



Oceano Community Services District

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

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

Date: June 27, 2018

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: Agenda Item #8(C): Recommendation to Approve Cash Disbursements - REVISED

Recommendation

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

Discussion

The following is a summary of the attached cash disbursements:

Description	Check Sequence	Amounts
	57016 - 57058	
Disbursements Requiring Board Approval prior to Payment:		
Regular Payable Register – paid 06/27/2018	57025 - 57058	\$104,639.82
Regular Payable Register – to be paid on 07/02/2018	Pending 7/2/18	\$541,672.15
Added Warrants/Regular Payable – to be paid 07/02/2018		\$156,027.77
	Revised Subtotal:	\$802,339.74
Reoccurring Payments for Board Review (authorized by Resolution 2016-07):		
Payroll Disbursements for 05/26/2018	N/A	\$28,973.72
Payroll Disbursements for 06/09/2018	N/A	\$28,305.15
Reoccurring Utility Disbursements – paid 06/14/2018	57016 - 57022	\$2,961.21
Reoccurring Health/Benefits – paid 06/14/2018	57023 - 57024	\$347.39
	Subtotal:	\$60,587.47
	Revised Grand Total:	\$862,927.21

Other Agency Involvement: n/a

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

Results

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



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



JUN 21 REC'D

Scott M. Jalbert, Unit Chief

June 14, 2018

Board of Directors
Oceano Community Services District
1665 Front Street
Oceano, CA 93445

Dear Members of the Board,

The San Luis Obispo County Board of Supervisors commissioned a study of fire protection services in the unincorporated area of the county. This study's focus is the concern about the sustainability of fire protection services due to the limitation of resources. The recent application for dissolution that Cayucos Fire Protection District filed brought these concerns into sharp focus. The County and LAFCO are currently working to sustain fire protection services in Cayucos and the surrounding unincorporated area but share a concern for long range sustainability for the entire unincorporated area.

This study will be a fact-finding endeavor to determine issues facing the five special districts that provide fire protection in the unincorporated area not served by the County Fire Department. Completion of the study and report are expected by the end of 2018. I am including a copy of the "scope of work" the Board of Supervisors approved at their June 5, 2018 meeting.

The County has retained two retired fire chiefs, Dan Turner and Mike McMurry, to conduct the study, which is slated to be completed by the end of 2018. The Board chose this team to intentionally provide different perspectives: Chief Turner with his extensive fire service experience and knowledge of the local County fire protection system. Chief Turner has 37 years of fire service experience and is the retired fire chief from County Fire/Cal Fire, San Luis Obispo. Chief McMurry with an outside view and experience with fire districts. Chief McMurry retired from Scotts Valley Fire Protection District in Santa Cruz County after 34 years in the fire service and is the Past President of the Fire District's Association of California.

Participation in the study by your district is voluntary, however, a significant part of the study will include input from each of the districts regarding challenges for the future of fire protection.

Participation by all five districts will lead to a more thorough understanding of the challenges ahead. You may also choose not to participate in the process.

The team would like to meet with representatives of your District including board member(s), general manager, and fire chief. We recognize that public policy is set by the Board of Directors, but would like to have input from various perspectives within the District. The team has a series of questions regarding governance, finance, staffing (including recruitment and retention), sustainability of services, and fire department operations. There will be an opportunity for input from Oceano CSD representatives on issues of importance to your District.

The team will collect data from additional sources including San Luis Obispo LAFCO, San Luis Obispo County Auditor/Controller/Tax Collector, County GIS, San Luis Obispo County Planning Department and others.

Work is currently underway to develop the queries. The district meetings are set to begin after August 2, 2018 to allow time for your Board to endorse the request, determine interest in participating, and select representation. The team plans to send an outline of the questions in July and will request a meeting time that is convenient for you after August 2.

All agencies within San Luis Obispo County have a long history of cooperation in collectively providing the best possible fire protection service to the citizens we serve. Thank you in advance for your input and information.

In the spirit of cooperation,



Scott Jalbert
Fire Chief

Copies: Paavo Ogren, General Manager
Steve Lieberman, Fire Chief

Attachment: Scope of Work approved by the Board of Supervisors on June 5, 2018

JUN 21 REC'D

Attachment 2

SCOPE OF WORK:

**FIRE PROTECTION REVIEW FOR SPECIAL DISTRICTS IN SAN LUIS OBISPO COUNTY
THAT PROVIDE FIRE PROTECTION**

Each of the five (5) special districts in San Luis Obispo County that provide fire protection will be invited to participate in the study. For those district's that choose to participate, separate discussions will be held with district board member(s), General Manager, and Fire Chief. A complete report that identifies the situation for each district will be provided that details the specifics below:

STUDY TO INCLUDE:

Section 1: GENERAL BACKGROUND ON FIRE PROTECTION IN SPECIAL DISTRICTS

A. IDENTIFY SPECIAL DISTRICTS WITH FIRE PROTECTION RESPONSIBILITIES

1. Fire Protection District (FPD)
2. Community Service District (CSD)
 - a. History of formation
 - b. FPD absorbed into CSD when CSD formed
 - c. CSD formed and absorbed fire protection from county

B. POTENTIAL STUDY PARTICIPANTS

1. Cambria CSD
2. Oceano CSD
3. San Miguel CSD
4. Templeton CSD
5. Santa Margarita FPD

C. ORGANIZATIONAL AND FISCAL DIFFERENCES BETWEEN CSD AND FPD

D. GOVERNANCE

1. CSD Board of Directors
2. FPD Board of Directors

Section 2: INDIVIDUAL PARTICIPATING SPECIAL DISTRICT SITUATION ANALYSIS

A. SPECIAL DISTRICT PROTECTION AREA CHARACTERISTICS

1. Governance
2. History
3. Boundaries and Area
4. Demographics
 - a. Resident Population
 - b. Mobile Population
 - c. Assets at risk
 - d. Special Hazards
 - e. Number of parcels
 - f. Summary of fire protection services provided
5. Current Incident activity and workload
6. District development and growth potential
 - a. Fire protection service level category change potential
7. Community Ownership

B. WHAT IS THE ISSUE AND WHAT HAS DISTRICT DONE TO RESOLVE IT

1. Governance
2. Administration (Recruitment/Retention of Fire Chief)
3. Funding
 - a. Funding sources
 - b. Adequacy or shortfalls
 - c. Special assessment or tax measure history
4. Staffing
 - a. Succession Plan within the District?
 - b. Current outreach and recruitment approaches
5. Strategic Plan in place within the District?
6. Other challenge(s)

C. SPECIAL DISTRICT DESIRED OUTCOME

1. Governance
2. Funding
3. Operations
4. Other

D. DISTRICT FIRE DEPARTMENT CHARACTERISTICS

1. Administrative services (including administrative staff)
 - a. Payroll, employee, legal, etc.
2. Staffing model
 - a. Paid fulltime
 - b. Paid part time
 - c. Volunteer

Attachment 2

- d. Challenges to recruitment/retention
- 3. Emergency response
 - a. Fire
 - b. EMS
 - c. Rescue
 - d. Haz mat
 - e. Special hazards requiring unique fire resources
 - f. Other non -fire emergencies
 - i. Cliff rescue
 - ii. Water rescue
- 4. Dispatch
- 5. Mutual/Auto aid agreements
- 6. Training
- 7. Fleet maintenance
- 8. Preparedness and prevention
 - a. Disaster planning/coordination
 - b. Public education
 - i. School programs
 - ii. Neighborhood level
 - iii. Business level
 - c. Community preparedness
- 9. Community planning and building permit review
- 10. Fire prevention inspections

E. SPECIAL DISTRICT FIRE DEPARTMENT FUNDING/BUDGET

Revenues

- 1. District General Fund
- 2. Ad valorem property tax (pre-Prop 13)
- 3. Ad valorem property tax (Post Prop 13)
- 4. Parcel Based Special Assessment
- 5. Development fees
- 6. Fees for service
- 7. Grants
- 8. Enterprise funds
- 9. Cannabis Tax
- 10. Other sources

Expenses

- 1. Payroll and benefits
- 2. Administration Fees paid to CSD
- 3. Insurance
- 4. Facilities
- 5. Apparatus and equipment
- 6. Fixed assets
- 7. Capital assets

Attachment 2

Assets/Liabilities

1. Reserves-designated
2. Reserves-undesignated
3. Apparatus/Equipment replacement fund
4. Debt
5. Other Revenue/Liability

F. SPECIAL DISTRICT EMPLOYEES

1. Paid staff
 - a. Salary, Benefits, and Working Conditions
 - b. Labor Representation
 - c. District obligations if fire protection service is removed/dissolved
 - i. Retirement
 - ii. Workers' Compensation runout of open claims
2. Legal Issues: Open lawsuits, grievances

G. FACILITIES

1. Ownership
2. Stand alone or combined use
 - a. If combined how would change work?
 - b. Annual cost to operate and maintain
 - c. Condition
 - i. Essential Services compliance
 - d. Suitability for full time staff
 - i. Mixed gender
 - ii. General condition

H. APPARATUS

1. Kind and type
2. Any special equipment requirements
3. Condition
4. Replacement need

I. EQUIPMENT

1. Kind and type
2. Condition
3. Replacement need

SECTION 3: COUNTY FIRE RELATIONSHIP TO SPECIAL DISTRICT

A. PROXIMITY OF COUNTY FIRE JURISDICTION AND COVERAGE AREA

B. LOCATION OF COUNTY FIRE RESOURCES

1. Can area be covered from existing County Fire location(s)
 - a. If combined how would change work?
 - b. Speed of response
 - c. Weight of response
2. If district cannot be covered from existing facilities
 - a. What resources and facilities are necessary/available

C. COUNTY FIRE SERVICE LEVEL DETERMINATION (URBAN, SUBURBAN, RURAL, ETC.)

1. For district
 - a. For County Fire jurisdiction adjacent to district
 - i. Is adjacent County area service level compliant with County standard
 - ii. Is adjacent County area service level similar to district
 - iii. Impact of potential transition on county service level delivery

D. COST FOR COUNTY FIRE TO PROVIDE APPROPRIATE SERVICE LEVEL FOR DISTRICT

1. District resources cover County cost
2. District resources do not cover County cost

E. TRANSITION IMPACTS TO COUNTY FIRE

1. Financial impacts of transition
2. Administrative impact of transition
3. Employee impacts of transition
4. Asset impacts of transition
5. Facility impacts of transition
6. Fleet and equipment impacts of transition
7. Training impacts of transition
8. Preparedness and prevention impacts of transition
9. Emergency response impacts of transition

SECTION 4: TRANSITION PROCESS AND STEPS

A. DISTRICT REQUIRED ACTIONS

1. District Constituents
2. Board of Directors

B. COUNTY REQUIRED ACTIONS

1. Board of Supervisors
2. County Fire Department
3. CAL FIRE

C. LAFCO REQUIRED ACTIONS

Attachment 2

SECTION 5: DELIVERABLES:

Public Hearings

If requested by the County, the consultant will participate in up to two public meetings. The consultant will be prepared to respond to questions, make presentations and/or participate in an advisory capacity during the meetings. These services may or may not be utilized at the discretion of the County.

Report Format

The format for all text documents, tables, charts, and illustrations will be 8½" x 11" vertical. If oversized inclusions are necessary, they will be 11" x 17". Document covers for all related documents will be coordinated so they appear as a "set". All documents will be two-sided, black ink, on white or light paper, and three-hole punched. Illustrations will be in color when using color will make them easier to understand. Digital copies will be on thumb drives, in Microsoft Office 2013 or newer format.

Deliverables will include:

One hard copy and one digital copy of the draft version of the Plan, including attachments, appendices, etc., if any, provided for review by the Department, no later than 120 days after award of the contract.

One hard copy and one digital copy of the final version of the Plan, including attachments, appendices, etc. if any, no later than 30 days after delivery to the contractor of a reviewed draft version of the Plan, noting all changes requested by the County

Paavo

From: Tami Bisantz [tbisantz@co.slo.ca.us]
Sent: Wednesday, June 27, 2018 2:41 PM
Subject: Reminder of Annual 470 filings due
Attachments: 470 Jan 2016.pdf

Hi,

Government Code Section 84200 (a)(2) and FPPC Title 2, Division 6 of the California Code of Regulations, requires elected officeholders that received a stipend of over \$200 a month, file a short form campaign statement (Form 470) for the calendar year. Please let me know if any of your office holders **do not** accept the stipend.

Please distribute the attached form to the appropriate office holder. If an officeholder has an active committee, their filing will be completed through that committee. The campaign disclosure statements are **due no later than July 31, 2018**. The campaign disclosure statement may be filed online, by mail or in person in the County Clerk-Recorder's office. If the statement is filed after the deadline, a late penalty of \$10.00 per day will be strictly applied. If you would like an endorsed stamped copy for your records, please provide us that copy along with the original and a self addressed stamped envelope.

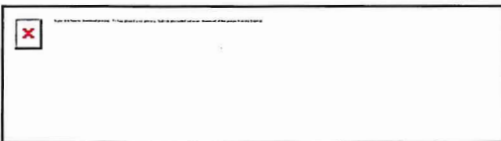
If you have any further questions or need additional forms, please contact me, or the Fair Political Practices Commission at 866-275-3772, www.fppc.ca.gov Thanks



California Fair Political Practices Commission

www.fppc.ca.gov

The California Fair Political Practices Commission is a bi-partisan (and in practice, a non-partisan) independent body of five members which oversees a staff of 75 in administration, technical assistance, legal and enforcement divisions.



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