



Notice of Regular Meeting
Oceano Community Services District - Board of Directors Agenda
WEDNESDAY, May 23, 2018 – 5:30 P.M.
Oceano Community Services District Board Room
1655 Front Street, Oceano, CA

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

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

1. CALL TO ORDER:

2. ROLL CALL:

3. FLAG SALUTE:

4. AGENDA REVIEW:

5. CLOSED SESSION:

- A. Pursuant to Government Code §54957.6: Conference with Labor Negotiators. Agency designated representative: General Manager Paavo Ogren, Legal Counsel Jeff Minnery, Director Coalwell, and President White; Employee Organizations: a) Service Employees International Union 620 b) Unrepresented Management Positions

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

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

7. SPECIAL PRESENTATIONS & REPORTS:

A. STAFF REPORTS:

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

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

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

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

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

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

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

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

8. CONSENT AGENDA ITEMS:

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

- A. Review and Approval of Cash Disbursements

9. BUSINESS ITEMS:

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

- A. Consideration of a recommendation to approve safe and sane fireworks booth permits
- B. Consideration of a Recommendation to Approve a Memorandum of Agreement Amending the Five Cities Fire Authority Joint Powers of Authority Agreement with the Cities of Arroyo Grande and Grover Beach
- C. Approval of a Recommendation selecting the proposal from Category Five Professional Consultants, Inc for preparation of the Local Hazard Mitigation Plan and authorizing the Board President to approve a professional services agreement in an amount of \$47,356.96 plus optional services

10. HEARING ITEMS:

11. RECEIVED WRITTEN COMMUNICATIONS:

12. LATE RECEIVED WRITTEN COMMUNICATIONS:

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

14. FUTURE HEARING ITEMS:

15. ADJOURNMENT:



Oceano Community Services District

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

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

Date: May 23, 2018

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

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

Recommendation

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

Discussion

The following is a summary of the attached cash disbursements:

Description	Check Sequence	Amounts
	56978 - 56995	
Disbursements Requiring Board Approval prior to Payment:		
Regular Payable Register – paid 05/23/2018	56980 - 56995	\$128,865.92
Subtotal:		\$128,865.92
Reoccurring Payments for Board Review (authorized by Resolution 2016-07):		
Payroll Disbursements – pay period ending	N/A	\$29,528.01
Reoccurring Utility Disbursements – paid 05/09/2018	56970 - 56977	\$2,691.60
Reoccurring Health/Benefits – paid 05/09/2018	56978 - 56979	\$201.03
Subtotal:		\$32,420.64
Grand Total:		\$161,286.56

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.

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 056980 THRU 056995

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	5/18/2018	CHECK	056980	R&R ROLL-OFF LLC	345.26CR	OUTSTND	A	0/00/0000
1-1001-000	5/18/2018	CHECK	056981	BRISCO'S	14.21CR	OUTSTND	A	0/00/0000
1-1001-000	5/18/2018	CHECK	056982	CANNON	23,249.73CR	OUTSTND	A	0/00/0000
1-1001-000	5/18/2018	CHECK	056983	MARK SCHWIND ELECTRIC INC.	440.00CR	OUTSTND	A	0/00/0000
1-1001-000	5/18/2018	CHECK	056984	ADAMSKI MOROSKI MADDEN CUMBERL	11,438.00CR	OUTSTND	A	0/00/0000
1-1001-000	5/18/2018	CHECK	056985	CORIX WATER PRODUCTS (US) INC.	163.09CR	OUTSTND	A	0/00/0000
1-1001-000	5/18/2018	CHECK	056986	ARAMARK	139.66CR	OUTSTND	A	0/00/0000
1-1001-000	5/18/2018	CHECK	056987	CONTRACTOR'S MAINTENANCE SERVI	150.00CR	OUTSTND	A	0/00/0000
1-1001-000	5/18/2018	CHECK	056988	CLINICAL LAB OF SAN BERNARDINO	965.00CR	OUTSTND	A	0/00/0000
1-1001-000	5/18/2018	CHECK	056989	J.B. DEWAR, INC.	549.76CR	OUTSTND	A	0/00/0000
1-1001-000	5/18/2018	CHECK	056990	GROVER BEACH, CITY OF	2,367.17CR	OUTSTND	A	0/00/0000
1-1001-000	5/18/2018	CHECK	056991	MINER'S ACE HARDWARE, INC.	193.59CR	OUTSTND	A	0/00/0000
1-1001-000	5/18/2018	CHECK	056992	QUILL CORPORATION	189.16CR	OUTSTND	A	0/00/0000
1-1001-000	5/18/2018	CHECK	056993	SHORELINE LANDSCAPE & MAINT. I	410.00CR	OUTSTND	A	0/00/0000
1-1001-000	5/18/2018	CHECK	056994	TERRA VERDE ENVIRONMENTAL CONS	5,351.29CR	OUTSTND	A	0/00/0000
1-1001-000	5/18/2018	CHECK	056995	MDR, INC.	82,900.00CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	128,865.92CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

Payroll Summary Report
Board of Directors - Agenda Date May 23, 2018

	(*)	
<u>Gross Wages</u>	4/28/2018	5/12/2018
Regular	\$23,054.88	\$23,150.54
Overtime Wages	\$1,342.98	\$2,909.70
Stand By	\$700.00	\$700.00
Gross Wages	<u>\$25,097.86</u>	<u>\$26,760.24</u>
<u>Disbursements</u>		
Net Wages	\$18,984.83	\$20,017.33
State and Federal Agencies	\$5,107.21	\$5,670.13
CalPERS - Normal	<u>\$3,818.01</u>	<u>\$3,840.55</u>
Total Disbursements processed with Payroll	<u>\$27,910.05</u>	<u>\$29,528.01</u>
Health & Other (Disbursed with reoccurring bills)	\$3,553.40	\$3,553.40
Total District Payroll Related Costs	<u>\$31,463.45</u>	<u>\$33,081.41</u>

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

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	5/09/2018	CHECK	056970	ADVANTAGE ANSWERING PLUS, INC	227.47CR	OUTSTND	A	0/00/0000
1-1001-000	5/09/2018	CHECK	056971	AGP VIDEO INC.	1,170.00CR	OUTSTND	A	0/00/0000
1-1001-000	5/09/2018	CHECK	056972	CHARTER COMMUNICATIONS	130.00CR	OUTSTND	A	0/00/0000
1-1001-000	5/09/2018	CHECK	056973	DIGITAL WEST NETWORKS, INC.	443.90CR	OUTSTND	A	0/00/0000
1-1001-000	5/09/2018	CHECK	056974	VERIZON WIRELESS	204.84CR	OUTSTND	A	0/00/0000
1-1001-000	5/09/2018	CHECK	056975	SO CAL GAS	98.98CR	OUTSTND	A	0/00/0000
1-1001-000	5/09/2018	CHECK	056976	STANLEY CONVERGENT SECURITY SO	89.50CR	OUTSTND	A	0/00/0000
1-1001-000	5/09/2018	CHECK	056977	COASTAL COPY, INC.	326.91CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	2,691.60CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	2,691.60CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 056978 THRU 056979

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	5/09/2018	CHECK	056978	TASC -CLIENT INVOICES	54.67CR	OUTSTND	A	0/00/0000
1-1001-000	5/09/2018	CHECK	056979	SEIU LOCAL 620	146.36CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	201.03CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	201.03CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		



Oceano Community Services District

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

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

Date: May 23, 2018
To: Board of Directors
From: Celia Ruiz, Account Administrator III
Via: Carey Casciola, Business and Accounting Manager
Subject: **Agenda Item #9(A): Consideration of a recommendation to approve safe and sane fireworks booth permits**

Recommendation

It is recommended that your Board approve applicants for the sale of safe and sane fireworks.

Discussion

Issuing safe and sane fireworks permits has been a standard practice by the District for over 20 years and is done in accordance with Ordinance 1991-2 and Ordinance 1992-2, which regulate the fees and conditions for the granting of permits for the sale of safe and sane fireworks within the boundaries of the District. Thereafter, through the adoption of Resolution 1997-12, the Board of Directors limited the number of applicants from seven to five. In recent years, it was recommended by the Fire Chief and the Five Cities Fire Authority (FCFA), for the increased safety of the residents, to limit the number of participants to four.

The District received four applications. Resolution 1997-12 provides that "The District will reserve an application for succeeding years for those vendors that comply with all District Rules and Regulations for the sale of Safe and Sane Fireworks." In 2017, the following organizations obtained approval from the District:

- The Anchor of Faith Apostolic Church
- The Church of God of Prophecy
- The Five Cities Aerie No. 4153 F.O.E.
- Open Door Pre-School

There are no additional applicants this year.

The attached map illustrates where each applicant intends to locate their booth.



Oceano Community Services District

Board of Directors Meeting

In the application form, which are attached, applicants must indicate the following:

- A. How their profits in 2017 were used to benefit the Community
- B. How they would use any revenues realized in 2018 in the betterment of Oceano

The proposed time frame for sale of safe and sane fireworks is from June 28 thru July 5 until noon.

The attached applications include information on how each will use revenues for community benefits:

Anchor of Faith Apostolic Church	Residents seeking help, homeless, single parent families
Church of God of Prophecy	Food provided to the community, insurance and gasoline for van
Five Cities Aerie No. 4153 F.O.E.	Give to local charities in Oceano
Open Door Pre-School	Building repairs, new play structure

Other Agency Involvement

FCFA will be inspecting and making sure applicants comply with rules and regulations.

Other Financial Considerations

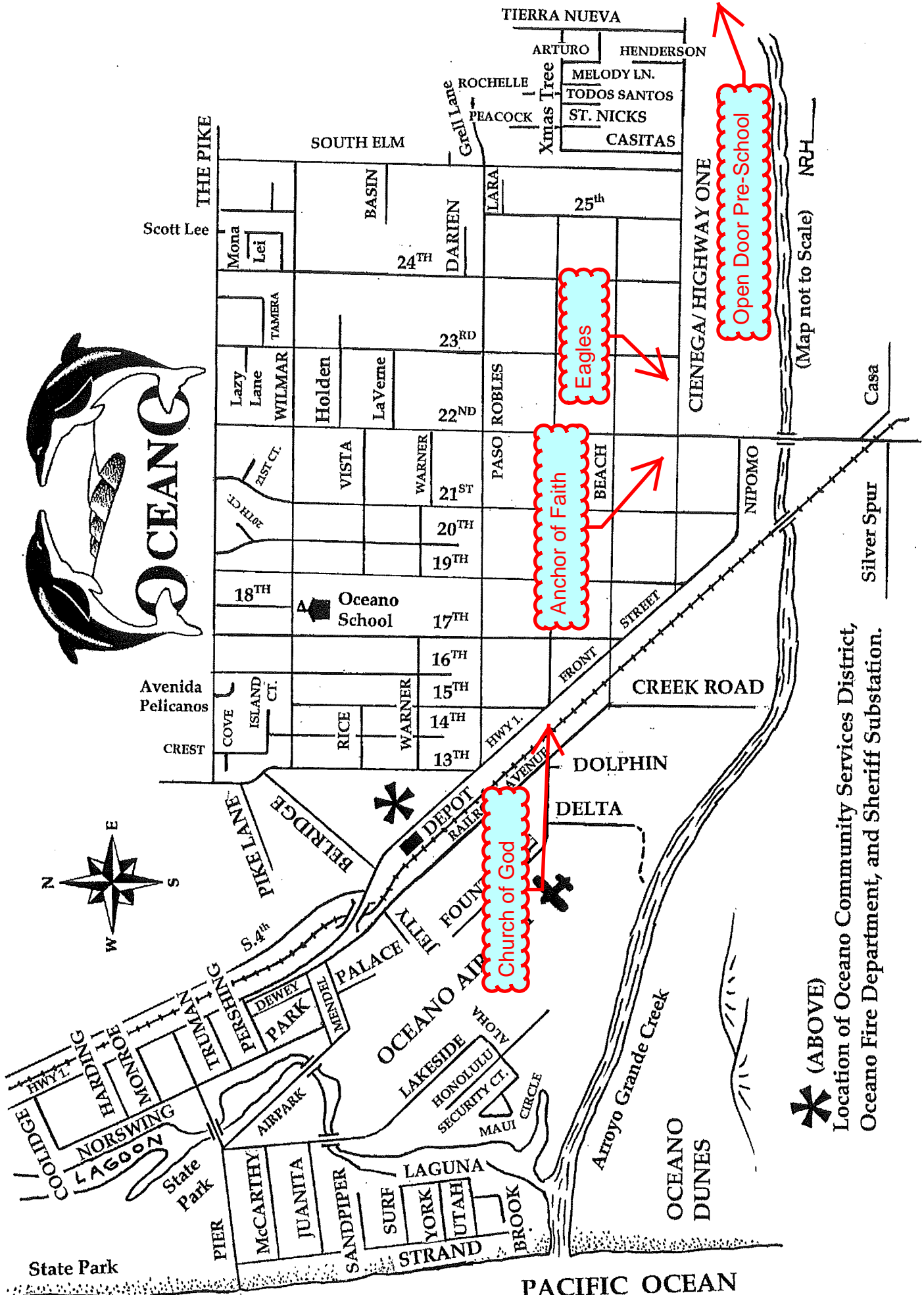
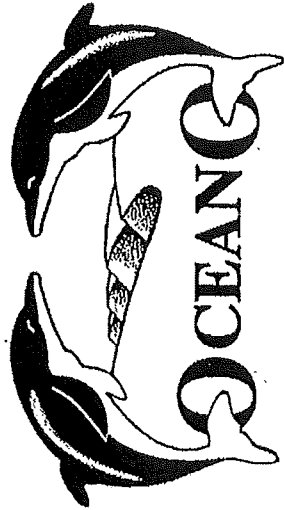
Each approved applicant will have a \$385.00 administrative fee and \$500.00 refundable clean up deposit.


Results

Issuing safe and sane firework permits promotes celebration of our nation's independence and freedom.

Attachments:

- Map illustrating where each applicant intends to locate their booth
- Anchor of Faith Apostolic Church Application
- Church of God of Prophecy Application
- Five Cities Aerie No. 4153 F.O.E. Application
- Open Door Pre-School Application



 (ABOVE)
 Location of Oceano Community Services District,
 Oceano Fire Department, and Sheriff Substation.

State Park

PACIFIC OCEAN

APPLICATION FOR SALE OF FIREWORKS
WITHIN THE BOUNDARIES OF
OCEANO COMMUNITY SERVICES DISTRICT

This application must be completed and returned to the District Office located at 1655 Front Street, Oceano, CA, 93445, by May 16, 2018. The application must be accompanied with the property owner's written permission for your proposed booth location. The \$500.00 refundable cleaning deposit and \$385.00 administration fee will need to be submitted once Board of Directors has assigned a booth to your organization.

Name of Applicant: Rudy Reuteria

Representing/Organization: Anchor of Faith Apostolic Church

Mailing Address of Organization/Applicant: 1312 22nd ST
Oceano Ca
93445

Telephone: Daytime 805-748-8606 After 5:00 p.m. Same

Proposed Booth Location: CHACHOS 1911 CIENAGA BLVD Oceano, Ca,

Property Owner's Name: Pauline Pimentel

The Board of Directors has determined that participation is conditioned upon each organization indicating where the profits from their sales will be directed with at least 50% of the profits to be spent within Oceano/Halcyon. (Use back page if necessary). This statement will be reviewed by the Board of Directors before a permit is issued.

Please explain how the 2017 profits were used:

Community Friendship day in August, Xmas gift giveaway,
Food boxes given to needy family's emergency needs to
family's in need of cash offerings

Please explain how you plan to use the 2018 profits for the benefit of Oceano/Halcyon:

We plan to use the proceeds of our TNT sales to help those
residents of Oceano who come to our church seeking help,
homeless, single parent family's & continue to help those in need
in our community.

Rudy Reuteria
Signature of Applicant

5-4-18
Date

PROPERTY OWNER'S LETTER OF PERMISSION
TO SELL FIREWORKS

Fire Chief Lieberman
Oceano Community Services District
PO Box 599
1655 Front Street
Oceano, CA 93475

SUBJECT: FIREWORKS BOOTH LOCATION/PROPERTY OWNER'S CONSENT

Dear Fire Chief Lieberman:

Permission is hereby granted to Rudy Renteria on behalf of the
Applicant's Name

Ancha of Faith Church and TNT
Organization Selling Fireworks Fireworks Company's Name

for the exclusive right to use the property located/named below for their 2018 fireworks booth:

Chachos Mexican Take out 1911 CIENAGA ST
Street Address or Location Description

OCEANO CALIF 93445
City, State, Zip Code

Assessor's Parcel Number

This address is within the boundaries of the Oceano Community Services District. It is understood that this sale will be conducted in accordance with all District, County, and State regulations.

By:

Pauline Pimentel
Signature of Property Owner

Pauline Pimentel
Please PRINT Property Owner's Name

P.O BOX 425 Oceano CA 93475
PROPERTY OWNER'S MAILING ADDRESS AND TELEPHONE NUMBER (805)-489-5130

Dated this 25th day of April, 2018

APR 18 RECD

APPLICATION FOR SALE OF FIREWORKS
WITHIN THE BOUNDARIES OF
OCEANO COMMUNITY SERVICES DISTRICT

This application must be completed and returned to the District Office located at 1655 Front Street, Oceano, CA, 93445, by May 16, 2018. The application must be accompanied with the property owner's written permission for your proposed booth location. The \$500.00 refundable cleaning deposit and \$385.00 administration fee will need to be submitted once Board of Directors has assigned a booth to your organization.

Name of Applicant: Greg Noe
Representing/Organization: Church of God of Prophecy
Mailing Address of Organization/Applicant: PO Box 306
Oceano, CA 93425-0306
(805)
Telephone: Daytime 710-3036 After 5:00 p.m. (805) 710-3036
Proposed Booth Location: 1860 Highway 1, Oceano, CA 93445
Property Owner's Name: John Taylor

The Board of Directors has determined that participation is conditioned upon each organization indicating where the profits from their sales will be directed with at least 50% of the profits to be spent within Oceano/Halcyon. (Use back page if necessary). This statement will be reviewed by the Board of Directors before a permit is issued.

Please explain how the 2017 profits were used:

Food Ministry - Providing Free Groceries to the community
Insurance and gasoline for Van used daily.

Please explain how you plan to use the 2018 profits for the benefit of Oceano/Halcyon:

Same as last year. Food provided to the community
Insurance and gasoline for Van used in this program

Greg Noe
Signature of Applicant

4-16-18
Date

**APPLICATION FOR SALE OF FIREWORKS
WITHIN THE BOUNDARIES OF
OCEANO COMMUNITY SERVICES DISTRICT**

This application must be completed and returned to the District Office located at 1655 Front Street, Oceano, CA, 93445, by May 16, 2018. The application must be accompanied with the property owner's written permission for your proposed booth location. The \$500.00 refundable cleaning deposit and \$385.00 administration fee will need to be submitted once Board of Directors has assigned a booth to your organization.

Name of Applicant: Norma Bernert - Linda McClure
Representing/Organization: Five Cities Fraternal Order of Eagles
Mailing Address of Organization/Applicant: PO Box 1009
Oceano, CA 93475

Telephone: Daytime 805-503-5219 After 5:00 p.m. same

Proposed Booth Location: Central Market, 2061 Cierra, Oceano CA

Property Owner's Name: _____

The Board of Directors has determined that participation is conditioned upon each organization indicating where the profits from their sales will be directed with at least 50% of the profits to be spent within Oceano/Halcyon. (Use back page if necessary). This statement will be reviewed by the Board of Directors before a permit is issued.

Please explain how the 2017 profits were used:

Donation to Boys and Girls Club in Oceano
Donation to Central Coast Senior Center, Oceano

Please explain how you plan to use the 2018 profits for the benefit of Oceano/Halcyon:

Give to local charities in Oceano

Norma Bernert
Signature of Applicant

5-8-18
Date

PROPERTY OWNER'S LETTER OF PERMISSION
TO SELL FIREWORKS

Fire Chief Lieberman
Oceano Community Services District
PO Box 599
1655 Front Street
Oceano, CA 93475

SUBJECT: FIREWORKS BOOTH LOCATION/PROPERTY OWNER'S CONSENT

Dear Fire Chief Lieberman:

Permission is hereby granted to Norma Bernert / Linda McClure on behalf of the
Applicant's Name

Five Cities Eagles #4153 and T-n-T
Organization Selling Fireworks Fireworks Company's Name

for the exclusive right to use the property located/named below for their 2018 fireworks booth:

2061 Cieraga St
Street Address or Location Description

Oceano, CA 93445
City, State, Zip Code

062-114-022
Assessor's Parcel Number

This address is within the boundaries of the Oceano Community Services District. It is understood that this sale will be conducted in accordance with all District, County, and State regulations.

By:

Tony Sam
Signature of Property Owner

Tony Sam
Please PRINT Property Owner's Name

2061 CIERAGA ST OCEANO, CA (805) 489-5300
PROPERTY OWNER'S MAILING ADDRESS AND TELEPHONE NUMBER

Dated this 16 day of May, 2018

**APPLICATION FOR SALE OF FIREWORKS
WITHIN THE BOUNDARIES OF
OCEANO COMMUNITY SERVICES DISTRICT**

This application must be completed and returned to the District Office located at 1655 Front Street, Oceano, CA, 93445, by May 16, 2018. The application must be accompanied with the property owner's written permission for your proposed booth location. The \$500.00 refundable cleaning deposit and \$385.00 administration fee will need to be submitted once Board of Directors has assigned a booth to your organization.

Name of Applicant: David & Esther Myers
Representing/Organization: Open Door Pre-school
Mailing Address of Organization/Applicant: P.O. Box 693
Oceano, Ca.
93475
Telephone: Daytime 805-489-6327 After 5:00 p.m. 805-471-2027

Proposed Booth Location: Hayashi Vegetable Stand
2873 Cienega Oceano 93445
Property Owner's Name: Alan Hayashi

The Board of Directors has determined that participation is conditioned upon each organization indicating where the profits from their sales will be directed with at least 50% of the profits to be spent within Oceano/Halcyon. (Use back page if necessary). This statement will be reviewed by the Board of Directors before a permit is issued.

Please explain how the 2017 profits were used:
We put a new Roof on Pre-school building
bought Toys Supplies

Please explain how you plan to use the 2018 profits for the benefit of Oceano/Halcyon:
We have building repairs + working on
new play structure

Signature of Applicant Esther Myers Date 5-10-2018

PROPERTY OWNER'S LETTER OF PERMISSION
TO SELL FIREWORKS

Fire Chief Lieberman
Oceano Community Services District
PO Box 599
1655 Front Street
Oceano, CA 93475

SUBJECT: FIREWORKS BOOTH LOCATION/PROPERTY OWNER'S CONSENT

Dear Fire Chief Lieberman:

Permission is hereby granted to DAVID & ESTHER MYERS on behalf of the
Applicant's Name

OPEN DOOR PRE SCHOOL and TNT
Organization Selling Fireworks Fireworks Company's Name

for the exclusive right to use the property located/named below for their 2018 fireworks booth:


2870 CLENAGA
Street Address or Location Description

OCEANO, CA, 93425
City, State, Zip Code

Assessor's Parcel Number

This address is within the boundaries of the Oceano Community Services District. It is understood that this sale will be conducted in accordance with all District, County, and State regulations.

By:


Signature of Property Owner

Arvin Hayes
Please PRINT Property Owner's Name

2460 Gramway Ave, CA 93420
PROPERTY OWNER'S MAILING ADDRESS AND TELEPHONE NUMBER

Dated this 27 day of April, 2018



Oceano Community Services District

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

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

Date: May 23, 2018

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item #9(B): Consideration of a Recommendation to Approve a Memorandum of Agreement Amending the Five Cities Fire Authority Joint Powers of Authority Agreement with the Cities of Arroyo Grande and Grover Beach**

Recommendation

It is recommended that your Board approve the attached amendment to the Five Cities Fire Authority Joint Powers of Authority Agreement with the cities of Arroyo Grande and Grover Beach.

Discussion

The attached Memorandum of Agreement (MOA) represents an amendment to the existing Five Cities Fire Authority (FCFA) Joint Powers of Authority Agreement (JPA) originally adopted in 2010. It has been developed in coordination with the city managers and legal counsel of the District and the cities of Arroyo Grande and Grover Beach in response to your Board's action on April 25, 2018, which included adoption of Resolution No. 2018-03. That resolution provides for approval of the FCFA 2018/19 "Strategic Plan" budget if the MOA is adopted by all three agencies. Alternatively, the resolution supports adoption of the 2018/19 FCFA "Status Quo" Budget in the event that the MOA is not adopted by all three agencies.

On May 18, 2018, the FCFA Board of Directors considered and supported the adoption of the MOA by the three agencies. Consistent with your Board's action of April 25th, the FCFA Board also adopted the 2018/19 strategic plan budget subject to adoption of the MOA, and the 2018/19 status quo budget if the MOA is not adopted.

The importance of the MOA is based on the fiscal impacts of the five-year FCFA budgetary estimates to implement the strategic plan. Although the FCFA Board has unanimously supported implementing the strategic plan, the District's property tax allocation is insufficient to fund the increasing costs. In addition, the strategic plan includes staffing and service levels greater than provided in the existing JPA. The challenges of the budgetary impact combined with the changes from the current staffing and service levels are addressed in the MOA, including the following key components:

- Allows the initial implementation of the Strategic Plan in fiscal year 2018/19.



- Provides for “Good faith” negotiations to consider amendments to the JPA, including the funding formula.
- Allows the current FCFA General Counsel (and the City of Grover Beach Attorney) to continue to represent both organizations.
- Provides that if efforts to amend the existing JPA cannot be agreed upon by April 1, 2019, then any member agency may withdraw under terms provided in the MOA.
- If more than one member cannot agree to amendments by April 1, 2019, the agreement will be terminated by December 31, 2019.

Attached are the materials provided to your Board while considering Resolution No. 2018-03 on April 25th.

Other Agency Involvement

The Five Cities Fire Authority and the cities of Arroyo Grande and Grover Beach.

Financial Considerations

Sufficient reserves exist to fund the first two years of the strategic plan. The MOA timeline provides time for the District to consider placing a special tax measure on the November 2018 ballot to augment existing property tax allocations, to consider amendments to the FCFA JPA, and to consider other options for fire and emergency services for the community.

Results

Approval of the MOA will enable the District to continue working with the cities on the future service levels and funding for FCFA and promotes well governed communities.

Attachments:

- Memorandum of Agreement amending the Five Cities Fire Authority Joint Powers of Authority Agreement.
- Draft Preliminary 2018/19 Budget Projections
- Flow Chart
- FCFA Strategic Budget & Status Quo Budget

Memorandum of Agreement (MOA)
Amending the
Five Cities Fire Authority
Joint Exercise of Powers Agreement

This agreement is entered into by the Cities of Arroyo Grande and Grover Beach, and the Oceano Community Services District, which are hereinafter referred to as the Parties. This amendment to the Joint Exercise of Powers Agreement, dated June 7, 2010 (“Amendment”), includes the following terms and provisions relating to the operations of the Five Cities Fire Authority (“FCFA”), which operations shall continue as provided in the Joint Exercise of Powers Agreement (“JPA” or “JPA Agreement”).

1. Each Parties’ contributions for funding the Fiscal Year 2018/19 FCFA budget shall be:

- | | | |
|----|------------------------------------|--------------|
| a. | City of Arroyo Grande | \$ 2,523,661 |
| b. | City of Grover Beach | \$ 1,798,108 |
| c. | Oceano Community Services District | \$ 987,362 |

2. For Fiscal Year 2018/19, staffing shortages shall be operationally managed by the Fire Chief with updates provided to the Board of Directors. Such staffing shortages may result in temporary closure or reduced staffing at fire stations.

3. During Fiscal Year 2018/19, the Parties shall act in good faith to meet and confer for the purpose of considering amendments to the JPA including, but not limited to, modifications to the funding formula contained in Exhibit B of the JPA Agreement (“Funding Formula”), the provisions regarding member withdrawal, and future staffing levels beyond Fiscal Year 2018/19, so that the JPA may be amended to meet the needs of each of the Parties. If the Parties cannot agree upon amendments and a restructured JPA by April 1, 2019, then any member agency may withdraw pursuant to the terms of this Amendment. Notwithstanding the potential withdrawal of a member agency, if the remaining Parties cannot agree upon amendments and a restructured JPA by April 1, 2019, the JPA shall be terminated as of December 31, 2019, and assets and liabilities shall be distributed by and among the Parties pursuant to Sections 4 and 5 below.

4. During Fiscal Year 2018/19, the Parties shall also act in good faith to meet and confer in order to do the following by April 1, 2019, in preparation for the potential withdrawal of a member agency and/or termination of the JPA:

- a. Establish a distribution of assets currently owned and/or in the possession of the JPA, including, but not limited to major pieces of apparatus and capital

equipment, which will allow all three Parties to maintain sufficient apparatus and capital equipment to establish an independent fire service; and

b. Establish the obligations of the Parties to pay future obligations that were incurred by the FCFA prior to July 1, 2019, including, but not limited to, those future obligations related to lease payments on Engine 2 and 3 and future pension/PERS obligations.

c. Notwithstanding the forgoing, the Parties mutually agree and understand that as a result of the withdrawal of a member agency or the termination of the JPA, no Party shall be obligated to future payment lease obligations for any Engine that does not remain in the custody, control, and possession of that agency.

5. If the Parties are unable to agree upon amendments and a restructured JPA by April 1, 2019, then the Parties shall act in good faith to meet and confer to finalize the distribution of all assets currently owned and/or in the possession of the JPA not established for distribution in accordance with Section 4.a above, such as additional tools, machines, parts, supplies, communication devices, computers, office equipment supplies and furnishings, by December 31, 2019.

6. Upon mutual agreement of the City Manager of Grover Beach, the City Manager of Arroyo Grande, and the General Manager of Oceano CSD that the Parties are making progress towards JPA amendments and working in good faith, the April 1 deadlines contained within this Amendment will be extended for a period not to exceed six (6) months and will result in a corresponding extension of time of the December 31, 2019 deadline so as to always allow an eight month wind down for distribution of assets and establishment of new services. This extension may be handled administratively with no requirement of board approval from any of the Parties.

7. Upon termination of the JPA or the withdrawal of an agency, any two agencies subject to the JPA Agreement may agree, without consent of the third agency, to continue operating under the FCFA name and branding and/or reestablish the FCFA under a new agreement and operate under the FCFA name and branding.

8. The Parties understand and acknowledge that consistent with the Joint Exercise of Powers Agreement and the conflict waivers contained therein, dated June 7, 2010 and the signed waiver agreement, dated May 18, 2018, between the FCFA Board, the City Council of the City of Grover Beach, the City Council of the City of Arroyo Grande and Board of Directors of the Oceano Community Services District, the Grover Beach City Attorney, David Hale is representing the Five Cities Fire Authority as General Counsel and the City of Grover Beach as City Attorney in regards to the performance of the tasks identified in this Amendment. To the

extent said representation may result in a potential or actual conflict of interest pursuant to Section 4. E. (7) of the JPA Agreement, the Parties hereby waive the requirement that Mr. Hale withdraw from representing either Party and agree to sign the conflict waiver agreement, attached as Exhibit "A", manifesting the subject waiver to the JPA Agreement Section 4. E. (7) and that the signing by the parties herein of the subject conflict waiver agreement is a representation by the parties the subject conflict waiver is in compliance with the California Rules of Professional Conduct, section 3-310 and has adequately advised them of the potential conflicts contained within the subject representation. Moreover, the City of Arroyo Grande and Oceano Community Services District are represented by independent legal counsel which has reviewed the conflict waiver and advised them regarding said agreement.

9. To the extent there is inconsistency between this Amendment and the JPA, the terms of this Amendment shall control, including but not limited to JPA Sections 4.E.(7), 6.B, 8.B.(3), and Section 17.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers hereunto duly authorized, and their official seals to be hereto affixed, as of the day and year first above written.

CITY OF ARROYO GRANDE

CITY OF GROVER BEACH

By: _____
_____, Mayor

By: _____
_____, Mayor

Attest:

Attest:

_____, City Clerk

_____, City Clerk

OCEANO COMMUNITY SERVICES DISTRICT

Attest:

By: _____
_____, President

_____, Board Secretary

Oceano CSD

March 28, 2018 Board Meeting
Draft Preliminary 2018/19 Budget Projections

	<u>BUDGET</u> <u>2017/18</u>	<u>PROPOSED</u> <u>BUDGET (a)</u> <u>2018/19</u>	<u>PROPOSED</u> <u>BUDGET (b)</u> <u>2018/19</u>	
ESTIMATED PROPERTY TAX REVENUES	\$968,120	\$1,012,947	\$1,012,947	5%
LESS: Lighting Fund Costs	\$53,683	\$55,293	\$55,293	3%
NET PROPERTY TAX REVENUES	<u>\$914,437</u>	<u>\$957,654</u>	<u>\$957,654</u>	
FIRE FUND COSTS				
FCFA	\$806,464	\$987,362	\$932,310	18%
GROVER - Dispatch	\$30,650			11%
OCSD - Overhead	\$31,965	\$32,924	\$32,924	3%
OCSD - Other	\$12,775	\$13,158	\$13,158	3%
TOTAL FIRE FUND	<u>\$881,854</u>	<u>\$1,033,444</u>	<u>\$978,392</u>	
DEFICIT	<u>\$32,583</u>	<u>(\$75,791)</u>	<u>(\$20,739)</u>	

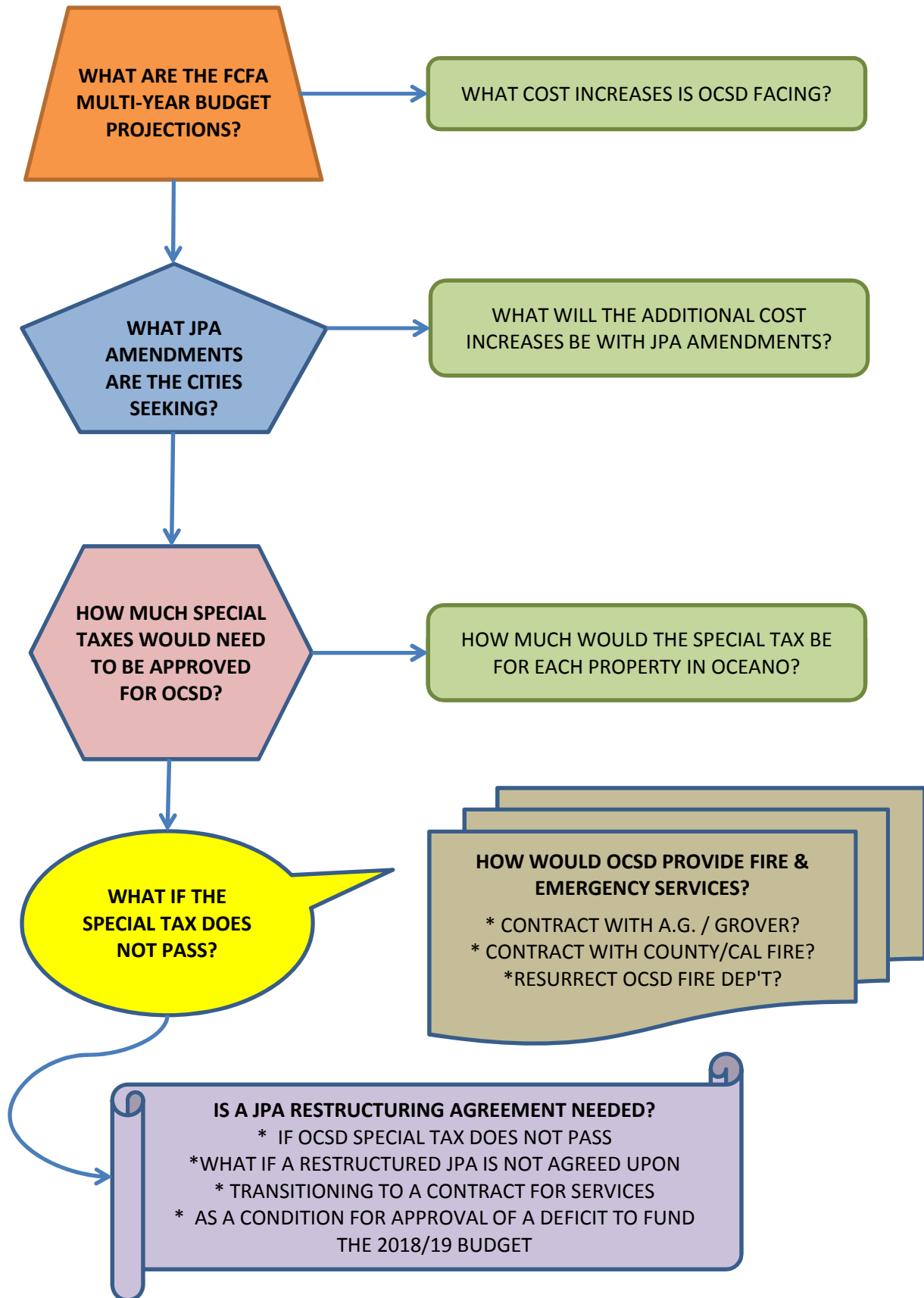
Notes:

- BUDGET (a) - Based on the Strategic Plan
- BUDGET (b) - Based on Status Quo Staffing

Oceano CSD		STATUS QUO (STAFFING) MULTI-YEAR PROJECTIONS					
March 28, 2018 Board Meeting							
Draft Preliminary 2018/19 Budget Projections							
	BUDGET 2017/18	STRATEGIC PROPOSED BUDGET (a) 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	
ESTIMATED PROPERTY TAX REVENUES	\$968,120	\$1,012,947	\$ 1,043,335	\$ 1,074,635	\$ 1,106,875	\$ 1,140,081	
		4.6%	3.0%	3.0%	3.0%	3.0%	
LESS: Lighting Fund Costs	\$53,683	\$55,293	\$56,952	\$58,661	\$60,421	\$62,233	
		3%	3%	3%	3%	3%	
NET PROPERTY TAX REVENUES	\$914,437	\$957,654	\$986,383	\$1,015,975	\$1,046,454	\$1,077,847	
FIRE FUND COSTS							
FCFA	\$806,464	\$987,362	\$974,987	\$996,056	\$1,030,855	\$1,055,000	
GROVER - Dispatch	\$30,650						
OCSO - Overhead	\$31,965	\$32,924	\$33,912	\$34,929	\$35,977	\$37,056	
		3%	3%	3%	3%	3%	
OCSO - Other	\$12,775	\$13,158	\$13,553	\$13,960	\$14,378	\$14,810	
		3%	3%	3%	3%	3%	
TOTAL FIRE FUND	\$881,854	\$1,033,444	\$1,022,452	\$1,044,945	\$1,081,210	\$1,106,866	
DEFICIT	\$32,583	(\$75,791)	(\$36,069)	(\$28,970)	(\$34,756)	(\$29,018)	

Oceano CSD
March 28, 2018 Board Meeting
 Draft Preliminary 2018/19 Budget Projections

STRATEGIC PLAN MULTI-YEAR PROJECTIONS							
	<u>BUDGET</u> <u>2017/18</u>	<u>STATUS QUO</u> <u>PROPOSED</u> <u>BUDGET (b)</u> <u>2018/19</u>	<u>PROPOSED</u> <u>BUDGET (a)</u> <u>2018/19</u>	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
ESTIMATED PROPERTY TAX REVENUES	\$968,120	\$1,012,947	\$1,012,947	\$ 1,043,335	\$ 1,074,635	\$ 1,106,875	\$ 1,140,081
		4.6%		3.0%	3.0%	3.0%	3.0%
LESS: Lighting Fund Costs	\$53,683	\$55,293	\$55,293	\$56,952	\$58,661	\$60,421	\$62,233
		3%	3%	3%	3%	3%	3%
NET PROPERTY TAX REVENUES	<u>\$914,437</u>	<u>\$957,654</u>	<u>\$957,654</u>	<u>\$986,383</u>	<u>\$1,015,975</u>	<u>\$1,046,454</u>	<u>\$1,077,847</u>
FIRE FUND COSTS							
FCFA	\$806,464	\$932,310	\$987,362	\$1,083,705	\$1,129,260	\$1,210,148	\$1,249,521
GROVER - Dispatch	\$30,650		\$32,924	\$33,912	\$34,929	\$35,977	\$37,056
OCSD - Overhead	\$31,965	\$32,924	\$32,924	\$33,912	\$34,929	\$35,977	\$37,056
OCSD - Other	\$12,775	\$13,158	\$13,158	\$13,553	\$13,960	\$14,378	\$14,810
		3%	3%	3%	3%	3%	3%
TOTAL FIRE FUND	<u>\$881,854</u>	<u>\$978,392</u>	<u>\$1,033,444</u>	<u>\$1,131,170</u>	<u>\$1,178,149</u>	<u>\$1,260,503</u>	<u>\$1,301,387</u>
DEFICIT	<u>\$32,583</u>	<u>(\$20,739)</u>	<u>(\$75,791)</u>	<u>(\$144,787)</u>	<u>(\$162,174)</u>	<u>(\$214,049)</u>	<u>(\$223,539)</u>
CUMMULATIVE DEFICITS			<u>(\$75,791)</u>	<u>(\$220,577)</u>	<u>(\$382,751)</u>	<u>(\$596,801)</u>	<u>(\$820,340)</u>



Oceano Community Services District
Board Meeting - March 28, 2018
Draft Concepts for a JPA Restructuring Agreement

Concepts for a JPA Restructuring Agreement

- Based on direction from March, 2018 FCFA Board meeting.
- Needs to be approved by all three agencies by June 1, 2018 to avoid a 2018/19 budget impasse.
- Establishes the FCFA "Strategic Plan" budget scenario for 2018/19, including a one-time only budget deficit (for OCSD).
- Requires each agency to negotiate in good faith a restructured JPA so that:
 - Lessons learned since the JPA was created in 2010 can be addressed.
 - The funding formula / methodology can be addressed.
 - Future certainty for FCFA can be established.
- Establishes a deadline for each agency to adopt the restructured JPA.
 - Deadline of a date to be determined - December 31, 2018 - February 28, 2019.
 - Establishes June 30, 2019 as the end-date for a three-agency FCFA if a restructured JPA is not agreed upon by all three agencies.
- Requires each agency to negotiate in good faith a contract for services for Oceano.
 - If an OCSD special tax does not pass.
 - If the three agencies cannot agree on a restructured JPA and FCFA becomes a two-agency department (Arroyo Grande and Grover Beach).

FIVE CITIES FIRE AUTHORITY
BUDGET SUMMARY
For the Fiscal Year Ending June 30, 2018

"Strategic Plan" Scenario

	Actual		Amended Budget	Proposed Budget	Projection			
	2016	2017 Unaudited			2018	2019	2020	2021
	Beginning Fund Balance	\$ 231,367	\$ 232,821	\$ 381,290	\$ 334,190	\$ 334,190	\$ 452,190	\$ 570,190
Revenues	4,144,525	4,728,028	4,573,330	5,342,830	5,855,468	6,102,277	6,540,282	6,753,637
Expenditures:								
Salaries & Benefits	3,557,700	3,643,541	3,763,600	4,419,700	4,710,800	5,020,300	5,421,050	5,636,405
Services & Supplies	490,739	561,399	604,700	719,400	763,788	779,064	794,645	810,538
Equipment Replacement	675,475	602,018	150,900	102,500	161,650	83,683	105,357	87,464
Debt Service		326,876	101,230	101,230	101,230	101,230	101,230	101,230
Total Expenditures	4,723,914	5,133,834	4,620,430	5,342,830	5,737,468	5,984,277	6,422,282	6,635,637
Prior period adjustment								
Other financing sources (uses)	580,843	554,275						
Change in Fund Balance	1,454	148,469	(47,100)	(0)	118,000	118,000	118,000	118,000
Ending Fund Balance	\$ 232,821	\$ 381,290	\$ 334,190	\$ 334,190	\$ 452,190	\$ 570,190	\$ 688,190	\$ 806,190
Designated Reserve	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ 118,000	\$ 236,000	\$ 354,000	\$ 472,000
Undesignated Fund Balance	177,821	326,290	334,190	334,190	334,190	334,190	334,190	334,190
Total Fund Balance	\$ 232,821	\$ 381,290	\$ 334,190	\$ 334,190	\$ 452,190	\$ 570,190	\$ 688,190	\$ 806,190

**FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2018**

"Strategic Plan" Scenario

ACT	ACCOUNT NAME	Actual		Amended Budget	Proposed Budget	Variance	Projection				
		2016	2017 Unaudited				2018	2019	2020	2021	2022
	REVENUES										
4301	INTEREST	\$ 1,981	\$ 3,490	\$ 1,300	\$ 700	\$ (600)	\$ 700	\$ 700	\$ 700	\$ 700	
4422	ARROYO GRANDE FIRE REIMBURSEMENT	1,846,134	2,241,766	2,062,347	2,523,661	461,314	2,773,185	2,891,170	3,100,666	3,202,639	
4428	FEMA REVENUE			-		-					
4443	GROVER BEACH FIRE REIMBURSEMENT	1,284,929	1,417,661	1,491,753	1,798,108	306,355	1,973,578	2,056,547	2,203,868	2,275,577	
4444	OCEANO FIRE REIMBURSEMENT	754,337	779,965	808,530	987,362	178,832	1,083,705	1,129,260	1,210,148	1,249,521	
4458	STATE GRANT	-		-		-					
4491	SAFER GRANT										
4462	LOCAL GRANT	10,361	29,719	10,600		(10,600)					
4726	FIRE IMPACT FEES	4,398	4,101	1,000	3,000	2,000	3,000	3,000	3,000	3,000	
4729	FIRE-FIRST RESPONDER SUPPORT	21,954	22,228	20,600	21,000	400	21,300	21,600	21,900	22,200	
4730	STRIKE TEAM REIMBURSEMENT	158,255	186,322	155,500		(155,500)					
4803	SALES-EQUIPMENT/MATERIALS	24,000		12,700		(12,700)					
4807	EXPENSE RECOVERY	38,176	42,776	9,000	9,000						
4816	PROCEEDS FROM DEBT ISSUANCE	580,843	554,275								
	GRAND TOTAL REVENUES	\$ 4,725,368	\$ 5,282,303	\$ 4,573,330	\$ 5,342,830	\$ 769,500	\$ 5,855,468	\$ 6,102,277	\$ 6,540,282	\$ 6,753,637	

FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2018

"Strategic Plan" Scenario

ACT	ACCOUNT NAME	Actual		Amended Budget	Proposed Budget	Variance	Projection			
		2016	2017 Unaudited				2018	2019	2020	2021
EXPENDITURES										
5101	SALARIES FULL-TIME	1,273,174	1,201,809	1,711,200	2,125,200	414,000	2,360,100	2,483,700	2,776,000	2,861,400
5102	SALARIES PERMANENT PART-TIME	21,118	19,492	16,400	46,400	30,000	46,400	46,400	46,400	46,400
5103	SALARIES TEMPORARY PART-TIME	384,069	372,210	368,000	262,800	(105,200)	131,400	131,400	-	-
5105	SALARIES OVERTIME	418,473	570,525	266,800	426,900	160,100	445,600	455,400	476,500	487,600
5106	SALARIES - STRIKE TEAM OVERTIME	100,890	116,321	155,500	-	(155,500)	-	-	-	-
5108	HOLIDAY PAY	73,976	71,603	69,400	101,800	32,400	106,900	104,300	111,500	115,400
5109	SICK LEAVE PAY	45,248	42,504	-	-	-	-	-	-	-
5110	ANNUAL LEAVE BUY BACK	3,565	9,327	7,000	7,000	-	7,000	7,000	7,000	7,000
5111	VACATION BUY BACK	36,793	43,337	45,000	45,000	-	45,000	45,000	45,000	45,000
5112	SICK LEAVE BUY BACK	2,736	927	4,000	4,000	-	4,000	4,000	4,000	4,000
5113	VACATION LEAVE PAY	58,531	63,522	-	-	-	-	-	-	-
5114	COMPENSATION PAY	43,923	42,766	-	-	-	-	-	-	-
5115	ANNUAL LEAVE	19,296	23,448	-	-	-	-	-	-	-
5121	PERS RETIREMENT	436,063	425,736	441,700	520,100	78,400	571,300	661,000	718,000	758,100
5122	SOCIAL SECURITY	163,531	165,026	161,700	222,300	60,600	231,200	241,100	254,500	261,800
5123	PARS RETIREMENT	5,735	5,856	5,800	700	(5,100)	700	700	700	700
5126	STATE DISABILITY INS. (SDI)	14,369	14,113	12,200	18,800	6,600	19,700	20,300	21,700	22,500
5127	DEFERRED COMPENSATION	2,420	2,707	3,000	3,000	-	3,000	3,600	3,600	3,600
5131	HEALTH INSURANCE	300,319	312,332	345,800	424,000	78,200	520,900	580,700	698,400	746,400
5132	DENTAL INSURANCE	21,425	18,865	20,800	25,100	4,300	28,900	30,000	33,200	33,200
5133	VISION INSURANCE	5,096	4,810	5,400	6,400	1,000	7,500	7,900	9,100	9,100
5134	LIFE INSURANCE	2,203	2,092	2,400	2,900	500	3,300	3,400	3,800	3,800
5135	LONG TERM DISABILITY INSURANCE	7,090	7,628	8,400	8,800	400	8,800	9,800	9,900	9,900
5136	RETIRES HEALTH INSURANCE	5,337	8,239	6,500	8,200	1,700	8,200	8,200	8,200	8,200
5141	WORKERS COMPENSATION	104,300	98,148	101,000	154,500	53,500	155,000	170,500	187,550	206,305
5142	UNEMPLOYMENT INSURANCE	7,599	(402)	5,000	5,000	-	5,000	5,000	5,000	5,000
5143	UNIFORM ALLOWANCE	-	-	-	-	-	-	-	-	-
5147	EMPLOYEE ASSISTANCE PROGRAM	421	600	600	800	200	900	900	1,000	1,000
Subtotal Salaries & Benefits		3,557,700	3,643,541	3,763,600	4,419,700	656,100	4,710,800	5,020,300	5,421,050	5,636,405

FIVE CITIES FIRE AUTHORITY
 BUDGET
 For the Fiscal Year Ending June 30, 2018

"Strategic Plan" Scenario

ACT	ACCOUNT NAME	Actual		Amended Budget	Proposed Budget	Variance	Projection			
		2016	2017 Unaudited				2018	2019	2020	2021
5201	SUPPLIES - OFFICE	5,980	6,948	7,000	7,000	-	7,140	7,283	7,428	7,577
5206	SUPPLIES - EMS	7,511	6,586	10,000	15,000	5,000	15,300	15,606	15,918	16,236
5208	POSTAGE/MAILING	1,967	1,930	1,800	1,800	-	1,836	1,873	1,910	1,948
5255	SPECIAL DEPARTMENT SUPPLIES	13,757	20,459	23,100	24,000	900	24,480	24,970	25,469	25,978
5272	PROTECTIVE/SAFETY CLOTHING	27,591	71,835	35,000	40,000	5,000	40,800	41,616	42,448	43,297
5273	SMALL TOOLS	3,254	2,247	3,000	3,000	-	3,060	3,121	3,184	3,247
5276	UNIFORMS			20,000	25,000	5,000	25,500	26,010	26,530	27,061
5301	ADVERTISING	697	-	1,000	1,000	-	1,020	1,040	1,061	1,082
5303	CONTRACTUAL SERVICES	116,423	122,019	108,500	270,000	161,500	305,400	311,508	317,738	324,093
5306	PRINTING SERVICES	1,429	1,809	4,000	4,000	-	4,080	4,162	4,245	4,330
5315	PRE-EMPLOYMENT PHYSICALS	1,687	7,535	9,200	11,000	1,800	11,220	11,444	11,673	11,907
5316	JOB RECRUITMENT EXPENSE	1,477	961	2,000	2,000	-	2,040	2,081	2,122	2,165
5324	FORENSIC MANDATE SERVICES	1,450	30	1,800	1,800	-	1,836	1,873	1,910	1,948
5325	HAZMAT/SAFETY PROGRAM	14,500	13,046	15,500	15,500	-	15,810	16,126	16,449	16,778
5401	UTILITIES	41,339	43,244	45,000	45,000	-	45,900	46,818	47,754	48,709
5403	TELECOMMUNICATIONS	29,269	22,559	30,000	30,000	-	30,600	31,212	31,836	32,473
5501	CONFERENCE/TRAINING	18,444	9,145	12,000	12,000	-	12,240	12,485	12,734	12,989
5512	TRAVEL	-	4,720	3,500	4,000	500	4,080	4,162	4,245	4,330
5503	MEMBERSHIPS & SUBSCRIPTIONS	3,048	2,368	3,700	3,700	-	3,774	3,849	3,926	4,005
5504	PUBLIC RELATIONS	7,158	4,050	6,000	5,000	(1,000)	5,100	5,202	5,306	5,412
5508	MISC EXPENSE	1,650	1,423	2,500	2,500	-	2,550	2,601	2,653	2,706
5553	RENT-BUILDING AND LAND	15,000	15,000	15,000	15,000	-	15,300	15,606	15,918	16,236
5555	BANK CHARGES	-	66	300	300	-	306	312	318	325
5576	LIABILITY INSURANCE-JPA SHARE	12,884	13,634	18,000	18,000	-	18,360	18,727	19,102	19,484
5599	WEED ABATEMENT	8,573	10,326	12,000	12,000	-	12,240	12,485	12,734	12,989
5601	MAINTENANCE - VEHICLES	91,689	94,966	100,000	75,000	(25,000)	76,500	78,030	79,591	81,182
5602	MAINTENANCE - OFFICE EQUIPMENT	3,591	2,988	3,600	3,600	-	3,672	3,745	3,820	3,897
5603	MAINTENANCE - MACH & EQUIP	8,730	31,328	53,000	15,000	(38,000)	15,300	15,606	15,918	16,236
5604	MAINTENANCE - BUILDINGS	9,886	7,170	8,000	8,000	-	8,160	8,323	8,490	8,659

FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2018

"Strategic Plan" Scenario

ACT	ACCOUNT NAME	Actual		Amended Budget	Proposed Budget	Variance	Projection			
		2016	2017 Unaudited				2018	2019	2020	2021
5605	MAINTENANCE - GROUNDS	582	499	2,000	1,000	(1,000)	1,020	1,040	1,061	1,082
5606	MAINTENANCE - RADIO COMMUNICATIONS	8,087	6,670	8,200	8,200	-	8,364	8,531	8,702	8,876
5608	GAS & OIL	33,086	35,838	40,000	40,000	-	40,800	41,616	42,448	43,297
	Subtotal Services & Supplies	490,739	561,399	604,700	719,400	114,700	763,788	779,064	794,645	810,538
5803	LEASE PURCHASE PAYMENTS		326,876	101,230	101,230	-	101,230	101,230	101,230	101,230
	Subtotal Debt Service	-	326,876	101,230	101,230	-	101,230	101,230	101,230	101,230
6101	DATA PROCESSING EQUIPMENT	1,544	10,607	16,000	40,000	24,000	38,000	18,760	39,135	19,918
6103	COMPUTER LICENSING SOFTWARE	21,815	16,202	50,000	32,500	(17,500)	47,650	48,603	49,575	50,567
6201	MACHINERY & EQUIPMENT	10,180	16,378	15,500	30,000	14,500	16,000	16,320	16,646	16,979
6301	VEHICLES	641,936	558,831	69,400		(69,400)	60,000			
	FUTURE VEHICLE REPLACEMENT					-	118,000	118,000	118,000	118,000
	Subtotal Equip Replacement	675,475	602,018	150,900	102,500	(48,400)	279,650	201,683	223,357	205,464
	GRAND TOTAL EXPENDITURES	\$ 4,723,914	\$ 5,133,834	\$ 4,620,430	\$ 5,342,830	\$ 722,400	\$ 5,855,468	\$ 6,102,277	\$ 6,540,282	\$ 6,753,637

4) 25% based on proportion of service calls

Arroyo Grande	1,987	53%
Grover Beach	1,198	32%
OCSD	583	15%
Total service calls	3,768	

Calendar 2017 total response info from Chief Lieberman
Based on situs - where call occurs, not which station respon

Allocation:

Arroyo Grande	693,749
Grover Beach	418,275
OCSD	203,551

Haz Mat direct allocation

Arroyo Grande	5,000
Grover Beach	5,000
OCSD	2,000

Debt service - 2nd engine allocation

Arroyo Grande	-
Grover Beach	21,943
OCSD	12,887

Total Allocation

	Allocation	Current	Variance	% Increase
Arroyo Grande	2,523,661	2,062,347	461,314	22%
Grover Beach	1,798,108	1,491,753	306,355	21%
OCSD	987,362	808,530	178,832	22%
	5,309,130	4,362,630	946,500	22%

FIVE CITIES FIRE AUTHORITY
BUDGET SUMMARY
For the Fiscal Year Ending June 30, 2018

"Status Quo" Scenario

	Actual		Amended Budget	Proposed Budget	Projection				
	2016	2017 Unaudited			2018	2019	2020	2021	2022
Beginning Fund Balance	\$ 231,367	\$ 232,821	\$ 381,290	\$ 334,190	\$ 334,190	\$ 334,190	\$ 334,190	\$ 334,190	\$ 334,190
Revenues	4,144,525	4,728,028	4,573,330	5,044,930	5,267,168	5,381,477	5,570,082	5,701,037	
Expenditures:									
Salaries & Benefits	3,557,700	3,643,541	3,763,600	4,121,800	4,240,500	4,417,500	4,568,850	4,701,805	
Services & Supplies	490,739	561,399	604,700	719,400	763,788	779,064	794,645	810,538	
Equipment Replacement	675,475	602,018	150,900	102,500	161,650	83,683	105,357	87,464	
Debt Service		326,876	101,230	101,230	101,230	101,230	101,230	101,230	
Total Expenditures	<u>4,723,914</u>	<u>5,133,834</u>	<u>4,620,430</u>	<u>5,044,930</u>	<u>5,267,168</u>	<u>5,381,477</u>	<u>5,570,082</u>	<u>5,701,037</u>	
Prior period adjustment									
Other financing sources (uses)	580,843	554,275							
Change in Fund Balance	<u>1,454</u>	<u>148,469</u>	<u>(47,100)</u>	<u>-</u>	<u>(0)</u>	<u>-</u>	<u>0</u>	<u>(0)</u>	
Ending Fund Balance	<u>\$ 232,821</u>	<u>\$ 381,290</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>
Designated Reserve	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Undesignated Fund Balance	177,821	326,290	334,190	334,190	334,190	334,190	334,190	334,190	334,190
Total Fund Balance	<u>\$ 232,821</u>	<u>\$ 381,290</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>

FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2018

"Status Quo" Scenario

ACT	ACCOUNT NAME	Actual		Amended Budget	Proposed Budget	Variance	Projection			
		2016	2017 Unaudited				2018	2019	2020	2021
REVENUES										
4301	INTEREST	\$ 1,981	\$ 3,490	\$ 1,300	\$ 700	\$ (600)	\$ 700	\$ 700	\$ 700	\$ 700
4422	ARROYO GRANDE FIRE REIMBURSEMENT	1,846,134	2,241,766	2,062,347	2,381,079	318,732	2,491,611	2,546,178	2,636,305	2,698,840
4428	FEMA REVENUE	-	-	-	-	-	-	-	-	-
4443	GROVER BEACH FIRE REIMBURSEMENT	1,284,929	1,417,661	1,491,753	1,697,842	206,089	1,775,570	1,813,943	1,877,322	1,921,297
4444	OCEANO FIRE REIMBURSEMENT	754,337	779,965	808,530	932,310	123,780	974,987	996,056	1,030,855	1,055,000
4458	STATE GRANT	-	-	-	-	-	-	-	-	-
4491	SAFER GRANT	-	-	-	-	-	-	-	-	-
4462	LOCAL GRANT	10,361	29,719	10,600	-	(10,500)	-	-	-	-
4726	FIRE IMPACT FEES	4,398	4,101	1,000	3,000	2,000	3,000	3,000	3,000	3,000
4729	FIRE-FIRST RESPONDER SUPPORT	21,954	22,228	20,600	21,000	400	21,300	21,600	21,900	22,200
4730	STRIKE TEAM REIMBURSEMENT	158,255	186,322	155,500	-	(155,500)	-	-	-	-
4803	SALES-EQUIPMENT/MATERIALS	24,000	-	12,700	-	(12,700)	-	-	-	-
4807	EXPENSE RECOVERY	38,176	42,776	9,000	9,000	-	-	-	-	-
4816	PROCEEDS FROM DEBT ISSUANCE	580,843	554,275	-	-	-	-	-	-	-
GRAND TOTAL REVENUES		\$ 4,725,368	\$ 5,282,303	\$ 4,573,330	\$ 5,044,930	\$ 471,600	\$ 5,267,168	\$ 5,381,477	\$ 5,570,082	\$ 5,701,037

FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2018

"Status Quo" Scenario

ACT	ACCOUNT NAME	Actual		Amended Budget	Proposed Budget	Variance	Projection			
		2016	2017 Unaudited				2018	2019	2020	2021
EXPENDITURES										
5101	SALARIES FULL-TIME	1,273,174	1,201,809	1,711,200	1,855,700	144,500	1,893,000	1,944,200	1,995,600	2,033,900
5102	SALARIES PERMANENT PART-TIME	21,118	19,492	16,400	46,400	30,000	46,400	46,400	46,400	46,400
5103	SALARIES TEMPORARY PART-TIME	384,069	372,210	368,000	394,200	26,200	394,200	394,200	394,200	394,200
5105	SALARIES OVERTIME	418,473	570,525	266,800	381,700	114,900	389,300	397,100	405,000	413,000
5106	SALARIES - STRIKE TEAM OVERTIME	100,890	116,321	155,500	-	(155,500)	-	-	-	-
5108	HOLIDAY PAY	73,976	71,603	69,400	94,300	24,900	95,800	97,200	98,700	100,100
5109	SICK LEAVE PAY	45,248	42,504	-	-	-	-	-	-	-
5110	ANNUAL LEAVE BUY BACK	3,565	9,327	7,000	7,000	-	7,000	7,000	7,000	7,000
5111	VACATION BUY BACK	36,793	43,337	45,000	45,000	-	45,000	45,000	45,000	45,000
5112	SICK LEAVE BUY BACK	2,736	927	4,000	4,000	-	4,000	4,000	4,000	4,000
5113	VACATION LEAVE PAY	58,531	63,522	-	-	-	-	-	-	-
5114	COMPENSATION PAY	43,923	42,766	-	-	-	-	-	-	-
5115	ANNUAL LEAVE	19,296	23,448	-	-	-	-	-	-	-
5121	PERS RETIREMENT	436,063	425,736	441,700	495,700	54,000	539,100	609,300	650,300	683,200
5122	SOCIAL SECURITY	163,531	165,026	161,700	208,500	46,800	211,800	216,400	221,000	224,500
5123	PARS RETIREMENT	5,735	5,856	5,800	700	(5,100)	700	700	700	700
5126	STATE DISABILITY INS. (SDI)	14,369	14,113	12,200	18,400	6,200	18,600	18,900	19,200	19,500
5127	DEFERRED COMPENSATION	2,420	2,707	3,000	3,000	-	3,000	3,000	3,000	3,000
5131	HEALTH INSURANCE	300,319	312,332	345,800	360,300	14,500	384,600	410,600	438,400	468,200
5132	DENTAL INSURANCE	21,425	18,865	20,800	21,800	1,000	22,200	22,200	21,800	21,800
5133	VISION INSURANCE	5,096	4,810	5,400	5,400	-	5,500	5,500	5,700	5,700
5134	LIFE INSURANCE	2,203	2,092	2,400	2,500	100	2,600	2,600	2,500	2,500
5135	LONG TERM DISABILITY INSURANCE	7,090	7,628	8,400	8,800	400	8,800	8,800	8,900	8,900
5136	RETIREE'S HEALTH INSURANCE	5,337	8,239	6,500	8,200	1,700	8,200	8,200	8,200	8,200
5141	WORKERS COMPENSATION	104,300	98,148	101,000	154,500	53,500	155,000	170,500	187,550	206,305
5142	UNEMPLOYMENT INSURANCE	7,599	(402)	5,000	5,000	-	5,000	5,000	5,000	5,000
5143	UNIFORM ALLOWANCE	-	-	-	-	-	-	-	-	-
5147	EMPLOYEE ASSISTANCE PROGRAM	421	600	600	700	100	700	700	700	700
Subtotal Salaries & Benefits		3,557,700	3,643,541	3,763,600	4,121,800	358,200	4,240,500	4,417,500	4,568,850	4,701,805

FIVE CITIES FIRE AUTHORITY
 BUDGET
 For the Fiscal Year Ending June 30, 2018

"Status Quo" Scenario

ACT	ACCOUNT NAME	Actual		Amended Budget	Proposed Budget	Variance	Projection			
		2016	2017 Unaudited				2018	2019	2020	2021
5201	SUPPLIES - OFFICE	5,980	6,948	7,000	7,000	-	7,140	7,283	7,428	7,577
5206	SUPPLIES - EMS	7,511	6,586	10,000	15,000	5,000	15,300	15,606	15,918	16,236
5208	POSTAGE/MAILING	1,967	1,930	1,800	1,800	-	1,836	1,873	1,910	1,948
5255	SPECIAL DEPARTMENT SUPPLIES	13,757	20,459	23,100	24,000	900	24,480	24,970	25,469	25,978
5272	PROTECTIVE/SAFETY CLOTHING	27,591	71,835	35,000	40,000	5,000	40,800	41,616	42,448	43,297
5273	SMALL TOOLS	3,254	2,247	3,000	3,000	-	3,060	3,121	3,184	3,247
5276	UNIFORMS			20,000	25,000	5,000	25,500	26,010	26,530	27,061
5301	ADVERTISING	697	-	1,000	1,000	-	1,020	1,040	1,061	1,082
5303	CONTRACTUAL SERVICES	116,423	122,019	108,500	270,000	161,500	305,400	311,508	317,738	324,093
5306	PRINTING SERVICES	1,429	1,809	4,000	4,000	-	4,080	4,162	4,245	4,330
5315	PRE-EMPLOYMENT PHYSICALS	1,687	7,535	9,200	11,000	1,800	11,220	11,444	11,673	11,907
5316	JOB RECRUITMENT EXPENSE	1,477	961	2,000	2,000	-	2,040	2,081	2,122	2,165
5324	FORENSIC MANDATE SERVICES	1,450	30	1,800	1,800	-	1,836	1,873	1,910	1,948
5325	HAZMAT/SAFETY PROGRAM	14,500	13,046	15,500	15,500	-	15,810	16,126	16,449	16,778
5401	UTILITIES	41,339	43,244	45,000	45,000	-	45,900	46,818	47,754	48,709
5403	TELECOMMUNICATIONS	29,269	22,559	30,000	30,000	-	30,600	31,212	31,836	32,473
5501	CONFERENCE/TRAINING	18,444	9,145	12,000	12,000	-	12,240	12,485	12,734	12,989
5512	TRAVEL	-	4,720	3,500	4,000	500	4,080	4,162	4,245	4,330
5503	MEMBERSHIPS & SUBSCRIPTIONS	3,048	2,368	3,700	3,700	-	3,774	3,849	3,926	4,005
5504	PUBLIC RELATIONS	7,158	4,050	6,000	5,000	(1,000)	5,100	5,202	5,306	5,412
5508	MISC EXPENSE	1,650	1,423	2,500	2,500	-	2,550	2,601	2,653	2,706
5553	RENT-BUILDING AND LAND	15,000	15,000	15,000	15,000	-	15,300	15,606	15,918	16,236
5555	BANK CHARGES	-	66	300	300	-	306	312	318	325
5576	LIABILITY INSURANCE-JPA SHARE	12,884	13,634	18,000	18,000	-	18,360	18,727	19,102	19,484
5599	WEED ABATEMENT	8,573	10,326	12,000	12,000	-	12,240	12,485	12,734	12,989
5601	MAINTENANCE - VEHICLES	91,689	94,966	100,000	75,000	(25,000)	76,500	78,030	79,591	81,182
5602	MAINTENANCE - OFFICE EQUIPMENT	3,591	2,988	3,600	3,600	-	3,672	3,745	3,820	3,897
5603	MAINTENANCE - MACH & EQUIP	8,730	31,328	53,000	15,000	(38,000)	15,300	15,606	15,918	16,236
5604	MAINTENANCE - BUILDINGS	9,886	7,170	8,000	8,000	-	8,160	8,323	8,490	8,659

FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2018

"Status Quo" Scenario

ACT	ACCOUNT NAME	Actual		Amended Budget	Proposed Budget	Variance	Projection			
		2016	2017 Unaudited				2018	2019	2020	2021
5605	MAINTENANCE - GROUNDS	582	499	2,000	1,000	(1,000)	1,020	1,040	1,061	1,082
5606	MAINTENANCE - RADIO COMMUNICATIONS	8,087	6,670	8,200	8,200	-	8,364	8,531	8,702	8,876
5608	GAS & OIL	33,086	35,838	40,000	40,000	-	40,800	41,616	42,448	43,297
Subtotal Services & Supplies		490,739	561,399	604,700	719,400	114,700	763,788	779,064	794,645	810,538
5803	LEASE PURCHASE PAYMENTS		326,876	101,230	101,230	-	101,230	101,230	101,230	101,230
Subtotal Debt Service		-	326,876	101,230	101,230	-	101,230	101,230	101,230	101,230
6101	DATA PROCESSING EQUIPMENT	1,544	10,607	16,000	40,000	24,000	38,000	18,760	39,135	19,918
6103	COMPUTER LICENSING SOFTWARE	21,815	16,202	50,000	32,500	(17,500)	47,650	48,603	49,575	50,567
6201	MACHINERY & EQUIPMENT	10,180	16,378	15,500	30,000	14,500	16,000	16,320	16,646	16,979
6301	VEHICLES	641,936	558,831	69,400		(69,400)	60,000			
	FUTURE VEHICLE REPLACEMENT					-				
Subtotal Equip Replacement		675,475	602,018	150,900	102,500	(48,400)	161,650	83,683	105,357	87,464
GRAND TOTAL EXPENDITURES		\$ 4,723,914	\$ 5,133,834	\$ 4,620,430	\$ 5,044,930	\$ 424,500	\$ 5,267,168	\$ 5,381,477	\$ 5,570,082	\$ 5,701,037

4) 25% based on proportion of service calls

Arroyo Grande	1,987	53%
Grover Beach	1,198	32%
OCSD	<u>583</u>	15%
Total service calls	3,768	

Calendar 2017 total response info from Chief Lieberman
Based on situs - where call occurs, not which station responds

Allocation:

Arroyo Grande	654,476
Grover Beach	394,596
OCSD	192,028

Haz Mat direct allocation

Arroyo Grande	5,000
Grover Beach	5,000
OCSD	2,000

Debt service - 2nd engine allocation

Arroyo Grande	-
Grover Beach	21,943
OCSD	12,887

Total Allocation

		Allocation %	Current	Variance	% Increase
Arroyo Grande	2,381,079	47.5%	2,062,347	318,732	15%
Grover Beach	1,697,842	33.9%	1,491,753	206,089	14%
OCSD	<u>932,310</u>	18.6%	<u>808,530</u>	123,780	15%
	5,011,230		4,362,630	648,600	15%



Oceano Community Services District

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

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

Date: May 23, 2017

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item #9(C): Approval of a Recommendation selecting the proposal from Category Five Professional Consultants, Inc for preparation of the Local Hazard Mitigation Plan and authorizing the Board President to approve a professional services agreement in an amount of \$47,356.96 plus optional services**

Recommendation

It is recommended that your Board select the proposal from Category Five Professional Consultants, Inc (CFPC) for preparation of the Local Hazard Mitigation Plan (LHMP) and authorize the Board President to approve a professional services agreement in an amount of \$47,356.96 plus optional services.

Discussion

On December 13, 2017 your Board approved the distribution of a Request for Proposals (RFP) for preparing the LHMP, which is substantially funded by a grant obtained from the California Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) in the amount of \$47,903.94.

The LHMP includes the following five (5) components:

1. Participation of Agencies, Stakeholders and the Public
2. Hazard Identification and Risk/Vulnerability Assessment
3. Mitigation Strategies
4. Plan Adoption
5. Plan Maintenance

The scope of work approved in the LHMP grant provides the basis for the scope covered by the RFP.



Oceano Community Services District

Board of Directors Meeting

On December 13, 2017 your Board authorized the General Manager to issue a Request for Proposals (RFP) to seek consulting firms that are interested in providing services to the District. Currently, the County of San Luis Obispo is working on preliminary efforts to prepare a multi agency regional LHMP and provided a list of five consultants to distribute the RFP.

The only proposal received was from CFPC and the proposal is posted to the District's Website as well as available for review at the District office.

The proposal was sent to your ad-hoc committee of Directors Angello and Brunet established May 10, 2017. Staff has also reviewed the proposal. If the recommendations are approved by your Board, the next step will be to develop the professional services agreement.

In addition to the proposal for preparing the LHMP, the RFP requested a statement of qualifications for optional services. In Appendix D includes their qualifications to assist the District in evaluating District options for future fire and emergency services. Staff will discuss optional services during the agenda item to seek their inclusion in the consultant agreement.

Other Agency Involvement

In addition to Cal OES and FEMA, the County of San Luis Obispo is working on preliminary efforts to prepare a multi agency regional LHMP. Recent discussions with County staff have indicated the willingness to coordinate efforts so that the District LHMP can also be incorporated into the regional LHMP.

Other Financial Considerations

The grant for the LHMP totals \$47,930.94. The recommendation supporting the CFPS proposal is based on the content of the proposal and cost. The proposal is within the budget for the current year. Optional services are not anticipated to exceed \$25,000 and will be incorporated into the upcoming 2018/19 budget if supported by your Board. As is customary with proposals for professional services, the final contract with CFPS will include additional details on the scope of work.



Oceano Community Services District

Board of Directors Meeting

Results

Authorizing the President to execute an agreement with CFPC to prepare the LHMP will help ensure that addressing community risks and public outreach will be completed in 2018. The deadline for completion is August 30, 2019, which also includes review period for state and federal agencies.

Attachment:

- Category Five Professional Consultants Technical Proposal
- Category Five Professional Consultants Risk Assessment



May 15, 2018

Ms. Carey Casciola

Business and Accounting Manager
Oceano Community Services District
1655 Front St, Oceano, CA 93445

Dear Ms. Casciola:

Thank you for providing us with an opportunity to submit a proposal for the creation of a Local Hazard Mitigation Plan for the Oceano Community Services District. **Category Five Professional Consultants, Inc. (CFPC)** is a dynamic multi-disciplinary consulting firm that specializes in Emergency and Public Health preparedness. We consistently provide comprehensive consulting, training, technical writing, and plan assessment and development services tailored to meet each jurisdiction's unique needs. Our steadfast goal in developing and updating hazard mitigation plans is to arrive at practical, meaningful, attainable and cost-effective mitigation solutions.

We have extensive local and statewide experience in constructing and updating both single and multi-jurisdictional hazard mitigation plans (MJHMP). Thus, we are well versed in all aspects of the hazard mitigation planning and approval process. Our firm is uniquely qualified for this project as we have extensive emergency preparedness, training and emergency response experience throughout San Luis Obispo County. Firm principals are currently serving in variety of volunteer capacities with the San Luis Obispo County Public Health Department (EMSA), Fire Safe Council, United Way (VOAD) and Community Emergency Response Team (CERT).

CFPC thoroughly understands that the County and the District will need to share responsibility in developing mitigation strategies for the District and will facilitate this effort. Our accumulated emergency response experience within the County enables us to thoroughly understand the District's particular disaster threats. In addition, we have a clear understanding of the unique challenges the County, the District, and the neighboring jurisdictions currently face, both physically and politically. Further, our in-depth fire service experience will enable us to comprehensively evaluate the District's membership in the Five Cities Fire Authority.

We sincerely believe that our hazard mitigation planning experience coupled with the combination of our local knowledge, emergency response experience, and well-developed relationships in the counties disaster preparedness organizations makes us the "top choice" in the selection process.

Thank you in advance for this consideration,

Robert F. Neumann *Sheri L. Eibschutz*

Bob Neumann and Sheri Eibschutz

Category Five Professional Consultants, Inc.

Local Hazard Mitigation Plan Proposal for Oceano Community Services District ~ May 15, 2018

Agenda Item 9(C)

May 23, 2018 - Page 46 of 73



TABLE OF CONTENTS

	<u>Page</u>
SECTION I - APPLICANT FIRM	4
SECTION II - FIRM QUALIFICATIONS	4
SECTION III - PROJECT APPROACH AND UNDERSTANDING	6
➤EXECUTIVE SUMMARY	6
➤SCOPE OF WORK	6
PHASE 1: ORGANIZATION OF RESOURCES	7
A. Plan Review and Coordination.....	7
B. Public Involvement	7
C. Area Profile	8
PHASE 2: ASSESSING RISK	8
A. Hazard Identification	8
B. Hazard Profiling.....	9
C. Vulnerability Assessment	11
i. Overview	11
ii. Critical Facilities and Infrastructure	11
iii. Potential Loss Estimation	11
iv. Development Trend Analysis	11
D. Capability Assessment.....	11
PHASE 3: MITIGATION PLAN DEVELOPMENT	12
A. Mitigation Goals and Objectives.....	12



B. Identification and Analysis of New Mitigation Actions 12

PHASE 4: IMPLEMENTATION AND MONITORING..... 13

A. Implementation of Mitigation Actions..... 13

B. Plan Maintenance Process 13

C. Evaluating and Updating the Plan 13

D. Incorporation into Existing Planning Mechanisms..... 14

E. Regulatory Compliance..... 14

SECTION IV - JURISDICTION PARTICIPATION 14

SECTION V - SCHEDULE OF EVENTS 15

SECTION VI - FEES AND INSURANCE 18

SECTION VII - SUMMARY 18

APPENDIX A - RECENT SIMILAR PROJECTS..... 18

APPENDIX B - PROJECT MANAGERS' RESUMES 21

APPENDIX C - PROFESSIONAL REFERENCES..... 24

APPENDIX D - OPTIONAL SERVICE: FIRE SERVICE QUALIFICATIONS 26

APPENDIX E - COST PROPOSAL Addendum

APPENDIX F - RISK ASSESSMENT QUESTIONNAIRE..... Addendum



PROJECT TITLE: TECHNICAL PROPOSAL FOR LOCAL HAZARD MITIGATION PLAN FOR OCEANO COMMUNITY SERVICES DISTRICT

I. APPLICANT FIRM

Applicant Firm: *Category Five Professional Consultants, Inc.*

Address: Post Office Box 13736
San Luis Obispo, California 93406

Authorized Representatives: Bob Neumann, Sheri Eibschutz

Telephone: 805-441-5469

Alternate Telephone: 805-458-9567

Facsimile: 805-594-1233

E-mail: bob@cafive.com, sheri@cafive.com

Website: www.cafive.com

Employer Identification Number: 20-1068792

II. FIRM QUALIFICATIONS

The experience of our principal staff is second to none. Firm principals, Bob Neumann and Sheri Eibschutz, are uniquely qualified to undertake this project. We have worked together since 2004 and are thoroughly versed in all phases of emergency planning from development through the plan approval process.

We have extensive experience in the construction and revision of single and multi-jurisdictional hazard mitigation plans, emergency preparedness and response plans, concept of operations plans and the construction and facilitation of emergency preparedness training workshops and exercises. Additionally, our staff has taught all aspects of emergency management. We are proud of the fact that our completed Hazard Mitigation Plans have **all quickly met** Cal OES and FEMA approval.

Our local hazard knowledge is unparalleled. We have constructed extensive Hazard Mitigation and Multi-Hazard Emergency Response Plans throughout San Luis Obispo County and neighboring jurisdictions. Firm principals are currently serving in a variety of volunteer

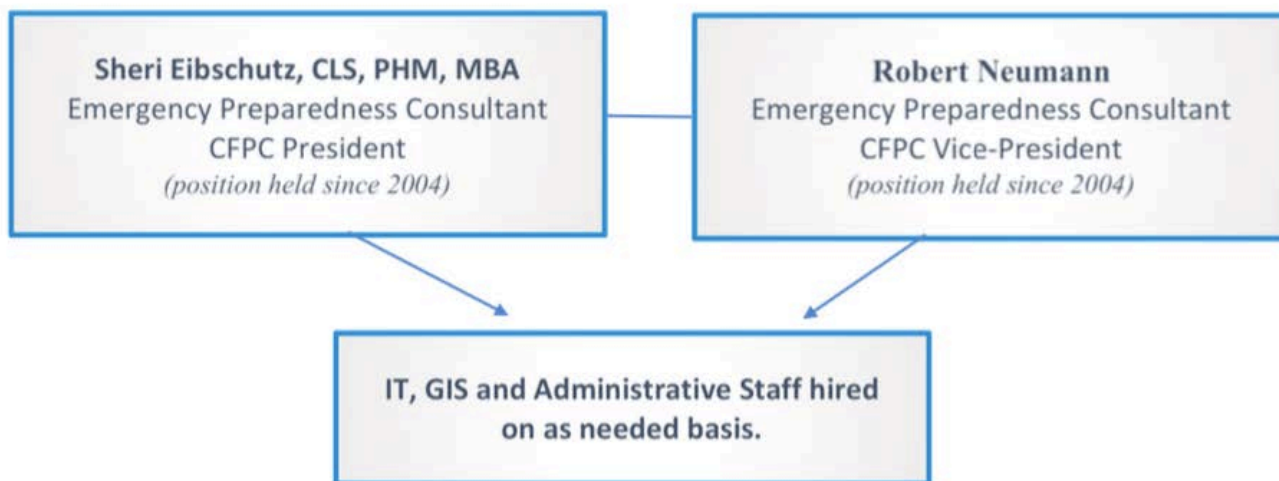


capacities including the San Luis Obispo County Public Health Department EMSA, Fire Safe Council, United Way (VOAD) and Community Emergency Response Team (CERT). Our accumulated emergency response experience within the County enables us to thoroughly understand the community’s unique disaster threats. Additionally, we are keenly aware of local political, financial and social constraints that could impede hazard mitigation.

Please see Appendix A for Recent Similar Projects, Appendix B for Project Managers’ Resumes, and Appendix C for Professional References.

Category Five Professional Consultants, Inc.

ORGANIZATION CHART





III. PROJECT APPROACH AND UNDERSTANDING

EXECUTIVE SUMMARY

The mounting cost of disaster recovery in our nation has engendered an ongoing interest in uncovering effective ways to minimize our country's hazard vulnerability. The Disaster Mitigation Act (DMA) of 2000, also commonly known as "The 2000 Stafford Act Amendments" (the Act), constitutes an effort by the Federal government to reduce the rising cost of disasters. The Act stresses the importance of mitigation planning and disaster preparedness prior to an event.

In accordance with DMA 2000, multi-hazard mitigation activities began being implemented throughout the United States this past decade in order to minimize property damage, save lives, and reduce recovery effort spending subsequent to natural or man-made disasters. In compliance with Mitigation Planning Section 322 of the Act, the Oceano Community Services District will develop a comprehensive Local Hazard Mitigation Plan (LHMP) which will enable the District to qualify for Hazard Mitigation Grant Program (HMGP) project funds. CFPC will ensure compliance with DMA 2000 requirements and Cal OES 2008 planning guidelines. Our in-depth understanding of the complex requirements set forth in 44 CFR 78.5/78.6 and 201.5/201.6 and the Governors' Executive Order S-13-08 will enable the District to easily obtain plan approval by Cal OES and FEMA.

The newly developed mitigation actions will be based upon a sound planning process that accounts for the inherent risk and capabilities of the District and the County as stated in section §201.5 of the Rule. As this proposer is keenly aware of budgetary constraints impacting the District and the County, we will strive to uncover mitigation actions that are both cost-effective and attainable.

SCOPE OF WORK

The consultant's principal goal in creating a Local Hazard Mitigation Plan for Oceano Community Services District is to arrive at practical, meaningful, attainable and cost-effective mitigation solutions. To accomplish this, the project will be divided into four major phases:

- **Organization of Resources:** This entails understanding and assessing planning capabilities, securing political support, and soliciting community input and approval.
- **Assessing Risks:** This involves identifying and evaluating hazard risk, by determining the District's exposure to hazards, the probability of potential damages, and the compilation of expected loss estimates.
- **Development of a Mitigation Plan:** Goals, objectives and mitigation actions will be developed based on the findings in the first two steps. Identifying and prioritizing mitigation actions to reduce future disaster-related loss will be the focus of this phase.



- **Implementation and Monitoring:** This phase entails adopting, implementing, assigning responsibility, monitoring, and reviewing the plan over time to ensure that the mitigation goals and objectives are carried out fully and with minimal impact to the jurisdiction.

The following sections provide a detailed description of the approach this contractor will take to carry out these four phases in order to successfully achieve the intended goals and objectives:

➤PHASE 1: ORGANIZATION OF RESOURCES

A. Plan Review and Coordination

CFPC will thoroughly review all current and past pertinent planning documents for the Oceano Community Services District, San Luis Obispo County, each of the neighboring cities and special districts. The County General Plan and Safety Element, the current Hazard Mitigation Plan, Local and State Environmental Impact Reports will be studied. Current Land Use Ordinances, water and drainage plans, local flood control mitigation plans, and all other relevant documents, maps, and historical information will be reviewed. A detailed list of specific items to be studied can be found in the Phase 2 - Risk Assessment section of this document.

B. Public Involvement

Solicitation of public feedback is essential in the development of effective and comprehensive plans. CFPC will facilitate a Hazard Mitigation Planning Group (HMPG aka LPT) comprised of: the Five Cities Fire Authority, Oceano Advisory Committee, and San Luis Obispo County Office of Emergency Services. The contractor will educate Planning Group members on Hazard Mitigation Plan requirements and the planning process and will obtain their feedback regarding particular areas of concern. CFPC will provide the HMPG updates throughout the planning and approval process and will solicit member input both individually and as a group as applicable.

Upon construction of the Draft LHMP and following review by the Hazard Mitigation Planning Group, CFPC will educate the general public and solicit their feedback regarding hazards of concern and proposed mitigation actions. To ensure full public involvement, the contractor intends to:

- Publish articles in agency newsletters and community outreach documents that explain the nature of the project, encourage public involvement at community hearings, and outline the multiple avenues for public comment.
- Delineate the planning process and share the Draft Plan at multiple noticed public workshops held within the District.
- Develop a Public Hearing Draft LHMP which appropriately responds to feedback from the general public.
- Present the Public Hearing Draft LHMP at an Oceano Community Advisory Committee meeting and an Oceano Community Services District Board of Directors meeting.

In accordance with §201.6(c)(1), all aspects of the planning process will be documented and incorporated in the local plan, including how the plan was developed, all stakeholders involved in the planning process, and the methods used to involve the public.



C. Area Profile

A detailed description of the District will be developed. This will provide a historic, geographic and socio-economic profile to provide a context for understanding the mitigation actions that will be implemented to reduce the jurisdiction's vulnerability. This profile is an essential component in constructing mitigation actions that are consistent with both the political will and the financial and technical capabilities of the community.

➤PHASE 2: RISK ASSESSMENT

Natural hazards that have wreaked havoc in particular areas of SLO County in the past are likely to resurface in the future. §201.6(c)(2) of the Rule requires local jurisdictions to provide sufficient information from which to develop and prioritize appropriate mitigation actions to reduce losses from identified hazards. To accomplish this, and in compliance with §201.6(c)(2)(i), CFPC will perform an in-depth risk assessment that identifies and provides a detailed description of all natural hazards that could likely affect the planning area. A study of the District's vulnerability to these hazards will be performed to predict the extent of damage to assets, analyze development trends, and assess future structure development to establish the likelihood of future threats from natural hazards.

A. Hazard Identification

The first course of action in conducting a risk assessment is the collection and analysis of all natural hazard related data. The LHMP will document all sources used to identify local natural hazards and will provide a detailed explanation of any hazards omitted from consideration. Maps of previous hazard occurrences, vulnerable structures and critical facilities, existing and proposed land uses, and known hazard areas will be included to an appropriate level of detail, and as available.

Local hazards will be identified by performing an in-depth review of the:

- County General Plan (including the Safety Element and technical appendices)
- Adjoining City General Plans and Safety Elements
- Local and State land use regulations
- Flood ordinances
- Water and Drainage Master Plans as available
- County Emergency Operations Plans and SOPs
- Adjoining City Multi-hazard Emergency Response Plans
- Fire History and Fire Severity Maps (FHSZ)
- Existing Hazard Mitigation Plans of adjoining agencies
- Geo-technical reports for the involved areas
- Past disaster declarations.
- Flood Insurance Rate Maps (FIRMs).



-
- National Flood Insurance Program (NFIP) repetitive loss properties.
 - Locally available GIS databases

In addition, this contractor will communicate with representatives from the following organizations:

- Local Land Use Planning Officials
- San Luis Obispo County Office of Emergency Services
- The Oceano Advisory Committee
- Lucia Mar Unified School District
- The Five Cities Fire Authority
- Law Enforcement Agencies
- South San Luis Obispo County Sanitation District
- San Luis Obispo County Flood Control and Water Conservation District

B. Hazard Profiling

Upon identification of all natural hazards that could impact the planning areas, in-depth hazard profiles will be constructed. They will delineate the physical characteristics of each identified hazard and provide a determination of applicable hazard descriptors, such as magnitude, duration, frequency, probability, extent, and the potential impacts of climate change.

Specifically, hazard profiling entails obtaining a description of each threat including:

- The location/geographic area within each planning area that could be impacted
- Obtaining composite maps for hazards with a recognizable geographic boundary
- The extent (severity or magnitude) of potential hazard events
- The probability, likelihood or frequency that the hazardous event would occur in the community

A description of past occurrences of hazardous events in the community will be provided. This section of the plan will include:

- Available information on damages that occurred (fatalities, property damage, recovery costs)
- The level of severity (magnitude, wind speeds, flood depth, etc.)
- Dates of occurrence and repetitive patterns (i.e.-flood, earthquake...)
- Duration of event
- Information sources used to assemble historical data



Hazards will be characterized to describe applicable conditions such as soil characteristics, topography, meteorological conditions, and tree mortality that could potentially exacerbate the potential effects of local hazards. CFPC will review and utilize hazard maps from the following sources:

- The United States Geological Survey (USGS)
- Federal Emergency Management Agency (FEMA)
- The National Oceanographic & Atmospheric Administration (NOAA)
- Geographic Information System [GIS] software
- CAL FIRE and Resource Analysis Profile (FRAP)
- CAL FIRE Hazard Severity Zone Maps (FHSZ)
- SLO County Fire History Map

The LHMP will describe these and all additional sources used to obtain hazard profiling information. This data will be compiled to enable the contractor and Hazard Mitigation Planning Group to clearly estimate and assign a level of risk for each identified hazard taking into account all factors unique to that particular hazard.

An analysis will be performed by the jurisdiction's vulnerability to those hazards. This will be achieved by obtaining comprehensive information about the types and numbers of structures, potential dollar losses, and a description of land use patterns and development trends.



C. Vulnerability Assessment

i. Overview

A description of the jurisdiction's vulnerability will be prepared as required in §201.6(c)(2)(ii) of the Plan. This summary of each jurisdiction's vulnerable structures will provide a general depiction of the type of structures (i.e.-buildings, infrastructure, and critical facilities) affected by each applicable type of hazard. Further, the extent of the hazard's impact to the vulnerable structures will be delineated according to dollar value.

ii. Critical Facilities and Infrastructure

The Hazard Mitigation Plan will assess vulnerability by including a description of the numbers and types of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas. This information will be obtained by reviewing an inventory of existing and proposed buildings, infrastructure, and critical facilities located within identified hazard area boundaries. Stakeholders will be encouraged to consider recommendations regarding proposed building code, public works infrastructure, and planning regulations that will prevent reoccurring damages.

iii. Estimating Potential Losses

The LHMP will describe vulnerability in terms of an estimate of the potential dollar losses to vulnerable structures and a description of the methodology used to prepare the estimate as required in §201.6(c)(2)(ii)(B) of the Plan. An estimate will be provided for each hazard, and will include as available, contents, structure, and function losses to present a full picture of the total potential loss associated with each asset. A composite loss map or a thorough description of high potential loss areas for each specific hazard will be created.

iv. Analyzing Development Trends

Vulnerability will also be illustrated by inclusion of a description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions as required in §201.6(c)(2)(ii)(C) of the Plan. This will include existing and proposed land uses in addition to development densities in the identified hazard areas and any anticipated future changes. This data will provide a foundation for making decisions on the type of mitigation approaches to consider, and the locations in which these approaches should be employed. Additionally, this information can facilitate decision making regarding future development in hazardous areas.

D. Capability Assessment

An essential component of the Mitigation Strategy is understanding the resources available to the District in order to mitigate the effects of every identified hazard. The contractor will review and update the following resources: 1) Legal and regulatory, 2) Administrative and technical, 3) Financial, and 4) Physical assets of Oceano CSD.



➤ **PHASE 3: DEVELOPMENT OF MITIGATION PLAN**

Goals, objectives and mitigation actions will be established based on the findings in the first two phases. This contractor will then develop a series of drafts to enable both public and staff input. The resultant LHMP will include mitigation strategies as required in §201.6(c)(3) of the Rule. This critical component of the plan will provide both the District and the County with clear and concise guidelines for reducing the potential losses identified in the risk assessment. Mitigation strategies will be developed utilizing existing authorities, policies, programs and resources with the intent of improving and expanding these tools. Mitigation goals will be developed which give rise to clear mitigation actions and projects. All mitigation projects and actions will be prioritized in accordance with a cost-benefit review which delineates the effectiveness of the actions with respect to their cost.

A. Hazard Mitigation Goals and Objectives

The hazard mitigation strategy will include a description of mitigation goals to prevent or minimize long-term vulnerabilities to the identified hazards. These goals will be determined based upon local and state risk assessment findings. They will signify long-term hazard reduction aspirations and will engender the development and implementation of specific mitigation actions.

B. Identification and Analysis of Mitigation Actions

In accordance with §201.6(c)(3)(ii) of the Rule, the LHMP will contain a comprehensive review of specific mitigation actions and projects that are being considered to minimize the effects of each identified hazard. This contractor will list all prospective loss reduction actions identified in the planning process and subsequently evaluate these actions to determine which is most suitable for the District and applicable to the County. Mitigation actions will address both existing and future buildings and infrastructure.

Prospective mitigation actions will be presented to the District Project Manager, prior to the public hearing process. The final plan will describe the process used to determine particular mitigation actions. Existing local mitigation activities, regulatory standards, integration with local planning and capital improvements programs will be included in the plan.



➤PHASE 4: IMPLEMENTATION AND MONITORING

A. Implementation of Mitigation Actions

An action plan will be composed that delineates how the identified mitigation actions will be prioritized, implemented and administered in accordance with requirement §201.6(c)(3)(iii) of the Rule. The most important component in prioritizing these mitigation actions is the long-term benefit. If competing actions are found to produce equivalent benefits, an economic evaluation will be employed. Additional factors in prioritizing actions will include:

- Administrative capabilities
- Legal constraints
- Technical feasibility
- Social impact
- Environmental issues
- Available funding for specified actions
- The economic goals of the community
- Public support for the proposed action

B. Plan Maintenance Process

To ensure that the adopted LHMP remains active and relevant, the contractor will develop an action plan in compliance with 44 CFR §201.6 of the Rule. This will provide detailed information on the implementation of the mitigation action. In order to clearly delineate who's responsible for carrying out each action and the funding mechanisms that will be employed, CFPC will consult with the District Project Manager prior to making recommendations. A description will then be provided explaining how the District intends to incorporate the mitigation strategies into existing planning mechanisms. Further, a schedule will be provided for monitoring and evaluating the plan annually and producing a plan revision every five years. Public participation will continue throughout the plan maintenance process.

C. Evaluating, and Updating the Plan

CFPC will incorporate into the hazard mitigation plan a section explaining the method and schedule for monitoring, evaluating, and updating the mitigation plan every five years. Although not required, it is the preference of CFPC to follow FEMA's recommendation of having the LHMP reviewed and updated annually to optimize the effectiveness of the plan, reflect changes in land development, and respond to any unanticipated, natural or manmade disasters that could alter mitigation priorities and implementation.

This section will include:

- How, when, and by whom the plan will be monitored and evaluated
- The criteria used to evaluate the plan
- How, when, and by whom the plan will be updated



The plan assessment will evaluate if:

- The nature, magnitude, and/or type of risks have changed
- The goals and objectives are addressing current and anticipated conditions
- The current resources employed are appropriate and sufficient for carrying out the plan
- Implementation problems have occurred
- The outcomes have occurred as anticipated
- Stakeholders have followed through on their level of commitment

D. Incorporation into Existing Planning Mechanisms

In accordance with §201.6(c)(4)(ii) of the Rule, the plan will include a process by which the Oceano Community Services District will incorporate the LHMP requirements into other planning mechanisms (e.g.-comprehensive plans, capital improvement plans and the County of SLO zoning ordinances, building codes, permitting, and other planning tools).

E. Plan Review Crosswalk

At the completion of our draft and final plans, we will conduct a Plan Review Crosswalk based on FEMA Region IX’s Local Mitigation Plan Review Tool. This completed Crosswalk will be submitted along with the Hazard Mitigation Plan to Cal OES and to FEMA.

IV. JURISDICTION PARTICIPATION

This contractor respectfully requests that the Oceano Community Services District will:

- Assist in obtaining contact information for working group members
- Provide advertising and meeting space for public forums



V. SCHEDULE OF EVENTS

CFPC is available to commence work immediately following receipt of a purchase order.

TIME PERIOD	ACTIVITY
Week 1	Establish and make contact with the District Project Managers and the Hazard Mitigation Planning Group and select meeting dates.
Weeks 1-3	Review the County General Plan, land use regulations, flood ordinances, water/drainage master plans, geotechnical reports, past disaster declarations, flood Insurance rate maps, and repetitive loss properties.
Week 2	Develop PowerPoint presentation to educate Planning Group Members on hazard mitigation requirements and planning process.
Week 3	<p>Conduct Hazard Mitigation Planning Group kick-off meeting in order to:</p> <ul style="list-style-type: none"> • Educate Planning Group members on LHMP requirements and planning process • Introduce plan to solicit public and stakeholder participation • Establish meeting dates for public forums • Discuss hazard of concern <p><i>This contractor will continue to meet with the HMPG throughout the planning process.</i></p>
Weeks 4-7	Create historic, geographic and socio-economic profiles for each jurisdiction
Weeks 4-8	Establish a jurisdictional event history for all applicable natural hazards.
Weeks 5-9	<p>Develop Hazard Profiles:</p> <ul style="list-style-type: none"> • Obtain hazard description, location, severity, likelihood, etc. • Obtain and review hazard maps • Estimate and assign level of risk for each hazard
Weeks 10-16	Comprise a Risk Assessment for the identified natural hazards. Communicate with local, state and federal agencies, and emergency response organizations.
Weeks 16-21	<p>Construct a Vulnerability Assessment for the study area that:</p> <ul style="list-style-type: none"> • Describes and assesses critical facilities and infrastructure • Estimates potential losses • Analyzes development trends



Weeks 22-25	Development a Capability Assessment for each jurisdiction that includes the following resources: <ul style="list-style-type: none"> • Legal • Regulatory • Financial • Administrative • Technical • Physical assets
Weeks 25-28	Develop mitigation goals and objectives. Review with each project manager and the Hazard Mitigation Planning Group. Develop mitigation actions that will achieve the identified goals and objectives.
Week 28	Prioritize mitigation actions.
Week 29	Assign responsibility and identify potential funding sources to carry out mitigation actions.
Week 30	Plan Monitoring and Integration: <ul style="list-style-type: none"> • Create method to evaluate effectiveness of actions • Establish method for updating plan • Incorporate actions into existing planning mechanisms
Week 31	Submit administrative preliminary draft LHMP to Oceano Community Services District.
Week 32	Incorporate comments from each entity in addition to hazard mitigation planning group recommendations. Prepare Preliminary draft LHMP.
Weeks 33-34	Organize noticed public forum to educate general public and stakeholders on the preliminary draft LHMP. Solicit feedback.
Weeks 35	Develop a Public Hearing Draft LHMP that appropriately responds to the public’s comments. Submit to project managers for approval.
Week 35	Outline Hazard Mitigation Planning Group and public review process and incorporate into the Final Local Hazard Mitigation Plan.
Week 36	Construct Final Plan Review Crosswalk
Weeks 37-43	Present Final LHMP for adoption at noticed public hearings at Oceano Community Services District Board of Directors meeting.



Weeks 43-44	Incorporate recommendations of the OCSD Board into the Final Hazard Mitigation Plan and submit to Cal OES Hazard Mitigation Office.
Week*	Make changes as recommended by Cal OES Hazard Mitigation Office. Submit to FEMA for final approval.
Week*	Make any requested changes.

****Any requested changes will be incorporated within 1 week of Cal OES and FEMA reviews.***

VI. FEES AND INSURANCE

PROJECT COST

The total cost of the services listed above is described in the attached Cost Proposal found in Appendix E.

INSURANCE/INDEMNIFICATION

CFPC possesses the Insurance Requirements listed in RFP PS-2018-02 through Baxter Insurance of Santa Barbara. We have maintained this level of coverage since our company's inception in 2004 and will continue to do so for the full term of this project. If awarded this project, CFPC shall provide the County with a certificate of liability insurance. This contractor will comply with County insurance and indemnification requirements as delineated in the Request for Proposal.

VII. SUMMARY

This contractor is confident that we possess the skills, work experience, and expertise necessary to develop a comprehensive and effective Local Hazard Mitigation Plan that quickly meets FEMA approval. If the Oceano Community Services District possesses a planning need not listed above, please let us know, so that we may alter our services to best accommodate you.

Thank you for allowing us this opportunity!

Robert F. Neumann Sheri L. Eibschutz

Bob Neumann and Sheri Eibschutz
Category Five Professional Consultants, Inc.

Category Five Professional Consultants, Inc.



APPENDIX A: RECENT SIMILAR PROJECTS

PROJECT	DATE	CLIENT
Multi-Jurisdictional Hazard Mitigation Plan	2016-2018	<ul style="list-style-type: none"> • Cambria Community Services District • Cambria Community Healthcare District
Coordinate, Educate and Obtain Commitment from Local Jurisdictions for SLO County Multi-Jurisdictional Hazard Mitigation Plan	2017	San Luis Obispo County Office of Emergency Services
Emergency Response Management Training	2015	City of Santa Maria, CA
Multi-Hazard Emergency Response Plan - Update	2015	City of Santa Maria, CA
Multi-Hazard Emergency Preparedness Plan	2014	California Polytechnic State University, San Luis Obispo
Multi-Jurisdictional Hazard Mitigation Plan for Tuolumne County, it's Cities and Special Districts	2013	<ul style="list-style-type: none"> • Tuolumne County, CA • City of Sonora • Groveland Community Services District • Twain Harte Community Services District • Columbia Fire Protection District • Mi-Wuk Sugar Pine Fire Protection District • Tuolumne Utilities District • Jamestown Sanitary District



		<ul style="list-style-type: none"> • Bellevue Elementary School District • Big Oak Flat-Groveland Unified School District • Columbia Union School District • Curtis Creek School District • Jamestown Elementary School District • Sonora Elementary School District • Sonora Union High School District • Summerville Elementary School District • Summerville Union High School District • Twain Harte-Long Barn Unions School District • Tuolumne Band of Me-Wuk Indians
Emergency Services Plan	2012	Tuolumne County, CA
Emergency Response Management Training	2012	Tuolumne County, CA
Emergency Response Management Training	2012	<ul style="list-style-type: none"> • City of Santa Maria • City of Guadalupe • Allan Hancock College
Multi-Hazard Emergency Response Plan	2012	City of Santa Maria
Multi-Hazard Emergency Response Plan	2012	City of Guadalupe



Multi-Hazard Emergency Response/Continuity of Operations Plan	2012	Allan Hancock College
Multi-Hazard Emergency Response Plan	2012	Tuolumne County
Local Hazard Mitigation Plan Rewrite	2011	San Luis Obispo County
Multi-Hazard Emergency Response Plan	2010	City of Atascadero
Multi-Jurisdictional Hazard Mitigation Plan	2006-2007	<ul style="list-style-type: none"> • City of Arroyo Grande • City of Grover Beach • Lucia Mar Unified School District
Local Hazard Mitigation Plan	2006	City of Morro Bay
Multi-Hazard Emergency Response Plan	2006	City of Pismo Beach
Multi-Hazard Emergency Response Plan	2003	City of Paso Robles
Multi-Hazard Emergency Response Plan	2003	City of Morro Bay
Multi-Hazard Emergency Response Plan	2003	City of Grover Beach
Multi-Hazard Emergency Response Plan	2000	City of San Luis Obispo



APPENDIX B: PROJECT MANAGERS' RESUMES

ROBERT F. NEUMANN
1698 Nipomo
Los Osos, CA. 93402

Education and Credentials:

- Bachelor of Science Degree in Soils Science (Cal Poly 1974)
- California State Fire Marshall certified Chief Officer

Relevant Work History:

- **Executive Vice President**, Category Five Professional Consultants, Inc. (2004-present)
- **Executive Director**, SLO County Emergency Medical Services Agency (2004 – 2005)
- **Fire Chief & Director of Disaster Preparedness**, City of SLO (1991-2002)
- **Fire Marshall/ Battalion Chief**, City of San Luis Obispo (1988-1991)
- **Fire Captain**, San Luis Obispo City Fire Department (1980-1988)

Relevant Experience:

- **Multi-Hazard Emergency Response Plan, Hazard Mitigation and Community Wildfire Protection Plan Writer-Developer**, Clients include; Cities of Morro Bay, Arroyo Grande, Atascadero Grover Beach, Cambria CSD, Morro Bay, Paso Robles, Pismo Beach, Los Osos, San Luis Obispo, and the Counties of Butte, Calaveras, San Luis Obispo, Sutter, and Tuolumne.
- **Command Teams**, Currently serving as an Operations Section Chief and Liaison Officer on Calif. Incident Management Team (8 years). Served 6 years on a USDA Interior team and 7 years on a California Department of Forestry & Fire Protection Command Team. Positions held on the teams included Operations Section Chief and Safety Officer and Div/Group Sup.
- **Fire Department Chief Officer**, I have been the incident commander for a number of large structure fires, wildland fires, hazardous materials spills, two major floods and two large civil disturbances. I was also responsible for providing the requisite training for ~350 cities employees for over 15 years. I served as the initial Plans Section Chief for the City of Paso Robles in the San Simeon Earthquake and subsequently assisted the Staff in designing and outfitting the city's new Emergency Operations Center (EOC).

Notable Responsibilities:

- **Operations Section Chief** (one of many, for Hurricane Katrina -2005)
- **Operations Section Chief** (one of many, for Gulf Oil Spill - 2010)
- **Cofounder and past Director** (7 years) of the SLO County Regional Hazardous Materials Response Team
- **Founder and past Director** (12 years) of the SLO County Fire Chiefs' Association Critical Incident Response Team
- **Current Member, Board of Directors**, SLO County's Emergency Medical Service Agency
- **Current Member, Board of Directors (Secretary/Treasurer)**, SLO Co. Fire Safe Council
- **Founder and Current Program Coordinator**, Estero Bay CERT Program (10 years)



SHERI L. EIBSCHUTZ

702 Patricia Drive

San Luis Obispo, CA. 93405

(805) 458-9567

EMPLOYMENT HISTORY:

CATEGORY FIVE PROFESSIONAL CONSULTANTS, INC.

PRESIDENT and CEO

(2004-present)

General responsibilities:

- Develop and facilitate emergency preparedness exercises for government agencies, health departments, first responders, hospitals, university administrators, and laboratory personnel.
- Composing emergency preparedness plans, standard operating procedures and technical protocols including:
 - Local and Multi-Jurisdictional Hazard Mitigation Plans
 - Mass Fatality Plans
 - Multi-Hazard Emergency Response Plans
 - Concept of Operations Plans
 - Pandemic Influenza Planning
 - Strategic National Stockpile Planning
 - Mass Prophylaxis Planning
 - Bioterrorism response planning
- Grant writing and facilitation.

LABORATORY BIOTERRORISM COORDINATOR/COUNTY HEALTH AGENCY DEPARTMENT OPERATIONS CENTER

LABORATORY BRANCH SERVICES COORDINATOR (2002-2004)

San Luis Obispo County Public Health Department San Luis Obispo, CA.

Responsibilities included:

- Development and implementation of bioterrorism response planning for San Luis Obispo County's nine clinical laboratories and Public Health Department laboratory.
- Plan and facilitate Multi-jurisdictional bioterrorism workshop and tabletop exercises, County Wide First Responder Mass Prophylaxis functional exercise, CSTI full-scale Weapons of Mass Destruction/Bioterrorism exercise with National Guard's Civil Support Teams and multi-jurisdictional Chemical Terrorism Workshop.
- Construct laboratory procedures, grant writing and facilitation, and plan assessment
- Select Agent Compliance Coordinator
- Technical consultant for County Wide Bioterrorism Advisory Committee
- Instructor for Clinical and Public Health Microbiologists, Clinical Laboratory Scientists, Public Health staff, First Responders and Hazardous Materials personnel.

PUBLIC HEALTH MICROBIOLOGIST

(1999-2002)

San Luis Obispo County Public Health Department San Luis Obispo, CA.

Responsibilities included: Composition, design and evaluation of health department plans and protocols; Development of training exercises and lectures; General bacteriology, parasitology, mycobacteriology, serology, virology, mycology and water bacteriology testing and quality control.



LEAD MEDICAL TECHNOLOGIST (1993-1995)
Scripps Clinic Rancho San Diego Rancho San Diego, CA.
 Supervised satellite laboratory in variety of disciplines: hematology, chemistry, coagulation, urinalysis, serology, microbiology and quality control. Evaluated and composed plans and standard operating procedures.

SENIOR CLINICAL LABORATORY SCIENTIST-MICROBIOLOGIST (1989 - 1995)
 Department of Clinical Pathology Department
Scripps Clinic and Research Foundation La Jolla, CA.
 Responsibilities included: identification of aerobic and anaerobic bacteriology; parasitology, mycobacteriology, mycology and virology delineation; susceptibility testing, quality control, laboratory procedural composition and student teaching.

MEDICAL ASSISTANT (1991-1993)
Clinica Alianza Contra el SIDA Tijuana, B.C., Mexico
 Supervised fundraising and budgeting of AIDS clinic, taught AIDS education, medical and pharmacy assistant.

VIROLOGY INVESTIGATOR (1987-1988)
Biology Department-San Diego State University
 Responsibilities: Developed viral ELISA procedure, tissue culturing, cell preservation research study, viral detection and quantitation, and assisted virology lab classes.

EDUCATION: **MASTERS DEGREE IN BUSINESS ADMINISTRATION** (1997)
University of Phoenix

SCRIPPS CLINIC and RESEARCH FOUNDATION (1989-1990)
School of Medical Technology - La Jolla, CA.
 Specialties: Microbiology, Hematology, Radio Immunoassay, Immunology, Chemistry, Blood Bank, and Serology.

BACHELOR OF SCIENCE DEGREE IN MICROBIOLOGY (1988)
San Diego State University

LICENSURE: **Public Health Microbiologist**

- State of California Board Certified (5/99)

Clinical Laboratory Scientist

- American Society of Clinical Pathologists (1/90)
- State of California Board Certified (1/90)
- National Certification Agency for Clinical Laboratory Personnel (1/90)

REFERENCES: Available upon request.



APPENDIX C: PROFESSIONAL REFERENCES FOR RECENT SIMILAR PROJECTS

➤ **Project: Multi-Jurisdictional Hazard Mitigation Plan for Cambria Community Services District and Cambria Community Healthcare District,**

Project Managers:

Jerry Gruber, General Manager, Cambria Community Services District,
1055 Monterey Street Rm D430, San Luis Obispo, CA 93408 (805) 781-5454

Bob Sayers, Administrator, Cambria Community Healthcare District, 1241 Knollwood Circle,
Cambria, CA 93428 (805) 927-8304

William Hollingsworth, Fire Chief, Cambria CSD Fire Department, 2850 Burton Drive,
Cambria, CA 93428 (805) 927-6240

➤ **Project: Local Hazard Mitigation Plan for the County of San Luis Obispo,**
Project Manager: **Ron Alsop**, Emergency Services Manager, 1055 Monterey Street Rm D430,
San Luis Obispo, CA 93408 (805) 781-5454

➤ **Project: Multi-Jurisdictional Hazard Mitigation Plan, Emergency Services Plan and
Emergency Management Training Exercise for Tuolumne County and 19 Jurisdictions.**
Project Manager: **Tracie Riggs**, OES Coordinator Tuolumne County, 2 South Green Street,
Sonora, CA 95370 (209) 533-5511

➤ **Project: Multi-Hazard Emergency Response Plan for the Cities of Santa Maria and
Guadalupe and Allan Hancock College, Continuity of Operations Plan for Allan Hancock
College** Project Manager: **Jeff Jones**, Fire Chief, Santa Maria City Fire Department 314 West
Cook Street #8, Santa Maria, California 93458 (805) 471-3310

➤ **Project: Mass Fatality Plan for San Luis Obispo County Sheriff-Coroner's Office**
Project Manager: **Ron Hastie**, Commander, P.O. Box 32, San Luis Obispo, CA
(805) 781-4500

➤ **Project: Continuity of Operations Plan for the North County Emergency Dispatch JPA,**
Project Manager: **Leslie Wilson**, Administrator, P.O. Box 410, Rancho Santa Fe. CA 92067
(858) 756-3006

➤ **Project: Mass Fatality Management Plan for Butte County** Project Manager: **Gene
Azparren**, Emergency Services Coordinator for Butte County Public Health Department, 202
Mira Loma Drive Oroville, CA 95965 (530) 538-7009

➤ **Emergency Preparedness Training Workshop and Tabletop Exercise for Fort Bend
County Public Health Department,** Project Manager: **Dr. Jean Galloway**, Health Officer,
4520 Reading Road, Rosenberg, TX, 77471 (281) 238-3233



➤ **Multi-Jurisdictional Local Hazard Mitigation Plan for the Cities of Arroyo Grande and Grover Beach, and the Lucia Mar Unified School District.**

Project Manager: **David Mathe** 140 Traffic Way, Arroyo Grande, CA 93420 (805) 473-5494

➤ **Emergency Preparedness Training Workshop and Tabletop Exercise for Sutter County Public Health,** Project Manager: **Dr. Mike Kinnison**, County Health Officer and Amerjit Bhattal Assistant Director of Human Services County, 1445 Veterans Memorial Circle, Yuba City, CA 95993 (530) 822-7215

➤ **Project: Mass Prophylaxis/Mass Vaccination Management Plan for Butte County** Project Manager: **Gene Azparren**, Emergency Services Coordinator for Butte County Public Health Department, 202 Mira Loma Drive Oroville, CA 95965 (530) 538-7009

➤ **Project: Strategic National Stockpile Plan for Butte County** Project Manager: **Gene Azparren**, Emergency Services Coordinator for Butte County Public Health Department, 202 Mira Loma Drive Oroville, CA 95965 (530) 538-7009

➤ **Project: Strategic National Stockpile Plan Revisions for Calaveras County, California** Project Manager: **Colleen A. Tracy**, Public Health Director, 891 Mountain Ranch Rd. San Andreas, CA 95249 (209) 754-6460

➤ **Emergency Preparedness Training Workshop and Tabletop Exercise for Stevens County, Kansas** Project Manager: **Linda Stalcup**, Stevens County Hospital, 1006 S. Jackson, Hugoton, Kansas 67951 (620) 544-2541

➤ **Project: Local Hazard Mitigation Plan for the City of Morro Bay** Project Manager: **Mike Pond**, Fire Chief, 715 Harbor, 93442 (805) 772-6242

➤ **Project: Multi-Hazard Emergency Response Plan for the City of Atascadero** Project Manager: **Kurt Stone**, Fire Chief, 6005 Lewis Ave, 93422 (805) 461-5070

➤ **Project: Multi-Hazard Emergency Response Plan for the City of Paso Robles** Project Manager: **Ken Johnson**, Dir. of Emergency Services (Chief), Paso Robles, CA (805) 237-3973

➤ **Project: Multi-Hazard Emergency Response Plan for the City of Pismo Beach** Project Manager: **Greg Pisano**, Division Chief, 635 N. Santa Rosa St., SLO CA 93405 (805) 543-4244

➤ **Project: Multi-Hazard Emergency Response Plan for the Cities of Arroyo Grande and Grover Beach** Project Manager: **David Mathe**, 140 Traffic Way, Arroyo Grande, CA 93420 (805) 473-5494

➤ **Project: Multi-Hazard Emergency Response Plan for the City of Morro Bay** Project Manager: **Bob Hendrix**, City Administrative Officer, 705 Harbor, Morro Bay, CA 93442 (805) 772-6200



APPENDIX D: OPTIONAL SERVICES: FIRE SERVICE QUALIFICATIONS

CFPC firm principal, Bob Neumann, is uniquely qualified to assist the District in evaluating the various options in the implementation of the FCFA 2017 Strategic Plan. Serving as a chief officer for the City of San Luis Obispo for over 15 years, Bob has a thorough understanding of the levels of service in fire protection in SLO County and particularly the South County.

As fire chief for City of San Luis Obispo, Bob guided the department, city manager and city councils through two strategic planning processes. Working with the finance director of the City of SLO, he was instrumental in the development of a detailed council agenda report that explored the various options available to the council in funding increased levels of service for the downtown core of the City of SLO. Options included the formation of a special district funded with a specific assessment, a sales tax increase, and the use of the general fund/capital improvement program. In the end the City Council approved a long term capital improvement project that was funded through a combination of reserves and general fund sources.

Over the years, Bob has consulted the chief officers, council members, and various representatives of the Cambria, South Bay, and Morro Bay Fire Departments in the development of voter approved tax increases for improved levels of service.

Mr. Neumann clearly understands the difficult fiscal and political decisions that face the member cities of the FCFA as they transition from paid call fire fighters to full-time members. While it is clear that easy solutions are not readily available, he believes that with a thorough understanding of the implications of the various decisions and with good communications, acceptable outcomes can be developed.

APPENDIX C – RISK ASSESSMENT QUESTIONNAIRE
Required Submittal

1. List the full names of any partners, owners, officers or other persons occupying a position of authority or responsibility in your organization.

ROBERT NEUMANN SHERI EIBSCHUTZ

2. Have the individual(s) in item #1 been subject to bankruptcy, insolvency or receivership proceedings in the last five (5) years? Yes No If yes, please enclose details.

3. Has your business/company/organization filed for bankruptcy within the last five (5) years? Yes No If yes, please enclose details.

4. Has your business/company/organization/individual(s) in item #1 ever had a contract for the general type of services/product sought by the District terminated for non-compliance or inadequate performance? Yes No If yes, please enclose details.

5. Has your business/company/organization/individual(s) in item #1 ever defaulted on a contract for the general type of services/product being sought by the District?

Yes No If yes, please enclose details.

6. Has there been, in the last five (5) years, or is there now pending or threatened, any litigation, arbitration, governmental proceeding or regulatory proceeding involving claims in excess of \$100,000 with respect to the performance of any services or the provision of any product by your business/company/organization/individual(s) in item #1? Yes No If yes, please enclose details.

7. Has your business/company/organization/individual(s) in item #1 ever defaulted in fulfilling all of its obligations relating to the payment of District taxes, fees, or other obligations?

Yes No If yes, please enclose details.

8. In the last five (5) years, has your business/company/organization/individual(s) in item #1, been or currently involved in any action, audit or investigation brought by any federal government agency or authority or by any state or local governmental agency? Yes No If yes, please enclose details.

9. In the last five (5) years, has your business/company/organization/individual(s) in item #1 been debarred or suspended for any reason by any federal, state or local government or refrained from bidding on a project due to an agreement with such governmental agency? Yes No If yes, please attach a full explanation.
10. In the past five (5) years, has your business/company/organization/individual(s) in item #1 had its surety called upon to complete any contract, whether government or private sector? Yes No If yes, please enclose details.
11. In the past five (5) years, has your business/company/organization/individual(s) in item #1 had a revocation, suspension or disbarment of any business or professional permit and/or license? Yes No If yes, please enclose details.
12. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?
 Yes No If yes, identify on a separate signed page the person or persons convicted, the court (the District if a state court, the district or location of the federal court), the year and the criminal conduct.

Signature

THE UNDERSIGNED HEREBY CERTIFIES THAT THE RESPONSES PROVIDED ARE CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND FOR THOSE RESPONSES GIVEN WHICH ARE BASED ON INFORMATION AND BELIEF, THOSE RESPONSES ARE TRUE AND CORRECT BASED ON MY PRESENT BELIEF AND INFORMATION.

Dated this 7TH day of MAY of the year 2018

Name of organization: CATEGORY FIVE PROFESSIONAL CONSULTANTS

Signature:  5/7/18

Printed Name and title: ROBERT F NEUMANN
EXEC VICE PRESIDENT