



Los Osos Community Service District
2122 9th Street, Suite 102, Los Osos, CA 93402
805-528-9370 www.losososcscsd.org

EMERGENCY SERVICES ADVISORY COMMITTEE MEETING

Tuesday, April 21, 2015 at 5:30 p.m.
South Bay – Station 15
2315 Bayview Heights Drive, Los Osos, CA

COMMITTEE MEMBERS

Marshall E. Ochylski, Chairperson
Charles L. Cesena, Vice Chairperson
Jerry Dillingham, Member
David Harris, Member
Vita Miller, Member
Julie Tacker, Member
Thomas Wright, Member

STAFF

Kathy Kivley, General Manager
Phill Veneris, Battalion Chief
Harmony Brown, Executive Assistant

AGENDA

- 1. Opening – 5:30 p.m.**
 - A. Call to Order
 - B. Flag Salute
 - C. Roll Call

- 2. Introduction of New Member(s) to ESAC (Update)**
Presented by: Chairperson Ochylski

- 3. Annual Ralph M. Brown Act ESAC Orientation (Update)**
Presented By: General Manager Kivley

- 4. Approval of ESAC Minutes of January 20, 2015**
Presented By: Executive Assistant Brown

- 5. Discussion and Recommendation to the Board of Directors Regarding Annual CPI Increase for Special Fire Tax**
Presented By: General Manager Kivley

- 6. Presentation and Review of Board Item Regarding Draft Fiscal Year 2015/2016 Fund 301 Budget**
Presented By: Battalion Chief Veneris

- 7. Discuss Hazard Abatement Requirements in Los Osos as Outlined in Title 4 (Update)**
Presented By: Battalion Chief Veneris

- 8. Provide Update on Request For Proposal to Install Solar Panels at Station 15 – South Bay (Update)**
Presented By: Battalion Chief Veneris
- 9. Update on Restoring the Station 15 – South Bay Hose Tower (Update)**
Presented By: Battalion Chief Veneris
- 10. Update on the Los Osos Habitat Conservation Plan and Section 7 Permit (Update)**
Presented By: Vice Chairperson Cesena
- 11. Review of Board Item Regarding Monthly Fire Department Reports for January 2015, February 2015 and March 2015 (Update)**
Presented By: Battalion Chief Veneris
- 12. Public Comment on Items NOT Listed on this Agenda:** At this time, the public may comment on items *not on this agenda*. Each commenter is limited to 3 minutes and shall address the Chairperson.
- 13. Schedule Upcoming ESAC Meeting:** The next ESAC Meeting is scheduled to be held at 5:30 p.m. on Tuesday, **July 14, 2015**, unless otherwise noted.
- 14. Closing Comments by ESAC Committee Members**
- 15. Adjournment**

Understanding the Ralph M. Brown Act

Disclaimer

The following information is designed to be a general guide to the Brown Act and should NOT be considered legal advice. For questions about specific situations concerning the Brown Act please consult an attorney.

Open and Public



Ralph M. Brown 1959
Photo courtesy The Modesto Bee

"The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know." California Government Code §54950

Meetings

Brown Act Definition: A meeting is a gathering of a majority of members to hear or discuss any item of district business or potential business. A meeting under the brown act does not have to include action. It can simply be the exchange of information.

There are three types of meetings:

Regular - regularly scheduled board meetings. The LOCSD must formally set the time and place for their regular meetings in their bylaws, by resolution or some similar formal rule.

Special – meetings called by the agreement of a majority of the board to discuss a specific issue (ex. Project planning)

Emergency – meetings held, as allowed in Section 54956.5 of the Act, to deal with emergency situations

Collective Briefings

Collective briefings are **not** permitted. Any briefings involving the majority of the directors must be open to the public and satisfy the notice and agenda requirements specified in the Act.

A unilateral written communication to a legislative body such as an informational or advisory memorandum does not violate the brown act. The memo may, however, be public record.

More About Meetings

The Board CAN NOT meet to discuss LOCSD business outside of a meeting that the public has received proper notice about. An agenda must be posted. Generally, LOCSD directors can not meet for coffee or lunch to discuss business outside of a meeting.

Example: In 1968 the Sacramento Newspaper Guild sued the Sacramento County Board of Supervisors because they held a lunch gathering that included five county supervisors, the county counsel, a variety of county officers, and representatives of a union to discuss a strike that was underway against the county. The court ruled that this gathering constituted a meeting and the supervisors were in violation of the act.

If you type "Brown Act violations" into an internet search engine you will get many examples of Brown Act violations or potential violations.

There are a few exceptions.

Meeting Exceptions

Conferences – It is okay to attend a conference together provided you do not discuss LOCS D business. It is permissible to talk about LOCS D business if it is part of the conference program and the conference is open to the public.

More Exceptions

- > Community Meetings – It is okay to attend community meetings together. For example, if there is a meeting to discuss building a new school in your district it is okay if all LOCS D board members attend.
- > Other Legislative Bodies – For example a meeting of the County Board of Supervisors.
- > Social or Ceremonial Events – There is nothing in the Act to prohibit directors from attending purely social or ceremonial gathering. For example, funerals, weddings, etc.

The Bottom Line: With all of these exceptions, the Board must avoid talking about LOCS D business while they are at the event. The only time directors can discuss LOCS D Business outside a meeting is if the business is part of the other organizations agenda and the agenda has been properly posted. For example, if the Board of Supervisors requested that the LOCS D attend their meeting to discuss LOCS D business and the BOS had properly posted notice of the meeting.

Special Meetings

Conditions for a Special Meeting:

- > Written notice must be delivered to each member of the legislative body and to each local newspaper of general circulation, and radio or television station which has requested such notice in writing. (§54956)
- > The written notice must be delivered and posted at least 24 hours prior to the special meeting in a site freely accessible to the public. The notice must include the time and place of the meeting, and a brief description of all business to be transacted or discussed. (§54956)
- > The LOCS D cannot consider business that is not mentioned in the notice.
- > Notice is required even if no action is taken at the meeting.
- > As with regular meetings, every special meeting must allow for a public comment period (§54954.3(b))

Emergency Meetings



Extremely rare

Only call an emergency meeting if there is, in fact, an emergency

An emergency is defined as:

- a crippling activity, work stoppage or other activity which severely impairs public health, safety or both. (§54956.5(a)(1))

Example: a levee that was part of an LOCS D revegetation project is failing as a result of the project.

Generally emergency meetings can not include closed sessions (§54956.5)

- **Exception:** If the LOCS D is meeting with law enforcement officials and at least 2/3rds of the Board determines that it is necessary.

Anyone who has requested notice of meetings must be called one hour before the meeting.

In the event the phones are not working the notice requirement is waived.

Emergency Meetings (continued)

After an emergency meeting the minutes, a list of people who received notice, roll call votes, and any actions taken must be posted in a freely accessible public location for at least 10 days. (§54956.5(e).)

In the case of a dire emergency, the LOCS D would only need to provide notice at or near the time that notice is provided to the members of the body. (§ 54956.5(b).)

Definition: A dire emergency is a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both, as determined by a majority of the members of the legislative body. (§ 54956.5(a)(2).)

It is extremely unlikely this would ever apply to an LOCS D

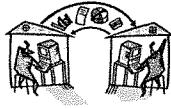
Committees

The Brown Act also applies to meetings of all:

- > **Standing Committees** – a committee that has continuing jurisdiction over a particular topic §54952(b) For example: budgets, personnel, etc.
- > **Advisory Committees** that include a majority of the Board and are not Standing Committees
- > **Advisory Committees** that are standing committees (regardless of the number of directors)

Exception: The Brown Act does not apply to a subcommittee that is made up of less than a majority of directors, is an advisory committee AND is not a standing committee

Serial Meetings



Serial meetings are not allowed

Serial meetings occur when a majority of the directors have communicated about an issue and have developed a collective concurrence.

A collective concurrence is developed when:

- Directors have either directly or indirectly heard each others opinion on a topic enough to collectively develop or begin to develop an agreement on an issue.

Types of Serial Meetings

A daisy chain meeting:

- Example: When director Bob calls director Bill to talk about a project then Bill calls director John to talk about it and finally John calls director Fred. A majority of the directors have talked about the topic and a collective concurrence has been established.

Hub and spoke meeting:

- Example: For instance, if employee Terri calls director John and discusses an LOCS D issue to get his opinion with him then she calls director Robert then calls director Bill and then calls director Tim telling each what the other has said, a majority of the LOCS D has indirectly discussed the topic without public notice and is therefore in violation of the Brown Act.

E-mail

§5492.2(b): Except as authorized pursuant to §54953, any use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the members of the legislative body to develop a collective concurrence as to action to be taken on an item by the members of the legislative body is prohibited

The Attorney General has issued an opinion stating that this section of the act applies to email.

The Attorney General's Opinion Regarding E-mail

In 2001 the CA Attorney General issued an opinion regarding the use of email. (Opinion #00-906, 2001)

The opinion concluded: A majority of the board members of a local public agency may not e-mail each other to develop a collective concurrence as to action to be taken by the board without violating the Ralph M. Brown Act.

Even if the emails are made public they would still be a violation of the Act because the board would be depriving the public of the deliberative process.

The opinion also states, "The term 'deliberation' has been broadly construed to connote 'not only collective discussion, but the collective acquisition and exchange of facts preliminary to the ultimate decision.' [Citation.]" (*Rowen v. Santa Clara Unified School Dist.*, (1981) 121 Cal.App.3d 231, 234; see *Roberts v. City of Palmdale*, *supra*, 5 Cal.4th at p. 376.)

You can find the opinion at: <http://ag.ca.gov/opinions/published/00-906.pdf>

Meeting Agendas

All meetings of the
Board of Directors
and
Standing Advisory
Committees must have a
properly prepared and
posted agenda



Meeting Agendas

Requirements:

- Posting requirements – Agendas must be posted *at least 72 hours* before the regular meeting in a location freely accessible to the members of the public.
- Content requirements – The agenda should contain a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.
- Agendas must have enough information to enable members of the general public to determine the general nature of subject matter of each agenda item to be discussed.

The 1994 revision specified that the brief description generally need not exceed 20 words.

*The Board can not discuss or take action on any item that is not on the agenda. However, there can be responses to questions from the public or other limited routine comments. There are three action exceptions.

The Three Action Exceptions

The three action exceptions are discussed in section 54954.2(b) of the Brown Act.

They are:

- Emergency situations
- A need for immediate action
- Items posted on a previous agenda

Action Exceptions: Emergency Situations

Action can be taken on an item that is not on the agenda if there is an emergency situation

An Emergency situation exists if the legislative body determines a work stoppage, crippling disaster, or other activity severely impairs public health, safety or both.

This exception would generally only apply to LOCSB in very rare occasions.

Action Exceptions: Need For Immediate Action

Action can be taken on an item that is not on the agenda if the board determines by a 2/3rds vote that there is a need for immediate action that can't reasonably wait until the next meeting. (§54954.2(b)(2))

Requirements to use this exception:

- The issue must have come to the attention of the board after the agenda had been posted.
- The board must openly discuss the issue during the meeting.

Example - The day before the LOCSB board meeting a director finds a grant opportunity that is the perfect match for a long planned LOCSB project. The grant proposal is due two days after the regular meeting. The director is willing to put in the extra effort to complete the proposal, however, he needs the approval of the board. In this case the director could bring the proposal up at the meeting for the directors to vote on whether or not to pursue this opportunity. The vote would not be a violation of the Brown Act.

Action Exceptions: The Third Action Exception

The item appeared on a previous agenda and was continued from a meeting held not more than five days earlier.

Example: LOCSD can not come to a resolution on a topic at their regularly scheduled board meeting. So, they agree to continue the discussion on the topic at their already planned budget meeting the next day.

Closed Sessions



Without specific authority in the Brown Act for a closed session, all District business must be discussed in public

Closed Session Requirements

The Attorney General has stated, "If a specific statutory exception authorizing a closed session cannot be found, the matter must be conducted in public regardless of its sensitivity." (§ 54962 [of CA government code]; *Rowen v. Santa Clara Unified School District* (1981) 121 Cal.App.3d 231, 234; 68 Ops.Cal.Atty.Gen. 34, 41-42 (1985).)

Items to be discussed in closed sessions must be on the agenda and must be orally announced before going into closed session. The agenda must include the reason for the closed and a brief description. It is a good idea to cite the section of the Brown Act that allows for the closed session. Section 54954.5 of the Act provides a model format for closed session agendas.

Meetings are either open or closed. The LOCSD can't invite only certain members of the public and exclude others. Closed sessions should include only LOCSD directors plus any additional support staff required, legal counsel, a supervisor involved in a disciplinary matter, consultants, a labor negotiator etc.

More Closed Session Requirements

Decisions reached in closed sessions must be discussed in public immediately after the closed session.

Public comment on closed session business

- In their guide to the Brown Act the attorney general's office has stated, "it would be prudent for legislative bodies to afford the public an opportunity to comment on closed-session items prior to the body's adjournment into closed session." (CA Attorney General's Office, pg. 19)

Closed Sessions are allowed for: Personnel Matters (§54957)

Including:

- Employee appointment or employment
- Evaluation of employee performance
- Employee discipline or dismissal
- Complaints against employees

Closed Sessions are allowed for: Pending Litigation §54956.9

Including:

- Existing Litigation
- Threatened or Anticipated Litigation
- Potential Litigation

Note: The Attorney General has stated that the RCD's lawyer must be present during the closed session.
(71 Ops.Cal.Atty.Gen. 96, 104-105 (1988).)

**Closed Sessions are allowed for:
Real Estate Negotiations**

(§54956.8)



If you are meeting with your negotiator to discuss the purchase, sale, exchange or lease of real property.

Before going into closed session the LOCS D must name its negotiator (it can be someone from the District), describe the property, and name the parties the district is negotiating with.

Closed Sessions are allowed for:

Labor Negotiations (§54957.6)

Closed sessions are permitted for some aspects of labor negotiations.



**Closed Session Minute Book
(§54957.2 (a))**

The LOCS D may designate a clerk to take notes and enter them into a minute book during closed sessions.

The minute book is not public record and must be kept confidential.

The book is exempt from public disclosure under the CA Public Records Act in Chapter 3.5 starting with §6250 of Division 7 of Title 1.



Adjournments and Continuances

§54955 of the Act allows local agencies to adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment.



More on Adjournments and Continuances

If less than a quorum is present, the directors who are present can adjourn the meeting.

If no directors are present, the clerk or secretary of the legislative body may declare the meeting adjourned to a stated time and place. The clerk or secretary must create a written notice.

The Act gives very specific instructions on posting notice of the adjournment. §54955 states, "A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment".

Location of Meetings

With a few exceptions, meetings must be held within district boundaries (§54954(b)).

Tropical locations are most likely not allowed for district meetings

A meeting may not be held in any facility that prohibits the admittance of any person on the basis of race, religious creed, color, national origin, ancestry, or sex; which is inaccessible to disabled persons; or where members of the public may not attend without making a payment or purchase.



The Location Exceptions

Meetings can be held outside District boundaries for the following reasons:

- To comply with state or federal law or attend a judicial or administrative proceeding to which the agency is a party. §54954(b)(1)
- To inspect real property that can not be easily brought within the district boundaries. The meeting discussion is limited to the property the district is inspecting. §54954(b)(2)
- To participate as a body in a multi-agency meeting held in another jurisdiction also participating in the meeting. However, the meeting must take place within the boundaries of one of the agencies involved in the meeting. §54954(b)(3)
- If the district does not have a facility within their boundaries, they can meet in the closest facility or at the principal office of the district if the office is located outside the district boundaries. §54954(b)(4)

Location Exceptions (continued)

- To meet with elected or appointed federal or state officials when a local meeting would be impractical. However, discussion must be limited to a legislative or regulatory issue affecting the district that the federal or state officials have jurisdiction over. §54954(b)(5)
- To meet at or nearby a facility owned by the district that is outside district boundaries, if the topic of the meeting is limited to items related directly to that facility. §54954(b)(6)
- To visit the office of the district's legal counsel for a closed session on pending litigation when doing so would reduce legal fees or costs. §54954(b)(7)
- Finally, if there is an emergency that makes the regular meeting location unsafe, the meetings can be held at a location designated by the president or his/her designee in a notice to the local media that have requested notice, by the fastest method of communication available at the time. §54954(e)

Teleconferences



54953(b)(1) permits the use of teleconferencing.

Requirements for teleconferences include:

- Teleconferences must comply with the rest of the Act
- All votes taken during a teleconference must be taken by roll call.
- Agendas must be posted at all teleconference locations.
- Each teleconference location must be identified in the agenda.
- Each teleconference location must be accessible to the public.
- At least a quorum of the board must participate from locations within the district boundaries.
- The agenda must provide for public comment at each teleconference location.

Disruptive Attendees



The District MUST allow for negative public comment however, §54957.9 does address willful interruptions of meetings.

The Act states that the members of the legislative body conducting the meeting may clear the room and continue the meeting. However, all press and other members of the public who were not part of the interruption must be allowed to stay.

Special Situations

The Brown Act also applies to a nonprofit corporation that both (i) includes a board member or councilmember appointed by the agency to serve on the corporation's board, and (ii) receives funds from the district or city.

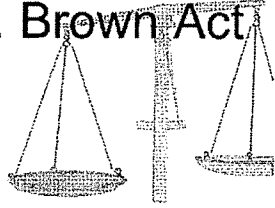
Item #3

Annual Ralph M. Brown Act

ESAC Orientation

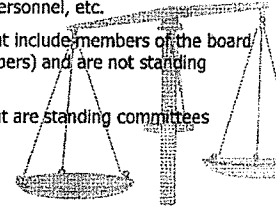
(Information Only)

Understanding the Ralph M. Brown Act



Subcommittees

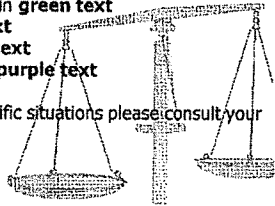
- > The Brown Act applies to meetings of all:
 - > **Standing committees** – a committee that has continuing jurisdiction over a particular topic §54952(b)
For example: Budgets, personnel, etc.
 - > Advisory committees that include members of the board (no more than two members) and are not standing committees
 - > Advisory committees that are standing committees



Today's Presentation

- > **Please note:** throughout the presentation you can easily find definitions, examples, exceptions, and important points:
 - > Definitions are denoted in **green text**
 - > Examples are in **red text**
 - > Exceptions are in **blue text**
 - > Important points are in **purple text**

*For questions about specific situations please consult your attorney



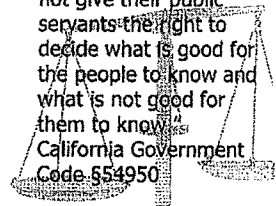
Open and Public



Ralph M. Brown 1959

Photo courtesy The Modesto Bee

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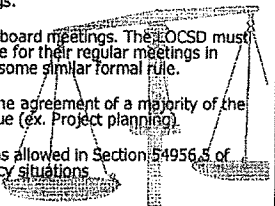


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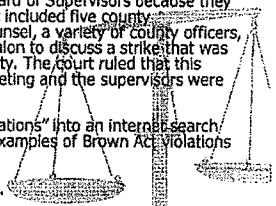
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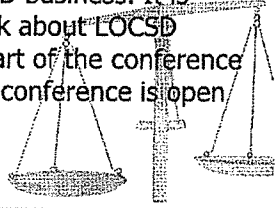
More About Meetings

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Meeting Exceptions

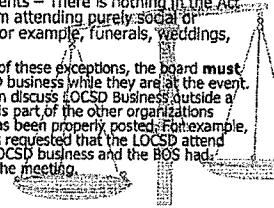
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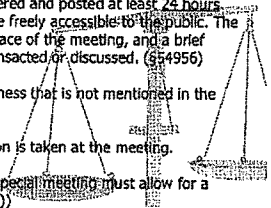
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Special Meetings

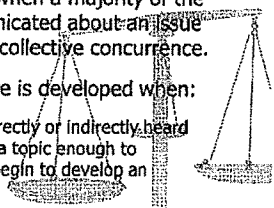
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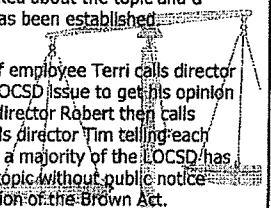
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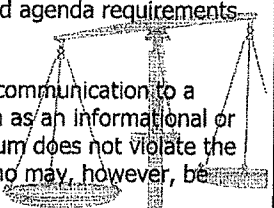
Types of Serial Meetings

- A daisy chain meeting:
 - Example: When director Bob calls director Bill to talk about a project then Bill calls director John to talk about it and finally John calls director Fred. A majority of the directors have talked about the topic and a collective concurrence has been established.
- Hub and spoke meeting:
 - Example: For instance, if employee Terri calls director John and discusses an LOCSB issue to get his opinion with him then she calls director Robert then calls director Bill and then calls director Tim telling each what the other has said, a majority of the LOCSB has indirectly discussed the topic without public notice and is therefore in violation of the Brown Act.



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All meetings of the board of directors and standing committees must have a properly prepared and posted agenda

Meeting Agendas

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 - > **Content requirements** – The agenda should contain a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.
 - > Agendas must have enough information to enable members of the general public to determine the general nature of subject matter of each agenda item to be discussed.
- > The 1994 revision specified that the brief description generally need not exceed 20 words.

****The board can not discuss or take action on any item that is not on the agenda. However, there can be responses to questions from the public or other limited routine comments. There are three action exceptions.

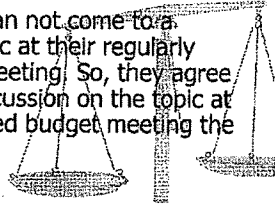
The Three Action Exceptions

- > The three action exceptions are discussed in section 54954.2(b) of the Brown Act.
- > They are:
 - > Emergency situations
 - > A need for immediate action
 - > Items posted on a previous agenda

Action Exceptions

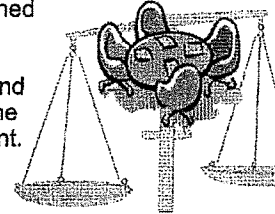
The third action exception

- The item appeared on a previous agenda and was continued from a meeting held not more than five days earlier.
- Example: LOCSB can not come to a resolution on a topic at their regularly scheduled board meeting. So, they agree to continue the discussion on the topic at their already planned budget meeting the next day.



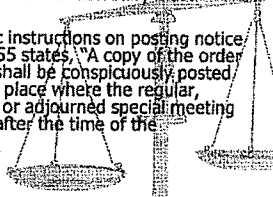
Adjournments and Continuances

- §54955 of the Act allows local agencies to adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment.



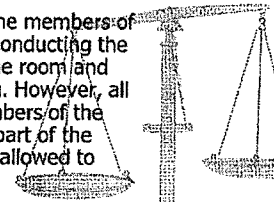
More on Adjournments and Continuances

- If less than a quorum is present, the directors who are present can adjourn the meeting.
- If no directors are present, the clerk or secretary of the legislative body may declare the meeting adjourned to a stated time and place. The clerk or secretary must create a written notice.
- The Act gives very specific instructions on posting notice of the adjournment. §54955 states, "A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment".



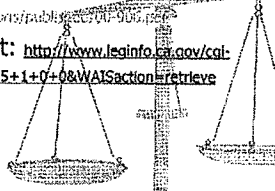
Disruptive Attendees

- The district **MUST** allow for negative public comment however, §54957.9 does address willful interruptions of meetings.
- The Act states that the members of the legislative body conducting the meeting may clear the room and continue the meeting. However, all press and other members of the public who were not part of the interruption must be allowed to stay.



For more information

- View the CA Attorney General's publication at: http://www.ca.gov/pubs/cawalk/2003_Intro_BrownAct.pdf
- Attorney General's Opinion Regarding the Use of email: <http://ag.ca.gov/opinions/publications/01-005.pdf>
- Text of the Brown Act: <http://www.leginfo.ca.gov/cgi-bin/waisgate?WAISdocID=6815592595+1+0+0&WAIAction=retrieve>
- Ask your attorney!



2015 LOS OSOS COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS BYLAWS AND RULES OF DECORUM

SECTION 11 - COMMITTEES

11.1 The Board may create standing committees at its discretion. Standing committees shall be advisory committees to the Board of Directors and shall not commit the District to any policy, act or expenditure. Each standing committee shall consider District related issues assigned to it by the Board of Directors.

(a) Each standing committee shall meet either monthly or quarterly as determined by the Board of Directors. There are no quorum requirements for standing committee meetings. All recommendations to the Board of Directors shall be supported by a minimum of two voting members.

(b) Subject to the availability of public membership, standing committees shall be comprised of five public voting members and one public alternate, none of whom shall be Directors; and one Director appointed by the President as the non-voting Chairperson and one person appointed by the President as the Vice Chairperson. In the absence of both Chairperson and Vice Chairperson the President may assign a Board Member to temporarily act as the Committee Chairperson in order that the Committee may meet as established by the previously adopted schedule.

Depending on the number of applications, the Board retains the discretion to alter Standing Committee membership on a case-by-case basis.

(c) The General Manager shall be an ex-officio member of all standing committees. The Committee Chairperson and Committee Vice Chairperson are non-voting members appointed for the sole purpose of conducting the meeting, enabling conversation, facilitating discussions, and forwarding recommendations to the Board.

(d) Voting committee members shall hold office for two years, serving without compensation. Two committee member vacancies shall occur in the odd numbered years and three committee member vacancies shall occur in the even numbered years. The alternate shall hold office for a one year term. The District Board of Directors reserves the ability to extend the dates in this paragraph up to 31 days.

(e) On or before January 31st or as otherwise established by the Board of Directors of each year, members of the public who reside within the boundaries of the District are invited to apply for specific committee assignments by completing an application. The General Manager shall prepare an appointments list of all standing committees. This list shall be known as the local appointment list and will be provided to the Board of Directors at the first meeting in February or other date established by the Board of Directors.

(f) The local appointment list shall be made available to the members of the public and shall be posted at the District office and the District's web site.

(g) Whenever an unscheduled vacancy occurs on a standing committee, the alternate shall complete the term of the departing member. A special vacancy notice shall be posted at the District office, the public library, the District's web site, and other places as directed by the Board of Directors, not earlier than twenty days before, or not later than twenty days after the vacancy occurs inviting the public to apply for the alternate position, and if no alternate position is available to fill the vacancy(s).

Final appointment of committee members shall not be made by the Board of Directors for at least ten working days after the posting of the Notice at the District's office.

(h) Notwithstanding Section 11.1(f), above, the Board of Directors may, if it finds an emergency exists, fill the unscheduled vacancy immediately. The person appointed to fill the vacancy shall serve only on an acting basis until final appointment is made pursuant to Section 11.1(f), above.

(i) A committee member will automatically be removed if he/she has three unexcused absences or misses four meetings in one calendar year.

(j) All standing committee members will receive Brown Act training and all meetings shall be conducted as public meetings in accordance with the Brown Act. Summary notes for each meeting of each committee shall be forwarded to the LOCSD Board of Directors as a public record.

(k) At the request of the Chairman, the Board President may appoint persons to a subcommittee to assist a standing committee in making recommendations to the Board of Directors. The duties of the subcommittee shall be outlined at the time of appointment and the subcommittee shall be considered dissolved when its final report has been made to the standing committee.

11.2 Ad Hoc Committees. The Board President shall appoint such ad hoc committees comprised of two or less Directors as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. Ad hoc committees shall timely provide the District General Manager with their recommendations and/or reports.

Item #4

Approval of ESAC Minutes

of

January 20, 2015

Los Osos Community Services District
DRAFT Minutes of the Emergency Services Advisory Committee
January 20, 2015 at 5:30 p.m. at Station 15 - South Bay

| AGENDA ITEM | DISCUSSION | FOLLOW-UP |
|--|---|--|
| <p>1. Opening</p> | <p>Chairperson Ochylski called the meeting to order at 5:31 p.m.</p> <p>Roll Call: Marshall E. Ochylski, Chairperson – Present Charles L. Cesena, Vice Chairperson – Arrived at 5:32 p.m. Jerry Dillingham, Committee Member – Present Brent Marshall, Committee Member – Arrived at 5:34 p.m. Vita Miller, Committee Member – Absent Julie Tacker, Committee Member – Present Thomas Wright, Committee Member – Present David Harris, Alternate Committee Member - Present</p> <p>Staff: Phill Veneris, Battalion Chief Loree McRoberts, Executive Assistant</p> | |
| <p>2. Approval of ESAC Minutes of October 21, 2014</p> | <p>The ESAC reviewed the minutes of October 21, 2014.</p> <p>At the request of Committee Member Tacker, the amended minutes from the September 16, 2014 ESAC Meeting, Item #5 were read aloud by Executive Assistant McRoberts.</p> <p>Committee Member Tacker inquired regarding the follow-up on Item #10: Recommendations to the Board of Directors of Future Committee Items. Chairperson Ochylski stated that he will present the noted topics to the BOD at the February meeting.</p> <p>Public Comment: Richard Margetson spoke.</p> <p>Committee Member Tacker moved that the minutes be approved and filed, as presented. The motion was seconded by Committee Member Wright and carried with the following vote:</p> <p style="padding-left: 40px;">Ayes: Dillingham, Harris, Marshall, Tacker, Wright</p> <p style="padding-left: 40px;">Nays: None</p> <p style="padding-left: 40px;">Abstain: None</p> <p style="padding-left: 40px;">Absent: Miller</p> | <p>Action: Approve and file minutes.</p> |
| <p>3. Presentation and Discussion and Recommendation to the Board of Directors Regarding the Draft Mid-Year 2014/2015 Fund 301 Budget Adjustments</p> | <p>Battalion Chief Veneris provided an update regarding the draft Mid-Year 2014/2015 Fund 301 Budget and highlighted several points of interest. The Committee further discussed this item.</p> <p>Chairperson Ochylski will clarify charges made to GL 6110 (IT Purchased Services). In addition, he will clarify financials on GL 4035 (Property Taxes), GL 4505 (HO Prop Tax Relief) and GL 7500 (Schedule A Charges).</p> <p>Committee Member Dillingham moved that the Committee recommend that the draft Mid-Year 2014/2015 Fund 301 budget be forwarded to the Board, as noted. The motion was seconded by Committee Member Tacker. Without objection, Chairperson Ochylski called for a unanimous roll call, seeing no objections, the motion was approved unanimously.</p> <p>Public Comment: Richard Margetson spoke.</p> | <p>Action: The Committee recommended that the draft Mid-Year 2014/2015 Fund 301 Budget be forwarded to the Board, as noted.</p> |

| AGENDA ITEM | DISCUSSION | FOLLOW-UP |
|--|---|-----------|
| 4. Provide Update on Request for Proposal to Install Solar Panels at Station 15 – South Bay (Information Only) | <p>Battalion Chief Veneris updated ESAC regarding issuing a Request for Proposal (RFP) to install solar panels on the roof of Station 15 – South Bay. This would include re-shingling a portion of the roof. Fund 301 Capital Reserves would be used for this purpose. The Committee further discussed this item.</p> <p>Public Comment: Richard Margetson and Lynette Tornatzky spoke.</p> | |
| 5. Presentation of Insurance Services Organization (ISO) Public Protection Classification: 03/3X Letter Dated December 22, 2014 (Information Only) | <p>Battalion Chief Veneris updated ESAC regarding an evaluation conducted by the Insurance Services Organization (ISO) re-classifying the Public Protection Classification from 5/9 to 3/3X which is a significant increase and benefit to the residents of Los Osos, to the credit of the LOCSD, Station 15 – South Bay and the various water purveyors. This new classification could provide a cost benefit to Los Osos residents on their homeowners insurance.</p> <p>Public Comment: Richard Margetson spoke.</p> | |
| 6. Discussion and Recommendation to the Board of Directors Regarding Purchase of Thermal Imaging Camera | <p>Battalion Chief Veneris gave a brief update regarding the purchase of a thermal imaging camera, including a brief explanation as to its benefit to firefighters during fire-related calls.</p> <p>This was further discussed by ESAC.</p> <p>No public comment.</p> | |
| 7. Update on Restoring the Station 15 – South Bay Hose Tower (Information Only) | <p>Battalion Chief Veneris updated the Committee on the restoration plan of the Station 15 – South Bay Hose Tower including cleaning, removing rust, painting, installing new lighting and repairing the cracked cement underneath.</p> <p>This was further discussed by ESAC.</p> <p>Public Comment: Richard Margetson spoke.</p> | |
| 8. Review of Board Item Regarding Monthly Fire Department Reports for October 2014, November 2014, December 2014 and Annual 2014 (Information Only) | <p>Battalion Chief Veneris gave a brief summary of the Fire Department Reports for October 2014, November 2014, December 2014 and Annual 2014 as submitted with the agenda packet.</p> <p>This was further discussed by ESAC.</p> <p>Public Comment: Richard Margetson spoke.</p> | |
| 9. Public Comment on Items NOT Listed on this Agenda: | <p>Richard Margetson spoke in support of 4.0 staffing. He further spoke about Property Taxes benefitting Fund 500 (Water).</p> | |
| 10. Schedule Upcoming ESAC Meeting: | <p>The next meeting of the Emergency Services Advisory Committee will be held on Tuesday, April 14, 2015 at 5:30 p.m.</p> <p>Chairperson Ochylski stated that he plans to schedule a Special Meeting, but will update ESAC at a later date.</p> | |

| AGENDA ITEM | DISCUSSION | FOLLOW-UP |
|--|---|-----------|
| <p>11. Closing Comments by ESAC Committee Members</p> | <p>Chairperson Ochylski stated that President Wright appointed Vice Chairperson Cesena to an Adhoc Committee to seek resolution regarding on-going wildlife issues and the Section 7 Permit.</p> <p>Committee Member Tacker questioned the status of the Admin Allocation Committee. Chairperson Ochylski will seek an update.</p> <p>Committee Member Wright inquired regarding the previous sale of Engine 215 and the status of the GIS maps provided by Golden State Water. Battalion Chief Veneris spoke on both topics.</p> <p>Committee Member Dillingham spoke regarding the status of Engine 215. Battalion Chief Veneris spoke on this topic.</p> | |
| <p>12. Adjournment</p> | <p>The meeting adjourned at 7:01 p.m.</p> | |

Item #5

Discussion and Recommendation
to the Board of Directors
Regarding Annual CPI Increase
for Special Fire Tax

MEMORANDUM

Date: April 16, 2015

To: Kathy Kivley, General Manager
Los Osos Community Services District

From: Lonnie Lepore, Senior Project Analyst

Subject: Calculation of Proposed Annual CIP Increase – FY 2015-16

LOCSO Ordinance No. 2005-01, adopted February 22, 2005, imposed a special tax on every parcel within the District for the purpose of funding fire prevention and protection services. The Ordinance also authorized an annual adjustment to the rates after FY 2005/06 limited to the average of the percentage changes in the Consumer Price Index (CPI) for all items in both San Francisco CMSA and Los Angeles CMSA.

The computation is based on a conservative approach using December 31 CPI data. This conservative approach has been consistently used for the last five years due to the unavailability of June 30 CIP data until a couple of months after the fiscal year closes.

The proposed increase would be 1.70%, equivalent to twenty-six cents (\$0.26) per unit of benefit, to the Fire Special Tax. The increase would bring the assessment to \$15.76 per unit of benefit (FY 2014-15 approved amount was \$15.50 per unit of benefit). A residential single family dwelling is equivalent to five (5) units of benefit; multiple dwellings in a parcel except apartments and mobile homes are configured to be four (4) units of benefit per dwelling unit while apartments and mobile homes are configured to be three (3) units of benefit per dwelling unit. Therefore the annual increase from this CPI increase will range from \$0.78 to \$1.30 per household.

| | United States | San Francisco CMSA | Los Angeles CMSA | Average |
|-----------------------|---------------|--------------------|------------------|---------|
| Average as of Dec. 31 | | | | |
| 2013 | 233.049 | 245.711 | 238.742 | 242.227 |
| 2014 | 234.812 | 252.273 | 240.475 | 246.374 |
| % Change | 0.76% | 2.67% | 0.73% | 1.70% |

Cc: Rob Miller, Wallace Group



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- LANDSCAPE ARCHITECTURE
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- WATER RESOURCES
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WALLACE GROUP
A California Corporation

612 CLARION CT
SAN LUIS OBISPO
CALIFORNIA 93401

T 805 544-4011
F 805 544-4294

www.wallacegroup.us

Item #6

Presentation and Review of Board
Item Regarding Draft Fiscal Year
2015/2016 Fund 301 Budget



Date: April 15, 2015

TO: Emergency Services Advisory Committee

FROM: Kathy A. Kivley, General Manager

SUBJECT: Proposed Budget Report Agenda Item - Board Meeting Date: May 7, 2015

DESCRIPTION

Proposed Budget review for Fiscal Year 2015-2016 including detailed sheets for the 301 fund, revenues and expenditures.

SUMMARY OF STAFF RECOMMENDATION

Staff recommends that the Committee adopt the following motion:

Motion: It is recommended by the Emergency Services Advisory Committee that the LOCSO Board of Directors accept the recommended Proposed Budget for the Fire Fund 301 for Fiscal Year 2015-2016 and authorized staff to transfer funds from the General Contingency Reserve to cover the proposed revenue shortfall.

PRESENTER: Battalion Chief Phill Veneris

DISCUSSION

The information before you provides an overview of the Fire Fund proposed budget for Fiscal Year 2015/2016. Staff is pleased to be able to present this information in a timely manner.

As stated in the mid-year report, the District is complying with the State Controller request to separately report the Homeowners Property Tax Relief revenue. This Tax Relief revenue is reported via the Special Districts Financial Transactions Report that is completed at the end of each fiscal year.

It is important to note there is a projected Schedule A Contract increase of 12.6% over Fiscal Year 2014/2015. The Schedule A in the prior year was \$1,709,966. The proposed Contract for FY 2015/2016 is \$1,926,749 which equates to an increase of \$188,437. This increase creates a budget shortfall. Staff proposes to handle the effect of this dramatic increase by two methods. In preparing this budget, staff recommends deferring numerous expenditures for this fiscal year and proposes the Board of Directors cover the immediate shortfall for this fiscal year from the Contingency Reserve. The current balance in the General Contingency Reserve is \$63,322.99. The current proposed budget shortfall is \$41,824. It is staff's intention with authorization from the Board of Director's to use the Reserve only when necessary and when the FY 2013/2014 audit is finally completed, any excess revenues replace any Reserves allocated to cover the budget shortfall.

The more important issue for consideration and future discussion is the lack of revenues to cover the expenditures. Staff could not anticipate the 12.6% increase in the Schedule A Contract for FY 2015/2016. The secondarily question is what level of increase should the District expect in the Schedule A Contract for FY 2016/2017 and what effect will the continued increases have on

President
R. Michael Wright

Vice President
Marshall E. Ochylski

Directors
Charles Cesena
Jon-Erik Storm
Luis Tornatzky

General Manager
Kathy Kivley

District Accountant
Michael L. Doyle

Fire Chief
Robert Lewin

Battalion Chief
Phill Veneris

Mailing Address:
P.O. Box 6064
Los Osos, CA 93412

Offices:
2122 9th Street, Suite 102
Los Osos, CA 93402

Phone: 805/528-9370
FAX: 805/528-9377

www.losososcscd.org

the District's ability to fund services and supplies at an appropriate level? Staff is unable to answer these two pertinent questions at this time. However, it is important the ESAC Committee and Board of Directors recognized increases in assessments in the Special Fire Tax maybe necessary in the foreseeable future to allow adequate funding for continuing the current operations or funding for any improvements in the operations.

For the Fiscal Year 2014/2015 the Board adopted a method for the Allocation of Administrative Cost (Cost Allocation Plan). This methodology is based on actual time spent providing personnel services, payroll, financial reporting and human resources functions to the various funds. Once District staff closes the books in preparation for the audit, the Cost Allocation Plan is adjusted based on the actual expenditures versus the actual cash balance in the Administration Fund 100 and the transfers from the funds are adjusted accordingly. For FY 2015/2016, the allocation is \$110,306 or an increase of only \$1,182.

In preparation for the presenting this budget to the Board of Directors, staff proposed two budget alternatives—proposed budget 50% reduction and proposed budget 80% reduction. A proposed budget with 50% reductions is not feasible nor does it provide the services, supplies and training necessary for fire emergency services. This budget is proposed at 80% and does include the level of training necessary for effective and efficient operations, purchase of minimal supplies, deferment of numerous expenditures and the full complement of twenty-five Reserve Firefighter positions.

Revenues

The property tax revenue projections were prepared using the annual property tax increase rate of 2%. The adjusted figures are made available by San Luis Obispo County during the month of September of each fiscal year. Any additional estimated increases by the Auditor Controller are included during the mid-year budget process. The special fire tax revenue projections were prepared using the figures as projected by Wallace Group. This information is before you this evening for your review. The County estimates the property tax may rise as high as 5% over the prior year, however, staff has chosen a more conservative approach. It is estimated based on the County information, any CPI increase is only 1.998%.

Salaries and Wages

With respect to staff, this year the Reserve Firefighters are eligible for a \$1.00 per hour salary increase to compensate for the adjustment in the minimum wage. This adjustment is effective January 1, 2016 and is included in the proposed budget.

Services and Supplies

Information Technology Services (6110) are a direct cost. The Fire Fund has a total of five computers. The cost for contract services which provide security, storage and technical support is allocated based on the number of District computers in each fund. Additionally, this pays for Website hosting and support. This cost is allocated per computer per fund.

FINANCIAL IMPACT

The Fire Fund 301 is experiencing a dramatic increase in the Schedule A Contract and therefore a shortfall in the proposed budget for FY 2015/2016.

Attachment: Copy of Fire Mid-Year Fund 300 Budget

LOS OSOS COMMUNITY SERVICES DISTRICT

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
301 - 301 - Fire

(In Whole Numbers)

| | Actuals FY 2012/2013 | Unaudited Actuals FY 13/14 | Total Revised Budget FY 14/15 | Total Proposed Budget FY 15/16 | Difference in Budgets | Percentage Difference in Budgets |
|--|-------------------------|----------------------------------|-------------------------------------|--------------------------------------|--------------------------|--|
| Revenues | | | | | | |
| Property Taxes | | | | | | |
| 4035 Property Taxes | 1,518,765 | 1,625,572 | 1,620,321 | 1,652,727 | 32,406 | 2.00% |
| Total Property Taxes | 1,518,765 | 1,625,572 | 1,620,321 | 1,652,727 | 32,406 | 2.00% |
| Grant Revenue | | | | | | |
| 4955 Govt-Other St Aids & Reimbursements | 18,415 | 7,549 | 1,500 | 2,500 | 1,000 | 66.67% |
| 4957 Govtl Aid- Other Federal Aid & Reimbursements | 14,399 | 0 | 0 | 0 | 0 | 0.00% |
| Total Grant Revenue | 32,814 | 7,549 | 1,500 | 2,500 | 1,000 | 66.67% |
| Special Taxes & Assessments | | | | | | |
| 4015 CSA 9-I Assessments (Contract) | 23,358 | 0 | 22,500 | 24,000 | 1,500 | 6.67% |
| 4050 Special Fire Tax | 487,467 | 488,606 | 506,710 | 516,834 | 10,124 | 2.00% |
| Total Special Taxes & Assessments | 510,825 | 488,606 | 529,210 | 540,834 | 11,624 | 2.20% |
| Other Revenues | | | | | | |
| 4000 Ambulance Agreement | 65,088 | 66,031 | 67,134 | 67,134 | 0 | 0.00% |
| 4055 Mutual Aid Reimbursement | 0 | 8,700 | 4,000 | 4,000 | 0 | 0.00% |
| 4655 Donations | 10,000 | 1,000 | 0 | 0 | 0 | 0.00% |
| 4935 Sale-Specs/Plans & Non_Capital Items | 0 | 62 | 0 | 0 | 0 | 0.00% |
| 4989 Claim Revenue | 0 | 2,849 | 0 | 0 | 0 | 0.00% |
| Total Other Revenues | 75,088 | 78,641 | 71,134 | 71,134 | 0 | 0.00% |
| Use of Money & Property | | | | | | |
| 4501 Interest-Undistributed Taxes | (103) | (23) | 5 | 0 | (5) | (100.00)% |
| 4505 HO Prop Tax Relief | 0 | 0 | 1,963 | 1,963 | 0 | 0.00% |
| 4934 Gain on Sale of Fixed Assets | 0 | 34,765 | 0 | 0 | 0 | 0.00% |
| Total Use of Money & Property | (103) | 34,742 | 1,968 | 1,963 | (5) | (0.25)% |
| Total Revenues | 2,137,390 | 2,235,110 | 2,224,133 | 2,269,158 | 45,025 | 2.02% |
| Expenditures | | | | | | |
| Personnel | | | | | | |
| Salaries/Wages | | | | | | |
| 8290 Resv FF-OT Em Res Off Duty | 207 | 0 | 450 | 525 | 75 | 16.67% |
| 8295 Resv FF-Overtime/Shift Coverage | 7,263 | 8,360 | 3,330 | 3,885 | 555 | 16.67% |

LOS OSOS COMMUNITY SERVICES DISTRICT

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
301 - 301 - Fire

(In Whole Numbers)

| | Actuals FY 2012/2013 | Unaudited Actuals FY 13/14 | Total Revised Budget FY 14/15 | Total Proposed Budget FY 15/16 | Difference in Budgets | Percentage Difference in Budgets |
|--------------------------------|-------------------------|----------------------------------|-------------------------------------|--------------------------------------|--------------------------|--|
| 8310 | 4,129 | 8,728 | 7,770 | 9,072 | 1,302 | 16.76% |
| 8330 | 64 | 241 | 100 | 100 | 0 | 0.00% |
| 8340 | 71,251 | 72,499 | 88,000 | 92,891 | 4,891 | 5.56% |
| 8345 | 4,072 | 3,925 | 3,500 | 4,074 | 574 | 16.40% |
| 8355 | 16,974 | 16,014 | 12,000 | 14,007 | 2,007 | 16.73% |
| 8360 | 582 | 1,353 | 1,500 | 1,753 | 253 | 16.87% |
| | <u>104,542</u> | <u>111,119</u> | <u>116,650</u> | <u>126,307</u> | <u>9,657</u> | <u>8.28%</u> |
| Total Salaries/Wages | | | | | | |
| Payroll Taxes & Benefits | | | | | | |
| 5021 | 5,130 | 5,215 | 7,590 | 5,195 | (2,395) | (31.55)% |
| 5030 | 2,223 | 0 | 3,000 | 2,700 | (300) | (10.00)% |
| 5031 | 0 | 0 | 200 | 1,279 | 1,079 | 539.50% |
| 5051 | 1,352 | 1,607 | 1,775 | 1,215 | (560) | (31.55)% |
| 5120 | 5,486 | 5,060 | 5,720 | 4,050 | (1,670) | (29.20)% |
| 5124 | 0 | 0 | 4,284 | 8,163 | 3,879 | 90.55% |
| | <u>14,191</u> | <u>11,882</u> | <u>22,569</u> | <u>22,602</u> | <u>33</u> | <u>0.15%</u> |
| Total Payroll Taxes & Benefits | | | | | | |
| Employment Services | | | | | | |
| 5000 | 638 | 145 | 1,300 | 1,300 | 0 | 0.00% |
| 5101 | 5,375 | 6,439 | 8,680 | 8,680 | 0 | 0.00% |
| 6200 | 70 | 69 | 0 | 0 | 0 | 0.00% |
| 6230 | 2,730 | 4,218 | 4,400 | 4,400 | 0 | 0.00% |
| | <u>8,813</u> | <u>10,871</u> | <u>14,380</u> | <u>14,380</u> | <u>0</u> | <u>0.00%</u> |
| | <u>127,547</u> | <u>133,872</u> | <u>153,599</u> | <u>163,289</u> | <u>9,690</u> | <u>6.31%</u> |
| Total Employment Services | | | | | | |
| Total Personnel | | | | | | |
| Services & Supplies | | | | | | |
| Clothing & Uniform | | | | | | |
| 7246 | 2,352 | 2,212 | 2,500 | 2,000 | (500) | (20.00)% |
| 7248 | 8,504 | 1,159 | 2,000 | 1,000 | (1,000) | (50.00)% |
| | <u>10,856</u> | <u>3,371</u> | <u>4,500</u> | <u>3,000</u> | <u>(1,500)</u> | <u>(33.33)%</u> |
| Total Clothing & Uniform | | | | | | |
| Contract Services | | | | | | |
| 6110 | 0 | 977 | 1,200 | 6,024 | 4,824 | 402.00% |
| 7100 | 791 | 1,700 | 1,380 | 1,617 | 237 | 17.17% |
| 7202 | 756 | 334 | 450 | 450 | 0 | 0.00% |
| 7204 | 3,187 | 2,594 | 2,700 | 2,700 | 0 | 0.00% |

LOS OSOS COMMUNITY SERVICES DISTRICT

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
301 - 301 - Fire

(In Whole Numbers)

| | Actuals FY 2012/2013 | Unaudited Actuals FY 13/14 | Total Revised Budget FY 14/15 | Total Proposed Budget FY 15/16 | Difference in Budgets | Percentage Difference in Budgets |
|------|-------------------------|----------------------------------|-------------------------------------|--------------------------------------|--------------------------|--|
| 7222 | | | | | | |
| 7499 | 0 | 0 | 1,050 | 2,000 | 950 | 90.48% |
| 7500 | 23,358 | 0 | 0 | 0 | 0 | 0.00% |
| | <u>1,600,618</u> | <u>1,625,286</u> | <u>1,709,966</u> | <u>1,926,749</u> | <u>216,783</u> | <u>12.68%</u> |
| | 1,628,709 | 1,630,890 | 1,716,746 | 1,939,540 | 222,794 | 12.98% |
| | | | | | | |
| 6055 | 7,549 | 2,111 | 1,750 | 1,000 | (750) | (42.86)% |
| 6440 | 18,629 | 10,281 | 14,198 | 10,500 | (3,698) | (26.05)% |
| 6460 | 4,936 | 2,507 | 5,500 | 5,500 | 0 | 0.00% |
| 6610 | 0 | 2,068 | 1,500 | 900 | (600) | (40.00)% |
| 6630 | 876 | 542 | 500 | 300 | (200) | (40.00)% |
| 7234 | 4,297 | 4,866 | 1,300 | 500 | (800) | (61.54)% |
| 7238 | 14,820 | 12,428 | 14,500 | 14,500 | 0 | 0.00% |
| 7242 | 2,185 | 930 | 1,000 | 800 | (200) | (20.00)% |
| 7252 | 0 | 0 | 8,200 | 0 | (8,200) | (100.00)% |
| 7307 | <u>584</u> | <u>135</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0.00%</u> |
| | 53,876 | 35,867 | 48,448 | 34,000 | (14,448) | (29.82)% |
| | | | | | | |
| | | | | | | |
| 7310 | 0 | 0 | 100 | 100 | 0 | 0.00% |
| 7401 | (9) | 0 | 0 | 0 | 0 | 0.00% |
| 8734 | 0 | 5,040 | 0 | 0 | 0 | 0.00% |
| | <u>(9)</u> | <u>5,040</u> | <u>100</u> | <u>100</u> | <u>0</u> | <u>0.00%</u> |
| | | | | | | |
| 6120 | 1,960 | 1,637 | 2,000 | 500 | (1,500) | (75.00)% |
| 6340 | 0 | 0 | 600 | 300 | (300) | (50.00)% |
| 6345 | 1,407 | 1,408 | 2,400 | 1,500 | (900) | (37.50)% |
| 7325 | <u>16,534</u> | <u>20,354</u> | <u>21,000</u> | <u>21,000</u> | <u>0</u> | <u>0.00%</u> |
| | 19,900 | 23,400 | 26,000 | 23,300 | (2,700) | (10.38)% |
| | | | | | | |
| | | | | | | |
| 7320 | 2,404 | 2,720 | 200 | 200 | 0 | 0.00% |
| 7326 | 598 | 1,654 | 1,800 | 1,400 | (400) | (22.22)% |
| 7340 | 376 | 438 | 440 | 440 | 0 | 0.00% |
| | <u>3,378</u> | <u>4,812</u> | <u>2,440</u> | <u>2,040</u> | <u>(400)</u> | <u>(16.39)%</u> |

LOS OSOS COMMUNITY SERVICES DISTRICT
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 301 - 301 - Fire

(In Whole Numbers)

| | Actuals FY 2012/2013 | Unaudited Actuals FY 13/14 | Total Revised Budget FY 14/15 | Total Proposed Budget FY 15/16 | Difference in Budgets | Percentage Difference in Budgets |
|---|-------------------------|----------------------------------|-------------------------------------|--------------------------------------|--------------------------|--|
| Office/Operations | | | | | | |
| 6121 IT-Supplies & Miscellaneous | 579 | 0 | 0 | 0 | 0 | 0.00% |
| 7140 General Supplies & Minor Equipment | 2,516 | 2,493 | 2,420 | 1,600 | (820) | (33.88)% |
| 7160 Postage, Shipping & Mail Supplies | 179 | 578 | 400 | 400 | 0 | 0.00% |
| 7200 Batteries - Common Sizes | 930 | 544 | 800 | 350 | (450) | (56.25)% |
| 7216 Fire Prevention Education Materials | 2,042 | 677 | 1,200 | 950 | (250) | (20.83)% |
| 7226 Membership & Dues | 0 | 1,175 | 1,300 | 1,300 | 0 | 0.00% |
| 7230 Misc Small Parts & Supplies | 861 | 669 | 1,500 | 1,100 | (400) | (26.67)% |
| 7240 Propane | 393 | 330 | 650 | 400 | (250) | (38.46)% |
| Total Office/Operations | 7,500 | 6,467 | 8,270 | 6,100 | (2,170) | (26.24)% |
| Other Expense | | | | | | |
| 7016 Significant Value Purchase-Field Use | 3,439 | 1,951 | 0 | 0 | 0 | 0.00% |
| 7025 Significant Value Purchase-General Use | 2,433 | 3,481 | 0 | 0 | 0 | 0.00% |
| 7201 Bedding | 497 | 469 | 500 | 200 | (300) | (60.00)% |
| 7209 District Operating Center Expense | 0 | 407 | 450 | 450 | 0 | 0.00% |
| 7218 Food/Drink | 306 | 161 | 350 | 350 | 0 | 0.00% |
| 7224 Kitchen Supplies - Dishes, Pots | 523 | 11 | 500 | 200 | (300) | (60.00)% |
| 7345 Outreach- Program Give-away Items | 1,132 | 91 | 0 | 0 | 0 | 0.00% |
| 8735 Misc Department Admin | 500 | 1,550 | 0 | 0 | 0 | 0.00% |
| 9072 AFG Grant 5% Match | 0 | 0 | 2,700 | 0 | (2,700) | (100.00)% |
| Total Other Expense | 8,829 | 8,122 | 4,500 | 1,200 | (3,300) | (73.33)% |
| Rent & Utilities | | | | | | |
| 6000 Cell Phones | 2,409 | 2,308 | 2,500 | 2,500 | 0 | 0.00% |
| 6025 Telephone | 2,961 | 3,606 | 3,800 | 3,800 | 0 | 0.00% |
| 8610 Electric | 3,874 | 4,248 | 6,000 | 1,100 | (4,900) | (81.67)% |
| 8620 Gas Service | 1,092 | 1,045 | 1,600 | 1,600 | 0 | 0.00% |
| 8630 Trash Services | 1,088 | 1,021 | 1,100 | 1,100 | 0 | 0.00% |
| 8640 Water and Water Services | 2,159 | 3,237 | 3,300 | 3,300 | 0 | 0.00% |
| 8670 Street Lighting | 120 | 124 | 100 | 132 | 32 | 32.00% |
| Total Rent & Utilities | 13,703 | 15,588 | 18,400 | 13,532 | (4,868) | (26.46)% |
| Repairs & Maintenance | | | | | | |
| 6400 Maintenance- Air Compressors | 0 | 337 | 500 | 500 | 0 | 0.00% |

LOS OSOS COMMUNITY SERVICES DISTRICT

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
301 - 301 - Fire

(In Whole Numbers)

| | Actuals FY 2012/2013 | Unaudited Actuals FY 13/14 | Total Revised Budget FY 14/15 | Total Proposed Budget FY 15/16 | Difference in Budgets | Percentage Difference in Budgets |
|---|-------------------------|----------------------------------|-------------------------------------|--------------------------------------|--------------------------|--|
| 6405 R & M - Extinguishers | 339 | 393 | 400 | 400 | 0 | 0.00% |
| 6640 Maint - Equip & Other Non-Structural Fixed Assets | 621 | 7,482 | 3,000 | 2,800 | (200) | (6.67)% |
| 6750 R & M - Minor Tools & Equipment | 4,457 | 1,861 | 2,100 | 1,800 | (300) | (14.29)% |
| 6775 Maintenance Contract-Oper/Field Equip | 765 | 765 | 800 | 800 | 0 | 0.00% |
| 6800 R & M - Grounds & Collection Systems | 247 | 223 | 700 | 450 | (250) | (35.71)% |
| 6900 Maint-Buildings & Structures | 6,516 | 8,289 | 5,000 | 4,000 | (1,000) | (20.00)% |
| Total Repairs & Maintenance | 12,945 | 19,349 | 12,500 | 10,750 | (1,750) | (14.00)% |
| Travel & Training | | | | | | |
| 6300 DMV Driv Lic Class B | 0 | 0 | 200 | 200 | 0 | 0.00% |
| 7141 CERT Training Supplies | 0 | 0 | 300 | 100 | (200) | (66.67)% |
| 7323 Books, Publications & Subscriptions | 215 | 215 | 300 | 175 | (125) | (41.67)% |
| 7324 Education & Training Fees | 375 | 434 | 800 | 350 | (450) | (56.25)% |
| 8405 Reserve FF Training Costs | 1,170 | 5,479 | 5,000 | 2,500 | (2,500) | (50.00)% |
| 8410 Certifications | 184 | 726 | 400 | 400 | 0 | 0.00% |
| 8510 Lodging & Meals - Local | 0 | 0 | 300 | 100 | (200) | (66.67)% |
| Total Travel & Training | 1,944 | 6,854 | 7,300 | 3,825 | (3,475) | (47.60)% |
| Vehicle Maintenance & Repairs | | | | | | |
| 7017 Routine Maintenance | 0 | 162 | 0 | 0 | 0 | 0.00% |
| Total Vehicle Maintenance & Repairs | 0 | 162 | 0 | 0 | 0 | 0.00% |
| Total Services & Supplies | 1,761,632 | 1,759,922 | 1,849,204 | 2,037,387 | 188,183 | 10.18% |
| Allocation of Administrative Costs | | | | | | |
| 8801 Admin Cost Allocation | 107,544 | 0 | 0 | 0 | 0 | 0.00% |
| Total Allocation of Administrative Costs | 107,544 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | | | | | | |
| 9074 Fire Engine Purchase | 479,911 | 1,353 | 0 | 0 | 0 | 0.00% |
| 9076 Capital Equipment & Accessories | 0 | 35,661 | 20,000 | 0 | (20,000) | (100.00)% |
| 9086 Fire Engine Equipment & Accessories | 66,809 | 4,174 | 0 | 0 | 0 | 0.00% |
| Total Capital Outlay | 546,720 | 41,188 | 20,000 | 0 | (20,000) | (100.00)% |
| Reserves | | | | | | |
| 9504 **Vehicle Replacement Reserve | 175,754 | 109,099 | 92,206 | 0 | (92,206) | (100.00)% |
| 9571 **Capital Outlay Reserve | 30,219 | 0 | 0 | 0 | 0 | 0.00% |

LOS OSOS COMMUNITY SERVICES DISTRICT
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 301 - 301 - Fire
 From 7/1/2013 Through 6/30/2014
 (In Whole Numbers)

| | Actuals FY 2012/2013 | Unaudited Actuals FY 13/14 | Total Revised Budget FY 14/15 | Total Proposed Budget FY 15/16 | Difference in Budgets | Percentage Difference in Budgets |
|--------------------------------|-------------------------|----------------------------------|-------------------------------------|--------------------------------------|--------------------------|--|
| 9572 | 23,518 | 0 | 0 | 0 | 0 | 0.00% |
| 9573 | 6,902 | 0 | 0 | 0 | 0 | 0.00% |
| | 236,393 | 109,099 | 92,206 | 0 | (92,206) | (100.00)% |
| Total Reserves | | | | | | |
| Transfers | | | | | | |
| | 0 | 103,158 | 109,124 | 110,306 | 1,182 | 1.08% |
| 9511 | 0 | 103,158 | 109,124 | 110,306 | 1,182 | 1.08% |
| | 2,779,836 | 2,147,240 | 2,224,133 | 2,310,982 | 86,849 | 3.90% |
| | (642,446) | 87,870 | 0 | (41,824) | (41,824) | |
| Net Revenues over Expenditures | | | | | | |

RESERVE STATEMENT
Effective January 1, 2015

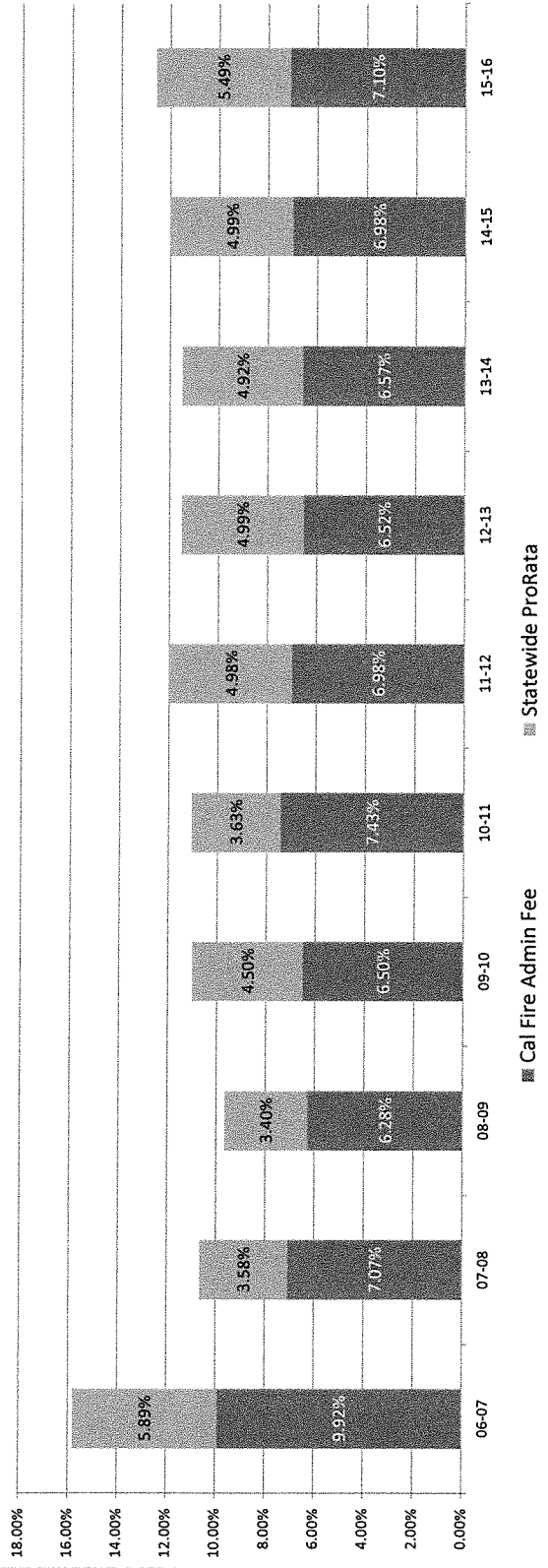
| Account Code | Category & Fund | Beginning BALANCE 06/30/2013 | Budget FY 2013/2014 | Gain/ (Use) FY 2013/2014 | Subtotal FY 2013/2014 | Adopted Budget FY 2014/2015 | Gain/ (Use) FY 2014/2015 | Projected Ending BALANCE |
|-------------------------------------|---|------------------------------|-------------------------|--------------------------|-----------------------|-----------------------------|--------------------------|--------------------------|
| 100 - Administration | | | | | | | | |
| 3111 | General Contingency Reserve | 20,918 | | | 20,918 | (17,947) | | 2,971 |
| 3164 | Information Technology Reserve | 28,741 | | | 28,741 | | 175 | 28,916 |
| 3166 | Septic Maintenance Reserve (Fire Station) | 15,801 | | | 15,801 | | | 15,801 |
| Total - 100 - Administration | | \$65,460 | \$0 | \$0 | \$65,460 | (\$17,947) | \$175 | \$47,688 |
| 200 - Bayridge Estates | | | | | | | | |
| 3109 | Septic System Decommission Reserve | 0 | \$8,000 | | \$8,000 | \$8,000 | 21 | \$16,021 |
| 301 - Fire | | | | | | | | |
| 3110 | Replacement Reserve - Vehicle, Equip & Fire Engines | 247,962 | 109,099 | 35,792 | 392,853 | 92,441 | | 485,294 |
| 3111 | General Contingency Reserve | 61,381 | | | 61,381 | | 1,942 | 63,323 |
| 3115 | Public Facilities Fee Reserve | 51,193 | | | 51,193 | | 153 | 51,346 |
| 3160 | Capital Outlay Reserve | 613,873 | | | 613,873 | | | 613,873 |
| Total - 301 - Fire | | \$974,409 | \$109,099 | \$35,792 | \$1,119,300 | \$92,441 | \$2,095 | \$1,213,836 |
| 400 - Vista de Oro | | | | | | | | |
| 3193 | Reserve - Internal Loan | 1,517.00 | ² \$30,000 | | \$31,517 | | | \$31,517 |
| 500 - Water | | | | | | | | |
| 3050 | Water Quality Trust Reserve (0331) | 91,517 | | | 91,517 | | | 91,517 |
| 3110 | Replacement Reserve - Vehicle, Equip & Fire Engines | 42,197 | | | 42,197 | | (42,197) | 0 |
| 3111 | General Contingency Reserve | 178,783 | 25,000 | (30,000) | 173,783 | 25,000 | (30,478) | 168,305 |
| 3160 | Capital Outlay Reserve | 493,407 | 65,000 | 665 | 559,072 | 65,000 | (60,000) | 564,072 |
| 3163 | Water Stabilization Reserve | 128,856 | 32,000 | | 160,856 | 32,000 | | 192,856 |
| 3165 | Basin Management Plan Reserve | 39,288 | | | 39,288 | | | 39,288 |
| 3167 | Water Conservation Reserve | 25,031 | | | 25,031 | | (20,000) | 5,031 |
| Total - 500 - Water | | \$999,079 | \$122,000 | (\$29,335) | \$1,091,744 | \$122,000 | (\$152,675) | \$1,061,069 |
| 600 - Wastewater | | | | | | | | |
| 3091 | Restricted-2002 Bond Redemption Reserve | 726,664 | ¹ 25,000 | 6,435 | 758,100 | 25,000 | | 783,100 |
| 3120 | LOCSD Community Fund | 0 | ⁴ | 173,995 | 173,999 | | | 173,999 |
| 3159 | Prepaid Assessment Reserve | | | | | | 142,670 | 142,670 |
| 3161 | Disputed Reserve Fund | | | | | | 103,013 | 103,013 |
| 3191 | Restricted Funds-SRF | 1,407,913 | | (1,405,977) | 1,936 | | | 1,936 |
| Total - 600 - Wastewater | | \$2,134,577 | \$25,000 | (\$1,225,547) | \$934,035 | \$25,000 | \$245,683 | \$1,204,717 |
| 650 - Solid Waste | | | | | | | | |
| 3111 | General Contingency Reserve | \$185,486 | ⁷ (\$21,605) | \$283 | \$164,164 | (\$46,660) | \$529 | \$118,033 |
| 800 - Drainage | | | | | | | | |
| 3111 | General Contingency Reserve | 27,238 | 5,000 | | 32,238 | 5,000 | 553 | 37,791 |
| 3160 | Capital Outlay Reserve | 184,995 | 10,000 | 60 | 195,055 | 10,000 | | 205,055 |
| Total - 800 - Drainage | | \$212,233 | \$15,000 | \$60 | \$227,293 | \$15,000 | \$553 | \$241,620 |

RESERVE STATEMENT
Effective January 1, 2015

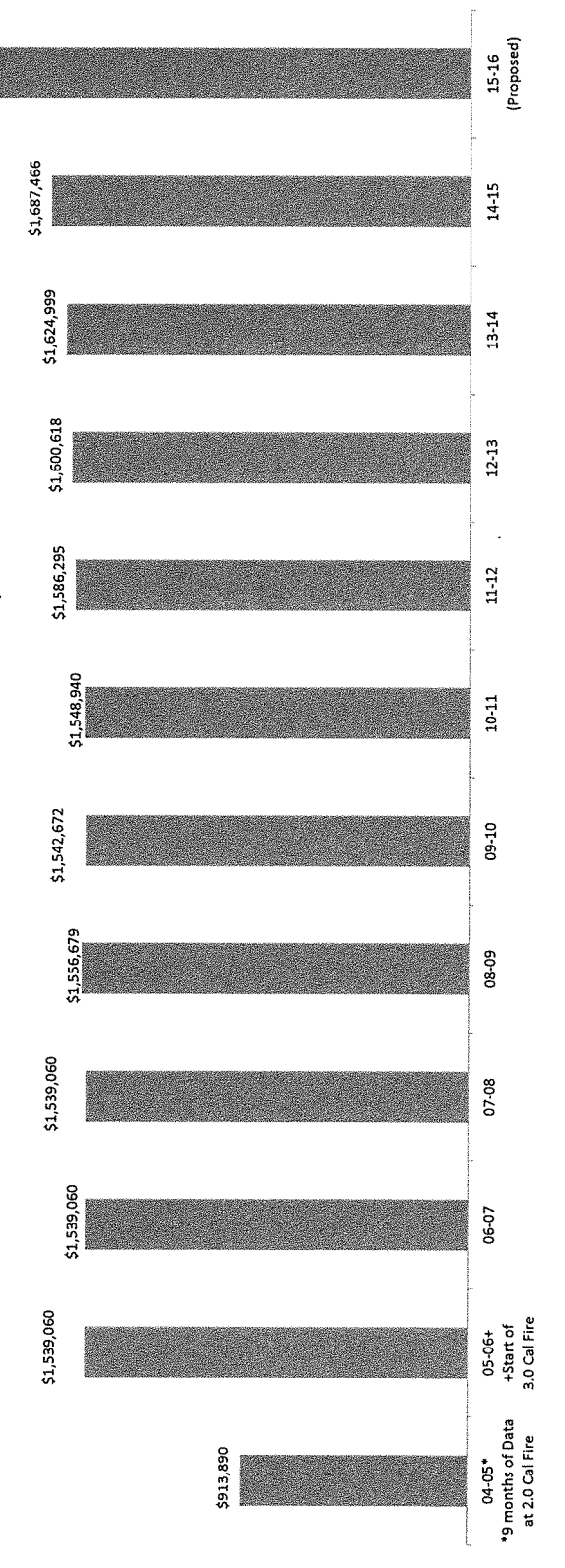
| Account Code | Category & Fund | Beginning BALANCE 06/30/2013 | Budget FY 2013/2014 | Gain/ (Use) FY 2013/2014 | Subtotal FY 2013/2014 | Adopted Budget FY 2014/2015 | Gain/ (Use) FY 2014/2015 | Projected Ending BALANCE |
|-------------------------------------|-----------------------|------------------------------------|------------------------|-----------------------------|--------------------------|-----------------------------------|-----------------------------|--------------------------------|
| 900 - Parks & Recreation | | | | | | | | |
| 3090 | Restricted Pool Funds | \$303,838 | 5 | \$0 | \$918 | \$304,756 | \$0 | \$0 |
| | | | | | \$3,946,270 | | | \$4,239,258 |

- 1 **Managed by US Bank - ongoing analysis**
- 2 **Internal Loan from Water Reserves**
- 3 **CD Matures 03/18/2015**
- 4 **Managed by Community Foundation**
- 5 **Beginning Balance adjusted based on LAIF deposit**
- 6 **Authorized use: \$32,803; interest: \$2,325**
- 7 **Balance Bankruptcy franchise fee transfer**

State of California and Cal Fire Admin Fees



Schedule A Less CSA 9i History





SOUTH BAY FIRE DEPARTMENT

Los Osos Community Services District



20 Year Projection for Replacing Vehicles / Engines

| UNIT # | Vehicle/Assumptions | FY12-13 | FY13-14 | FY14-15 | FY15-16 | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY20-21 | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 | FY26-27 | FY27-28 | FY28-29 | FY29-30 | FY30-31 | FY31-32 | FY32-33 | FY33-34 | Future Replacements |
|------------------------------|--|----------|---------|---------|----------|---------|-----------|-----------|---------|-----------|---------|-----------|---------|-----------|---------|-----------|---------|---------|---------|---------|---------|---------|-----------|---------------------|
| 3411 | Command 2010 Term=8Yrs; 3% F | 44,337 | 45,667 | 47,037 | 48,448 | 49,902 | 51,399 | 52,941 | 54,529 | 56,165 | 57,850 | 59,585 | 61,373 | 63,214 | 65,110 | 67,064 | 69,076 | 71,148 | 73,282 | 75,481 | 77,745 | 80,077 | 82,480 | 2040 / 2041 |
| U15 | Utility 2003 Term=10Yrs; 3% F | 49,581 | 51,069 | 52,601 | 54,179 | 55,804 | 57,478 | 59,203 | 60,979 | 62,808 | 64,692 | 66,633 | 68,632 | 70,691 | 72,812 | 74,996 | 77,246 | 79,564 | 81,950 | 84,409 | 86,941 | 89,549 | 92,236 | 2036 / 2037 |
| R 15 | Rescue Squad 2004 Term=15yr; 3% F | 189,192 | 194,868 | 200,714 | 206,735 | 212,937 | 219,326 | 225,905 | 232,682 | 239,663 | 246,853 | 254,258 | 261,886 | 269,743 | 277,835 | 286,170 | 294,755 | 303,598 | 312,706 | 322,087 | 331,750 | 341,702 | 351,953 | 2048 / 2049 |
| E 215 | Engine 1997 (Equip too) Term=15yr; 3% F | 521,909 | 537,567 | 553,694 | 570,304 | 587,413 | 605,036 | 623,187 | 641,883 | 661,139 | 680,973 | 701,402 | 722,444 | 744,118 | 766,441 | 789,435 | 813,118 | 837,511 | 862,637 | 888,516 | 915,171 | 942,626 | 970,905 | 2034 / 2035 |
| E 15 | Engine 2013(Equip too) Term=15Yr; 3% F | 552,743 | 569,325 | 586,405 | 603,997 | 622,117 | 640,781 | 660,004 | 679,804 | 700,198 | 721,204 | 742,840 | 765,126 | 788,079 | 811,722 | 836,073 | 861,156 | 886,990 | 913,600 | 941,008 | 969,238 | 998,315 | 1,028,265 | 2034 / 2035 |
| Cost | | 552,743 | | | 105,706 | | 660,004 | 232,682 | | 63,214 | | 911,070 | | 80,077 | | 351,953 | | | | | | | | |
| Used Vehicle Sales Proceeds* | | (35,792) | | | (10,000) | | (25,000) | (10,000) | | (5,000) | | (10,000) | | (5,000) | | (10,000) | | | | | | | | |
| Net Cost | | 516,951 | | | 95,706 | | 635,004 | 222,682 | | 58,214 | | 881,070 | | 75,077 | | 341,953 | | | | | | | | |
| Cumulative Cost | | 588,318 | | | 694,024 | | 1,354,028 | 1,586,710 | | 1,644,924 | | 2,555,994 | | 2,636,071 | | 2,988,024 | | | | | | | | |

* Includes interest earned (\$1,026.30) on LAIF Investment Fund

| Funding Options #1, #2 & #3 | ** Funding Options #1, #2, and #3 provided as budgetary options | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------------|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----------|
| 1. Contribution Each Fiscal Year | G | 143,864 | 86,100 | 90,190 | 94,474 | 98,961 | 103,662 | 108,586 | 113,744 | 119,147 | 124,806 | 130,734 | 136,944 | 143,449 | 150,263 | 157,400 | 164,877 | 172,708 | 180,912 | 189,505 | 198,507 | 207,936 | | |
| 2. Average Annual Contribution | | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 138,645 | 2,772,905 |
| 3. 3% Stepped Increases | | 103,196 | 106,292 | 109,481 | 112,765 | 116,148 | 119,632 | 123,221 | 126,918 | 130,726 | 134,647 | 138,687 | 142,847 | 147,133 | 151,547 | 156,093 | 160,776 | 165,599 | 170,567 | 175,684 | 180,955 | | | 2,772,915 |
| Sinking Fund Balance | | 247,962 | 391,826 | 477,926 | 568,116 | 665,884 | 665,845 | 134,503 | 20,406 | 134,150 | 253,296 | 378,102 | 508,837 | 587,567 | 731,016 | 209 | 157,609 | 322,486 | 495,195 | 676,107 | 865,612 | 989,042 | 855,025 | |
| | | C, D | | | A | A | C, D | B | | | | A | A, C, D | | | | A | | B, E | | | | | |

| Identifier | Notes |
|------------|---|
| A | Cost of replacement vehicle is offset by estimated selling price of \$5,000 for current vehicle |
| B | Cost of replacement vehicle is offset by estimated selling price of \$10,000 for current vehicle |
| C | E215 will be sold for estimated \$25,000. The current E15 will become E215 and a new E15 will be purchased |
| D | Cost of replacement engine is offset by estimated selling price of \$25,000 for current E215 |
| E | R15 will be converted to an engine; based on anticipated growth Station should support 2 full-time engines. Fire Public Facility Fees anticipated to fund the difference. |
| F | 3% Inflation rate based on current information, subject to change. |
| G | Sinking fund contributions increased by 4.75% each year, as of 15/16 |

| Fiscal Year | Schedule |
|-------------|--|
| 15/16 | U15 was scheduled to be replaced 13/14 but due to low mileage and good condition, replacement was pushed back until 16/17 |
| 15/16 | 3411 will be replaced due to high mileage. |
| 18/19 | E215 will be sold. E15 will be transferred to E215 and a new E15 will be purchased. E215 was originally slated to be sold 17/18. |
| 19/20 | R15 will be replaced. |
| 24/25 | 3411 will be replaced. |
| 26/27 | E215 will be sold and U15 will be replaced. E15 will be transferred to E215 and a new E15 will be purchased. |
| 32/33 | 3411 will be replaced. |
| 33/34 | 3411 and R15 will be replaced. The old R15 will be converted to an engine. See Footnote 'E' |

| | |
|-------------------------------|---------|
| 2012/2013 Ending Balance | 247,962 |
| Total Contributions 2013/2014 | 143,864 |
| Total predicted as of 6-30-14 | 391,826 |



SOUTH BAY FIRE DEPARTMENT

Los Osos Community Services District



20 Year Projection for Replacing Vehicles / Engines

| UNIT # | Vehicle/Assumptions | FY12-13 | FY13-14 | FY14-15 | FY15-16 | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY20-21 | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 | FY26-27 | FY27-28 | FY28-29 | FY29-30 | FY30-31 | FY31-32 | FY32-33 | FY33-34 | Future Replacements |
|------------------------------|--|----------|---------|---------|----------|---------|-----------|-----------|---------|---------|---------|-----------|---------|-----------|---------|---------|---------|---------|---------|-----------|---------|-----------|-----------|---------------------|
| 3411 | Command 2010 Term=8Yrs; 3% F | 44,337 | 45,667 | 47,037 | 48,448 | 49,902 | 51,399 | 52,941 | 54,529 | 56,165 | 57,850 | 59,585 | 61,373 | 63,214 | 65,110 | 67,064 | 69,076 | 71,148 | 73,282 | 75,481 | 77,745 | 80,077 | 82,480 | 2040 / 2041 |
| U15 | Utility 2003 Term=10Yrs; 3% F | 49,581 | 51,069 | 52,601 | 54,179 | 55,804 | 57,478 | 59,203 | 60,979 | 62,808 | 64,692 | 66,633 | 68,632 | 70,691 | 72,812 | 74,996 | 77,246 | 79,564 | 81,950 | 84,409 | 86,941 | 89,549 | 92,236 | 2036 / 2037 |
| R 15 | Rescue Squad 2004 Term=15yr; 3% F | 189,192 | 194,868 | 200,714 | 206,735 | 212,937 | 219,326 | 225,905 | 232,682 | 239,663 | 246,853 | 254,258 | 261,886 | 269,743 | 277,835 | 286,170 | 294,755 | 303,598 | 312,706 | 322,087 | 331,750 | 341,702 | 351,953 | 2048 / 2049 |
| E 215 | Engine 1997 (Equip too) Term=15yr; 3% F | 521,909 | 537,567 | 553,694 | 570,304 | 587,413 | 605,036 | 623,187 | 641,883 | 661,139 | 680,973 | 701,402 | 722,444 | 744,118 | 766,441 | 789,435 | 813,118 | 837,511 | 862,637 | 888,516 | 915,171 | 942,626 | 970,905 | 2034 / 2035 |
| E 15 | Engine 2013(Equip too) Term=15Yr; 3% F | 552,743 | 569,325 | 586,405 | 603,997 | 622,117 | 640,781 | 660,004 | 679,804 | 700,198 | 721,204 | 742,840 | 765,126 | 788,079 | 811,722 | 836,073 | 861,156 | 886,990 | 913,600 | 941,008 | 969,238 | 998,315 | 1,028,265 | 2034 / 2035 |
| Cost | | 552,743 | | | 105,706 | | 660,004 | 232,682 | | | | 63,214 | | 911,070 | | | | | | 80,077 | | 351,953 | | |
| Used Vehicle Sales Proceeds* | | (35,792) | | | (10,000) | | (25,000) | (10,000) | | | | (5,000) | | (30,000) | | | | | | (5,000) | | (10,000) | | |
| Net Cost | | 516,951 | | | 95,706 | | 635,004 | 222,682 | | | | 58,214 | | 881,070 | | | | | | 75,077 | | 341,953 | | |
| Cumulative Cost | | 588,318 | | | 694,024 | | 1,354,028 | 1,586,710 | | | | 1,644,924 | | 2,555,994 | | | | | | 2,636,071 | | 2,988,024 | | |

* Includes interest earned (\$1,026.30) on LAIF Investment Fund

| Identifier | Notes |
|------------|---|
| A | Cost of replacement vehicle is offset by estimated selling price of \$5,000 for current vehicle |
| B | Cost of replacement vehicle is offset by estimated selling price of \$10,000 for current vehicle |
| C | E215 will be sold for estimated \$25,000. The current E15 will become E215 and a new E15 will be purchased |
| D | Cost of replacement engine is offset by estimated selling price of \$25,000 for current E215 R15 will be converted to an engine; based on anticipated growth Station should support 2 full-time engines. Fire Public Facility Fees anticipated to fund the difference. |
| E | 3% Inflation rate based on current information, subject to change. |
| F | Sinking fund contributions increased by 4.75% each year, as of 15/16 |

| Fiscal Year | Schedule |
|-------------|--|
| 15/16 | U15 was scheduled to be replaced 13/14 but due to low mileage and good condition, replacement was pushed back until 16/17 |
| 15/16 | 3411 will be replaced due to high mileage. |
| 18/19 | E215 will be sold. E15 will be transferred to E215 and a new E15 will be purchased. E215 was originally stated to be sold 17/18. |
| 19/20 | R15 will be replaced. |
| 24/25 | 3411 will be replaced. |
| 26/27 | E215 will be sold and U15 will be replaced. E15 will be transferred to E215 and a new E15 will be purchased. |
| 32/33 | 3411 will be replaced. |
| 33/34 | 3411 and R15 will be replaced. The old R15 will be converted to an engine. See Footnote 'E' |

| | |
|-------------------------------|---------|
| 2012/2013 Ending Balance | 247,962 |
| Total Contributions 2013/2014 | 143,864 |
| Total predicted as of 6-30-14 | 391,826 |

Item #11

Review of Board Item Regarding
Monthly Fire Department Reports for

January 2015, February 2015

and March, 2015

(Information Only)



CAL FIRE
San Luis Obispo
County Fire Department

635 N. Santa Rosa • San Luis Obispo, CA 93405
Phone: 805-543-4244 • Fax: 805-543-4248
www.calfireslo.org



Robert Lewin, Fire Chief

March 5, 2015

To: Honorable LOCSO Board of Directors

From: Phill Veneris, Battalion Chief

**Subject: Agenda Item 9A – March 5, 2015 Board Meeting
District /CAL FIRE Chief Report for January 2015**

EMERGENCY ACTIVITY

1. Station 15 - South Bay responded to 135 calls in January with 10 Simultaneous Calls (Back to Back). Six of the Simultaneous Calls required Advanced Life Support (1st: 0, 2nd: 2, 1st & 2nd: 4). Of these 135 incidents, 100 were Medical calls with 48 requiring Advanced Life Support provided by Paramedics; A CAL FIRE Firefighter rode in to the hospital with SLO Ambulance three times during the month of January. Three incidents were reported as Traffic Collision; Five incidents were reported as Fire, 27 as Public Service Assists, and three as Emergency.
2. Company 15 was called to cover the station or respond to emergencies in the month of January a total of 19 times.

ADMINISTRATION

3. During the month of January, all Station 15 – South Bay Reserve Firefighters successfully completed their Annual Respiratory Protection Plan Medical Evaluations. Upon completion of this annual review, Reserve Firefighters will receive their annual Self Contained Breathing Apparatus Fit Test. This test ensures that SCBAs are worn safely when working in dangerous atmospheres.
4. By January 5, 2015 all Reserve Firefighters had signed the 2015 Reserve Firefighter Employment Contracts. The Contracts were then signed by Chief Veneris and General Manager Kivley and placed in the Personnel Files.
5. With the hiring of new Reserve Firefighters and new personnel at Station 15 - South Bay, the organizational chart has been updated. Please see attached organizational chart.
6. The six prospective Station 15 – South Bay Reserve Firefighter candidates continued completing steps needed to become employees of the LOCSO. In January, all of the candidates successfully completed a medical evaluation and were cleared by a doctor to be Fit Tested for Self Contained Breathing Apparatus as required by OSHA as well as to work for the LOCSO. Each candidate was issued a department uniform and personal protective equipment (turn-outs).

ADMINISTRATION

7. During the month of January, four (of the six) Station 15 – South Bay Reserve Firefighter candidates successfully attended the Initial Diablo Canyon Course. This eight hour, onsite course provides an overview of plant operations, essential systems, potential accident scenarios, and other important information when responding to the Diablo Canyon Power Plant. The final two applicants are scheduled to attend this course in February.
8. During the month of January, Congresswoman Capps, Senator Boxer and Senator Feinstein officially endorsed Station 15 – South Bay's 2014 Federal Emergency Management Agency - Assistance to Firefighters Grant application. This application is requesting about \$55,000 in funding to provide 35 full sets of Fire Personal Protection Equipment, along with an electric security gate to be purchased and installed at the Station 15 – South Bay parking lot. If successful, Fund 301 will be required to contribute five percent of this amount, or about \$2700 as its match to the request. (See attached support letters from Government officials).
9. On January 12 & 13, Reserve Firefighters Nathan Smith and Trevor Oakley resigned from Station 15 – South Bay with 2 months of service after both received full-time Firefighter positions with Santa Barbara County Fire Department. Nathan and Trevor were well-respected among their peers for their training and expertise and Station 15 Staff wish them both great success.

TRAINING

10. On January 13, Fire Captain-Paramedic Coalwell attended the XSL Incident Management Team meeting. The XSL IMT is a Type 3 All-Hazards Incident Management Team and has now started its third year of operation in San Luis Obispo County. During this meeting, emergency responders from various disciplines, including fire, law, hazardous materials and public health trained on team building and communications.
11. From January 20-22, Fire Apparatus Engineer-Paramedic Neuschwander along with about 25 other CAL FIRE employees attended a 24 hour Continued Professional Training course taught by CAL FIRE/SLO County Fire Department Training Staff. This course provided an opportunity for annual certification maintenance including CPR, a Rescue Systems 1 (moving large objects) and Air Ambulance/Rescue Helicopter class as well as 8 hours of Hostile Shooter training in cooperation with local law enforcement agencies from SLO County. This is the second of four mandatory 24 hour annual training sessions for all CAL FIRE personnel.
12. In the last week of January, Battalion Chief Veneris taught a 32-hour course on FEMA Emergency Management Institute All-Hazards Safety Officer Course at the South Bay Training Center. This course was attended by Fire Captain-Paramedic Coalwell and Fire Apparatus Engineer-Paramedic Garcia along with 12 other emergency responders from CAL FIRE/SLO County Fire Department, SLO Sheriff's Office as well as from fire departments from northern California.

SPECIAL PROGRAMS/PROJECTS

13. On January 5, Medic Engine 15 was sent to the Emergency Vehicle Group in Anaheim for routine annual maintenance. This work was completed as part the EVG warranty as well as the Schedule D of the Cooperative Fire Protection Agreement with CAL FIRE/SLO County Fire Department at no charge to the district. While Medic Engine 15 was in the shop, SLO County Medic Engine 212 was assigned to Station 15 - South Bay to maintain two vehicles for emergency response.

14. On January 20, the 2015 Estero Bay Community Emergency Response Team hosted its Graduation Ceremony at Station 53 – Morro Bay Fire Department. The Estero Bay CERT Team currently includes 151 graduates and 35 active Responders (Cayucos–2, South Bay–15, Morro Bay–18). Station 15 – South Bay Reserve Firefighter Takahashi and Firefighter II-Paramedic Lienemann taught and tested participants on how to use a fire extinguisher using the PASS system. This system teaches users to **P**ull the pin, **A**im the nozzle of the extinguisher at the base of the flame or fire, **S**queeze the handle and **S**weep the extinguisher product back and forth and push the fire away.

15. On January 20, Station 15 - South Bay on-duty crew hosted a dinner at the Firehouse with the winner of the Needs'n'Wishes Fundraiser. A dinner for 4 was donated by the South Bay Fire Department for the fundraising effort. In addition to dinner, the winners were given a station tour and a small look into the life of the South Bay Firefighters.

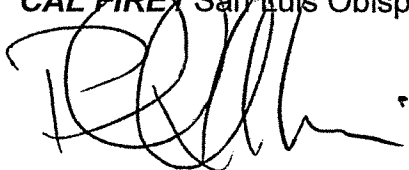
16. On January 22, Station 15 – South Bay Staff presented a 4ft-by-8ft sign board that can be seen northbound on South Bay Blvd, just north of Santa Ysabel Avenue. This sign board was the hard work of Hannah Haas, an 8th grader at Los Osos Middle School and states *"There is no match for a fire. Fire doesn't take vacations. Be safe."* Haas was the winner of an art contest funded by the San Luis Obispo County Fire Safe Council, Pacific Gas & Electric and overseen by Station 15 – South Bay. (See attached press release).

FIRE PREVENTION

17. On January 26, Station 15 – South Bay Staff held a presentation at the NOBS Home School (2050 Palisades Ave.) for about 13 children, ranging from Preschool to 2nd grade. Activities included demonstrations of "Stop, Drop, Cover Your Face and Roll", turnout display, as well as tours of the fire apparatus.

Respectfully Submitted,

Rob Lewin, Unit Chief
~~CAL FIRE~~ San Luis Obispo County Fire Department



By Phill Veneris, North Coast Battalion Chief
CAL FIRE / San Luis Obispo County Fire Department

CAL FIRE STATION 15 - SOUTH BAY

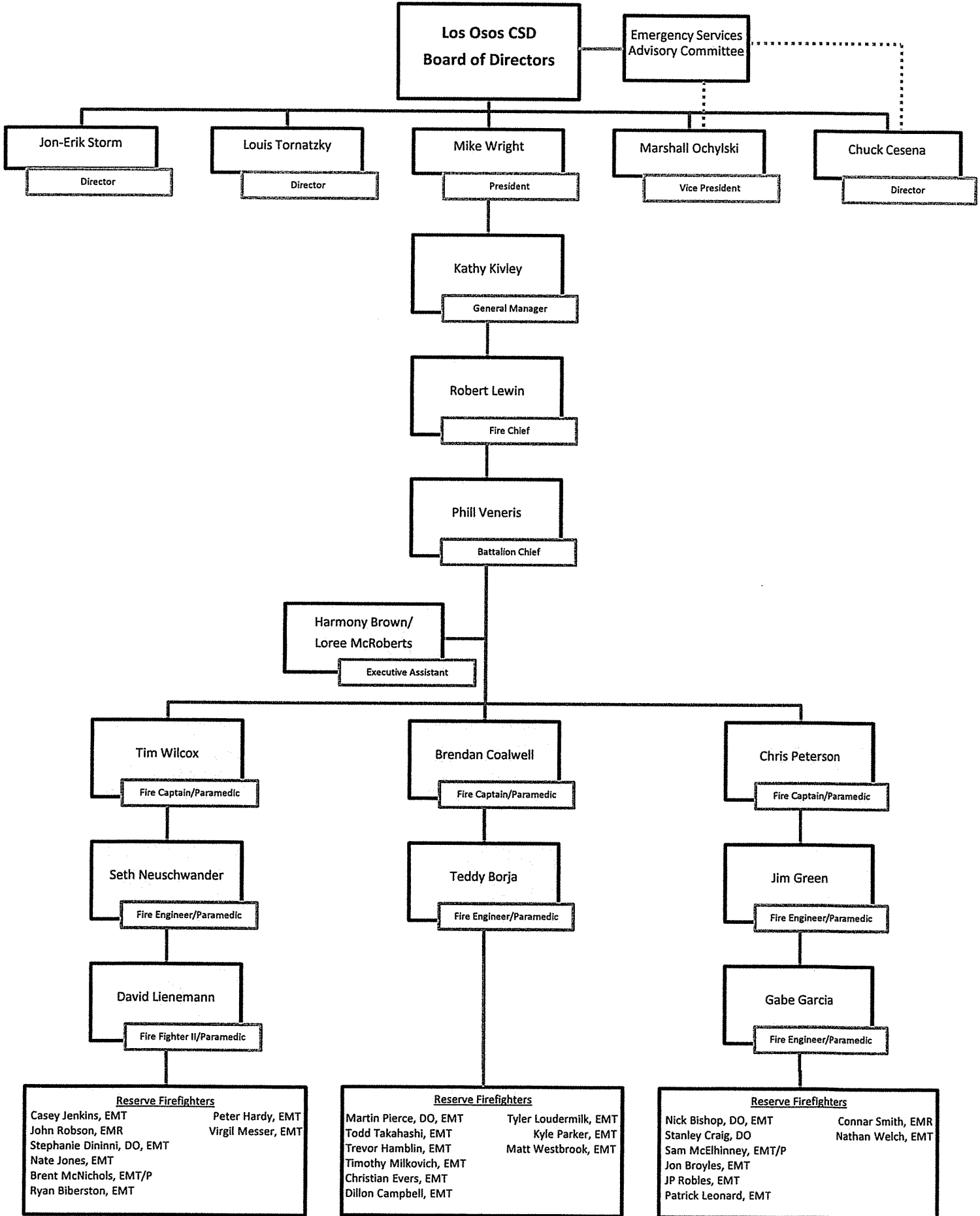
2015 ANNUAL ACTIVITY LOG

| ACTIVITY | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | TOTAL |
|------------------------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|-------|
| *FIRES - ALL TYPES | 5 | | | | | | | | | | | | 5 |
| FALSE ALARMS | 0 | | | | | | | | | | | | 0 |
| *RESCUE - EMS | 100 | | | | | | | | | | | | 100 |
| ADV. LIFE SUPPORT | 48 | | | | | | | | | | | | 48 |
| TRAFFIC COLLISION | 3 | | | | | | | | | | | | 3 |
| *SERVICE ASSISTS | 27 | | | | | | | | | | | | 27 |
| *EMERGENCY | 3 | | | | | | | | | | | | 3 |
| CODE 2 RESPONSE | 10 | | | | | | | | | | | | 10 |
| -ZONE I | 5 | | | | | | | | | | | | 5 |
| -MDO | 0 | | | | | | | | | | | | 0 |
| -MUTUAL AID | 5 | | | | | | | | | | | | 15 |
| SUBTOTAL: OUT OF DISTRICT | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20 |
| SUBTOTAL: BACK-TO-BACK | 4 | | | | | | | | | | | | 4 |
| SUBTOTAL: BACK-TO-BACK (ALS) | 6 | | | | | | | | | | | | 6 |
| 2015 TOTAL - MONTHLY | 135 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 135 |

| 2015 CALLS YTD | 135 | 135 | 135 | 135 | 135 | 135 | 135 | 135 | 135 | 135 | 135 | 135 | 135 |
|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|

| | | | | | | | | | | | | | |
|----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 2014 TOTAL - MONTHLY | 135 | 85 | 102 | 99 | 109 | 111 | 109 | 92 | 94 | 121 | 95 | 131 | 1252 |
| 2013 TOTAL - MONTHLY | 108 | 87 | 108 | 98 | 100 | 122 | 102 | 112 | 115 | 102 | 83 | 113 | 1250 |
| 2012 TOTAL - MONTHLY | 95 | 98 | 105 | 100 | 94 | 83 | 105 | 119 | 94 | 118 | 121 | 127 | 1259 |
| 2011 TOTAL - MONTHLY | 111 | 72 | 81 | 106 | 97 | 115 | 99 | 91 | 112 | 131 | 89 | 84 | 1188 |
| 2010 TOTAL - MONTHLY | 121 | 79 | 93 | 88 | 98 | 86 | 115 | 100 | 103 | 104 | 94 | 96 | 1177 |
| 2009 TOTAL - MONTHLY | 84 | 79 | 74 | 126 | 89 | 80 | 86 | 77 | 87 | 148 | 99 | 177 | 1206 |
| 2008 TOTAL - MONTHLY | 126 | 123 | 101 | 89 | 110 | 98 | 71 | 105 | 71 | 73 | 77 | 110 | 1154 |
| 2007 TOTAL - MONTHLY | 100 | 87 | 90 | 88 | 100 | 60 | 77 | 80 | 94 | 76 | 70 | 95 | 1017 |
| 2006 TOTAL - MONTHLY | 112 | 83 | 81 | 88 | 97 | 84 | 94 | 86 | 72 | 93 | 87 | 99 | 1076 |

**LOS OSOS COMMUNITY SERVICE DISTRICT
CAL FIRE/STATION 15 – SOUTH BAY**



LOIS CAPPS
24TH DISTRICT, CALIFORNIA

2231 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-0524
(202) 225-3891
www.capps.house.gov

COMMITTEE ON
ENERGY AND COMMERCE



Congress of the United States
House of Representatives
January 20, 2015

CONTACT OFFICES

1411 MARSH STREET, SUITE 205
SAN LUIS OBISPO, CA 93401
(805) 349-8348

301 EAST CARRILLO STREET, SUITE A
SANTA BARBARA, CA 93101
(805) 739-1710

1101 SOUTH BROADWAY, SUITE A
SANTA MARIA, CA 93454
(805) 349-3837

Brian E. Kamoie
Assistant Administrator, Grant Programs Directorate
Federal Emergency Management Agency
800 K. Street NW, 9th Floor North Tower
Washington, DC 20001

Re: FEMA 2014 Assistance to Firefighters Grant Application, EMW-2014-FO-01130

Dear Mr. Kamoie:

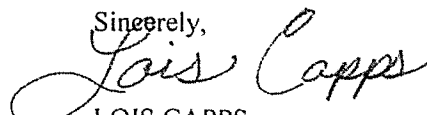
I am writing in support of the Department of Homeland Security (FEMA) 2014 Assistance to Firefighters grant application submitted by the South Bay Fire Department, requesting funding for two separate projects.

The South Bay Fire Department, in cooperation with the Los Osos Community Services District (LOCSO) and CAL FIRE/San Luis Obispo County Fire Department, is the primary response agency to 15,000 residents within the town of Los Osos, a rural community in central California. The South Bay Fire Department employs 8 CAL FIRE Firefighters and 25 LOCSO Reserve Firefighters.

The LOCSO Reserve Firefighters are currently issued Personal Protective Equipment (PPE) that do not meet the Advanced Personal Protection System (APPS), Wildland Firefighter Personal Protection Equipment (WLFF PPE) standard. The APPS WLFF Clothing System provides a level of protection that ensures high levels of safety during emergency response. Furthermore, when tested as a complete PPE system, data indicates that the new APPS WLFF PPE system allows wearers to increase their work durations by up to a factor of four. This is a force multiplier, which can lead to more effective wildfire operations and increase the property value saved.

In addition, the South Bay Fire Department requests funding to ensure the increased security to its fire department personnel and critical infrastructure, such as emergency response equipment, the LOCSO Emergency Operation Center, the LOCSO's computer network internet connections and backup computer as well as the San Luis Obispo County Emergency Command Frequency "Bay Command/ Tone 1". The South Bay Fire Department is the primary emergency responder to Los Osos residents, with the secondary emergency response agency being six miles away. With this potential for delayed mutual response, it is imperative that the South Bay Fire Department personnel and resources remain intact and secured.

The South Bay Fire Department has my full support in this grant application, consistent with all relevant rules and regulations. Thank you for your consideration.

Sincerely,

LOIS CAPPS
Member of Congress



United States Senate

WASHINGTON, DC 20510-0504

<http://feinstein.senate.gov>

February 6, 2015

Mr. Brian M. Kamoie
Assistant Administrator, Grant Programs Directorate
Federal Emergency Management Agency
800 K Street NW, 9th Floor North Tower
Washington, DC 20001

Dear Mr. Kamoie:

I am writing in strong support of the South Bay Fire Department's (SBFD) application for funding through the Assistance to Firefighters Grant (AFG) program. The SBFD, in cooperation with the Los Osos Community Services District (LOCSO), is requesting \$46,130 for 35 sets of personal protective equipment (PPE) and \$9,645 for a security fence under grant EMW-2014-FO-01130.

Currently, reserve firefighters at the Los Osos Community Services District (LOCSO) use personal protective equipment (PPE) that does not meet the Advanced Personal Protection System (APPS), Wildland Firefighter Personal Protection Equipment (WLFF PPE) standard. The SBFD aims to purchase 35 new sets of APPS WLFF PPE, which exceed current National Fire Protection Association and CAL FIRE requirements in radiant protection performance and total heat loss ratings. This allows firefighters to significantly increase their work durations and output, leading to more effective wildfire operations.

Additionally, the South Bay Fire Department is requesting funds to build a security fence and gate that would better protect the critical infrastructure housed in the fire station located in Los Osos. Currently, the layout of the fire station allows vehicle and pedestrian access to all sides of the building. If awarded this grant, the SBFD aims to construct a security fence and gate that will better secure the facility and infrastructure that is critical to the Los Osos Community Services District and CAL FIRE.

Thank you for your consideration of this application.

Sincerely,

A handwritten signature in black ink that reads "Dianne Feinstein". The signature is written in a cursive style with a large initial "D".

Dianne Feinstein
United States Senator

DF:mg

United States Senate

HART SENATE OFFICE BUILDING
SUITE 112
WASHINGTON, DC 20510-0505
(202) 224-3553
<http://boxer.senate.gov>

February 6, 2015

W. Craig Fugate, Administrator
Federal Emergency Management Agency
500 C Street, SW
Washington, DC 20472

Dear Administrator Fugate:

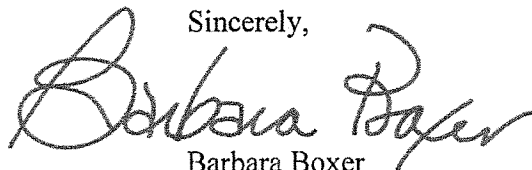
I am writing in support of the grant application submitted by the Los Osos Community Services District (LOCSD) to the Assistance to Firefighters grant program.

LOCSD coordinates fire and emergency response for the 15,000 residents of Los Osos in San Luis Obispo County, contracting with the California Department of Forestry and Fire Protection to operate South Bay Fire Department Station 15. The station relies on 25 certified volunteer reserve firefighters, all of whom currently use personal protective equipment that does not meet the Advanced Personal Protective System, Wildland Firefighter Personal Protective Equipment (WLFF PPE) standard developed by the U.S. Department of Homeland Security.

If awarded this \$55,775 grant, the LOCSD will purchase and outfit the Station 15 reserve firefighters with new equipment that meets the WLFF PPE standard. Additionally, the LOCSD will construct a fence around Station 15 to increase the security of the facility, which also houses the LOCSD Emergency Operations Center and other critical infrastructure.

Thank you in advance for your consideration of this application. Should your staff have any questions, please feel free to contact my Field Representative Joshua Quigley at (510) 286-8518.

Sincerely,



Barbara Boxer
United States Senator

BB:jaq

CAL FIRE NEWS RELEASE

California Department of Forestry and Fire Protection



SAN LUIS OBISPO UNIT SAN LUIS OBISPO COUNTY FIRE



**CONTACT: Phill Veneris, Battalion Chief RELEASE DATE: February 12, 2015
(805) 528-1053**

LOS OSOS MIDDLE SCHOOL ART STUDENT PROMOTES FIRE SAFETY IN LOS OSOS

The San Luis Obispo County Fire Safe Council (SLO FSC), in cooperation with *CAL FIRE* Station 15 - South Bay Fire, Los Osos Community Services District and Los Osos Middle School (LOMS) are proud to announce a new fire safety sign board that can be seen traveling northbound on South Bay Boulevard just north of Santa Ysabel Avenue. This sign board was the hard work of Hannah Haas, an 8th grader at Los Osos Middle School, and states **“There is no match for a fire. Fire doesn’t take vacations. Be safe”**. Hannah was declared the winner of an art contest conducted by LOMS Art Teacher, Raquel Meinke, funded by the San Luis Obispo County Fire Safe Council, Pacific Gas and Electric and overseen by *CAL FIRE* Station 15 – South Bay, including a panel of judges which included *CAL FIRE* Station 15 – South Bay Firefighters and Staff. As the winner, the FSC presented Hannah with a Best Buy Gift Card.

The completion of the 4ft-by-8ft sign board took thirteen year-old Hannah, her friends, classmates and Art Teacher a total of about nine hours. Hannah loves to sketch and paint in her spare time and also plays basketball for LOMS. She lives in Los Osos with her sister, Emma Jane and parents, Mark and Robin.

The San Luis Obispo County Fire Safe Council and *CAL FIRE* Station 15 – South Bay says thank you to the Los Osos Middle School students of Ms. Meinke's Art Class for their participation in this fun and effective way to spread the word about fire safety. The Los Osos Board of Directors will recognize Ms. Meinke and Miss Haas at the March 5, 2015 Board Meeting (South Bay Community Center, 2180 Palisades, Los Osos). According to the most recent data from the Center for Disease Control (CDC) Trauma Intervention (updated February 2014):

- 450,000 burn injuries require medical attention annually.
- 40,000 hospitalizations related to burn injury.
- 3,400 fire/burn/smoke inhalation deaths per year

On average, only 60% of Americans have an escape plan, and of those, only 25% have practiced it (NFPA, 1999), but having effective smoke alarms cut your chances of dying in a fire in half (NFPA, 1999). Remember to keep burns under cool water for at least 3-5 minutes and dial 911 for serious injuries; never use butter, lotion or ice on a burn (www.aarbf.org).

If you have any questions, please contact *CAL FIRE* Station 15 - South Bay Fire Department at (805) 528-1053 or Dan Turner at the San Luis Obispo County Fire Safe Council (805) 458-3513 or www.fscslo.org.

~ End ~



1/27/2015

Dear Friends,

These cookies are a thank you for helping us last week. We really didn't know what to do. You came to help.

Thank you,

[Redacted]

[Redacted]

(For our friends @ the Fire Dept.)

Chocolate chip cookies contain egg, flour & dairy.

To the team of Helping
Hands. I thank you.
My Mother would be very
proud knowing each and
every one you roll out to
Help with a given care
like no other.

I thank you men and women
for the touch of care my
Mother received.

You are a proud and
wonderful part of this
County.

Bless you.

[Redacted signature]

[Redacted address]

[Redacted] STITZEL

198

16-24/1220 4721
2296530674

1/13/15 DATE

PAY TO THE
ORDER OF

South Bay Fire

\$ 95.00

Ninety five + 00/100

DOLLARS



Security
Features
Detail on
Back



Wells Fargo Bank, N.A.
California
wellsfargo.com

OWB, N.A. SBNY

FOR

Badge

Uehl [Signature]

MP

[Redacted]



CAL FIRE
San Luis Obispo
County Fire Department

635 N. Santa Rosa • San Luis Obispo, CA 93405
Phone: 805-543-4244 • Fax: 805-543-4248
www.calfireslo.org



Robert Lewin, Fire Chief

April 2, 2015

To: Honorable LOCSO Board of Directors

From: Phill Veneris, Battalion Chief

**Subject: Agenda Item 9A – April 2, 2015 Board Meeting
District /CAL FIRE Chief Report for February 2015**

EMERGENCY ACTIVITY

1. Station 15 - South Bay responded to 102 calls in February with 4 Simultaneous Calls (Back to Back). One of the Simultaneous Calls required Advanced Life Support (1st: 1, 2nd: 0, 1st & 2nd: 0). Of these 102 incidents, 67 were Medical calls with 25 requiring Advanced Life Support provided by Paramedics; A CAL FIRE Firefighter rode in to the hospital with SLO Ambulance two times during the month of February. Six incidents were reported as Traffic Collision; Five incidents were reported as Fire, 21 as Public Service Assists, and nine as Emergency.
2. Company 15 was called to cover the station or respond to emergencies in the month of February a total of eight times.

ADMINISTRATION

3. The six prospective Station 15 – South Bay Reserve Firefighter candidates continued completing necessary steps to become employees of the LOCSO. In February, all of the candidates were successfully Fit Tested for Self Contained Breathing Apparatus as required by OSHA as well as to work for the LOCSO. One candidate began the Paid-Call Firefighter Academy and successfully registered for Confined Space Rescue Awareness and Hazardous Materials/FRO (First Responder-Operator) Decontamination Courses. Four of the remaining candidates have already completed the above-mentioned courses and one candidate is currently enrolled in Allan Hancock's Firefighter I Academy.
4. During the month of February, two (of the six) Station 15 – South Bay Reserve Firefighter candidates successfully attended the Initial Diablo Canyon Course. This eight hour, onsite course provides an overview of plant operations, essential systems, potential accident scenarios, and other important information when responding to the Diablo Canyon Power Plant. The remaining four applicants attended this course last January.

TRAINING

5. From February 11 - 13, Fire Captain-Paramedic Wilcox along with about 25 other CAL FIRE employees attended a 24 hour Continued Professional Training course taught by CAL FIRE/SLO County Fire Department Training Staff. This course provided an opportunity for annual certification maintenance including CPR, a Rescue Systems 1 (moving large objects) and Air Ambulance/Rescue Helicopter class as well as 8 hours of Hostile Shooter training in cooperation with local law enforcement agencies from SLO County. This is the third of four mandatory 24 hour annual training sessions for all CAL FIRE personnel.

TRAINING

6. In the last week of February, Battalion Chief Veneris taught a 32-hour Federal Emergency Management Administration L962 All-Hazards Planning Section Chief Course at the South Bay Training Center. This course was attended by 15 firefighters and emergency responders from CAL FIRE/SLO County Fire Department, San Luis Obispo County Sheriff's Office as well as from fire departments throughout California. This National Incident Management System (NIMS) course teaches emergency responders to function as a Planning Section Chief on All-Hazards Incidents of various complexities.

SPECIAL PROGRAMS/PROJECTS

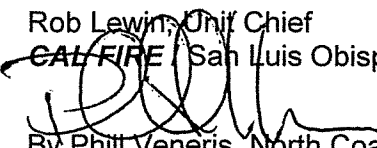
7. On February 8, Station 15 - South Bay on-duty crew hosted a *Birthday Party at the Firehouse* with the winner of the Baywood Elementary School Fundraiser. The party was held in honor of a 6-year old Los Osos resident, along with 10 of his friends and parents and was donated by the South Bay Fire Department for the fundraising effort. In addition to the use of our facility to enjoy games, cake and presents, attendees were given a tour of the station and engines, along with a presentation into the life of the South Bay Firefighters. Each child went home with a Fire Hat, stickers and other goodies.
8. On February 20, in cooperation with the Los Osos Community Services District, flyers were distributed in the water bills notifying residents of the upgraded ISO rating from 5/9 to 3/3X and were encouraged to contact their homeowners insurance carrier for a possible adjustment in their premiums.
9. On February 20, the Station 15 – South Bay Command Vehicle (B3411) was taken to Wayne's Tire in San Luis Obispo and received new front brakes and a front end alignment. This routine maintenance was completed as part of Schedule D of the Cooperative Fire Protection Agreement with CAL FIRE/SLO County Fire Department at no charge to the district.
10. On February 20, Station 15 – South Bay on-duty crew participated in the second annual Coastal Family Resource Fair held at Los Osos Middle School. In cooperation with the Coastal Family Resource Center, SLCUSD/The Link, SLO County Food Bank, Children's Resource Network of the Central Coast, CHC, Kiwanis Club, the SLO Noor Clinic, Friday Night Live and the Center for Family Strengthening, attendees enjoyed free food boxes, children's clothes, dental check-ups, flu shots, eye exams, reusable bags, ID kits for kids, along with games, and valuable information about fire safety in the home.
11. On February 25, Medic Engine 15 was returned to Station 15 – South Bay by the Emergency Vehicle Group in Anaheim, where it was undergoing routine annual maintenance. This work was completed as part the EVG warranty as well as the Schedule D of the Cooperative Fire Protection Agreement with CAL FIRE/SLO County Fire Department at no charge to the district. While Medic Engine 15 was in the shop, SLO County Medic Engine 212 was assigned to Station 15 - South Bay to maintain two vehicles for emergency response.

FIRE PREVENTION

12. On February 2, Station 15 – South Bay Staff hosted the Tiger Cub Scout Troop, Pack 214, for about 40 people (including parents and children). The boys ranged in age from 6-7 years. Activities included demonstrations of "Stop, Drop, Cover Your Face and Roll", turnout display, as well as tours of the fire apparatus and resulted in the boys earning a new Cub Scout patch. (see attached card)

Respectfully Submitted,

Rob Lewin, Unit Chief
CAL FIRE / San Luis Obispo County Fire Department


By Phill Veneris, North Coast Battalion Chief
CAL FIRE / San Luis Obispo County Fire Department

CAL FIRE STATION 15 - SOUTH BAY

2015 ANNUAL ACTIVITY LOG

| ACTIVITY | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | TOTAL |
|------------------------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|-------|
| *FIRES - ALL TYPES | 5 | 5 | | | | | | | | | | | 10 |
| FALSE ALARMS | 0 | 3 | | | | | | | | | | | 3 |
| *RESCUE - EMS | 100 | 67 | | | | | | | | | | | 167 |
| ADV. LIFE SUPPORT | 48 | 25 | | | | | | | | | | | 73 |
| TRAFFIC COLLISION | 3 | 6 | | | | | | | | | | | 9 |
| *SERVICE ASSISTS | 27 | 21 | | | | | | | | | | | 48 |
| *EMERGENCY | 3 | 9 | | | | | | | | | | | 12 |
| CODE 2 RESPONSE | 10 | 8 | | | | | | | | | | | 18 |
| -ZONE I | 5 | 1 | | | | | | | | | | | 6 |
| -MDO | 0 | 0 | | | | | | | | | | | 0 |
| -MUTUAL AID | 5 | 1 | | | | | | | | | | | 18 |
| SUBTOTAL: OUT OF DISTRICT | 10 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 24 |
| SUBTOTAL: BACK-TO-BACK | 4 | 3 | | | | | | | | | | | 7 |
| SUBTOTAL: BACK-TO-BACK (ALS) | 6 | 1 | | | | | | | | | | | 7 |
| 2015 TOTAL - MONTHLY | 135 | 102 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 237 |

| 2015 CALLS YTD | 135 | 237 | 237 | 237 | 237 | 237 | 237 | 237 | 237 | 237 | 237 | 237 | 237 |
|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|

| | | | | | | | | | | | | | |
|----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 2014 TOTAL - MONTHLY | 135 | 85 | 102 | 99 | 109 | 111 | 109 | 92 | 94 | 121 | 95 | 131 | 1252 |
| 2013 TOTAL - MONTHLY | 108 | 87 | 108 | 98 | 100 | 122 | 102 | 112 | 115 | 102 | 83 | 113 | 1250 |
| 2012 TOTAL - MONTHLY | 95 | 98 | 105 | 100 | 94 | 83 | 105 | 119 | 94 | 118 | 121 | 127 | 1259 |
| 2011 TOTAL - MONTHLY | 111 | 72 | 81 | 106 | 97 | 115 | 99 | 91 | 112 | 131 | 89 | 84 | 1188 |
| 2010 TOTAL - MONTHLY | 121 | 79 | 93 | 88 | 98 | 86 | 115 | 100 | 103 | 104 | 94 | 96 | 1177 |
| 2009 TOTAL - MONTHLY | 84 | 79 | 74 | 126 | 89 | 80 | 86 | 77 | 87 | 148 | 99 | 177 | 1206 |
| 2008 TOTAL - MONTHLY | 126 | 123 | 101 | 89 | 110 | 98 | 71 | 105 | 71 | 73 | 77 | 110 | 1154 |
| 2007 TOTAL - MONTHLY | 100 | 87 | 90 | 88 | 100 | 60 | 77 | 80 | 94 | 76 | 70 | 95 | 1017 |
| 2006 TOTAL - MONTHLY | 112 | 83 | 81 | 88 | 97 | 84 | 94 | 86 | 72 | 93 | 87 | 99 | 1076 |

To Our Friends at
Station 15:



Here's a big thank you for helping Los Osos Pack 214's Tiger
Cub den learn and grow. We are very grateful for your
generosity in helping us learn more about our community.

Thank you!
Jeslie Van Vleet

Isaac
Mario

Isaac
Matthew More

Isaac

Dylan

Dustin

Colton

Emmanuel

Emmanuel

Mindy Bachitt

Isaac!

Georgia

Siliana

LUCY

DYLAN



Peter

Thank you so much!
Annabella

PERNANNA

AUBRA

VIVIAN OLET



Thank you for visiting and teaching us about fire safety.
We loved riding in your fire truck!

Sidda ☺ ☺ ☺



CAL FIRE
San Luis Obispo
County Fire Department

635 N. Santa Rosa • San Luis Obispo, CA 93405
Phone: 805-543-4244 • Fax: 805-543-4248
www.calfireslo.org



Robert Lewin, Fire Chief

May 7, 2015

To: Honorable LOCSO Board of Directors

From: Phill Veneris, Battalion Chief

**Subject: Agenda Item 9A – May 7, 2015 Board Meeting
District /CAL FIRE Chief Report for March 2015**

EMERGENCY ACTIVITY

1. Station 15 - South Bay responded to 98 calls in March with 4 Simultaneous Calls (Back to Back). Two of the Simultaneous Calls required Advanced Life Support (1st: 0, 2nd: 1, 1st & 2nd: 1). Of these 98 incidents, 66 were Medical calls with 34 requiring Advanced Life Support provided by Paramedics; A CAL FIRE Firefighter rode in to the hospital with SLO Ambulance one time during the month of March, as well as two additional Ambulance Transfers. Three calls required Staging; Two incidents were reported as Traffic Collision; Nine incidents were reported as Fire, 20 as Public Service Assists, and three as Emergency.
2. Company 15 was called to cover the station or respond to emergencies in the month of March a total of 12 times.

ADMINISTRATION

3. The six prospective Station 15 – South Bay Reserve Firefighter candidates continued completing necessary steps to become employees of the LOCSO. In March, three (of the six) candidates completed their required pre-requisite training, and took necessary steps to complete the Station 15 Rookie Task book. In order to streamline this process and unify instruction, candidates attend a two day Station 15 – South Bay Rookie Academy. At the Rookie Academy, Candidates learned station specific guidelines and procedures for both routine station maintenance as well as emergency response. In addition, they completed their sign off task sheets and are scheduled to complete their 24 hour shadow shifts. The remaining three candidates will undergo this training in the upcoming weeks.

TRAINING

4. From March 19 - 21, Battalion Chief Veneris, Fire Captain-Paramedic Coalwell, Fire Apparatus Engineer-Paramedics Garcia and Borja along with Firefighter II-Paramedic Lienemann and about 32 other CAL FIRE employees attended a 24 hour Continued Professional Training course taught by CAL FIRE/SLO County Fire Department Training Staff. This course provided an opportunity for annual certification maintenance including CPR, a Rescue Systems 1 (moving large objects) and Air Ambulance/Rescue Helicopter class as well as 8 hours of Hostile Shooter training in cooperation with local law enforcement agencies from SLO County. This is the last of four mandatory 24 hour annual training sessions for all CAL FIRE personnel.

TRAINING

5. From March 3 - 6, Battalion Chief Veneris taught a 32-hour Federal Emergency Management Administration All-Hazards Operations Section Chief Course at the South Bay Training Center. This course was attended by 19 firefighters and emergency responders from CAL FIRE/SLO County Fire Department, San Luis Obispo County Sheriff's Office as well as from fire departments throughout California and the California National Guard. This National Incident Management System (NIMS) course teaches emergency responders to function as an Operations Section Chief on All-Hazards Incidents of various complexities.
6. On March 26, Fire Captain-Paramedic Coalwell attended a 6-hour Quarterly Drill at Spooner's Cove that focused on water rescue techniques using Boat-15. Reserve Firefighter Leonard also attended along with about 10 emergency responders from CAL FIRE/SLO County Fire Department, Morro Bay Fire Department and Morro Bay Harbor Patrol. Other Rescue Water Craft attended from Station 64 – Pismo Beach, Station 62 – Avila Beach and Morro Bay Harbor Patrol.

SPECIAL PROGRAMS/PROJECTS

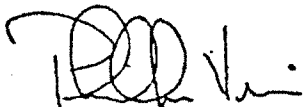
7. From March 3 – 5, Medic Rescue 15 was sent to Perry Ford to repair an oil leak. This repair was paid for by SLO County Fire Department through the Cooperative Fire Protection Agreement.
8. On March 12, Executive Assistant Brown hosted 8 Administrative Fire Service Assistants from varying agencies throughout SLO County with a luncheon and training session that included a basic overview of the mission and realistic approach of the Estero Bay Community Emergency Response Training (C.E.R.T.) to emergency response, led by County Coordinator, Bob Neumann.
9. On March 20, in cooperation with the Los Osos Community Services District, flyers were distributed in the water bills notifying residents and business owners of the upgraded ISO rating from 5/9 to 3/3X and were encouraged to contact their insurance carrier for a possible adjustment in their premiums.
10. On March 27, Station 15 – South Bay Staff, along with representatives from SLO County, kW Engineering and LOCSO conducted an assessment on the Station 15 building and facilities in regards to a large integrated audit by PG&E that may result in energy savings to the District.

FIRE PREVENTION

11. On March 5, Station 15 – South Bay Staff provided a short presentation for eight children, ages 2-3 years, at the Book Buddies Preschool, including demonstrations of "Stop, Drop, Cover Your Face and Roll", turnout display, as well as tours of Medic Engine 15.
12. On March 24, Station 15 – South Bay Staff taught LOCSO Staff on how to use a fire extinguisher using the PASS system. This system teaches users to **P**ull the pin, **A**im the nozzle of the extinguisher at the base of the flame or fire, **S**queeze the handle and **S**weep the extinguisher product back and forth and push the fire away.

Respectfully Submitted,

Rob Lewin, Unit Chief
CAL FIRE / San Luis Obispo County Fire Department



By Phill Veneris, North Coast Battalion Chief
CAL FIRE / San Luis Obispo County Fire Department

CAL FIRE STATION 15 - SOUTH BAY

2015 ANNUAL ACTIVITY LOG

| ACTIVITY | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | TOTAL |
|------------------------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|-------|
| *FIRES - ALL TYPES | 5 | 5 | 9 | | | | | | | | | | 19 |
| FALSE ALARMS | 0 | 3 | 6 | | | | | | | | | | 9 |
| *RESCUE - EMS | 100 | 67 | 66 | | | | | | | | | | 233 |
| ADV. LIFE SUPPORT | 48 | 25 | 34 | | | | | | | | | | 107 |
| TRAFFIC COLLISION | 3 | 6 | 2 | | | | | | | | | | 11 |
| *SERVICE ASSISTS | 27 | 21 | 20 | | | | | | | | | | 68 |
| *EMERGENCY | 3 | 9 | 3 | | | | | | | | | | 15 |
| CODE 2 RESPONSE | 10 | 8 | 10 | | | | | | | | | | 28 |
| -ZONE I | 5 | 1 | 1 | | | | | | | | | | 7 |
| -MDO | 0 | 0 | 0 | | | | | | | | | | 0 |
| -MUTUAL AID | 5 | 1 | 1 | | | | | | | | | | 21 |
| SUBTOTAL: OUT OF DISTRICT | 10 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 28 |
| SUBTOTAL: BACK-TO-BACK | 4 | 3 | 2 | | | | | | | | | | 9 |
| SUBTOTAL: BACK-TO-BACK (ALS) | 6 | 1 | 2 | | | | | | | | | | 9 |
| 2015 TOTAL - MONTHLY | 135 | 102 | 98 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 335 |

| 2015 CALLS YTD | 135 | 237 | 335 | 335 | 335 | 335 | 335 | 335 | 335 | 335 | 335 | 335 | 335 |
|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|

| | | | | | | | | | | | | | |
|----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 2014 TOTAL - MONTHLY | 135 | 85 | 102 | 99 | 109 | 111 | 109 | 92 | 94 | 121 | 95 | 131 | 1252 |
| 2013 TOTAL - MONTHLY | 108 | 87 | 108 | 98 | 100 | 122 | 102 | 112 | 115 | 102 | 83 | 113 | 1250 |
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237 HIGUERA STREET
SAN LUIS OBISPO, CA 93401

90-4396/1222

3/2/2015

PAY TO THE ORDER OF South Bay Fire-FR

\$ **16,892.05

Sixteen Thousand Eight Hundred Ninety-Two and 05/100*****

DOLLARS

South Bay Fire-FR
2315 Bayview Heights
Los Osos, CA 93402

MEMO 4th Qtr. 2014

AUTHORIZED SIGNATURE



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