

Los Osos Community Service District

2122 9th Street, Suite 102, Los Osos, CA 93402 805-528-9370 www.losososcsd.org

EMERGENCY SERVICES ADVISORY COMMITTEE MEETING

Wednesday, May 18, 2016 at 5:30 p.m. South Bay – Station 15 2315 Bayview Heights Drive, Los Osos, CA

COMMITTEE MEMBERS

Charles L. Cesena, Chairperson R. Michael Wright, Vice Chairperson Jerry Dillingham, Member Brent Marshall, Member Vita Miller, Member Julie Tacker, Member Thomas Wright, Member Gene Heyer, Alternate

STAFF

Peter Kampa, Interim General Manager Tom McEwen, Battalion Chief Harmony Brown, Executive Assistant

AGENDA

- 1. Opening 5:30 p.m.
 - A. Call to Order
 - B. Flag Salute
 - C. Roll Call
- 2. Approval of ESAC Minutes of April 19, 2016

Presented By: Executive Assistant Brown

- 3. Review the Proposed Annual CPI Increase for Special Fire Tax
 Presented By: Interim General Manager Kampa
- 4. Discussion Regarding the Fire Department Vehicle Sinking Fund
- Presented By: Battalion Chief McEwen
- 5. Discussion and Recommendation to the Board of Directors Regarding Partial Use of Fire Mitigation Funds for Rescue Squad Replacement Presented By: Battalion Chief McEwen
- 6. Review of Board Item Regarding Monthly Fire Department Reports for April 2016
 Presented By: Battalion Chief McEwen
- 7. 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.
- **8. Schedule Upcoming ESAC Meeting:** The next ESAC Meeting is scheduled to be held at 5:30 p.m. on Tuesday, **June 21, 2016,** unless otherwise noted.
- 9. Closing Comments by ESAC Committee Members
- 10. Adjournment

Approval of ESAC Minutes

of

April 19, 2016

Los Osos Community Services District DRAFT Minutes of the Emergency Services Advisory Committee April 19, 2016 at 5:30 p.m. at Station 15 - South Bay

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Opening	Chairperson Cesena called the meeting to order at 5:31 p.m.	
	Roll Call: Charles L. Cesena, Chairperson – Present R. Michael Wright, Vice Chairperson – Present Jerry Dillingham, Committee Member – Present Brent Marshall, Committee Member - Present Vita Miller, Committee Member – Present Julie Tacker, Committee Member – Present Thomas Wright, Committee Member – Present Gene Heyer, Alternate Committee Member - Absent Staff: Tom McEwen, Battalion Chief Harmony Brown, Executive Assistant	
2. Approval of ESAC	The ESAC reviewed the minutes from March 15, 2016.	Action:
Minutes of March 15, 2016	Committee Member Tacker inquired regarding the option to expand the Committee minutes to include a summary of public comments. Vice Chairperson Wright stated that this option is currently being reviewed by Interim General Manager Kampa. Committee Member Tacker further commented regarding the March minutes not being included in the BOD packet. Public Comment: Richard Margetson spoke in support of the	Approve and file minutes.
	expansion of minutes. Committee Member Tacker made a motion to approve the minutes of March 15, 2016. This was seconded by Committee Member Wright. The motion was approved unanimously.	
3. Discussion Regarding Likely Increases in Department Expenses Caused by Increases in the Minimum Wage, and Related Necessary Increase in Revenue or Decrease in Expenses	Battalion Chief McEwen reported that the State of California has agreed to increase the minimum wage from \$10 to \$15 in stages, beginning in 2017 and ending in 2022. Furthermore, it is still unknown what the Schedule A is expected to be in FY 2016/17, but a significant increase is very likely. In addition, the Schedule A may increase significantly in future years. Staff has calculated preliminary budget numbers that indicate that Fund 301 cannot absorb this increase and requested ESAC's input into possible solutions, including a new Special Fire Tax or a reduction in Level of Service.	
	Committee Member Tacker proposed the possibility of eliminating or modifying the Reserve Company program, utilizing property taxes that currently fund the Water Department and auditing the Interfund Transfer Fee (GL 9511) before approaching citizens regarding a new Fire Tax. Chairperson Cesena agreed.	
	Committee Member Dillingham proposed hiring retired CAL FIRE Battalion Chief Phill Veneris as a consultant to advise the District regarding the pursuit of a new tax. ESAC agreed with this recommendation.	
	Public Comment: Richard Margetson expressed interest in participating in the analysis as a volunteer and commented on possible revenue options.	

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AGENDA ITEM	DISCUSSION	FOLLOW-UP
4. Presentation Report Regarding the Fire Department Building Sewer Connection and Greywater Reuse Project	Battalion Chief McEwen reported that the BOD approved the sewer connection and greywater reuse project at the Fire Station. Additionally, Staff plans to allow Reserve Firefighter Smith, who is majoring in Construction Management at Cal Poly to build an outdoor deck as part of his senior project on the land adjacent to the current leach field, but not in conflict with the anticipated garden. Other than this project, the Fire Department will not be absorbing any costs now or in the future associated with the installation and/or maintenance of the demonstration/community garden.	
	Public Comment: None	
5. Discussion and Recommendation to the Board of Directors Regarding the Fire Mitigation Fund	Vice Chairperson Wright reported that Battalion Chief McEwen was asked to research approximate costs associated with maintaining overgrown vegetation in key areas of the District, with the hope of designating the Fire Mitigation Funds for this purpose. Battalion Chief McEwen reported that CAL FIRE Forester Alan Peters estimated this would cost, at the very most, \$10,000 per year. He further stated that because some of the land in question is in the State Responsibility Area, it could be abated by CAL FIRE crews. Additionally, it was reported that SLO Fire Safe Council is interested in partnering with the District for new projects and chipping events. Executive Assistant Brown reported that the Fire Station has received much interest from the public regarding a chipping event. Battalion Chief McEwen proposed that the Fire Mitigation Fund be designated in three specific areas: Community Health and Fire Safety Education Programs, Weed Abatement and Maintenance and Emergency Equipment, with the intention that areas support fire mitigation and benefit all residents of Los Osos. This was further discussed by ESAC. Committee Member Wright made a motion to designate the funds for Community Health and Fire Safety Education Programs and Fuel Management and Maintenance. This was seconded by Committee Member Tacker and approved unanimously.	Action: The Committee recommended that the Board designate the Fire Mitigation Funds to be used for Community Health and Fire Safety Education Programs and Fuel Management and Maintenance.
	Public Comment: None	
6. Discuss Hazard Abatement Requirements in Los Osos as Outlined in Title 4	Battalion Chief McEwen presented the Pismo Beach Ordinance regarding weed abatement, as included in the packet. Currently, LOCSD Title 4 permits CAL FIRE Law Enforcement to issue a citation to landowners who are habitually non-compliant with abatement, but the citation is rarely pursued by the Court system and the Fire Department has no other options to enforce compliance. Pismo Beach employs the option of hiring an independent vendor to abate and attach associated fees, such as abatement, staff time and administrative fees to the property tax liens. ESAC further discussed if they would like to pursue having this verbiage included when LOCSD Title 4 is updated around September 2016. Battalion Chief McEwen reiterated that this is for the purposes of hazard abatement compliance and not as a revenue source. Committee Member Miller made a motion that upon being reviewed by Legal Counsel, the BOD accepts similar verbiage into the LOCSD Title 4 Code. This was seconded by Committee Member Wright and approved unanimously. Public Comment: None	Action: The Committee recommended that the Board accept verbiage into the Title 4 Code, once it is reviewed by Legal Counsel, that permits the Fire Department to hire an outside vendor to abate properties when the owner is habitually noncompliant and attach associated fees to the owner's property tax liens.

April 19, 2016 Emergency Services Advisory Draft Committee (ESAC) Minutes Page 3 of 3

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AGENDA ITEM	DISCUSSION	FOLLOW-UP
7. Review of Board Item Regarding Monthly Fire Department Reports for January 2016, February 2016 and March 2016	Battalion Chief McEwen provided an update regarding the Monthly Fire Department Reports, as included in the agenda packet. Public Comment: None	
8. Public Comment on Items NOT Listed on this Agenda:	Public Comment: None	
9. Schedule Upcoming ESAC Meeting:	The next ESAC Meeting is scheduled to be held at 5:30 p.m. on Tuesday, May 17, 2016 , unless otherwise noted.	
10. Closing Comments by ESAC Committee Members	None.	
11. Adjournment	The meeting adjourned at 7:14 p.m.	

Review the Proposed Annual CPI Increase for Special Fire Tax

MEMORANDUM

Date: May 13, 2016

To: Peter Kampa, General Manager

Los Osos Community Services District

From: Lonnie Lepore, Senior Project Analyst

Subject: Calculation of Proposed Annual CPI Increase – FY 2016-17

LOCSD 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 six 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 2.6%, equivalent to forty cents (\$0.40) per unit of benefit, to the Fire Special Tax. The increase would bring the assessment to \$16.16 per unit of benefit (FY 2015-16 approved amount was \$15.76 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 \$1.20 to \$2.00 per household.

	United States	San Francisco CMSA	Los Angeles CMSA	
Average as of Dec. 31				<u>Average</u>
2014	234.812	252.273	240.475	246.374
2015	236.525	260.289	245.357	252.823
% Change	0.73%	3.18%	2.03%	2.60%

Cc: Rob Miller, Wallace Group



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Data extracted on: May 13, 2016 (2:30:04 PM)

Consumer Price Index - All Urban Consumers

Series Id: CUUR0000SA0 Not Seasonally Adjusted U.S. city average Area:

All items Item: Base Period: 1982-84=100

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Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2006	198.3	198.7	199.8	201.5	202.5	202.9	203.5	203.9	202.9	201.8	201.5	201.8	200.6	202.6
2007	202.416	203.499	205.352	206.686	207.949	208.352	208.299	207.917	208.490	208.936	210.177	210.036	205.709	208.976
2008	211.080	211.693	213.528	214.823	216.632	218.815	219.964	219.086	218.783	216.573	212.425	210.228	214.429	216,177
2009	211.143	212.193	212.709	213.240	213.856	215.693	215.351	215.834	215.969	216.177	216.330	215.949	213.139	215.935
2010	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179	217.535	218.576
2011	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.230	225.672	223.598	226.280
2012	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601	228.850	230.338
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049	232.366	233.548
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812	236.384	237,088
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525	236.265	237.769
2016	236.916	237.111	238.132							3 ** F1 ** C.O. No. 30 ** C.O. O.O. O.O. O.O. O.O. O.O. O.O. O			in the Phants had also in the area and a	

CUURA421SA0 Series Id: Not Seasonally Adjusted

Area: Los Angeles-Riverside-Orange County, CA

Item: All items Base Period: 1982-84=100

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Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2006	206.0	207.5	208.5	210.5	212.4	211.1	211.4	211.9	212.9	211.4	211.1	210.6	210.4	209.3	211.6
2007	212.584	214.760	216.500	217.845	218.596	217.273	217.454	217.330	217.697	218.696	219.943	219.373	217.338	216.260	218.416
2008	220.918	221.431	223.606	224.625	226,651	229.033	229.886	228.484	227.449	226.159	222.229	219.620	225.008	224.377	225.638
2009	220.719	221.439	221.376	221.693	222.522	223.906	224.010	224.507	225.226	225.264	224.317	223.643	223.219	221.943	224.495
2010	224.610	224.620	225.483	225.916	226.438	225.877	225.991	226.373	226.048	226.794	225.941	226.639	225.894	225.491	226.298
2011	228.652	229.729	232.241	233.319	233.367	232.328	231.303	231.833	233.022	233.049	232.731	231.567	231.928	231.606	232.251
2012	233.441	234.537	236.941	236.866	237.032	236.025	235.776	237.222	238.104	240.111	237.675	236.042	236.648	235.807	237.488
2013	238.015	239.753	239.995	239.043	239.346	239.223	238.920	239.219	239.611	239.940	238.677	238.742	239.207	239.229	239.185
2014	239.857	241.059	242.491	242.437	243.362	243.528	243.727	243.556	243.623	243.341	241.753	240.475	242.434	242.122	242.746
2015	239.724	241.297	243.738	243.569	246.093	245.459	247.066	246.328	245.431	245.812	245.711	245.357	244.632	243.313	245.951
2016	247.155	247.113	247.873												

Series Id: CUURA422SA0 Not Seasonally Adjusted

Area: San Francisco-Oakland-San Jose, CA

Item: All items Base Period: 1982-84=100

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Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2	Property and
2006		207.1		208.9		209.1		210.7		211.0		210.4	209.2	207.9	210.6	diam'r.

5/13/2016

Bureau of Labor Statistics Data

2007	213.688	215.842	216.123	216.240	217.949	218.485	216.048	214.736	217.361
2008	219.612	222.074	225.181	225.411	225.824	218.528	222.767	221.730	223.804
2009	222.166	223.854	225,692	225.801	226.051	224.239	224.395	223.305	225.484
2010	226.145	227.697	228.110	227.954	228.107	227.658	227.469	226.994	227.944
2011	229.981	234.121	233.646	234.608	235.331	234.327	233.390	232.082	234.698
2012	236.880	238.985	239.806	241.170	242.834	239.533	239.650	238.099	241.201
2013	242.677	244.675	245.935	246.072	246.617	245.711	245.023	243.894	246.152
2014	248.615	251.495	253.317	253.354	254.503	252.273	251.985	250.507	253.463
2015	254.910	257.622	259,117	259.917	261.019	260.289	258.572	256.723	260.421
2016	262.600								

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Review and Recommendation of
Draft Policy Language on the Use of
Fire Mitigation Funds, Scheduled to
be Approved by the
Board on June 2, 2016

LOS OSOS COMMUNITY SERVICES DISTRICT

Policy and Procedures Manual

POLICY TITLE: Fire Mitigation Fund

POLICY NUMBER: 4010 (example only, to be determined)

4010.1 The Board of Directors of the Los Osos Community Services District is committed to providing our community with high quality fire protection and emergency response services. To accomplish this, the Board must establish reasonable reserve funds to ensure that fire protection related programs and events can continue and potentially increase in the community, even during times of lean public funds to support the services.

A Fire Mitigation Fund has been established by the District in an initial amount of \$\frac{165,405.37}\$ on \$\frac{February 4}{,}\$, 2016. The District has established a goal of maintaining this fund with a minimum balance of \$\frac{40,000}{,}\$ and the Board and staff of the District shall endeavor on a continuous basis to seek non-tax revenue in the form of grants, gifts, donations, and fundraising proceeds to maintain and increase the Fund balance.

The purposes of this policy are to describe in general the types of expenditures authorized from the Fire Mitigation Fund, and to establish goals for the Fund's perpetual nature.

4010.2 The Fire Mitigation Fund may be used for the following types of expenditures:

4010.2.1 Fuel Management and Maintenance for the purposes of abatement of hazardous vegetation (weeds and brush) in the following areas:

- Los Osos Greenbelt
 - Southeast of South Bay Blvd., between Tierra Drive and Las Encinas Drive, extending to the Los Osos Oaks State Preserve
- Monarch Grove
 - West of Inyo Street, between Howard Avenue and Monarch Lane
- Cabrillo Estates Neighborhood
 - South and Southwest of Rodman Drive, between Travis Drive and Alamo Drive

This is intended to be a joint effort between the Los Osos Community Services District and State and County resources to provide defensible space for firefighters, and to prevent and protect lives and property from the threat of wildfire. The District Board of Directors declares that all weeds which endanger the public safety by creating a fire hazard, impedes access to fire protection systems or facilities and are further declared to be a public nuisance such as those that block the vision of drivers or pedestrians, as stated in **Section 3**, Chapter 4.04.00 of the District's Fire Prevention Code, shall be abated.

4010.2.2 Community Health and Fire Safety Education Programs which include a variety of outreach opportunities designed to equip, educate and train the public regarding health and safety related issues, such as Cardio Pulmonary Resuscitation training, residential Carbon Monoxide Detector training and installation and like programs.

4010.3 The Fire Mitigation Fund may temporarily loan funds for the following purposes related to fire protection and emergency services when all other eligible sources of funding and reserves have been depleted or are inadequate to meet the stated needs. Any loan from the fire mitigation fund must be approved by resolution of the Los Osos Community Board of Directors describing the terms, conditions, repayment schedules and source of funds to be used for loan repayment.

4010.3.1 Emergency Equipment which includes emergency medical equipment, firefighting equipment, vehicle extrication equipment, rope and cliff rescue gear, surf and swift water rescue gear and emergency response vehicles.



Review of Board Item Regarding

Monthly Fire Department

Report for April 2016



Scott M. Jalbert, Unit Chief

June 2, 2016

To: Honorable LOCSD Board of Directors

From: Tom McEwen, Battalion Chief

Subject: Agenda Item 9A – June 2, 2016 Board Meeting

District /CAL FIRE Chief Report for April 2016

EMERGENCY ACTIVITY

1. Station 15 - South Bay responded to 95 calls in April with 5 Simultaneous Calls (Back to Back). Four of the Simultaneous Calls required Advanced Life Support (1st: 1, 2nd: 2, Both: 1). Of these 95 incidents, 77 were Medical Calls with 37 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 April. No calls required Staging; Three incidents were reported as Traffic Collision; Five incidents were reported as Fire, 10 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 April a total of three times.

ADMINISTRATION

- 3. On April 2-12 and April 20-May 5, 2016, Medic Rescue 15 went to Perry Ford and Emergency Vehicle Specialists (SLO) for on-going issues related to oil leaks and a complete failure of the Code 3 wiring system. While it was in the shop, SLO County Medic Engine 212 was assigned to Station 15 South Bay to maintain two vehicles for emergency response. This repair was paid for through the Cooperative Agreement with SLO County Fire Department.
- 4. On April 17, Medic Engine 215 was sent to the Emergency Vehicle Group in Anaheim for mechanical and electrical issues. While Medic Engine 215 was in the shop, SLO County Medic Engine 212 was assigned to Station 15 South Bay to maintain two vehicles for emergency response.
- 5. On April 18, 2016, Command Vehicle 3411 was taken out-of-service for electrical issues. It was repaired by CAL FIRE mechanics and placed back in service on April 19, 2016. This repair was paid for through the Cooperative Agreement with SLO County Fire Department.

SPECIAL PROGRAMS/PROJECTS

6. During the month of April, Station 15 – South Bay personnel began continued the process of replacing the flooring on the office side of the fire station, along with the barracks, barracks hallway, training room and day room, including obtaining a variety of vendor quotes and researching durable, sustainable and appealing flooring options.

TRAINING

- 7. On April 2, 2016, Station 15 South Bay hosted a Physical Ability Test for 8 prospective Reserve Firefighter Applicants. All 8 prospective applicants were invited to Oral Interview on April 3, 2014 and all applicants passed successfully. These applicants will be provided the opportunity to attend the next Paid-Call Firefighter Academy.
- 8. The four prospective Station 15 South Bay Reserve Firefighter candidates continued completing steps needed to become employees of the LOCSD. In April, three of the candidates successfully completed the Station 15 Rookie Taskbook and conducted the required shadow shifts. The remaining candidate completed the Emergency Medical Responder course, as required, and began the Station 15 Rookie Taskbook. 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.

Respectfully Submitted,

Scott Jalbert, Unit Chief

CAL FIRE / San Luis Obispo County Fire Department

By Tom McEwen, North Coast Battalion Chief CAL FIRE / San Luis Obispo County Fire Department

CAL FIRE STATION 15 - SOUTH BAY

ACTIVITY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	TOO	NOV	DEC	TOTAL
*FIRES - ALL TYPES	7	7	2	5									21
FALSE ALARMS	3	5	9	3				~ ;					17
*RESCUE - EMS	98	69	74	2.2				© St.					296
ADV. LIFE SUPPORT	46	36	35	37									154
TRAFFIC COLLISION	1	5	2	3									=
*SERVICE ASSISTS	18	16	24	10								\$	89
*EMERGENCY	12	10	5	3									30
CODE 2 RESPONSE	6	5	6	1									24
-ZONE I	2	2	0	0									4
-MDO	0	*	0	0									-
-MUTUAL AID	0	-	0	0									7
SUBTOTAL: OUT OF DISTRICT	2	4	0	0	0	0	0	0	0	0	0	0	12
SUBTOTAL: BACK-TO-BACK	7	2	7	1									17
SUBTOTAL: BACK-TO-BACK (ALS)	3	1	4	4									12
2016 TOTAL - MONTHLY	123	92	105	95	0	0	0	0	0	0	0	0	415

2015 TOTAL - MONTHLY	135	102	86	8.1	66	84	8.1	26	98	94	26	110	1164
2014 TOTAL - MONTHLY	104	85	102	66	109	111	109	92	94	121	95	131	1252
2013 TOTAL - MONTHLY	108	87	108	86	100	122	102	112	115	102	83	113	1250
2012 TOTAL - MONTHLY	92	86	105	100	94	83	105	119	94	118	121	127	1259
2011 TOTAL - MONTHLY	111	72	81	106	26	115	66	91	112	131	88	8	1188
2010 TOTAL - MONTHLY	121	62	93	88	86	98	115	100	103	104	94	96	1177
2009 TOTAL - MONTHLY	84	79	74	126	89	80	98	-22	87	148	66	177	1206
2008 TOTAL - MONTHLY	126	123	101	89	110	86	74	105	71	73	22	110	1154
2007 TOTAL - MONTHLY	100	87	06	88	100	09	- 22	80	94	76	20	95	1017

2016 CALLS YTD

64/20116

Much thanks to you all for coming to my rescue early this morning. I really ded appreciate you're setting my blood sugar up enough to audid going to the hospital!

Thanks again,