucos will increase and Current ISO Rating and Insurance Rates would likely increase. Of a larger concern, emergency response will only be provided if state engine(s) are available during the summer months causing a higher reliance of Mutual Aid and a longer response. In addition, the State Engine will not be able to carry jaws-of-life or other rescue tools and most likely special events may not be supported.</p>						

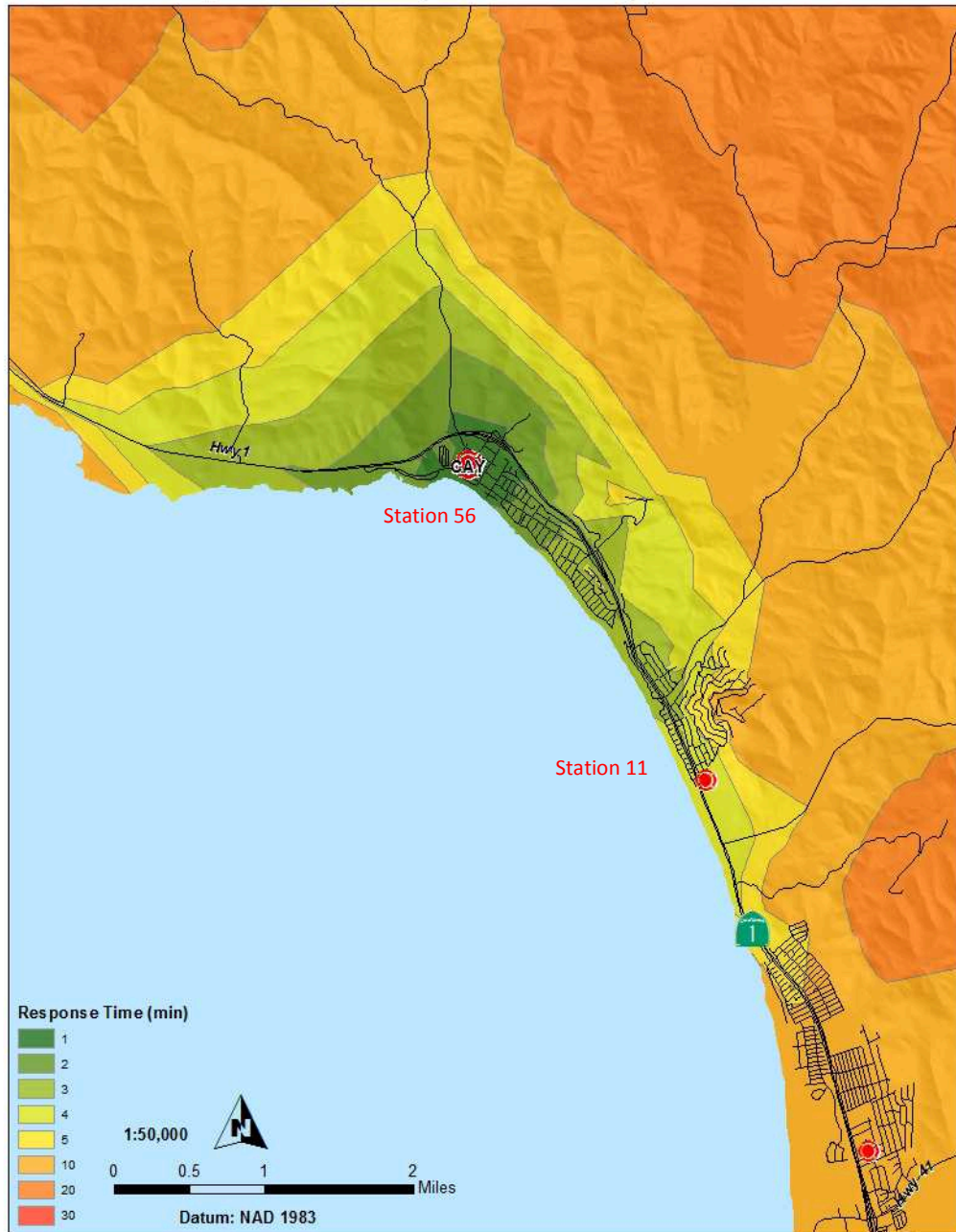
Option 3 Two-Person Amador Staffing With Fire Prevention Officer at Station 11							
Location	Station 11 - 108 Chaney Cayucos, CA 93430						
Estimated Annual Operating Costs	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 150px;">\$465,272</td> <td>Annual expense</td> </tr> <tr> <td>\$(601,522)</td> <td>District revenue</td> </tr> <tr> <td>\$(136,250)</td> <td>Annual County General Fund expense</td> </tr> </table>	\$465,272	Annual expense	\$(601,522)	District revenue	\$(136,250)	Annual County General Fund expense
\$465,272	Annual expense						
\$(601,522)	District revenue						
\$(136,250)	Annual County General Fund expense						
Other Potential Costs	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 150px;">\$25,000</td> <td>Equipment</td> </tr> <tr> <td>\$25,000</td> <td>Total</td> </tr> </table> <p><u>Potential:</u> In the future when Station 11 could house a Type I "Structure" Engine, there could potentially be a one-time start up expense to accommodate a Type I Engine at CAL FIRE Station 11, start up and maintenance expense to support existing equipment and apparatus, plus the replacement cost of Type I Engine.</p>	\$25,000	Equipment	\$25,000	Total		
\$25,000	Equipment						
\$25,000	Total						
Engine	Type III – Wildland Engine						
Staffing	<p>Double Amador is a max of five months - Does not guarantee coverage</p> <p>CAL FIRE will continue to staff a Wildland Engine staffed 24/7 during summer months with three firefighters housed at CAL FIRE Station 11. Because of the age of Station 11, a Structure engine will not fit there. Therefore, during the winter months, the wildland engine will continue to be staffed under the Amador Agreement with two firefighters 24/7.</p> <ul style="list-style-type: none"> ○ County will fund 1.5 FTE (3 x 0.5) and operating costs ○ CAL FIRE will fund 3.0 FTE for the Company Officer ○ County will fund 1.0 FTE and operating costs for year-round business inspections, investigations, & school fire prevention programs within Cayucos and North Coast Areas. <p>CAL FIRE will provide:</p> <ul style="list-style-type: none"> ○ Chief officer coverage and management services ○ Fire investigations ○ Business safety inspections ○ Fire hydrant maintenance ○ Community CPR classes ○ School fire prevention programs 						
Medical	Medical at Basic Life Support (BLS) Level						
County Fire Chief Service Level Analysis	<p>Benefits to the County include an improved emergency response to Cayucos and surrounding areas which are existing County Fire responsibility DURING WINTER MONTHS ONLY as this station is normally closed.</p> <p>Challenges to the county will be that lives and property would be at greater risk due to not having a structure engine immediately available to respond. Response times in to downtown Cayucos will increase and Current ISO Rating and Insurance Rates would likely increase.</p> <p>Of a larger concern, emergency response will only be provided if state engine(s) are available during the summer months causing a higher reliance of Mutual Aid and a longer response. In addition, the State Engine will not be able to carry jaws-of-life or other rescue tools and most likely special events may not be support.</p>						

Option 4 Close Station 56 and respond from Station 10, 11, or 12	
Location	Station 11 - 108 Chaney Cayucos, CA 93430
Estimated Annual Operating Costs	N/A
Other Costs	N/A
Engine	Type III – Wildland Engine
Staffing	<p>CAL FIRE will continue to staff a Wildland Engine staffed 24/7 during summer months with three firefighters housed at CAL FIRE Station 11.</p> <p>During the winter months, County Fire will be compelled to respond to emergencies in Cayucos from the closest fire station (Station 10 or Station 12).</p>
Medical	Medical at Basic Life Support (BLS) Level
County Fire Chief Service Level Analysis	<p>If the Cayucos Fire Protection District becomes the responsibility of the County, County Fire will inherit all fire and emergency responsibilities. During the summer months, CAL FIRE (under the role of County Fire) will cover all the emergencies with a Wildland Engine when available from Station 11.</p> <p>During the winter months, County Fire will be compelled to respond to emergencies in Cayucos from the closest fire station (Station 10 or Station 12). Although Morro Bay is closer, they will not respond Automatic Aid as it would not be reciprocal. This would cause a dramatic increase in response times, and would lead to lives being lost. If a fire was to occur, it would have a substantial head start and there would be a very high potential for great property loss. In addition, it is most likely that insurance policy holders would lose their insurance causing significant economic loss.</p>

Response Times Station 56 and Station 11

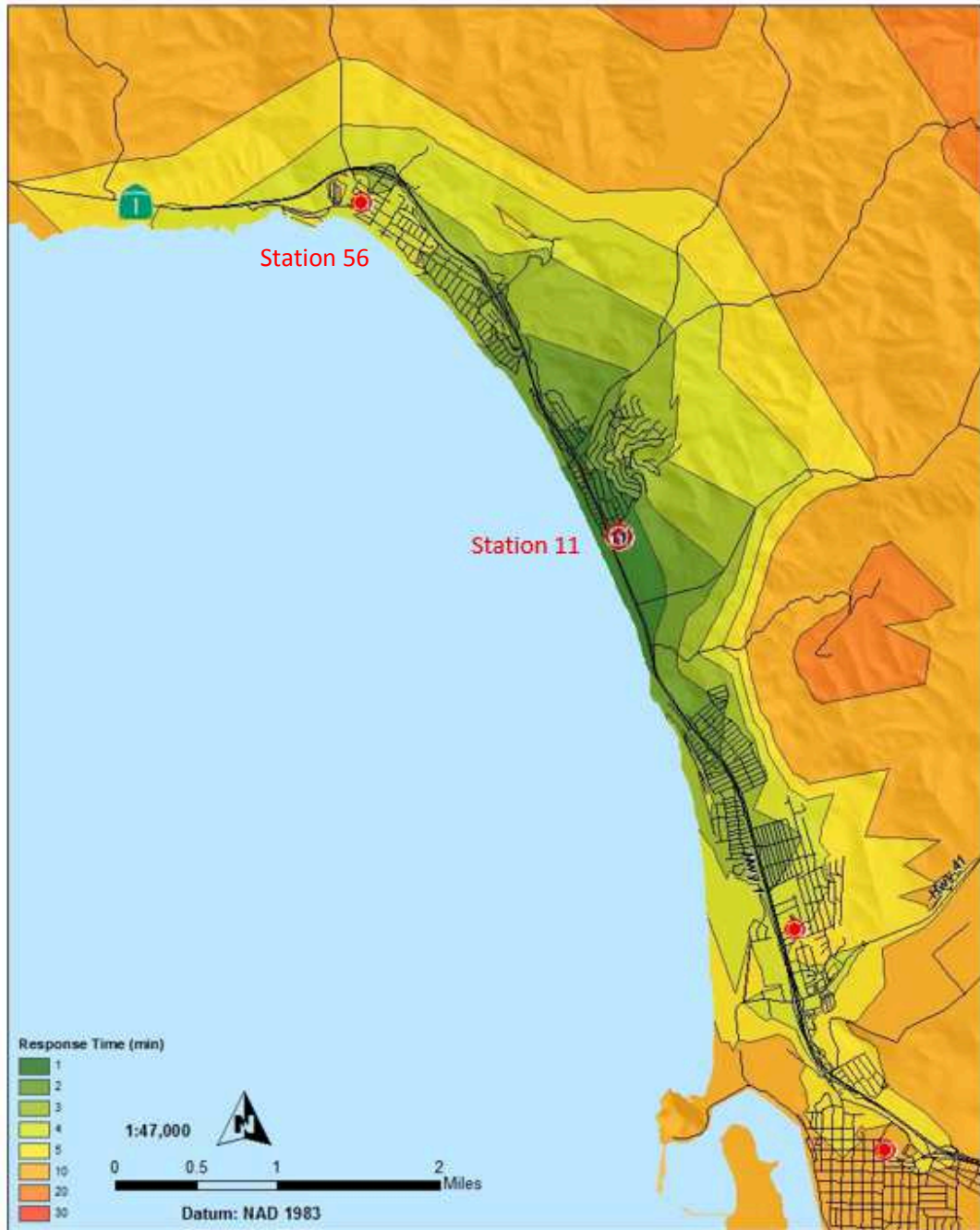
A. Response Times from Station 56, Caycos Fire

Caycos Fire Department Response Time



B. Response Times from Station 11, CAL FIRE

CAL FIRE – Station 11 Response Time



County Fire Stations

Station		Funding	Station Scheduled Staffing Levels			Apparatus List		
			Only stations with a County-funded presence are included. As used here, "fill X seats" refers to number of seats on fire apparatus which can be filled 24/7/365, based on the number of firefighters assigned to the station. This is based on a ratio of three firefighters needed to fill one seat 24/7/365. *FF" in this table can be a Fire Captain, Fire Apparatus Engineer, or Firefighter-II.					
Station Name	Station #	Funding	Cal Fire Contract Status	Programs	Staffing	County Apparatus	State Apparatus	Other Apparatus
Cambria	10	State station with County Amador	Must Cover during non-fire season	Ocean rescue, cliff rescue	County: six FF fill two seats five mos; State: two FF fill one seat 12 mos; SFSS**	Type 1 Fire Engine, Rescue Squad	Type 3 Fire Engine	
San Luis HQ	12	State station with County Amador	Must Cover during non-fire season	PCFs	County: three FF fill one seat five mos; State: three FF fill one seat 12 mos; SFSS**, one 'DZ	Type 1 Fire Engine, Reserve Fire Engine	Type 3 Fire Engine, Fire Dozer	
Morro Toro	14	County station	No Must Cover	PCFs	County: paid-call FF only	Type 2 Fire Engine		
Los Osos CSD	15	Los Osos CSD station under contract w/ County	Must Cover year-round	Paramedics, ocean rescue	County: eight FF fill 2.7 seats 12 mos + LOCSD reserve FFs, one admin	Rescue Water Craft		LOCSD-owned Type 1 Fire Engine, Reserve Fire Engine, Rescue Squad
Nipomo	20	State station with County staffing	Must Cover year-round	Paramedics, PCFs	County: five FF fill 1.67 seats 12 mos; State: three FF fill one seat 12 mos; SFSS**	Type 1 Fire Engine, Rescue Squad	Type 3 Fire Engine	CalOES-owned Type 1 Fire Engine
Airport	21	County station	Must Cover year-round	ARFF*, heavy rescue, water tender, PCFs	County: eight FF fill 2.7 seats 12 mos	Type 1 Fire Engine, Heavy Rescue, Water Tender		Airport-owned ARFF* Truck, Reserve ARFF Truck, MCI** Vehicle
Mesa	22	County station	Must Cover year-round	Paramedics, dune response, oil fires, PCFs	County: six FF fill two seats 12 mos	Type 1 Fire Engine, Off-road Rescue Squad, Reserve Squad		
Paso Robles	30	State station with County staffing	Must Cover year-round	Heavy rescue, PCFs	County: five FF fill 1.67 seats 12 mos; State: six FF fill two seats 12 mos; SFSS**	Type 1 Fire Engine, Heavy Rescue	Two Type 3 Fire Engines, Reserve Type 3 Fire Engine	
Heritage Ranch	33	County station	Must Cover year-round	Lake rescue, PCFs	County: six FF fill two seats 12 mos	Type 1 Fire Engine, Reserve Fire Engine, Fire Boat		CalOES-owned Heavy Rescue Trailer
Oak Shores	34	County station	No Must Cover	Lake rescue, PCFs	County: paid-call FF only	Type 2 Fire Engine, Fire Boat		Oak Shores HOA-owned Patrol Vehicle
Parkhill	40	State station with County staffing	Must Cover year-round	PCFs	County: six FF fill two seats 12 mos; State: six FF fill two seats 12 mos, SFSS**, one 'DZ	Type 1 Fire Engine		
Carrizo Plain	42	County station	Must Cover year-round	PCFs	County: six FF fill two seats 12 mos	Type 3 Fire Engine		
Creston	50	County station	Must Cover year-round	Water tender, PCFs	County: six FF fill 2 seats 12 mos	Type 1 Fire Engine, Water Tender, Reserve Water Tender		
Shandon	51	State station with County Amador	Must Cover during non-fire season	PCFs	County: six FF fill two seats five mos; State: two FF fill oneseat 12 mos; SFSS**	Type 1 Fire Engine	Type 3 Fire Engine	
Meridian	52	County station	Must Cover year-round	Haz mat unit, PCFs	County: six FF fill two seats 12 mos	Type 1 Fire Engine, Reserve Fire Engine, Haz Mat Unit		
Avila Valley	62	County station	Must Cover year-round	Ocean rescue, PCFs, breathing support, ***NPP	County: one chief, five FF fill 1.67 seats, all 12 mos	Type 1 Fire Engine, Reserve Fire Engine, Breathing Support Unit, Rescue Water Craft		
			*ARFF stands for Aircraft Rescue and Firefighting; **SFSS stand for State Fire Season Staffing adds additional firefighters during fire season; ***NPP stands for Nuclear Power Plant; 'DZ stands for fire dozer operator			*ARFF stands for Aircraft Rescue and Firefighting; **MCI stands for Mass Casualty Incident		

EXHIBIT E DESCRIPTION OF OTHER SERVICES

**Scope of Services,
Service Level Agreement and
Clarification of Responsibilities**

This Fire Protection Agreement is between The California Department of Forestry and Fire Protection (CAL FIRE) and the County of San Luis Obispo (County). Under this agreement, CAL FIRE operates as the San Luis Obispo County Fire Department (the department).

Exhibit E is intended to be a living document, which should be reviewed regularly and which can be changed at any time with the agreement of both the County and CAL FIRE.

A. SERVICE DELIVERY MODEL

The services provided under this agreement will be delivered through a consolidated regional delivery model. This model provides immediate, mutually-beneficial fire protection, rescue, and other emergency services to the County and to all areas protected by the CAL FIRE San Luis Obispo Unit, the City of Pismo Beach, the Avila Beach Community Services District, and the Los Osos Community Services District.

Whenever possible, the closest fire and emergency resources, regardless of agency, will respond to County Fire's calls. Likewise, when County Fire resources are closest, they will respond to the calls of other agencies.

This Exhibit defines a "Level of Service", not a set number of employees. The Level of Service in the agreement describes the services to be provided and standards for the delivery of services. Schedule A of Exhibit D of this agreement establishes the number of employees funded by the County. CAL FIRE will assign appropriate qualified personnel to deliver this Level of Service solely at CAL FIRE's discretion.

All permanent, limited-term, and seasonal personnel providing services under this agreement will be CAL FIRE employees, assigned, supervised and managed by CAL FIRE. In addition, CAL FIRE employees will assign, supervise and manage all County of San Luis Obispo Paid Call Firefighters, and others working for the department.

CAL FIRE staff are trained and experienced in managing all aspects of fire department and emergency services operations. All decisions will be based on providing the best fire protection services to the County.

CAL FIRE will comply with County policies and procedures at all times, except in cases where a conflict exists with State policies and procedures, in which case State policies and procedures will apply.

The County will reimburse CAL FIRE for the actual cost of providing services under this agreement. The projected costs for those services are listed in Schedule A of Exhibit D of this agreement. The total cost shown in Schedule A is a "Not to Exceed" amount, and CAL FIRE will only invoice the County for actual costs.

The County acknowledges that it has a responsibility to provide vehicles, uniforms, safety equipment, tools, supplies and other items required for the operation of the County Fire Department. Schedule A of Exhibit D of this agreement establishes which of these items will be provided by CAL FIRE and reimbursed by the County. The County agrees that required items which are not provided by CAL FIRE will be provided by the County, subject to the annual County budget approval process.

As used below, "within the County" and similar terms refer to those areas of the County which are under the jurisdiction of the County Fire Department. This includes areas which are under County Fire jurisdiction as the result of contracts of other agreements for emergency services between the County and other agencies. It excludes areas under the jurisdiction of other agencies, including

cities, community service districts, fire districts, and other state and federal agencies, unless those agencies have contracts or other agreements for emergency services with the County.

The County Fire Chief is the department head of the County Fire Department. The table below outlines the command structure within the department.

Firefighting Command Structure – County Fire Department		
<i>Chief Officers</i>		
	County Fire Chief	Supervises Deputy Chief
	Deputy Chief	Supervises Division Chiefs
	Division Chiefs	Supervise Battalion Chiefs
	Battalion Chiefs	Supervise Company Officers
<i>Company Officers</i>		
	Fire Captains	Supervise Firefighters
	Fire Apparatus Engineers	Supervise Firefighters
<i>Firefighters</i>		
	Firefighter-IIs	No Supervision

B. ADMINISTRATION

San Luis Obispo County Fire Chief

The CAL FIRE Unit Chief will serve as Fire Chief for the County. The Fire Chief's role will be to manage the department, including establishing policy and overseeing the performance of this contract. The Fire Chief will report directly to the County Administrative Officer.

The Fire Chief will have sole responsibility for assigning professional CAL FIRE staff to carry out the operation of the Fire Department, and will have the authority to delegate responsibilities as he or she sees fit. CAL FIRE will provide this position at no cost to the County.

County of San Luis Obispo Duty Chief Coverage

CAL FIRE will provide 24-hour Duty Chief Coverage, usually with a Division Chief or above. The Duty Chief is responsible for daily operations of the entire Department, including those of the County Fire Department, and can be contacted immediately via the assigned Duty Chief phone number or by contacting the Emergency Command Center. CAL FIRE will provide this position at no cost to the County.

CAL FIRE San Luis Obispo Unit Staff

Unit staff, including the Deputy Unit Chief, Division Chiefs, Battalion Chiefs, and support staff will provide all services under this agreement. If the County requests services beyond those included under this agreement, the County will reimburse CAL FIRE for the cost of those services.

COUNTY FIRE DEPARTMENT – ADMINISTRATIVE STAFF SCHEDULED STAFFING LEVELS			
Function	Funding	Programs	Staffing
Admin & Finance	State and County	Administration, finance, personnel	County: one manager (1.0 FTE), six admin (6.0 FTE); State: three chiefs (3.0 FTE), two admin (2.0 FTE)

Fire Department Administration Performance Standards

CAL FIRE will provide services in accordance with the following performance standards:

- The County Fire Chief, or a designee, will attend Department Head and County Board of Supervisors meetings, when available.

- The Fire Department headquarters office will be open Monday through Friday, from 8:00 a.m. to 5:00 p.m. and will assist the public with fire prevention, permits, information and other services. Exceptions to this standard will include holidays and absences due to required emergency assignments, training or approved leave.
- Fire Department employees will be assigned by the County Fire Chief to County committees, working groups, task forces and other assignments.
- The Fire Department budget will be developed and submitted in accordance with the requirements of the County Administrative Officer and Board of Supervisors, and will include personnel and operating expenses necessary to deliver the agreed upon level of service.
- CAL FIRE will process all County Fire Department accounts payable invoices and submit them to the County Auditor-Controller for payment.
- CAL FIRE will track all County Fire Department fixed assets and comply with fixed asset reporting requirements.
- CAL FIRE will follow all County accounting, purchasing and administrative policies and procedures for all activities involving County funds.
- All CAL FIRE employees providing service under this agreement will be qualified to provide those services, trained to meet all current or anticipated safety standards, and will meet all required health and medical standards.
- Purchasing, warehousing, and distribution of Fire Department equipment and supplies will be the responsibility of the Service Center (see Section J). The County will have the option of purchasing equipment and supplies by utilizing CAL FIRE purchase contracts or through the County's own purchasing system.
- Fire Department policies and guidelines will be developed in alignment with standards approved and adopted by the County and by CAL FIRE. CAL FIRE standards and policies will apply to all CAL FIRE personnel matters. If a conflict exists between County standards and policies and those of CAL FIRE, CAL FIRE standards and policies shall apply.

C. PERSONNEL MANAGEMENT

CAL FIRE will provide state civil service employees needed to manage state personnel providing services under this agreement. These employees will be under the sole direction and administration of CAL FIRE. All payroll and employment processes will be administered by CAL FIRE.

Department Battalion Chiefs, with assistance from Division Chiefs, will assume day-to-day supervision responsibilities of all department employees. All assigned CAL FIRE Chief Officers will be qualified in personnel management, personnel supervision, and legal mandates relating to employees.

The County will cover labor and operating costs for Fire Department employees, including assigned CAL FIRE employees, to participate in training, testing, etc., and the cost of covering shifts behind those employees.

Personnel Management Performance Standards

CAL FIRE will provide services in accordance with the following performance standards:

- CAL FIRE will provide all recruitment, testing, hiring, training and scheduling of career fire department employees needed to deliver the level of service described above.

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- CAL FIRE will schedule employees to ensure consistent staffing per the level of service, taking in to account vacations, holidays, sick leave, mandatory training, and requests for specialized training.
- CAL FIRE will be responsible for all labor relations including labor negotiations and grievance handling.
- CAL FIRE will be responsible for all employee benefits, including workers compensation insurance, for state employees providing services under this agreement.
- CAL FIRE will develop, implement, and maintain a Respiratory Protection Program as per CAL- OSHA regulations.
- CAL FIRE will develop, implement, and maintain an Illness and Injury Prevention Program as per CAL-OSHA regulations.
- CAL FIRE will be responsible for all administrative supervision, work location assignments, career development and employee discipline.
- CAL FIRE will provide an Employee Assistance Program for all career staff.
- CAL FIRE will conduct "reasonable suspicion" drug testing program for staff subject to testing requirements.

D. EMERGENCY SERVICES

As stated above, the services provided under this agreement will be delivered through a consolidated regional delivery model. This model reduces the time involved in responding to emergencies by dispatching the closest resource.

Services under this agreement will be provided through a combination of CAL FIRE personnel and County Volunteer Paid Call Firefighters. As utilized here, "CAL FIRE personnel" include CAL FIRE career and seasonal firefighters, along with reserves and volunteer paid-call firefighters from other fire departments contracting with CAL FIRE.

All personnel will be trained and certified to levels required for delivery of agreed upon services.

Emergency services under this agreement include, but are not limited to:

- Firefighting, including structure, vehicle, wildland, pier, and other fires;
- Emergency medical services at no less than the Basic Life Support (BLS) level, and at the Advanced Life Support (ALS) level when and where requested by the County;
- Rescue services including surf, cliff, water, trench, building collapse, and other rescues;
- Vehicle accident rescue services, including extrication;
- Hazardous materials response from all stations at no less than the HazMat First Responder level, and at no less than the HazMat Technician level when responding the County HazMat Unit;
- Aircraft Rescue and Firefighting (ARFF) with firefighters trained to the level required by the SLO County Airport;
- Mass Casualty Incident (MCI)-level emergency medical services;
- Flooding and tsunami responses to rescue individuals and reduce property damage;

- Responses to Chemical, Biological, Radiological and Nuclear incidents, including those related to terrorism, transportation, manufacturing, and Diablo Canyon Nuclear Power Plant;
- Emergency medical response to off-highway locations, including back country locations, the Nipomo Dunes and other areas;
- Oil fire firefighting and other incidents at refineries and petroleum processing facilities;
- Firefighting and rescue operations utilizing boats and other watercraft, on lakes, inland waterways and the ocean;
- Management of all types of large-scale, regional and multi-agency incidents:
 - ✓ Initially, the Department will activate the County's XSL Type III Incident Management Team.
 - ✓ When needed, the Department will request activation of a Type I Incident Management Team through CAL FIRE.

Emergency Services Performance Standards

CAL FIRE will provide services according to the following performance standards:

- The Department will evaluate the success of its emergency services using performance standards included in the adopted version of the annual County budget.
- Scheduled Staffing Levels - CAL FIRE will schedule daily minimum staffing with trained and qualified career firefighters, 24-hours per day, as outlined in the table below.

COUNTY FIRE DEPARTMENT – STATION SCHEDULED STAFFING LEVELS				
Only stations with a County-funded presence are included. As used here, "fill X seats" refers to number of seats on fire apparatus which can be filled 24/7/365, based on the number of firefighters assigned to the station. This is based on a ratio of three firefighters needed to fill one seat 24/7/365. "FF" in this table can be a Fire Captain, Fire Apparatus Engineer, or Firefighter-II.				
Station	Funding	Status	Programs	Staffing
10 Cambria	State station with County Amador	Must Cover during non-fire season	Ocean rescue, cliff rescue	County: six FF fill two seats five mos; State: two FF fill one seat 12 mos; SFSS**
12 San Luis Obispo	State station with County Amador	Must Cover during non-fire season	PCFs	County: three FF fill one seat five mos; State: three FF fill one seat 12 mos; SFSS**, one IDZ
14 Morro Toro	County station	No Must Cover	PCFs	County: paid-call FF only
15 Los Osos	Los Osos CSD station under contract w/ County	Must Cover year-round	Paramedics, ocean rescue	County: eight FF fill 2.7 seats 12 mos + LOCSD reserve FFs, one admin
20 Nipomo	State station with County staffing	Must Cover year-round	Paramedics, PCFs	County: five FF fill 1.67 seats 12 mos; State: three FF fill one seat 12 mos; SFSS**
21 Airport	County station	Must Cover year-round	ARFF*, heavy rescue, water tender, PCFs	County: eight FF fill 2.7 seats 12 mos
22 Mesa	County station	Must Cover year-round	Paramedics, dune response, oil fires, PCFs	County: six FF fill two seats 12 mos
30 Paso Robles	State station with County staffing	Must Cover year-round	Heavy rescue, PCFs	County: five FF fill 1.67 seats 12 mos; State: six FF fill 2two seats 12 mos; SFSS**
33 Heritage Ranch	County station	Must Cover year-round	Lake rescue, PCFs	County: six FF fill two seats 12 mos

34 Oak Shores	County station	No Must Cover	Lake rescue, PCFs	County: paid-call FF only
40 Parkhill	State station with County staffing	Must Cover year-round	PCFs	County: six FF fill two seats 12 mos; State: six FF fill two seats 12 mos, SFSS**, one 'DZ
42 Carrizo Plain	County station	Must Cover year-round	PCFs	County: six FF fill two seats 12 mos
50 Creston	County station	Must Cover year-round	Water tender, PCFs	County: six FF fill 2 seats 12 mos
51 Shandon	State station with County Amador	Must Cover during non-fire season	PCFs	County: six FF fill two seats five mos; State: two FF fill oneseat 12 mos; SFSS**
52 Meridian	County station	Must Cover year-round	Haz mat unit, PCFs	County: six FF fill two seats 12 mos
62 Avila Valley	County station	Must Cover year-round	Ocean rescue, PCFs, breathing support, ***NPP	County: one chief, five FF fill 1.67 seats, all 12 mos
Emergency Command Center	State facility with County staffing	Must Cover year-round	Dispatch and communications	County: one FF and 5 dsptchrs, 12 mos; State: 1 chief, four FF, 3 dsptchrs, all 12 mos
*ARFF stands for Aircraft Rescue and Firefighting; **SFSS stand for State Fire Season Staffing adds additional firefighters during fire season; ***NPP stands for Nuclear Power Plant; 'DZ stands for fire dozer operator				

- Some County Fire stations are designated as "must cover" (see table above) and CAL FIRE will dispatch resources through "move up" or "call back" if there is not an immediately available fire engine in the station's response area for more than 15 minutes. Regardless of actual staffing, CAL FIRE will ensure that adequate resources are dispatched to all incidents which occur within the County, even if those resources are from other areas or other departments.
- Staffing Differences - at each County and Amador Fire Station is funded differently under this contract, and each is therefore subject to different staffing considerations.
- Battalion Chief(s) and/or Division Chief(s) will respond to all appropriate emergency calls 24 hours per day, seven days per week. "Appropriate" calls include greater alarm and complex incidents, and will be pre-identified in response plans. When no County-funded Chief Officer is available, CAL FIRE will provide a State-funded Chief Officer.

COUNTY FIRE DEPARTMENT – CHIEF OFFICER STAFFING		
Funding	Responsibility	Staffing (all year-round)
State	Unit Chief/County Fire Chief	One Unit Chief
State	Deputy Unit Chief/Deputy County Fire Chief	One Deputy Chief
State	Admin Division Chief	One Assistant Chief
County	Coastal Division Chief	One Assistant Chief
State	Inland Division Chief	One Assistant Chief
State	Unit Forester	One Forester-II
State	Ventura Division Chief	One Assistant Chief
State	Emergency Command Center	One Battalion Chief

State	North Coast Battalion	One Battalion Chief
State	South Coast Battalion	One Battalion Chief
State	Paso Robles Battalion	One Battalion Chief
State	Plains Battalion	One Battalion Chief
State	Estrella Battalion	One Battalion Chief
County	Mid-Coast Battalion	One Battalion Chief
State	Paso Roble Air Attack Base	One Battalion Chief
State	Training Battalion	One Battalion Chief
State	Law Enforcement	One Battalion Chief
County	County Fire Marshal	One Battalion Chief

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- A Chief Officer will respond to the County Emergency Operations Center (EOC) when requested by the County through the Unit's Emergency Command Center (ECC). When no County-funded Chief Officer is available, CAL FIRE will provide a State-funded Chief Officer.
- CAL FIRE will provide qualified Fire Department Public Information Officers to emergencies when appropriate. When no County-funded employee is available, CAL FIRE will provide a State-funded employee.
- The Fire Chief, or designee, will contact the CAO and affected Supervisor of any significant incident.
- CAL FIRE will provide Fire Department Safety Officers to emergencies when appropriate. When no County-funded employee is available, CAL FIRE will provide a State-funded employee.
- CAL FIRE will develop and implement mutual and automatic aid agreements and interagency mutual aid training exercises in order to promote cooperative emergency response efforts with other emergency response agencies.
- CAL FIRE will represent the County's interests on the County Emergency Medical Services Agency (EMSA) Operations Committee, the County's Disaster Planning Advisory Committee, and the County Fire Chiefs Association as well as various ad hoc working groups intended to maintain and/or improve emergency response, disaster planning, or fire and life safety issues on a regional or county-wide scale.
- CAL FIRE will develop emergency response pre-plans for those types of emergency services listed above.

C. FIRE PREVENTION AND INVESTIGATION

The CAL FIRE San Luis Obispo Unit Fire Prevention Division is responsible for four primary functions: Fire Protection Planning, Law Enforcement, Information and Education, and Hazard Reduction. Services provided under this agreement by the Division will be delivered by staff members who are trained and/or certified in these functions.

Within the Division is the Fire Prevention Bureau, which is supervised by the Unit Fire Marshal, a Battalion Chief, whose primary focus is on fire and life safety concerns of the department. The Unit

Fire Marshal will serve as the County Fire Marshal. This position directs Bureau staff and is charged with updating and enforcing fire regulations. Bureau staff maintain close working relationships with the County and local planning and building departments.

COUNTY FIRE DEPARTMENT – PREVENTION SCHEDULED STAFFING LEVELS			
Function	Funding	Programs	Staffing
Resource Management	State	Forestry, vegetation management	State: one Forester-II, one Forester-I
Prevention Bureau	State and County	Code enforcement, planning	County: one chief, three FF, one *FPS one admin, all 12 mos; State: one FF, 12 mos
Law Enforcement	State	Fire investigation, public information	State: one chief, one FF, one PIO, all 12 mos
Pre-Fire Engineering	State and County	Threat analysis, GIS mapping	County: one GIS technician, 12 mos; State: one FF, 12 mos
*FPS stands for Fire Prevention Specialist			

Law enforcement and arson investigations are conducted by CAL FIRE Peace Officer Standards and Training (POST)-certified Peace Officers and Public Officers. These employees maintain close working relationships with the County District Attorney's Office, and local law enforcement agencies.

CAL FIRE will assign appropriate staff to serve as the County Fire Inspectors, who will:

- Review fire safety plans and on-site inspections for commercial developments, single-family dwellings, parcel maps, and other projects
- Enforce locally-adopted versions of the California Fire Code (CFC) along with related State and Municipal codes
- Conduct fire and life safety code compliance inspections of regulated properties and events, including car shows, temporary tent structures, and fireworks and other pyrotechnic displays
- Provide staff support and expertise to community groups focusing on fire prevention and safety

Fire Prevention and Investigation Performance Standards:

CAL FIRE will provide services according to the following performance standards:

- CAL FIRE will make recommendations to the County, coordinate adoption of appropriate California Fire Codes and appropriate Municipal codes.
- CAL FIRE will develop a Comprehensive Fire Prevention Strategy which addresses permitting, fees, and inspections for construction projects, public safety at events, and public education.
- CAL FIRE will conduct Fire Safety Plan Checks on new construction within the County. Appropriate fire safety laws will be utilized under current County ordinance and adopted fire code. Design reviews and construction plan reviews will be conducted prior to construction. On-site inspections will occur during construction with a final inspection completed at the end of construction. This process will be coordinated with County Community Development Staff. Engine companies will assist the inspector in completing inspections for new construction when needed. The Unit Fire Marshal and staff will work

closely with the County Planning and Building Departments to review new subdivisions, water systems, developments, building plans and inspections of existing public occupancies that are regulated and come under the authority of the adopted fire code.

- CAL FIRE will conduct occupancy inspections on commercial occupancies within the County, identifying target hazards such as schools, hotels, public occupancies, and piers. These inspections will be coordinated with the business community to minimize disruptions and impacts. The engine companies will assist in inspections on commercial occupancies. A fire inspection form may be instituted specific to the type of occupancies, and will be available to the public for pre-inspection use.
- CAL FIRE will aggressively work to preserve or enhance the existing Insurance Services Office (ISO) rating. This rating is based on many fire department components including training, staffing, equipment, dispatch and municipal water systems and is used as a factor in determining fire insurance rates for insurance customers.
- CAL FIRE will conduct Special Event Fire Safety Inspections as necessary. This will include fireworks display inspections, inspections of temporary structures and maximum occupancy inspections of event venues. The Unit Fire Marshal, or designee, will perform these inspections.
- A CAL FIRE Peace Officer or Public Officer will enforce fire laws. A trained engine company officer will conduct preliminary investigations of all fires. A qualified fire investigator will investigate all fires which have a large dollar loss, injury or death or are suspicious. The Department will investigate arson fires in full cooperation with the County Sheriff's Office. CAL FIRE is funded by the State to conduct investigations of wildland fires only. The County agrees to reimburse CAL FIRE for overtime and operating costs associated with investigations, other than preliminary investigations, of those types of fire which are not funded by the State, including structure fires, vehicle fires, etc.
- CAL FIRE will provide comprehensive Fire Safety Education to the residents of the County. This will include public safety messages, school programs, community event displays and public presentations. The school programs will include visits to private and public preschool and primary grade children. Fire station tours will also be available.
- CAL FIRE Public Information Officers will be provided on complex incidents and fire department scheduled events. These trained personnel will be there to represent the interests of the Fire Department as well as the County.
- CAL FIRE will maintain department-related information on the CAL FIRE Unit web page with links to and from the County web site. A sub-page will be created exclusively outlining the County Fire Department. This will include fire safety tips, inspection information and general information about the fire department and the County. The page will be located at www.calfireslo.org.
- CAL FIRE will utilize a Twitter® account to keep the public informed on incidents; public safety messages; and other related public information.
- CAL FIRE Geographical Information System (GIS) support will be utilized in pre-fire planning, strategic planning and automatic aid agreement maps as available.

D. FLEET MANAGEMENT

CAL FIRE maintains two full-service fire apparatus maintenance and repair facilities. One is located in San Luis Obispo, and the other in Paso Robles. Repairs and maintenance are performed by fire equipment mechanics under the supervision of a Fleet Manager, who is a State-certified Fire Service Mechanic. CAL FIRE will maintain all County Fire Department apparatus and vehicles using the same maintenance standards applied to state apparatus and vehicles.

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COUNTY FIRE DEPARTMENT – FLEET STAFF SCHEDULED STAFFING LEVELS			
Function	Funding	Programs	Staffing
Fleet	State and County	Fleet maintenance	County: two mechanics, 12 mos; State: one manager, two mechanics, one 'DZ, all 12 mos

Fleet Maintenance Performance Standards:

CAL FIRE will provide services according to the following performance standards:

- CAL FIRE will prepare equipment specifications for new equipment
- CAL FIRE will conduct daily, monthly, and yearly preventative maintenance inspections.
- CAL FIRE will conduct CHP-mandated compliance inspections.
- CAL FIRE will conduct repairs as needed, and remain within budgeted amounts
- CAL FIRE will provide reserve equipment when available to ensure adequate numbers of equipment are available within the County

Fleet maintenance services will be provided in accordance with Schedule A and Schedule D of Exhibit D of this agreement.

County fire apparatus, but not support vehicles, are listed by facility, in Section H – Facilities.

E. DISPATCHING AND TELECOMMUNICATIONS SUPPORT

The CAL FIRE San Luis Obispo Unit Emergency Command Center (ECC) provides dispatch services to the Unit and to several local fire departments. The goal of the emergency dispatch system is to get the appropriate first responder resources where they are needed, as quickly as possible. Accomplishing this goal is done through a continually-evolving system of policies, procedures, and plans, implemented through modern technology.

CAL FIRE staffs the ECC 24 hours-per-day with a combination of a Battalion Chief, Fire Captains, and Communication Operators, assisted by a dedicated group of volunteer/Paid Call Dispatchers. Together, they dispatch over 11,000 fire department emergencies per year, throughout the Unit. Computer Aided Dispatch (CAD) software plays a key role in the ECC's success, and utilizes GIS maps and fire department resource databases which are constantly being updated.

CAL FIRE is the designated fire and rescue mutual aid coordinator for all of San Luis Obispo County, processing and assigning resources based on requests for assistance during emergencies which are beyond the scope of local jurisdictions.

The County of San Luis Obispo Sheriff's Office dispatch center is the Primary 9-1-1 "public service answering point" (PSAP) for the County of San Luis Obispo.

Dispatching and Telecommunication Support Services Performance Standards

CAL FIRE will provide services according to the following performance standards:

- County of San Luis Obispo Sheriff's Office Dispatch will continue as the primary 9-1-1 PSAP for the County under this agreement.
- CAL FIRE and the County will use the Computer Aided Dispatch (CAD) CAD to CAD system electronic interface to expedite 9-1-1 call transfers to the CAL FIRE ECC.
- County Sheriff's Office dispatchers will transfer or relay calls for fire and emergency

medical service resources to the CAL FIRE ECC. Information between dispatch centers will be sent using the CAD to CAD interface software.

- CAL FIRE ECC staff will dispatch fire and emergency medical services, including County Fire resources, and make all notification to other agencies necessary to mitigate fires, rescues, medical emergencies and other incidents in the County.
 - ✓ For fire or medical incidents that do not trigger the Emergency Medical Dispatch (EMD) protocol, County Sheriff's Office dispatch will "single button" transfer the E911 call to CAL FIRE ECC via the 911 trunk line system.
 - ✓ For fire or medical incidents that do trigger the EMO protocol, County Sheriff's Office dispatch will still "single button" transfer the E911 call to CAL FIRE ECC via the 911 trunk line system, however they will stay on the line for interrogation of the calling party per EMO protocol while CAL FIRE completes the dispatch.
- The County will participate in the Mobile Data Computer (MDC) system. This system is used for receiving dispatch information, providing routing to an incident, providing command and control tools and Automatic Vehicle Location (AVL) for digital resource identification. Costs for hardware, software and support of the system will be negotiated between the County and CAL FIRE, and will be borne by the County.
- County-owned base station radios, handheld and mobile radios, and pagers carried by fire department personnel will be configured at County expense to the CAL FIRE primary dispatch frequency and meet CAL FIRE standards.
- CAL FIRE will maintain a dedicated phone line between dispatch agencies for advisements and information exchange.
- County Sheriff's Office dispatch will be the coordination point for non-fire County resources and agencies necessary to mitigate a fire, rescue, or medical emergency, such as Public Works and other County staff.
- CAL FIRE will be the coordination point for outside agencies to mitigate a fire, rescue, or medical emergency, such as other fire agencies through mutual and automatic aid agreements, MEDCOM for additional ambulances, and marine agencies including the Coast Guard and Port San Luis Harbor Patrol.
- The above practices will apply unless a more appropriate method and practice is mutually agreed to that better achieves the goal of correctly and quickly dispatching the appropriate first responder resources.
- CAL FIRE will be responsible for producing, validating, and updating Geographical Information System (GIS) based maps to ensure accurate dispatching for fire resources. The County agrees to share in the cost of producing, validating and updating this data.
- CAL FIRE will develop and maintain statistics and records of emergency calls within the County.
- CAL FIRE will maintain inventory and service records of County Fire Department telecommunications equipment.
- CAL FIRE will maintain status-keeping of Fire Department resources.
- CAL FIRE will provide a 24-hour point of contact for media inquiries.
- CAL FIRE will provide the County with access to radio frequencies licensed to the State of California, and the County will provide CAL FIRE access to radio frequencies licensed

to the County

- CAL FIRE will provide Telecommunications Services support, including renewal of FCC licenses for the Fire Department.

F. TRAINING SERVICES

The CAL FIRE San Luis Obispo Unit Training Bureau is administered by a Battalion Chief and includes three full time Fire Captains and clerical support.

COUNTY FIRE DEPARTMENT – TRAINING STAFF SCHEDULED STAFFING LEVELS			
Function	Funding	Programs	Staffing
Training Bureau	State and County	Training	County: three FF, one admin, all 12 mos; State: one chief, 12 mos

The Training Bureau maintains training facilities in Paso Robles, Los Osos and San Luis Obispo. Facilities include classrooms, meeting rooms, a computer lab, and a drill grounds with live fire and rescue training props.

The Training Bureau conducts approximately 60 classes per year, totaling over 2,000 hours of instruction. Courses include structure fire protection, emergency medical services, hazardous materials response, confined space rescue, surf rescue, cliff rescue, Incident Command System, various other State Fire Marshal courses, and National Wildfire Coordinating Group courses, as well as locally developed classes. Students and instructors are primarily from San Luis Obispo County agencies, but also include individuals from throughout California and surrounding states.

Additional training services are provided at the CAL FIRE Training Center, located in Lone, and through CAL FIRE Regional training programs located throughout the state. CAL FIRE also has access to non-CAL FIRE training centers throughout the state and a wide variety of classes for Job-Required, Job-Enhancement, Career Development and Upward Mobility courses.

Training Services Performance Standards

CAL FIRE will provide services according to the following performance standards:

- CAL FIRE will ensure that all members of the County Fire Department are trained and certified to the levels necessary to carry out the requirements of this agreement.
- CAL FIRE will ensure that those providing training to the County Fire Department are qualified and and/or certified to provide that training.
- CAL FIRE will participate in and conduct interagency training courses and drills with adjoining fire agency providers on a scheduled basis, to improve regional response efforts and interoperability of equipment and personnel.
- CAL FIRE will evaluate each employee's training, education, and work experience to develop an appropriate Training Plan. Training for employees will be based on identified needs.
- CAL FIRE will ensure that employees are adequately trained to provide the types of Emergency Services listed in Section D above. Training subjects will include, but not be limited to, those listed below:
 - ✓ Rescue operations including surf, cliff, swift water, building collapse and confined space rescue;
 - ✓ Firefighting operations, including structure, vehicle, aircraft, wildland, chemical

etc.;

- ✓ Response to vehicle collisions, including extrication of trapped victims;
 - ✓ Aircraft Rescue and Firefighting (ARFF) operations;
 - ✓ Orientation to local conditions, threats and risks;
 - ✓ Hazardous Materials;
 - ✓ Diablo Canyon Nuclear Power Plant;
 - ✓ Boat and rescue water craft operations;
 - ✓ Emergency Medical Services at the BLS and ALS levels
 - ✓ Leadership, management, administration, etc.
- CAL FIRE will deliver training in a variety of formats, including periodic refreshers, continuing education, and re-certification drills and courses.
 - CAL FIRE will maintain training records in accordance with Cal-OSHA, CAL FIRE, and County standards.
 - CAL FIRE will develop and provide training to the County Fire Department's career firefighters, seasonal firefighters, paid-call firefighters, volunteers, as well as support and administrative staff.
 - CAL FIRE will provide administrative staff with training which will include the use of computers and software (word processing, spreadsheets, data bases, etc.), as well as administrative procedures, personnel management, and financial administration.
 - CAL FIRE will evaluate appropriate local, regional, state and federal training programs to ensure that the County receives the maximum benefit for its training expenditures.

G. PAID-CALL FIREFIGHTER (PCF) PROGRAM

Current funding and staffing levels are contained within the existing County budget. Paid-Call Firefighters will remain contractors of the County and will be supervised and managed by CAL FIRE. Their signup process, tracking of their responses and training, and payment of their stipends will be administered by CAL FIRE.

Paid-Call Firefighter (PCF) Program Performance Standards

CAL FIRE will provide services according to the following performance standards:

- Each PCF company will be administered by CAL FIRE and managed and supervised on a day-to-day basis by a CAL FIRE company officer assigned to fire station to which the PCF company is attached.
- CAL FIRE will ensure that PCFs receive the training needed to safely provide services.
- CAL FIRE will ensure that PCFs maintain their skills through annual recertification of and ongoing testing.
- CAL FIRE will administer payment of PCF stipends, and the Workers Compensation process for PCFs. All Workers Compensation costs for PCFs will be the responsibility of the County.

- CAL FIRE will provide PCFs with exposure to job opportunities within CAL FIRE and elsewhere.
- CAL FIRE will manage issuance of safety clothing and equipment to PCFs, which has been purchased CAL FIRE with County funds.
- CAL FIRE will conduct PCF recruitment programs, and provide PCF recruit training activities.

H. FACILITIES

The County currently owns and/or operates numerous fire stations and other facilities, including:

COUNTY FIRE DEPARTMENT – FACILITY AND APPARATUS LIST					
Only those facilities with a County-funded presence are included. Only fire apparatus are listed below. A complete list of all County vehicles is included in Schedule D of Exhibit D of this agreement.					
Facility	Ownership	Operating Costs	County Apparatus	State Apparatus	Other Apparatus
10 Cambria	State-owned	Shared by State and County	Type 1 Fire Engine, Rescue Squad	Type 3 Fire Engine	
12 San Luis Obispo	State-owned	Shared by State and County	Type 1 Fire Engine, Reserve Fire Engine	Type 3 Fire Engine, Fire Dozer	
14 Morro Toro	County-owned	County	Type 2 Fire Engine		
15 Los Osos	Los Osos CSD-owned		Rescue Water Craft		LOCSO-owned Type 1 Fire Engine, Reserve Fire Engine, Rescue Squad
20 Nipomo	State-owned	Shared by State and County	Type 1 Fire Engine, Rescue Squad	Type 3 Fire Engine	CalOES-owned Type 1 Fire Engine
21 Airport	Airport-owned	Shared by Airport and County	Type 1 Fire Engine, Heavy Rescue, Water Tender		Airport-owned ARFF* Truck, Reserve ARFF Truck, MCI** Vehicle
22 Mesa	County-owned	County	Type 1 Fire Engine, Off-road Rescue Squad, Reserve Squad		
30 Paso Robles	State-owned	Shared by State and County	Type 1 Fire Engine, Heavy Rescue	Two Type 3 Fire Engines, Reserve Type 3 Fire Engine	
33 Heritage Ranch	County-owned	County	Type 1 Fire Engine, Reserve Fire Engine, Fire Boat		CalOES-owned Heavy Rescue Trailer
34 Oak Shores	County lease from Oak Shores HOA	County	Type 2 Fire Engine, Fire Boat		Oak Shores HOA-owned Patrol Vehicle
40 Parkhill	State-owned	Shared by State and County	Type 1 Fire Engine	Two Type 3 Fire Engines, Fire Dozer	
42 Carrizo Plain	County-owned	County	Type 3 Fire Engine		
50 Creston	County-owned	County	Type 1 Fire Engine, Water Tender, Reserve Water Tender		

51 Shandon	State-owned	Shared by State and County	Type 1 Fire Engine	Type 3 Fire Engine	
52 Meridian	County-owned	County	Type 1 Fire Engine, Reserve Fire Engine, Haz Mat Unit		
62 Avila Valley	County-owned	County	Type 1 Fire Engine, Reserve Fire Engine, Breathing Support Unit, Rescue Water Craft		
Emergency Command Center	State-owned	Shared by State and County	Portable Generator	Mobile Communications Center	
South Bay Training Center	County lease from San Luis Coastal USD	County	Reserve Fire Engine		
Tactical Drill Grounds	County lease from State Military Dept.	County	Burn trailer, training equipment trailers		
Service Center	State-owned	Shared by State and County		Flat bed truck, van	
Fleet Shops	State-owned	Shared by State and County		Fire Dozer	
*ARFF stands for Aircraft Rescue and Firefighting; **MCI stands for Mass Casualty Incident					

CAL FIRE and the County of County of San Luis Obispo agree that department facilities must be maintained, and improved if necessary, to ensure workplace health and safety.

Facilities Performance Standards

CAL FIRE will provide services according to the following performance standards:

- The County will continue the existing Capital Improvement project for construction of new facilities.
- CAL FIRE and the County will work within budget constraints to improve working conditions in existing facilities.
- CAL FIRE and the County will jointly review facilities to ensure suitability, adherence to codes and safe practices, and CAL-OSHA regulations.
- CAL FIRE will provide staff reports with recommendations for changes to facilities and anticipated future needs.
- CAL FIRE and the County will work within budget constraints to maintain facilities and coordinate repairs as needed
 - ✓ CAL FIRE will contact County Public Works Facility Maintenance office to request maintenance services
 - ✓ If Facility Maintenance cannot handle the request, CAL FIRE will pursue other means of providing the services
 - ✓ CAL FIRE will comply with County policies regarding facility maintenance, improvements and modifications

- CAL FIRE will continue to house administrative offices for the County Fire Department in the CAL FIRE Unit Headquarters, currently located at 635 N. Santa Rosa in San Luis Obispo.
- The County agrees to cover all facility operating, maintenance and repair costs, including utilities, in County-owned or leased facilities.
- The County agrees that because fire stations are residences for firefighters, they must be designed and equipped as such, including furniture and equipment for relaxation and recreation.

I. EQUIPMENT

Standards for firefighting equipment and personal protective equipment (PPE), including structural firefighting gear, helmets, gloves, boots, goggles, etc., are established for the protection of firefighters. CAL FIRE standards are set at or above nationally-accepted standards for these items, and will be utilized by the department in providing services under this agreement.

Equipment Performance Standards

CAL FIRE will provide services according to the following performance standards:

- The County will continue to maintain adequate funding in a reserve account(s) for the replacement of vehicles, apparatus and equipment which have reached the ends of their useful lives.
- The County agrees to plan for replacement of vehicles, apparatus and equipment according to CAL FIRE standards.
- Decisions regarding when and how to replace vehicles, apparatus and equipment will be made by the County, with input from CAL FIRE. However, CAL FIRE will have the authority, at its sole discretion, to place vehicles, apparatus and equipment out of service if deemed unsafe by CAL FIRE.
- Self-Contained Breathing Apparatus (SCBAs) are a key component in protecting firefighters working in hazardous environments. The County acknowledges the critical nature of SCBAs, and agrees to replacement of SCBAs and their component parts when they are no longer serviceable, no longer meet current CAL FIRE and/or NFPA standards, or when their continued use presents a threat to firefighter safety.
- The County agrees to cover all costs for purchase, maintenance and replacement of County-owned or leased vehicles, apparatus, equipment, tools, radios, SCBAs, and other PPE used by career firefighters, seasonal firefighters, paid-call firefighters, and volunteers assigned to the County Fire Department.
- CAL FIRE agrees that the County will maintain ownership of all items purchased or leased by the County.

J. SERVICE CENTER

CAL FIRE maintains a Service Center facility in San Luis Obispo, adjacent to the Unit Headquarters building. Procurement, warehousing and inventory and asset management are the responsibility of Service Center personnel. CAL FIRE will manage all County Fire Department supplies, materials, equipment and assets in accordance with County policies and procedures.

COUNTY FIRE DEPARTMENT – SERVICE CENTER SCHEDULED STAFFING LEVELS			
Function	Funding	Programs	Staffing
Service Center	State and County	Warehousing, inventory and asset management	County: one logistics officer; State: one logistics officer

CAL FIRE will provide services according to the following performance standards:

- CAL FIRE will make purchases with County funds in accordance with County procurement policies.
- CAL FIRE will track County-purchased resources in accordance with County policies.
- CAL FIRE will manage County Fixed Assets in accordance with County policies.
- CAL FIRE will utilize County CalCards in accordance with County policies.
- CAL FIRE will utilize the County Electronic Financial System for management of purchasing activities in accordance with County policies.

Service Center personnel and activities are under the supervision of the Administrative Division Chief and the Administrative Officer-II.

K. QUALITY ASSURANCE

CAL FIRE has systems in place to document, compile, and maintain statistics and records of many of its activities and programs. This information is utilized to analyze program effectiveness and fiscal responsibility. Information gathered is used at local and state levels.

Quality Assurance Performance Standards

CAL FIRE will provide services according to the following performance standards:

- When requested by the County Administrative Officer or designee, CAL FIRE will provide the County with the following:
 - ✓ Reports listing numbers of calls for service by type and average response times.
 - ✓ Statistical analyses of fire cause and fire prevention/education focus.
 - ✓ After-action reports and critiques of significant or major incident activity.
 - ✓ Expenditure and fiscal reports.
- CAL FIRE will provide these services at no cost to the County.


Timeline of Events

Cayucos Fire Protection District	
Late 1930s	The Cayucos Fire Department was formed in the late 1930s to protect the Community of Cayucos.
1948	The Cayucos Fire Protection District (District) was formed by petition and Board of Supervisors resolution in 1948 as a registered voter district.
1982	Special tax for Cayucos Fire Protection District is levied in 1982
2006	Starting in 2006, an agreement between the Cayucos Fire Protection District and CAL FIRE funded the cost to keep the seasonal CAL FIRE station (Station 11) in Cayucos staffed year round utilizing the Amador Plan.
November 2012	In November of 2012, Cayucos passed Measure C which repealed the special tax levied in 1982 and replaced it with a new parcel tax set at \$25 per parcel per year. The tax is adjusted each year based on any changes in the Consumer Price Index.
February 2013	On February 26, 2013, the Board approved a five year line of credit for the Cayucos Fire Protection District, not to exceed \$250,000 annually. The line of credit began in FY 2012-13 and ends in FY 2017-18. At the time the line of credit was approved by the Board, the District anticipated needing approximately \$200,000 in the first year and progressively lesser amounts in each subsequent year. Due to the increase in the Special Fire Tax rate passed by residents of the District in November of 2012, the District's total revenue (which includes property tax, as well as other revenue sources) was projected to increase by \$200,000—approximately 66 percent—beginning in FY 2013-14.
March 2016	In March 2016, the Cayucos Fire Protection District Board voted to end the Amador contract with CAL FIRE and use the savings to maintain a roster of 14 part-time firefighters that are paid hourly rates to provide 24/7 staffing.
June 2016	Measure C-16 failed, with two-thirds of Cayucos residents voting no. The Special Fire Tax on the June 2016 ballot that would have increased revenues to cover full response services for full time, fully staffed fire department and not a volunteer department. The proposed measure would have increased residential property tax from \$100 to \$500 and was set to increase the District's annual revenue from \$600,000 to \$1.2 million.
September 2017	The Cayucos Fire Protection District (District) filed a dissolution application with the San Luis Obispo - Local Agency Formation Commission (LAFCO) on September 12, 2017.
October 2017	On October 11, 2017, the County formally requested that LAFCO pause consideration of the District's application for dissolution to allow the Board time to agendize a discussion on the Districts' request.

Attachment 6

Countywide Fire Protection Services

1930	CAL FIRE has had a cooperative agreement with the County of San Luis Obispo since 1930 to be the County Fire Department. Until 1930, San Luis Obispo County did not provide fire protection in unincorporated areas.
1930	1930 County contracted to keep Nipomo, San Luis Obispo HQ, Paso Robles stations open in winter
1950	1950's county contracted to staff fire stations in Simmler and New Cuyama in summer and move Cuyama staff to Nipomo in Winter.
1966	1966 when Cal Valley CSD formed, county contracted to staff California Valley fire station year round (closed Simmler station and moved to Cal Valley community center)
1974	1974 Nipomo staffed year round-New Cuyama closed
1975	Major transition in service delivery <ul style="list-style-type: none"> • SLO Airport station staffed year round, SLO HQ no longer staffed in winter • Paso Robles station staffed year round • Paid Call fire companies formed at Oak Shores, Heritage Ranch, Shandon, Avila Valley, SLO Airport, Nipomo
1977	Paid call company formed for CAL FIRE-Cambria station
1980	Parkhill station staffed year round (was meant to go to Garden Farms)
1983	Creston station added, staffed by Paid Call FF'ers
1984	Morro Toro Paid Call company formed
1984	County engine at Paso Robles relocated to Templeton CSD station
1990	SLO HQ staffed using Amador Plan
1993	Avila Valley station staffed - 100% County funding
1993	County engine moved from Templeton back to CAL FIRE Paso station
1995	<ul style="list-style-type: none"> • West Mesa station staffed • Meridian paid call company formed • Cambria station staffed using Amador Plan
1997	Meridian station staffed 24/7
1999	Heritage Ranch station staffed 24/7
2000	Avila Beach CSD contracts-Split funds Avila station
2001	City of Pismo Beach contracts
2002	The Board approved increasing the level of service to Paramedic, Advanced Life Support (ALS) services at the Mesa and Nipomo Fire Stations. Increase was approved based upon the ability to offset cost and the provision of information that identified the service level requested met the Ambulance Provider Oversight Committee (APOC) criteria for ALS service in this area.
2003	City of Grover Beach emergency contract for 6 months
2004	Los Osos CSD contracts
2006	Cayucos FPD contracts through county then direct using Amador Plan
2007	Cambria CSD emergency contract for 6 months
2012	On March 6, 2012, the Board approved an increase to support full time staffing at Fire Station 42 – Carrizo Plain, due to the two large-scale solar projects being constructed in California Valley.
2013	The Board approved the addition of a Fire Captain position at Fire Station 43 in Creston. The new position combined with internal staffing adjustments using positions already included in the contract, allowed the new fire station in Creston to be staffed full-time.
2014	Board approved an augment to Winter Staffing at Station 51- Shandon to ensure a third firefighter responds to all incidents during non-fire season, even when no Paid-Call Firefighters (volunteers) are available.
2016	The Board approved an augment to Winter Staffing at Station 10 – Cambria to ensure a third firefighter responds to all incidents during non-fire season, even when no Paid-Call Firefighters (volunteers) are available.




**Cayucos Fire Protection District Dissolution
Service Level Options**
March 13, 2018

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Overview

- History of Cayucos Fire Protection District
- Cayucos Fire Protection District Dissolution Application
- County's Mandated Responsibility
- Countywide Fire Protection Service
- Service Level Options



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History of Cayucos Fire Protection District

- District formed in 1948
- Protects the community of Cayucos
 - 2,354 housing units within the community (2010 Census)
 - Over 60 commercial buildings & over 16 hotels/motels
- Expenditures exceeding revenues
 - November 2012 (Measure C) - passed an extension of an existing tax of \$25 per parcel
 - June 2016 (Measure C-16) – failed with 2/3 of residents voting no



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Cayucos Fire Protection District Dissolution Application

- Filed a dissolution application with LAFCO - 9/12/2017
 - Lack of available volunteer staff
 - Limited revenues to pay for services
 - Proposes services be transferred to the County
- LAFCO dissolution process – next step
 - County to determine the level of service



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Cayucos Fire Protection District (Station 56)



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County's Mandated Responsibility

- County becomes the "successor" agency
 - Government Code section 57451
 - Responsible for winding up the affairs of a dissolved district

- Not mandated to provide fire protection service
 - Government Code section 850
 - Not liable for failure to establish a fire protection service
 - Discretionary activity of the County Board of Supervisors
 - Varies considerably from one part of the unincorporated area of the county to another



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Cayucos Service Level Options

Considerations

- County Service Area 10
- Revenue Transfer
- Use of the District's Existing Assets
- Estimated Expense
- Engine Type & Service Levels



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Service Level Options

- **Option 1:** Full-Time, Year-Round Staffing at Station 56
- **Option 2:** Three-Person Amador Staffing at Station 11 with Fire Prevention Officer
- **Option 3:** Two-Person Amador at Station 11 Staffing with Fire Prevention Officer
- **Option 4:** Close Station 56 and provide no additional services



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Countywide Fire Protection Service

- Cooperative agreement with CAL FIRE since 1930
- CAL FIRE acts as the County Fire Department
- County funded resources are leveraged to provide the most efficient fire protection delivery system
- County Fire Department operates out of 15 fire stations
- Varying staffing and engine models

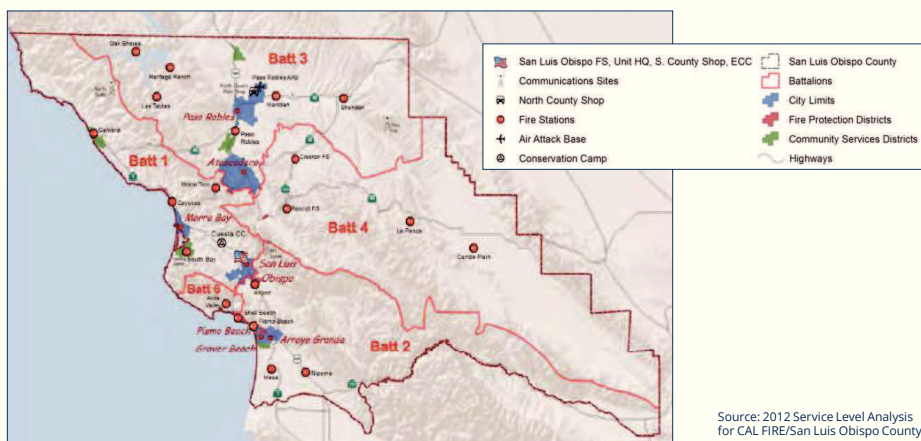


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CAL FIRE – San Luis Obispo Fire Department Jurisdictions & Facilities



Source: 2012 Service Level Analysis for CAL FIRE/San Luis Obispo County Fire



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Staffing

- **Amador Plan**
 - Shandon (FS 51)
 - Cambria (FS 10)
 - San Luis (Station 12)
- **Paid Call Firefighter (PCF)**
 - Oak Shores FS 34 - PCF only
 - Morro-Toro FS 14 - PCF only
- **Paramedic (ALS) Stations**
 - Nipomo (FS 20)
 - Mesa (FS 22)
 - South Bay – Los Osos (FS 15)
- **BLS Stations**
 - Airport (FS 21)
 - Paso Robles (FS 30)
 - Heritage Ranch (FS 33)
 - Park Hill (FS 40)
 - Calif Valley (FS 42)
 - Creston (FS 50)
 - Meridian (FS 52)
 - Avila Beach (FS 62)
- **State Stations (Closed Winter)**
 - Cayucos (FS 11)
 - Los Tablas (FS 35)
 - La Panza (FS 41)



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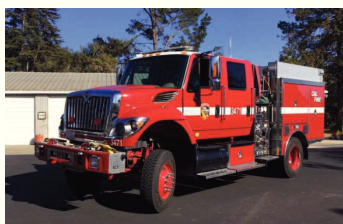
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Fire Engine Capabilities

Type I – Structure Engine



Type III – Wildland Engine



Engine Type	Structure	Wildland
Pump (GPM)	1000	500
Water Tank	500	500
Ladder	24'-35'	16'
Supply Hose	1000'	500'
Master Stream (500 GPM)	yes	no



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Northern Coastal Area Served By County Fire

Cambria FS 10



Cayucos FS 11

SLU Headquarters FS 12

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Option 1: Full-Time, Year-Round Staffing at Station 56

Engine Type	Staffing Overview
Type I - Structure Engine	<p>Winter Months Provides consistent 24/7 service, and guarantees coverage.</p> <p>Summer Months Provides consistent 24/7 service, and guarantees coverage, especially when the state funded engines have been deployed.</p>

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Option 2: Three-Person Amador Staffing With Fire Prevention Officer at Station 11

Engine Type	Staffing Overview
Type III – Wildland Engine	<p><u>Winter Months</u> Provides consistent 24/7 service, and guarantees coverage.</p> <p><u>Summer Months</u> Emergency response will only be provided if state engine(s) are available during the summer months.</p>



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Option 3: Two-Person Amador Staffing With Fire Prevention Officer at Station 11

Engine Type	Staffing Overview
Type III – Wildland Engine	<p><u>Winter Months</u> Provides consistent 24/7 service, and guarantees coverage.</p> <p><u>Summer Months</u> Emergency response will only be provided if state engine(s) are available during the summer months.</p>



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Option 4: Close Station 56 and respond from Station 10, 11, or 12

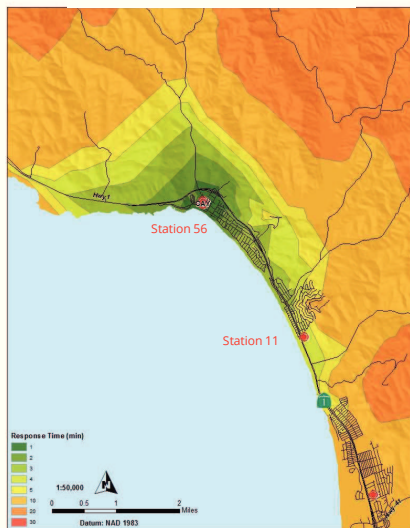
Engine Type	Staffing Overview
Type III - Wildland Engine	<u>Winter Months</u> Coverage only from Station 10 or 12
	<u>Summer Months</u> Station 11 will be available for response, but it only be provided if state engine(s) are available during the summer months.



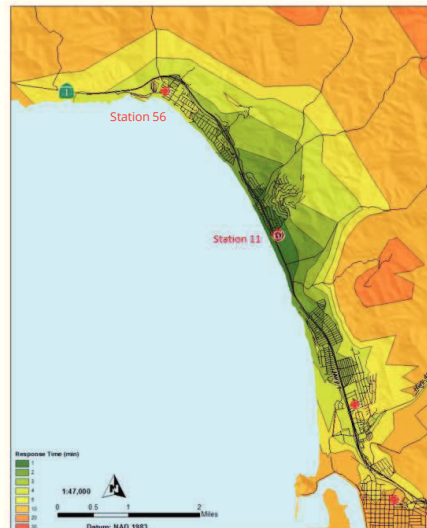
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Station 56 Response Times



Station 11 Response Times



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Financial Considerations

Options	Annual County GF Expense	Potential Other Costs (GF Expense)
Option 1: Full-Time, Year-Round Staffing at Station 56	\$912,162	\$1,871,000
Option 2: Three-Person Amador Staffing With Fire Prevention Officer at Station 11	\$77,128	\$25,000
Option 3: Two-Person Amador Staffing With Fire Prevention Officer at Station 11	\$(136,250)	\$25,000
Option 4: Close Station 56 and respond from Station 10, 11, or 12	\$0	\$0



Next Steps

- Staff requesting Board direction:
 - Condition the dissolution
 - Countywide Fire District

- Pending Board direction, LAFCO could:
 - Proceed with dissolution
 - Deny the dissolution request
 - Condition dissolution on a successful Prop 218 vote



QUESTIONS?



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SAN LUIS OBISPO LAFCO

Local Agency Formation Commission

Meeting Agenda

March 15, 2018 at 9:00 a.m.

Board of Supervisors Chambers

MISSION STATEMENT

The Local Agency Formation Commission is committed to serving the residents of San Luis Obispo County and the State of California by discouraging urban sprawl and encouraging the orderly formation and development of local agencies based on local conditions and circumstances.

COMMISSIONERS

Marshall Ochylski,
Special District
Roberta Fonzi, City
Ed Waage, Chair, City

Robert Enns, Special District
Debbie Arnold, County
Tom Murray, Public
Lynn Compton, Vice-Chair, County

ALTERNATES

Ed Eby, Special District
Jamie Irons, City
Heather Jensen, Public
Adam Hill, County

Meeting Location

Board of Supervisors Chambers
County Government Center
1055 Monterey Street
San Luis Obispo, California

Contact Information

David Church, Executive Officer
Phone: (805) 781-5795
Fax: (805) 788-2072
www.slolafco.com

MEETING AGENDA

Pledge of Allegiance

Call to Order/Roll Call

Approval of the Minutes: February 15, 2018

This is the period in which persons may speak on items that are not on the regular agenda. All persons wishing to speak on agenda items or during this non-agenda public comment portion of the meeting are asked to fill out a "request to speak form" and provide it to the Commission Clerk prior to the beginning of that item. Each speaker will be limited to a three-minute presentation. During public hearings, applicants or their representatives will be given the opportunity to speak first after the staff report is given and questions of the Commission have been addressed.

Non-Agenda Public Comment Period

Informational Matters

A-1: Study Session - Overview of Fire and Emergency Services in SLO County
(Recommend Receive and File)

A-2: Status Report - LAFCO Directory of Local Agencies, March 2018 (Recommend Review and Comment)



Regular Matters

- B-1:** Nipomo Community Services District - Sphere of Influence and Municipal Service Review Update (Recommend Review and Conditional Approval)
- B-2:** Cemetery Districts - Sphere of Influence and Municipal Service Review Update (Recommend Review and Approve)
- B-3:** Draft Property Tax Information Policy (Recommend Review and Provide Direction)

Closed Session:

- C-1:** The Commission will meet in closed session pursuant to Government Code Section 54957 to discuss the annual Public Employee Personnel Evaluation and Amendments to Employment Contract: Executive Officer

Commissioner Comments

Legal Counsel Comments

Executive Officer Comments

Adjournment

Submitted Proposals

File #	Proposal	Status
1-E-17	San Simeon CSD Activation of Latent Powers - Weed Abatement	Protest Hearing
2-R-17	Dissolution of the Cayucos Fire Protection District	On Hold
1-R-17	Anx. #80 to the City of SLO (San Luis Ranch)	On Hold

On the Radar

Possible Proposal/Report	Status
Study Session - Fire/Emergency Services in San Luis Obispo County	Target March Meeting
Annexation to Nipomo CSD – St Joseph’s Church	Meet with Applicants
Detachment to Water Districts	Providing Information
Annexation to City of Paso Robles - Furlotti	City Preparing Documenting
Garden Farms Water District Possible Annexation	Providing Information



Sphere of Influence/Municipal Service Review Update

SOI/MSR Update	Status
Cemetery Districts – Public Review Draft	45-Day Public Review
Nipomo Community Services District – Public Review Draft	45-Day Public Review
City of Atascadero	Information Gathering
City of Pismo Beach	Information Gathering



LAFCO - San Luis Obispo - Local Agency Formation Commission
SLO LAFCO - Serving the Area of San Luis Obispo County

TO: MEMBERS, FORMATION COMMISSION
FROM: DAVID CHURCH, EXECUTIVE OFFICER (DC)
DATE: MARCH 15, 2018
SUBJECT: STUDY SESSION: FIRE SERVICES IN SAN LUIS OBISPO COUNTY

COMMISSIONERS

Chairman
Ed WAAGE
City Member

Vice-Chair
LYNN COMPTON
County Member

DEBBIE ARNOLD
County Member

ROBERT ENNS
Special District Member

ROBERTA FONZI
City Member

TOM MURRAY
Public Member

MARSHALL OCHYLSKI
Special District Member

ALTERNATES

Ed EBY
Special District Member

ADAM HILL
County Member

JAMIE L. IRONS
City Member

HEATHER JENSEN
Public Member

STAFF

DAVID CHURCH
Executive Officer

RAYMOND A. BIERING
Legal Counsel

MIKE PRATER
Senior Analyst

DONNA J. BLOYD
Commission Clerk

Recommendation

It is respectfully recommended that the Commission receive and file this special report regarding the provision of fire services in San Luis Obispo County and provide any comments or direction to Staff.

Introduction

At LAFCO's January meeting the Commission raised questions about the state of fire services in San Luis Obispo County. This was generated by the current Cayucos Fire District Dissolution application and a desire to better understand the overall picture. This report provides an overview of the fire services provided in San Luis Obispo County and its communities. Also, today we will be hearing from a very experienced group of fire/emergency service professionals: CAL FIRE Unit Chief Scott Jalbert, former Unit Chief and current Fire Safe Council staff Dan Turner, and Ron Alsop, Current County OES Emergency Services Manager. Each will present a certain part of the fire/emergency service situation in the County.

Attachments

- A: CALFIRE-Service Level of Analysis, 2012**
- B: Templeton CSD Talking Points Memo**
- C: State-Wide LAFCO Survey**
- D: San Diego MSR –Executive Summary**

Several communities in the County are experiencing challenges in funding fire services for their communities. Cayucos Fire District has submitted an application to LAFCO for dissolution because of its financial circumstances and a lack of local volunteers. Templeton CSD is discussing its fire service and funding situation. The Five Cities Fire Authority is proposing an increase in funding from its member agencies over the next few years. Cambria CSD has a ballot measure to fund fire services in the future. The discussion of fire services, finance and governance is being conducted in other Counties as well.

Today's study session is intended to be an overview of the fire services in the County; a 30,000 foot flyover of the fire service system.

County Fire Department/CAL FIRE

Unit Chief Scott Jalbert will provide an overview of the fire services provided in San Luis Obispo County. The following information are excerpts from the CAL FIRE website for San Luis Obispo County:

The County Fire Department responds to emergencies and other requests for assistance in the unincorporated parts of the County. The County Fire Department is the county agency that answers the call for help in the unincorporated areas of the County. The Department also plans for and takes action to prevent and respond to emergencies. This planning process is designed to reduce impacts and help coordinate regional emergency response efforts. Since 1930 CAL FIRE, a California state agency, has functioned as the County Fire Department under a contract with the County of San Luis Obispo. Approximately 180 full-time state employees operate the Department, supplemented by as many as 100 state seasonal fire fighters, 300 County paid-call (PCF) and reserve fire fighters, and 120 state inmate fire fighters.

Fire Operations-(CAL FIRE Website)

The Operations Division provides a continuity of service related to fire control and suppression, rescue, advanced life support/emergency medical assistance, and the mitigation of hazardous materials incidents. In the event of a major disasters, we are trained and equipped to handle a county wide incident, including earthquakes, tsunamis, riots, fires, hazardous material incidents, and other major emergencies.

The Unit is divided into six field Battalions and seven specialized teams; each with its own operational challenges. Staffing for the entire county is accomplished by cooperative agreements between Cal Fire, the County of San Luis Obispo, Los Osos and Avila Community Service Districts, and the City of Pismo Beach. This regionalized approach to fire protection allows us to provide cost effective, all risk, professional fire protection to the public.

Unit Personnel Summary; 1 Unit Chief, 1 Deputy Chief, 3 Division Chiefs, 12 Battalion Chiefs, 50 Fire Captains (7 Captain Medics), 34 Engineers (8 Engineer Medics), 5 Firefighter II (3 Firefighter II Medics), 108 peak staffing and 15 off peak Firefighter I's, 275 Paid Call Firefighter, 20 Reserve Firefighters, 25 Lifeguards, 25 Administrative Staff.

Unit Equipment Summary; 14 staffed ICS type II Engines, 12 staffed ICS type III Engines, 2 Medium Rescue, 4 Squads, 1 ICS unstaffed 1 Haz Mat Unit, 1 Breathing Support, 2 Boats, 3 Rescue Water Crafts (RWC), 3 staffed ICS type II Dozers, 10 staffed ICS type I Hand Crews, 1 staffed Air Attack plane, 2 staffed ICS type III Air Tankers.

Unit Strategic Fire Plan CAL FIRE/San Luis Obispo County Fire

This CAL FIRE/San Luis Obispo County Unit (CAL FIRE/SLO) Strategic Fire Plan is developed to collaboratively address fire protection planning efforts occurring in the County, to minimize wildfire risk to our County watershed lands, communities, assets, firefighters, and the public. It was developed to work cohesively with the CAL FIRE/ San Luis Obispo County Fire Department's Service Level Analysis (attachment A), and the California Fire Plan. The Plan presents the County's physical and social characteristics, identifies and evaluates landscape-scale fire hazard variables, utilizes Priority Landscape datasets for evaluating wildfire risk, identifies measures for reducing structural ignitability, and identifies potential fuel reduction projects and techniques for minimizing wildfire risk. This Plan is a living document managed and updated routinely by the CAL FIRE / San Luis Obispo County Fire Department with community and stakeholder input and involvement. (Source: Strategic Fire Plan, 2017)

Fire Safe Council (Website)

County Supervisor Debbie Arnold is the Executive Board President of the Fire Safe Council. The specific purpose of the Fire Safe Council is to provide education, exchange information and foster fire prevention and fire safety within the County of San Luis Obispo. Since its formation in April 1993, the Council has united its diverse membership to speak with one voice about fire safety. It was funded by the state of California Resources Agency, Department of Conservation, CAL FIRE. It was led by staff from the CAL FIRE Prevention Bureau. Below are the Agencies, Associations and Districts that hold seats to the San Luis Obispo County Communities Fire Safe Council voting board.

Board of Supervisors Supervisorial Dist. Representative, County Cattlemen's Assn., SLO County Planning, Pacific Gas & Electric, City of Atascadero, County Fire Chiefs, Fire Prevention Officers, Farm Bureau, US Forest Service, Air Pollution Control District, CAL FIRE, Range Improvement, EcoSLO, Insurance Industry, Cal Poly, UC Cooperative Extension

CFSC, a statewide non-profit organization, receives federal grants from agencies like the U.S. Forest Service, Bureau of Land Management, and National Park Service. These funds provide grant monies to local Fire Safe Councils and other community organizations in California using CFSC's innovative online Grants Clearinghouse. The Clearinghouse enhances existing relationships between communities and state and federal agencies, and helps create new relationships by expanding funding opportunities for eligible organizations and agencies. (Source: CFSC Website) Fire Safe Councils are community-based organizations which share the objective of making communities less vulnerable to catastrophic fire. Fire safe councils accomplish this objective through education programs and projects such as shaded fuel breaks or to protect area residents against an oncoming wildfire and to provide fire fighters with a place to fight the oncoming fire. The first fire safe councils started in the early 1990s, and there are now over 100 around the state. A general diagram of a Fire Safe Council is found below:

Ambulance Services

In addition to fire and rescue services, the fire service also provides emergency medical services (EMS) to the community, in many cases Advanced Life Support (paramedic service). EMS can be – often are - a majority of the calls that the fire service responds to, in close conjunction with ambulance providers. As such, it would be challenging to provide an overview of the fire service and their EMS duties without noting the key role ambulance providers provide.

Coordination and oversight of many ambulance regulatory related operations, including certification, accreditation and continuing education program review for paramedics and EMTs is provided by the County of San Luis Obispo Public Health Department's Emergency Medical Services Division, in particular the Emergency Medical Services Agency (EMSA). Working with all EMS providers, including the fire service and ambulance providers, EMSA helps ensure all providers can provide excellent pre-hospital care through coordinated training and policies countywide. Related to ambulance services, there are two providers in our county: San Luis Ambulance is a privately-owned paramedic service and critical care transport service that operates in San Luis Obispo County. Paramedics, EMTs and Nurses are professionals in their education and training but are also patient advocates committed to ensuring the highest standard of excellence in prehospital patient care. The Cambria Healthcare District provides for similar ambulance services in the North Coast area.

While the Cambria Healthcare District is a special district and thus operates under a Board of Directors, San Luis Ambulance operates their service through the authority of the County of San Luis Obispo, through an agreement approved by the Board of Supervisors. County EMSA has the role of day-to-day oversight and coordination.

Due to an unavoidable conflict, the County Public Health EMS Division Director, Vince Pierucci, is not available for this presentation. In his place, County OES Emergency Services Manager Ron Alsop will present on ambulance and related services.

Office of Emergency Services

The County Office of Emergency Services is the coordinator of general emergency management services in the County. County OES coordinates with various agencies and jurisdictions to help ensure a common response countywide during large-scale emergency or disaster type events. For such large-scale emergencies, OES maintains the County Emergency Operations Center (EOC) which is a facility to coordinate and support disaster response activities countywide, including providing support services to fire agencies.

OES is committed to serving the public before, during and after times of emergency by promoting effective coordination between agencies, and encouraging preparedness of the public and organizations involved in emergency response. (Mission Statement)

Local Circumstances

Cayucos Fire District Dissolution

The Cayucos Fire Protection District filed a dissolution application with the Executive Officer on September 12, 2017. The reasons for the dissolution as stated by the Fire District are a lack of available volunteer staff and limited revenues to pay for services. LAFCO Staff has been working with the Fire District staff and the Community regarding the possible dissolution since 2015. The future services to be provided to Cayucos if the District is dissolved are being reviewed by the County. The County will consider service options on March 13, 2018. The question of future fire service needs clarification before LAFCo can make a decision regarding the dissolution in an informed manner. A public hearing will be scheduled when this information is available. Noticing will also be completed prior to the Public Hearing.

If dissolved, the County would be the successor agency and would wind up the affairs of the District. The County has discretion in deciding if County Fire would be the future service provider. The District currently receives approximately \$550,000 in annual revenue through property taxes and a special tax. Costs for providing services continue to increase and the funding has not kept pace. The changing demographics of the town have played a role as well with fewer people being available for volunteer service. It should be noted that this is a problem around the State and for other jurisdictions which depend on Volunteer Fire Departments.

Templeton CSD Fire Service

Templeton CSD has been proactively exploring how to fund fire services in the future. A 2013 Fire Service Study was prepared by the CSD. It provides information about the District's current fire service capabilities and looks to the future. The District Fire and Emergency Management Committee for the Templeton CSD meets on a regular basis to address various issues regard the Fire Service. In January 2018, the agenda had three items regarding the financing and staff of Fire services:

- 1) County of San Luis Obispo Property Tax Allocation: The Committee will discuss the actions taken to date in regards to increasing the property tax base to move our organization towards a 24/7 operation and options moving forward.*
- 2) Options for Special Tax or Benefit Assessment: The Committee will discuss options for moving forward with a special tax or benefit assessment.*
- 3) Status Updates: Recruitment of Paid Call Firefighters (PCF's) Efforts*

This Committee has been considering funding and other issues for the CSD for a number of years. The public is invited to attend this meeting and will be afforded time to discuss any item on the agenda. Below are talking points from a memo the TCSD used to discuss the financial challenges-the whole Memo is in Attachment B:

Financial Challenges – Fire Services

- a. *TCSO Property Tax Share based on costs in late 1970s*
- b. *Recognition in early 2000s that additional funding would be needed*
- c. *2009 - Special Benefit Assessment vote – 38.6% supported – needed 50% +1*
- d. *2012 - 4 year SAFER Grant allows hiring of 2nd full-time Firefighter (Volunteer Coordinator), provided approximately \$125k/year*
- e. *2013 - District commissioned Citygate and Associates to study Fire Service delivery options*
- f. *2014 – Ad hoc Committee formed to study options further – recommended revenue enhancements to sustain services*
- g. *2015 District commissioned SCI to survey voters and property owners to determine if there was support for with a Parcel Tax or Special Benefit Assessment – Survey indicated insufficient support, recommended not proceeding with ballot at the time*
- h. *Fall 2015 Option Evaluation – Request for Proposals for services (No proposal from County/CAL FIRE) – more than 10 staffing options analyzed internally*
- i. *2016 – District cuts services/costs as 2012 SAFER grant expires, applies for SAFER grant to continue funding – denied*
- j. *2016 – Began donation solicitation – received over \$10k in donations in first year to purchase needed equipment*
- k. *2016 – Begins process to form Community Facilities District – expects some additional revenue in 5-10 years based on new development*
- l. *2017 – Applies for SAFER grant, forms Community Facilities District*
- m. *2017 – Board determines that the Property Tax share revision is a District Goal*

Five Cities Fire Authority

The Five Cities Fire Authority has adopted a five year strategic plan that summarizes the Authority as follows:

In 2004, the cities of Arroyo Grande and Grover Beach collaboratively entered an agreement to share one fire chief and training officer. This agreement was expanded over the next several years to include equipment sharing, a consolidation of the reserve firefighter program and the introduction of "boundary drops," meaning that the closest fire resource would be dispatched to a 9-1-1 call without consideration of community boundary. In 2009, the Oceano Community Services District joined the other communities and on July 9 2010, a complete fire department consolidation took place, resulting in the creation of the Five Cities Fire Authority. The Five Cities Fire Authority was created to increase service levels to citizens and visitors, to ensure consistent and professional training standards, and to increase operational efficiencies. (Five-Year Strategic Plan)

The Authority is administered by the Board of Directors, comprised of one Councilmember or alternate from the City of Arroyo Grande, one Councilmember or alternate from the City of Grover Beach, and one Board member or alternate from the

Oceano Community Services District. Individuals serving as alternates must be elected officials from the participating communities.

The Fire Chief reports to the Board of Directors and also serves as the Executive Officer for the Five Cities Fire Authority. The Administrative Services Director for the City of Arroyo Grande serves in the capacity of Treasurer to the Authority, and the Administrative Assistant for the Five Cities Fire Authority serves as Secretary/Clerk to the Board.

The Fire Chief may consult with the Executive Team, comprised of the managers from Arroyo Grande, Grover Beach and Oceano in order to discuss matters relevant to the communities or the Authority, and the managers may make recommendations to their board members, based on matters discussed.(Source: Five Year Strategic Plan, 2017)

The Authority's recent proposed budget recommends that a number of reserve firefighters become paid permanent employees. This would be phased-in over a five year period and would increase the cost of service, but would also improve the level of service provided to the communities.

Cambria CSD Fire Service

Cambria CSD has been holding meetings to discuss funding and staffing solutions to retain three firefighters that were previously paid for by a SAFER Grant. The grant will expire at the end of the year. A ballot measure will be placed on the June primary to fund the positions permanently and increase service levels. The discussion the CSD has been having pertain to a 4 person Vs 3 person engine company staffing model. The Fire Department is involved in preparing a National Institute of Standards and Technology Study (NIST) to demonstrate the benefits of a 4 person the staffing model.

State Examples

A brief survey LAFCO's statewide is found in attachment C, with 18 LAFCOs responding to the following questions:

1. Does your County have County-Wide Fire District (including a CSA)?
2. Is the trend in your County to move away from volunteer districts?
3. Have you dissolved, consolidated, or formed a fire district since 2000?
4. If you have an example of how your County is addressing the provision of fire services that would be helpful!

Each County has a variety of circumstances regarding fire service. Below is a summary of some of those responses. Also included is a summary of the San Diego LAFCO Municipal Service Review, which helped consolidate fire services in San Diego County.

San Diego County has conducted a number of studies to improve the fire services provided to residents. These studies have included a focused Fire Service MSR and recommendation dissolve certain fire districts and have a regional fire agency provide the service. The Executive Summary is attached to this report. This model does not fit San Luis Obispo County, but it serves to identify the actions that a LAFCO could take to help improve a challenging service situation. Here is an excerpt from the MSR

The Municipal Service Review (MSR) for fire protection and emergency medical services within the unincorporated area of San Diego County represents a comprehensive evaluation of the unincorporated region's emergency services system. Within the area reviewed, 28 local agencies are principally responsible for providing structural fire protection and emergency medical services to just under a half million residents. SANDAG forecasts indicate that within the next 20 to 25 years, another quarter million people will be added to the unincorporated area population. Real need for emergency services will increase—along with constituents' expectations for an effective system to provide structural fire protection and emergency medical services. Unquestionably, the region must be positioned to respond to future need. The purpose of this MSR is to evaluate the region's current emergency response systems and to assess the potential of the system to efficiently meet future demands.

Butte County has a County Fire Department that contracts with CAL FIRE for unincorporated coverage for \$15 million/year. Butte has only one very small independent fire district that struggles financially. The County is having trouble affording CAL FIRE and its cost increases that are out of the County's control entirely. The County desires to go a different direction, primarily to control costs and move the fire service costs out of the general fund. Butte is exploring a countywide CSA or perhaps establishing small CSA's to fund enhanced services within specified zones (high fire hazard foothills) that may then be consolidated into a single independent fire district once accepted by the residents. Butte LAFCO also has an existing CSA and could add a fire service power.

Monterey County does not have a county-wide Fire District. There are benefits in moving from volunteer to established fire districts. In 2015, Monterey LAFCO approved the divestiture of fire protection powers from the Spreckels CSD and a subsequent annexation of the subject area to a neighboring fire district. The CSD provided fire service through the Spreckels Volunteer Fire Company (VFC) since 1991. While the VFC was the "official" responder to emergency calls, data showed that the neighboring fire district was the actual first responder to all fire-related emergency calls in the Spreckels area since at least 2000. The Commission approved a consolidation of two FPDs in 2010 and the reorganization previously discussed which included divestiture of fire protection powers and subsequent annexation to a neighboring FPD in 2015. LAFCO is currently working on a fire study which will analyze existing service providers, underserved areas, and communities that are outside jurisdictional and sphere boundaries. We will be coordinating with district and county representatives as part of this comprehensive evaluation.

Ventura County has a county wide fire protection district that is a dependent district of the county. It serves the entirety of the unincorporated county and six of our ten cities. In January the Commission approved the annexation of the one of the four cities to the district and we are currently in the protest period. The County does not have any volunteer districts.

Placer County does not have a county-wide district but like SLO County has several areas under contract with the county from CAL FIRE. The trend is moving away from the volunteer departments. Placer LAFCo has dissolved a district and consolidated two districts in the past year. Other than those, LAFCO has dissolved a district and the County/Cal Fire absorbed (2005), dissolution in 2001. Placer County is concerned and has conducted financial studies and worked on special tax elections. It could be that LAFCO will looking at several consolidations in the near future. Several small districts are having financial difficulty and their long term feasibility is in question.

El Dorado County does not have a county-wide fire district. The District's would like become full service, but some districts cannot afford to pay their FFs. At best, they may have one paid chief and some admin support. Latrobe FPD was dissolved in 2014. The El Dorado Hills Fire District took on the services which they had been providing via a contract for years. In 2010 LAFCO was asked to administer a report on behalf of the districts and the County to study how well emergency services were being provided. It found that the rural fire districts will need to raise taxes or continue to receive financial assistance from the County in order to continue operating. The County discontinued all aid a couple of years ago. The fire districts are currently exploring a raise in county sales tax as a way to generate more revenue.

Possible Ideas for LAFCO

The following are list of possible actions (for discussion only) that LAFCO might be involved in to help alleviate the fire service issues faced by local communities:

- **Municipal Service Review.** LAFCO is required to update the Sphere of Influence and Municipal Service Review every five years or as necessary. An MSR can be completed for each jurisdiction or focused on a particular service, like fire.
- **LAFCO Special Studies.** The Cortese-Knox-Hertzberg Act allows LAFCO to conduct special studies as the Commission deems necessary to complete its mission. A special study could be completed to analyze the fire service situation in the County. There are consultants around the state that specialize in this topic and the study could be focused on the selected issues and topics.
- **Dissolutions.** In San Luis Obispo County, only two fire districts exist; Cayucos Fire and Santa Margarita Fire Protection District. While Cayucos fire has requested dissolution, Santa Margarita continues to operate.

- **Consolidations.** A Consolidation is the combining of two districts into one. If the two Districts are in favor of a consolidation, LAFCO is required to approve the consolidation. The action is subject to the protest process.
- **District Formation.** A Fire Protection District could be formed to provide services to a community or various communities. Some Counties have formed county-wide fire districts to provide fire services.
- **Activation/Divestiture of a Power.** An application to activate a District's fire authority could be considered by LAFCO. Conversely, a District could request "divestiture" of the fire authority. For example, the County could activate the fire authority of CSA a county wide district to help provide fire services to unincorporated areas. Or, a divestiture would take away the function from a CSD and enable another agency to provide service.

Attachment A
CALFIRE Unit Strategic Plan-Introduction



Service Level Analysis for CAL FIRE/San Luis Obispo County Fire

Consolidated Fire Protection Strategic Plan

Submitted to the San Luis County Board of Supervisors, August 2012



Service Level Analysis for CAL FIRE/San Luis Obispo County Fire



Consolidated Fire Protection Strategic Plan



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Strategic Plan CAL FIRE/San Luis Obispo County Fire

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Executive Summary

Overview

The Board of Supervisors directed that a strategic plan be developed for the fire services provided by the County of San Luis Obispo. The purpose of this planning document is to serve as a guide for the Board of Supervisors and other partners in the CAL FIRE/San Luis Obispo County Fire consolidated fire protection program. Paramount in this undertaking is the need to identify proper levels of service for fire protection, make an assessment of the current delivery system and forecast necessary changes to fire protection services. A goal of this plan is to provide a tool for making cost-effective decisions regarding changes in service levels. To achieve that goal, this plan describes and presents data regarding fire protection in the county by using community demographics, service levels, staffing models, governance and funding options.

Method of Study

The County Administrative Office authorized this objective study to be prepared with internal staff. Chief Dan Turner, CAL FIRE/San Luis Obispo County Fire (retired) was retained as a temporary employee to organize, manage and serve as the principal author of this study. The study team conducted independent collection, analysis and comparison of data to established standards. CAL FIRE and other County departments provided data and reviewed findings and recommendations. The Building and Planning Department, County Tax Assessor's Office and the geographic information systems (GIS) staff at CAL FIRE were instrumental in developing service level models, data analysis and performance evaluations.

Organization of the Study

Delivery of fire/rescue service is a complex organizational process comprised of firefighters, fire stations, fire apparatus and the necessary support systems. This executive summary identifies the most significant issues for consideration. The balance of the report is presented in sections that provide in-depth examination of fire/rescue components. Findings and recommendations for each section are found at the end of the section and a summary of all recommendations is provided in the appendix.

The Fire Service in San Luis Obispo County

In San Luis Obispo County, fire services are provided by the consolidated CAL FIRE/San Luis Obispo County Fire protection organization and by several independent federal, state, city, special district and private fire organizations. Following the pattern prevalent throughout California, local mergers and consolidations have reduced the number of fire protection agencies. The CAL FIRE/San Luis Obispo County Fire consolidation is a federation of several agencies that honors and maintains the integrity of the jurisdictional identities and authorities while operating in a regional shared service model.

Policy for Providing Fire and Rescue Services

Under the laws of the State of California, only the State and incorporated cities are obligated to provide fire protection services. Counties and special districts provide fire services at their discretion; therefore, the level of county fire service provided to unincorporated areas around the State varies from county to county. *When a jurisdiction chooses to provide fire/rescue services, several laws, regulations and best practices affect the method of delivery; most of these rules are based on ensuring public and firefighter safety.*

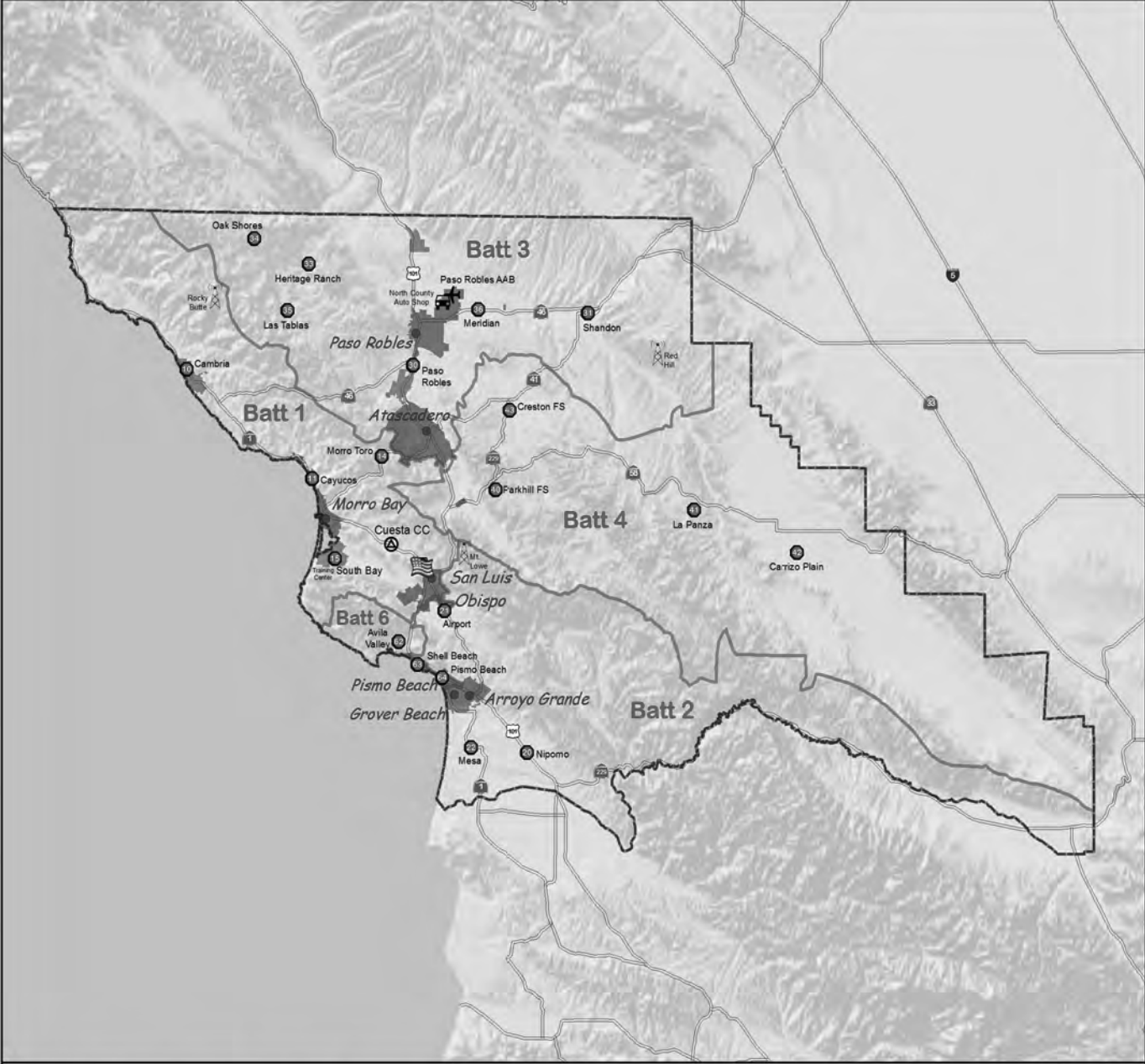
In 1930, San Luis Obispo County chose to protect residents and property within its jurisdiction by partnering with CAL FIRE and creating the San Luis Obispo County Fire Department to serve the unincorporated area outside of special districts that provide fire protection. CAL FIRE provides management of personnel, equipment, facilities, training and services. In addition to the County and CAL FIRE partnership, the City of Pismo Beach, Avila Beach Community Services District and Los Osos Community Services District have joined as partners to form a consolidated fire protection organization. The partnership has proven mutually beneficial, sharing resources, support services, management and administration. The County, Pismo Beach, Avila Beach and Los Osos benefit through operational efficiency, cost reduction, specialized training and equipment, and shared services. The consolidation is perfected through contractual agreements that direct and fund CAL FIRE/San Luis Obispo County Fire to provide fire protection service on behalf of consolidation members. These contracts for service are authorized by state statutes¹, local ordinances and resolutions.

1 California Public Resources Code Section 4142-44

1 Executive Summary

**CAL FIRE -
San Luis Obispo County
Fire Department**

Jurisdictions & Facilities



- | | |
|--|------------------------------|
| San Luis Obispo FS, Unit HQ, S. County Shop, ECC | San Luis Obispo County |
| Communications Sites | Battalions |
| North County Shop | City Limits |
| Fire Stations | Fire Protection Districts |
| Air Attack Base | Community Services Districts |
| Conservation Camp | Highways |



The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

CAL FIRE/County Fire delivers services from 21 fire stations, an emergency dispatch and command center (ECC), a training center, an air attack base, a hand crew camp, and headquarters facilities (see map on previous page). These facilities are provided to the whole by the partner agencies in the consolidated organization with ownership or leasehold rights retained by the providing agency.

What Level of Service to Provide?

Fire protection services should be scaled to fit community demographics and identified hazards and risks. In an area as widespread and varied as San Luis Obispo County, no single delivery model is practical. San Luis Obispo County communities have different fire protection hazards, risks and workload. Until now, there have not been defined service level standards for communities of differing demands, nor has there been concurrence as to which level should be ascribed to particular communities. Therefore, a significant effort in this study was focused on developing service level definitions, community demographic definitions and analyzing the performance of the current system.

Community Demographics and Service Level Definitions

The level of fire/rescue service delivered is a discretionary policy decision of the governing body. There are national standards, but few have the force of law or regulation; most are recommendations. A primary objective of this study is to define community service levels so that an appropriate fire/rescue service delivery system can be designed to match the desired service level. Fire station locations, staffing and fire apparatus decisions are based on service level standards. This study examined County Land Use Ordinance guidelines, community demographics, nationally recognized performance benchmark performance standards for resources and personnel, response time standards and expected emergency incident outcomes to establish five community service level definitions: **1) Urban, 2) Suburban, 3) Rural, 4) Remote, and 5) Undeveloped.**

A second objective of the study is to examine the current fire/rescue service delivery to determine system performance. Is the current organization and framework meeting the expected results? Once a community service level is established, performance measures are developed to define the response levels, response times and expected outcomes for each service level. Performance analysis is based on comparison of performance against the defined standard. With standards, service delivery can be routinely measured systemwide and in specific communities.

A third objective of this study is to develop a dependable method to project when a community may require a service level change. This study developed a model that uses current community demographics, growth projections from land use planning processes and incident history to project changes.

Major Issues and Recommended Actions

The fire/rescue service delivered by CAL FIRE/San Luis Obispo County Fire is well managed and cost-effective. Current economic patterns have slowed community growth and development, however that condition will not last forever and growth will return at some point in time. To prepare for this resurgence and correct current issues, the County should address short- and long-term issues.

Short-Term Recommended Actions

- A. Establish policy for community standards, service level standards, and response time standards. (Sections 7.0, 7.1, 7.2)
- B. Resolve the Emergency Command Center (ECC) facility and backup facility issue. This issue is essential because the ECC is mission-critical for the delivery of daily public safety services, and the facility should meet current Essential Services Act construction standards. A designated backup center with full countywide dispatch capability should be identified and established as soon as possible. (Section 4.5, 6.0)
- C. Create a consolidated regional fire/emergency medical system (EMS) dispatch system. This is the number 1 goal of the Fire Chief's Association of San Luis Obispo County, the organization of the fire chiefs of all agencies in the county. Fire chiefs, law enforcement chiefs and ambulance providers should empanel a committee to explore the cost benefit and feasibility of establishing a regional consolidated fire/EMS dispatch center. (Section 3.5, 4.5)
- D. CAL FIRE/ San Luis Obispo County Fire should work closely with EMSA to evaluate the ambulance deployment plan. (Section 4.1)

1 Executive Summary

- E. Members of the Heritage Ranch and Avila Beach communities desire a higher level of paramedic service than they are currently receiving and may be willing to fund the cost. A mechanism to fund the service should be established. (Section 3.5, 4.1)
- F. Restore the Coastal Division chief position for better field battalion chief supervision, duty chief depth and emergency and disaster planning. Consider use of Nuclear Power Planning (NPP) and excess EMPG funds. (Section 3.0, 3.1, 3.5, 3.7, 4.0, 4.4)
- G. Study potential impacts or system changes necessary to prevent a disaster similar to that which occurred at Japan's Fukushima Nuclear Power Plant. (Section 4.4)
- H. CAL FIRE/San Luis Obispo County Fire should play an active role in the analysis of the County-wide Hazardous Materials Response Team and reevaluate their commitments to the team. (Section 4.2)
- I. Clarify agreements between the County and Cal Poly, US Forest Service, US Bureau of Land Management, Oceano Dunes and the California National Guard (Camp San Luis Obispo). (Section 2, 4.3)
- J. Staffing plans for fire stations should be evaluated for compliance with community demographics, service levels, response times and performance standards. (Section 7.0, 7.1, 7.2, 8.2)
- K. Due to lack of paid call firefighters, some areas do not have adequate personnel response strength to perform a timely OSHA-compliant interior attack on a structure fire (2-in/2-out), including Cambria FS 10 and Shandon FS 31. Resolve these situations. (Section 7.3, 8.2)
- L. Establish a recruitment and retention plan for paid call firefighters and explore the creation of countywide reserve firefighter program. (Section 5.0)
- M. The fire department drill grounds at Camp San Luis Obispo should be developed as a regional training facility for CAL FIRE/ San Luis Obispo County Fire and other public safety agencies and for learning partnerships with Cal Poly State University and Cuesta and Alan Hancock community colleges. (Section 4.7)
- N. Greater use of online delivery of fire/rescue classroom training should be explored. (Section 4.7)
- O. Plans to reorganize administrative support services at CAL FIRE should be implemented, balanced with review of field battalion chief workload. (Section 3.1, 3.6, 4.0)
- P. Explore expanding or creating sources of sustainable funding, including grants, fees for service, exchange of services and the establishment of county services areas, benefit assessment districts and Mello-Roos districts. (Section 3.5, 4.1)
- Q. Develop performance and compliance monitoring processes and tools. (Section 8.4)

Long-Term Recommended Actions

- A. Mergers and consolidations should be encouraged where they enhance level of service, streamline delivery and reduce system costs while retaining local control of service levels. CAL FIRE/San Luis Obispo County Fire should continue to support consolidation opportunities if the outcome is mutually beneficial. (Section 2.0, 3.3)
- B. Land for future fire station sites in the Nipomo, Los Berros, Garden Farms, El Pomar, Wellsona, Oak Shores and East Arroyo Grande areas should be acquired. (Section 6.0)
- C. Current fire station replacement project planners should re-examine proposed locations based on study parameters, especially state-funded projects at Paso Robles (FS 30), Parkhill (FS 40), Cambria (FS 10), Las Tablas (FS 35), La Panza (FS 41) and San Luis Obispo (FS 12). (Section 6.0)
- D. The Nipomo area is approaching a service level change benchmark. Prior to the economic downturn, the community was growing at a rapid pace and was expanding beyond the reach of existing fire stations. When the development pace returns, additional resources will be necessary. (Section 7.0, 7.1, 7.2, 8.2)
- E. Work with EMSA, County Communications and ambulance providers to migrate ambulances to the same radio frequency band as fire agencies. (Section 4.1, 4.5)
- F. Establish a management oversight body comprised of the County Administrative Officer, Pismo Beach City Manager and Los Osos and Avila Beach CSD managers to coordinate and balance consolidated fire/rescue resources. (Section 3.1, 3.2)
- G. Reclassify Fire Inspector positions from Prevention Specialists to Deputy Fire Marshal positions. (Section 3.6)
- H. CAL FIRE should complete required infrastructure improvements at the new drill grounds and obtain technical training prop equipment improvements to achieve US&R Site Certification through the State Fire Marshal. These improvements would increase outside student attendance and tuition revenue and reduce local firefighter travel costs. (Section 4.7)
- I. A new location for Oak Shores Fire Station should be secured and a new facility constructed. (Section 6.0)

Section 2

The Fire Service in San Luis Obispo County

The fire service in San Luis Obispo (SLO) County is comprised of a cohesive and cooperative group of 17 agencies. Services are provided by a combination of city, special district, county, state, federal, and private agencies that operate 48 fire stations. Like the statewide trend, SLO County has experienced fire agency mergers and consolidations. Compared to 20 years ago, there are more fire stations now but eight fewer fire service providers in SLO County due to mergers. The fire agencies have also developed an automatic mutual aid program that provides for the closest fire engine to respond to a new emergency regardless of the jurisdiction.

Incorporated Cities

The seven incorporated cities in San Luis Obispo County have jurisdictional responsibility and authority to provide fire protection services to their city. General law and charter cities alike are obligated to provide fire protection directly as a city service or through some other provider. There are three different fire service models used by cities in San Luis Obispo County.

- City provides its own fire protection via a city department (Paso Robles, Atascadero, Morro Bay, and San Luis Obispo).
- City provides fire protection through a Joint Powers Authority with other agencies (Arroyo Grande, Grover Beach).
- City provides fire protection through a consolidation contract for service (Pismo Beach).

City	Provider	Fire Stations	Fire Chief FT/PT	Full Time Firefighters	Reserve Firefighters	Paid Call Firefighters	Annual Budget
Arroyo Grande	Five Cities Fire Authority*	1	FT-shared	6		12	\$1,614,330*
Atascadero	City of Atascadero	2	FT	20	18		\$3,372,920
Grover Beach	Five Cities Fire Authority*	1	FT shared	6		12	\$1,255,590*
Morro Bay	City of Morro Bay	2	FT	9	20		\$1,984,211
Paso Robles	City of Paso Robles	3	FT	23**	n/a	n/a	\$4,199,400
Pismo Beach	CAL FIRE	2	FT-shared	9	6	10	1,910,941
San Luis Obispo	City of San Luis Obispo	4	FT	43	n/a	n/a	\$9,911,800

* Five Cities Fire Authority is a Joint Powers Authority between the cities of Arroyo Grande, Grover Beach and Oceano CSD with a combined budget of \$3.63 million.

** Paso Robles staffing and budget reflects authorized positions unfilled for budget savings (1 Battalion Chief position, 5 fulltime FFers, 3 reserve FFers, and one ½ time civilian position vacant; \$5,199,000 budget to fully fund)

City of Arroyo Grande and City of Grover Beach

The cities of Arroyo Grande and Grover Beach have entered into the Five Cities Fire Authority, a Joint Powers Authority (JPA) agreement that includes the unincorporated area of Oceano Community Service District (CSD). Prior to the formation of the three-agency JPA, each community operated its own fire department as a component of city government or (in the case of Oceano) as part of the CSD. The Oceano, Grover Beach, and Arroyo Grande fire departments each employed a fire chief and firefighters.

2 Fire Service in San Luis Obispo County

The Five Cities Fire Authority has one full-time fire chief, a battalion chief, 15 full-time firefighters and 36 reserve/paid call firefighters who staff three fire stations (one in each community). The JPA has a separate governing board comprised of one representative from each former agency. The fire agency employees work for the JPA, not the former agencies. Ownership of fire apparatus and portable equipment was transferred to the JPA; however the fire station facilities remain the property of the parent organizations. The JPA contracts for human resources, legal counsel, and other administrative services from the City of Arroyo Grande or Grover Beach. Service level, performance standards and costs charged back to parent agencies are approved by the JPA Board of Directors based on a weighted formula that includes calls for service, population, assessed valuation, and number of personnel.¹ The 2011-12 fiscal year budget is \$3,635,000.

City of Atascadero

The Atascadero Fire Department has a fulltime fire chief, fire marshal and 17 full-time firefighters who staff two fire stations. Atascadero has 18 paid call/reserve firefighters who respond at the time of an emergency. The city also hires a small crew of seasonal firefighters during the summer. The 2011-12 fiscal year budget is \$3,372,920

City of Morro Bay

The Morro Bay has a full-time fire chief and nine full-time and 15 reserve firefighters who staff one of the city's two fire stations 24/7. The second fire station is not staffed daily—coverage is provided by reserve firefighters. The 2011-12 fiscal year budget is \$1,984,211

City of Paso Robles

The Paso Robles Department of Emergency Services operates three fire stations, two in the main part of the city and the third at the Paso Robles Municipal Airport. The department has a full time Fire Chief, an Assistant Fire Chief and 18 full time firefighters that provide 24/7 coverage at the two downtown fire stations. Paso Robles does not have a Reserve or Volunteer Firefighter program. The airport fire station is not staffed, when an aircraft emergency occurs at the airport a fire engine from a downtown station responds and the personnel switch to the aircraft rescue firefighting equipment (ARFF) housed at the airport fire station. CAL FIRE personnel assigned to the Paso Robles Air Attack Base are trained on the ARFF equipment and will respond during fire season when the base is operational and staffed (daylight hours only).² The approved 2010-11 fiscal year budget was \$5,199,400, which reflects cost to fund all authorized staffing. However, due to economic conditions, several positions remained unfilled and expenditures will be closer to \$4.1 million.

City of Pismo Beach

The City of Pismo Beach provides fire/rescue, ocean lifeguards and Junior Lifeguard programs through a 2001 consolidation contract with CAL FIRE/San Luis Obispo County Fire. The fire chief of CAL FIRE/San Luis Obispo County Fire serves as the fire chief for Pismo Beach. In addition, under the contract, Pismo Beach receives 24/7 battalion chief coverage, a fire inspector, nine full-time firefighters and 15 reserve/paid call firefighters to staff two fire stations. CAL FIRE also provides other services, such as training, arson investigation, equipment design, fleet management, etc. Facilities, fire apparatus and most portable equipment remains the property of the City of Pismo Beach. CAL FIRE relocated one of its state-funded wildland fire engine crews to the Shell Beach fire station and shares staffing costs for this station with the City of Pismo Beach. The 2011-12 fiscal year budget is \$1,910,941.

City of San Luis Obispo

The San Luis Obispo Fire Department has a fulltime Fire Chief, Deputy Fire Chief, Fire Marshal, two Fire Inspectors, three Battalion Chiefs, and 39 full time Firefighters that staff four fire stations. A recent master plan completed for the San Luis Obispo recommends addition of a fifth fire station on Tank Farm Road at the southern edge of the city. San Luis Obispo does not have a Paid Call or Reserve Firefighter program. The 2011-12 fiscal year budget is \$9,911,800

In addition to providing fire protection within the city, San Luis Obispo has a \$250,000-300,000 per year fee-for-service operational agreement with Cal Poly State University to respond to fire/rescue emergencies in the campus core. Because the campus is located in the unincorporated area of the county, authority for this agreement should be clarified.³

1 Interview with Mike Hubert, Fire Chief, Five Cities Fire Authority

2 Interview with Ken Johnson, Fire Chief Paso Robles Emergency Services Department

3 San Luis Obispo LAFCO Commission policy # 10 discourages Special Districts from extending services by agreement without annexation. A municipality or district may provide new or extended services by contract or agreement outside its boundaries only if it requests and receives written approval from LAFCO (CKH 56133).

San Luis Obispo County Unincorporated Area

The County of San Luis Obispo is responsible for fire protection services for buildings and other improvements in unincorporated areas situated outside the boundaries of an independent fire district or community services district that provides fire protection. Unlike cities, the County has no legal obligation to provide fire protection in the unincorporated area; it is a discretionary service policy decision. Where unincorporated areas lie within the boundaries of a special district that chooses to provide fire protection (via a CSD or fire protection district), the responsibility and authority is transferred from the Board of Supervisors to that special district governing board. Federally owned lands (e.g. land managed by the US Forest Service [USFS] and Bureau of Land Management [BLM]) located in the unincorporated portion of the county create a federal and county dual-responsibility situation for fire and rescue.

The County consolidated fire protection delivery with CAL FIRE in 1930 and jointly operates 18 fire stations for response (nine county-owned and nine CAL FIRE-owned). The CAL FIRE chief also serves as the fire chief for the County. Fire stations are staffed with various configurations of full-time, seasonal, paid call and reserve firefighters. A more complete description of the County and CAL FIRE organization follows.

Special Districts

There are eight special districts located in unincorporated areas that provide fire protection in San Luis Obispo County, including two fire protection districts and six community services districts.

Fire Protection Districts (FPD)

Fire protection districts are independent special districts organized under Fire Protection Districts Law⁴ with their own independently elected board of directors. FPDs may include incorporated and unincorporated areas; however the two FPDs in SLO County include only unincorporated areas.

Community Service Districts (CSD)

Community service districts exist in unincorporated areas and have independently elected boards of directors that provide governance for services that the CSD has elected to provide. There are more than 15 CSDs in SLO County, but only six have assumed responsibility for fire protection service.

Special District	Provider	Fire Stations	Fire Chief FT/PT	Full-time Firefighters	Reserve Firefighters	Paid Call Firefighters	Annual Budget
Avila Beach CSD	CAL FIRE	1-shared	FT-shared	6*		10	\$140,680
Cambria CSD	CSD	1	FT	6	12		\$1,616,383
Cayucos FPD	Fire District	1	Vol.	0		20	\$250,000
Los Osos CSD	CAL FIRE	1	FT-shared	9	25		\$1,965,824
Oceano CSD	Five Cities Fire Auth	1	FT-shared	6	12		\$737,480**
San Miguel CSD	CSD	1	PT	0		17	\$206,600
Santa Margarita FPD	Fire District	1	Vol.	0		10	\$79,000
Templeton CSD	CSD	1	FT	0.5		30	\$651,761

* Avila Beach CSD shares funding for firefighters at County Fire Station 62 Avila Valley

** Five Cities Fire Authority is a Joint Powers Authority between the cities of Arroyo Grande, Grover Beach and Oceano CSD

4 CA Health and Safety Code Section 13800-13970; Fire Protection District Law of 1987

2 Fire Service in San Luis Obispo County

Avila Beach CSD: Avila Beach CSD boundaries include only the one square mile built-up area of downtown Avila Beach. In 2000, Avila Beach CSD consolidated its fire department with CAL FIRE/San Luis Obispo County Fire. The former Avila Beach Fire Department employees became CAL FIRE employees. The CAL FIRE/San Luis Obispo County Fire fire chief serves as the fire chief of Avila Beach CSD. Response is provided by the full-time and paid call firefighters at the CAL FIRE/San Luis Obispo County Fire Station (FS# 62) at San Luis Bay Estates.

Cambria CSD: Cambria CSD is governed by an elected board of directors that provides several municipal services, including fire protection. The Cambria Fire Department has a full-time fire chief, six full-time and 12 reserve firefighters who staff one fire station on Burton Drive in the southern half of the town. The 2011-12 fiscal year budget is \$1,616,383.



Cayucos Fire Protection District: Cayucos FPD provides fire protection to the Cayucos downtown area and Morro Strand. The fire department has a volunteer fire chief and an all-volunteer firefighter force that staffs one fire station in the northern part of the district. CAL FIRE has a seasonal wildland fire station on the southern boundary of Cayucos; Cayucos FPD contracts with CAL FIRE/San Luis Obispo County Fire to keep the station open and staffed during the non-fire season. This type of augmented fire protection contract utilizing existing CAL FIRE stations and personnel is known as an AMADOR contract.⁵ The CAL FIRE station is staffed with two full-time firefighters 24/7 during the non-fire season. The 2011-12 fiscal year budget is approximately \$250,000.

Los Osos CSD: The Los Osos CSD serves the neighborhoods of Los Osos, Baywood Park, and Cuesta-by-the-Sea. When created, the CSD absorbed the former South Bay Fire Protection District (a “dependent” special district governed by the County Board of Supervisors⁶). The former South Bay fire employees, who were County employees, transitioned to become CSD employees. In 2004, Los Osos CSD consolidated with CAL FIRE/San Luis Obispo County Fire for fire protection services and the former CSD employees transitioned to CAL FIRE employees. Fire protection is provided by full-time and reserve firefighters from one fire station on Bayview Heights Drive near Los Osos Valley Road. The 2010-11 fiscal year budget is \$1,965,824. Los Osos operates with two staffed paramedic apparatus on duty at the South Bay station daily.

Oceano CSD: Oceano CSD provides fire protection in the developed unincorporated area southwest of the City of Grover Beach. Oceano CSD has joined with the City of Grover Beach and Arroyo Grande to form the Five Cities Fire Authority, a three-agency Joint Powers Authority (JPA) for fire protection in their communities. The fire chief of the JPA serves as the fire chief of Oceano CSD. The former Oceano FD employees transitioned to JPA employees with the formation of the JPA. The JPA is governed by a separate board of directors made up of appointed representatives from each community.

Fire protection is provided by full-time and reserve firefighters responding from one fire station on Highway 1 in central Oceano and the two other JPA fire stations in Grover Beach and Arroyo Grande. The 2011-12 fiscal year budget is combined with the Five Cities Fire Authority budget.

San Miguel CSD: San Miguel CSD provides fire protection services in San Miguel and the St. Lawrence Terrace neighborhood. The CSD has a part-time fire chief and an all-volunteer firefighter force that responds from one fire station in downtown San Miguel. The 2011-12 fiscal year budget is \$206,600.

Santa Margarita Fire Protection District: The Santa Margarita Volunteer Fire Department provides fire protection services in the community of Santa Margarita. None of the surrounding Santa Margarita Ranch is located inside the FPD boundary. Santa Margarita has a volunteer fire chief and an all-volunteer firefighter force that responds from one fire station. The 2011-12 fiscal year budget is \$79,000.

⁵ California Public Resources Code Section 4144

⁶ County Service Area 9_, South Bay Fire District

Templeton CSD: The Templeton CSD provides fire protection within the CSD. The Templeton FD has a full-time fire chief, part-time assistant fire chief and an all-volunteer firefighter force that responds from one fire station in central Templeton. The 2011-12 fiscal year budget is \$651,761

State Agencies

California Department of Forestry and Fire Protection (CAL FIRE)

As a state agency, CAL FIRE is jurisdictionally responsible for providing wildland and watershed fire protection to those portions of the unincorporated County area that meet the California Public Resources Code definition of State Responsibility Area (SRA)⁷. All lands within the boundary of an incorporated city and federally owned lands (US Department of Defense [DOD], USFS, BLM) are specifically excluded from SRA. Other than the Los Padres National Forest, Carrizo Plains National Monument and Camp Roberts, most of the unincorporated area in San Luis Obispo County meets the SRA definition (see SRA map in Appendix).

Structure fire protection, rescue, emergency medical services, and hazardous materials response do not fall under CAL FIRE's wildland fire jurisdictional responsibility—that responsibility is vested with a local government agency. CAL FIRE has authority to respond to all types of fire/rescue incidents in assistance to local government, but does not assume jurisdictional responsibility. Where CAL FIRE SRA jurisdiction coincides with County jurisdiction, a shared responsibility between the state and County exists. Some County unincorporated areas that meet the definition of SRA area fall within the boundaries of fire districts or community services districts that provide fire protection (including Cambria, San Miguel, Templeton, Santa Margarita, Avila Beach, and Cayucos). In these instances, CAL FIRE and the special district share fire protection responsibility and the County has no jurisdiction.

CAL FIRE's wildland fire resources include a fire chief, deputy chief, division chiefs, battalion chiefs and full-time and seasonal firefighters to staff ten fire stations during the wildland fire season. Equipment and other staff resources include three fire bulldozers, five hand crews and the Paso Robles Air Attack Base, which has an air tactical coordinator aircraft and two air tankers assigned. The wildland fire season normally occurs from May 15 through November 15 each year. These resources are available to respond automatic or mutual aid to emergencies throughout the county. CAL FIRE operates a consolidated regional fire dispatch center that is staffed 24/7.

Cooperative Fire Protection Agreements

CAL FIRE has express legislative authority to enter into fire protection agreements with other agencies to provide enhanced or full service fire protection services where there is a mutual benefit to the other agency and CAL FIRE⁸. The San Luis Obispo County agreement is one of the oldest of CAL FIRE's cooperative fire protection agreements. CAL FIRE has other cooperative fire protection agreements with federal, state and local government agencies in San Luis Obispo County. Cooperative agreements between CAL FIRE and local governments are common throughout California and are authorized by State law⁹ and local policy. In 2011, there were 145 local government agencies (cities, counties, and special districts) throughout the state that have CAL FIRE cooperative agreements to provide enhanced local government fire protection.¹⁰

Office of the State Fire Marshal

The Office of the State Fire Marshal (OSFM) is a function of CAL FIRE. OSFM is responsible for enforcing fire regulations and conducting fire investigations in state owned and operated facilities. OSFM also manages the adoption of the California State Fire Code, a component of the California Building Codes. OSFM does not have an emergency first response capability.

California National Guard—State Military Department Camp Roberts

The California National Guard operates its own fire department for Camp Roberts. The department has a fire chief and full-time firefighters staffing one fire station. They are responsible for all fire/rescue response on the military post. Camp Roberts occupies land owned by the U.S. Department of Defense (DOD) located in both San Luis Obispo and Monterey Counties. The SLO County portion of Camp Roberts lies in unincorporated area.

7 California Public Resources Code Section 4125

8 California Public Resources Code 4142 & 4144

9 California Public Resources Code Sections 4142 & 4144

10 CAL FIRE Cooperative Fire Protection Statistics

2 Fire Service in San Luis Obispo County

Camp San Luis Obispo

Camp San Luis Obispo previously operated its own fire department with a single fire station on the post staffed by a fire chief and full-time firefighters. The fire department was responsible for all fire/rescue responses on the post. The California National Guard decommissioned its fire department in the 1980's. The land occupied by Camp San Luis Obispo is owned by the State of California, which differs from the federally owned Camp Roberts. Because the post is in unincorporated area, when the National Guard closed its fire department, the responsibility to provide fire protection fell to the County. There is no written agreement, however, between California National Guard and CAL FIRE/San Luis Obispo County Fire for delivery of fire protection.

California Department of Corrections and Rehabilitation (CDCR)

California Men's Colony Prison (CMC)

CMC operates a state institutional fire department at the California Men's Colony prison just north of San Luis Obispo. CMC fire department has one fire station, a full-time fire chief, full-time state employee firefighters and a crew of trained inmate firefighters to augment staffing on the fire equipment. CMC Fire Department is responsible for all fire/rescue services in the area controlled by CDCR, which includes the East and West incarceration facilities as well as adjacent support facilities. CMC is located in unincorporated area.



California Department of Mental Health, Atascadero State Hospital (ASH)

Atascadero State Hospital (ASH) operates an institutional fire department at their facility in southeastern Atascadero. ASH fire department has one fire station, a full-time fire chief and full-time firefighters. ASH fire department is responsible for all fire/rescue responses on State Hospital property. ASH is located inside the city limits of Atascadero.

California Department of Parks and Recreation (DPR), Hearst Castle

The California Department of Parks and Recreation, Hearst Castle State Historical Monument operates an institutional fire department at their facility in San Simeon. Hearst Castle has one fire station located at the hilltop site that is staffed with full-time fire fighters supervised by State Parks rangers. The Hearst Castle fire department is responsible for all fire/rescue

services on State Park lands at the monument and adjoining coastal lands under DPR management. Hearst Castle State Historical Monument is in the unincorporated area.

California Polytechnic State University (Cal Poly)

Cal Poly previously operated an institutional fire department on campus that was staffed by full-time firefighters and student resident firefighters. In 1996, Cal Poly disbanded its fire department. Since Cal Poly is situated in an unincorporated area, jurisdictional fire protection falls back on the County. And, since it is a state owned facility, the campus also falls under the jurisdiction of the Office of the State Fire Marshal. Independent of the County, Cal Poly entered into a fee-for-service operational agreement with the San Luis Obispo Fire Department. San Luis Obispo agreed to respond to emergency calls in the built-up main campus core, while the balance of the 12,000-acre campus was excluded. The fee-for-service agreement between Cal Poly and San Luis Obispo does not include the County as a party. *Fire protection jurisdiction and authority for Cal Poly is clouded and should be resolved.*

Federal Agencies

United States Forest Service (USFS)—Los Padres National Forest

USFS provides only wildland fire protection services on national forest lands. USFS does not provide emergency medical services, structural fire protection, hazardous materials response, or rescue services, including vehicle accident response. Since the Los Padres National Forest is comprised of unincorporated area, jurisdictional responsibility for non-wildland fire/rescue responses falls to the County. The USFS operates two

seasonal wildland fire stations in San Luis Obispo County, one in the community of Pozo and the second at Pine Canyon on Highway 166 at the border of Santa Barbara and San Luis Obispo County 15 miles east of Highway 101. During the wildland fire season, the USFS bases a wildland fire helicopter and helitack crew at their Arroyo Grande Helibase on Hi Mountain Road east of Lopez Lake.

The USFS has decreased its firefighting presence in San Luis Obispo County from previous levels. Seasonal wildland fire stations at Cerro Alto Campground, Cuesta Summit, La Panza Campground, and Avenales have been closed. In addition, four fire lookouts at Cerro Alto Peak, Hi Mountain, Black Mountain and Branch Mountain have been closed. USFS contracts with CAL FIRE to provide first response wildland fire protection to the West Cuesta Ridge area of the Los Padres National Forest. *There is no agreement between US Forest Service and the County for shared fire protection services.*

U.S. Department of the Interior—Bureau of Land Management (BLM)

Similar to USFS, BLM provides only wildland fire protection on BLM or “public lands.” BLM does not provide emergency medical services, structural fire protection, hazardous materials response, or rescue services, including vehicle accident response. Since BLM land is comprised entirely of unincorporated area, jurisdictional responsibility for those non-wildland fire responses falls to the County. The largest block of BLM land holdings are located in the Carrizo Plains National Monument in southeastern San Luis Obispo County. BLM also has several smaller pockets of public lands scattered throughout the county. BLM closed its Carrizo Plains fire station and has no fire resources in San Luis Obispo County. BLM contracts with CAL FIRE for wildland fire protection for the scattered pockets of federal land in the county. *There is no agreement between BLM and the County for shared fire protection services.*

Private Industrial Fire Brigades

The Diablo Canyon Power Plant and Conoco-Phillips Oil Refinery are two specialized industrial facilities in San Luis Obispo County that are required to maintain on-site industrial fire brigades trained to handle first response to on-site emergencies. These augment and do not supplant the jurisdictional public fire agency. In both cases, the fire agency of jurisdiction is CAL FIRE/San Luis Obispo County Fire.

Diablo Canyon Power Plant

Pacific Gas and Electric Company’s Diablo Canyon Power Plant is a nuclear powered electrical generating station located on the coastline between Port San Luis Obispo and Los Osos. PG&E has an on-site industrial fire brigade with a fire station staffed with a full-time fire chief and full-time firefighters. Fire equipment and personnel do not normally respond off-site. Fire brigade dispatch is internal to the power plant. The closest off-site response comes from CAL FIRE Avila Valley Fire Station (FS #62).

Conoco-Phillips Oil Refinery

The Conoco-Phillips Oil Refinery located off Highway 1 on the west edge of the Nipomo Mesa has a brigade of trained plant operators that responds to on-site emergencies. The refinery dispatches the brigade. The closest off-site response is from CAL FIRE Mesa Fire Station (FS # 22) located just outside the plant boundaries on Highway 1.

Mutual and Automatic Aid

Fire/rescue mutual aid is authorized by the State Master Mutual Aid agreement and a local county-level operational agreement. San Luis Obispo County Operational Area Fire/Rescue mutual aid is coordinated by CAL FIRE. The Operational Fire/Rescue Coordinator is selected by all the fire agencies in the county.

The San Luis Obispo County fire agencies have adopted an “automatic mutual aid” doctrine that provides an enhanced form of mutual aid for first response to new emergencies. Mutual aid provided for under the State Master Mutual Aid Agreement was created to provide assistance under extraordinary times when a jurisdiction had exhausted its own resources on a major emergency or series of emergencies. Mutual aid response was rare and first response from another agency would not be provided, even if they were closer. In an automatic aid model, the closest fire station responds to a new emergency regardless of jurisdictional lines. This allows for enhanced service without increasing the number of fire stations or firefighters by utilizing existing resources regionally rather than just within jurisdictional boundaries. Typically, cross-jurisdictional, automatic aid first response occurs several times daily.

Findings & Recommendations: Section 2

Findings

1. Consistent with statewide trends, mergers and consolidations have reduced the number of fire/rescue providers.
2. Consolidation models include formation of Joint Powers Authorities (JPA) and contracts for services.
3. There is a longstanding consolidation agreement between the County and CAL FIRE.
4. San Luis Obispo County fire agencies have enhanced mutual aid through adoption of an automatic aid doctrine that enhances service and reduces overall costs.
5. There is no clarifying agreement between the CA National Guard and the County on roles and jurisdiction for delivery of fire/rescue services at Camp San Luis Obispo.
6. Cal Poly State University is in County jurisdiction; yet the first responder services agreement between Cal Poly State University and the City of San Luis Obispo does not include the County as a signatory.
7. Fire protection responsibility within the County is multi-layered and complex; in many instances, responsibility is shared between two agencies. This is particularly true in locations where federal lands receive wildland fire protection from the federal land agency (US Forest Service or BLM) and the County provides other emergency services. No clarifying written agreements exist between the County and BLM or US Forest Service.

Recommendations

1. Mergers and consolidations should be encouraged where they enhance level of service, streamline delivery and reduce system costs while retaining local control of service levels.
2. Governing bodies should be encouraged to continue the automatic aid approach to service delivery in order to enhance services and reduce costs.
3. Clarifying agreements between the County and CA National Guard for Camp San Luis Obispo should be created.
4. The agreement between Cal Poly and the City of San Luis Obispo should be modified to include the County as a signatory to clarify roles and jurisdictions.
5. Clarifying agreements between the County and US Forest Services and BLM should be created.

CAL FIRE/San Luis Obispo Fire Department Overview

The CAL FIRE/San Luis Obispo County Fire Department (Department) is a modern, full-service, consolidated fire protection organization that provides service to most of the unincorporated area of the County and the City of Pismo Beach. The term “consolidation” best describes the federated relationship between the jurisdictions that make up the organization, the primary partners of which include: CAL FIRE, a state agency, the County of San Luis Obispo, Avila Beach and Los Osos Community Services Districts, and the City of Pismo Beach. The Cayucos Fire Protection District contracts for augmented fire protection from the CAL FIRE station in south Cayucos. CAL FIRE provides dispatch service for five other local fire jurisdictions and CAL STAR air ambulance in addition to fire/rescue and emergency medical services for the consolidation partners.

The consolidation operates as a single organization formed through contractual agreements between the partner agencies that retain local control and identity. This arrangement has proven very cost effective because of resource sharing, streamlined administration and the elimination of service duplications. The chief of CAL FIRE-San Luis Obispo serves as the consolidated Fire Chief, the County Fire Warden¹ and San Luis Obispo County Operational Area Fire/Rescue Mutual Aid Coordinator. Statewide, CAL FIRE operates as a de-centralized statewide organization and delegates considerable decision-making authority to lower levels in its organization.

San Luis Obispo County Fire Mission Statement

To serve and safeguard the people and protect the property and resources of San Luis Obispo County through education preparedness and emergency response.

CAL FIRE Mission Statement

The California Department of Forestry and Fire Protection serves and safeguards the people and protects the property and resources of California.

Local Control Maintained

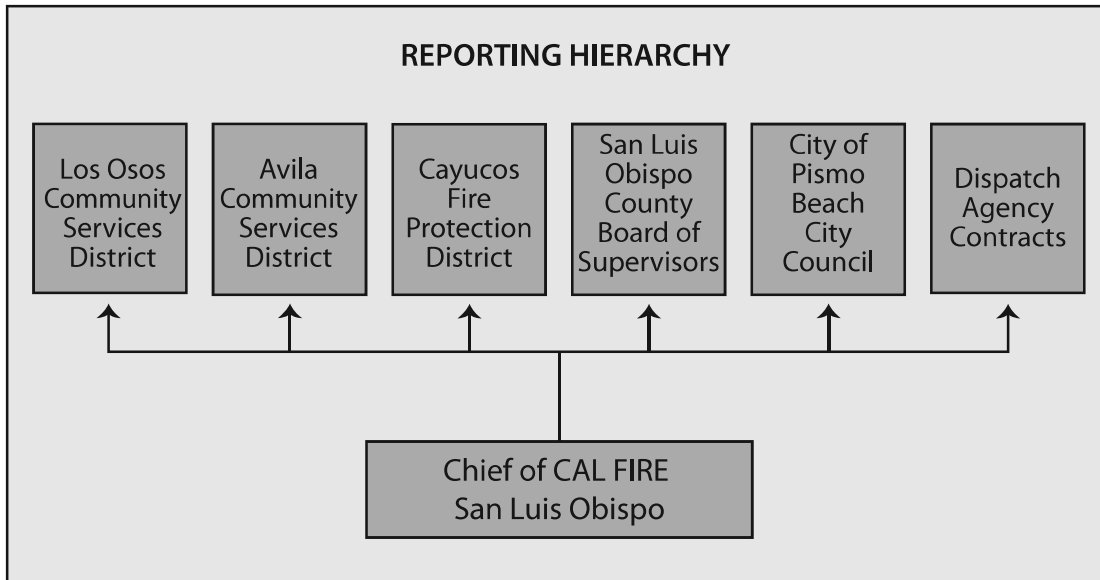
CAL FIRE’s fire/rescue service contractual program provides the foundation for the consolidation and cost-effective service delivery model. Under cooperative agreements with CAL FIRE, local governing bodies maintain control over their fire departments and have a catalog of options for contracting fire, emergency medical services, specialized rescue, fire marshal, and life safety services. Specialized programs such as Aircraft Rescue Fire Fighting, Lifeguards, Hazardous Materials Teams, Urban Search & Rescue and rescue watercraft are services available to San Luis Obispo County partners as part of their contract with the Department. The local governing body maintains local control by setting the “level and quality of service,” controlling budget allocations and approving performance. All jurisdictions maintain local branding of their own fire department; for example, Pismo Beach Fire Department retains the city name despite the city’s participation in CAL FIRE’s contractual program.

While still allowing for local control, consolidation provides the benefit of sharing a large resource pool. This economy of scale allows a local government to benefit from special services, such as arson investigators, professional training officers, 24-hour division chief-level duty chief coverage, fire dispatchers, public education specialists and public information officers—services that city stand-alone fire departments could not afford.

¹ San Luis Obispo County Code Section 16.04.120 County Fire Warden.

3 CAL FIRE/San Luis Obispo County Fire

Another resource-sharing benefit made possible through consolidation is battalion chief coverage. For example, regardless of funding, a battalion chief can respond to incidents across jurisdictional boundaries, thereby reducing redundancy and lowering costs. The County does not need to fund all fire service positions on its own. The same cost-saving benefits and outcomes apply to facilities—they are shared. Determining equitable use of resources is essential, however, to the ongoing health and success of the consolidated fire service program.



*Reporting Hierarchy for
CAL FIRE/San Luis Obispo
County Fire Department*

Findings & Recommendations: Section 3.0

Findings

1. The consolidated fire protection model is very effective and meets the fire/rescue service needs of the consolidation partners as well as CAL FIRE.
2. Even though CAL FIRE is a state agency, the local CAL FIRE chief is given full authority and responsibility for the management of local cooperative agreement contracts.
3. The fire chief delegates authority to the division chief and battalion chiefs assigned to work as day-to-day contacts and represent the fire chief as department heads for local contracts in City of Pismo Beach, Los Osos CSD, Avila CSD and Cayucos FPD. CAL FIRE operates in a strong de-centralized model.
4. CAL FIRE management must continually evaluate the participation of all the consolidated partners and ensure that local control is maintained and the benefits of resource sharing are equitable. The Department meets this objective.
5. The Department is meeting the emergency management needs of the County and other consolidated partners.

3.1 Executive Management of CAL FIRE/San Luis Obispo County Fire

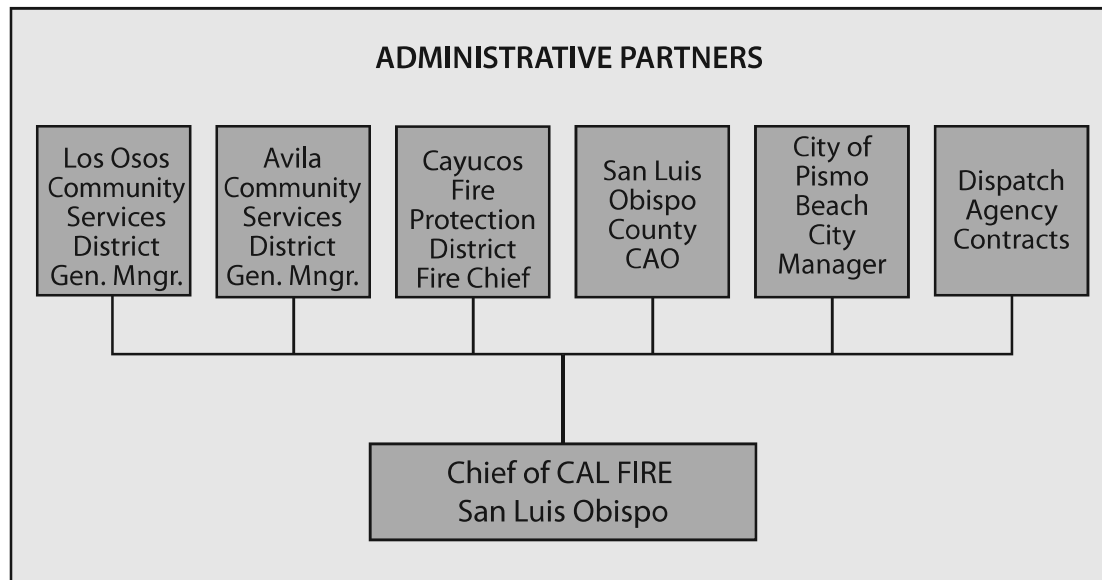
Overview

The executive management team for CAL FIRE/San Luis Obispo County Fire Department (Department) consists of the fire chief, deputy chief and four division chiefs who manage the state and local programs, services and support.

The chief of CAL FIRE/San Luis Obispo County Fire Department serves as the executive manager or chief executive officer of the consolidated fire service in San Luis Obispo County. Department management must continually evaluate the participation of all the participating jurisdictions to ensure that local control is maintained and that resources are shared equitably. To meet this objective, the CAL FIRE chief maintains close contact with each of the partner administrations or delegates authority to his or her line staff in order to assure immediate access.

Statewide, CAL FIRE operates as a decentralized organization that delegates full responsibility for the management of local cooperative agreement contracts to the local CAL FIRE chief. CAL FIRE/San Luis Obispo Fire is part of CAL FIRE’s Southern Region managed by a region chief. While the CAL FIRE/San Luis Obispo Fire chief is supervised by the Southern Region Chief, he or she is also responsible to the local government leadership of the fire service partners.

The CAL FIRE/San Luis Obispo Fire chief serves as department head for the County of San Luis Obispo Fire Department and reports to the County Administrative Officer. He/she also reports to the city manager for the City of Pismo Beach, and the general managers of Los Osos and Avila Beach Community Services Districts. Division chiefs or battalion chiefs are delegated authority to serve as day-to-day contacts with the City of Pismo Beach, Los Osos CSD, Avila Beach CSD and Cayucos FPD.



Administrative partners with CAL FIRE/San Luis Obispo County Fire Department.

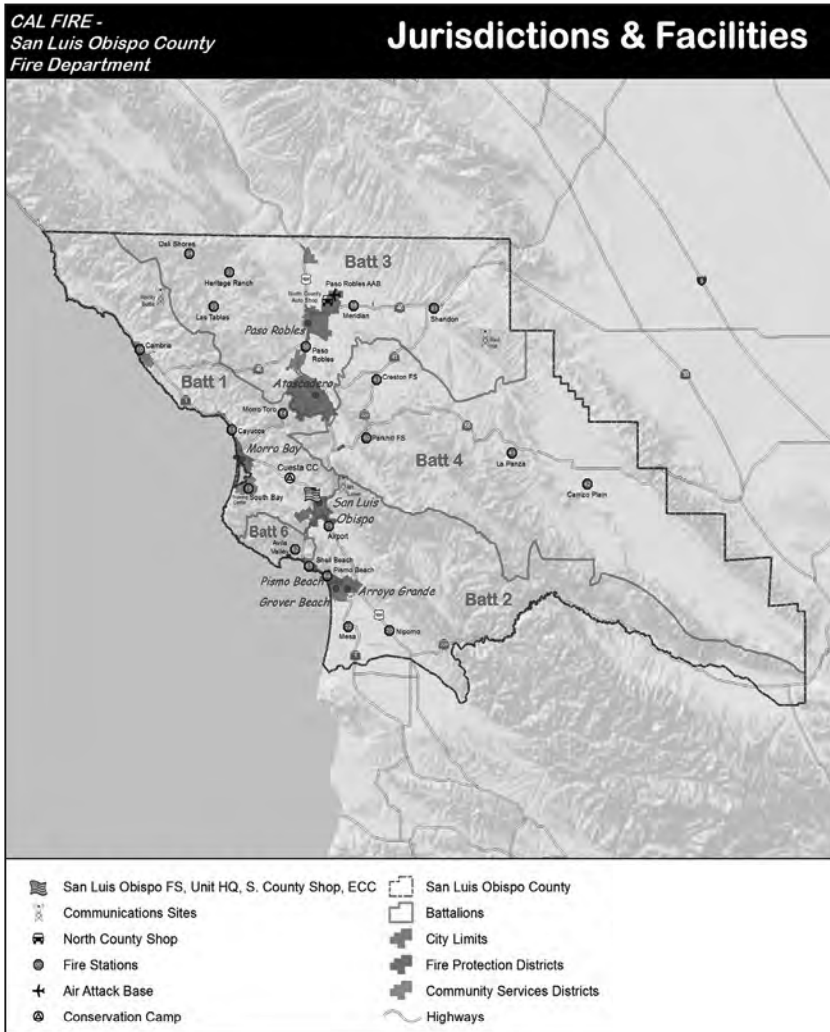
Strategic planning—Analysis

This strategic plan is one tool used to guide Department management in developing Department goals and objectives. Department management appears successful in accomplishing regular and necessary short and longer term planning, which includes reviewing goals and objectives and communicating these goals and objectives to the field. CAL FIRE management has several methods of conveying a unified message to the field, including a State of the Unit address to all personnel at the annual company officer training, monthly staff meetings with division and battalion chiefs, a weekly 15-minute conference call, quarterly newsletter, email updates and visits to facilities. The division and battalion chiefs, who are responsible for effective management of their programs, are accountable for achieving Departments goals and objectives.

3 CAL FIRE/San Luis Obispo County Fire

Operations Division

The public generally equates fire departments with operations, especially emergency response. Operations management falls under the deputy chief of Operations and includes two geographical divisions, five geographical battalions, an Emergency Command Center, an Air Attack Base, Ventura/Camarillo Fire Crew Camp, Cuesta Fire Crew Camp and the Training Bureau. There are two division chiefs and seven battalion chiefs in Operations, who supervise more than 600 personnel, including full-time, seasonal, paid call/reserve and inmate firefighters.



Fire Prevention Division

Fire Prevention is the regulatory and enforcement component of the Department. Primary duties include actions to prevent or reduce the impacts of fire and other emergencies. The regulatory arm of the Department ensures compliance with district, city, county and state fire laws required for development, construction and fire safety compliance in public occupancies. Additional duties of the division include providing protection from wildland fires and ensuring forest health. The Fire Prevention Division is organized into four sections: Law Enforcement and Education, Planning and Engineering, Forest/Range Management and Wildland Fire Planning and Geographic Information Systems (GIS).

Administration Division

The Administration Division is responsible for providing human resources, logistics and finance support to Operations and Fire Prevention. The payroll and human resource responsibilities of the division involve hiring, promotion, labor relations, workers compensation for injuries, employee benefit administration, and disciplinary actions. In the area of finance, the Department manages several separate fire/rescue budgets, including state, County, City of Pismo Beach, Los Osos and Avila Beach CSDs and Cayucos FPD. Administration also ensures that contracts for service,

such as dispatching, are complete and in compliance. Other Administration Division responsibilities include managing grants, overseeing warehouse functions, auditing and completing county, city and district staff reports.

As Department operations have expanded and administrative requirements increased, some administrative positions have been added. However, the gap in the ratio of support personnel to operational personnel continues to grow. Technology has improved administrative efficiency but the complexity of the responsibilities has led to support system failures. Deadlines are pushed back or missed. Employees must routinely log overtime to accomplish normal workload. The quality of reports is less satisfactory, and a recent audit on capital expenses showed inventory failures.

While the shortage of funds makes hiring additional staff difficult, realigning duties poses an optional solution to the workload problems indicated above. Under consideration by CAL FIRE management is reclassification of the Support Services Battalion Chief position to a civilian administrative position or positions. This would free funding for additional administrative professionals to significantly improve support service functions.



This reclassification, however, will impose a negative impact on field operations. The Support Services Battalion Chief provides chief officer surge capacity for major emergencies as well as relief coverage for field battalion chiefs on vacation or otherwise absent. The position has served as a rich training experience to prepare battalion chiefs for promotion to division chief.

Operational Area Fire and Rescue Coordination—Mutual Aid

The fire chief of CAL FIRE/San Luis Obispo Fire Department serves as the San Luis Obispo County Operational Area Coordinator for Fire/Rescue Mutual Aid, a management responsibility

that helps ensure that all the fire departments in the County receive assistance during emergencies and additionally assures a professional, coordinated response from San Luis Obispo County when other state counties request assistance.

Emergency Operations Center (EOC) Management

The CAL FIRE chief serves as a member of the command team for the Emergency Operations Centers (EOCs) for each of the CAL FIRE/San Luis Obispo Fire service members. As such, the CAL FIRE chief is responsible for providing additional personnel to the EOC for emergency management needs. The Department must also be prepared to command and control a significant incident simultaneously to EOC activation. CAL FIRE must have qualified emergency managers to fill several key positions and several support positions in the EOCs. CAL FIRE meets this responsibility consistently. A distinct advantage of the CAL FIRE/San Luis Obispo Fire consolidated service model is the available depth of qualified and experienced personnel and resources.

Facility Impacts on Management

CAL FIRE management and support services are impacted by the lack of an adequate headquarters office facility that is properly sized, ADA-compliant and seismically sound. Beginning in the 1980s, as the Department grew, new positions that should have been located centrally at headquarters were either situated at remote locations or offices spaces were reconfigured to accommodate the staffing. These reconfigurations resulted in inefficiencies. The Department today, for instance, has managers who cannot easily collaborate with staff because they work in different buildings. The lack of meeting spaces prevents holding on-site meetings with the public, staff or other agencies. For over a decade, the state has identified replacement of the entire headquarters facility and office building as a high priority project, but delays have plagued the effort.

Balancing the Department Partner Members

Management of the consolidated fire service means that the chief and his or her staff must address the needs of several authorities who maintain local control and expect to receive the full value of shared resources. While there is only one executive fire chief, the department assigns a division chief or battalion chief as the assistant department head to each of the local entities. These chiefs participate in city and district staff meetings, attend public meetings, manage the budgets, participate in community events, develop staff reports, and meet the goals of the consolidation partner managers. For management purposes, these chiefs have direct line of communication with the CAL FIRE chief. *The Department should consider establishing a Managers Advisory Committee consisting of all the managers from the Department consolidation partners to provide input and make recommendations to improve and facilitate optimal coordination and operation of the consolidated fire service.*

New Contracts

Because of the current fiscal challenges faced by many local governments, CAL FIRE statewide has been receiving requests for information on new cooperative agreements. During 2011, the CAL FIRE/San Luis Obispo chief has been approached by three agencies to discuss contracts for service. While CAL FIRE has a policy of not soliciting contacts, it does have the responsibility to provide information when requested. All contracts are required to be beneficial to both the local government and the state. The Department must be prepared

to respond to requests for information on cooperative agreements and determine if a contract is valuable to the whole consolidation. Local CAL FIRE management has been able to meet these requests by creating tools to give accurate costs and recommendations on the proper level of service. The process is labor-intensive, however, particularly for administrative staff.

Contract Counties—Santa Barbara and Ventura Counties

One of the responsibilities of CAL FIRE/San Luis Obispo Fire is to provide administrative support to Santa Barbara and Ventura Counties, which provide wildland fire protection on behalf of CAL FIRE in their jurisdictions. When a wildland fire in either of those counties occurs and is not immediately suppressed, CAL FIRE/San Luis Obispo must send a chief officer-level deputy incident commander to the incident to approve expenditures on behalf of the state.

Coastal Division Chief Position

During the 2011 budget approval, the County-funded Coastal Division Chief position was eliminated to save money and prevent the closure of a fire station. The scope and demands of position responsibilities remain, however, including emergency planning, particularly for response to a radiological incident on or off the Diablo Canyon Power Plant site. *To redress this vital oversight of fire/rescue service emergency and nuclear power plant planning, the County could consider using Nuclear Power Plant (NPP) program funding and/or the County's unused allocation of Emergency Management Performance Grant (EMPG) to restore the position.*

Findings & Recommendations: Section 3.1

Findings

1. While CAL FIRE is a state agency the local CAL FIRE chief is delegated full responsibility for the management of local cooperative fire/rescue agreements and contracts.
2. The CAL FIRE/SLO chief delegates day-to-day management contact to division and battalion chiefs to ensure immediate access to the managers of partner jurisdictions, including the City of Pismo Beach, Los Osos CSD, Avila Beach CSD and Cayucos FPD.
3. The CAL FIRE/SLO chief continually evaluates the participation of all the partner jurisdictions to ensure that local control is maintained and that resources are shared equitably.
4. Administrative and support services have suffered workload slowdowns because the growth in operations has not been matched with corresponding administrative staff increases.
5. Under evaluation by the CAL FIRE/SLO chief is reclassification of the Support Services Battalion Chief position to civilian administrative position(s) to address workload issues. Conversion of this position will have a positive impact on administration and a negative impact on field operations.
6. In 2011, County cost-saving measures resulted in lost funding for the Coastal Division Chief position. This position was responsible for radiological and all hazard emergency planning for fire/rescue services.

Recommendations

1. The Department should accelerate reclassification of the Support Services Battalion Chief position using existing funds to create two civilian administrative professional positions.
2. CAL FIRE should review the allocation of field division and battalion chief positions to assure they can meet day-to-day and surge demand for chief officers in the field.
3. Restore the County-funded Coastal Division Chief position using Nuclear Power Planning (NPP) and excess EMPG funds.
4. Consider the formation of a Management Advisory Committee comprised of the County Administrative Officer, Pismo Beach City Manager, Avila Beach and Los Osos CSD General Managers to review equity balance between services delivered and cost apportionment.

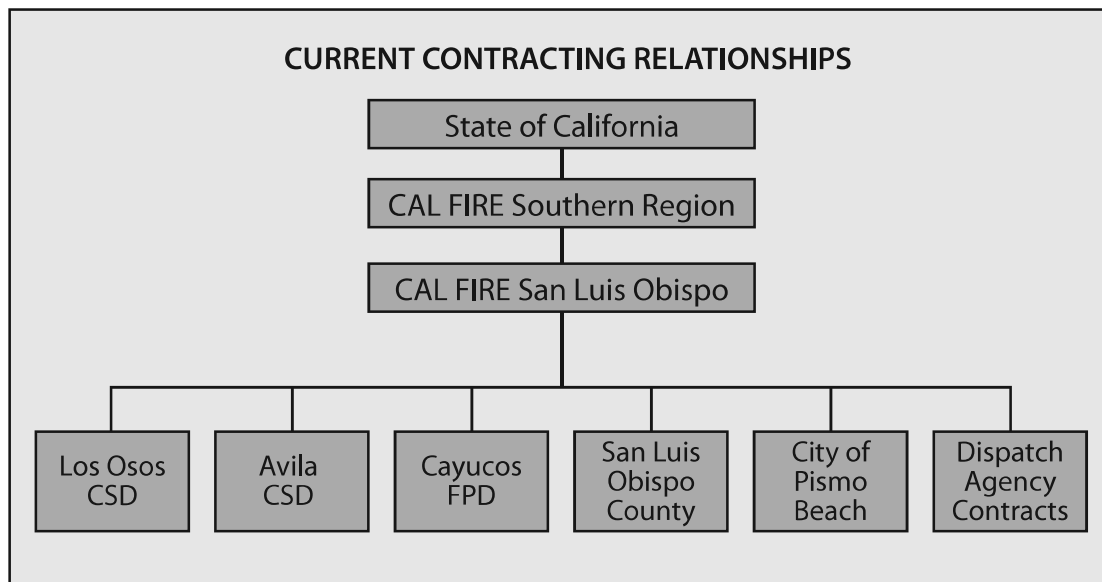
3.2 Governance

Overview

Currently, the five agencies that directly or indirectly contract with CAL FIRE/San Luis Obispo County Fire provide direction and receive input from the chief of CAL FIRE/San Luis Obispo County Fire. Each organization identifies its own contract components and through its governing body has full control to establish level of service, standards of service delivery and funding options. There is no coordinating or oversight body that balances the service delivery between organizations; instead, the chief of CAL FIRE/San Luis Obispo County Fire has the responsibility and authority to deploy and balance resources based on his or her professional judgment. Although each jurisdictional agency that partners with CAL FIRE/San Luis Obispo County Fire retains its legal identity and authority, the responsibility for day-to-day administration and operation of the fire/rescue service is delegated to the chief of CAL FIRE/San Luis Obispo County Fire. Through its contractual agreement, each organization appoints the chief of CAL FIRE/San Luis Obispo County Fire as their fire chief. This arrangement has worked with some provisions within the contract agreements to avoid conflicts of interest.

Some of the agreements are direct between CAL FIRE and the local agency (the County, Pismo Beach, and Cayucos) and the others are indirect with the County serving as the intermediary (Avila Beach CSD, Los Osos CSD, and dispatch contract agencies). The County Administrative Office would prefer to not serve as an intermediary when a direct contract relationship between the other agency and CAL FIRE is possible. The diagram below reflects the current contracting relationships.

Partner Governance



California Department of Forestry and Fire Protection (CAL FIRE)

CAL FIRE is a general fund department within the Resources Agency of the California Governor’s cabinet. The State Legislature and governor enact laws that affect CAL FIRE’s responsibilities and authority. The CAL FIRE director is appointed by the governor, confirmed by the State Senate and reports directly to the Resources Agency Secretary. CAL FIRE has organizationally divided the state into a North and South Region with regional chiefs appointed by the CAL FIRE Director. Within each region are multiple sub-regional geographical administrative units that are managed by a CAL FIRE fire chief. Robert Lewin was appointed chief of CAL FIRE San Luis Obispo in 2011 and has direct responsibility and authority to negotiate and manage contracts for service with other agencies in the County.

County of San Luis Obispo

The San Luis Obispo County Fire Department is a general government department governed by the County Board of Supervisors (BOS) and funded through the general fund. The BOS has the discretionary authority to determine, set and fund the level of fire/rescue service they deem appropriate, including no fire protection.

3 CAL FIRE/San Luis Obispo County Fire

Since 1929, the Board of Supervisors has appointed the chief of CAL FIRE San Luis Obispo as the County fire chief and the County fire warden.¹ The County administrative officer is the fire chief's direct supervisor and contract administrator. Payments for services provided through contract are made to CAL FIRE.

Dispatch Contracts

Several special districts and CALSTAR Air Ambulance contract for fire/rescue dispatch services provided by CAL FIRE Emergency Command Center (ECC). The contracting dispatch agencies include: Cambria CSD, Cayucos FPD, San Miguel CSD, Templeton CSD, Santa Margarita FPD, and CALSTAR Air Ambulance. The districts retain their own fire chiefs and fire departments and retain authority and jurisdiction. CALSTAR is a private not-for-profit air ambulance service that maintains its own identity and organization. Each of these agencies has entered into a contract agreement for dispatch services with the County, which, in turn, adds that service level component to its master contract with CAL FIRE. Payments for services are made to the County, not CAL FIRE.

Avila Beach Community Service District (CSD)

In 2000, the Avila Beach Community Services District (CSD) board of directors chose to consolidate their fire department with CAL FIRE/San Luis Obispo County Fire. The contract agreement is between the CSD and the County; the County added the service change to the master County/CAL FIRE agreement. The Avila Beach CSD board appointed the chief of CAL FIRE/SLO as their fire chief but retains authority for determining level of service, funding and adoption of codes and ordinances appropriate to their authority as a special district. The CAL FIRE/SLO chief serves as staff and reports to the CSD board of directors on matters related to the CSD's fire responsibility and authority. Personnel, equipment, other resources, and costs are shared based on the terms of the agreement. Payments for services are made to the County.

City of Pismo Beach

In 2001, Pismo Beach City Council chose to consolidate their fire/rescue services with CAL FIRE. The City Council appointed the chief of CAL FIRE/SLO as their fire chief but retains authority for determining level of service, funding and adoption of codes and ordinances appropriate to its authority as an incorporated city. The CAL FIRE chief serves as staff and reports to the Pismo Beach city manager on matters related to the city's fire responsibility and authority. In this instance, the County chose to not participate as an intermediary in the contract process; therefore, the agreement is direct between the city and CAL FIRE. Personnel, equipment, other resources, and costs are shared based on terms of the agreement. Payment for services is made to CAL FIRE.

Los Osos Community Service District

In 2004, the Los Osos Community Services District board of directors chose to consolidate their fire department with CAL FIRE/San Luis Obispo County Fire. The contract agreement is between the CSD and the County; the County in turn added the change in level of service to their master County/CAL FIRE agreement. The Los Osos CSD Board appointed the Chief of CAL FIRE as their fire chief but retains authority for determining level of service, funding and adoption of codes and ordinances appropriate to their authority as a special district. The CAL FIRE chief serves as staff and reports to the CSD board of directors on matters related to the CSD's fire responsibility and authority. Personnel, equipment, other resources, and costs are shared based on the terms of the agreement. Payments for services are made to the County.

Cayucos Fire Protection District

In 2005 the Cayucos Fire Protection District board of directors chose to augment their fire protection service level by funding the cost to keep the seasonal CAL FIRE station in Cayucos staffed year round (Amador Plan agreement).² The FPD retained its fire chief and fire department and contracted for additional service only. Due to the time lag involved in initiating a new service contract with the state, and because the original contract agreement was between the FPD and the County, the County added the service change to its master CAL FIRE agreement. In 2006, the County directed that the FPD and CAL FIRE enter into a separate agreement without the County serving as an intermediary. Since 2006, the agreement is between the FPD and CAL FIRE. The Cayucos FPD Board retains authority for determining level of service, funding and adoption of codes and ordinances appropriate to their authority as a special district. Payments for services are made to CAL FIRE.

1 San Luis Obispo County Code; Title 16, Section 16.04.120; County Fire Warden

2 California Public Resource Code 4144; Amador Plan Fire Protection Service Agreement

Governance Models Options

Currently, the agencies that contract directly or indirectly with CAL FIRE/San Luis Obispo County Fire establish their desired level of service, then provide direction and receive input from the chief of CAL FIRE/SLO on achieving that service level. The costs of many of the resources used to deliver the services are shared among fire service partner agencies. However, there is no coordinating or oversight body that balances service delivery and costs between organizations. Each organization operates under its own contract component with limited regard to the whole. The chief of CAL FIRE deploys and balances resources based on his or her professional judgment. This arrangement currently works well. *If more fire/rescue organizations choose to join the consolidated fire service, consideration should be given to a different governance model. There are several organizational models for managing the current or future combination of fire service partners, including the following:*

Joint Agency Advisory Committee:

A joint agency advisory committee comprised of representatives from the consolidation partners could provide advice and guidance to the chief of CAL FIRE/SLO related to balance and delivery of services. A primary purpose of this group could be to monitor implementation of the CAL FIRE/San Luis Obispo County Fire Strategic Plan. This group could serve as an independent oversight group to ensure that contract services are clearly described and delivered. Committee members could validate that shared costs and services are allocated appropriately. This advisory group would not set or determine policy, but would refer those actions back to the respective partner governing bodies.

Joint Powers Authority:

San Luis Obispo County agencies that contract with CAL FIRE could enter into a Joint Powers Authority (JPA) that as an independent organization has legal status and specific authority and responsibilities. The JPA would be formed through LAFCO and have a board of directors selected through the formation articles. The current members of this possible JPA would include the County of San Luis Obispo, City of Pismo Beach, Avila Beach CSD, and Los Osos CSD. Other organizations that contract for partial services (dispatch and Cayucos FPD Amador Agreement) would not necessarily become JPA members. The JPA would establish the level of services and costs for each of the respective partner organizations. JPA members would fund their share of costs to the JPA, which would provide services by contract with CAL FIRE or other means. The chief of CAL FIRE would report directly to the JPA board of directors.

County Service Area:

A county service area (CSA) is designated to provide necessary services that are approved by members of the community served. They usually include only unincorporated areas, but can, with city council approval, include lands within a city. CSAs are governed by county boards of supervisors usually with input from an advisory committee. Two members of a board of supervisors can initiate the formation of a CSA through LAFCO. The CSA can be formed if less than 25% of the registered voters or less than 25% of the landowners with less than 25% of the value of the land does NOT file written protests with the board of supervisors. If they do, an election is required.³

Excerpt from Government Code Section 25210: County boards of supervisors need alternative organizations and methods to finance and provide needed public facilities and services to the residents and property owners of unincorporated areas. (f) In enacting the County Service Area Law by this chapter, it is the intent of the Legislature to continue a broad statutory authority for county boards of supervisors to use county service areas as a method to finance and provide needed public facilities and services. (g) Further, it is the intent of the Legislature that county boards of supervisors, residents, and property owners use the powers and procedures provided by the County Service Area Law to meet the diversity of local conditions, circumstances, and resources.

The CAL FIRE/San Luis Obispo Fire agency partners could agree to form a county service area that encompasses them all.⁴ CSAs have the authority (with voter approval) to levy assessments or utilize other revenue enhancements to fund services. Revenue enhancements that are determined to be benefit assessments fall under the provision of Proposition 218, requiring a weighted property owner ballot or registered voter approval. CSAs have administration workload and expenses, including costs for elections, legal services and engineering studies that are conducted to determine benefit assessment ratings when necessary. If a single CSA is not needed, multiple smaller CSAs can be formed to address localized needs if an area wishes to increase the level of protection they receive beyond what their normal fire revenue source fund can support.

³ County Service Area law

⁴ County Service Area law; Government Code 25210 et seq.

Attachment B
Templeton CSD Talking Points Memo

BOARD OF DIRECTORS

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President

Gwen Pelfrey
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Recreation Supervisor

TEMPLETON COMMUNITY SERVICES DISTRICT

P.O. BOX 780 • 420 CROCKER STREET • TEMPLETON, CA 93465 • (805) 434-4900 • FAX: (805) 434-4820
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Why TCSD is Pursuing a Property Tax Share Revision with San Luis Obispo County for Fire and Emergency Services

Talking Points - July 2017

1. Fire Department History

- a. Templeton Hose Company No. 1 formed in 1887
- b. Formation of Templeton Fire District in 1909 – Templeton Volunteer Fire Department
- c. Remains largely volunteer throughout 1900s
- d. Becomes part of Templeton Community Services District in 1976
- e. First half-time paid Fire Chief in 1992, full-time in 1998
- f. Conversion to Combination (Career/Paid Call Firefighter) Department in 2010
- g. Currently two full-time Fire Captains, half-time Fire Chief
- h. Current staffing – firefighters on duty 8-5, 7 days per week, nights covered sporadically by firefighters through stipend program, expect response delays of approximately 5 minutes when station not staffed
- i. Limited options for staffing coverage when injury, illness, vacation, and training occur
- j. Serve Templeton's 7,500 residents, plus key businesses, including Twin Cities Community Hospital, Dr. Offices, commercial and industrial areas, Hwy 101, and surrounding areas through Mutual and Automatic Aid agreements
- k. Calls for service have increased by more than 50% since 2010; in 2010 there were 531 calls for service and in 2016 there were 807
- l. About 60% of all calls for service are emergency medical calls
- m. The National Fire Protection Association recommends that a career paid fire department have a standard of a six minute response time; this is established to limit the spread of a fire and reduce the risk of death or catastrophic illness in the event of stroke, heart attack or other serious medical condition
- n. For more information see the 2016 Annual Report at http://templetonfd.org/?page_id=7172

2. Financial Challenges – Fire Services

- a. TCSD Property Tax Share based on costs in late 1970s
- b. Recognition in early 2000s that additional funding would be needed

- c. 2009 - Special Benefit Assessment vote – 38.6% supported – needed 50% +1
 - d. 2012 - 4 year SAFER Grant allows hiring of 2nd full-time Firefighter (Volunteer Coordinator), provided approximately \$125k/year
 - e. 2013 - District commissioned Citygate and Associates to study Fire Service delivery options
 - f. 2014 – Ad hoc Committee formed to study options further – recommended revenue enhancements to sustain services
 - g. 2015 District commissioned SCI to survey voters and property owners to determine if there was support for with a Parcel Tax or Special Benefit Assessment – Survey indicated insufficient support, recommended not proceeding with ballot at the time
 - h. Fall 2015 Option Evaluation – Request for Proposals for services (No proposal from County/CAL FIRE) – more than 10 staffing options analyzed internally
 - i. 2016 – District cuts services/costs as 2012 SAFER grant expires, applies for SAFER grant to continue funding – denied
 - j. 2016 – Began donation solicitation – received over \$10k in donations in first year to purchase needed equipment
 - k. 2016 – Begins process to form Community Facilities District – expects some additional revenue in 5-10 years based on new development
 - l. 2017 – Applies for SAFER grant, forms Community Facilities District
 - m. 2017 – Board determines that the Property Tax share revision is a District Goal
3. Current Efforts
- a. Fire and Emergency Services Committee has determined that Templeton Fire and Emergency Services needs additional \$450k annually to implement sustainable 24/7 staffed operation
 - i. Total annual budget would be about \$1.3 M
 - ii. Remains reliant on part-time firefighters working at/near minimum wage
 - iii. Firefighters scheduled/paid 24 hours/day, 7 days/week – combination of full-time and part-time staffing
 - iv. Savings of approximately \$700k annually if Templeton Fire and Emergency Services continues services versus CAL FIRE costs for providing staffing for station
 - b. TCSD Representatives have met with Supervisors Peschong and Arnold – request to increase Property Tax share from 8.4% to 12 %
 - i. Arnold and Peschong supportive of TCSD retaining its own Fire Department
 - ii. General Support for long-term fiscal assistance
 - iii. County staff not supportive of revising property tax share
 - iv. Change in administration may slow effort
 - c. Supervisor Peschong requested that TCSD outline process to revise Property Tax Share
 - i. Subject to Revenue and Taxation Code 99(k)
 - ii. Staff researching options, seeking assistance from legal counsel

- d. Goal is to have this formally considered by Board of Supervisors prior to the end of 2017
 - i. No new taxes – TCSD share would increase from approximately 8.4% of property taxes collected in Templeton to 12%
 - ii. Would not affect Schools
 - iii. County share of Property Taxes collected – County General Fund – would decline
 - iv. Savings to County as opposed to County needing to take over Fire Services from TCSD should TCSD be unable to maintain
- e. What can community members do?
 - i. Show support – inform the Board of Supervisors that keeping Templeton Fire and Emergency Services is important to you
 - ii. Write and/or attend Board of Supervisors Meeting when this item is on their agenda

Attachment C
State-Wide LAFCO Survey

Questions	1. Does your County have a County-Wide Fire District (including a CSA)?	2. Is the trend in your County to move away from volunteer districts?	3. Have you dissolved, consolidated, or formed a fire district since 2000?	4. Provide an example of how your County is addressing the provision of fire services.
LAFCO				
Placer LAFCO	No, we have several areas under contract with county from CAL Fire, but not countywide	Yes-not a deliberate effort.	Have dissolved a district and consolidated two districts in the past year. Other than those, we have dissolved a district and the county/Cal Fire absorbed(2005), dissolution in 2001	The County is very concerned, has conducted financial studies, worked on special tax elections. I anticipate in the near future we will looking at several consolidations. We have several small districts that are having financial difficulty.
El Dorado LAFCO	No	They'd like to but some districts cannot afford to pay their FFs. At best, they may have one paid chief and some admin support	Yes, Latrobe FPD was dissolved in 2014. The El Dorado Hills Fire District took on the services which they had been providing via a contract for years.	In 2010 LAFCO was asked to administer a report on behalf of the districts and the County to study how well emergency services were being provided. It found that the rural fire districts will need to raise taxes or continue to receive financial assistance from the County in order to continue operating. The County discontinued all aid a couple of years ago. The fire districts are currently exploring a raise in county sales tax as a way to generate more revenue.
Riverside LAFCO	No	We only have one independent FPD. It has paid staff.	No	The County contracts with CalFire for full fire protection services (largest contract in the State). 20 of the 28 cities contract with the County. The remaining cities, with one exception, have paid professional staff. One remote city has always had a primarily volunteer department.
San Bernardino LAFCO	The San Bernardino County Fire Protection District serves all those areas of the County not provided by an independent district or City.	The county has an established policy to discourage volunteer districts.	In 2008 LAFCO reorganized 32 board governed fire protection districts, county service areas and zones of CSAs into the San Bernardino County Fire Protection District. Since then we have	Staff reports for the five annexations on our website under proposals available on-line. If you wish to review the larger change for SBCFPD, it is available.

Questions	1. Does your County have a County-Wide Fire District (including a CSA)?	2. Is the trend in your County to move away from volunteer districts?	3. Have you dissolved, consolidated, or formed a fire district since 2000?	4. Provide an example of how your County is addressing the provision of fire services.
LAFCO			annexed five independent fire providers into the SBCFPD for service.	
Amador LAFCO	We have Amador Fire Protection District as a dependent district under the Board of Supervisors. The formation documents are very vague and unclear about the actual boundaries of the district, but I am told the intention was to have this district provide structural fire protection, etc. to the entire county. We, however, have 3 independent small fire districts.	There is a wish to do so, but insufficient funding.	No, several ideas and concepts to do so but lots of disagreement.	
Yolo LAFCO	No	Hard to say. 4 of our 15 FPDs contract with cities for service but it's been that way for a while (before my time). There's a mix of independent and dependent FPDs.	No	Trying to help the FPDs. The County is not anxious to jump in and provide this service.
Sacramento LAFCO	No	No momentum or resources, tho some rural areas would likely benefit.	No	None

Questions	1. Does your County have a County-Wide Fire District (including a CSA)?	2. Is the trend in your County to move away from volunteer districts?	3. Have you dissolved, consolidated, or formed a fire district since 2000?	4. Provide an example of how your County is addressing the provision of fire services.
LAFCO				
Solano LAFCO	We have a combination of City Fire Departments (7) , unincorporated independent Fire Districts (5), and a unincorporated dependent Fire District (1).	Hard to move away from volunteer districts due to the anemic revenue streams	We are currently assessing the consolidation of 2 or 3 unincorporated independent Districts in Solano. On a personal note, I was very involved in the Contra Costa fire districts and the consolidation of 3 Districts into the East Contra Costa FPD from the County Administrator's side back in 2002 (worked with Lou Ann)	We have established a LAFCO Fire Committee to start identifying and qualifying challenges and opportunities. The problem we are encountering is that many of the volunteer districts are very administratively challenged, so it is hard to capture an insightful statistical snapshot.
Ventura LAFCO	We have a county wide fire protection district that is a dependent district of the county. It serves the entirety of the unincorporated county and six of our ten cities. In January the Commission approved the annexation of the one of the four cities to the district and we are currently in the protest period.	We don't have any volunteer districts.	No	

Questions	1. Does your County have a County-Wide Fire District (including a CSA)?	2. Is the trend in your County to move away from volunteer districts?	3. Have you dissolved, consolidated, or formed a fire district since 2000?	4. Provide an example of how your County is addressing the provision of fire services.
<p>LAFCO</p> <p>Napa LAFCO</p>	<p>No.</p>	<p>No noticeable trend.</p>	<p>No</p>	<p>Our model of the County contracting with Cal Fire to provide service throughout the unincorporated areas seems to work great. Everyone seems to get along well and there are no significant service deficiencies that I’m aware of. The County of Napa contracts with Cal Fire to provide fire service to the unincorporated areas. Each incorporated city has its own fire department or contracts directly with the County to provide service. We do have a small CSA that doesn’t directly provide fire service, but provides extra funding for enhanced fire services through a special assessment within the Napa County Airport Industrial Area.</p>
<p>Santa Cruz LAFCO</p>	<p>The County has a large CSA that covers more than half the county— everything outside cities and fire protection districts. It provide the revenue for the County to contract with CALFIRE.</p>	<p>In urban areas yes. In rural areas, the volunteer and mixed departments are stable.</p>	<p>No. Our LAFCO denied a formation. Currently, our LAFCO is leading and partially funding a consolidation feasibility study of two urban districts.</p>	<p>See answer #3.</p>
<p>San Mateo LAFCO</p>	<p>No</p>	<p>We don’t have any volunteer districts (Just volunteer 2 or 3 volunteer companies that operate in conjunction with calfire.. We do have one paid call district in a very urban area that is wholly surrounded by a city and has a zero sphere indicating it should be dissolved.</p>	<p>We consolidated two fire districts in 2007. It was a friendly consolidation that was combined with contracting with CalFIRE, so there were issues with CalPERs that made it complicated...</p>	<p>We have one fire district that has requested that LAFCo perform a countywide fire MSR, which we don’t have funding for at this time.</p>

Questions	1. Does your County have a County-Wide Fire District (including a CSA)?	2. Is the trend in your County to move away from volunteer districts?	3. Have you dissolved, consolidated, or formed a fire district since 2000?	4. Provide an example of how your County is addressing the provision of fire services.
LAFCO	No	No. The trend oscillates between status quo and Fresno County FPD advocating that volunteer fire companies improve their training to state-mandated minimums. We've used MSRs to recommend that they at least document what training they receive.	No	Fresno LAFCo adopted a fire transition policy that is intended to address the loss of property tax revenue from the FCFPD due to annexations to cities. That policy is supposed to freeze the district's base year allocation and convey that property tax to the district for 10 years after annexation. By 10 years the natural property tax increase is supposed to make the District whole.
Nevada LAFCO	No	Yes	Yes, LAFCo approved a consolidation of two fire districts in 2003. In 2006, LAFCo approved a reorganization that resulted in the transfer of fire & emergency services from one multi-service agency to a fire protection district.	Our county is very supportive of fire services and gives most of its Prop 172 funds to fire agencies. Most of our fire agencies have given up any pretense of being 'volunteer' organizations – they either have professional staffing or provide decent per-call compensation to 'interns.' We have eight dedicated Fire Protection Districts, most of them in pretty solid financial shape. We also have a county water district that provides fire and emergency response to a very poor community that is remotely located. We also have a volunteer fire district that serves a community of 9 (more or less) full time residents (they do ok, thanks to the County making sure they also get a little chunk of the Prop 172 funds).
Imperial LAFCO	No	No	Yes, we have dissolved three fire districts and the County is now providing the service to those areas. No successor district formed.	

Questions	1. Does your County have a County-Wide Fire District (including a CSA)?	2. Is the trend in your County to move away from volunteer districts?	3. Have you dissolved, consolidated, or formed a fire district since 2000?	4. Provide an example of how your County is addressing the provision of fire services.
LAFCO				
Monterey LAFCO	No	There are benefits in moving from volunteer to established fire districts. In 2015, our Commission approved the divestiture of fire protection powers from the Spreckels CSD and a subsequent annexation of the subject area to a neighboring fire district. The CSD provided fire service through the Spreckels Volunteer Fire Company (VFC) since 1991. While the VFC was the “official” responder to emergency calls, data showed that the neighboring fire district was the actual first responder to all fire-related emergency calls in the Spreckels area since at least 2000.	Yes. Our Commission approved a consolidation of two FPDs in 2010 and the reorganization previously discussed which included divestiture of fire protection powers and subsequent annexation to a neighboring FPD in 2015.	LAFCO is currently working on a fire study which will analyze existing service providers, underserved areas, and communities that are outside jurisdictional and sphere boundaries. We will be coordinating with district and county representatives as part of this comprehensive evaluation.
Stanislaus LAFCO	No	No	No. There have been contracts since 2000 for shared administration /facilities, but no LAFCO-related actions.	
Butte LAFCO	No	Yes- We have only one very small independent fire district that is struggling.		At present the County Fire Department contracts with CDF for unincorporated coverage for \$15M/year. The County can no longer afford CDF and its cost increases that are out of the County's control entirely. The County desires to go a different direction, primarily to control costs and move the fire service costs out of the general fund. We are exploring a countywide CSA or perhaps establishing small CSA's to fund enhanced services

Questions	1. Does your County have a County-Wide Fire District (including a CSA)?	2. Is the trend in your County to move away from volunteer districts?	3. Have you dissolved, consolidated, or formed a fire district since 2000?	4. Provide an example of how your County is addressing the provision of fire services.
LAFCO				
				<p>within specified zones (high fire hazard foothills) that may then be consolidated into a single independent fire district once accepted by the residents. I also have an idea to "gut and amend" an existing CSA and add a fire service power, this would avoid protest proceedings but still leave a funding vote for the future.</p>

Attachment D
San Diego MSR –Executive Summary



**FIRE PROTECTION and
EMERGENCY MEDICAL
SERVICES REVIEW**

**Section One
Unincorporated San Diego**

San Diego Local Agency Formation Commission
1600 Pacific Highway • Room 452
San Diego CA 92101
619 531-5400 • www.sdlafco.org

Fire Protection and Emergency Medical Services Review

Section One Unincorporated Sub-Region

REPORT OF THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION

Bud Pocklington, Chairman
Andrew L. Vanderlaan, Vice-Chairman
Donna Frye
Betty Rexford
Patty Davis
Bill Horn
Dianne Jacob

Alternate Members:

Greg Cox
Harry Mathis
Andrew J. Menshek

February 7, 2005

The protection of the public safety is the first responsibility of local government and local officials have an obligation to give priority to the provision of adequate safety services.

California Constitution Article 13, Section 35

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Executive Summary

PURPOSE OF FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES MSR

The Municipal Service Review (MSR) for fire protection and emergency medical services within the unincorporated area of San Diego County represents a comprehensive evaluation of the unincorporated region’s emergency services system. Within the area reviewed, 28 local agencies are principally responsible for providing structural fire protection and emergency medical services to just under a half million residents. SANDAG forecasts indicate that within the next 20 to 25 years, another quarter million people will be added to the unincorporated area population. Real need for emergency services will increase—along with constituents’ expectations for an effective system to provide structural fire protection and emergency medical services.

Unquestionably, the region must be positioned to respond to future need. The purpose of this MSR is to evaluate the region’s current emergency response systems and to assess the potential of the system to efficiently meet future demands.

- **Organization of regional fire protection service providers**

Agencies within the MSR region can be broadly classified as *independent* limited purpose agencies—meaning each agency has a directly elected Board of Directors—or *dependent* agencies, which indicates that districts rely on elected officials from other levels of local government as policy makers. Agencies can be further categorized as **organizations that produce and deliver their own services or agencies that contract for service with another provider. The principle contractor, the California Department of Forestry and Fire Protection (CDF), is also responsible for wildland fire protection on 1.2 million acres of state responsibility area within the County of San Diego.**

Regardless of classification, each of the fire protection agencies is autonomous; each local government has the ability to craft unique policies and practices and each agency is empowered, within the limits of State Law, to make independent fiscal decisions. Interdependencies that exist among the region’s fire protection and emergency medical

INDEPENDENT DISTRICTS	PROVIDER
Alpine FPD	District
Bonita-Sunnyside FPD	District
Borrego Springs FPD	District
Deer Springs FPD	CDF
East County FPD	District
Julian-Cuyamaca FPD	District
Lakeside FPD	District
Lower Sweetwater FPD	National City
North County FPD	District
Pine Valley FPD	District
Rancho Santa Fe FPD	District
San Diego Rural FPD	District
San Miguel Con. FPD	District
Valley Center FPD	CDF
Vista FPD	City of Vista
Mootamai MWD	CDF
Pauma MWD	CDF
Ramona MWD	CDF
Rincon del Diablo MWD	City of Escondido
Yuima MWD	CDF
DEPENDENT DISTRICTS	
San Marcos FPD	District
CSA 107 (Elfin Forest)	District
CSA 109 (Mt. Laguna)	District
CSA 110 (Palomar Mtn)	District
CSA 111 (Boulevard)	District
CSA 112 (Campo)	District
CSA 113 (San Pasqual)	District
CSA 115 (Pepper Drive)	City of Santee

service agencies are primarily voluntary as no local governmental agency can exert authority over another. Accordingly, each of the region's 28 fire protection agencies performs planning and funding activities in isolation with no obligation to consider the possibility of duplicating or under-utilizing existing regional resources.

ABSTRACT OF MSR DETERMINATIONS

The MSR presents 27 determinations in the nine areas required by State Law. Determinations indicate that the unincorporated region's system for providing fire protection and emergency medical services is dysfunctional—characterized by duplicate organizations and redundant layers of management that needlessly consume public resources and limit opportunities to provide enhanced services. The region elects 108 officials to govern structural fire protection; 23 fire chiefs oversee delivery of emergency services from 28 separate, autonomous agencies. Contrast this span of control with such organizations as the Riverside County Fire Department, whose single fire chief manages emergency services over the entire unincorporated area of Riverside County *and* 17 cities; or the Los Angeles County Fire Department, which provides services to 57 cities plus unincorporated Los Angeles County—also with *one* executive position; or perhaps the San Diego County Sheriff, who oversees law enforcement activities for unincorporated San Diego County and nine contract cities.

The performance of individual fire protection agencies in response to daily emergencies and epochal local disasters has been nothing less than heroic. Nevertheless, in the absence of compelling cooperative agreements or inclusive organizational structure, the region's 28 autonomous agencies exist in an environment that results in isolated policy decisions impacting the effectiveness of region-wide service. The region's agencies have not developed a universal response criterion; do not provide a unified command; do not employ unified standards for training safety personnel; and are not able to engage in strategic regional planning that could eliminate redundancies and engender more effective use of resources. Because emergency services are divided among so many agencies—no single authority is accountable for creating and implementing a comprehensive vision for the region.

In spite of the proliferation of fire protection agencies, many unincorporated areas are not included within a public agency that provides emergency services. Approximately 2,500 parcels have been granted some level of development approval outside of a fire protection agency. Annexation of these unserved areas into fire protection agencies is problematic because State Law for allocating property tax revenues among local agencies prohibits a transfer of property tax to fund the additional service area. Residents in some unserved areas have developed volunteer organizations that depend on the vagaries of local fund-raising to keep emergency facilities operational. Other unincorporated areas rely on the largess of neighboring fire protection districts to respond—and absorb costs—or trust that CDF will be available and able to divert resources to structural fires. Within significant portions of the region, inadequate public infrastructure precludes emergency response within the industry-prescribed standards for protecting life and property. Determinations indicate that there is no long-term comprehensive strategy to improve infrastructure.

Determinations conclude that individual agencies have minimal prospects of increasing revenues to enhance the delivery of emergency services. A legacy of voter-approved initiatives and the fiscal limitations placed on special districts by State Law have restricted fire protection agencies to voter approved benefit fees as the only means to substantially increase revenue. Between the passage of Proposition 13 in 1978 and the election of 2004, there have been 73 proposals for new or increased revenues placed on local ballots by the region's fire protection agencies; voters approved only 26 of the 73 proposals. Moreover, there is now concern that future elections for new or increased fees may fail because Prop C, which was endorsed by such a large percentage of the electorate in November 2004, has created an expectation that fire protection services can be improved without costs to taxpayers. Options to increase revenues for fire protection and emergency medical services while adhering to the "no new tax" spirit of Prop C do exist, but are within the discretion of the Board of Supervisors or the State Legislature.

The Determinations in this report underscore the fact that the region's bewildering organization of unserved areas and redundant, under-funded public agencies did not evolve spontaneously; it was encouraged and given shape by short-sighted public policy choices that were adopted without a vision of how such decisions would impact public safety.

From the late 1920s, the County of San Diego contracted with the State to bring CDF coverage to the unincorporated area during non-fire seasons. In 1973, at the urging of a County-appointed fire committee, the scope of the CDF contract was expanded to provide structural fire protection to development outside of fire protection districts. In 1974—prior to the passage of Proposition 13—the County concluded that the contract was too costly and moved to phase out support. Unserved areas were encouraged to annex to agencies with fire protection services or form volunteer companies to provide emergency services in the wake of the County's departure. The County assisted the volunteers with start-up grants, public liability and compensation insurance, and dispatching services; however, there was no vision or priority to ensure that adequate safety services were provided to unincorporated area residents. Following the passage of Proposition 13, assistance to volunteer companies was phased-out. By 1982, the County Office of Fire Services was closed, the Board had rescinded the County Uniform Fire Code and financial support for the volunteer fire companies had been withdrawn.

In subsequent years, 11 fire protection districts were randomly formed to provide public agency status to many of the volunteer companies. Local agencies formed after Prop 13 cannot impose their own property tax rate—and are not eligible to share in the property tax revenue allocated to other local agencies. The Board of Supervisors voluntarily transferred a small increment of County property tax receipts to each newly formed agency and district officials—with varying levels of success—sought supplemental funding from district voters. LAFCO Determinations conclude that despite the unincorporated area being characterized by duplicate organizational structure and redundant layers of management that needlessly consume public resources, there is no central authority or cooperative organization capable of developing a cohesive strategy for funding effective emergency services.



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: March 14, 2018

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item # 9(b): Consideration of recommendations to authorize the General Manager to solicit bids for a Replacement Standby Generator in accordance with District Ordinance 2016-1 and to authorize the President to execute a purchase order for a replacement generator at an estimated combined cost of \$85,000, approval of a budget adjustment, and related actions.**

Recommendation

It is recommended that your Board:

1. **Authorize the General Manager to solicit bids for a Replacement Standby Generator in accordance with District Ordinance 2016-1.**
2. **Authorize the President to approve a Purchase Order for a replacement generator.**
3. **Consider funding options and approve a budget adjustment for \$85,000.**
4. **Approve the attached Additional Services Agreement with Wilson Engineering in the amount of \$2,320 for bid documents and construction related services.**
5. **Authorize the General Manager to file a Notice of Exemption pursuant to the California Environmental Quality Act with the San Luis Obispo County Recorder.**

Discussion

The District's standby generator has not been functioning and its replacement has been included on several agendas over the past few years. On October 11, 2017 your Board reviewed a Final Report titled "Standby Power Evaluation" prepared by Wilson Engineering, which illustrated options and costs. At that meeting you also approved an agreement with Wilson Engineering to prepare final design, which is attached. As discussed in October, a parcel survey has been completed. Permitting has been initiated with the County and the Air Pollution Control District.

In accordance with District purchasing policies, District staff has been obtaining quotes for the generator unit. By doing so, the District will have confirmation from the Air Pollution Control District



(APCD) that the new generator will comply with air quality requirements. Under this approach, the bid documents will state that the contractor will install the generator which will be provided by the District.

The approach that includes agency-supplied equipment is common. It is staff's preferred approach for the following reasons:

- Direct purchase by the District will help insure government discounts are obtained.
- Delivery times for the generators are dependent on the unit selected, and may be delayed to obtain discounted government pricing. This occurred for the utilities truck purchased in 2014 which was delivered about 6 months later.
- The timing of bids from Contractors can be established based on delivery dates.
- The selected generator must obtain APCD approval. The District will obtain the APCD permit prior to obtaining contractor bids.
- The District needs include local servicing, maintenance and repairs. (If the contractor is obligated in bid documents to provide the generator unit, additional complications to the bid will be required to ensure that the unit selected can be serviced locally.)

Quotes for the replacement generator are currently being obtained and will be provided at the Board meeting. During the meeting, the Board can review, consider and provide the Board President with the authorization to execute a Purchase Order after the APCD permit is obtained. Staff will solicit bids approximately 6 weeks before the delivery date.

Other Agency Involvement

The County of San Luis Obispo and the Air Pollution Control District are both involved in the permitting of the project.

Financial Considerations

Attached is a current budget and update for the Facilities Fund. There is currently \$579,083 of reserves in the General Fund, including \$209,535 in Public Facilities Fees. Due to uncertainties regarding future fire and emergency services, preserving reserves should be considered by your Board as a current priority.

As an alternative to using existing reserves, an advanced repayment of a portion of the interfund loan due from the Water Fund to the General Fund can fund the replacement generator. Although the interfund loan amortization repayment schedule was adopted by resolution on 2017-04, your Board



Oceano Community Services District

Board of Directors Meeting

can approve and advanced repayment and staff can return with a modified resolution at the next Board meeting.

Lastly, Five Cities Fire Authority Chief Lieberman is inquiring with the County to determine if any grants are available to offset any costs as the emergency generator will also power the County Sheriff's substation.

Results

Replacement of the standby generator will promote a safe community by helping to ensure power to both the Fire Station and the Sheriff Substation.

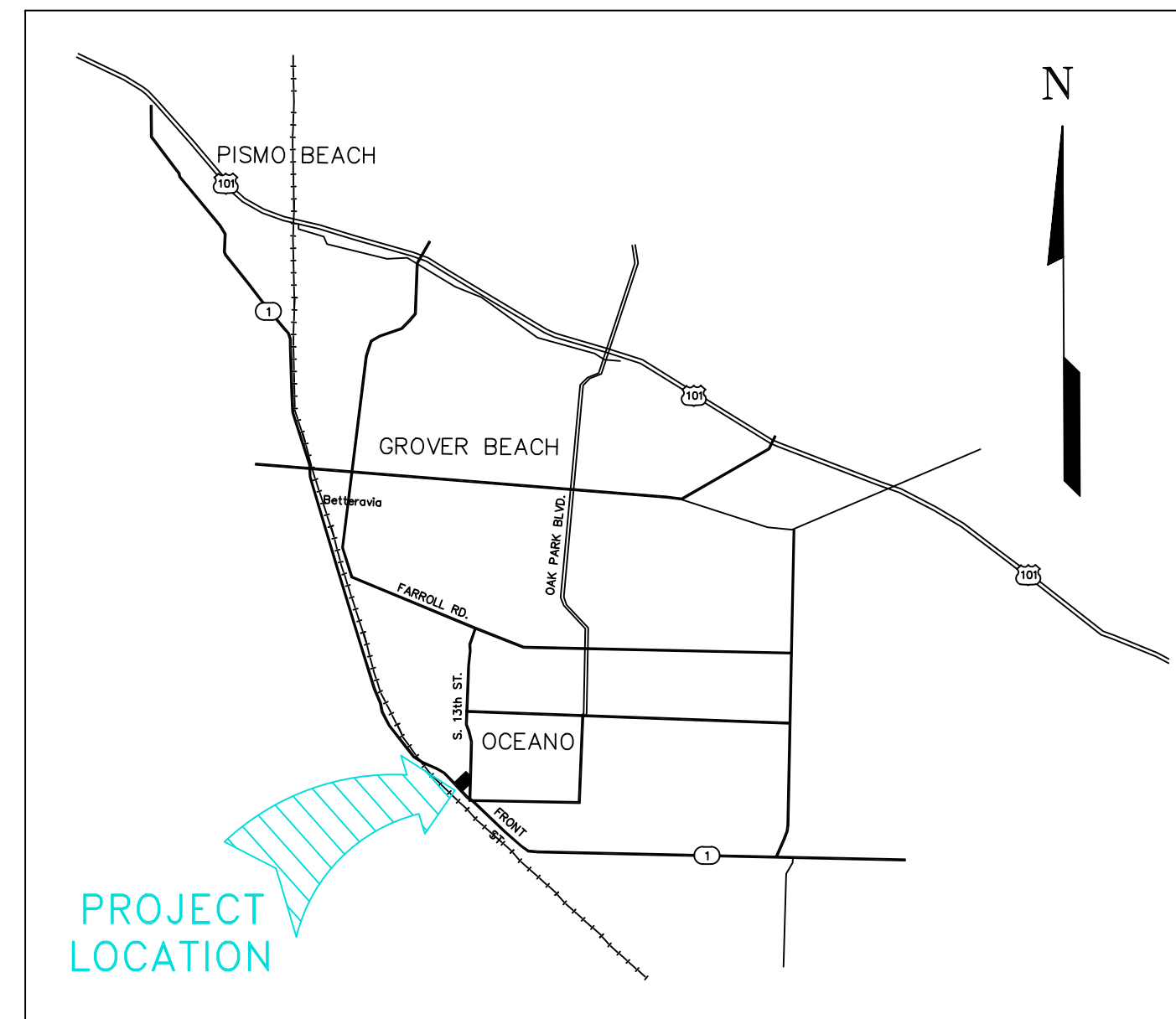
Attachments:

- Final Design
- Facilities Fund Budget Status at March 8, 2018
- Wilson Engineering Additional Services Agreement

OCEANO COMMUNITY SERVICES DISTRICT REPLACEMENT STANDBY GENERATOR

OCEANO, CA
APN: 062-271-026

SHEET INDEX			
SHEET NO.	REV	DRAWING NO.	DESCRIPTION
1	0	E-171001-01	TITLE SHEET
2	0	E-171001-02	NOTES SHEET
3	0	E-171001-03	SITE PLAN
4	0	E-171001-04	SINGLE LINE DIAGRAM
5	0	E-171001-05	ELEVATION PLAN



VICINITY MAP
SAN LUIS OBISPO COUNTY, CA.
SCALE : NONE

SITE LOCATION:

1687 FRONT STREET
OCEANO, CA 93445

OWNER:

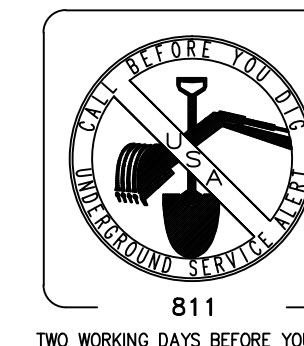
OCEANO COMMUNITY SERVICES DISTRICT
ATTN: PAAVO OGREN
1655 FRONT STREET
OCEANO, CA 93445
TEL: (805) 481-6730

ENGINEER OF RECORD:

WILSON ENGINEERING
GARY D. WILSON, P.E.
771 MERCED ST.
PISMO BEACH, CA 93449
TEL. (805) 748-6209
GaryW@wilsonengineering.net

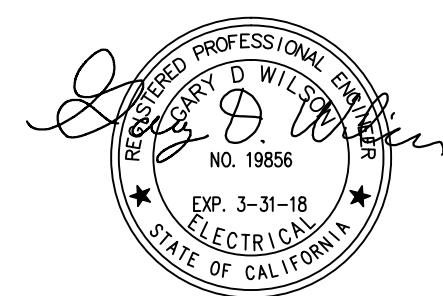
PROJECT DESCRIPTION:

REPLACE EXISTING EMERGENCY STANDBY GENERATOR WITH A NEW EMERGENCY STANDBY GENERATOR. INSTALL NEW CONDUCTORS IN EXISTING CONDUIT FROM THE NEW STANDBY GENERATOR TO TWO LOCATIONS: THE SHERIFF SUBSTATION AND THE COMBINED OCEANO COMMUNITY SERVICES DISTRICT FIRE STATION AND OFFICE. INSTALL TWO NEW AUTOMATIC TRANSFER SWITCHES, ONE AT THE SHERIFF SUBSTATION AND ONE AT THE COMBINED OCEANO COMMUNITY SERVICES DISTRICT FIRE STATION AND OFFICE.



NOTES:

CODE COMPLIANCE: ALL WORK SHALL CONFORM TO AND BE PERFORMED IN ACCORDANCE WITH THE 2016 CALIFORNIA ELECTRIC CODE.



WILSON ENGINEERING

E 19856 C 70607

Gary D. Wilson, P.E.
gmwilson888@bcglobal.net

771 Merced St. (805) 748-6209
Pismo Beach, CA 93449



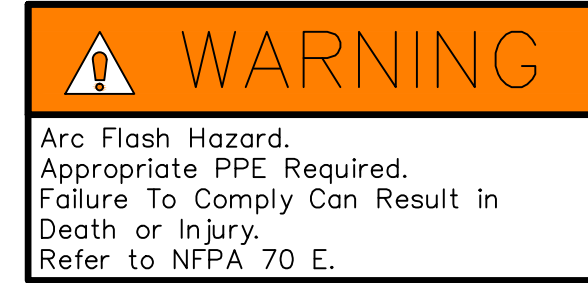
REV.	DATE	REVISION	REV. BY	CHK. BY
A	1/10/18	ISSUED FOR REVIEW	GW	
O	2/16/18	ISSUED FOR SUBMITTAL FOR PERMIT	GW	

OCEANO COMMUNITY SERVICES DISTRICT
NEW EMERGENCY GENERATOR
TITLE SHEET
1655 FRONT ST., OCEANO, CA 9345

DRAWING NO. E-171001-01	DRAWN BY: <u>GW</u>	OFFICE	REV. 0
PROJECT NUMBER 171001	CHECKED BY: <u>GW</u>	SCALE: <u>AS SHOWN</u>	SHEET 1 OF 5
DATE: <u>1/3/2018</u>			

GENERAL NOTES

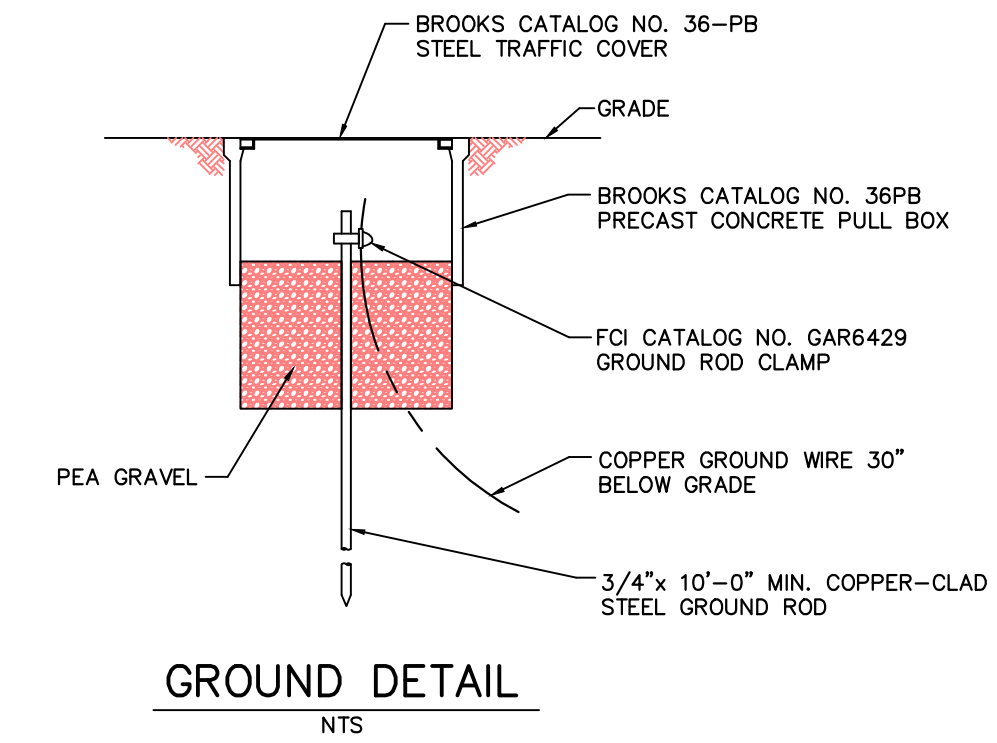
- ALL WORK SHALL CONFORM TO AND BE PERFORMED IN ACCORDANCE WITH CODES, STANDARDS, AND ORDINANCES AS SET FORTH BY THE AUTHORITIES HAVING JURISDICTION AND THEIR LATEST ADOPTED EDITIONS (IN EFFECT AT TIME OF BUILDING PERMIT APPLICATION) OF THE FOLLOWING PUBLICATIONS:
 - CALIFORNIA CODE OF REGULATIONS TITLE 24: INCLUDES NATIONAL ELECTRICAL CODE AND INTERNATIONAL FIRE CODE, INTERNATIONAL BUILDING CODE, ETC. WITH CALIFORNIA AND OTHER LOCAL AMENDMENTS AS APPLICABLE.
 - AMERICANS WITH DISABILITIES ACT (ADA).
- THE ELECTRICAL CONTRACTOR IS RESPONSIBLE TO MAINTAIN ALL EQUIPMENT IN A SAFE AND RESPONSIBLE MANNER. KEEP DEAD FRONT EQUIPMENT IN PLACE WHILE EQUIPMENT IS ENERGIZED. CONDUCT ALL CONSTRUCTION OPERATIONS IN A SAFE MANNER FOR EMPLOYEES AS WELL AS OTHER WORKPERSONS OR ANYONE VISITING THE JOB SITE. PROVIDE BARRIERS, FLAGS, TAPE, ETC. AS REQUIRED FOR SAFETY. THE CONTRACTOR SHALL HOLD ALL PARTIES HARMLESS OF NEGLIGENT SAFETY PRACTICES, WHICH MAY CAUSE INJURY TO OTHERS ON OR NEAR THE JOB SITE.
- FIRE RATED ASSEMBLIES SHALL MAINTAIN RATINGS AS SPECIFIED IN THE CALIFORNIA BUILDING CODE CHAPTER 7. CONTRACTOR SHALL PROVIDE AND INSTALL PHYSICAL ENCLOSURE AROUND FIXTURES, PANELS, ETC. AS REQUIRED. ALL ASSEMBLIES TO BE PENETRATED SHALL BE INSTALLED WITH APPLICABLE THROUGH-PENETRATION FIRESTOP SYSTEM AS DETERMINED BY UL CLASSIFICATION. BEFORE CONSTRUCTION, VERIFY AND COMPLY WITH REQUIREMENTS OF LOCAL AUTHORITY HAVING JURISDICTION.
- BEFORE ROUGH-IN, VERIFY ALL MOUNTING HEIGHTS AND EXACT LOCATIONS FOR ALL EQUIPMENT, ELECTRICAL CONNECTIONS, STUB-UPS, RECEPTACLES, ETC. WITH OWNER.
- LABEL PANELS, CABINETS, BACKBOARDS, MAIN DEVICES, SAFETY SWITCHES, CONTACTORS AND OTHER SPECIFICALLY DESIGNATED EQUIPMENT SHOWN ON PLANS. USE ENGRAVED LAMINATED PLASTIC NAMEPLATES ATTACHED BY SCREWS OR RIVETS FOR FEEDERS. NEATLY AND INDELIBLY LABEL CONDUIT DESTINATIONS ON BOTH VISIBLE ENDS OF CONDUIT RUNS WHERE CONDUITS TERMINATE AT DESIGNATED ENCLOSURES, STRUCTURES OR EQUIPMENT (INCLUDING PULL AND SPLICE BOXES).
- ALL MECHANICAL AND ELECTRICAL EQUIPMENT SHALL BE ANCHORED OR BRACED TO MEET THE HORIZONTAL AND VERTICAL FORCES PRESCRIBED IN THE 2007 CBC, SECTION 1614A.1.13 AND ASCE 7-05 SECTIONS 13.3, 13.4 AND 13.6.
- ANY DEMOLITION WORK SHOWN WAS PREPARED FOR THE CONVENIENCE OF THE CONTRACTOR. THE ENGINEER DOES NOT REPRESENT THAT ALL ITEMS WHICH REQUIRE DEMOLITION HAVE BEEN SHOWN.
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO CAREFULLY EXAMINE THE SITE AND THE CONTRACT DOCUMENTS AND TO PERFORM ALL DEMOLITION AND RECONSTRUCTION WHICH MAY BE REQUIRED FOR THE PROPER EXECUTION AND COMPLETION OF THE WORK.
- INFORMATION FOR EXISTING CONDITIONS WAS PRIMARILY GAINED FROM DRAWINGS BY OTHERS AND/OR LIMITED FIELD INVESTIGATION. BEFORE BID, VISIT SITE TO VERIFY EXISTING CONDITIONS AND MAKE ALLOWANCE FOR VARIATIONS FROM THAT SHOWN.
- CLOSELY COORDINATE OUTAGE AND FACILITY DISRUPTION TIME WITH THE OWNER. MINIMUM 72-HOUR NOTICE IS REQUIRED BEFORE ANY CIRCUIT SHUTDOWN OR DISRUPTION OF FACILITY PERSONNEL FUNCTIONING.



NOTE:
IN ACCORDANCE WITH CEC 110.16, PROVIDE ARC FLASH PROTECTION WARNING LABELS ON ELECTRICAL EQUIPMENT SUCH AS SWITCHBOARDS, PANELBOARDS, INDUSTRIAL CONTROL PANELS, METER SOCKET ENCLOSURES, AND MOTOR CONTROL CENTERS THAT ARE LIKELY TO REQUIRE EXAMINATION, ADJUSTMENT, SERVICING, OR MAINTENANCE WHILE ENERGIZED. THE MARKING SHALL BE LOCATED SO AS TO BE CLEARLY VISIBLE TO QUALIFIED PERSONS BEFORE EXAMINATION, ADJUSTMENT, SERVICING, OR MAINTENANCE OF EQUIPMENT.

ARC FLASH SIGNAGE
NTS

NOTES SHEET



EXISTING CONDITIONS NOTES

- ANY INFORMATION SHOWN ON THE PLANS FOR EXISTING CONDITIONS WAS PRIMARILY GAINED FROM "AS BUILT" DRAWINGS AND/OR LIMITED FIELD INVESTIGATION. BEFORE CONSTRUCTION, THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS AND MAKE ALLOWANCE FOR VARIATIONS FROM THAT SHOWN. CONTRACTOR SHALL ALSO FIELD VERIFY AND TAKE ALL DUE PRECAUTIONARY MEANS TO PROTECT ALL UNDERGROUND LINES, WIRING AND STRUCTURES REGARDLESS IF SHOWN OR NOT ON THE DRAWINGS.
- PRIOR TO CONSTRUCTION, CONTRACTOR SHALL POTHOLE AND VERIFY LOCATION AND DEPTH OF EXISTING UTILITIES AND NOTIFY ENGINEER OF ANY DISCREPANCIES.
- THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF THE DISCOVERY OF ANY UTILITY OR ANY UNDERGROUND LINES, WIRING AND STRUCTURES THAT WAS OMITTED FROM THE PLANS, INCORRECTLY SHOWN OR NOT PROPERLY MARKED. IF THE UTILITY DOES NOT PROVIDE LOCATION INFORMATION OR REPLACEMENT OF ANY MARKED UTILITY WHERE DAMAGE WAS CAUSED BY THE CONTRACTOR'S ACTIVITIES.
- OVERHEAD UTILITIES ARE NOT SHOWN IN ALL INSTANCES. CONTRACTOR SHALL USE DUE CARE WHEN WORKING NEAR OR UNDER SAID UTILITIES AND SHALL PROTECT THEM IN PLACE.
- THE CONTRACTOR SHALL NOT INTERRUPT THE SERVICE FUNCTION OF ANY UTILITY OR FIELD PRODUCTION EQUIPMENT, DISTURB THE SUPPORT BASE, OR MODIFY ANY FACILITY WITHOUT AUTHORITY FROM THE UTILITY OWNER AND/OR PCEC MANAGEMENT.
- EXISTING PIPELINES/UTILITIES THAT CROSS NEW SYSTEM PIPING OR SIMILAR EXCAVATIONS REQUIRED TO CONSTRUCT THE PIPING, SHALL BE PROTECTED IN PLACE, UNLESS OTHERWISE NOTED. ALL EXISTING PIPELINES/UTILITIES SHALL BE SUPPORTED ACROSS THE EXCAVATION DURING CONSTRUCTION.
- THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE UTILITY OWNER AND OCEANO COMMUNITY SERVICES DISTRICT MANAGEMENT IF ANY UTILITY OR UNDERGROUND LINES, WIRING AND STRUCTURES IS DISTURBED OR DAMAGED DURING THE COURSE OF THE WORK. THE CONTRACTOR SHALL BEAR THE COSTS OF REPAIR OR REPLACEMENT OF ANY MARKED UTILITY WHERE DAMAGE WAS CAUSED BY THE CONTRACTOR'S ACTIVITIES.

GROUNDING NOTES

- ALL DIRECT BURIAL GROUNDING CONDUCTORS SHALL BE INSTALLED A MINIMUM 30 INCHES BELOW FINISHED GRADE UNLESS OTHERWISE NOTED.
- EQUIPMENT GROUND CONDUCTOR SHALL BE MIN. #6 COPPER AND TAP TO EQUIPMENT SHALL BE MIN. #6 COPPER OR AS SHOWN.
- UNDERGROUND CONNECTION SHALL BE "CADWELD", BURNDY HYPRESS OR APPROVED EQUAL.
- FRAMES OF ALL MOTORS SHALL BE BONDED TO THE GROUND GRID.
- ABOVE-GROUND GROUND WIRE TO BE PROTECTED FROM MECHANICAL DAMAGE.
- A SUPPLEMENTAL ELECTRODE SHALL BE REQUIRED NOT LESS THAN 6 FT. APART UNLESS A SINGLE ROD, PIPE, OR PLATE GROUNDING ELECTRODE HAS A RESISTANCE TO EARTH OF 25 OHMS OR LESS. A MEASURE OF RESISTANCE IS REQUIRED TO DETERMINE GROUND RESISTANCE FOR SINGLE ELECTRODE INSTALLATIONS TO VERIFY A RESISTANCE TO EARTH OF 25 OHMS OR LESS.
- ALL MEASURE OF RESISTANCE SHALL BE DOCUMENTED IN A WRITTEN REPORT AND SIGNED AND STAMPED BY A REGISTERED ELECTRICAL ENGINEER AND BE AVAILABLE FOR THE INSPECTOR AT THE TIME OF INSPECTION.

SHORT CIRCUIT CURRENT

THE SHORT CIRCUIT CURRENT AVAILABLE FROM A TYPICAL 75 KVA, 480V GENERATOR IS:
 $I_{sc} = FLA \times 1.8$ (FULL LOAD AMP/0.16)
 $FLA = (kVA \times 1000) / 480V = 75,000 / 480 = 156A$
 THEREFORE, $I_{sc} = 156 / 0.16 = 976$ AMPS.

LOAD ANALYSIS

METER DATA PROVIDED BY PG&E FOR THE FIRE STATION AND SHERIFF SUBSTATION SHOWS A PEAK KW DEMAND OVER THE PAST 18 MONTHS AS FOLLOWS:
 FIRE STATION 11 KW (NOVEMBER 2016)
 SHERIFF SUBSTATION 20 KW (NOVEMBER 2016 AND SEPTEMBER 2017)
 PER CEC 220.87, THE FEEDER LOAD IS 125% OF THE MAXIMUM DEMAND (ASSUME 0.8 POWER FACTOR):
 FIRE STATION $((11 \text{ KW} \times 1000) / (480V \times 0.8PF)) \times 1.25 = 35.8A$
 SHERIFF SUBSTATION $((20 \text{ KW} \times 1000) / (480V \times 0.8PF)) \times 1.25 = 65.1A$

VOLTAGE DROP CALCULATION

THE VOLTAGE DROP FOR THE FEEDER FROM THE GENERATOR TO THE FIRE STATION IS CALCULATED BASED ON A DISTANCE OF 350 FT. FOR #2 COPPER CONDUCTORS, SINGLE PHASE, 480V, WITH A CURRENT OF 35.8 AMPS:
 VOLTAGE DROP: 3.92V
 VOLTAGE DROP PERCENT: 0.82%

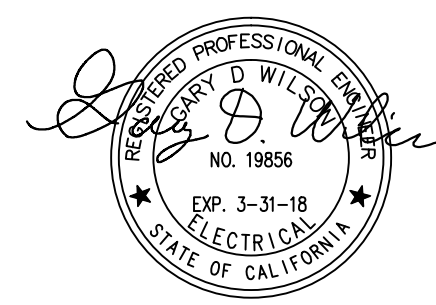
THE VOLTAGE DROP FOR THE FEEDER FROM THE GENERATOR TO THE SHERIFF SUBSTATION IS CALCULATED BASED ON A DISTANCE OF 175 FT. FOR #2 COPPER CONDUCTORS, SINGLE PHASE, 480V, WITH A CURRENT OF 65.1 AMPS:
 VOLTAGE DROP: 3.56V
 VOLTAGE DROP PERCENT: 0.74%

RATING OR SETTING OF OVERCURRENT PROTECTIVE DEVICE	MINIMUM EQUIPMENT GROUND SIZE, COPPER
15	14
20	12
30	10
40	10
60	10
100	8
200	6
300	4
400	3
500	2
600	1
800	1/0

CONDUCTOR SIZE	COPPER	
	THHW/THHN, 60°C	THHW/THHN, 75°C
14	20	20
12	25	25
10	30	35
8	40	50
6	55	65
4	85	85
3	85	100
2	95	115
1	110	130
1/0	125	150
2/0		175
3/0		200
4/0		230
250		255
300		285
350		310
400		335
500		380

NOTE: PER NEC 240.3 (B); THE NEXT HIGHER STANDARD OVERCURRENT DEVICE RATING (ABOVE THE AMPACITY OF THE CONDUCTORS BEING PROTECTED) SHALL BE PERMITTED, PROVIDED ALL OF CONDITIONS (1), (2) AND (3) OF THIS ARTICLE HAVE BEEN MET.

NOTES:



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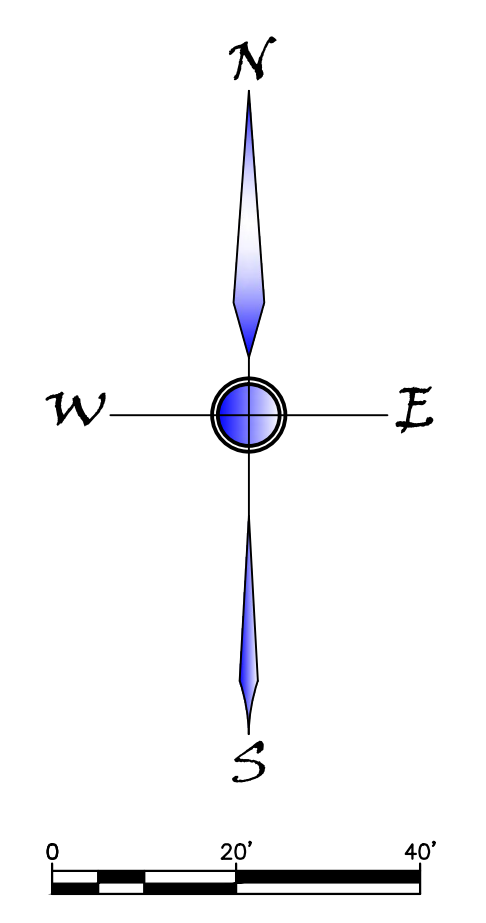
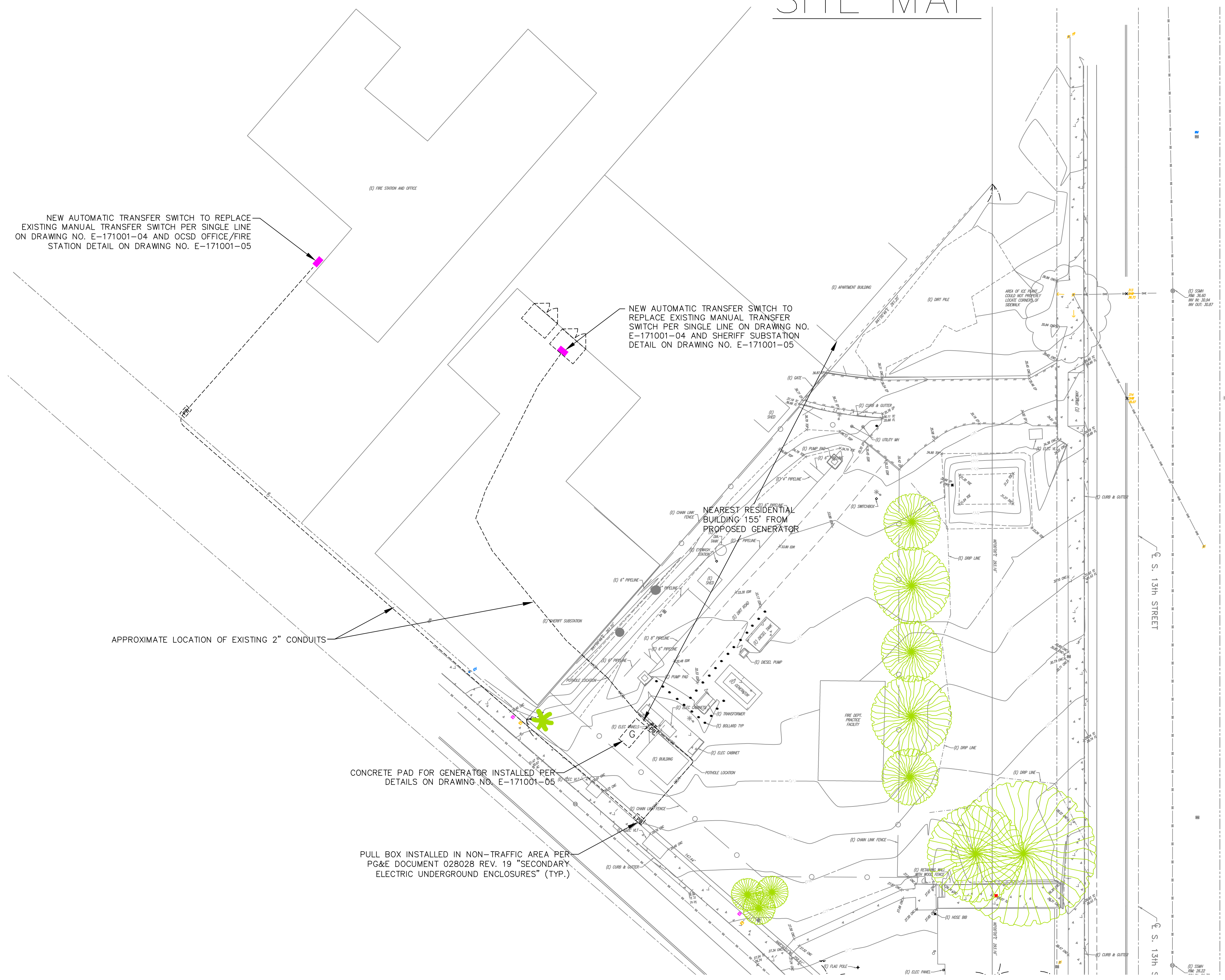


REV.	DATE	REVISION	REV. BY	CHK. BY
A	1/10/18	ISSUED FOR REVIEW	GW	
O	2/16/18	ISSUED FOR SUBMITTAL FOR PERMIT	GW	

OCEANO COMMUNITY SERVICES DISTRICT
 NEW EMERGENCY GENERATOR
 NOTES SHEET
 1655 FRONT ST., OCEANO, CA 9345

DRAWING NO. E-171001-02	CHECKED BY GW	OFFICE	REV. 0
PROJECT NUMBER 171001	SCALE AS SHOWN	DATE 1/3/2018	SHEET 2 OF 5

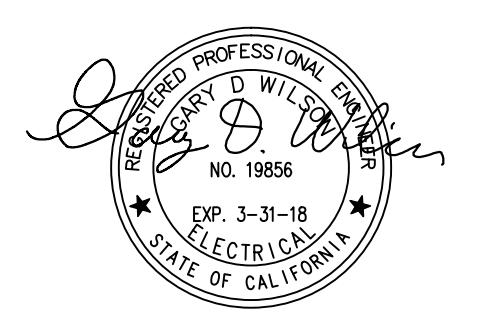
SITE MAP



LEGEND

- EXISTING 480V UNDERGROUND CONDUIT
- PROPOSED AUTOMATIC TRANSFER SWITCH
- PROPOSED CONCRETE PAD FOR GENERATOR
- PROPOSED PULL BOX, 17"x30" MIN.

NOTES: TOPOGRAPHIC INFORMATION PROVIDED BY OTHERS. CONTRACTOR TO VERIFY LOCATION AND DISTANCES.



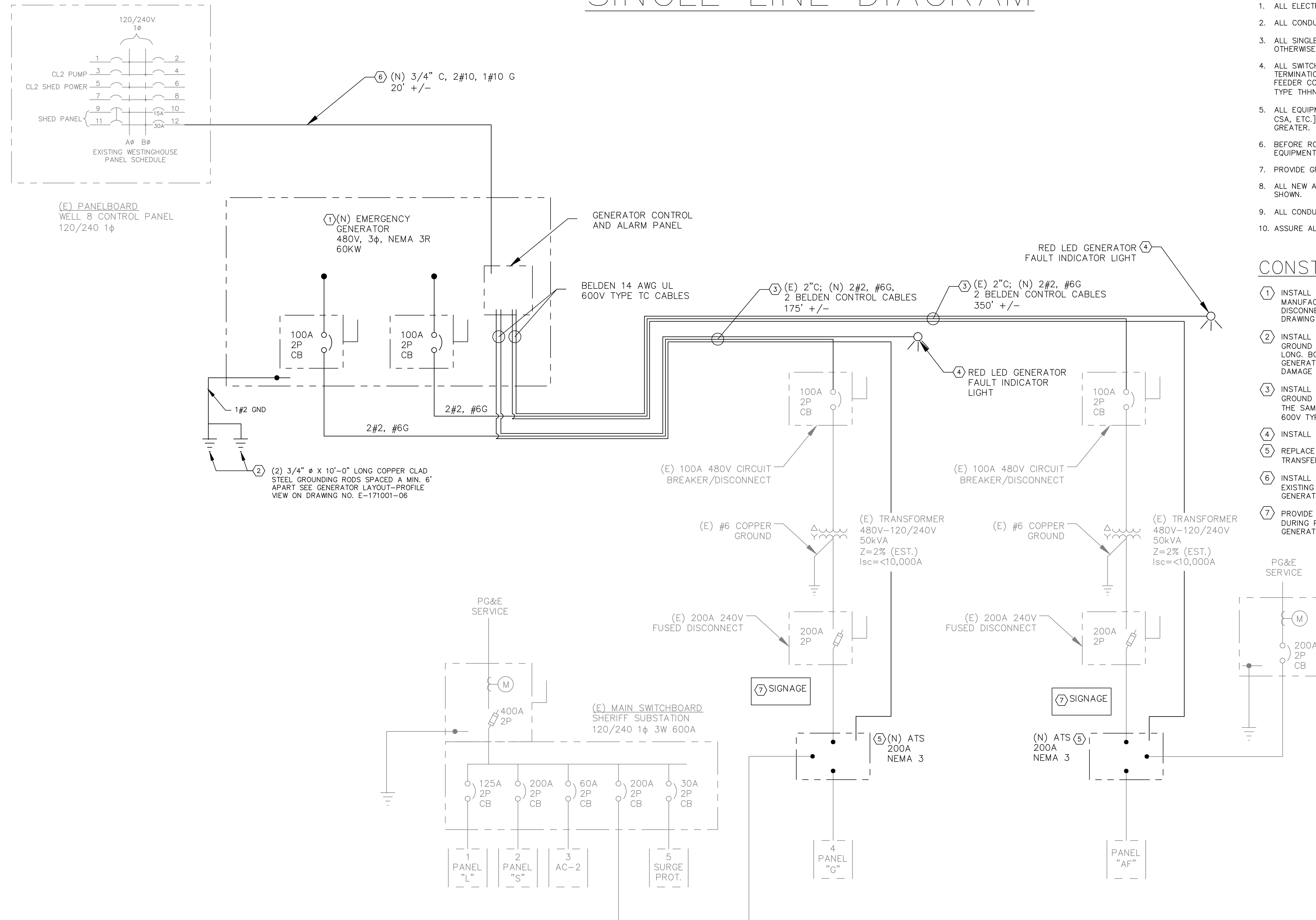
WILSON ENGINEERING
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Pismo Beach, CA 93449 (805) 748-6209



REV.	DATE	REVISION	REV. BY	CHK. BY
A	1/10/18	ISSUED FOR REVIEW	GW	
0	2/16/18	ISSUED FOR SUBMITTAL FOR PERMIT	GW	

OCEANO COMMUNITY SERVICES DISTRICT NEW EMERGENCY GENERATOR SITE MAP 1655 FRONT ST., OCEANO, CA 9345			
DRAWING NO. E-171001-03	DRAWN BY GW	OFFICE	REV. 0
PROJECT NUMBER 171001	CHECKED BY GW	SCALE AS SHOWN	SHEET 3 OF 5
	DATE 1/3/2018		

SINGLE LINE DIAGRAM



GENERAL NOTES:

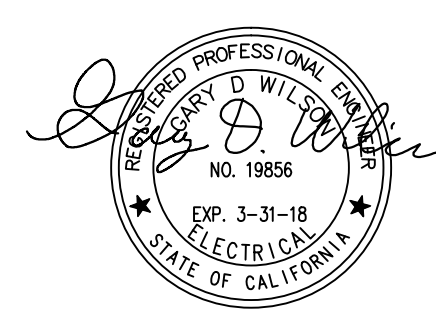
1. ALL ELECTRICAL WORK SHALL CONFORM TO THE LATEST EDITION OF THE CEC.
2. ALL CONDUCTORS SHALL BE RATED FOR 600V.
3. ALL SINGLE CONDUCTORS SHALL BE COPPER WITH TYPE THHN/THWN INSULATION UNLESS OTHERWISE NOTED.
4. ALL SWITCHES, CIRCUIT BREAKERS AND OTHER EQUIPMENT, AS SPECIFIED, SHALL HAVE TERMINATION PROVISIONS LISTED AND IDENTIFIED FOR USE WITH 75°C CONDUCTORS, AND ALL FEEDER CONDUCTORS, AND CONDUITS, ARE SIZED BASED ON USE OF 75°C COPPER WIRES TYPE THHN/THWN.
5. ALL EQUIPMENT SHALL HAVE AN APPROVED TESTING LABORATORY LABEL ATTACHED [UL, CSA, ETC.] (CEC 110-2) AND HAVE A SHORT CIRCUIT (I_{sc}) RATING OF 10,000 AMPS OR GREATER.
6. BEFORE ROUGH-IN, VERIFY ALL MOUNTING HEIGHTS AND EXACT LOCATIONS FOR ALL EQUIPMENT, ELECTRICAL CONNECTIONS, STUB-UPS, RECEPTACLES, ETC. WITH OWNER.
7. PROVIDE GROUND WIRE IN ALL CONDUITS CONTAINING POWER OR LIGHTING CIRCUITS.
8. ALL NEW ABOVE GROUND CONDUIT SHALL BE THREADED RIGID METAL CONDUIT EXCEPT AS SHOWN.
9. ALL CONDUIT SHALL BE MINIMUM 3/4" UNLESS NOTED OTHERWISE.
10. ASSURE ALL FLEX FITTINGS ARE PROPERLY TIGHTENED.

CONSTRUCTION NOTES

1. INSTALL 60 KW, 480V, 3 PHASE GENERATOR PER MANUFACTURERS INSTRUCTIONS. GENERATOR MANUFACTURER TO SUPPLY TWO (2) 100A, 480V, 2 PHASE FUSED OR CIRCUIT BREAKER DISCONNECTS ON THE GENERATOR. MOUNT GENERATOR ON CONCRETE PAD PER DETAILS ON DRAWING NO. E-171001-06.
2. INSTALL 2 GROUND RODS A MINIMUM 6' APART PER DETAIL ON DRAWING NO. E-171001-06. GROUND RODS SHALL BE COPPER-CLAD STEEL WITH MINIMUM DIMENSIONS OF 3/4" φ X 10'-0" LONG. BOND GROUNDING RODS TOGETHER WITH #2 AWG BARE COPPER WIRE AND BOND TO GENERATOR WITH #2 AWG BARE COPPER WIRE. PROTECT GROUND WIRE FROM MECHANICAL DAMAGE WHEN ABOVE GROUND.
3. INSTALL TWO (2) #2 THHN/THWN COPPER CONDUCTORS, ONE (1) #6 THHN/THWN COPPER GROUND IN EXISTING 2" CONDUIT FROM GENERATOR TO NEW AUTOMATIC TRANSFER SWITCH. AT THE SAME TIME INSTALL TWO (2) BELDEN PART NUMBER 27081AS 14 GAGE 3 CONDUCTOR 600V TYPE TC CABLES WITH THE ABOVE CONDUCTORS IN THE EXISTING 2" CONDUIT.
4. INSTALL RED LED WARNING LIGHT, GRANGER ITEM #2ERP4, OR EQUAL.
5. REPLACE EXISTING MANUAL TRANSFER SWITCH WITH AN ASCO SERIES 300 AUTOMATIC POWER TRANSFER SWITCH, 200 AMP 240V/60HZ, NEMA 3R RATED ENCLOSURE, OR EQUAL.
6. INSTALL (2) #10 THHN/THWN CONDUCTORS AND (1) #10 GROUND FROM 120V 30A BREAKER ON EXISTING 120/240V PANELBOARD TO GENERATOR CONTROL PANEL TO PROVIDE POWER FOR GENERATOR HEATER BLOCK, SPACE HEATER AND BATTERY CHARGER.
7. PROVIDE SIGNAGE AT EACH SERVICE "CAUTION STANDBY GENERATOR AUTOMATICALLY STARTS DURING POWER OUTAGE" AND PROVIDE PARTIAL SITE MAP SHOWING APPROXIMATE LOCATION OF GENERATOR.

NOTES:

EXISTING EQUIPMENT SHOWN ON THIS PLAN IS SHADED LIGHT AND WAS BASED ON VISUAL EVIDENCE, IF POSSIBLE, OR FROM INFORMATION BY OTHERS. CONTRACTOR TO VERIFY ALL EXISTING EQUIPMENT AND NOTIFY ENGINEER OF ANY DISCREPANCIES.



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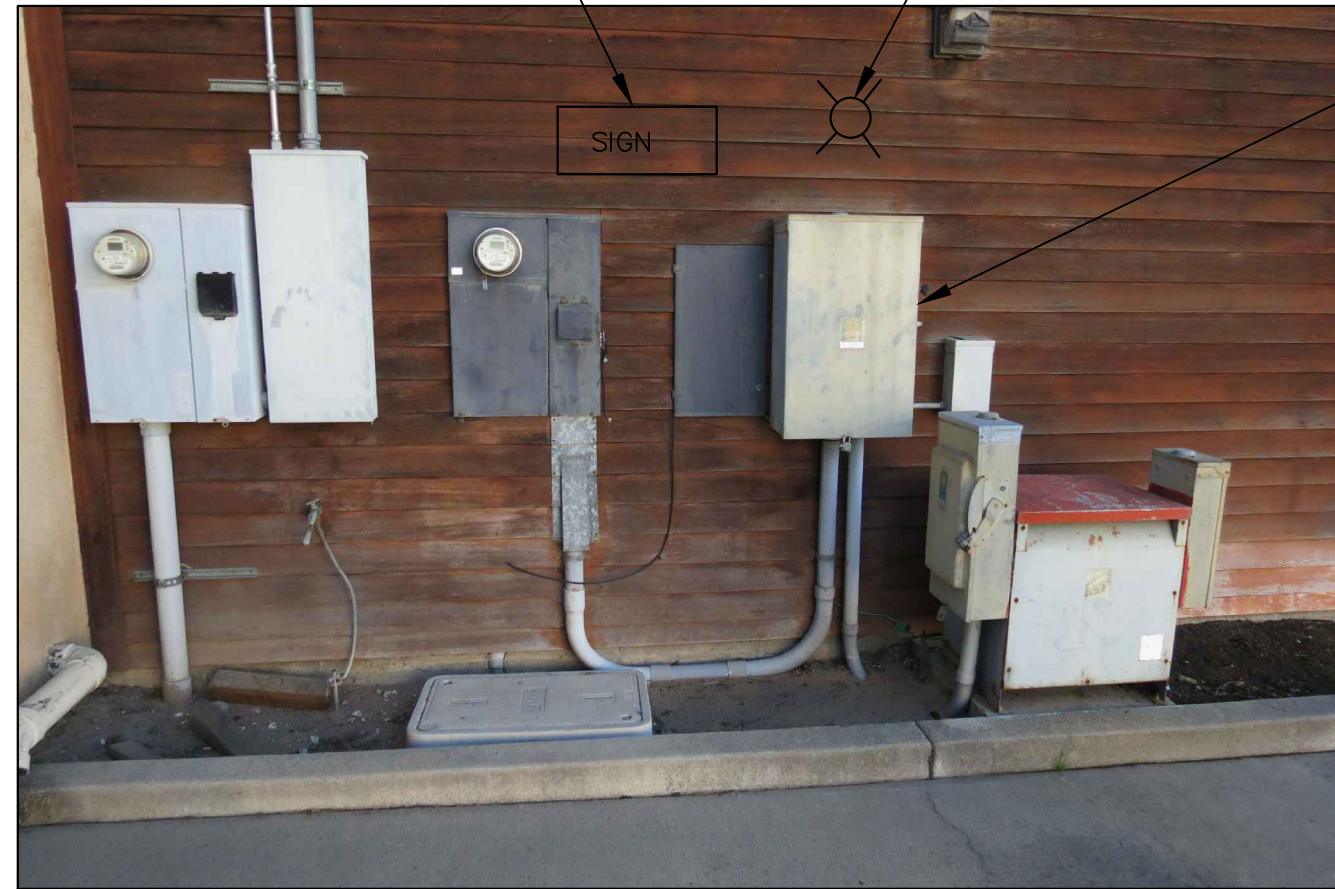
OCEANO COMMUNITY SERVICES DISTRICT
NEW EMERGENCY GENERATOR
SINGLE LINE DIAGRAM
1655 FRONT ST., OCEANO, CA 9345

DRAWING NO. E-171001-05	DRAWN BY GW	OFFICE	REV. 0
PROJECT NUMBER 171001	CHECKED BY GW	SCALE AS SHOWN	SHEET 4 OF 5
	DATE 1/3/2018		

ELEVATION PLAN

SIGNAGE STATING "STANBY GENERATOR AUTOMATICALLY STARTS DURING POWER OUTAGE" AND MAP SHOWING APPROXIMATE LOCATION OF GENERATOR

INSTALL GENERATOR MALFUNCTION WARNING LIGHT PER SINGLE LINE ON DRAWING NO. E-171001-04.



REPLACE EXISTING MANUAL TRANSFER SWITCH WITH AN AUTOMATIC TRANSFER SWITCH PER SINGLE LINE ON DRAWING NO. E-171001-04.

OCSD OFFICE/FIRESTATION AUTOMATIC TRANSFER SWITCH

SCALE: N.T.S.

SIGNAGE STATING "STANBY GENERATOR AUTOMATICALLY STARTS DURING POWER OUTAGE" AND MAP SHOWING APPROXIMATE LOCATION OF GENERATOR

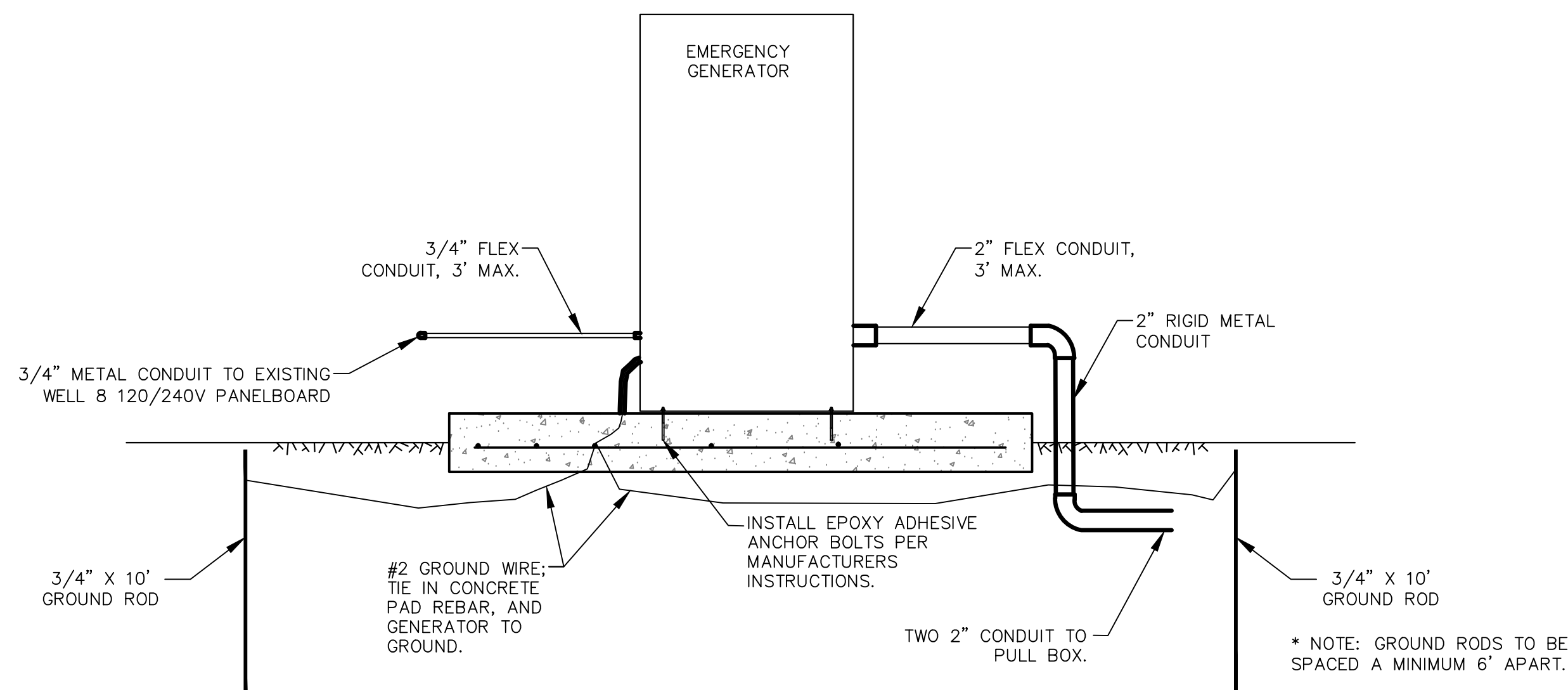


REPLACE EXISTING MANUAL TRANSFER SWITCH WITH AN AUTOMATIC TRANSFER SWITCH PER SINGLE LINE ON DRAWING NO. E-171001-04.

NOTE: INSTALL GENERATOR MALFUNCTION WARNING LIGHT IN LOCATION APPROVED BY THE OWNER PER SINGLE LINE ON DRAWING NO. E-171001-04.

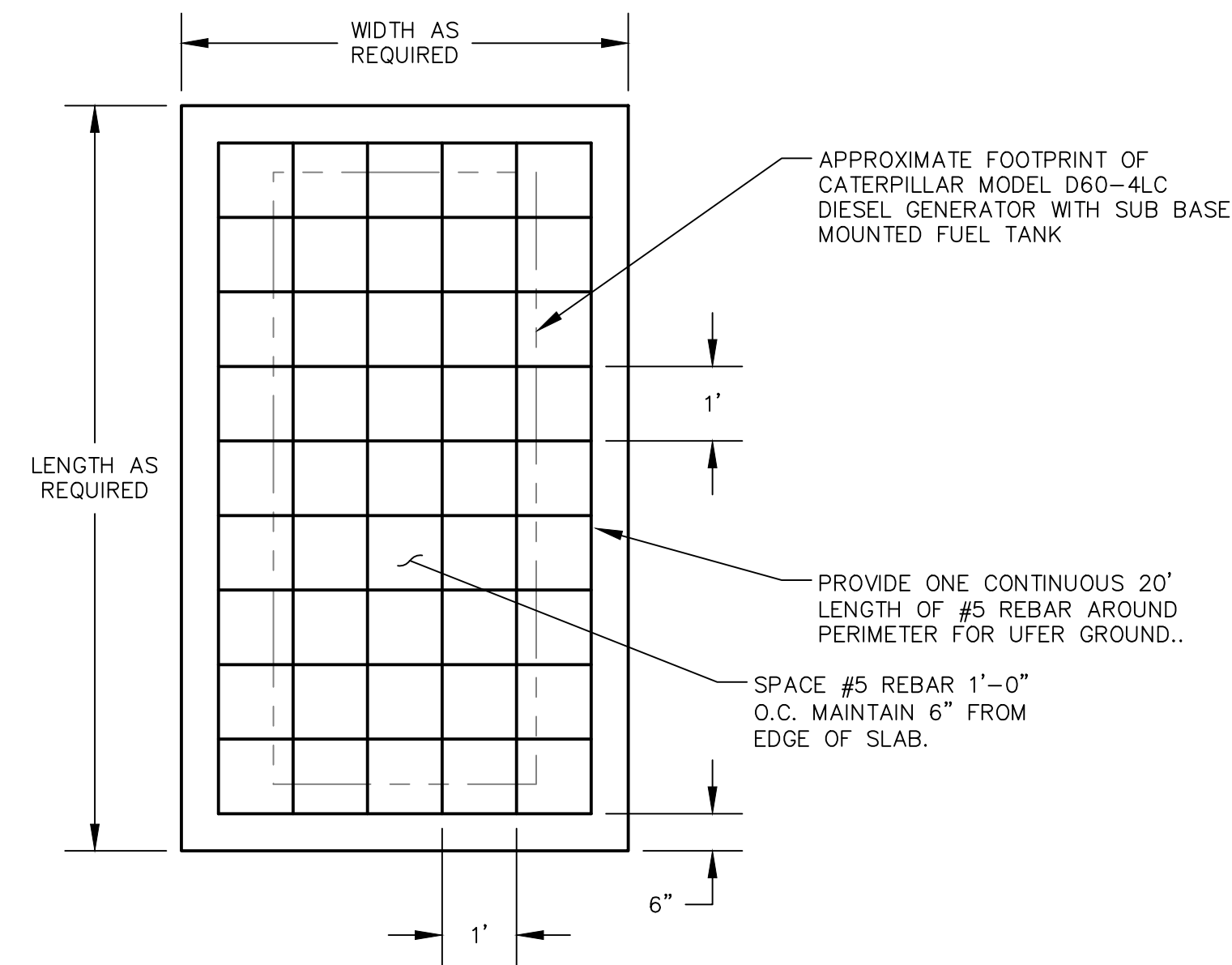
SHERIFF SUBSTATION AUTOMATIC TRANSFER SWITCH

SCALE: N.T.S.



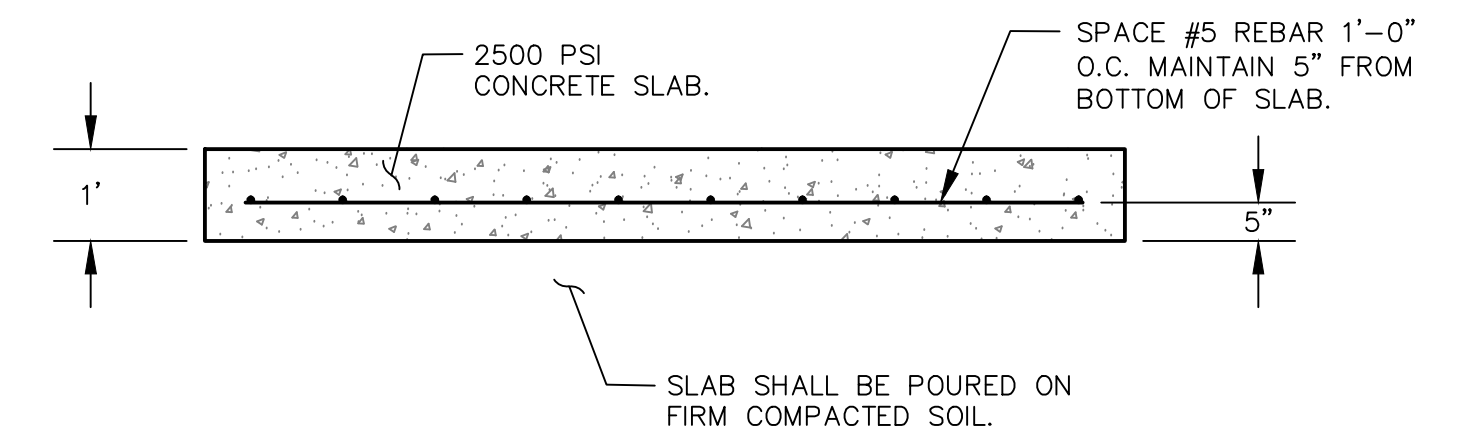
GENERATOR LAYOUT - PROFILE VIEW

SCALE: N.T.S.



GENERATOR CONCRETE PAD REBAR LAYOUT - PLAN VIEW

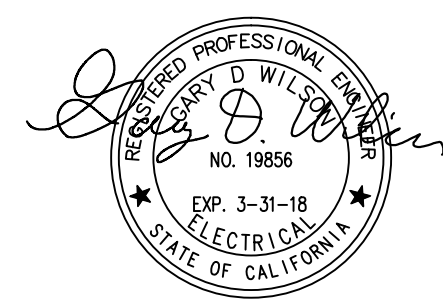
SCALE: N.T.S.



CONCRETE PAD REBAR LAYOUT - PROFILE VIEW

SCALE: N.T.S.

NOTES:



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REV.	DATE	REVISION	REV. BY	CHK. BY
A	1/10/18	ISSUED FOR REVIEW	GW	
O	2/16/18	ISSUED FOR SUBMITTAL FOR PERMIT	GW	

OCEANO COMMUNITY SERVICES DISTRICT
NEW EMERGENCY GENERATOR
ELEVATION PLAN
1655 FRONT ST., OCEANO, CA 9345

DRAWING NO. E-171001-06	DRAWN BY GW	OFFICE OFFICE	REV. 0
PROJECT NUMBER 171001	CHECKED BY GW	SCALE N/S SHOWN	
	DATE 1/3/2018		

**FACILITIES BUDGET
OPERATIONS AND MAINTENANCE WORKSHEET
FISCAL YEAR 2017/18 - As of March 8, 2018**

Operations & Maintenance:		Year to Date Actual		Final Budget 2017/18
		3/8/2018	68%	
Personnel				
010	Wages and Salaries	807	32%	2,500
020	Overtime	234	47%	500
061	PERS	129	52%	250
071	Medicare Employer Portion	17	17%	100
090	Employee Insurances	151	20%	750
Total Personnel		1,338	33%	4,100
Services and Supplies				
110	Communications	17		0
163	Maint: Structures	4,495	30%	15,000
173	Maint Structures	718	36%	2,000
220	Professional Services	550		
290	Utilities	118		
Total Services and Supplies		5,897	35%	17,000
Other Expenditures				
376	Allocation/Adm Exp	21,736	68%	31,965
	Repayment to Sewer Fund		0%	113,940
366	Encumbrance: Emergency Generator Project	11,064	84%	13,210
	Budget Adj 7/12/2017 - OCSD Roof (Fac Fund)	16,189	81%	20,000
	Budget Adj 7/12/2017 - OCSD Roof (Other Funds)	20,000	100%	20,000
		68,988	35%	199,115
Reserve Designations				
	Contingencies		0%	20,135
Total Reserves		0	0%	20,135
Total Expenditures		76,223	32%	240,350

Wilson Engineering

771 Merced St., Pismo Beach, CA 93449

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GaryW@wilsonengineering.net

ADDITIONAL SERVICES AGREEMENT

Date: February 21, 2018

Wilson Engineering Project #: 171001

Client: OCSD
1655 Front Street
Oceano, CA 93445
Phone # 805 481-6730

Client Change Order #: _____

Project Name: Replacement Standby Generator

In accordance with the original contract dated October 6, 2017 , Additional Services listed below are hereby authorized.

- Prepare Bid Documents by modifying the Plan Set used for permit submittal to include contractor responsibilities.
- Assist in Bid Walkthrough.
- Construction Observation to include a written report of observations.

Payments shall be made in accordance with the original agreement terms. All other items and conditions of the original Agreement shall remain in full force and effect.

Additional Services Cost Estimate: Time and Materials at \$145.00/hr not to exceed \$2,320.00 (16 hours).

Signature: Gary D. Wilson

Signature: _____

Name: Gary D. Wilson

Name: _____

Title: Owner, Wilson Engineering

Title: _____

Date Signed: Feb 21 / 18

Date Signed: _____